

Lowndes County Fire Rescue



Standard Operating Guidelines & Procedures

Lowndes County Fire Rescue

2981 US Highway 84 East • Valdosta, Georgia 31606 • 229.671.2730 • Fax 229.253.0491

EFFECTIVE: January 1, 2012

RECINDS: All previous policies, station by-laws, and SOP's

SCOPE: All Lowndes County Fire Rescue Personnel.

PURPOSE: To establish an easily accessible reference for communicating Lowndes County Fire Rescue guidelines to all Fire Service personnel.

POLICY:

1) Knowledge of the Contents of the Manual.

- a) All Lowndes County Fire Rescue personnel shall be familiar with the contents of the Standard Operating Procedures (SOP) manual and shall adhere to the guidelines contained in the manual to the fullest extent possible. Failure to comply with an applicable SOP can result in disciplinary action.

2) Location of the SOP Manual

- a) One SOP manual will be maintained in the fire station and will be accessible to all personnel. Additionally, one SOP manual will be assigned to the Fire Chief and Station Officer. Manuals assigned to Headquarters will be kept in an accessible location available to all employees of the work unit.

3) Updating SOPs

- a) Revisions, deletions or additions of SOP may be drafted periodically due to changes in operational procedure. The Chief may designate someone with knowledge of the particular subject to consider these revisions, deletions, or additions and, if indicated, to draft the SOP. This draft shall be circulated for review to the County Manager and County Attorney.
- b) Once the draft has been reviewed and revised, the Chief will decide if the SOP is to be issued and if any further modifications are needed. No SOP will be issued without the Chief's approval.
- c) When a new or updated SOP is developed and approved, a memorandum drawing attention to the new SOP, a copy of the SOP and an updated Table of Contents will be sent to each station and individual who has a manual. The SOP and Table of Contents are to be placed in the SOP Manual and the old Table of Contents, and any SOPs that are rescinded by the SOP, will be removed from the manual and discarded.
- d) At a fire station, when the SOP is received the Senior Officer on duty will:
 - i) Meet with all on-duty personnel to explain the guideline
 - ii) Replace the old Table of Contents with new Table of Contents
 - iii) Insert the new guidelines according to its number
 - iv) Remove any old guidelines that are rescinded
- e) All individuals who are issued manual shall:
 - i) Read the new SOP
 - ii) Replace the old Table of Contents with the new Table of Contents
 - iii) Insert the new policy according to its number
 - iv) Remove any old policies that are rescinded

4) Referring to the Manual

- a) The manual is divided into two sections. One is for administrative guidelines, the other for operational guidelines. To find an SOP, look in the appropriate section of

the Table of Contents. In general, administrative guidelines transmit internal regulations and procedures that support administration of the Fire Department, while operational guidelines indicate how services are to be provided to the public.

5) Limitations of the Manual

- a) The SOP Manual is a dynamic document that provides guidelines for the operation of Lowndes County Fire Rescue. It is being issued initially with a limited number of SOPs. Additional SOPs will be issued with a priority placed on developing SOPs that are central to the Department's administration and services. Existing SOPs will be reviewed periodically and updated as necessary to meet changing administrative and service demands.
- b) Because the Manual will never be able to address every situation that may be encountered, personnel will need to use good judgment in applying the guidelines, coupled with training and experience. Just because a guideline does not exist for a particular situation, does not mean that actions should not be taken to address an administrative or operational problem.
- c) The Manual is not intended to take the place of federal, state or local laws. County policies or training those personnel receive. If there is a conflict between a SOP and a County policy, County policy will take precedent.
- d) Nothing in this manual or in any of the County's or Fire Department's policies shall be deemed to constitute a contract of employment and all employees of the County are "at-will employees" who may quit at any time for any reason and who may be terminated at any time for any reason or no reason. No oral or written promises or representations by a manager or supervisor will change the at will status of an employee.

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Disclaimer

These Standard Operating Guidelines/Procedures (SOG/SOP's) were developed for Lowndes County Fire Rescue, Valdosta, Georgia.

Lowndes County Fire Rescue cannot guarantee that adherence to the SOG/SOP's alone will result in a reduction of occupational injuries, illnesses, or exposures. However, the SOG/SOP's can help provide part of the needed framework for a more organized response, improved firefighting results, a more cohesive response, a fire service occupational safety and health program, of which can be achieved by following these goals.

This 2012 Edition of the Standard Operating Guidelines/Procedures supersedes all previous editions, by-laws, and station/district policies.

Preface

This SOG/SOP's were developed to provide guidance to management and members of the Lowndes County Fire Rescue in the performance of their daily duties. This document is based on requirements from NFPA, ISO, AWWA, *Standard on Fire Department Occupational Safety and Health Program*, and on professional publications, as well as appropriate federal, state, and local regulations.

This SOG and SOP document is the official Lowndes County Fire Rescue Policy and Procedures manual.

- a) SOG's remain guidelines which leave some room for modification. But the freedom to make a modification to SOG's, does not relieve responsibility if the modification works against the SOG's intent; by causing chaos; disruption in professional service; disregard for the SOG's intent; or intentional disobedience. Verbiage will consist of: can, could, may, etc.
- b) SOP's are a rigid policy. They can only be broken with the Fire Chief's approval, and then a report of the SOP failure or change shall be generated and given to the County Manager for his/her review. If the deviance in Policy was not in the best interest of the County, a disciplinary action can occur. SOP's are general rules of conduct for all members. Verbiage will consist of: Shall, must, always, etc.

These rules offer the Lowndes County Fire Rescue policy's, procedures, and guidelines that were designed for and adopted by the Lowndes County Board of Commissioners in an effort to safeguard and protect all citizens of Lowndes County. This document was developed with the intent to provide the highest possible level of safety for all fire members and citizens of the community. The prevention of accidents, injuries, exposures, and occupational illnesses are goals for the fire department and shall be the primary considerations at all times. This concern for safety and wellness shall apply to all members when contemplating any type of operation or action; whether emergency or non-emergency in nature.

Mission Statement

Lowndes County Fire Rescue shall always be dedicated to the task of protecting the lives, homes, and property of our fellow citizens from fires, disasters, and other emergencies. We will strive to complete this task by providing exceptional fire protection, emergency services, fire prevention, and public safety education. An essential function of the department is to provide a positive presence in the community. A strong emphasis will always be placed on connecting the Fire Department and the community together. Our hopes are to improve the quality of each resident's life, every day.

Introduction and Purpose

Presented in the following pages Lowndes County Standard Operating Guidelines & Procedures have been developed to provide uniformity and cohesion in the operations and rank within Lowndes County Fire Rescue.

The purpose of this text is to establish behavioral guidelines and rules for safe operations. This document has been designed to replace any and all existing written policy or procedure. It shall be a living document that should be updated regularly. Any changes must be approved formally by the Lowndes County Board of Commissioners. This document should be used as the reference for questions concerning departmental procedures and expected behavior by members of the fire department.

Administration

Administrative Definitions

A manual containing the Department's official SOG/SOP's shall be located so all members of the department shall have access to them.

Each Supervisor shall maintain a current copy of the department SOG/SOP's.

Each District shall receive a copy of the Departmental SOG/SOP's. Each member is responsible for becoming familiar with this document.

It is the member's responsibility to read this document and understand its intent.

Definitions:

- 1) **Memo:** Consecutively numbered correspondence, generally of an informational nature. Memos may address administrative policies and alter or clarify routine practices but may not alter or amend an item addressed in the SOG/SOP Manual. Memos shall be posted for review, if appropriate, and shall be maintained in a permanent file.
- 2) **Special order:** A written, unnumbered directive that addresses a specific instance where a policy or procedure will be changed, altered, or amended for a specific period of time. Special orders will be posted during the specified time period.
- 3) **Standard operating procedure:** A written organizational directive that establishes a standard course of action to be followed.
- 4) **Standard operating guideline:** A written organized directive that establishes a course of action that is recommended and to be followed.
- 5) **General orders:** Written directives used to amend or clarify a policy or procedure and for information of a permanent nature. General orders shall be posted for review and kept in a permanent file. Members shall be required to initial new general orders to indicate that they have read the order.

Lowndes County Fire Rescue Definitions

- 1) Absent without leave (AWOL): Failure to report for duty without sufficient reason; and without securing proper approval; for unexpected leave or extended absence without advanced approval.
- 2) Acting: Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank.
- 3) Appeal: The right of a non-probationary member to apply for review from any order, dismissal, or suspension by the Fire Chief.
- 4) Chain of command: The line of authority from the Fire Chief through a single subordinate, at each level of command.
- 5) Compensatory time: The period of time during which a member is excused from active duty as compensation for hours worked in excess of the regular tour of duty.
- 6) City: The physical area within the defined boundaries of the city.
- 7) Commission Approval and Guidance: This policy was initiated to reduce issues of liability to citizens of Lowndes County. The Commission has the ultimate liability with issues created by the fire department and therefore will directly confer its intent and guidance to the fire department. This change will negate any need for a Fire Advisory Board since the fire department's direction and control shall be directly under the influence of the Lowndes County Board of Commissioners.
- 8) County: The physical area within the defined boundaries of the county, but outside a city limits.
- 9) Days off: The time off granted to each member without loss of pay after the member completes his/her regular tour of duty.
- 10) Disciplinary Action: Action(s) to improve or correct performance, efficiency and morale of the member receiving discipline as well as the department.
- 11) Dismissal: The act of terminating the service of a member. This action does not eliminate a member's appeal process.
- 12) Emergency callback: Callback to duty when emergency conditions require additional shift personnel to mitigate the emergency. Members shall be compensated for callback duty according to the Lowndes County Personnel Policy Manual.
- 13) EMS: Emergency Medical Service.
- 14) Fire Administration: The Lowndes County Fire Chief or his designee.
- 15) Fire Chief: The Lowndes County Fire Chief hired by the County Manager
- 16) Funeral leave: The period of time during which a member is excused from active duty by reason of the death of an immediate family member. This is set by County policy.
- 17) Gender: Within this manual, the words "he" and "his" shall be construed to refer to both genders.
- 18) General bulletins: Written procedures used to clarify department policy or procedures or to disseminate information of a permanent nature. General bulletins shall be kept in a permanent file.
- 19) General order: Consecutively numbered, written directives used to change the department's rules, regulations, or standard operating guides. General orders shall be kept in a permanent file.
- 20) Immediately: The term "immediately" shall be construed to mean "as soon as possible."
- 21) Incompetence: The inability to satisfactorily perform one's duties or responsibilities.
- 22) Injury on duty leave: The period of time during which a member is excused from duty by reason of being injured while on duty.

- 23) Inspection: The periodic exam of personnel, stations, or apparatus for appearance, readiness, fitness for duty, and attention to duty according to standards set out in the standard operating guides, policies and procedures, general orders, and rules and regulations.
- 24) Insubordination: The willful disobedience of any order or request, issued by a superior officer, and/or any disrespect, mutinous, insolent, or abusive language toward a superior officer.
- 25) Length of service: The period of time starting from the date a member's employment begins until the present or until the date the member's employment ends.
- 26) May: The word "may" is permissive and advisory. Where used, the word "may" implies that, while the procedure is not mandatory, it is in the best interest of everyone involved for the procedure to be followed.
- 27) Members: A collective term applied to all persons of the fire department.
- 28) Neglect of duty: Failure to give proper attention to the performance of one's duty.
- 29) Non-sworn employee: A civilian, non-uniformed employee, non-reservist.
- 30) On duty: A member is on duty during the period of time when he is actively responsible for; or engaged in the performance of his duties.
- 31) Off duty: A member is off duty on his planned days off, while at another vocation, when on authorized leave, and if sick. They shall be free of the responsibility of performing their usual routine duties.
- 32) Order: An instruction or directive, written or oral, issued by a superior officer to a subordinate or group of subordinates in the course of duty.
- 33) Paid Leave: The period of time during which a member is excused from active duty by reason of illness or injury that prevents the member from performing his duties or the vacation time granted to fulltime members of the department each year as established by County policy.
- 34) Personnel: Fire department employees (full-time, part-time, and reservist).
- 35) Personnel accountability report (PAR): A headcount of personnel on responding units on the emergency scene.
- 36) Plural words: Within this manual, singular words include the plural and plural words include the singular.
- 37) Probationary period: The initial six months (or other period of time) of new employee's service, beginning with the date of employment.
- 38) Promotion: A change in a member's employment status to a position of greater responsibility or higher classification.
- 39) Regular duty callback: Call back to duty to fill a vacancy on a shift when another member's absence leaves that shift below the minimum staffing level.
- 40) Rank: A grade of official standing. Each class of members of the department constitutes a rank.
- 41) Ranking officer: The officer having the highest rank in grade for the longest period of time, unless otherwise designated by competent authority.
- 42) Recruit firefighter: Firefighters who have not met minimum standards as per GFSTC. These firefighters will be issued yellow helmets to allow the Incident Commander on scene to readily identify these personnel as being unable to make entry into a hazardous atmosphere.
- 43) Relieved of duty: An employment condition during which a member is not required or permitted to perform assigned duties but retains pay status. A member generally is relieved of duty when under investigation.

- 44) Reserve members: All persons in the department who maintain State of Georgia fire standards of at least Georgia Basic Firefighter, who are providing staffing without formal compensation, and are under the direction of the Lowndes County Fire Chief.
- 45) Resignation: The act of voluntary termination of a member's service.
- 46) Retirement: Termination of a member's active service by reason of attainment of the statutory length of service and age requirements or because of an incapacitating disability.
- 47) Shall and will: The words "shall" and "will" as used herein to indicate that the action is referred to as mandatory, or as a Standard Operational Procedure.
- 48) Special bulletin: A written, unnumbered procedure covering a specific situation or event.
- 49) Special duty: Any duty that requires a member to be excused from his regular duties
- 50) Special order: A written, unnumbered directive covering a limited period of time during which the rules, regulations, or standard operating guides will be changed. Special orders shall be kept in a permanent file.
- 51) Standby callback: A recall of members for standby duty in a station. Used during emergency conditions or during periods of peak activity.
- 52) Superior officer: Any member with supervisory responsibilities, either temporary or permanent, over members of a lower rank.
- 53) Suppression personnel: Members assigned to firefighting response duties.
- 54) Suspension: An action taken whereby a member is denied the privilege of performing his duties as a consequence of dereliction of duty, breach of discipline, misconduct, or violation of a regulation(s).
- 55) Sworn employee: A uniformed full-time, part-time, or reserve employee.
- 56) Tense: Words used in the present tense includes the future tense.
- 57) Tour of duty: The hours during which a member is on duty.
- 58) Workday: A tour of duty.
- 59) Volunteer: henceforth to be referred as reserve firefighter.

Employment/Membership

- 1) Applicants for open firefighter positions will complete an application package for LCFR and be cleared by a criminal history and fingerprinting by FBI and GBI before being considered for an appointment. Application packages may be obtained from the District Chief of the district for which he/she is seeking membership or the Fire Administration Office at Station 10. Through the process of submitting an application package along with clearance through the Firefighter's Physical Clearance Form, the applicant voluntarily agrees, by signing the criminal history GCIC and driving history forms thus allowing the authorized agents of Lowndes County to perform a character and driving history check at the applicant's expense on each applicant. A maximum of twenty (20) firefighters will be assigned to any one district.
- 2) Once the application package is completed it will be turned over for review. After a review and upon acceptance the applicant will be assigned a date for in-processing with the department.
- 3) All applicants must:
 - a) Be 18 years of age.
 - b) Have a valid Georgia Drivers License (Class B).
 - c) Be in good physical condition.
 - d) Complete within one year an approved Georgia Fire Fighting I course
 - e) Be a resident of Lowndes County. Live or work in the District they will be assigned to, or be approved by the Fire Chief.
 - f) Have not been convicted of a felony or misdemeanor within the past 10 years.
 - g) Have good moral character as determined by the investigation of the LCFR.
 - h) Can only be a member of one Lowndes County Fire District.
 - i) If member is dismissed for due cause he/she shall not be eligible for rehire except in the sole discretion of the Fire Chief.
 - j) Successfully complete The Lowndes County Fire Rescue physical ability test.
- 4) After an applicant has been accepted, the prospective firefighter will be allowed to join the department for a one year probationary period. During the probationary period the prospective firefighter must complete the following:
 - a) A Firefighter I course approved by Georgia Firefighter Standards and Training
 - b) Emergency Vehicle Drivers Course
 - c) Minimum First-Aid and CPR-with AED training
- 5) During the probationary period the prospective firefighter will be issued a complete set of protective clothing with a yellow helmet and may respond to fire calls, but shall not take an active roll in the suppression of fires until the successful completion of the Georgia Firefighter I course. Upon completion of Firefighter I the firefighter will be issued a black helmet.

Probationary firefighters will, in the event of a fire call, report to their station.

The prospective firefighter shall use the probationary period to become familiar with all the equipment carried on the fire vehicles and learn the policies and procedures of Lowndes County Fire Rescue.

- 6) To maintain employment all reserve fire fighters must respond to at least fifty (50) percent of emergency calls within their district within a twelve (12) month period.

Medical Health and Physical Fitness Policy

- 1) Lowndes County Fire Rescue recognizes and adheres to minimum standards for Physical Fitness according to NFPA 1583 Standard on Health-Related Fitness Programs for Fire Department Members. On duty personnel are expected to perform a minimum of thirty (30) minutes of physical training each shift.
- 2) All Firefighters and Fire Officers shall have on file a copy of the Annual Medical Statement. This Medical Statement will be completed in February of each year.
- 3) Facial hair that interferes with the proper seal of self-contained breathing apparatus (SCBA) shall not be allowed. Neatly trimmed sideburns and mustaches are permitted provided they do not interfere with the use of protective clothing or equipment. Sideburns shall not extend below the base of the ear and mustaches shall not extend below the lip. Hair length must be kept short enough that it can be contained within a hood or otherwise does not inhibit the use of personal protective clothing. These requirements are in accordance with the Georgia Fire Department's Operating Manual, section 3.4 and 3.5.
- 4) Each Fire District shall actively attempt to identify and limit the exposure to contagious diseases in the performance of the duties. It is the responsibility of the Fire Chief to establish and enforce an Infection Control Program.
- 5) Lowndes County Board of Commissioners shall maintain a Workers Compensation Program and Supplemental Insurance policy for all firefighters and fire officers from the time the person receives the alarm until they return to their home in a reasonable time. Also when firefighters are conducting fire related duties, i.e. training, preventive maintenance etc; they will be covered.
- 6) If an injury requires immediate medical attention the injured firefighter and or fire officer shall be transported to South Georgia Medical Center or the nearest medical facility for treatment. It is the responsibility of the senior fire officer at the scene to immediately inform the Fire Chief of any injury to a firefighter or fire officer. An accident/first incident report will be filled out along with a brief statement of what happened and submitted to Fire Administration by next business day. This report will be submitted to the Human Resources Department by Fire Administration within 24 hours of the incident.

CHAIN OF COMMAND

Lowndes County Board of Commissioners

Lowndes County Manager

Lowndes County Fire Chief or his Designees

District Chief(s)

Battalion Chief(s)

District Officers

Firefighters

The chain of command shall be used by all personnel for official fire departments business.

Appointment of District Chief

The District Chiefs that are in position at the time of the adoption of the SOG/SOP shall remain standing District Chiefs on a temporary basis pending a review and permanent appointment by the District Chiefs Approval Board

New candidates for District Chiefs will apply for the position by sending a resume of their qualifications to the Office of the Fire Chief. The applications will be reviewed and candidate will go before the District Chiefs Approval Board for final selection.

The District Chiefs Approval Board will consist of three members, the County Manager, the Fire Chief and Human Resources Manager or their designees.

Appointment of District Officers

The officers that are in position at the time of the adoption of the SOG/SOP shall remain as officers on a temporary basis pending a review and permanent appointment by the Fire Chief, District Chief, and Department Training Officer.

Open positions shall be filled from the ranks of the department within the district of the open position and shall be filled through a progression in rank. Open positions will be posted at the district and qualified applicants shall send a resume outlining their qualifications to the Fire Administration Office at Station 10. The applicants will then be reviewed by the Fire Chief, District Chief, and Training Officer for final selection.

Each district shall have no more than one District Chief, two Battalion Chiefs, two Captains, and two Lieutenants. Districts are not required to fill all these positions.

Resignations/Terminations

- 1) All members are requested to provide at least two weeks notice of intent to resign from the department. This will be done to allow ample time to process the notice and find a replacement. The Fire Chief may waive this requirement and allow the resignation to become effective immediately on receipt of a member's intention to resign whether written or verbal.
- 2) A formal notice of resignation shall be in writing and shall be delivered to the member's immediate supervisor. The supervisor shall forward the notice up through the chain of command for processing.
- 3) A resigning full-time member should contact the County Human Resources office for information relating to benefit options.
- 4) A resigning member shall turn in all uniforms, pagers, keys, and any other property issued by the fire department; on their last day of providing authorized service. All equipment shall be turned into the Fire Administration Office at Station 10 to the Chief or his designee. A member will be assessed a replacement cost for any item that is not returned, or is returned damaged. This replacement cost shall include any fees incurred during the collection of said equipment; such as attorney fees, legal fees, restocking fees, repair fees, etc.
- 5) Upon termination the member will be allowed to remove personal items from their locker under the authorization of the Fire Chief (or his designee).
- 6) A terminated member shall turn in all uniforms including insignia, badges and identification card, radio, pager, keys (tools & supplies) and any other property issued by the fire department. Then complete County's Separation Procedures before next pay period.
- 7) Any gear, equipment or property of Lowndes County Fire/Rescue (LCFR) not turned in within 15 days of termination or separation will be reported as stolen and appropriate legal action will be enforced.

Transfers

- 1) Every full time department member is subject to transfer as a result of departmental reorganization or to meet operational needs.
- 2) A member who has received a mandatory transfer shall be given as much prior notice as is practical to allow the member to make necessary personal arrangements.
- 3) When a member is transferred, all properly scheduled leave is transferred with him, regardless of whether it becomes necessary to pay overtime to maintain minimum staffing levels.
- 4) A member may request a transfer to another assignment provided he meets the position's minimum qualifications. To transfer the member must submit a written request to the Fire Chief via the member's immediate supervisor.
- 5) Request for transfer shall be accommodated whenever possible, but the Fire Chief has final authority to grant or deny a transfer request, based on the overall impact the transfer would have on the organization.
- 6) When a transfer request is denied, the Fire Chief shall provide reasons for the denial to the member who made the request. The reasons shall be formally put in writing.
- 7) District Transfers shall be approved by both the Fire Chief and District Chief.
- 8) All Transfers must be noted on a transfer form to be kept in the member's personal file at Fire Administration.

Code of Conduct

- 1) As a basic condition of employment or membership, all personnel have an obligation to conduct their official duties in a manner that serves the public's interest, upholds the public's trust, and protects the department's resources. All members have the responsibility to:
 - a) Perform their duties to the very best of their abilities, in a manner that is efficient, cost-effective, and meets the needs of the public.
 - b) Demonstrate integrity, honesty, and ethical behavior in the conduct of all department business.
 - c) Ensure that personal interest do not come in conflict with official duties and avoid both actual conflicts of interest, and the appearance of conflicts of interest, when dealing with vendors; customers; and other individuals doing business or seeking to do business with the department (gratuities gifts, etc.).
 - d) Ensure that all department resources, including funds, equipment, vehicles, and other property are used in strict compliance with department policies and solely for the benefit of the department.
 - e) Conduct all dealings with the public, county employees, and other organizations in a professional manner that presents a courteous, service-oriented image of the department.
 - f) Treat the public and other employees fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the departments' business.
 - g) Report for duty at the appointed time and place, fully equipped, fit, and able to perform assignments.
- 2) Officers and supervisors shall set the example for others and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with the department's policies and practices.

Obedience to Orders

- 1) Personnel shall read and become familiar with the department's Standard Operating Guidelines and Procedures. No plea of ignorance of SOG/SOP's will be accepted as an excuse for any violation.
- 2) Personnel shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed as insubordination.
- 3) Personnel shall abide by federal and state law, local ordinances and rules, the department's SOG/SOP's, and County policy. Members shall not be required to obey orders that are illegal or in conflict with the department's SOG/SOP's.
- 4) Personnel shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.
- 5) Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful, or injurious, exercise of authority is prohibited and will not be tolerated.
- 6) Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.
- 7) Any member who is given an order he believes to be unjust, improper, or contrary to a general order, SOG/SOP, or a federal or state law, or county policy, should respectfully decline to obey the order and shall state the reason for doing so. The member shall request that the supervisor of the person issuing the order be contacted for instructions of grievance, if the person issuing the order does not rescind or alter the original order.

Disciplinary Action

1) Purpose:

- a) Fire Department members are required to conduct themselves in a highly self-disciplined manner, obeying the Lowndes County Rules and Policies, fire department rules of conduct, and Departmental Standard Operating Procedures. In situations where members do not adhere to these expectations, supervisors will take the necessary action to correct the problem.
- b) This procedure will guide department supervisors in dealing with disciplinary problems, which they encounter. If supervisors have any questions concerning employee discipline, they should be directed to the Lowndes County Fire Chief to be addressed in accordance with the Lowndes County Personnel Policy Manual.

2) General Information:

- a) It is the policy of the Fire Department that supervisors administer discipline in a corrective, progressive, and lawful manner.
- b) Corrective in the sense that the supervisor and member come to an understanding about the causes and/or reasons for a member's deficiencies, correct those deficiencies, and restore the member to a productive and positive employment status.
- c) Progressive in that discipline will normally begin with a verbal reprimand or warning and, when circumstances of separate or related incidents warrant, proceed to written reprimand(s), suspension without pay, demotion, and finally to dismissal. An incident of misconduct may require any of these forms of disciplinary action whether or not a lesser form has preceded the action. This would depend upon the severity of the offense.
- d) Lawful in that discipline and the procedure by which it is administered does not violate County Personnel Rules or Administrative Regulations, Departmental Rules of Conduct, Departmental Standard Operating Procedures, or the member's constitutional rights.
- e) The principal objective of disciplinary action is to improve (or correct) performance, efficiency and morale of the member receiving discipline as well as that of the Department. Disciplinary proceedings and the results thereof are confidential. The supervisor is responsible for maintaining this confidentiality. All media inquiries pertaining to disciplinary actions shall be directed to the County's Public Information Officer. Contents of a reprimand or separation notice are public record and subject to disclosure.
- f) Supervisors should keep in mind that all disciplinary actions imposed are reviewed by their superiors, as well as being subject to a grievance process. It is mandatory that supervisors seek support from their superiors prior to taking disciplinary action, and feel comfortable that they can support their actions in a formal review or appeal process. Support from supervisors is extremely important when disciplinary action beyond a verbal reprimand is being considered. The Training Officer shall be notified of all disciplinary action involving a probationary Firefighter or Firefighter Trainee.

3) Programs for improving job performance:

- a) In most cases minor job performance problems can be resolved by the supervisor bringing the problem to the attention of the employee, and the employee making the

proper modification in his/her performance. When a serious job performance problem is identified, the supervisor must decide whether to solve it through:

- i) Training
 - ii) Employee Assistance Program
 - iii) Non-Disciplinary Counseling or
 - iv) Disciplinary Action
- b) Each situation will be considered separately, and it will be the supervisor's responsibility to make a determination as to the best course of action to take to resolve the situation.
- 4) Employee investigations will be addressed in accordance with the Lowndes County Personnel Policy Manual.
- 5) Suspected on-duty substance abuse will be addressed in accordance with the Lowndes County Personnel Policy Manual.
- 6) Disciplinary action will be addressed in accordance with the Lowndes County Personnel Policy Manual.

Professional Relations

- 1) Department members shall exhibit courtesy and respect to all officers and acting officers. While on duty, all officers shall be referred to by their appropriate rank.
- 2) Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
- 3) Members shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while on duty.
- 4) Members are required to speak the truth at all times, whether or not under oath, in giving testimony, in connection with any official duty.
- 5) Members shall not make false reports concerning any department business, personal character, or conduct, of any member.
- 6) Members shall exhibit courtesy and respect to other members, the public, and other county employees.
- 7) Members are required to give their name and rank whenever requested by the public.
- 8) Should a member have a complaint against a member of the public, he shall forward the complaint in writing to the Fire Chief.
- 9) Should a member be assaulted by a member of the public, he or she shall notify the officer in charge to consider legal remedies.

Personal Appearance

- 1) This rule applies to all members while on duty or officially representing the department at any public meeting, training session, seminar, conference, or other similar event.
- 2) Members shall maintain proper personal hygiene while on duty.
- 3) Uniforms and shoes (boots) shall be neat and shall conform to the requirements set forth in the Uniforms section of this manual.
- 4) When not in uniform, members who are on duty or who are representing the department shall dress in a professional manner that is appropriate for the occasion. At no time while in uniform shall a member wear jewelry, pins, ribbons, buttons, or an article of clothing that constitutes an advertisement; political view; social viewpoint; or a message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender, or sexual orientation; this includes any vulgarity or nudity.
- 5) Hair shall be kept clean and well groomed; shall not constitute a safety hazard; and at no time shall interfere with the use of protective clothing or equipment. Hair will be clean, well-groomed and safe. Any hairstyle considered unsafe shall be trimmed accordingly or bound to eliminate the hazard. Sideburns can extend to the bottom of the ear lobe. Sideburns and mustaches will be trimmed and well-groomed. Other facial hair, such as a beard, is not acceptable. Any hairstyle that significantly distracts from the uniform appearance of the members will not be allowed. Facial hair shall not be allowed at points where the SCBA face piece is designed to seal with the face. Any facial hair considered to be unsafe shall be trimmed/shaved to eliminate the hazard. Fire personnel who because of illness are unable to shave facial hair, may not be assigned to a line position in Operations and cannot wear a Fire Department uniform.
- 6) Members shall limit the use of jewelry to a wrist or pocket watch and a wedding ring. These items shall not interfere with the proper use of protective clothing or equipment. Earrings, ear studs, bracelets, neck chains, and so forth are prohibited during emergency operations and training operations.
- 7) Members who are not involved in emergency response operations shall limit their use of jewelry. Items that create excessive noise, interfere with job performance, or constitute a safety hazard shall not be worn.
- 8) While on duty and subject to involvement in emergency operations; male and female department members are prohibited from wearing earrings and or ear studs. Members on duty shall not wear any nose, lip, or eye brow jewelry or other items that draw unnecessary attention to the wearer.
- 9) Members on duty shall limit the use of nail polish to a clear color and makeup to conservative and non-distracting.

Recall to Duty

- 1) All members shall remain at work until properly relieved of duty.
- 2) To maintain essential services, the Fire Chief or his designee shall have the authority to order members of the department to return to duty at times other than their normal work period.
- 3) Members recalled to duty shall be compensated in accordance with county policy. Compensation will begin from the time the employee reports for duty.
- 4) Members recalled to duty shall report within a reasonable period of time after being notified to report to their designated duty site.
- 5) Members shall respond to an emergency recall unless incapacitated. Any member who refuses to respond shall be subject to disciplinary action for insubordination.

Station Duty

- 1) Shift supervisors are responsible for ensuring that the tasks assigned according to the daily work schedule are completed in a timely manner and that their apparatus and station are clean and the company(s) is capable of responding to emergencies.
- 2) On-duty crews are expected to turn out (respond) within two (2) minutes of receipt of an alarm.
- 3) Shift supervisors may waive the tasks assigned according to the daily work schedule when special circumstances warrant. Any activity not completed in such a situation shall be rescheduled for the next tour of duty and shall be completed as soon as practical. Special circumstances may require that a crew continue to work after their normal relief time to complete an assignment.
- 4) Drivers shall complete a driver's daily apparatus checklist for their assigned vehicles for each tour of duty.
- 5) Prior to being relieved of duty, members shall report all pertinent information to the crew relieving them.
- 6) Protective clothing shall be stored properly at the end of each tour of duty and shall not be left on the apparatus.
- 7) Captains or Shift Supervisors are responsible for station operations and shall take appropriate actions to ensure that fuel, utilities, and station supplies are used conservatively.
- 8) Whenever the daily schedule permits, members are encouraged to devote their free time to physical fitness activities and personal study. However, members may not engage in any activity that interferes with their ability to respond promptly to an incident.

Uniforms

1) General requirements:

- a) All members shall wear the appropriate uniform while on duty. This rule does not apply to administrative support staff.
- b) Uniforms shall not be worn off duty except as provided in this section.
- c) Uniformed members of the Department shall report for duty in the prescribed uniform.
- d) Only uniforms approved by the Department shall be worn while on duty or at other times identified herein as appropriate.
- e) No part of a uniform shall be worn without approved uniform garments.
- f) Uniforms shall be kept clean, neat, and in a proper state of repair. Faded, frayed, and worn-out items shall not be worn.
- g) Jacket and shirt pocket flaps shall be buttoned at all times. Pockets shall be free of objects that create bulges or that otherwise detract from a professional appearance.
- h) A member in uniform shall at all times wear a belt. Only Department approved belts may be worn with the uniform.
- i) Shoes and boots shall be kept clean and polished. Only Department approved shoes and boots shall be worn by members with emergency response duties.
- j) When wearing long sleeve uniform shirts, the sleeves shall be buttoned at the wrist and shall not be rolled up.
- k) Only Department-issued hats shall be worn with uniform.
- l) All insignias, patches, badges, etc. on uniforms shall be Department approved or issued.

2) Uniform Types:

Class A, dress uniform. Class A uniforms shall be worn at funerals, award ceremonies, parades, and other events as ordered by the Fire Chief.

The uniform shall consist of:

1. Long-sleeved blue or white shirt with tie, with approved bar/tack
2. Navy blue pants
3. Black belt with silver or gold buckle
4. Black shoes or boots (shined)
5. Collar insignia, badge, and name tag

Class B, station uniform. Class B uniforms shall be the standard attire unless otherwise directed.

The uniform shall consist of:

1. Short-sleeved blue or white shirt
2. Navy blue pants
3. Black belt with silver or gold buckle
4. Black shoes or boots (shined)
5. Collar insignia, badge, name tag
6. Polo shirt April through October

Class C, work uniform. The Class C work uniform may be worn while performing maintenance and during hands-on training activities. It shall consist of official LCFR T-shirt or outerwear in lieu of the Class B shirt. In some instances, coveralls may be approved for members as Class C uniforms.

3) Rank insignias:

- a) Gold rank insignias shall be worn on the Class A and Class B uniforms by the Fire Chief, District Chiefs, Battalion Chiefs and Administrative Support Personnel
- b) All other members shall wear silver department or rank insignia on their Class A and Class B uniforms.
- c) The insignia shall be worn parallel to the front edge of the collar.
- d) Department approved badges shall be worn on the left front of the shirt, centered above the pocket, and not to be any lower than the top edge of the pocket.
- e) Department approved nameplates, shall be worn on the right front shirt pocket parallel to the top of the pocket, even with the pocket seam.
- f) All insignias worn on uniforms shall be approved by the Fire Chief.
- g) Insignias according to rank
 - 5 bugles Fire Chief
 - 4 bugles District Chief
 - 3 bugles Battalion Chief
 - 2 bugles Captain
 - 1 bugle Lieutenant
 - Chevron Sergeant/AO

4) Physical fitness clothing:

- a) Members shall wear department approved clothing while involved in personal physical fitness training. The clothing shall include T-shirts, shorts, and/or sweatpants, and appropriate sport shoes.
- b) Members shall not wear unauthorized clothing during physical fitness training.
- c) Members shall don Class B or Class C uniforms and protective clothing prior to responding to a call during a workout activity.

5) Seasonal clothing:

- a) The department shall allow approved jackets/coats and rainwear as appropriate.
- b) Navy blue (firefighters) or white (officers) thermal underwear may be worn with the uniforms as appropriate. Long-sleeved T-shirts (colors as above) may also be worn under long-sleeved uniform shirts.
- c) Department approved shorts pants may be worn under turn-out gear.

6) Non-uniformed personnel:

- a) The administrative support personnel may wear civilian clothing.
- b) All clothing worn by non-uniformed personnel shall be neat, clean, and appropriate for the occasion.
- c) Nothing may be worn that could constitute a safety hazard or be offensive to another person on the basis of age, color, disability, ethnicity, national origin, political or social affiliation, race, religion, gender, or sexual orientation.

7) Badges are to be worn with uniforms only, unless authorized by the Fire Chief.

Equipment Issue and Protective Clothing

- 1) All fire department personnel will be issued and sign for the following items prior to engaging in any fire related activities.
 - a) Turn out coat 1
 - b) Turn out pants 1
 - c) Boots 1 pair
 - d) Gloves 1 pair
 - e) Nomex Hood 1
 - f) Helmet 1
 - g) Suspenders 1
 - h) Pager 1
 - i) SCBA Mask 1
 - j) Accountability Tag 1

Note: Only Department issued or authorized decals, emblems or badges are to be added or worn on helmets.

- 2) All county or station equipment and protective clothing issued to personnel shall be documented on a County Fire Inventory Form
- 3) Fire Administration shall be responsible for maintaining, storing and issuing all protective clothing and equipment.
- 4) All personnel are responsible for all equipment and protective clothing issued to them. The District Chief is responsible to perform and document an inspection of fire fighting clothing monthly. Any lost or stolen equipment will be the members' responsibility.
- 5) The Fire Chief and the District Chief will conduct an inventory of the fire stations and fire vehicles bi-annually. This inspection will insure all equipment and protective clothing is accounted for and serviceable.
- 6) Protective clothing will be worn within 25 feet of a burning structure, hazardous area, or when entering structures that have been subjected to appreciable fire damage after the fire has been extinguished. Full protective clothing will be worn at all times when entering a burning structure or toxic environment.
- 7) District Chiefs will be responsible for all equipment. The District Chief will sign for and pick-up all equipment from Fire Administration.
- 8) New District Chiefs will inventory all equipment in stations and on vehicles listing any discrepancies; forward the inventory to Fire Administration before taking office.
- 9) District Chiefs will notify Fire Administration of any lost or missing equipment or items.
- 10) The District Chiefs will submit an annual inventory to Fire Administration of their stations and vehicles by June 01 of each year.

Vehicles and Equipment

1) General requirements:

- a) Vehicles and equipment shall be maintained in a constant state of readiness and available for complete and immediate use.
- b) Members shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
- c) Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to the member's supervisor. Damage, destruction, or loss due to the member's negligence may result in his being required to make restitution. Disciplinary action also may be taken as appropriate.
- d) Members shall return vehicles and equipment issued to them or entrusted to their care immediately on separation from service.
- e) A member required to drive a vehicle owned or operated by the department shall possess an appropriate and valid driver's license.
- f) Members shall drive in a safe and prudent manner and shall obey all applicable federal, state, and local traffic regulations when driving or operating department owned or operated vehicles.
- g) Members shall properly wear safety restraint devices whenever driving or riding in a vehicle owned or operated by the department.
- h) Fire personnel shall normally use red lights and siren when responding to all emergency calls in a County fire vehicle.
- i) Personnel shall obey all traffic laws while responding to an emergency in a county fire vehicle.
- j) No alteration will be made to any apparatuses or equipment prior approved by Fire Administration.
- k) Members shall not use tobacco products while driving vehicles owned or operated by the department.

2) Fire Vehicle Operations and Use:

- a) Vehicles owned or operated by the department shall be used for county business only. County business means any authorized work or activity performed by a member on behalf of the county.
- b) The District Chief shall obtain permission from the Fire Chief before using a County fire vehicle for any other purpose other than firefighting, training or maintenance.
- c) An officer may authorize a brief stop at a convenience store or other similar establishment for a break while his company(s) is within its district performing authorized activity. The company must maintain radio contact and remain available for calls.
- d) Lowndes County Fire Dispatch will be notified whenever a fire vehicle leaves the station (example: dispatch, vehicle number, where it will be).
- e) All Lowndes County firefighters who have reached the age of 21 or older will be required to maintain a valid Georgia Class B driver's license and will be required to complete an emergency vehicle drivers training program prior to operating a County fire vehicle. Military personnel must show a valid drivers license from their home of record. The following requirements shall be followed:

- i) During a portion of training, lights and siren will be used (after sundown) in a clear and safe area
 - ii) Drivers training should last a minimum of 40 hours, to include: operation of pumps, checkout procedures, and knowledge of all equipment carried on apparatus.
 - iii) Additional training may be required on a County-wide basis at the request of the Fire Chief.
 - iv) It shall be the responsibility of the District Training Officer and County Training Officer to ensure every firefighter that belongs to his department is trained on all equipment and the training is documented.
- f) No County structural apparatus will be driven off the hard surface in pursuit of grass/wood fires.
 - g) Firefighters will not ride on the tail board or on top of the hose bed on County fire vehicles.
 - h) While backing a County fire vehicle there will be at least one person behind the vehicle as a spotter except in extreme emergency.
 - i) Department vehicles may be used to procure meals or groceries for station meals. When obtaining groceries, a company must do the following.
 - i) Maintain radio contact and remain available for calls.
 - ii) One crew member shall remain with the apparatus.
 - iii) Make only one trip per shift.
 - j) No alcoholic beverages, debilitating drugs or any substance that impairs physical or mental capabilities shall be consumed within 12 hours prior to the operation of a county or personally owned vehicle used for fire response or department.
 - k) Firefighters who receive a citation for a moving violation will be personally responsible for payment of incurred fines and court cost. Citations for any other violations of applicable law will be reviewed by the County Manager for determination of payment responsibility.

3) Taking vehicles home:

- a) The following members are authorized to take a vehicle home: fire administration and on-call officers.
- b) When circumstances warrant, the Fire Chief may authorize other members to take a vehicle home on a case-by-case basis.
- c) No alcohol beverages, debilitating drugs or any substance that impairs physical or mental capabilities shall be consumed within 12 hours prior to the operation of a county or personally owned vehicle used for fire response.

4) Motor Pool:

- a) The department shall maintain a “motor pool” of vehicles for use by members while on duty, or during official functions.
- b) The vehicles in the “motor pool” shall be staged at the department’s headquarters facility, and the keys shall be kept in the department key lock box.
- c) If a motor pool vehicle is unavailable, the fire chief or his designee may authorize a member to use his personal vehicle. Members shall be reimbursed according to county policy. No alcohol shall be consumed within 12 hours prior to the operation of a county or personally owned vehicle used for fire response or department.

5) Injuries and property damage:

- a) It shall be the responsibility of the District Chief or SFO to report any accident involving a County fire vehicle to the Fire Chief or his designees immediately. Individuals involved in the accident will be subject to drug/alcohol screening. A copy of the fire report and accident report will be submitted within 24 hours of the accident.

Privately Owned Vehicles Responding To Emergencies

- 1) Lowndes County shall not be the insurer for any vehicle or accident involving a firefighter responding to an emergency in his/her privately owned vehicle. However if any accident occurs and there is personal injury to the firefighter the County's Workers Compensation Program and Supplemental Insurance Policy may take effect to cover the firefighter, as provided by law.
- 2) Lowndes County will not be responsible for non firefighters that are passengers in the members privately owned vehicle if involved in an accident while responding to an emergency.
- 3) Fire department personnel responding to emergencies shall adhere to all traffic laws.
- 4) Personnel may not respond to emergency scenes in private owned vehicles unless requested by the on scene Incident Commander.
 - a) Responding personnel will park their privately owned vehicle no closer than 500 feet from an emergency scene or County fire vehicle.
- 5) Firefighting personnel responding to an automobile accident or vehicle fire on Interstate 75 (Ga.401) will not respond in their privately owned vehicles.
- 6) The use of a red light, strobes, or siren in a firefighter's privately owned vehicle is prohibited in Lowndes County. If a firefighter is caught using this equipment when responding to an emergency, the firefighter will be dismissed from the fire service immediately.

Visitors at Stations

- 1) Members are permitted to have visitors at their place of work.
- 2) Visitors are not permitted to enter a station sleeping area or locker room.
- 3) Visitors are not allowed to enter a workshop or apparatus bay unless properly escorted by a department member.
- 4) When escorting visitors in an apparatus bay, members shall not allow children to play on, around, or with emergency apparatus or equipment unless carefully and closely supervised.
- 5) Visitors shall not be allowed to disrupt the daily work schedule. Visits shall be limited to a maximum of 60 minutes. No visitors shall be allowed in the station after 21:00 hours.
- 6) Amorous activity with a visitor is not permitted while on duty.
- 7) Visitors are expected to abide by department rules and regulations while at the fire station or other work sites.
- 8) Minors shall at all times remain under the supervision and control of an adult.
- 9) No one except full-time, part-time, or reserve members on duty shall be authorized in the sleeping quarters for any reason.

Alcoholic Beverages, Illegal Drugs, or Other Mind or Physical Altering Substances

- 1) The use of alcoholic beverages, debilitating drugs or any substance that impairs physical or mental capabilities while on duty is strictly prohibited.
- 2) At no time will alcoholic beverages or illegal drugs be allowed at county fire stations or on grounds.
- 3) No alcoholic beverages or illegal drugs shall be allowed during drills, training sessions or at emergency scenes.
- 4) Lowndes County Fire Rescue Personnel will not drive Lowndes County fire or rescue vehicles, or engage in fire fighting activities while under the influence of alcohol or illegal drugs.
- 5) Lowndes County Fire Rescue Personnel will not respond to emergency situations while under prescription or over the counter drugs or medications, that will effect his/her emergency response ability.
- 6) Off-duty consumption of alcohol that reflects negatively on the department or that impairs a member's ability to perform his job is prohibited. Members who have any detectable amount of alcohol in their system (body) shall not be recognized as fit for duty, and shall be immediately removed from duty, and shall face the appropriate disciplinary action.
- 7) No member shall report for duty if consumption of alcohol has occurred within 12 hours.
- 8) At no time shall a member use any illegal muscle performance enhancer.
- 9) Reserve firefighters and paid firefighters and or officers are subject to the Lowndes County Employee random drug testing policy. Failure to comply or refusal to test will result in immediate dismissal.

Inappropriate Behavior

The following activities are prohibited by members on duty:

- 1) Unlawful behavior, gambling, noisy or quarrelsome conduct, and lewd or indecent activity.
- 2) Possession of a firearm or other deadly weapon unless the member is authorized by the Fire Chief to carry such a weapon. No firearms or weapons are allowed at the stations.
- 3) Threats or acts of physical violence against members of the public, coworkers, other department employees, or county employees.
- 4) Sexual activity to include the possession or use of electronic, printed, or audiovisual material that is sexual in nature.
- 5) Abusive behavior, hazing, or harassment of coworkers or members of the public. Horseplay, practical jokes, and other disruptive behavior are also prohibited.
- 6) Use of department supplies, tools, and materials to clean or repair personal vehicles or property.
- 7) Alterations or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the department without the Fire Chief's authorization (or his designee) in writing.
- 8) Acceptance or solicitation of gifts, rewards, or fees for services incidental to the performance of one's duty. In addition, no member shall be required to make a donation to any person or organization as a condition of employment.
- 9) Campaigning for or against any elected (or seeking election) official.
- 10) Publicly criticizing the official actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the department or its members.
- 11) Recommending or endorsing specific products, trade names, or businesses.
- 12) Conducting personal business or performing any activity for which the member will receive any form of compensation from anyone other than the county.
- 13) Making personal phone calls that disrupt your daily duties or assigned tasks.
- 14) Sleeping except in the designated area(s) and during prescribed times.
- 15) Watching television or engaging in other recreational activities except during prescribed times.
- 16) Remaining on duty for more than one tour of duty without the authorization of the Fire Chief or his designee (other than during an emergency or a disaster).

- 17) Making a false statement in any official communication or in conversation with another member or citizen.
- 18) Performing any act or making any statement, oral or written, about one's superior, intending to impair discipline and good order.
- 19) Performing any act or making any statement, oral or written, about one's coworkers, intending to destroy morale, good order, or working relationships with coworkers.
- 20) Displaying insolence or indifference or evading duty during an emergency incident. Any member found to be guilty of this offense shall be relieved of duty immediately.

Outside Employment (full-time employee)

- 1) Members who work full-time and wish to accept employment with another agency or organization in addition to their regular duties with the department must first obtain written authorization from the Fire Chief and follow the regulations in accordance with the Lowndes County Personnel Handbook.
- 2) Employees shall forward such a request in writing to the Fire Chief. The request shall describe the work to be performed and the approximate number of hours per week that the employee wishes to work.
- 3) Outside employment shall not interfere with an employee's ability to satisfactorily perform his duties with the department.
- 4) Approval to work outside the department may be rescinded if an employee fails to satisfactorily perform his duties with the department.

Sexual Harassment

- 1) Unwanted or unsolicited verbal or physical harassment of members by supervisors or coworkers will not be tolerated. No public display of affection in or on fire department grounds and including training and emergency operation. Supervisors shall promptly correct such behavior should it occur.
- 2) If a member informs a supervisor or coworker that his language or behavior is offensive and such conduct continues, the member immediately should report the situation to his supervisor or the supervisor's supervisor.
- 3) Appropriate disciplinary action shall be taken against a member who harasses a fellow member.
- 4) All members shall comply with Lowndes County's sexual harassment policy.

Use of Tobacco Products

- 1) Buildings and structures owned and operated by Lowndes County have been designated as tobacco-free workplaces. The use of any tobacco product is not permitted inside a building or structure owned and operated by the County.
- 2) The use of any tobacco product is prohibited by members while driving or operating any vehicle owned or operated by the department.
- 3) While tobacco products may be used outside buildings and structures in smoking areas designated by the Fire Chief, members shall properly dispose of cigarette butts and other waste products.
- 4) Members using smokeless tobacco products shall refrain from spitting on sidewalks, trash cans, parking lots, and any other paved surfaces used by other members or the public.
- 5) The use of tobacco products while working at an emergency scene or training drill is prohibited. Tobacco products can only be used in a designated section of the rehab area.

Employees Serving As Reserve Firefighters

- 1) Full-time employees may not serve a county fire or rescue company in the same or similar capacity in which they serve as full-time employees.
- 2) An employee may not serve as a volunteer company representative in other fire and rescue groups, commissions, or councils or on committees appointed by such organizations without the knowledge and approval of the Fire Chief.

Media Relations

- 1) All media contact must be handled through the County Public Information Officer. If a firefighter is approached by a member of the media, he should direct the inquiry to the first available 09 unit or the County Public Information Officer and notify incident command that media is on scene.
- 2) Statements to the media, news releases, and media campaigns must be approved by the County Manager or other authorized person prior to their release, except as provided below.
- 3) The Fire Chief's representatives (09 units) are authorized to provide the media with general details concerning Lowndes County Fire Rescue's role in an incident, in the absence of the County Public Information Officer. Upon releasing information to the media, the County Public Information Officer or the County Manager should be notified immediately.
- 4) Information pertaining to the cause and origin of an incident shall be released only by the Public Information Officer, County Manager, Fire Chief, or his designated representative.
- 5) All interviews shall only be done with prior approval by the Fire Chief and County Manager.
- 6) Representatives of Lowndes County Fire Rescue are not authorized to release information related to patient care, patient condition, fatalities or law enforcement responsibilities.

Purchasing and Reimbursement Procedures

All purchases with Lowndes County allocated funds for the nine fire districts will be made by the Fire Chief.

- 1) Lowndes County Fire Rescue reserve personnel shall be reimbursed for training hours in accordance with the total hours spent training. To be reimbursed a firefighter must be in good standing and meet the requirements of the SOP on membership. All training documentation will be attached to the department reimbursement form.
- 2) Reimbursement checks will be processed quarterly and picked up by the District Chief.

Solicitation of Funds

The taxpayers of Lowndes County fund the operation of Lowndes County Fire Rescue through Lowndes County's annual budget process. Solicitation of additional funding by firefighters, whether reserve or full-time will not be allowed. District Stations may not conduct fundraising or donation drives on behalf of county operations or on behalf of any other group, club, society, organization, etc. Representatives of Lowndes County Fire Rescue may periodically participate in charitable fundraisers for registered organizations such as the Georgia Burn Foundation, the American Heart Association, MDA, etc., with prior approval from the Fire Chief and the County Manager.

General Administration

On-Duty Meals

1) Scope:

- a) This standard regulates the procurement of groceries and meals by on-duty shift personnel.

2) General Guidelines:

Ideally, meals should be planned at the beginning of each shift. The following guidelines shall apply:

- a) Personnel may travel in their assigned apparatus to and from a grocery store located within their respective district. They may not travel outside their district to obtain food unless they are returning from an assignment outside of their district.
- b) The company shall remain in service at all times and properly park their vehicle in a designated parking space. The vehicle can be parked in an approved fire lane.
- c) Crew integrity shall be maintained at all times. The crew members shall take portable radios with them and will remain in contact with the apparatus crew at all times. One crew member per apparatus shall remain with the apparatus and shall maintain radio contact with dispatch.
- d) The member(s) entering the store shall be required to wear an appropriate uniform.
- e) Exceptions:
 - i) A Company may stop at a convenience store to purchase refreshments when returning to the station from an alarm, inspection, training, or other department-sanctioned activity. The store must be generally along the normal route of travel.
 - ii) It will be permissible for the member to wear a T-shirt in lieu of the uniform shirt when returning from an alarm or training session.

3) Explorers and other “ride-along”:

- a) Explorers and other observers riding on an apparatus will be expected to comply with these rules.

4) Responsibilities:

- a) The company officer shall be responsible for strictly enforcing the provisions of this procedure.
- b) Each member will be expected to strictly observe the provisions of this procedure and will not be excused in the event that an officer is not present.

Lost/Destroyed Equipment

1) Scope:

- a) This standard sets forth the requirements for reporting the loss or destruction of equipment owned or operated by the department.

2) Reporting Procedure:

- a) On discovery that a piece of equipment has been lost, damaged, or destroyed, a member shall record his findings and forward a report of such information through the chain of command to the Fire Chief.

3) Responsibilities:

- a) It is the responsibility of each officer to maintain all equipment assigned to his station and apparatus in a constant state of readiness. To facilitate this process, each apparatus is to be inspected and inventoried at the beginning of each shift or training night and after each incident during the process of returning the apparatus to service.
- b) It is the responsibility of every member of the department to properly use and maintain the equipment assigned to him.

4) Accountability:

- a) The deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or other device owned by the department or other agency or private individual will result in appropriate disciplinary action.
- b) As part of the disciplinary process, the individual(s) responsible for the loss or destruction may be required to reimburse the department for the costs to repair or replace the equipment.

Fire Department Library

- 1) This standard regulates the use of printed and audiovisual materials owned by the department. The library should be used to increase the collective knowledge of the members of the department.
 - a) The department library shall be maintained in the training facility of the department. This library shall house the various audiovisual materials used in training as well as periodicals, study materials, fire and building codes, and printed materials.
 - b) Generally, most of these materials will be available for individual use and checkout except where otherwise prohibited. At least one set of all study materials shall be placed on reserve and shall not be removed from the library.
 - c) From time to time, the department may issue printed items or textbooks to individuals for their use while a member of the department. The department retains continuous ownership of these materials. When these items are issued to an individual, the title of the item and the date of issue shall be recorded and placed in the individuals permanent personnel file.
- 2) Check out and return procedure:
 - a) An individual may borrow books from the department library for a period not to exceed 14 days. The borrowed item must be returned to the library. If no one has requested to borrow the book, it may be checked out for an additional 14 days.
 - b) No individual will be allowed to check out more than two books at any one time.
 - c) To check out a book, the individual shall record the item being borrowed on the Library Book Checkout Log.
 - d) Books may not be loaned to another individual while checked out. The person who originally borrowed the book will remain responsible for it.
 - e) Audiovisual materials and equipment may also be checked out by a member of the department or by a neighboring fire department. The individual shall complete an Audiovisual Materials Checkout Form.
 - f) When an item is returned to the library, the borrower shall record the return date on the appropriate form.
- 3) Responsibilities:
 - a) The officers assigned to each station shall be responsible for monitoring the checkout of any library materials by members of their respective shifts or district.
 - b) The Fire Chief and the County Training Officer shall be the custodians of the department library. They/ he shall maintain the materials within the library and regulate the use of its resources.
 - c) Any individual who borrows or checks out materials from the department library shall be responsible for that material entrusted to him. He shall be required to replace any item that is damaged or destroyed while in his care.
 - d) Any individual who leaves the employment/membership of the department shall be responsible for returning all books and other printed material that has been issued to him. He shall be required to replace any item that has been damaged or lost.

Daily Work Schedule

1) Scope:

This standard regulates the daily activities of personnel assigned to fire station duty.

Daily Schedule

The following tasks shall be performed every shift, as incident volume and weather permit:

Time:	Daily Activity:
07:00	Report for duty/Shift change
07:00	Shift Supervisors (oncoming & off going) meet to pass down any pertinent information.
07:15 – 07:30	Shift briefing – conducted by shift supervisor
07:30 – 08:00	Complete apparatus & equipment checklist Any malfunctions and/or discrepancies shall be reported to the shift supervisor, in writing, NLT 0900 hours Complete all housekeeping duties. <ol style="list-style-type: none"> 1) sweep out apparatus bays 2) clean station (sweep, mop, dust) 3) wash off concrete pad areas 4) police outside areas 5) empty trash containers (inside & outside) 6) raise flags
09:00 – 11:00	Training
11:00 – 11:30	Pick-up Groceries/kitchen supplies
11:30 – 13:00	Lunch
13:00 – 16:00	Pre-fire plans, smoke detector program, hydrant testing, hose testing, other scheduled activities.
16:00 – 17:00	Physical Training
17:00 – 18:00	Wash apparatus
18:00 – 06:30	Standby/Free Time (supper, shower, phone usage, etc.)
06:30	Wake up – all personnel will be out of bed NLT 06:30 Ensure kitchen is clean – dishes put away etc.
	a) Breaks may be taken as time and activities permit.
	b) Watching television is permitted during the meal times and after 17:00 hours. Monitoring the Weather Channel during times of possible severe weather is permitted and encouraged. Televised training and relevant videos are permissible at the shift supervisor's discretion.
	c) Abnormally high incident call volumes may necessitate additional rest periods, as determined by the shift supervisor.

2) Assigned tasks:

In addition to routine apparatus/equipment checks and general housekeeping activities, the following tasks are to be completed as incident volume and weather permit:

<u>Day</u>	<u>Task</u>
Monday	Wash day shift vehicles
Tuesday	Pre Fire Plan/Hydrant Inspection
Wednesday	
Thursday	Pre Fire Plan/Hydrant Inspection
Friday	
Saturday	
Sunday	

Monthly clean-up: to be completed the first Monday, Tuesday, and Wednesday of each month

A-Shift Detail apparatus bays, clean all areas

B-Shift Clean kitchen and dining room: clean out refrigerator, stove, oven, microwave, cabinets, and all surfaces

C-Shift Clean bedrooms, dayroom, and offices: clean and polish all surfaces and windows

Note: Personal cell phones are not to be use during station duties and activities; i.e. training, class room, drills, pre-fire plans, etc. Cell phones are to be used at breaks and meal times only. Station telephones are for emergency use.

Minimum Staffing

1) Scope:

This standard regulates the daily, routine staffing of fire stations and apparatus by sworn personnel. The provisions of this procedure may be suspended by the Fire Chief or his designee whenever special circumstances warrant. This standard was promulgated to:

- a) Establish guidelines that are intended to provide the community with the highest quality fire service possible within the parameters of the department's budget.
- b) Minimize the health and safety risks of personnel by assembling a sufficient number of personnel at every incident to bring the incident to a safe and satisfactory conclusion.

2) Staffing Guidelines:

- a) All staff firefighters shall be ready for duty at all times while on shift. All part-time and reserve personnel can be called to duty at any time. Any deviation from this standard must be approved by the Fire Chief, or in the Fire Chief's absence, his designee. Minimum staffing for Engine 10 is three personnel. A minimum of seven (7) firefighters shall respond to all structure fires.
- b) To ensure compliance with this standard, the shift supervisors shall be responsible for maintaining staffing levels at prescribed minimums. To fulfill this responsibility, the shift supervisors shall have the authority to assign, move, call-in, or transfer personnel as necessary. Part-time and reserve members will be used to supplement minimum staffing whenever possible.
- c) Either the Fire Chief or his designee will be on call at all times and will not count as part of the minimal staffing requirement.
- d) The shift supervisor shall be responsible for staffing a minimum of two (2) Engine Companies and one (1) Service Company.
- e) Personnel shall be assigned as follows:
 - i) Engine companies: minimum staffing shall be three (3) firefighters.
 - ii) Service companies: minimum staffing shall be one (1) firefighter.
- f) Whenever fewer than seven (7) personnel report for duty, a sufficient number of off duty firefighters shall be used to satisfy the minimum staffing requirements, if possible.

3) Responsibilities:

The shift supervisor shall:

- a) Be accountable for the location and duty status of all personnel assigned to his respective shift. This shall include all personnel who may be temporarily assigned to his shift.
- b) Ensure that a daily staffing report is generated and forward it to the County Training Officer
- c) Approve or disapprove all types of leave requests.
- d) Determine the minimum number of personnel needed for each shift. To meet operational requirements it may be necessary that off going personnel be held over until the minimum staffing requirements can be met.

4) Sworn personnel shall not leave their assigned duty post until they are properly relieved. Any member, who leaves an assigned duty station prior to an announcement that on-coming staffing is complete, shall be considered AWOL.

5) Emergency Callback:

Whenever operational conditions are such that additional personnel are required, one or more off-duty personnel may be called back to duty.

a) Emergency callbacks shall be initiated as follows:

- i) On the request of an incident commander, all off-duty personnel shall be called by dispatch and requested to return to duty.
- ii) During periods of high activity, off-duty personnel shall be called to return to duty to staff reserve apparatus.
- iii) Unless otherwise advised, all personnel answering an emergency callback shall respond to their assigned station. These personnel shall advise dispatch of their availability upon arrival at their station. Dispatch will relay this information to the incident commander.
- iv) All off-duty personnel requested to respond directly to an incident shall report to the incident commander for assignment. At no time shall any member begin any task without authorization from the incident commander.

Evaluation of Sworn Personnel

1) Scope:

This standard was promulgated to:

- a) Formally communicate the goals and objectives of the department to each member (full-time, part-time, and reservist) and to discuss the member's individual role in the accomplishment of those goals and objectives.
- b) Improve the performance and productivity of each member.
- c) Identify each member's need for additional training and education.
- d) Document in writing each member's performance and identify corrective actions that a member might be required to make so as to improve his performance.

2) Evaluation Process:

- a) The employee's immediate supervisor shall conduct a formal written evaluation of each member's performance in accordance with the Lowndes County Personnel Handbook

Occupational Safety and Health Program

1) Scope:

This standard establishes an occupational safety and health program for the department. It was developed to:

- a) Provide a safe working environment for the members of the department.
- b) Work towards satisfying the requirements of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*.

2) Policy Statement:

It shall be the policy of the department to operate at the highest possible level of safety and health for all its members. To this end, the department shall:

- a) Make every reasonable effort to provide a safe and healthy work environment.
- b) Give primary consideration to the prevention and reduction of accidents, injuries, and occupational illnesses.
- c) Take the appropriate corrective action to avoid repetitive occurrences of accidents.
- d) Provide training, supervision, written procedures, program support, and review for all of its activities.

3) Responsibilities:

Safety and health is the responsibility of every member. Therefore, each member shall:

- a) Cooperate, participate, and comply with all of the provisions of the occupational safety and health program.
- b) Promptly report acts and conditions that are unsafe or unhealthy and that pose a threat either to members or to others.
- c) Maintain a level of mental and physical fitness that enables the member to safely perform his assigned tasks.

Supervisors shall be responsible for enforcing the requirements of the occupational safety and health program and for ensuring that each member under their command complies with the provisions of the occupational safety and health program.

Safety

1) Scope:

- a) This standard establishes the position of a safety officer. It was promulgated to assign a person at every emergency scene who would be responsible to provide a safe operational methodology during an emergency event or practical training.

2) General:

- a) The District Chief shall appoint a designated Safety Officer and an alternate at each station. In the event the District Safety Officer or alternate is not at an emergency scene, the Senior Fire Officer (SFO) or Incident Commander (IC) will appoint a safety officer for that operation.
- b) The Safety Officers function at an emergency scene is to assess hazards and unsafe conditions and develop measures for assuring personnel safety. The Safety Officer has the authority to stop and/or prevent unsafe acts. Tag-in Tag-out procedures will be established when firefighting personnel enter a hazardous area or environment.
- c) If an operation is stopped due to an unsafe condition the Safety Officer and the Incident Commander will determine when to resume operations.
- d) A safety briefing shall be conducted before firefighting crews enter a hazardous area and before any hands on or live fire training.
- e) The Safety Officer shall perform other duties as specified in NFPA 1521, or as directed by the Fire Chief or his designee.
- f) In the event a SFO deems an area toxic he/she will require the donning of SCBA's. Incident Commander shall have the authority to require all firefighters to don SCBA's during salvage and overhaul operations. This decision will not be left up to the individual firefighter.
- g) Full protective clothing (including SCBA's) will be worn by all firefighters actively involved in the suppression of vehicle and dumpsite fires.
- h) All firefighters responding to accidents and/or spills involving hazardous materials will wear the appropriate level of protection indicated by the current Department of Transportation (D.O.T.) Emergency Response Guide. If appropriate level of protection is not available fire department personnel will not enter the area, but will remain at the recommended distance upwind and will secure the area.
- i) It is the policy of Lowndes County Fire/Rescue that all personnel who respond and function in areas of hazardous atmospheric contamination will be equipped with self-contained breathing (SCBA) and trained in its use.
- j) The intent of this SCBA program is to avoid any respiratory contact with products of combustion, super heated gases, toxic products, or other hazardous with OSHA 1910.134 "respiratory protection", NFPA 1500, standard for Fire Department Occupational Safety and Health program, and NFPA 1404 standard for a Fire Department self-contained, Breathing Apparatus Program.
- k) The Fire Chief and district chiefs are responsible for the implementation of the SCBA program.
- l) All members of Lowndes County Fire Rescue have a responsibility in, the wearing, training, maintenance, inspection, care or use, in the effectiveness of this program and the health of Lowndes County Fire Rescue members.

- m) Only positive-pressure SCBA approved by the National Institute for Occupational Safety and Health (NIOSH) and Mine Safety and Health Administration (MSHA) will be used by Lowndes County Fire/Rescue Department members.
- n) All personnel shall wear approved inner medical and approved outer gloves during all vehicle extrication, victim removal or during hazardous materials incidents.

3) Safety Officer Responsibility:

- a) The department's safety officers shall:
 - i) Be trained to the standards of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and NFPA 1521, *Standard for Fire Department Safety Officer*.
 - ii) Manage the department's occupational safety and health program.
- b) The duties of the department's safety officers shall include but not be limited to:
 - i) Identifying safety and health hazards and developing plans to correct them.
 - ii) Immediately correcting situations that create an imminent hazard to the members of the department.
 - iii) Serving as, and training others to serve as incident safety officers.
 - iv) Maintaining records of accidents, occupational deaths, injuries, illnesses, and exposures and providing analysis and reports to the Fire Chief as directed.
 - v) Providing safety training, bulletins, and posters for all members.

Operating Hydraulic-Powered Rescue Tools

1) Scope:

This standard mandates safety guidelines to be followed while operating a hydraulic-powered rescue tool. It was promulgated to:

- a) Prevent accidents, injuries, and deaths that might result from the misuse or improper operation of hydraulic-powered rescue tools.
- b) Prevent damage to hydraulic-powered rescue tools that might result from misuse or abuse.
- c) To insure proper and safe training and certification in the use of hydraulic-powered tools

2) General:

- a) Members that respond to fire and emergency medical incidents are responsible for knowing how to properly and safely operate hydraulic-powered rescue tools.
- b) Officers shall train the members under their command to properly and safely operate the hydraulic-powered rescue tools assigned to their apparatus.
- c) An officer shall immediately stop any unsafe or improper operation of a hydraulic-powered rescue tool and make the adjustments and corrections necessary to safely accomplish the assignment.
- d) The fluid used to operate rescue tools can cause damage to the eyes. To provide eye protection, allowing for the event of a hose or coupling failure where fluid could be expelled; all members in the area of operation of a rescue tool shall place their face shield in the down position and wear safety glasses to provide for such protection. Protective clothing and safety glasses shall be worn when operating the rescue tool.
- e) Drivers shall inspect the hydraulic-powered rescue tools assigned to their apparatus at the beginning of each tour of duty and after every use to ensure that they are functioning properly. Tools found to be unsafe or malfunctioning shall be removed from service and tagged as to the nature of the problem. Tools removed shall be immediately reported to the shift supervisor.
- f) Drivers shall check the fluid levels in each tool to ensure that each is properly filled. Spare fuel cans carried on the apparatus shall also be kept full at all times.

3) Operating Procedure:

- a) Before operating a tool, always inspect the tips to make sure that the appropriate tips are being used and that the retainer pins, if used, are in place.
- b) Place the power unit as level as possible, connect the hoses, but do not start the power unit until the tool operator gives the command to do so.
- c) Remember that it takes two people to operate the tool: one person to operate the tool and another person to operate the power unit.
- d) To start the power unit, place one foot on the bottom of the roll cage to help stabilize the unit. Hold the cage with one hand and pull the recoil starter cord with the other hand. Take care not to pull the cord out too far. The start-up sequence is as follows:
 - i) Move the choke to the closed position.
 - ii) Pull the recoil starter until the engine pops.
 - iii) Move the choke to run.

- iv) Pull the recoil starter cord.
- v) Repeat the sequence if the engine fails to start.
- e) To stop the power unit, use your hand to engage the kill switch.
- f) When refueling the tool, always use the appropriate fuel type and take care not to spill fuel on a hot surface. Note: the pitch of the power unit will normally change prior to running out of fuel.

4) Safety Precautions:

- a) Protective clothing, including eye and ear protection, shall be worn while using a hydraulic-powered rescue tool during actual rescues as well as training exercises.
- b) Approved eye and ear protection, safety shoes or boots, and any other item of protective clothing that is appropriate shall be worn while operating a tool for the purpose of inspection or maintenance.
- c) Always work on the outside of the tool. *Never* insert your hands or other parts of your body between the jaws or tips of the tool.
- d) Cover and protect the victim, and always explain to him what you're doing, if possible.
- e) When bleeding or disconnecting a hose, place a rag over the coupling to prevent fluid from spraying on anyone.
- f) If fluid comes in contact with any exposed skin area, be sure to wash it off immediately. Should fluid come in contact with the eyes they should be flushed immediately with copious amounts of water and that person should seek medical attention.
- g) Precautions shall be taken to protect the trapped and injured from further injuries during the operation (i.e. sparks, propelled objects, flying glass, etc.), and a charged 1 1/2" foam hose line in place, manned by personnel in full protective clothing.
- h) If a fluid spill does occur, immediately clean any floor area or painted surface to prevent a fall or damage.
- i) The hydraulic tool engine should be kept away from the injured and placed down wind of the work area. It must not be placed where it would provide a source of ignition for any flammable vapors in the air. Power unit must be placed where no carbon monoxide poisoning is possible.
- j) Always remember to make the required hose connections prior to starting a power unit. Hose should be laid out in such a manner as to prevent damage from sharp objects, vehicles, etc.
- k) Likewise, always stop a power unit prior to disconnecting a hose.
- l) Do not use the shears to cut a steering column or any piece of metal with a free end, since it may become a projectile. Shears are designed to create a compression fracture rather than to cut. Always remember to cut at a right angle.
- m) At a motor vehicle accident, always have a charged hose line to protect against the possibility of a fire.
- n) Rotate personnel to avoid fatigue.
- o) Rest the tool on your thigh and always maintain body balance.
- p) Guide and hold the tool; do not force it. Don't strain against the tool; rather, work with it.

Operating Power Saws

1) Scope:

This standard establishes guidelines for the safe and proper operation of power saws, K12 etc. It was promulgated to:

- a) Prevent accidents, injuries, or deaths that might result from unsafe operation or improper use of a power saw.
- b) Prevent damage to a power saw that might result from unsafe operation or improper use.

2) General:

- a) Members who respond to fire and emergency medical incidents shall be responsible for knowing how to properly and safely operate the power saws used by the department.
- b) Officers shall train the members under their command in the safe and proper use of the power saws assigned to their apparatus.
- c) An officer shall immediately stop any unsafe or improper use of a power saw and shall take the appropriate action necessary to correct the situation.
- d) Drivers shall inspect and operate each power saw carried on their apparatus at the beginning of each tour of duty or each training night and after each use to ensure that they are clean, functioning properly, and safe to operate. Any power saw discovered to be unsafe or malfunctioning shall be removed from service and properly tagged as to the nature of the problem. Tools removed shall be immediately reported to the shift or station supervisor.
- e) Drivers shall also be responsible for ensuring that saws are properly fueled and that spare fuel containers are full of the correct gas/oil mixture and in the proper place on the apparatus.

3) Personal Protection:

- a) Full protective clothing shall be worn by those members operating, and by those members in close proximity to the operation of power saws.
- b) The face shield from helmet and safety glasses shall be in a position to provide eye protection, ear protection shall be worn.
- c) To prevent accidents caused by moving chains, it is imperative that the operator and guide have their protective clothing completely buttoned up.

4) Operating Procedures:

- a) Start the saw and warm up on the ground prior to use.
- b) Keep both hands on the control handles when operating the saw.
- c) Make sure of your footing before operating saw.
- d) Carry the saw with the engine stopped, and the bar pointed to the back.
- e) The saw may be used in the ventilation of roofs. They can be used on shingle or composite roofs after the stone or gravel has been removed. Caution: Not to be used on metal roofing unless saw has metal cutting blade installed.
- f) The saw may also be used for opening up walls or floors if they are of wood or lathe construction. The saw should not be used on plaster and metal lathe. The saw should not

be used on masonry or metal construction unless it has an appropriate blade installed.
Remember the carbide tipped saw chain is not indestructible.

- g) Always carry a power saw with the engine stopped or the electrical power disconnected.
- h) Always keep both hands on the control handles, using a firm grip with your thumbs and your forefingers encircling the handles.
- i) Always turn off a saw when it is unattended.
- j) Have a plan of action before placing a saw into operation. The plan should include:
 - i) The location and sequence of the cuts and openings.
 - ii) Wind direction – consider its effects on exposures and personnel.
 - iii) Escape routes – at least two means of egress.
- k) Always place the safety guard in the proper position for the use intended before operating the saw.
- l) Remember that power saw operations are safest when cutting on a horizontal surface near the ground level or on a vertical surface at or below waist level.
- m) Whenever possible, a team of two firefighters shall perform cutting operations. The firefighter operating the saw (operator) will be assisted and/or guided by the second firefighter (guide). The guide may use the sling in which the saw is carried as a safety harness to guide and assist the operator. The saw shall always be shut down when unattended.
- n) Operating a power saw above chest height is extremely hazardous and should not be attempted as a normal course of action. This type of operation should be conducted only under the direct order and supervision of an officer. The officer ordering this operation shall first consider the value to be gained vs. the extreme hazard to personnel.
- o) The use of a power saw from a ladder shall only be done if no other alternatives are available.
- p) Do not operate a power saw close to a highly combustible or flammable material due to the possibility of ignition from sparks.
- q) Do not operate saws in flammable or explosive atmospheres.
- r) When operating a power saw, avoid placing side pressure or twisting the blade. Never force the saw. If too much pressure is applied to the blade, the hazard of blade breakage (carbide tipped) or shattering (aluminum oxide or silicon carbide discs) is increased. A blade that breaks or shatters during cutting operations may cause serious injury to the operator or bystanders.
- s) The saw cut should only be as deep as necessary. Deep cuts may weaken supporting beams and lead to collapse. The experienced operator will know when he has reached a beam by the sound and feel of the saw.
- t) If conditions permit, scrape gravel and debris from the cutting path to reduce the danger of injury from flying chips and loose materials.

5) Safety Precautions:

- a) A member who operates a power saw at an emergency incident or during a training session shall wear full protective clothing, including both ear and eye protection.
- b) Have a plan of action before putting the saw into operation, the plan should include:
 - i. Location and sequence of cuts and openings.
 - ii. Structural integrity of roof or area of operation.
 - iii. Wind direction. Consider its effect on the saw, exposures and personnel.

- c) Remain observant of changing conditions a member who operates a power saw for the purpose of inspecting or maintenance shall wear eye/ear protection and safety shoes or boots.
- d) When operating a power saw, all clothing shall be close fitting and completely buttoned to prevent an accident due to moving belts, gears, chains, blades, etc.
- e) Do not operate a gasoline-powered saw with a fuel leak. Remove the saw from service.
- f) The saw shall be raised and lowered using a utility rope, to keep hands free to climb a ladder.
- g) Always keep saw in good, clean, serviceable condition. Examine the saw after each use to check for loose or missing parts. Check chain for proper tension, missing or damaged teeth. Ensure saw is full of fuel and bar oil. Check for proper chain tension.

6) Fueling and maintenance:

- a) Power saws shall be kept clean and in good serviceable condition.
- b) Do not restart a saw in a small-enclosed space after refueling.
- c) The cutting wheel, chain, or blade shall be examined at the beginning of each tour of duty or training night and after each use for nicks or defects. These items should also be checked for tightness and shall be kept clean and properly lubricated. Defective items shall be replaced.
- d) Ensure that abrasive saw blades do not become contaminated with petroleum-based products. Such contamination may dissolve the resin that is used to bond the blade; thus causing the blade to shatter when used. New blades should be stored in plastic bags to ensure cleanliness.
- e) When fueling a power saw:
 - i) Always turn the engine off.
 - ii) Make sure to use the proper fuel mixture. Many saws require a specific fuel and oil mixture.
 - iii) Wipe off the saw to remove any spilled fuel before starting.

Training

1) Scope:

All training activities shall be conducted by and coordinated through the Lowndes County Fire Training Officer. A quarterly training schedule will be published by the County Fire Training Officer, and distributed to each fire station. The District Training Officer will conduct at least 10 hours of training for his/her station monthly.

This standard applies to all training conducted by or for the department. It was promulgated to:

- a) Prevent occupational accidents, deaths, injuries, and illnesses.
- b) Ensure that all members are able to properly perform their assigned duties in a safe manner.

2) General:

- a) The department shall provide training and training opportunities to its members to update them on new practices and techniques and to help them maintain individual skill levels. Training records will be kept on each firefighter to include fire officers using an automated product. All certificates of courses successfully completed by fire department personnel will be on file at each department and in the Fire Administration office. A copy of this training report will be sent to the County Training Officer immediately upon the completion of each training class
 - i) The District Chief will appoint a Training Officer for his District.
 - ii) The District Training Officer will have a prepared training program or classroom activity for each training meeting
 - iii) All training hours will be sent to the Georgia Standards and Training annually by the County Training Officer (January).
 - iv) Sufficient training will be scheduled each calendar year to allow members to maintain their First Responder certifications.
 - v) Sufficient training shall be scheduled each calendar year to allow members to maintain their firefighter certifications.
 - vi) This scheduled training may be from this department, the Georgia Public Training Center, or any other similar agencies.
 - vii) A minimum of ten hours of monthly training is required for reserve firefighters annually.
 - viii) A minimum of eight (8) three-hour drills annually will be required for reserve firefighters annually.
 - ix) A minimum of 240 hours of training is required for all paid personnel and 120 hours will be required for the reserve firefighters annually.
 - x) Company officers will obtain a minimum of 16 hours of officer training annually.
 - xi) Each member shall be required to receive a minimum of 6 hours of night training annually.
 - xii) A minimum of 2 hour of training per shift will be required for all paid firefighters or a minimum of 20 hours monthly.
- b) All emergency medical training shall be approved by the Fire Chief and shall be taught by a certified instructor.

- c) All fire suppression and rescue training shall be approved by the Fire Chief and shall be conducted under the supervision of a certified instructor.
 - d) Each shift and district shall maintain certified in-service instructors. Under the direction of the County Training Officer, these instructors shall conduct the in-service training classes for their respective shifts. These classes may be assigned by the shift supervisor, district training officer, the Training Officer, or the Fire Chief
 - e) All training involving live-fire exercises shall be conducted in compliance with the provisions of NFPA 1403, Standard on Live Fire Training Evolutions and EPD Revisions.
 - f) Each member shall be responsible for maintaining his fire and EMS skills at a level sufficient to retain the certifications required for his job and to meet the established minimum standards of performance. See SOP on Minimum Company Standards
 - g) Officers shall ensure that all members under their command maintain their certification and skill levels. The officer shall also be responsible for maintaining his company's certification and skill level sufficient to meet the established minimum standards of performance. See SOP Minimum Company Standards.
- 3) The District Fire Chief may excuse a firefighter or officer from training for:
- a) Sickness
 - b) Schooling
 - c) Other Fire Training
 - d) Employment
 - e) Death in the family
- 4) Any firefighter or company officer who attains two consecutive unexcused absences from scheduled monthly fire training will be subject to disciplinary action. Make-up training for firefighters who missed classes during this time can be accomplish by attending other district training classes.
- 5) Lowndes County Fire Rescue Training Program will be in compliance with the Georgia Fire Academy, National Fire Protection Association (NFPA) 1001,1002,1021,1033, and 1041.
- 6) All Lowndes County Fire Rescue members, firefighters and officers over the age of 21 will attend and successfully complete the VFIS Emergency Vehicle Drivers training Program, before they are allowed to operate Lowndes County fire apparatus. The classes will be held through the County Training Officer.
- 7) The Lowndes County Fire Training Officer will schedule once a quarter an exercise that will involve more than one district. He will also be responsible for scheduling joint training with Lowndes County EMS, Moody AFB, and Valdosta Fire Department (semi-annual).
- 8) The following are the required training classes for members of Lowndes County Fire Rescue:
- a) Fire Behavior
 - b) Portable Fire Extinguishers
 - c) Personal Protective Clothing
 - d) Forcible Entry
 - e) Ventilation

- f) Ladders
 - g) Water Supply
 - h) Fire Streams
 - i) Hose
 - j) Fire Control
 - k) District Familiarization
 - l) Drivers Training/Pump Operation (12 hours annually)
- 9) The Lowndes County Fire/Rescue Training Officer will schedule a NPQ Firefighter I annually or as needed. All new firefighters will attend this course. The course will be instructed by Georgia state certified instructors. The curriculum will meet the standard of NFPA 1001. Upon completion of this course the Georgia Firefighters Standards and Training Council will administer the written to all new firefighters. A copy of the test results will be kept in the firefighter's training file at the district station and Fire Administration.
- 10) All live fire training must be approved through the Fire Chief's office. During all live fire training, all firefighters will wear long pants, shirts with long or short sleeves, and socks.
- 11) Firefighters who have not successfully completed Georgia Basic Firefighter are not eligible to participate in live fire training.
- 12) Lowndes County Fire Rescue Standard Operating Procedures concerning Rehab will be used at all live fire training.

Training Classes

Hazardous Materials, Radiology Training

1) Scope:

This policy applies to department hazardous materials training. It was promulgated to establish a uniform policy for achieving and maintaining Hazardous Materials Training.

2) General:

Sworn employees shall be required to become certified Hazardous Materials Operation Level within 24 months of employment unless otherwise approved by the Department Training Officer or the Fire Chief.

3) Responsibilities:

All sworn personnel (paid and reserve) shall be required to successfully complete three (3)-hour of an approved Hazardous Materials First Responder Refresher or Radiological First Responder Class annually.

4) Objectives:

All training will be objective based. It will be recorded, including date, credit hours, name of instructor, and an objective number listed from the appropriate NFPA Manual, GEMA Haz-Mat First Responder Manual, and/or FEMA's IS-3, IS-301 or IS 302.

Training Classes

New Firefighter Drivers Training

1) Scope:

This policy applies to department in-service driver training. It was promulgated to establish a uniform policy for recording training hours, personnel and instructors.

2) General:

All in-service training shall be recorded on a Department Training Log.

3) Responsibilities:

It is the responsibility of the Shift Supervisor or District Chief to oversee and ensure that all new personnel receive a minimum of 44 hours of Drivers/Operators Training prior to these personnel operating this department's emergency vehicle.

4) Objectives:

All training will be objective based. It will be recorded, including date, credit hours, name of instructor, and an objective number listed from the appropriate NFPA Manual and VFIS Emergency Driver/Operator Course.

5) General Requirements:

- a) It is required that all new members shall receive 40 hours of Drivers Training. These firefighters will not be allowed to operate a fire vehicle solo, until all 40 hours of drivers training is completed. Training shall be conducted on an approved drivers training course set up according to VFIS standards. Classes will cover all Vehicle Operation Skills and Driving, Pump Operations, Emergency Equipment Familiarization, and a written test will be administered covering all required DOT equipment, resource information, DOT Hazardous Chemical Handbook, and local and state laws that apply, as outlined in the VFIS program.
- b) Members who successfully complete the Georgia Fire Academy Emergency Vehicle Operators Course (EVOC) may use those training hours towards the completion of the required initial 40 hours. Additionally, members may use EVOC as a portion of their annual continuing driver's education. However, all new members shall still be required to successfully complete the written and skill sections mentioned in part one above.

Training Classes Company Drills

1) Scope:

This policy applies to company drills. It was promulgated to establish a uniform policy for recording training hours, personnel and instructors.

2) General:

All in-service training shall be recorded on a Department Training Log.

3) Responsibilities:

It is the responsibility of the County Training Officer to see that multi company drills are conducted with a minimum of eight, (3) hours classes annually. All members shall participate in these drills.

4) Objectives:

All training will be objective based. It will be recorded, including date, credit hours, name of instructor, and an objective number listed in the appropriate NFPA Manual.

5) General Requirements:

It is required that all firefighters will participate in these drills quarterly each year. These classes will cover Company Vehicle Operations, Pump Operations, Emergency Equipment Familiarization, all required DOT equipment, resource information, and the location of the DOT Hazardous Chemical Handbook. Training will also cover the special skills that will be needed to manage operations.

Training Classes

Multi-Company Drills

1) Scope:

This policy applies to department multi-company drills. It was promulgated to establish a uniform policy for recording training hours, personnel and instructors.

2) General:

All in-service training shall be recorded on a Department Training Log.

3) Responsibilities:

It is the responsibility of the County Training Officer to see that multi company drills are conducted with a minimum of four, (3) hours classes annually. All members shall participate in these drills.

4) Objectives:

All training will be objective based. It will be recorded, including date, credit hours, name of instructor, and an objective number listed in the appropriate NFPA Manual.

5) General Requirements:

It is required that all firefighters will participate in these drills quarterly each year. These classes will cover Company Vehicle Operations, Pump Operations, Emergency Equipment Familiarization, all required DOT equipment, resource information, and the location of the DOT Hazardous Chemical Handbook. Training will also cover the special skills that will be needed to manage operations.

Training Classes Night Drills

1) Scope:

This policy applies to department night training. It was promulgated to establish a uniform policy for recording training hours, personnel and instructors.

2) General:

All in-service training shall be recorded on a Department Training Log.

3) Responsibilities:

It is the responsibility of the Shift Supervisor or District Training Officer to take roll and place information on the log. All students shall be required to sign this form as well as the Instructor. The Department Training Officer shall maintain a Training Log on each Firefighter.

4) Objectives:

All training will be objective based. It will be recorded, including date, credit hours, name of instructor, and an objective number listed in the appropriate NFPA Manual.

5) General Requirements:

It is required that all firefighters will participate in night training utilizing all vehicles semi-annually. These classes will last a minimum of two, (3) hours classes annually.

Training Classes

Officers Training

1) Scope:

This policy applies to departmental officers training. It was promulgated to establish a uniform policy for recording training hours, personnel and instructors.

2) General:

All in-service training shall be recorded on a Department Training Log.

3) Responsibilities:

It is the responsibility of the Shift Supervisor or District Training officer to take role and place information for all In-Service Officer Training on the Training log. All students shall be required to sign this form as well as the Instructor. The Department Training Officer shall maintain a Training Log on each Firefighter. Courses taken at the Georgia Public Safety Training Center or similar facilities shall be accepted as well.

4) Objectives:

All training will be objective based. It will be recorded, including date, credit hours, name of instructor, and an objective number listed in the appropriate NFPA Manual.

5) General Requirements:

All officers shall be required to attend a minimum of a twelve (12) hours class on Officers Training to be held annually.

Training Classes

Drivers Training

1) Scope:

This policy applies to department driver training. It was promulgated to establish a uniform policy for recording training hours, personnel and instructors.

2) General:

All in-service training shall be recorded on a Department Training Log.

3) Responsibilities:

It is the responsibility of the Shift Supervisor or District Training Officer to oversee and ensure that all personnel receive the required Drivers/Operators Training.

4) Objectives:

All training will be objective based. It will be recorded, including date, credit hours, name of instructor, and an objective number listed in the appropriate NFPA Manual or VFIS Emergency Driver/Operator Course.

5) General Requirements:

- a) It is required that all members shall receive three (3) hours quarterly of continuing Drivers Training. Training shall be conducted at our approved drivers training facility. Classes will cover all Vehicle Operation Skills and Driving, Pump Operations, Emergency Equipment Familiarization, and a written test will be administered covering all required DOT equipment, resource information, DOT Hazardous Chemical Handbook, and local and state laws that apply, as outlined in the VFIS program.
- b) Members who successfully complete the Georgia Fire Academy Emergency Vehicle Operators Course (EVOC) may use those training hours towards the completion of the required continuing Drivers Training.

Training Classes

Training Log

1) Scope:

This policy applies to department in service training. It was promulgated to establish a uniform policy for recording training hours, personnel and instructors.

2) General:

All in-service training shall be recorded on a Department Training Log.

3) Responsibilities:

It is the responsibility of the Shift Supervisor or District Training Officer to take role and place information on the log. All students shall be required to sign this form as well as the Instructor. The Department Training Officer shall maintain a Training Log on each Firefighter.

4) Objectives:

All training will be objective based. It will be recorded, including date, credit hours, name of instructor, and an objective number listed in the appropriate NFPA Manual.

5) General Requirements:

- a) Each Paid Firefighter must attend a minimum of 20 hours each month.
- b) Each Reserve Firefighter must attend a minimum of 10 hours of training each month.
- c) Each Paid Firefighter must maintain a minimum of 240 hours of training each year.
- d) Each Reserve Firefighter must maintain a minimum of 120 hours of training each year.

Training Classes

SCBA Training

1) Scope:

This standard applies to all members who are required to use self-contained breathing apparatus (SCBA) as part of their normal duties. It was promulgated to:

- a. Maintain individual proficiency in the use of SCBA.
- b. Prevent accidents, injuries, and deaths that might result from exposure to a hazardous atmosphere.

2) Training and Evaluation:

- a) Each member of the department required to use SCBA as part of his normal duties shall receive periodic training on the proper use of SCBA. Training shall be based on the requirements of NFPA 1404, *Standard on Fire Department Self-Contained Breathing Apparatus Program*.
- b) Each member shall be evaluated on an annual basis to ensure that he is proficient in the use of SCBA. As part of their evaluation, members shall successfully: Identify the components of face-pieces, regulators, harnesses, and cylinders.
 - i) Correctly don, operate, and doff SCBA while wearing full protective clothing. This shall include demonstrating that a proper face-piece seal has been achieved.
 - ii) Describe the operational principles of the warning devices.
 - iii) Identify the limitations of SCBA, correctly define the term “point of no return”, and discuss the ability to protect the body from absorption of toxins through the skin.
 - iv) Describe the procedures to be used if unintentionally submerged in water while wearing SCBA.
 - v) Demonstrate alternative methods of communication while wearing SCBA.
 - vi) Demonstrate the procedure for daily inspection and maintenance of SCBA.
 - vii) Demonstrate the procedure for cleaning and sanitizing SCBA for future use.
 - viii) With SCBA donned, perform related emergency scene activities such as advancing a hose-line, climbing a ladder, crawling through a window or confined space, performing a rescue, etc.
 - ix) The County Training Officer will conduct an annual face-piece fit test.

3) Responsibilities:

- a) Each member of the department required to use SCBA, as part of his normal duties shall strictly adhere to the requirements of this standard.
- b) Company officers shall ensure that each member assigned to their command strictly adheres to the requirements of this standard and shall conduct the training and evaluation required by this standard.
- c) The County Training Officer shall maintain records of any SCBA training provided to department members. At least once a year, the County Training Officer shall evaluate the ability of each member to meet the requirements imposed by this standard. The evaluation may be conducted as part of the annual Minimum Company Standard testing.

Drivers of Vehicles

1) Scope:

This standard applies to all members who drive or operate a motorized vehicle owned or used by the department. It was promulgated to:

- a) Establish minimum standards for members who are allowed to drive or operate a motorized vehicle.
- b) Establish minimum safety regulations for the operation of a motorized vehicle.

2) General:

- a) Driver's license:
 - i) All members of the department age 21 and over shall have a valid class B driver's license verified thru Georgia State Patrol.
 - ii) All members shall furnish proof of their possession of a valid license anytime that they are requested by a supervisor to do so.
 - iii) Supervisors or District Chiefs shall check the driver's license of each member under their command during their first shift or training night in January and July to determine that each member possesses a valid license.
 - iv) Members shall report any change in the status of their license to their supervisor. The supervisor or District Chief shall forward this information to the Fire Chief through the normal chain of command.
 - v) Any member who has his license suspended shall notify his supervisor or District Chief immediately and shall not be allowed to drive or operate a vehicle until his license has been restored. Failure to possess a valid driver's license may be cause for termination.
 - vi) ALL new members shall be required to successfully complete a 44 hours Drivers Training Course prior to driving department vehicles.
- b) For the purposes of this standard, motorized vehicles shall be divided into two categories: Category I and Category II.
 - i) Category I vehicles are those vehicles used primarily for fire suppression purposes and that have a gross vehicle weight that exceeds 11,000 lbs.
 - ii) Category II vehicles are those vehicles that have a gross vehicle weight of 11,000 lbs. or less and are primarily used for EMS or support services.
- c) No member shall be allowed to drive or operate a Category I vehicle unless he has successfully completed the department's drivers training program or is a student driver under the supervision of a qualified driver.
- d) All vehicles shall be operated in a safe and prudent manner, and all drivers shall comply with all traffic laws and the applicable rules and regulations of the department.
- e) No driver shall move a vehicle until all persons in it are in an approved riding position and are properly secured. Mandatory seat belts shall be worn at all times.
- f) Drivers responding to emergencies shall comply with the provisions of the *Emergency Response to Call* section of this manual.
- g) A driver shall not back a vehicle unless his view is clear and unobstructed. Apparatus shall not be backed unless there is at least one spotter to the rear of the apparatus to assist in the operation.
- h) Drivers of vehicles shall not drive in turn-out gear or personal protective clothing.

3) Responsibilities:

- a) Drivers shall be directly responsible for the safe and prudent operation of their vehicle in all situations.
- b) When a driver is under the direct supervision of an officer, the officer shall be responsible for the actions of the driver.
- c) The fire department safety officer(s) shall monitor the status of all the members of the department to ensure that all those who drive and operate vehicles have had the proper training, possess valid driver's licenses, and are insurable.
- d) Drivers shall be responsible for ensuring that all of their vehicles' safety equipment is functioning properly and that their vehicles are safe to drive prior to operating them.

4) Accidents:

- a) The driver of a motor vehicle shall immediately notify his supervisor and the appropriate law enforcement agency if he is involved in an accident.
- b) Any driver involved in an accident shall be tested for substance abuse as soon as possible following the accident, escorted by the Fire Chief or his designee
- c) The supervisor shall notify the Fire Chief or his designee whenever an accident involves an injury, a fatality, or any damage to a vehicle.

Records, Maintenance, and Inspections of Vehicles and Equipment

- 1) All vehicle and equipment information will be documented and tracked with Fire House computer software.
- 2) All items identified as needing attention will be annotated on a repair request and Faxed to the Fire Chief's Office. The County Training Officer is responsible for scheduling repairs on vehicles assigned to his department with the Fire Chief.
- 3) All maintenance of County Fire Apparatuses will be accomplished by an approved Emergency Vehicle Technician assigned to the County Vehicle Maintenance Repair section.
- 4) All maintenance completed on a County Fire Apparatuses will be documented on the repair request form and signed by the Emergency Vehicle Technician.
- 5) The Fire Chief or his designee will advise the District Chief when an apparatus is repaired and ready to be picked-up. Fire Department personnel picking up an apparatus from the Vehicle Maintenance area will do a complete inspection of the vehicle before it leaves the shop area, any items found not corrected will be reported to the Shop Supervisor at once.
- 6) All Preventive Maintenance (PM) conducted by an approved Emergency Vehicle Tech will be performed annually on all assigned Fire Apparatus.
- 7) County Fire Apparatuses will normally be serviced with fuel by a County Fueling Vehicle or at the County Fueling Center. Some departments may continue to have an open fuel account in their respective districts, however the account must be approved by the Fire Chief. All fuel tickets will have the district member's name printed legibly and signed by the member.
- 8) At no time will a County Fire Apparatus be operated when a safety item is discovered that needs to be repaired on the apparatus, i.e. emergency lights, head and tail lights, brakes, steering etc.
- 9) Fire Administration shall maintain repair and service records for all Lowndes County Fire Vehicles and Equipment. Fire stations will be required to maintain all inspection reports on their apparatus and equipment.
- 10) Any County Fire Apparatus or County Fire Equipment found to be unserviceable or unsafe to operate will be taken out of service. The Fire Chief or his designee will be notified and arrangements will be made to repair the apparatus and or equipment.
- 11) All County Fire Apparatus Fire Pumps will be service tested at least annually and after any maintenance is performed on the pump itself. The Pump Service Test will be conducted in accordance with the National Fire Protection Association (NFPA) 1911 (Pump test records must be maintained for the life of the apparatus).
- 12) All Ground Ladders will be tested and serviced annually or as needed. Inspection Testing and Maintenance will be in accordance with NFPA 1932.
- 13) All Fire Hose will be tested in accordance with NFPA 1962 annually. Fire Hose will be numbered and that number will be stenciled on each end of the hose on the couplings.
- 14) All Self-Contained Breathing Apparatus (SCBA) will be inspected weekly and after each use. All air bottles that are in service will have a current Hydrostatic Test date. All Firefighters and Fire Officers will be trained in the proper use of, care, inspection, and maintenance of SCBA's.
- 15) Only Certified personnel will be allowed to work on SCBA regulators, mask and bottles.

- 16) Fire Districts that have SCBA re-servicing capability will be certified by the manufacture, will not re-service any bottle that has an expired Hydrostatic test date, and will have an air sample tested from their system quarterly. The results of this test will be on file at the respective districts and at the Fire Chief's office.
- 17) All fire hydrants and dry hydrants will be inspected, tested, and serviced semi-annual in accordance with NFPA 291.

DAILY / WEEKLY WALK-AROUND CHECK FOR MOBILE FIRE APPARATUS

FIRE DEPT. NAME	DATE	APPARATUS NO.	STATION NO.				
START MILEAGE	END MILEAGE	START ENGINE HRS.	END ENGINE HRS.				
INSPECTOR X - OK	MON.	TUES.	WED.	THUR.	FRI.	SAT.	SUN.
LEGEND	R - REPAIR REQUIRED (REQUIRES A COMMENT)						
	N/A - NOT APPLICABLE						
	C - CORRECTED						

OPERATIONS	MON	TUE	WED	THUR	FRI	SAT	SUN	OPERATIONS	MON	TUE	WED	THUR	FRI	SAT	SUN
ENGINE								AERIAL							
Check engine oil & transmission level								Operate aerial hydraulics							
Check engine coolant level								Check aerial outrigger operation							
Check power steering fluid								Check aerial operation							
OUTSIDE								Check aerial hydraulic fluid level							
Check for fluid leaks under vehicle								Visually inspect aerial structure							
Check wheels and lug nuts								EQUIPMENT							
Check tire condition								Check/Operate generator							
Check tire air pressure								Check/Operate positive pressure fan							
CAB								Check/Operate rescue saw							
Check seats and seat belts								Check/Operate chain saw							
Start engine, check all gauges								Check/Operate extrication equipment							
Check cab glass and mirrors								Check/Operate tower lights							
BODY								Check air pack / spare bottles							
Check steps and running boards								Check flashlights for operation							
Check body condition								Check all fluid levels in spare fuel cans							
Check grab handles								Check EMS equipment							
ELECTRIC								Check ropes / lifelines / bags							
Check battery voltage & charging system voltage								Check extinguishers - press, condition							
Check line voltage system								Check hand tools, clean / inspect							
Check all lights, ICC and warning								Check siren / horn							
PUMP								Check nozzles - clean / inspect / lube							
Operate pump, check pump panel engine gauges								COMMUNICATION EQUIPMENT							
Check pump for pressure & primer operation								Check mobile / portable							
Check relief or pressure governor operation								Check mobile data terminal							
Check all pump drain valve								Check cellular phones							
Check all discharge and intake valve operation								Check headsets							
Check pump & tank for leaks								WASH / CLEAN							
Check pump main drain operation								Wash / clean as necessary							
Check all auxiliary suction valves operation								COMMENTS							
Check all valve drain operation															
Check relief valve operation															
Check primer pump operation															
Check tank to pump and tank fill valves															
Check booster tank indicator															
Check primer oil level															
Check transfer valve operation (if equipped)															
Check booster reel operation (if equipped)															
Check all pump pressure gauge operation															
Check all pump panel gauges and cooler valves															
Check for water or oil leaks in pump area															
BRAKES															
Check air system for proper air pressure															
Check hydraulic brake fluid level															

Persons Riding in Motorized Vehicles

1) Scope:

This standard shall apply to all persons riding in or on a motorized vehicle owned or operated by the department.

2) General:

- a) No one shall be allowed to ride in an apparatus unless he is a member of the department or has obtained special permission to ride as an observer (such as Explorers). Observers must complete the Authorization to Ride an Apparatus Release.
- b) Persons riding in or on a motorized vehicle shall observe the following:
 - i) All persons shall be seated in an approved riding position and shall be secured by a seat belt anytime the vehicle is in motion.
 - ii) Riding on the tailboard, running board, or other exposed position is strictly prohibited.
 - iii) Standing while riding is prohibited.
 - iv) At no time shall anyone dismount a vehicle while it is still in motion.
 - v) All persons riding on an apparatus that requires ear protection shall wear the ear protection devices provided while the vehicle is in motion and whenever the audio warning devices are in use.

3) Responsibility:

- a) It shall be the responsibility of each member to comply with the provisions of this standard.
- b) Drivers shall not operate their vehicles unless everyone on board is in compliance with the provisions of this standard.
- c) Officers shall be strictly accountable for enforcing the provisions of this standard and shall correct any violations that are observed.
- d) Failure to comply will result in disciplinary action.

Emergency Response to Calls

1) Scope:

This standard applies to the driver of an emergency vehicle owned or operated by the department while responding to an incident. It was promulgated to establish safety guidelines during emergency responses.

2) Categories of Response:

- a) Emergency: Those incidents that pose a significant risk to life or property. Emergency response requires the use of all audio (siren and air horn) and visual (lights) warning devices. These devices must be in use during the entire duration of the response unless the response is downgraded to a non-emergency by a competent authority. The initial response to the following types of incidents shall be considered emergencies:
 - i) A reported fire in a structure.
 - ii) A reported fire outside of a structure that involves the potential destruction of property or poses a risk to human or animal life.
 - iii) All categories of emergency medical incidents except non-life-threatening incidents.
 - iv) Responses to a man-made or natural disaster involving the destruction of property and the potential for injury and death.
 - v) Fire alarms until confirmations received that non-emergency.
- b) Non-emergency: Those incidents that do not pose a significant risk to life or property. Audio and visual warning devices shall not be used during non-emergency response unless ordered by a competent authority to upgrade the response to emergency status. The initial response to the following types of incidents shall not be considered to be emergencies:

3) Response Guidelines:

- a) Apparatus and vehicles engaged in non-emergency response shall obey all applicable traffic safety rules and regulations and shall not exceed the posted speed limit.
- b) Apparatus and vehicles engaged in emergency response shall at all times govern their response by the traffic, the weather, and road conditions present at the time of response.
- c) The maximum speed of travel shall not exceed posted speed limits by more than 10 mph. Due regard must be shown at all times, regardless of speed.
- d) During an emergency response, drivers shall bring their vehicles to a complete stop for any of the following:
 - i) When directed by a law enforcement officer.
 - ii) Stop signs.
 - iii) Red traffic signals.
 - iv) Negative right-of-way intersections.
 - v) Blind intersections.
 - vi) When the driver cannot account for all lanes of traffic in an intersection.
 - vii) When other intersection hazards are present.
 - viii) When encountering a stopped school bus with flashing warning lights.
- e) Drivers shall proceed through an intersection only when the driver can account for all lanes of traffic in the intersection.

f) Drivers shall bring their vehicles to a complete stop at all unguarded railroad crossings and shall not cross the tracks until determining that it is safe to do so.

4) Responsibilities:

a) Drivers shall be directly responsible for the safe and prudent operation of their vehicle in all situations.

b) When a driver is under the direct supervision of an officer, the officer shall assume responsibility for the actions of the driver and shall be responsible for immediately correcting any unsafe condition.

Fire Station Safety

1) Scope:

This standard establishes safety regulations to be followed by members assigned to a fire station.

2) General:

- a) Fire stations shall comply with all applicable health, building, and fire code requirements.
- b) All fire stations are designated as tobacco free, and no one will be permitted to smoke or use smokeless tobacco products within a fire station. The use of tobacco will be confined to areas outside the building/apparatus bay areas.
- c) Floors shall be kept clean and free from obstruction. Slippery substances such as water, oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be mopped up as soon as practical.
- d) All tools and equipment shall be maintained in a clean and serviceable condition and shall be returned to their proper places immediately after use.
- e) All flammable and combustible liquids and gases shall be stored in the station's flammable liquid cabinet. The cabinet shall be maintained in a clean and orderly manner and shall be kept free of obstructions.
- f) Prior to each use, all electrical equipment such as extension cords shall be inspected to prevent the possibility of shock or electrocution.
- g) Horseplay is strictly forbidden.
- h) Proper care shall be exercised when using any chemical product, pesticide, solvent, or other harmful or toxic substance.
- i) Caution shall be exercised when using a ladder for cleaning, painting, etc.
- j) All smoke detectors, extinguishers, exit signs, and other safety equipment shall be maintained in proper working order.
- k) Running inside the station is prohibited.
- l) Any defective equipment or unsafe condition shall be reported immediately
- m) Fire stations shall be locked and secured whenever the station is unattended, if possible, without causing delay in response to emergency calls.
- n) Apparatus will not be left running in the engine bays.

3) Responsibilities:

- a) Members shall strictly adhere to all safety regulations.
- b) Officers shall be responsible for maintaining their stations in a safe and healthy manner and shall promptly correct any deficiencies.
- c) Any member who violates a safety regulation shall be promptly reprimanded and the violation shall be reported to the Fire Chief.
- d) The safety officer(s) shall inspect each fire station at least once during each six-month period. The inspector(s) shall check the stations for compliance with all applicable codes and safety standards. The inspection shall be conducted using the departments. Inspection Report Form. A copy of the form will be given to the officer on duty at the time of the inspection and a copy shall be forwarded to the fire chief.
 - i) If possible, corrections should be made immediately.
 - ii) If necessary, a re-inspection shall be scheduled prior to concluding the inspection.

Protective Clothing and Equipment

1) Scope:

This standard applies to all members required to work in hazardous environments. It was promulgated to establish guidelines for the use of protective clothing and equipment to reduce the risk of illness, injury, or death that might result from a member's exposure to a hazardous environment.

2) General:

- a) Each member shall wear protective clothing and use equipment appropriate for the hazards to which he is exposed.
- b) Each member shall properly maintain the protective clothing and equipment that have been issued to him and that are carried on the apparatus to which he has been assigned.
- c) Any equipment or protective clothing that is found to be unsafe or inoperable shall be removed from service immediately, and forwarded for repair.

3) Structural Firefighting:

- a) Each member assigned to fight structure fires shall be issued protective clothing and equipment that comply with all applicable NFPA standards and local requirements. These items shall include:
 - i) Helmet NFPA 1972
 - ii) Pants NFPA 1971
 - iii) Boots NFPA 1974
 - iv) Gloves NFPA 1973
 - v) Coat NFPA 1971
 - vi) SCBA face piece NFPA 1981
 - vii) Hood NFPA 1971
- b) No alterations shall be made to protective clothing without the approval of the Fire Chief.
- c) Each member operating within a perimeter designated as hazardous by the incident commander or the incident safety officer shall wear his full protective clothing in the prescribed manner. The incident commander or the incident safety officer shall determine when and if it is safe to remove some or all of the clothing.
- d) To assist members with identifying rank at the incident scene, helmets are color-coded as follows:

White:	Chief Officers
Red:	Captain/Lieutenants
Black:	Firefighter/Drivers
Yellow:	Recruit Firefighters*

* Refers to any firefighter who has not met minimum standards

5) SCBA:

- a) All self-contained breathing apparatus used by the department shall comply with NFPA 1981 *Standard on Open Circuit Self Contained Breathing Apparatus for the Fire Service*.

- b) All personnel shall use SCBA while working in areas where:
 - i) The atmosphere is hazardous.
 - ii) The atmosphere is suspected of being hazardous.
 - iii) The atmosphere may rapidly become hazardous.
- c) Members wearing SCBA shall always work in teams of at least two members each.
- d) SCBA and spare cylinders shall be kept on each apparatus and be available for immediate use.
- e) SCBA shall not be removed until the incident commander or the incident safety officer has determined that the atmosphere is no longer hazardous and that CO levels are less than 50 ppm.
- f) A personal alert safety system (PASS) device that complies with NFPA 1982 shall be assigned to each member (or on each SCBA) and shall be activated whenever the SCBA is in use.
- g) Everyone shall receive bi-annual training on proper use of SCBA. Training shall be based on NFPA 1404 - *Standard on Fire Department Self-Contained Breathing Apparatus Program*.

5) Responsibilities:

- a) Each member shall inspect protective clothing and equipment issued to him and assigned to his apparatus at the beginning of each shift. Each member is responsible care and maintenance of his clothing and equipment. For cleaning, obtaining repairs or replacement items the member must bring item to Headquarters.
- b) Officers shall inspect protective clothing and equipment issued to the members under their command during the first shift of each month to ensure that all items are being properly maintained and are functioning properly.
- c) The incident safety officer shall be responsible for ensuring that all members operating within the hazardous perimeter of an incident are properly attired and using the appropriate protective clothing and equipment. Any member who is in violation of this procedure shall be ordered to promptly leave the hazardous area.

Flashover/Backdraft Report

1) Scope:

- a) This standard applies to incidents where a flashover or back draft occurs. It was promulgated to provide a database for research into the phenomena of flash over and back drafts.

2) General:

- a) Backdrafts, flashover and similar phenomena are extremely hazardous to firefighters. In an effort to better understand the dynamics of these occurrences, the incident commander shall complete a Flashover/Backdraft Report whenever a flashover or back draft occurs.
- b) The Fire Chief shall maintain a file on the completed reports.

Rehabilitation

1) Scope:

This standard applies to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold creates the need for the rehabilitation of personnel. It was promulgated to:

- a) Prevent injuries, illnesses, and deaths that may result from excessive fatigue.
- b) Establish procedures for medical evaluation and treatment, food and fluid replenishment, and relief from extreme climactic conditions during emergency operations and prolonged training exercises.

2) Definitions:

- a) Level 1 rehabilitation: Situations of short duration. The incident commander may elect to use rehabilitation supplies from an apparatus on the scene or may call a rehab unit to the scene. Typically in Level 1 rehab, the crews are not rotated and the incident or training exercise has a limited duration.
- b) Level 2 rehabilitation: Situations that require a major time and personnel commitment. Examples include a major fire or a lengthy training exercise in which the firefighter's health and safety must be addressed.

3) General:

- a) The Incident Commander shall evaluate the circumstances at each incident and shall make early, adequate provisions for the rest and rehab of all members working at the scene. These provisions include:
 - i) Medical evaluation
 - ii) Treatment and monitoring
 - iii) Food and fluid replenishment
 - iv) Mental rest
 - v) Relief from extreme climactic conditions and other environmental factors present at the incident.
- b) During prolonged incidents, strenuous training sessions, and periods of extreme heat or cold, the Incident Commander shall request that a rehab unit be assigned to the scene and shall appoint a rehab officer to manage the rehabilitation of the firefighters.
- c) The Rehab Log shall be completed by the rehab officer at all Level 2 incidents. The log shall be submitted to the Incident Commander to be attached to the incident report, and it shall be included in the incident critique. Level 2 rehab shall include the provisions of EMS at the ALS level in the rehab sector.

4) Rehabilitation Sector:

- a) The Incident Commander shall establish a rehabilitation sector when conditions indicate that members working at an incident or training exercise require rest and rehab.
- b) The Incident Commander shall appoint a rehab officer who will assume command of the rehab sector. At most incidents, the location of the rehab sector will be designated by the Incident Commander. However, if the Incident Commander has not designated a rehab

site prior to the appointment of a rehab officer. The rehab officer shall promptly select an appropriate location based on the most desirable site available.

- c) The rehab sector should be placed in a location that allows members to physically and mentally rest and recuperate from the stress, pressure, and demands of the emergency operation or training evolution.
- d) The rehab location should also be located far enough away from the incident scene to allow members to safely remove their protective clothing and SCBA.
- e) The rehab sector should be located in an area that provides suitable protection from prevailing environmental conditions. If possible, the sector should be in a cool, shaded area during hot weather and in a warm, dry area during cold weather.
- f) If the rehab sector is located outdoors, the area should be free of ants and other stinging or biting insects.
- g) Members in the rehab sector should not be exposed to exhaust fumes from apparatus, vehicles, and motorized equipment, including those involved in the rehabilitation sector operations.
- h) The rehab sector should be large enough to accommodate multiple crews and should allow for expansion or contraction as the size of the incident varies.
- i) The rehab sector should be easily accessible by EMS units and other support vehicles.
- j) The rehab sector should be located close enough to the incident to allow members to promptly re-enter the emergency operation site after recuperation.
- k) The following areas should be considered when selecting a site for the rehab sector:
 - i) A nearby garage, building lobby, or other structure.
 - ii) At least two floors below a fire in a high-rise building.
 - iii) A large climate controlled vehicle such as a school or transit bus.
 - iv) Fire apparatus, ambulances, or other emergency vehicles at the scene or called to the scene.
 - v) An open area in which a rehab site can be created by using tarps, fans, etc.
 - vi) At an industrial site, the rehab sector should be placed outside the fenced compound area.

Note: The rehab officer shall secure all the resources required to adequately staff and supply the rehab sector. The supplies may include the items listed below:

- i) Fluids such as water, activity beverage, and ice.
- ii) Food such as broth, or stew in hot/cold cups.
- iii) Medical equipment such as blood pressure cuffs, stethoscopes, oxygen, administration devices, and other ALS equipment provided by the on site EMS unit(s).
- iv) Other items such as awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, towels, traffic cones, and fire line tape should be considered.

5) Guidelines:

- a) The establishment of a rehab sector shall be considered during the initial planning stages of an emergency response. The climactic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab sector. Any activity or incident whether emergency or non-emergency, that is large in size, long in duration, and labor intensive will rapidly deplete the energy and strength of personnel.

- b) Climactic or environmental conditions that indicate the need to establish a rehab sector include a heat index above 95 degrees F or a wind-chill index below 20 degrees F.
- c) A critical factor in the prevention of heat stress injury is the intake of water and electrolytes during periods of intense physical activity.
 - i) During these periods, an individual should drink at least one quart of water or activity beverage per hour.
 - ii) Adequate fluid intake is important even during cold weather operations. Despite outside temperatures, heat stress injuries may occur during firefighting or other strenuous activity anytime that protective clothing and equipment are worn.
 - iii) Individuals should avoid caffeinated and carbonated beverages because both interfere with the body's water conservation mechanisms.
 - iv) Certain drugs also impair the body's ability to sweat. Use caution if a member has taken antihistamines, diuretics, or stimulants.
- d) If the duration of an incident extends through regular meal times, the department may need to provide food to the members at the scene if it is possible to do so.
- e) Forty-five minutes of work time is generally recommended as an acceptable level of work prior to mandatory rehabilitation.
 - i) Members having worked through two full 30 minute rated SCBA cylinders, or for 45 minutes, shall be rotated to the rehab sector for rest and evaluation.
 - ii) In all cases, an objective evaluation of a members fatigue level is the appropriate criterion for determining if rest is required. Rest periods for members in the rehab sector shall be at least 10 minutes or longer.
 - iii) Crews sent to rehab should be replaced by fresh crews from the staging sector. Crews released from the rehab sector should be rotated to the staging sector prior to returning to work. This procedure ensures that fatigued individuals do not return to work before they are rehabilitated.
- f) Members should not be removed from a hot environment and placed directly into an air-conditioned environment because the body's cooling system may shut down in response to the external cooling. An air-conditioned environment is acceptable only after a cool down period at ambient temperature with sufficient air movement.
- g) EMS personnel at the advanced life support level will be requested at each incident. EMS personnel will evaluate the vital signs and physical condition of members as they are rotated through the rehab sector.
 - i) EMS personnel will determine whether a member will be allowed to return to work, remain in rehab, or receive further medical treatment and be transported to a medical facility for further evaluation.
 - ii) Continued rehabilitation consists of the ongoing monitoring of vital signs, rest, and fluid intake. Medical treatment for a member whose signs and symptoms indicate potential problems will be provided in accordance with local medical control procedures. EMS personnel will be aggressive in determining that potential medical problems exist.
- h) When working crews arrive at the rehab sector, each member's vital signs shall be taken and recorded.
- i) All medical evaluations shall be properly recorded by the paramedic, along with the individuals name and chief complaint, if any. The form must list the date, time, and incident number and be signed by the rehab officer.
- j) Members sent to rehab shall enter and exit the rehab sector as a crew. The number of crewmembers and times of entry to and exit from shall be documented by the rehab officer. Crews shall not leave the rehab sector until released by the rehab officer.

6) Responsibilities:

- a) All officers shall monitor the condition of each member working under their command and shall ensure that adequate steps are taken to provide for each member's safety and health. The incident command system is to be used to request that a crew be relieved and for the reassignment of fatigued crews.
- b) During periods of hot weather, crewmembers are encouraged to drink water or activity drinks throughout the workday. During any emergency incident or training evolution, all members shall advise their supervisor when they believe their level of fatigue or exposure to heat or cold is approaching a point that could affect them, their crew, or the operation in which they are involved. Each member shall also monitor the health and safety of the other members of his crew.

Minimum Company Standards

1) Scope:

This standard establishes minimum standards of performance for fire and rescue companies. It was promulgated to maintain the proficiency of fire and rescue companies by establishing a program for the annual evaluation of company-level skills.

2) General:

- a) This standard establishes a series of evaluations for fire and rescue operations. These evaluations simulate tasks commonly performed during routine incidents. Each company is required to be able to perform all of these evolutions within the allotted time frame.
- b) Each company shall be evaluated in December of each year to ensure that the company can meet the prescribed minimum standards.

3) Responsibilities:

- a) Company officer: Each company officer shall train with his respective company on at least a weekly basis. A Company officer is responsible for the performance levels of his assigned company, and his company shall be capable of successfully performing all of the evolutions contained within this standard.
- b) The district chief shall evaluate each company annually on these minimum company standards and shall forward the results of these evaluations to the Fire Chief. The district chief shall assist any company whose performance level is below standard and shall schedule companies for reevaluation when necessary.
- c) Training officer: The Training Officer shall provide training aides and materials available as well as technical assistance to assist companies in maintaining their proficiency in fire and rescue operations.
- d) Fire Chief: The Fire Chief shall require all companies to be evaluated on an annual basis in December and shall assign an officer to schedule and conduct the evolutions.

4) Evaluation Procedures:

- a) Company evaluations are based on performance and time standards.
 - i) The department has established a maximum time limit to properly complete each evolution.
 - ii) Performance is measured by observing the correct procedures and techniques established by the department.
 - iii) Safety in all phases of an evolution is a prime consideration and shall not be compromised for speed.
 - iv) If possible, the annual evaluation will take place at a site selected to simulate realistic fire ground conditions, such as abandoned buildings, or training towers.
 - v) During the annual evaluations, the evolutions will simulate actual emergency operations. This means that the company members will wear full protective clothing and SCBA.
- b) Companies will be evaluated on two fire evolutions, one EMS evolution, and one equipment operator standard. The results shall be recorded on the Minimum Company Standards Evaluation Form.

- c) There are established time and performance standards for each evolution. Performance errors (task errors) will be assessed as additional time and will be added to the actual time taken to complete the evolution. A company whose total time (actual time plus errors) exceeds the time standard will be scheduled for reevaluation of that evolution. The evaluator may fail any company that commits serious safety violations or whose performance is unsatisfactory.
- d) Companies that do not successfully complete an evolution will be re-tested within 30 days. If the company fails the retest, appropriate disciplinary action will be taken.
- e) After a company has completed an assigned evolution, it may be assigned additional tasks from the list of basic tasks described below. An error or safety violation that occurs when basic tasks are being performed will be noted on the evaluation form and may justify additional training and reevaluation. Fine adjustments to engine pressure, relief valves, and removing kinks, must be done to avoid task errors. However, this will not be a part of the timed portion.

5) Basic Tasks:

- a) Evolution: EMS 1 – Trauma Assessment

Time standard	Ten minutes
Personnel required	Minimum of two personnel

Procedure:

- i) Establish level of consciousness.
- ii) Establish airway (consider possible C-spine injury).
- iii) Check breathing rate.
- iv) Check for trauma, head, and chest, assess for breathing quality, treat, and administer oxygen.
- v) Check circulation rate and quality.
- vi) Identify and correct any severe bleeding.
- vii) Check neck and apply appropriate stabilization (including chest)
- viii) Check vitals
- ix) Complete secondary survey.
- x) Check vitals.

- b) Evolution: Fire 1 – Use of SCBA

Time standard	One minute
Personnel required	Single Company (three to four personnel).

Procedure:

- i) Don SCBA from the normal position on the apparatus. (The officer and driver may step out of the apparatus to don SCBA).
- ii) Time will start when the evaluator says, “Go”.
- iii) Time will stop when the basics have been completed. This means that:
- iv) The SCBA is operating in the positive-pressure mode.
- v) The waist belt is fastened and snug.
- vi) The face piece is properly sealed.
- vii) The protective hood is on correctly with no skin exposed.

Failure to properly complete any of these four steps will result in failure of this evaluation.

Note: Gloves do not have to be worn.

This is a company standard, and *all* members must complete the test within the time allotted.

The failure of any one individual will result in the failure of the entire company.

This evolution does *not* replace the individual quarterly drill requirement.

c) Evolution: Fire 2 – Ladder Raise

Time standard: 14 foot ladder: Thirty seconds

24-foot ladder: One and one half minutes

Personnel required: Single Company (three to four personnel)

Note: This evolution will be performed with full protective clothing and SCBA. The SCBA does not have to be in service and the face piece does not have to be worn.

Procedure:

- i) 14-foot ladder stand: One firefighter removes and raises the 14-foot ladder. The time will start when the evaluator says, “Go.” Time will stop when the ladder is ready to climb.
- ii) 24-foot ladder / two-person flat or beam raise: Two firefighters will raise the 24-foot ladder to a second story window or an equivalent height. Time will start when the person footing the ladder says, “Go.” Time will stop when the ladder is extended and secured. The evaluator will determine whether the flat or beam raise is to be used.

d) Evolution: Fire 3 – Setting lights and exhaust fans

Time standard Three minutes

Personnel required Single Company (three to four personnel)

Procedure:

- i) Time starts when personnel leave their seats and time ends when the evolution is completed.
- ii) Full protective clothing and SCBA will be worn. Personnel entering the building will have their SCBA and PASS devices operating.
- iii) Start the generator.
- iv) Advance a portable floodlight to the second floor and place into service.
- v) Position the floodlights on the apparatus and place them in service to illuminate the front of the building.
- vi) Place an exhaust fan at the doorway, start the fan, and blow air into the building using the correct PPV technique.

e) Evolution: Fire 4 – Service company operations

Time standard: Five minutes

Personnel required one service company (three to four personnel)

Procedure:

- i) The truck company will be positioned a short distance from the building (or drill tower). When personnel are ready, the signal to begin will be given.
 - ii) The driver of the truck will spot the truck in front of the building (tower). Time begins when the truck stops.
 - iii) Steps of the operation:
 - 1) The truck crew will raise a 24-foot ladder to the second floor and advance a chain saw, three axes, a pike pole, and a 14-foot roof ladder to the roof.
 - 2) The officer and two crewmembers will simulate (describe) opening a 4-foot X 4-foot hole in the roof.
 - 3) The fourth crewmember, if available, will heel the extension ladder and assist on the ground.
 - 4) The crew will then descend the ladder.
 - iv) Time stops when all crewmembers have descended the ladder.
- f) Evolution: Fire 5 – Supplying two 1 ¾ inch hand lines

Time standard four (4) minutes for a four-member-crew
Personnel required one engine company (three to four personnel)

Procedure:

- i) Stage the engine away from the hydrant. When personnel are ready, give the signal for the engine to proceed to the hydrant.
 - ii) Time starts when the engine stops at the hydrant.
 - iii) Steps of the operation:
 - 1) Forward lay a single 3 or 5 inch supply line from the hydrant a distance of 300 feet.
 - 2) Advance two 1 ¾ inch pre-connects (both lines 200 feet)
 - 3) Flow 250 gpm total at a nozzle pressure of 100 psi.
 - 4) Time stops when both lines are supplied properly.
- g) Evolution: Fire 6 – Two piece operations

Time standard Five and one half minutes for eight personnel.
 Six minutes for six personnel.
Personnel required Two engine companies (six to eight personnel)

Procedure:

- i) Stage both engines away from the hydrant. When personnel are ready, give the signal for the attack engine to proceed to the fire area.
- ii) Start the time when the attack engine stops at the fire.
- iii) Delay the second engine by 30 seconds.
- iv) Steps of the operation:

- 1) The attack engine stops at the fire area and advances two 1 ¾ inch pre-connects (both 200 feet) and flows 250 gpm total.
- 2) The supply engine arrives, delayed by 30 seconds, and advances a 3 or 5-inch line from the hydrant 300 feet to the attack engine, and makes necessary connections.
- 3) Stop time when all lines are at the proper pressure and all connections are made.

h) Evolution: Fire 7 – Deck Gun Operations

Time standard Three minutes
 Personnel required One engine company (three to four personnel)

Procedure:

- i) Stage engine and personnel away from the hydrant.
 - ii) When personnel are ready, give the signal for the engine to proceed to the hydrant.
 - iii) Time starts when the engine stops at the hydrant.
 - iv) Steps of the operation:
 - 1) Lay one 3 or 5 inch supply line from the hydrant to the engine (300 feet)
 - 2) Make connections and place deck gun into operation, flowing water at 250 gpm.
 - v) Time stops when the engine is properly supplied and flowing water.
- i) Evolution: Fire 8 – Master stream

Time standard: Five minutes
 Personnel required: One Engine Company and One Service Company (six to eight personnel).

Procedure:

- i) Stage the engine and personnel away from the hydrant. When personnel are ready, give the signal for the engine to proceed to the hydrant, and the truck to the fire area.
 - ii) Time starts when the engine stops at the hydrant.
 - iii) Steps of the operation:
 - 1) Lay two 3 inch or one 5-inch supply line from the hydrant, a distance of 300'.
 - 2) Position the engine and prepare the master stream for service.
 - 3) Lay one 100-foot supply line from engine to truck intake.
 - 4) Operate Master Stream pipe at 100 psi and flow water.
 - iv.) Time stops when the ladder pipe is properly supplied.
- j) Evolution: Fire 9 – Knots & Hitches

Time standard: None. Pass or fail.
 Personnel required: Each member shall demonstrate competence.

Procedure:

- i. All members assigned to respond to emergency incidents shall be able to demonstrate the ability to tie a minimum of 6 standard knots and hitches, be able to hoist tools and equipment.
 - ii. Required knots and hitches:
 - 1) Bowline.
 - 2) Clove hitch.
 - 3) Figure eight.
 - 4) Half hitch.
 - 5) Figure eight on a bight
 - 6) Becket or sheet bend.
- k) Evolution: Driver 1 – Serpentine Exercise

Time standard Not applicable

Equipment required: One engine or truck, and three traffic cones.

Procedure:

- i) Drive the apparatus in a straight line along the left sides of the traffic cones, stopping just beyond the last cone.
 - ii) Back the apparatus between the cones by passing to the left of No. 1, to the right of No. 2, and to the left of No. 3. The driver shall not back the apparatus without someone assisting the driver as per department SOP's.
 - iii) Stop the vehicle and drive it forward between the cones by passing to the right of No. 3, to the left of No. 2, and to the right of No. 1.
 - iv) Running over a traffic cone will cause the driver to fail the exercise.
- l) Evolution: Driver 2 – Alley Dock Exercise

Time standard: Not applicable.

Equipment required: One engine or truck, plus traffic cones.

Procedure:

- i) Drive past the barricades with the dock to the left of the operator.
 - ii) Back into the stall by making a left turn. The driver shall not back up the apparatus without someone assisting him as per department SOP's.
 - iii) Running over any traffic cones will cause the driver to fail the exercise.
- m) Evolution: Driver 3 – Diminishing Clearance Exercise

Time standard: Not applicable.

Equipment required: One engine or truck, and traffic cones.

Procedure:

- i) At a safe, moderate speed, the driver shall move forward through the course without hitting any of the traffic cones. Driving over a cone will cause the driver to fail the exercise.
- ii) The course shall be a minimum of 150' from start to finish.

n) Evolution: Driver 4 – Straight-line Exercise

Time standard: Not applicable.

Equipment required: One engine or truck, and traffic cones.

Procedure:

- i) The driver shall proceed through the course without stopping.
- ii) The driver shall accelerate through the gears.
- iii) Running over a traffic cone shall cause the driver to fail the exercise.(note: width of tires plus 4”) (length 160’ minimum, with cones 20’ apart)

Emergency Operations

Emergency Operations/Glossary of Terms

1) Scope:

This standard lists and defines common terms used by operations personnel to manage fire control and rescue incidents.

2) Definitions:

- a) All clear: The primary search has been completed.
- b) Command post: The location at which the primary command functions are executed. The incident commander and other support personnel as required, man the command post.
- c) Incident commander: (IC) The person with overall responsibility for a particular incident. The person will use the radio term Command and may use a geographical identifier when multiple operations occur – e.g., “Main Street Command.”
- d) Rural water supply – terminology
 - i) Attack unit: Usually the first piece of fire apparatus on the scene, the attack unit sets up hose lines to fight the fire. It can consist of more than one unit if necessary.
 - ii) Drafting: Using a pump to lift water from a supply source, such as a pond, ditches, or dump tank.
 - iii) Fill site: The location where the tanker trucks go to get loads of water, such as a hydrant, or a draft site.
 - iv) Rural fire: More than 1,000 feet from a fire hydrant.
 - v) Water Tender: A fire truck used primarily to carry large quantities of water for rural firefighting.
 - vi) Water Tender shuttle: Using several tender trucks to transport water from a supply source to the fire scene.
- e) Working fire: A fire that will require considerable effort to extinguish and may require an additional response of apparatus, such as water tenders in rural operations.
- f) Sector: A smaller, more manageable unit of command delegated by the incident commander to provide management and command for specific functions or geographical areas. Sectors shall be designated as Sector 1, 2, 3, etc., and shall be assigned on a clockwise basis. For high-rise operations, the sector above the fire shall be designated before the sector below and be numbered according to the floor number. For example, if a fire were on the second floor of a four-story building, the sector above the fire would be sector three. Other sectors may be designated by location or function, such as roof, interior, rehab, etc.
- g) Sector commander: A person in charge at a given area of the fire ground. The sector commander shall be assigned by the Incident Commander and coordinate operations through the command post.
- h) Staging area: That location where incident personnel, apparatus, and equipment are assigned in an available status. The staging officer shall coordinate activities through the command post.
- i) Support officer: An aide assigned to the Incident Commander and normally located in the command post. The Incident Commander may require all activities such as water supply, staging, etc., to be coordinated through the support officer.

Operating at Emergency Incidents

1) Scope:

This standard applies to members operating at an emergency incident. It was promulgated to:

- a) Prevent accidents, injuries, and deaths that might result from an unsafe act while members are operating at an emergency incident.
- b) Define the minimum personnel requirements for the safe conduct of emergency scene operations.

2) Guidelines:

- a) No member shall commence or perform any firefighting or rescue function or evolution that is not within the established safety criteria of the department.
 - i) Activities that present a significant risk to the safety of a member shall be limited to situations where there is a potential to save endangered lives.
 - ii) It is unacceptable to risk the safety of a member when there is no chance of saving lives or property.
 - iii) In situations where the risk to a member is significant, activities shall be limited to defensive operations.
- b) When an inexperienced member is working at an incident, direct supervision by an experienced officer or member shall be provided.
- c) Members operating in hazardous areas at emergency incidents shall operate in teams of two or more. Team members operating in hazardous areas shall be in constant communication with each other through visual, auditory, or physical means or through the use of a safety guide rope so as to coordinate their activities. Team members shall remain in close proximity to each other so as to provide assistance in case of emergency.
- d) An interior firefighting effort at a working structural fire shall not take place until a minimum of four (4) firefighters are present. (two in-two out rule per NFPA 1710)
 - i) When only four (4) firefighters are present, two (2) members shall work, as a team in the hazardous area and two (2) members shall remain outside the hazardous area and be available for entry into the hazardous area if assistance or rescue is required.
 - ii) A working fire is described as a fire that requires the use of a 1-½ inch or larger attack line and the use of SCBA.
- e) The standby members shall be responsible for maintaining a constant awareness of the number and identity of the members operating in the hazardous area, their location and function, and their time of entry. The standby members shall remain in radio, visual, voice, or signal line communication with the team.
- f) One standby member shall be permitted to perform other duties outside of the hazardous area, such as serving as an apparatus operator or incident commander, provided that constant communication is maintained between the standby member and the members of the team in the hazardous area.
 - i) The assignment of personnel to other duties shall not be permitted if the abandonment of their assignment would jeopardize the safety and health of any firefighter working at the incident.
 - ii) The assignment of personnel to other duties shall not be permitted if their assignment inhibits their ability to assist in or perform a rescue.

- iii) Standby members shall have full protective clothing and SCBA available to them as defined in the department SOG on Protective Clothing and Equipment.
- g) Exception: Rescue operations may be undertaken prior to the assembly of four firefighters if there is an imminent life-threatening situation and immediate action could prevent the loss of life or serious injury. No exception shall be permitted when there is no chance of saving lives.
- h) When a second team is assigned to or begins operating in the hazardous area, the Incident Command shall designate at least one rapid intervention team (RIT) to stand by in the event that a rescue becomes necessary.
 - i) The RIT shall consist of at least two members. The team shall have full protective clothing and SCBA available to them as defined by department SOG on Protective Clothing and Equipment.
 - ii) During the initial stages of an incident, the RIT may be used to perform other functions provided that the team is immediately available to perform a rescue if so required.
 - iii) As an incident grows in complexity, the number of RIT's shall be increased proportionately and shall be dedicated solely to this responsibility.
- i) At least one ambulance shall stand by during all working incidents and be available to treat injuries and to provide transport if necessary.
- j) Members operating from aerial devices shall be secured to the device by an approved safety harness.
- k) Apparatus shall be used as a shield against oncoming traffic whenever possible.

3) Emergency Communications:

- a) RIT's shall be provided with portable radios and shall monitor the fire ground frequency.
- b) The term Mayday shall be used by anyone on the scene who becomes aware of or is involved in a life-threatening situation.
- c) The term emergency shall be used by anyone on the scene who needs to communicate an urgent message.
- d) During Mayday or emergency traffic conditions, all other incident radio traffic shall immediately stop.

4) Responsibilities:

- a) It shall be the responsibility of each member to fully comply with the provisions of this standard.
- b) Officers shall be responsible for keeping their crews together and for ensuring that they do not expose their crews to unnecessary risks.
- c) The Incident Commander shall be responsible for ordering sufficient resources to ensure that all emergency incident functions are performed in a safe manner.

Apparatus and Equipment Operation at an Emergency Scene

- 1) The first arriving Fire Department vehicle at an emergency scene shall be parked in an area that provides a safe working area for firefighters and protection for the vehicle. Fire apparatuses shall be used to block traffic for a safe environment for firefighters.
- 2) Fire Department vehicles should never be parked in an area underneath utility lines that may fall. Vehicles should not be parked in an area where radiant heat could cause damage to the vehicle.
- 3) Fire Department vehicles should not be parked in an area in which a septic tank or drain field may be located.
- 4) Once the initial responding vehicles are in place at an emergency scene, a staging area shall be established for any additional equipment that responds. A Staging Officer shall be appointed by the SFO to monitor the incoming vehicles.
- 5) Compartment doors of fire department vehicles should be kept closed unless personnel are removing or replacing equipment.
- 6) Apparatus/pump operator must remain with their apparatus, at the pump panel at all times during pump operation.
- 7) If the Apparatus/pump operator observes his vehicle running low (250 gal or ¼ tank) on water or the Safety Officer wants to warn firefighters of some danger at the scene, he will sound the air horn three times. All personnel shall immediately withdraw from the area and wait for orders from the SFO to resume the operation.
- 8) The individual who removes equipment from a fire vehicle shall be responsible for replacing that equipment and securing it to the vehicle when the assignment is complete.
- 9) All fire department personnel shall be trained on the proper procedures for a hydrant (wet and dry) operation and also a drafting operation from a source of water.
- 10) Pre-connected attack line 1¾" that are connected to a fire apparatus shall have no less than 200 ft. of hose (exception: Class A Pumpers rear line 100 ft.) and a combination nozzle. The hose shall be loaded as to allow quick unloading of the hose line. If it determined that the pre-connect is inadequate in length, then extra hose may be added to the nozzle end of the hose. Keep in mind that no more than 6 fifty foot sections 300 ft (max) constitutes a 1¾" attack line.
- 11) The nozzle-man before entering a fire area must first make sure the line is charged and all the air is out of the line.
- 12) Normal operating pressure for a 1½" or 1¾" ranges from 90 to 125 psi.
- 13) When using lines 2½" or greater as handlines, and using a ground deck gun no less than 3 firefighters will be used to handle this operation.
- 14) All Firefighters shall be familiar with and know how to operate foam generating attack lines and inline foam educators, and be properly trained in flushing procedures.
- 15) If positive pressure ventilation (PPV) is to be used at a fire scene, all fans shall be placed properly and proper procedures followed for forced ventilation.
- 16) All chain saws and other powered equipment used at a fire scene shall be operated with care and only by certified personnel.

Accountability

1) Scope:

This standard applies to members operating at an emergency incident. It was promulgated to provide a structured approach for tracking all members operating at an emergency scene.

2) Purpose:

This procedure identifies a system for firefighter accountability. The purpose is to account for all firefighters, at any given time, within a small geographic area, within the “hazard zone” of an incident. Use of the system provides enhanced safety for all individual firefighters, and provides the incident command organizational staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone is defined as an area that requires a SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This includes, but is not limited to, a structure reported to be on fire and the area in close proximity to the structure during exterior operations.

3) Guidelines:

- a) The provisions of this standard shall be followed whenever members are required to work in an environment that requires the use of SCBA or where a member may become lost, trapped, or injured by the environment.
- b) Members operating in a hazardous environment as defined above shall maintain company or crew integrity and shall use the buddy system. This requires that:
 - i) Company or crewmembers enter and exit the environment together.
 - ii) Members remain within sight, voice, or reach distance of each other while they are within the environment. No one shall ever be left alone.
 - iii) Incident commanders and sector officers shall not direct members to operate independently of their company or crews.
 - iv) Task assignments shall be made through the company officer or crew leader.
- c) A company or crew may be divided into multiple teams to perform tasks that do not require the efforts of the entire company, provided that:
 - i) Each team has a minimum of two members.
 - ii) Each team is equipped with a portable radio.
 - iii) The officer remains in contact with each team and is constantly aware of their locations.
 - iv) A given team enters and exits the hazardous environment together.
 - v) On completion of an assigned task, the team leader reports to the company officer or crew leader for another assignment.

4) Accountability:

- a) Accountability involves a personal commitment to work within the safety system at an incident.
- b) Command shall maintain an accurate tracking and awareness of where resources are committed at an incident.
- c) Command is responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
- d) Sector Officers shall maintain an accurate tracking and awareness of crews assigned to them. This requires the Sector Officer to be in his/her assigned area and maintain close supervision of assigned crews.
- e) All crews will work for Command or Sectors – free-lancing will not be allowed.
- f) Crews arriving on scene should remain intact for all intents and purposes. A minimum crew size will be considered two (2) members; and radio communication is required for each crew.
- g) All crews entering the hazard zone must be supervised by an officer or other assigned higher ranking individual.
- h) All crews will enter together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness.
- i) If a radio fails while in the hazard zone, the crew will exit unless there is another working radio with the crew. An attempt to secure a replacement radio should be made.

5) Accountability Equipment:

- a) This equipment is currently in the development stages.
- b) The current system consisting of the plastic identification tags worn on the back of the helmet and the command rings will be utilized until the implementation of a new system.

6) Accountability Officers:

- a) Accountability Officers may be Engineers, Sector Officers, or personnel specifically assigned to sectors to serve as Accountability Officers for the Sector Officer.
- b) The first Engine to each geographic side of the incident will serve as the initial accountability location. All crews entering the incident will deliver their identification tags to the accountability location closest to their “point of entry” prior to entering the hazard zone. Sector Officers will manage identification tags only if he/she is not entering the hazard zone. Where the Sector Officer must enter the hazard zone, identification tags will remain on the first Engine (accountability location).

Accountability Officers will report to either Command or Logistics.

7) Rules of Thumb:

Identification tag implementation involves the following basic rules of thumb:

- a) Identification tags shall never be taken into the hazard zone.
- b) Identification tags must be maintained at the point of entry to the hazard zone.
- c) Identification tags must reflect only those personnel presently in the hazard zone.
- d) Each crew must turn in the passport upon entering and must retrieve the identification tags upon exiting from the hazard zone, Rehab, or Staging.

8) Terminating the Accountability System:

- a) Accountability will be maintained through a report of “fire under control”, at which time a PAR for all crews shall be obtained. The Incident Commander will determine at that time, based on the situation and risk, whether to continue with the accountability system. If visibility is still impaired or a significant hazardous condition still exists, the Incident Commander may choose to extend the accountability system.
- b) Upon termination and release of the incident, company officers and crews will ensure that the identification tag is returned to the back of their helmet.

9) Lost/Missing Firefighters:

An absent member of any crew will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe. Company officers shall immediately report any absent members to Sector Officers or the Incident Commander. Reports of missing firefighters require the Incident Commander to request the next greater assignment or alarm. The Incident Commander shall next initiate an immediate roll call (PAR) of all companies assigned to duty in the hazard zone. The Incident Commander shall also send the Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to begin a search. Simultaneously with these actions, the Incident Commander shall adjust on-scene strategies to a priority search and rescue effort.

10) Personnel Accountability Report (PAR):

- a) A PAR is a systematic method for reporting to command that all members operating at an incident are accounted for. It should be conducted periodically throughout an incident to ensure that all members are safe and accounted for.
- b) A PAR should be conducted:
 - i) When changing from an offensive to a defensive mode.
 - ii) When an unexpected or catastrophic event occurs, for example in the case of flashover, back draft, or structural collapse.
 - iii) After an emergency evacuation.
 - iv) At the first report that a member is missing.
 - v) When a fire is declared to be under control.
 - vi) At the discretion of command. A localized report may also be conducted by a sector officer.
 - vii) Every 15 minutes if none of the above applies.
- c) On receipt of an order to conduct a PAR:
 - i) Company officers or crew leaders shall confirm that their personnel are accounted for and shall notify their sector officer.
 - ii) Sector officers shall notify Command when all of the members under their span of control have been accounted for.
 - iii) The PAR is completed when everyone has been properly accounted for. This includes staff support assigned to a sector or to command.
 - iv) Dispatch shall repeat the announcement and give the correct time. The Incident Commander shall record the time on the incident worksheet.
 - v) Unless directed otherwise, operations will continue while the report is being taken.

11) Lost or Trapped Member:

- a) In the event that one or more members cannot be accounted for, a PAR shall be requested immediately by the member or officer who believes that a member is missing.
- b) If a member cannot be accounted for during a PAR, he will be presumed lost until he can be accounted for.
- c) An attempted rescue will become the top priority at the incident and sufficient resources shall immediately be assigned to conduct the rescue effort.
- d) As soon as all members have been positively accounted for, the rescue effort shall be suspended.

12) Emergency Communications:

- a) The term emergency shall be used by anyone on the scene who needs to communicate an urgent message.
- b) The term Mayday shall be used by anyone on the scene who becomes aware of or is involved in a life-threatening situation.

13) Emergency Evacuation:

- a) When it is unsafe to continue emergency operations, Command shall order a rapid and complete evacuation from the hazardous environment.
- b) An evacuation may be initiated by anyone at the incident, but the order to evacuate must be transmitted through the established chain of command to ensure that everyone can be accounted for.
- c) The order to evacuate shall be transmitted as follows: "Interior Sector to Command, emergency! Evacuate the building immediately!"
- d) Command shall immediately order everyone to evacuate the hazardous environment. Example: "Main Street Command, emergency! All units evacuate the building immediately! Repeat, all units evacuate the building immediately!"
- e) All companies and each sector shall acknowledge the order to evacuate.
- f) Apparatus operators (all), upon hearing the order to evacuate, will sound air/electric horns continuously for a period of 15 seconds.
- g) Command shall conduct a roll call after everyone has acknowledged the order to evacuate.
- h) The order to evacuate can only be halted or reinitiated by Command.

14) Personnel Accountability System:

- a) All firefighters in Lowndes County will have accountability tags assigned.
- b) The firefighter tags will have a metal hook or clasp that will attach to the firefighters coat or helmet. The only time the tags are to be removed is when that individual is involved in an emergency and or for cleaning of gear. The vehicle tags will be black with white lettering and will be issued to the IC or the Staging Officer when arrived on scene.
- c) Once a firefighter arrives at the scene he/she shall report to the IC or Staging Officer to receive his/her assignment. After an assignment is given he/she will report to the pumper displaying the green IC beacon and place his/her tag on the apparatus ring, and then proceed with assignment.

- d) It is the responsibility of all personnel at the scene to enforce the accountability system.
- e) Once the firefighter completes his/her assignment the IC, or staging Officer shall change the assignment ring to reflect his/her next assignment.
- f) Before a firefighter leaves the scene he/she shall retrieve their tag from the status ring.

Incident Safety

1) Scope:

This standard sets forth the minimum requirements for operations at emergency incidents as related to the safety and health of responding personnel.

2) General Incident Safety Requirements:

- a) The Incident Commander shall ensure an adequate number of responding personnel to safely conduct the incident operations. Operations shall be limited to those that can be safely performed by personnel available at the scene.
- b) The Fire Department shall assign personnel for the rescue of members operating at emergency incidents. The composition and structure of Rapid Intervention Teams (RITs) shall be permitted to be flexible based on the type of incident and the size and complexity of operations.
- c) When probationary (or non-certified) personnel are working at an incident, more experienced officers or members shall provide direct supervision.
- d) Personnel operating in hazardous areas, shall work in teams of two (2) or more and shall maintain contact through visual, audible, physical contact, safety guide ropes, electronic or other means to coordinate activities, and shall remain in close proximity of each other to provide assistance in the event of an emergency. Personnel shall maintain communications with supervisory/safety personnel who are not operating in the hazardous areas.
- e) At least one (1) individual shall be assigned to remain outside the hazardous area and maintain an awareness of operations inside the hazardous area. This person does not necessarily need to be totally committed to this function only (i.e. pump operator).
- f) When personnel are operating in positions or performing functions that involve an immediate risk of injury, qualified ALS personnel shall be standing by with medical equipment and transport capability readily available.

3) Specific Incident Safety Requirements:

- a) When personnel are operating in an area that places them in potential conflict with motor vehicle traffic, the following procedures shall be followed:
 - i) Apparatus shall be positioned to protect personnel from oncoming traffic while directing exhaust emissions away from the incident area.
 - ii) Vehicle warning lights shall remain activated until leaving the scene.
 - iii) Personnel shall wear protective clothing with reflective material while on scene.
- b) Drivers shall utilize at least one (1) spotter; positioned at the rear of the apparatus anytime the vehicle is backing up.
- c) De-energizing electrical hazards shall be limited to the operation of breakers. Fire department personnel shall not remove electrical meters, either residential or commercial.
- d) Emergency incidents involving machinery or elevators shall require the posting of an individual to prevent the unexpected activation or energizing of equipment or machinery.
- e) Areas or zones identified as hazardous to either civilians or emergency response personnel should be conspicuously marked. Yellow tape with black lettering that reads (FIRE LINE DO NOT CROSS) shall be utilized to identify non-accessible areas. Place the tape around the incident perimeter as directed by the Incident Commander or the Investigator.

4) Emergency Retreat Procedure:

The emergency retreat procedure has been established to enable personnel to be quickly withdrawn in the event of a potentially dangerous or rapidly deteriorating situation, such as building collapse, cave in, explosion, a plume cloud shift, BLEVE, or hostile actions (snipers etc.).

a) Procedure:

- i) Any officer or fire rescue personnel who become aware of a life-threatening situation may initiate the Retreat by use of the following radio transmission:

“EMERGENCY RETREAT” - “ALL PERSONNEL RETREAT”

-

“ALL PERSONNEL RETREAT”

- ii) Following this transmission, the person initiating the retreat will report directly to “Command” as soon as possible, to detail the situation deemed to be life threatening.
- iii) Apparatus operators, upon hearing the emergency retreat transmission, will sound air/electronic horns for fifteen (15) seconds.
- iv) Upon hearing the emergency retreat transmission, alert tone, or air horn signal, all personnel at the scene of an emergency will, without delay, report to a safe area designated by “Command” or other designated safe area (such as the area of the command post) for Personal Accountability Report (PAR). Command Officers will return to the command post. Immediately following the procedure, “Command” will have control over the radio channel, to confirm PAR. All units will refrain from radio traffic unless contacted by “Command”.
- v) The emergency retreat can be halted or reinitiated only by “Command”.

Emergency Operations/Tactical Guidelines

1) Scope:

This standard shall regulate the management of all emergency incidents to which the department responds. It was promulgated to:

- a. Establish rules and procedures to manage fire control and rescue activities.
- b. Produce standard and predictable fire control and rescue results.

2) Goals and Objectives:

- a. It shall be the goal of this department to prevent fires through public safety education and to save lives and property.
- b. In pursuit of this goal, it shall be the policy of this department to:
 - i) Do no harm. Take no action that will cause further injury to a person or intentionally damage property.
 - ii) Be safe. Always obey all the safety rules and procedures promulgated by the department.
 - iii) Be nice. Always treat each other and members of the public with respect.
 - iv) Adhere to the 16 principles of "Everyone Goes Home".

3) Operational Priorities:

Three priorities must be addressed at every incident to which the department responds. These priorities are discussed below in order of importance.

- a) Life safety/rescue:
 - i) Primary search: It shall be standard procedure to extend a primary search in all involved and exposed occupancies that can be entered safely. The completion of the primary search process is reported using the standard radio reporting term "All clear".
 - ii) Rescue efforts: Extend rescue efforts in the following order:
 - A) The most severely threatened.
 - B) The largest number of people.
 - C) The remainder of the fire area.
 - D) The exposed areas.
 - iii) Firefighter safety: Due to the hazardous nature of firefighting, the safety of firefighters is of primary importance. Therefore, the following safety rules are to be observed:
 - A) All persons involved in firefighting or other hazardous situations shall wear full protective clothing and SCBA. No one, regardless of rank, shall enter a hazardous atmosphere without SCBA.
 - B) The Incident Commander and sector commanders shall be responsible for persons operating in hazardous locations and shall make sure that all personnel are accounted for.
 - iv) Victim recovery: The fire department shall conduct a secondary search after the fire is out and shall assist in the recovery of all fire victims. On recovery, the appropriate authorities will be notified, and at no time shall the names of injured or deceased firefighters be mentioned on the radio (to include radio call signs).

- v) Safety officer: At least one member will be assigned as safety officer (if needed) by the Incident Commander at a working incident. The safety officer shall have the authority to correct any violations of established safety SOP's. Following the incident, all violations shall be reported to the Incident Commander Incident Commander in writing. If a Safety Officer is not specifically appointed, the Incident Commander is the Safety Officer.
- b) Fire control:
- i) It is standard procedure to attempt to stabilize fire conditions by extending, wherever possible, an aggressive, well-placed, and adequate interior (offensive) fire attack effort and to support that aggressive attack with whatever resources and action that may be required to reduce extension and to bring the fire under control.
 - ii) Initial attack efforts must be directed toward supporting primary search and rescue operations.
 - iii) Fire streams are to be operated only on fires, not into smoke.
 - iv) The following operations are to be initiated at every incident:
 - A) Size-up.
 - B) Rescue/life safety.
 - C) Exposure protection.
 - D) Confinement.
 - E) Extinguishment.
 - F) Property conservation.
 - v) Write off property that is lost and protect exposed property based on the most dangerous direction of spread. Always attack structure fires from the unburned side! Do not continue operations in positions that are essentially lost.
 - vi) Fire stream management:
 - A) It is the responsibility of each engine company to provide its own uninterrupted, adequate supply of water. "Provide" does not necessarily mean to lay a supply line, but rather to get an adequate, reliable supply of water into the pump by whatever means available.
 - B) When in doubt, lay hose. The company officer may make this decision. Remember that it is better to pick up a dry line that wasn't used than to need a line that wasn't laid out.
 - C) Factors relating to the type of line pulled:
 - 1. Size.
 - 2. Placement.
 - 3. Speed.
 - 4. Mobility.
 - 5. Supply.
 - D) Booster lines shall not be pulled as the first line on working structure fires or automobile fires. Hose lines of 1-½ inches shall be the minimum size pulled.
 - E) Hose line placement: (as personnel allow)
 - 1. Place the first stream between the fire and the persons endangered by it.
 - 2. If no life is endangered, place the first stream between the fire and the most severe exposure.
 - 3. The second line should be taken to the secondary means of egress.

4. A third line should back up the first.
 5. Assist rescue.
 6. Protect exposures.
 7. Support confinement.
- F) Operate heavy streams, if necessary, but *not* when an interior attack is taking place. Do not combine interior and exterior attacks. Before heavy exterior streams are operated, the Incident Commander shall notify all personnel via the radio.
 - G) Shut nozzles down when necessary. Do not operate into ventilation holes. Also, do not apply water to the roof in a mistaken effort to extinguish fire.
- c) Property conservation:
- i) After rescue and fire control considerations, it shall be standard procedure to commit whatever fire ground resources are required to reduce loss to an absolute minimum. All members are expected to perform in a manner that consistently reduces loss during fire operations.
 - ii) Property conservation activities shall include but are not limited to:
 - A) Prompt interior and exterior fire ground lighting.
 - B) Proper ventilation. (mechanical & natural)
 - C) Salvage.
 - D) Overhaul.
 - E) Proper fire stream management.
 - iii) If necessary, the Incident Commander shall call for fresh or additional personnel to complete property conservation activities.

Structural Fire Response and Investigation Procedures

All Lowndes County Fire Departments will operate under the adopted National Incident Management System (NIMS).

All Structural Fire Calls in Lowndes County requires an automatic response from Engine 10 and two districts on a first alarm and two additional districts and a "09" unit on a second alarm. If a third alarm is needed the Incident Commander will have the 911 Center dispatch one unit each from the other five districts. If the situation is beyond the control of Lowndes County Fire/Rescue, the Incident Commander will advise the 911 Center to contact the City of Valdosta Fire Department and or Moody Air Force Base Fire Department for assistance.

The first arriving unit will assume command of the incident. If the structure is not in his/her district, command will be turned over to the first arriving fire officer of that district upon his/her arrival.

The standard fire ground priorities are the order by which decisions are generally guided:

- 1) Life Safety
- 2) Fire Control
- 3) Property Conservation

The first arriving unit shall size up the situation and decide what tactics and strategy will be used. The following areas shall be considered before committing firefighters to an operation.

- 1) How much fire is in the structure and where is it located?
- 2) How long has the building been exposed to fire?
- 3) How many persons are in the building and what is their condition?
- 4) How much property is there to be saved?
- 5) Can a crew or crews enter the structure and stay in long enough to complete the task of fire control?
- 6) Can ventilation be accomplished safely?
- 7) Are the resources available to do the jobs?
- 8) What is the type of building construction?

Rehab procedures will be used at all structure fires and emergency scenes that are extended in duration.

Note: A Safety Officer, Water Shuttle Officer, and Staging Officer must be appointed on all fire ground operations. The Incident Commander shall establish a Staging Area on all fires and a Rehab area at all structure fires and incidents that are extended in duration. This area shall be located near the staging area.

Entry Procedures

It is extremely important that the first arriving unit during size-up decide what method of attack to use, offensive or defensive.

1) Offensive attack:

- a) An offensive attack is an aggressive interior attack. Fire conditions allow handlines to be advanced into the fire area. The offensive attack is a fast moving operation to control the fire in the area of origin before it has a chance to spread.
- b) When the Incident Commander decides to make an interior attack all efforts shall be directed to the support and backup of the attack teams, backup lines, exposure protection, water supply, and SCBA reserving should be handled by the second and third arriving crews or any additional firefighters that arrive on scene.
- c) Before any firefighter enters a building or area charged with smoke the Incident Commander must conduct the following:
 - i. Size-up conducted
 - ii. A plan of action laid out
 - iii. Command must be established
 - iv. Ensure full protective clothing and SCBA are in use.
- d) No firefighter shall enter a building or area charged with smoke without a charged line. A minimum of three 1 3/4 inch lines or greater will be deployed and manned on all structure fires. At a minimum the third line deployed will be used as a back-up line. At no time will booster lines be used on structural fires.
- e) All firefighters who enter a building or area charged with smoke will enter with full protective clothing, SCBA and as a team (two or more). At no time will a firefighter enter a building or area charged with smoke without the required equipment and or alone. Every person who responds on a fire/emergency shall be accounted for by the Incident Commander.

2) Defensive Attack:

- a) A defensive attack is an exterior attack. When this type of attack is used, it is because existing conditions prohibit an offensive attack. A defensive attack employs large volumes of water to protect exposures. This operation is considered a heavy-duty attack that places emphasis on exposure protection and on stopping the spread of fire.
- b) If an interior attack has been made and the fire suppression operation is ineffective or the structure becomes unsafe, the Incident Commander or Safety Officer will pull all crews back and initiate a defensive operation. The Incident Commander shall never conduct an offensive and defensive operation on the same structure at the same time.

4) Special Precautions:

- a) No firefighter shall enter a structure while master streams are directed toward or near the structure.
- b) SCBA's shall be worn as needed on fires in a defensive mode and during salvage and overhaul operations.

- c) When the fire is brought under control, and the structure has been evaluated for stability, the Incident Commander shall give the order to salvage property and overhaul the fire. A charged 1 3/4 line shall remain with personnel during salvage and overhaul. The suppression teams should use proper salvage techniques and overhaul hidden fires as needed without destroying possible leads to determine the fire cause and origin.
- d) SCBA re-servicing shall be accomplished at the scene. The Incident Commander shall contact the 911 center and request the nearest air service apparatus to respond to their location.

4) Ventilation:

- a) Before entering a building or area charged with smoke, every effort should be made to use proper positive pressure ventilation techniques.
- b) Firefighters should be aware of back draft hazards before entering a structure filled with smoke. Vertical ventilation should be considered on all structure fires prior to entry.

5) Water Supply:

- a) The Incident Commander shall consider needed water supply as one of his top priorities on all structure fires. When possible the Incident Commander will utilize a minimum of two Class "A" Pumpers, and two water tenders. Also an extra apparatus that has the capability to draft from or operate from a hydrant should be placed at the nearest water source to speed up re-supply.
- b) A Water Supply Officer (WSO) shall be appointed at the fire scene to monitor the water shuttle operation, in order to keep the Incident Commander informed of water flow.
- c) At no time will a pumper operator with attack lines out and being re-supplied by water tender apparatus let his pumper water tanks get below 1/2 of a tank of water at a fire scene. The attack can re-continue upon the renewal of water from a tanker or hydrant. Do not let the water supply exhaust with firefighters inside a burning building, at any time. Safety must always be maintained first.

6) Investigation and Fire Reports:

- a) The Fire Chief or his designee will be notified by the 911 center about all structural fires in Lowndes County during normal business hours. After normal business hours the on-call Officer on duty will be notified. In any incident requiring the response of three or more districts, the 911 center will notify the Fire Chief or his designee during normal business hours. The Officer on duty will be notified after normal business hours. Normal business hours are Monday-Friday 8-5. The officer on duty roster will be provided to the 911 center quarterly.
- b) The Fire Chief or the Officer on duty, and the Incident Commander shall attempt to obtain all available information concerning the cause of the structure fire. Firefighters on scene will be advised not to destroy or move anymore property than they have to.
- c) A preliminary fire report shall be filled out at the scene and the final report entered into Firehouse by Incident Commander within 24 hours. While on the fire scene every

- attempt will be made to have the property owner sign a “Consent to search and remove evidence” form.
- d) The Fire Chief or the Officer on duty has the responsibility of contacting the County Fire Marshal.
 - e) If a body or bodies are found and it is determined they are dead, the body or bodies should not be removed until an investigation can be made. The County Fire Marshal, Sheriffs Department Investigative Section, and the Fire Chief or the Officer on duty will be notified in the event a dead body or bodies are found at the fire scene. If the Incident Commander can not determine the body or bodies are dead or they are endangered by the spread of the fire, only then should they be removed from the fire area.

Apparatus Response Schedule

First Alarm	Second Alarm	Third Alarm
Structure Fires/Fire Alarms (Two Districts) 2 pumpers, 2 tenders, 1 service apparatus Engine 10	(2 Additional Districts) 2 pumpers 2 tenders 1 Rescue unit 1 air unit	1 unit (ea.) 5 districts
Wildland/Grass Fires 1 brush truck (type 6) 1 water tender 1 pumper Ga. Forestry Commission Engine 10	2 brush trucks (type 6) 1 water tender 1 Rescue unit 1 pumper Duty Officer	6 brush trucks (type 6) 2 water tenders 2 pumpers
Vehicle Fires 1 pumper Engine 10	1 pumper 1 tanker Duty Officer	2 pumpers 2 tankers
Vehicle Accidents 1 pumper 1 rescue vehicle Engine 10	1 rescue unit 1 pumper 1 water tender	2 rescue units 2 pumpers 2 water tenders
Hazardous Material Incidents 1 pumper 1 rescue vehicle Engine 10/HazMat 10	1 pumper 2 water tenders Duty Officer	2 pumpers 2 water tenders
Medical Calls 1 pumper 1 rescue vehicle Engine 10	1 pumper 1 rescue vehicle Duty Officer	1 pumper

Ladder 31

Will respond to structure fires and fire alarms within District 3's territory and whenever requested. Minimum manning will be two personnel.

First Responder/Rescue Response and Operations

In March of 1998 the South Georgia Emergency Medical Service Organization turned over all Rescue duties to Lowndes County Fire Rescue. The County Board of Commissioners accepted the responsibility for Lowndes County Fire Rescue.

The following procedures are in place to guide our Rescue Units in performing their duties:

- 1) When Lowndes County Fire/Rescue is called to assist EMS personnel on a medical call, only that district's First Responders or EMT's will respond along with one of the Counties Fire/Rescue units. Exception: those firefighters trained to CPR/AED (AHA BLS for Healthcare Providers or equivalent) level may respond on Code Blue.
- 2) Each Fire District will provide the Fire Chief a list of personnel medically trained and the date they were trained.
- 3) When responding to a call you should make sure the scene is safe before entering. If the scene is unsafe Law Enforcement personnel shall be called in to secure the area.
- 4) Fire Department apparatus that respond to assist EMS on medical calls shall be equipped with the properly approved equipment. It shall be clean and in good working order.
- 5) Fire Department personnel who respond to assist EMS personnel on medical calls shall perform only to their certification level. EMS personnel are in charge once they arrive on scene.
- 6) Any Fire Department personnel who enters an area and comes in contact with, is subject to, or even thinks he/she may be near a patient, shall be aware of the presences of blood-born pathogens or any body fluids or tissue shall be prepared to protect themselves in the appropriate manner. If Fire Department personnel believe he/she was affected by any pathogens or body fluid they will immediately be checked by medical personnel and a report filed with the Fire Chief.
- 7) During any patient contact you are required to wear the appropriate protective clothing (gloves, face shield, etc.). Remember this is for your protection.
- 8) After use, all gloves and effected clothing shall be collected, and placed in the proper receptacle and disposed of properly.
- 9) Any non-disposable equipment which is used and affected shall be taken from service and cleaned thoroughly with a solution of warm water and 10% liquid bleach. An approved disinfectant may be substituted for the liquid bleach.
- 10) Fire Department personnel shall recognize and obey all standard EMS policies and procedures. All personnel who respond shall operate in accordance with the EMS Medical Director's guidelines and standard EMS protocol.
- 11) All fire department personnel shall be offered the Hepatitis B vaccination and a record kept on file at the Fire Chief's Office.
- 12) Lowndes County is divided into four sections or zones for rescue and or extraction responses. Upon notification, the 911 Center will determine which unit will respond based on the rescue zone maps supplied to the 911 center.
- 13) When one of the Rescue units is dispatched, the district they are responding into will also be dispatched for fire suppression and coordination with rescue and EMS personnel. All Firefighters that respond to vehicle accidents will respond in a county vehicle and not a privately owned vehicle.
- 14) Districts 2, 3, 5, and 9 will respond with their designated Rescue Vehicles on all rescue responses. At no time will they respond into another district with more than two fire

- vehicles and at no time will any firefighter from these department's respond into another district on a rescue call in their privately owned vehicle.
- 15) All Rescue extrication team personnel who respond with a Rescue Unit to a Medical or vehicle accident call will be trained to at least the First Aid/CPR level but First Responder is preferred, Hazmat Awareness Level, and Crash Victim Extrication Certified.
 - 16) Fire Department personnel shall be qualified with all equipment which shall be used at a vehicle accident. This equipment shall be properly maintained and ready for immediate use.
 - 17) First arriving Fire Department personnel at an accident scene should perform size-up, ensure command is established, and make the area safe and secure.
 - 18) Do not allow anyone to smoke in the secured area (50 ft.). The Fire Apparatus that is standing by at an accident site will deploy no less than (1) 1 3/4 inch line to protect Rescue and EMS personnel.
 - 19) Protective Clothing shall be required for all Fire Department personnel during a rescue operation. This includes personnel standing by with a charged hose-line.
 - 20) Fire Department personnel shall coordinate their efforts with EMS personnel on the scene. EMS personnel shall be in charge of the patient care, Fire Department personnel are responsible for the rescue and or extrication operation.
 - 21) Fire Department personnel shall ensure the vehicle, is stabilized before attempting extrication.
 - 22) If metal is being cut or glass broken during the extrication, everyone around the area shall take proper precautions to protect themselves.
 - 23) Fire Department personnel shall remain on the scene until all victims are cared for and all hazards have been eliminated.

Emergency Operations/Water Rescue

See Water Rescue SOP's

Emergency Operations/Apparatus Placement

1) Scope:

This standard regulates the placement and positioning of emergency vehicles at fire control and rescue incidents.

2) General Rules for Positioning Emergency Vehicles:

- a) Apparatus function shall regulate placement. The first-arriving companies should position themselves to maximum advantage and go to work. Later-arriving units should place themselves in a manner that builds on the initial plan and allows for expansion of the operation. However, at no time shall apparatus be positioned in a manner as to place it in an unnecessarily dangerous position.
- b) Apparatus that are not being used should be staged in an uncommitted position that will not congest the incident site.
- c) When placing or positioning an emergency vehicle at an incident, consider the following items:
 - i) Leave an access lane open down the center of the street.
 - ii) Do not park in such a manner as to make the emergency vehicle an exposure.
 - iii) At fires, attempt to position the apparatus away from heat, smoke, and guard against building collapse.
 - iv) Do not allow the apparatus to become trapped. Allow adequate room to reposition the apparatus if necessary.
 - v) Beware of overhead power lines.
 - vi) Try to use hose and equipment off of apparatus at the immediate scene to maintain better control and so as to not strip from all of the apparatus.
 - vii) When necessary, an officer shall be assigned to stage apparatus and deploy them per the Incident Commands request.
 - viii) Do not park too close to another emergency vehicle. Allow sufficient room to deploy hose lines and to remove ladders and other equipment from the vehicles.
- d) The first-arriving Engine Company at a fire should normally proceed just past the front of the fire, laying a supply line if necessary. ("Front" does not necessarily mean the front of the building. It may mean the area of heaviest involvement or primary access.)
- e) Position the engine to use its deck gun, floodlights, etc. Take care to leave room for truck or support companies. If the building has a wide frontage, position the engine at the entrance that provides the best access to the fire.
- f) Unless otherwise directed, the second arriving Engine Company at a working fire should proceed to the rear or secondary access point and go to work.
- g) If nothing is showing, the second arriving engine should stage at the nearest hydrant and await orders, especially if the first-arriving engine did not lay hose.
- h) Truck companies should initially stage in such a position as not to congest the incident scene.
- i) Additional arriving companies should stage away from the scene and request orders from the Incident Commander or the staging officer. All personnel shall remain at their staged apparatus until ordered to the emergency scene. Companies should only commit when ordered to do so. These companies should report the number of

personnel in their respective companies, as well as their staging location. Example: “Engine 1111” is staged one block south with two personnel.”

3) Medical incidents:

- a) If the fire department apparatus arrive before the medic unit leave clear access for the medic unit and do not block the incident site.
- b) Due to the danger of oncoming traffic at motor vehicle accidents, park the apparatus so as to provide a barrier for emergency personnel and to block traffic if necessary.

Emergency Operations/Ventilation

1) Scope:

This standard applies to incidents involving structures, or where the prompt removal of smoke, heat, and other products of combustion are necessary to quickly and safely extinguish the fire.

2) General:

- a) Prompt and efficient ventilation is necessary to mitigate the potentially harmful effects of smoke, heat, and other contaminants within structures.
- b) If unchecked, smoke and heat contribute to property damage and can injure and kill those who become trapped.
- c) Smoke and heat also hinder firefighters in their efforts to perform search and rescue operations as well as suppression.
- d) Therefore, it is the policy of this department to provide prompt and proper ventilation in all buildings in which smoke, heat, or other products of combustion are present unless otherwise ordered by the incident commander.

3) When to ventilate:

Ventilation shall always be performed whenever:

- a) Heat, smoke, and other products of combustion are present.
- b) Hose crews cannot effectively make an interior attack due to excessive heat and poor visibility.
- c) Heat, smoke, and other products of combustion block escape routes for the occupants of the structure.

4) Safety precautions to be observed when performing ventilation:

- a) Read the smoke. Observe conditions that might indicate that the potential for flashover or back draft is present.
- b) Never direct hose streams into ventilation openings.
- c) Always have charged hose lines in place prior to beginning ventilation.
- d) Maintain communications.
- e) Wear full protective clothing and SCBA.
- f) Always consider structural soundness.
- g) Exercise caution whenever using power saws, axes, and other sharp instruments.
- h) Remember that improper ventilation techniques may contribute to fire spread.

5) Types of Ventilation:

- a) Natural: Accomplished by making use of wind currents. Open the building on the leeward side to allow the smoke to escape, and then open the windward side to provide fresh air currents.
- b) Mechanical: Use of electric or gasoline powered fans or blowers to evacuate smoke from a building.
 - i) Negative pressure: Exhaust smoke from the building.

- ii) Positive pressure: Blow fresh air into the building to force the smoke out.
- c) Horizontal: Generally inflicts less damage to the building than vertical ventilation, since it is typically accomplished through available portals such as doors and windows.
- d) Vertical: May also take advantage of natural building features, such as skylights, shafts, and rooftop stairways. Many times, the only option is to cut ventilation openings into the building itself.

Emergency Operations/Ventilation Practices

1) Scope:

This policy was developed to provide guidance in ventilation practices for personnel at the scene of a fire. It is intended to explain the different options available in ventilating a structure, after the decision to do so have been made by the Incident Commander.

2) Positive Pressure Ventilation:

- a) To use positive pressure ventilation effectively:
- b) The cone of air issued by the positive pressure fan must completely cover (seal) the entrance opening. This ensures that the interior atmosphere is not forced back through the entrance opening.
- c) Exhaust openings should measure between three-fourths ($3/4$) and one and three-fourths ($1 \frac{3}{4}$) the size of the entrance opening.
- d) If air is forced through an opening and is controlled and/or directed to an exhaust opening without being diverted to various other openings, heat, smoke, and fire gases will be efficiently removed in a minimal amount of time. Opening up a structure will not facilitate a successful positive pressure operation.

3) Vertical Ventilation:

- a) Ventilation hole should be placed as directly over the fire as possible. Many factors will have a bearing on where to ventilate, such as:
 - i) Existing openings such as sky lights, shafts, etc.
 - ii) Type of construction
 - iii) Wind direction
 - iv) Roof sag
- b) After considering the type of building, the location and extent of the fire, manpower and tools have been moved to the roof, safety precautions have been observed, and a place has been selected to ventilate, the ventilation crew should:
 - i) Coordinate with ground and attack crews through Command
 - ii) Note the existence of obstructions or weight on the roof
 - iii) Always utilize a roof ladder to distribute firefighter weight on the roof
 - iv) Have a charged hose line on the roof
 - v) Secure a secondary means of escape
 - vi) Utilize existing roof openings whenever possible
 - vii) Cut one (1) large hole rather than several small holes
 - viii) Exercise care in making the opening so as not to cut main structural supports
 - ix) Work with the wind at their back or side
 - x) Extend a blunt object through the opening to break out the ceiling

4) Horizontal Ventilation:

Structures which lend themselves to the application of horizontal ventilation include:

- a) Residential fires in which the fire has not involved the attic
- b) Attics in residential structures, which have louvered vents at the gable ends
- c) Involved floors of multi-storied buildings

- d) Horizontal ventilation can be performed two ways; naturally or mechanically.
 - i) Natural ventilation is making use of wind currents. Open up on the leeward side to allow the escape of gasses, and then open up on the windward side to provide fresh air replacement.
 - ii) Mechanical ventilation uses smoke ejectors or hose streams to accomplish the same effect as wind currents.

- 5) Companies assigned to ventilation shall keep Command advised on the progress of ventilation as well as when the operation is complete. Any problems or delays will be communicated to Command immediately.

Emergency Operations/Motor Vehicle Fires

1) Scope:

This standard was promulgated to ensure the safety of members involved in suppressing motor vehicle fires.

2) General Guidelines:

- a) It is impossible to completely identify all of the problems that might be encountered while extinguishing such a fire. Nevertheless, some commonalities do exist, and the general guidelines of this standard should be followed when combating a fire in a motorized vehicle.
- b) The Incident Commander should always remain cautious and assume the worst until he can be certain that conditions are safe.
- c) The first priority at the scene of a vehicle fire is rescue. The Incident Commander must assume that someone is trapped in the burning vehicle until having ascertained that all of the occupants of the vehicle have been accounted for and are out of the vehicle.
- d) While firefighter safety is always a priority, if a rescue can be affected on a viable patient, the rescue of the entrapped person shall take priority. Therefore, the second priority is the safety of the firefighters, rescue workers, and spectators. If spectators are present, have them removed to a safe distance. Do not place firefighters and rescue workers in harm's way unnecessarily. Remember; do not risk a lot for a little.
- e) It is important to have the flow of traffic controlled. The need to minimize the disruption of traffic in heavily congested areas must be balanced by the need to provide for the safety of firefighters and rescue workers. Whenever possible, have law enforcement direct traffic away from the incident.

3) Qualifications:

- a) All responding personnel shall be, at minimum, a Georgia Basic Firefighter.
- b) Only approved personnel shall respond to vehicle fires.

4) Response to Calls:

- a) For all calls to vehicle fires, the LCFR shall respond in a class "A" engine.
- b) Standard Operating Guidelines regarding personal protective equipment will be followed.
- c) The passenger in the apparatus shall handle all radio transmissions, read maps, and serve as the Incident Commander (IC) for the incident until relieved by a senior officer or more qualified member.
- d) Upon arrival, the operator shall park the apparatus up-wind and away from possible exposure to contaminants from the incident.
- e) The IC will give an appropriate scene size-up and request additional manpower and equipment as needed.
- f) The apparatus operator shall put the apparatus in-pump mode and begin to deploy necessary hose lines. The minimum hose line used by the LCFR on vehicle fires shall be a 1 ¾" attack line.

- g) The IC will be behind the nozzle man. The nozzle-man will complete extinguishment, salvage and overhaul on the vehicle. The IC will also gather appropriate information on the vehicle and owner. The information, if available, to be gathered is as follows:
 - i) Owner's name, address, and telephone number;
 - ii) Year, make, and model of the vehicle; and
 - iii) Tag number and vehicle identification number.

5) Minimum Staffing:

- a) Minimum staffing for apparatus shall be two (2) as outlined in the Emergency Response Guidelines for the Lowndes County Fire Rescue.

6) Procedures:

- a) Apparatus placement:
 - i) Position apparatus upwind and uphill from the burning vehicle. This will keep the crew out of the smoke and prevent leaking fuel from running underneath the apparatus.
 - ii) Apparatus should not be parked closer than 100 feet from the burning vehicle whenever traffic conditions permit. If the burning vehicle is labeled as transporting a hazardous material, increase this distance based on the recommendations of the DOT Emergency Action Guide.
 - iii) The driver should position the apparatus to block at least one lane of the road to create a barrier between the firefighters and oncoming traffic. Ideally, the angle of the apparatus will allow the driver to view the burning vehicle from the pump operator's position and not expose the driver to oncoming traffic.
 - iv) Secure sufficient room for an ambulance additional apparatus or other resources as needed.
- b) Safety precautions:
 - i) Members engaged in firefighting and rescue efforts shall wear full protective clothing and SCBA. Protective clothing shall not be removed until the possibility of re-ignition has been removed.
 - ii) The presences of broken glass and other sharp objects mandate that personnel wear gloves and other safety equipment to prevent the possibility of injury even after the fire has been extinguished.
 - iii) If it becomes necessary to open the hood, a hatch, or other opening to make a rescue or extinguish the fire, prop open the hood or hatch to prevent accidental closing due to the failure of a rod, spring, or compressed cylinder.
 - iv) If the operation takes place in darkness, illuminate the scene properly. Operating members should wear clothing with reflective material to minimize the risk of being struck by other vehicles, including apparatus.
 - v) Firefighters and rescue workers should also be aware of the hazards associated with air bags, energy-absorbing bumpers, downed or overhead power lines, hollow drive shafts, high-pressure hoses on power steering and air-conditioning systems, and the danger of exploding tires equipped with split rims, such as the wheels used on larger vehicles and some pickup trucks.
 - vi) Establish an adequate water supply. Hose streams should be adequate for the volume of fire. Typically, the minimum size deployed should be a 1 ½-inch. Approach the burning vehicle from upwind whenever possible.

vii) Fire Fighters shall not place their head inside a vehicle while it is still burning, nor shall they crawl under a vehicle to extinguish a fire.

c) Fuel spills:

i) A fuel tank may be punctured during an accident or may fail during a fire, thereby causing a spill or runoff. Take precautions to contain the spill and prevent environmental damage. If the fuel has not ignited, take steps to minimize the chance of ignition.

ii) A variety of fuels are used in motor vehicles. Of particular concern are LNG and LPG. A leak involving either of these fuels poses special problems, as does the possibility of a fuel tank rupture due to flame impingement. It is critical that these vessels be cooled during a fire.

iii) Do not turn your back on a burning vehicle, and keep charged hose lines available after extinguishment in the event of re-ignition.

iv) Prohibit smoking.

v) Prevent sparking from tools, saws, etc.

7) Recommendations:

a) Vehicle fires are increasingly dangerous, and firefighters should not become complacent about them.

8) Investigation:

a) A LCFR Fire Investigator shall be notified to respond to the scene. The Incident Command will contact the 911 center and ask that the investigator be notified. The responding apparatus and personnel will remain on scene until released by the investigator.

Motor Vehicle Accidents and Extractions

1) Scope:

This standard regulates the response to and procedures to be taken at Motor Vehicle Accidents and Extractions.

2) General Guidelines:

a) Qualifications:

- i) All firefighters responding to motor vehicle accidents (MVA) must have completed an approved crash victim extrication class on equipment carried on the LCFR first responder/rescue apparatus. Firefighter providing patient care shall be at least National Registry First Responder Certified
- ii) Only approved rescue personnel shall respond to incidents. Personnel shall be deemed “approved” by the LCFR Training Officer, or the Fire Chief.
- iii) All personnel will follow guidelines for “universal precautions”.

b) Response to Calls:

- i) For all calls to Motor Vehicle Accidents and extractions, this department will utilize the vehicle designated by the Chief as the extrication apparatus.
- ii) Standard operating guidelines regarding personal protective equipment (PPE) will be followed.
- iii) The passenger in the unit will handle all radio transmissions, read maps, and serve as the Incident Commander (IC) for Lowndes County Fire Rescue until relieved by a senior member of the department or a member that is more qualified.
- iv) If any additional manpower is needed or requested by the IC, they shall respond in another available apparatus as designated by the officer in charge of the shift or district. No private vehicles will respond to motor vehicle incidents.
- v) Upon arrival the apparatus operator shall park the apparatus in a manner so as to provide a barrier between oncoming traffic and the MVA. The operator shall then begin to prepare the needed tools and equipment for use.
- vi) The IC will give an appropriate scene size-up and do a walk-around of the scene to identify hazards, safety concerns, manpower requirements, and equipment needs.
- vii) The IC will then make contact with appropriate medical personnel (directly or through Central dispatch) to advise them of the number of patients, possible injuries, and current status of the patient(s) if obtainable.
- viii) The apparatus operator will operate the power unit for the Hurst tool(s) and acquire necessary tools for the completion of the incident.
- ix) All fire department personnel will follow appropriate safety guidelines set forth in the Lowndes County Fire Rescue Standard Operating Guidelines.

c) Minimum Staffing for Extractions:

- i) Minimum staffing for Motor Vehicle Accidents shall be two (2) qualified personnel.
- ii) Extrication calls outside of the Lowndes County Fire Rescue service area will be responded to by the before mentioned designated extrication apparatus. The passenger of the vehicle will be the IC until relieved by the department that services that area.

Gas Leak/Flammable Liquid Response

1) Scope:

This standard regulates the response to and procedures to be taken at Gas Leak/Flammable Liquid Incidents.

2) General Guidelines:

- a) Arrival at scene (gas leak – non liquid):
 - i) Units arriving on scene will provide size up and establish Command if applicable.
 - ii) The first arriving Engine Company shall position itself at a minimum of 200' upwind from the leak. Note: 200' may not be sufficient for propane tanks.
 - iii) Remaining units shall stage at a safe distance and wait for an assignment.
 - iv) A department officer and one firefighter, carrying a dry chemical extinguisher, will advance to the area of the gas leak to determine:
 - (1) Size of leak
 - (2) Source of leak
 - (3) Type of substance leaking
 - v) The driver/operator and remaining firefighters shall prepare for suppression or protection assignments.
 - vi) Command or department officer will advise what additional resources are necessary, including gas company response.
 - vii) a gas leak is reported within a structure:
 - (1) All units will stage at least 600' away, upwind. A department officer and one firefighter will investigate.
 - viii) Any evacuation, if necessary, will be based upon:
 - (1) Size of leak
 - (2) Type of material
 - (3) Type of container
 - (4) Reading from gas detectors
 - ix) Hazard zones shall be established, when necessary. These hazard zones will be monitored utilizing gas detectors.
 - x) Any personnel working in hazard zones shall be in full protective gear including SCBA.
 - xi) Control ignition sources in the area of the leak, when possible.
- b) Arrival at scene (flammable liquid leak):
 - i) Units arriving on scene shall provide a size up and establish Command if applicable.
 - ii) The first arriving Engine Company shall position itself upstream/upwind from the liquid leak.
 - iii) Remaining units shall stage at a safe distance and wait for assignment.
 - iv) A department officer and one firefighter will advance to the area of the leak with a minimum 20# ABC dry chemical extinguisher to determine:
 - (1) Size of leak
 - (2) Source of leak
 - (3) Type of material leaking
 - v) The driver/operator and the remaining firefighters shall prepare for suppression or protection assignment.

- vi) All personnel working in the hazardous area must wear full protective clothing including SCBA.
- vii) Evacuation, if necessary, shall be based upon:
 - (1) Size of leak or spill
 - (2) Type of material
 - (3) Type of container
 - (4) Reading from gas detector
- viii) Hazard zones shall be established. These hazard zones will be monitored utilizing gas detectors.
- ix) Control ignition sources, when possible.
- x) Restrict product run off into storm sewer, drains, and drainage systems when possible to safely do so.

Rapid Intervention Team (RIT) Two in/Two out

1) Scope:

To establish procedures for rapid rescue of firefighters who are lost or missing, trapped, or injured while working in a hazardous environment, in accordance with NFPA 1500.

This section is not intended to preclude firefighters from performing emergency rescue operations before an entire team is assembled on the fireground.

Firefighters operating in hazardous areas shall operate in teams of two (2) or more. Team members operating in hazardous areas shall be in communication with each other through visual, audible, or physical means, or by use of a safety guide rope, in order to coordinate their activities. Team members shall be in close proximity to each other to provide assistance in case of an emergency.

2) General Guidelines:

- a) When incident operations involve interior structural firefighting, any IDLH (immediately dangerous to life or health) atmosphere, or any other hazardous operation, a Rapid Intervention Team (RIT) shall be assigned.
- b) The Incident Commander shall assign a RIT from units dispatched on the initial alarm, or request an additional unit to respond and perform RIT functions. The Incident Commander shall ensure that sufficient equipment/personnel are enroute/on-scene to properly staff a RIT.

3) Staffing:

- a) A RIT shall consist of a minimum of two (2) personnel and shall be available for rescue of personnel if the need arises.
- b) The composition and structure of a RIT shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The Incident Commander shall evaluate the situation and the risks to operating teams and shall provide one or more RITs commensurate with the needs of the situation.

4) RIT's – Function and Responsibilities:

- a) When assigned to a RIT, the team leader (ranking FF/officer) shall report to the Incident Commander. The group leader will coordinate a staging location with the I.C.
- b) RIT members shall be in full PPE

5) RIT equipment:

- a) As a minimum, shall consist of:
 - i) Portable radio
 - ii) Forcible entry tools
 - iii) Hand lights

- b) The RIT should also consider:
 - i) Assorted ropes
 - ii) Spare SCBA and masks (for rescue of downed firefighters)
 - iii) Preplans or access plans
 - iv) Other equipment deemed necessary by the Incident Commander, or the group leader.

6) RIT Group Leader Responsibilities:

- a) The person designated as the RIT group leader shall obtain a briefing from the Incident Commander and maintain radio contact at all times.
- b) Recon the building as a group:
 - i) Where is the fire? Where is it going? How is it going to get there?
 - ii) Secondary means of ingress/egress?
 - iii) Are there any types of security bars, gates, etc.?
 - iv) Roof type?
 - v) Number of doors and windows? Locations?
- c) Recon nearby apparatus:
 - i) Location and availability of closest Engine Company to be used for additional hose lines, if necessary.
 - ii) Location of nearby vehicles with specialized equipment if necessary.
- d) Develop a plan and ensure all members of the group understand it.
- e) Maintain control of the group. Do not allow freelancing.
- f) Monitor progress of working companies' on-scene and their locations.

7) RIT Group Member Responsibilities:

- a) Maintain contact with the group leader. No freelancing.
- b) Recon the situation/building with the group leader or as directed by the RIT leader.
- c) Stay alert. Look, listen, and try to envision what is going to happen.
- d) Have assigned tools/equipment in a ready state. Be prepared to get involved.
- e) Be mentally prepared. Fight the urge to get involved in firefighting or incident mitigation. You are the firefighter's safety net.
- f) Know the plan. Understand the plan explained by the RIT leader. Know your part.
- g) Stay focused on rescue

8) Secondary Functions of the RIT (prior to deployment):

- a) Any function on the outside of the structure, that may enhance rescue:
 - i) Placement/positioning of ventilation fans.
 - ii) Secondary egress ladder
 - iii) Opening doors, etc.
- b) No action may be taken to detract from the groups primary responsibility of rescue
- c) SCBA must not be used to accomplish secondary tasks.

9) RIT Deployment Phase:

- a) The Incident Commander or Operations will activate the RIT when it is determined that a firefighter is lost/missing, trapped, or injured. The Incident Commander or Operations will use the term "emergency" to announce pertinent radio information.

- b) Consideration will be given to the assignment of a separate radio channel two (2) for the RIT dependant on the situation and radio traffic.
- c) The Incident Commander will immediately initiate a Personnel Accountability Report for all on-scene units.
- d) Additional resources will be considered. A stand-by-medical unit (ALS) will be required for each missing firefighter.
- e) The Safety Officer, Operations Officer, and Command shall continually assess the structural stability of the building.
- f) Anticipate media attention when radio traffic announces lost/missing, trapped, or injured firefighter(s). Ensure the County's PIO, Fire Chief or his designee is in place and has the facts.
- g) When the RIT is deployed, a replacement group will need to be staffed and staged for deployment.

10) RIT Responsibility:

The RIT shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazard area, their location and function, and time of entry. The RIT shall remain in radio, visual, voice or signal line communication with the entry team. Any RIT group member shall be located near the point of entry of the interior team. The RIT shall be wearing full PPE. RIT group members shall be permitted to perform other duties outside of the hazard area, such as apparatus operator or Incident Commander, provided that:

- a) Constant communication is maintained between the RIT member(s) and the entry team.
- b) These other duties of the RIT member(s) will not inhibit the ability to provide rapid intervention to the entry team.
- c) Abandoning the other duties will not jeopardize the safety and health of any firefighter.

The assignment of any personnel to the RIT shall not be permitted if, by abandoning their critical task(s) to provide emergency intervention, they clearly jeopardize the safety and/or health of any firefighter working at the incident.

If, upon arrival at the emergency scene, the initial responding personnel find an imminent life-threatening situation, the officer in charge shall evaluate the situation to determine the level of risk involved in attempting the rescue. Risk factors to be evaluated include:

- The location, stages and size of the fire.
- The capabilities of on-scene resources.
- The ability to affect a rescue, given the previous two factors.

If the officer in charge determines that the rescue attempt involves an acceptable level of risk, such rescue shall be permitted with less than four personnel assembled on the scene. The officer in charge shall notify incoming companies prior to making entry under this exception.

11) Definitions:

- a) Structural Firefighting: The physical activity of fire suppression, rescue, or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.

- b) Immediately Dangerous to Life or Health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- c) Life-Threatening Situation: A situation involving conditions that could reasonably be determined to cause serious injury or loss of human life, where immediate action by responders could prevent serious injury or loss of life.

Incident Command

1) Scope:

Command procedures are designed to provide a practical framework for management of field operations while ensuring the safety of personnel and effective integration of the efforts of the responding companies. These procedures are based on the *Model Procedures Guide for Structural Fire Fighting*, First Edition Fire Protection Publications.

2) Establishment:

- a) Command shall be established by the first arriving fire or rescue officer or acting officer on any scene that requires the commitment of more than two (2) units, unless command has already been established by a prior arriving unit.
- b) Command is established by radio transmission of the officers identity coupled with the words "...is Command", and the location of the scene of Command. Once identified, the Officer shall use the radio designation Command, i.e. ("Main Street Command to Dispatch").
- c) The Command Officer shall remain stationary and is responsible for requesting additional assistance, assignment of on-scene and arriving units, and decisions of strategy aimed at resolving the incident. The on-scene location of Command shall be a position that allows observation of the incident while making Command highly visible to other units. Units' on-scene shall direct communications to Command and Command shall maintain on-scene communications with dispatch (911).

3) Command Role:

- a) Command is the art of directing, ordering, and/or controlling resources by virtue of explicit legal agency, or delegating authority. Command is the focal point for all on-scene determinations on a strategic level. Command shall identify all working incidents, and establish/assign an Incident Management System as needed to meet the demands of the incident.
- b) Command shall determine whether fire attacks are to be offensive or defensive, and shall develop an appropriate plan using the strategic priorities of life safety, incident mitigation and property conservation, and shall direct on-scene efforts accordingly.
- c) Command shall communicate with on-scene companies, managers, or sections when established. For working or multiple alarm situations, Command shall establish a formal command post, utilizing a staff vehicle or other unit not placed in a function position. Command shall determine when the incident is resolved, releasing units and downgrading operations.

4) Strategic Level includes, but is not limited to:

- a) Determine strategy
- b) Establishment of overall objectives
- c) Setting priorities
- d) Development of an action plan
- e) Obtaining/assigning resources
- f) Predicting the outcome and planning for future events
- g) Assigning specific objectives to tactical level units

5) Transfer and Termination:

- a) Command may be transferred for a variety of reasons, but may be transferred only to an officer of equal or greater rank. Command may not be transferred to an officer of lower rank until the incident has been declared under control. A senior ranking officer may assume Command if, based on the size or severity of the incident he/she determines it would be more appropriate for an officer of greater rank to function as the Incident Commander, or if he/she determines that the current situation would be better served by reassigning the command function. Subsequently arriving senior officers of the department having jurisdiction of the incident shall exercise one of the following three (3) options:
 - i) Act as an official observer, in which case no action shall be taken, within the framework of the Incident Management System.
 - ii) Report to Command and place themselves under his/her direction for assignment.
 - iii) Relieve the existing Command and establish themselves as Command.
- b) Command Officers from other departments shall make themselves available to Command for assignment or consultation. If a transfer of Command is to take place, the following guidelines shall apply ensuring a formal transfer and the maintaining of continuity of incident control.
- c) The senior officer assuming Command shall notify the existing Command Officer of their intent to do so in a face-to-face meeting, unless this is impossible due to circumstances or conditions. The officer being relieved shall brief the officer assuming command on the following:
 - i) General situation status.
 - ii) Primary problem or fire location and the current conditions and probabilities.
 - iii) Current effectiveness of the operation in place and a review of the tactical worksheet.
 - iv) Established strategic objectives.
 - v) The assignment and deployment of operating companies.
 - vi) The resources located in staging and/or rehabilitation.
 - vii) Safety consideration.
- d) All rules for the establishment of Command shall apply to transfer. The new Command Officer shall advise dispatch of the change. Any changes in established strategic or tactical priorities shall be communicated to all companies operating at the incident. The most senior officer assuming command at any incident shall be responsible for signing the incident report. The response and arrival of higher-ranking officers should serve to strengthen the management of the incident, but not detract from a centralized Command. Arrival of senior officers in of itself does not constitute a transfer or sharing of Command.
- e) Command is terminated when one of the following conditions is met:
 - i) The incident is operationally resolved and no further action is being taken.
 - ii) The number of companies operating at the scene is reduced in number to less than two (2).
- f) Termination of Command takes place when the current Command officer notifies dispatch that Command is terminated and all companies are advised of command termination.

6) Command Section, Functions and Roles:

- a) Complex emergency situations may exceed the capability of one officer to effectively manage the entire operation. It may be necessary to divide the responsibilities through the use of branches, divisions, groups, and sectors to reduce the span of control of Command into more manageable units, allowing Command to communicate with assigned principle individuals rather than individual companies.
- b) The following are guidelines for common terminology and functions of the Incident Management System. Each incident is different and may require the use of a small part of an Incident Management System or the entire concept. This procedure will provide an array of major functions, which may be selectively implemented according to the needs of the situation.

7) Incident Commander:

- a) The Incident Commander is responsible for incident activities/operations, including the development and implementation of strategic decisions, and for approving and ordering the release of resources.

8) Safety Officer:

- a) A Safety Officer shall be designated or considered at all incidents involving high risk to personnel. These incidents include, but are not limited to:
 - i) Working structure fires
 - ii) Haz-Mat operations
 - iii) Technical or special rescue
 - iv) Extrication involving displacement of vehicle components
 - v) Large scale or live fire training evolutions
 - vi) Structural collapse or potential collapse
- b) The Safety Officer shall report directly to the Incident Commander.
- c) The Safety Officer is responsible for monitoring and assessing hazardous and/or unsafe situations or practices and developing measures for assuring personnel safety. The Safety Officer is authorized to exercise emergency authority to stop or prevent unsafe operations when immediate action is required and shall notify the Incident Commander at the earliest possible moment of the circumstances warranting such action.
- d) The Safety Officer shall ensure that adequate rehabilitation provisions are available when needed and that the Rehab Sector provides appropriate medical screenings before returning personnel to incident operations.
- e) The Safety Officer shall not be assigned to any operation or function not directly related to personnel and scene safety.

9) Public Information Officer:

- a) The Public Information Officer is responsible for information related to the incident and the release of that information to the news media and other appropriate agencies or organizations.

10) Liaison Officer:

- a) The Liaison Officer is the point of contact for representatives from other assisting and cooperating agencies, i.e. (Red Cross, law enforcement, public works, etc.).

11) Operations:

- a) The role of the Operations Section consists of many different areas. As a unit of the general administrative staff, the Operations Section is responsible for the management of all operations directly applicable to the primary mission. It is the responsibility of the Operations Section to activate and supervise organizational elements in accordance with the incident command plan and to direct and execute these elements. The Operations Section shall also direct the preparation of unit operation plans, request and/or release resources and suggest expedient changes to the overall incident commander.
- b) Roles and Responsibilities of the Operations Section
 - i) Manage incident tactical activities
 - ii) Coordinate activities with the Incident Commander
 - iii) Implement the Incident Action Plan
 - iv) Assign resources to tactical level areas based on tactical objectives and priorities
 - v) Build an effective organizational structure through the use of branches/divisions/groups/sectors
 - vi) Provide tactical objectives for branches/divisions/groups/sectors
 - vii) Control staging
 - viii) Determine needs and request additional resources
 - ix) Consult with and inform other sections and the Incident Command Staff as needed

12) Staging:

- a) The Staging Officer is responsible for managing all activities within the staging area. The Staging Officer reports to the Operations Section or Planning Section when activated.

13) Rehabilitation (Rehab):

- a) The Rehabilitation Officer is responsible for managing all activities within the Rehab area. The Rehab Officer reports to the Operations Section or the Logistics Section when activated.
- b) The Rehab Officer shall:
 - i) Find and establish an appropriate area for rehab within the following criteria: out of the way, safe from the incident, protected from the weather, with access for rehabilitation units.
 - ii) Communicate the location of rehab to Command
 - iii) Obtain liquid refreshments, oxygen supplies, ice packs, and an EMS unit.
 - iv) Observe personnel and watch for exhaustion, injuries, or stress problems.
 - v) Ensure that personnel drink fluids, cool off and have vitals checked, (supply oxygen as needed). Command shall be notified of personnel relieved.
 - vi) Maintain a list of personnel that are moved through Rehab.
 - vii) Keep supplies ahead of demand.
 - viii) Rotate crews back to staging after they have been fully rehabilitated.

14) Branches:

- a) The Branch Manager shall report to the Operations Section when activated. It is the responsibility of the Branch Manager to implement an assigned portion of the Incident Management Plan, assign resources within the branch and report progress of Control Operations and the status of resources within the branch. Branch is an organizational level having function/geographic responsibility for major segments of incident operations. The branch level is organizationally between section and division/group/sector. Branch designation shall be determined by Command's needs.

15) Divisions:

- a) The Division Manager shall report to the Operations Section or Branch Manager when activated. It is the responsibility of the Division Manager to implement an assigned portion of the Incident Management Plan, assign resources within the division and report on the progress of Control Operations and the status of resources within the division. Divisions are geographical and are typically interior/inside in nature. Designation shall be determined by Command's needs.

16) Groups:

- a) The Group Manager shall report to the Operations Section or Branch Manager when activated. It is the responsibility of the Group Manager to implement the assigned portion of the Incident Management Plan, assign resources within the Group, and report on the progress of Control Operations and the status of the resources within the Group. Groups are generally functional in nature. Designation shall be determined by Command's needs.

17) Sectors:

- a) The Sector Manager shall report to the Operations Section, Branch Manager, or Division Manager when activated. It is the responsibility of the Sector Manager to implement the assigned portion of the Incident Management Plan, assign resources within the sector and report on the progress of Control Operations and the status of the resources within the sector. Sectors are generally geographical in nature and are considered the smallest increment of dividing a geographical area. Designation shall be determined by Command's needs.

18) Task Force:

- a) A group of any type of resources, with common communications and a leader, temporarily assembled for a specific mission. Task Forces shall report to the Operations Section, Branch or Division Managers when activated.

19) Branch/Division/Group/Sector:

- a) Branch/Division/Group/Sector Manager procedures provide an array of major functions, which may be selectively, implemented according to the needs of a particular situation. This places responsibility for the details and execution of each particular function on a

Branch/Division/Group/Sector Manager. The primary function of the officer working, as a Manager is to direct the operations of the crews assigned in his/her Branch/Division/Group/Sector. Officers will advise their Branch/Division/Group/Sector Manager of their progress and requests. The Branch/Division/Group/Sector Manager will then give requests to Command.

- b) Examples of geographical assignments are:
 - i) Branches, Divisions, Side 1,2,3,4, roof, interior, exposure, floor, etc.
- c) Examples of Function Groups are:
 - i) Extrication, Ventilation, Attack, Medical, etc.
- d) When establishing a Branch/Division/Group/Sector, The Incident Commander will assign each manager:
 - i) Tactical objectives
 - ii) A radio designation (Roof Division, Side 2, Attack Group, Ventilation Group, Division 3, Haz-Mat Sector, etc.).
 - iii) The identity of resources assigned.
- e) All Branch, Division, Group, and/or Sector Managers shall ensure that the following protocols are adhered to:
 - i) Keep in contact with Command (through the Operations Manager if established), work within the strategic and tactical goals set by Command and terminate freelancing activities.
 - ii) Complete objectives assigned by Command.
 - iii) Account for all assigned personnel.
 - iv) Ensure operations are conducted safely.
 - v) Monitor work progress.
 - vi) Request additional resources as needed through Command/Staging.
 - vii) Provide Command with essential and frequent progress reports.
 - viii) Re-allocate resources within the Division/Sector/Group.
 - ix) Ensure that Search and Rescue is complete within assigned areas.
 - x) Maintain the safety of the crews within the sector and enforce safety practices.
 - xi) Advise Command of progress, current conditions, and needed resources; and notify Command when objectives are met.
 - xii) Control fire stream applications in their respective sectors and coordinate fire attack with the adjacent sectors.
 - xiii) Request rotation of personnel and crews when indicated by the physical condition of personnel in their assigned sector.
- f) Command must be advised immediately of significant change, particularly those involving the ability or inability to complete an objective, hazardous condition, accidents, structural collapse.
- g) Geographical Sectoring
 - i) Incident sites or the primary structure at structure fire incidents shall be identified by geographical areas to easily identify specific areas.
 - (a) Side 1: The address front of the structure. If no address side is obvious, Command shall designate side 1.
 - (b) Side 2: The exterior part of the structure directly to the left of side 1 and opposite of Side 4.
 - (c) Side 3: The exterior part of the structure directly to the left of Side 2 and opposite of Side 1.
 - (d) Side 4: The exterior part of the structure directly to the left of Side 3 and opposite of Side 2.

- ii) Exposures:
 - (a) Exposure A: The exposure directly across from Side 1
 - (b) Exposure B: The exposure directly across from Side 2
 - (c) Exposure C: The exposure directly across from Side 3
 - (d) Exposure D: The exposure directly across from Side 4
- iii) Other Areas:
 - (a) Roof: The top most exterior of the structure
 - (b) Interior: The inside of the primary fire structure
- h) Command may assign other geographical locations/sectors as needed by using a reference point.

20) Planning:

- a) The Planning Section is responsible for the collection, evaluation, dissemination and use of information about the development of the incident, and the status of resources. Information is needed to understand the current situation, predict the probable course of events, and prepare alternate strategies for the incident.
- b) Planning is responsible for but not limited to the following:
 - i) Evaluating current strategy and planning future strategic goals for/with Command
 - ii) Maintaining resource status and accountability
 - iii) Refining and recommending any needed changes to plan with Operation input
 - iv) Evaluating incident organization and span of control
 - v) Forecasting possible outcome(s)
 - vi) Evaluating future resource requirements
 - vii) Utilizing technical assistance as needed
 - viii) Evaluating tactical priorities, specific critical factors, and safety
 - ix) Gathering, updating, improving, and managing situation status with a standard systematic approach
 - x) Coordinating planning needs with outside agencies
 - xi) Planning for incident demobilization
 - xii) Maintaining incident records

21) Logistics:

- a) The logistics section is responsible for providing facilities, services, and materials to support units assigned to the incident.
- b) Logistics is responsible for, but not limited to the following:
 - i) Providing for medical aid for incident personnel and managing Rehab
 - ii) Coordinating immediate critical incident stress debriefing function
 - iii) Providing and managing any needed supplies and equipment
 - iv) Forecasting and obtaining future resource needs (coordinate with Planning Section)
 - v) Providing for communication plans and any needed communications equipment
 - vi) Providing fuel and needed repair for equipment
 - vii) Obtaining specialized equipment or expertise per Command
 - viii) Providing food and associated supplies
 - ix) Securing any needed fixed or portable facilities
 - x) Providing for other logistical needs requested by Command
 - xi) Supervising assigned personnel

22) Assignment:

- a) Command should begin to assign the appropriate sectoring, under the following circumstances:
 - i) When Command foresees a situation, which will eventually involve a number of companies (or crews) beyond his/her capability to directly control.
 - ii) When Command can no longer effectively manage the number of companies (crews) currently involved in the operation.
 - iii) When companies are involved in complex interior operations.
 - iv) When companies are operating from tactical positions over which Command has little or no control.
 - v) When the situation demands close company control because of structural conditions hazardous materials, heavy fire load, etc.
- b) The most fundamental level of assigning resources shall be used on working structure fires requiring the commitment of the first alarm companies. This may consist of one (1) officer inside the structure (interior, fire attack, etc.) and one (1) officer outside the structure at either the point of attack access or on an assigned Side of the structure by Command. All officers shall use the appropriate location designation as his/her radio identification.
 - i) Example: Interior Attack Group to Command

23) Section Officers Geographical/Function Managers:

- a) Each Section, Branch, Division, Sector, or Group Manager shall be responsible for the tactical deployment of the units and resources assigned to that Section, Branch, Division, Group, or Sector and for communicating its needs and progress to Command.
- b) Section, Branch, Division, Group or Sector Managers should follow the following protocols:
 - i) Use Sector, Branch, and Division, Group or Sector designation in all radio transmission. i.e. (Roof Sector to... Ventilation Group to... Attack Group to...)
 - ii) Managers must remain mobile enough to stay with the companies that they are supervising.
 - iii) Routine communications with a manager shall be made via non-radio modes, whenever possible.

24) General Guidelines for Command Application:

- a) Freelancing by personnel, officers, companies and/or managers will not be tolerated. Offenders will be removed from the operation to ensure safe conditions for others.
- b) Command alone will determine whether an offensive/aggressive operation or a defensive/conservative operation will be utilized. All managers, companies, and personnel shall adhere to the established strategies.
- c) Orders from Command take precedence over all others and shall be carried out without delay, unless immediate and extreme danger to public and/or personnel would result. Command will be advised of any delay and reason for the delay.
- d) All personnel at an incident have a responsibility and obligation to communicate changing conditions or hazardous situations, through their Company Officer or Manager, to Command.

- e) Communication discipline at an incident must be maintained in order to achieve a safe and effective operation. The chain-of-command shall be honored and all non-essential communication kept to a minimum.
- f) All other applicable SOP's should be followed to ensure standardized operations. Deviations must be reported to Command, along with the reason for deviation.
- g) Command shall communicate to dispatch and all units on-scene the following progress marks, based on reports from Sectors and following the strategic/tactical plan.
 - i) Command established with an offensive or defensive strategy.
 - ii) Working fire or working incident
 - iii) Water on fire (upon the first application)
 - iv) Water supply established (upon completion of an uninterrupted supply source from hydrant)
 - v) Primary search complete (with either "all clear" or the number of victims found)
 - vi) Ventilation indicated (when first ventilation progress is seen)
 - vii) Exposures protected (if applicable)
 - viii) Fire knocked down
 - ix) Secondary search completed (with either "all clear" or the number of victims found)
 - x) Situation under control (when the units on scene can handle the situation and no further escalation is indicated and the majority of the hazard is abated)
 - xi) Patients transported (if applicable)
 - xii) Fire out (when "heavy overhaul is completed)
 - xiii) Command is terminated (as per SOP)

25) Critiques should be held as soon as possible. The Incident Commander shall schedule and preside over the critique, which should include (as much as possible) all companies, personnel, and/or managers. Large multi-agency critiques will be presided over by the Operations Chief or the Fire Chief.

- a) The objectives of the critique are:
 - i) To review the incidents course of events
 - ii) To identify key roles within the operation
 - iii) To evaluate the strategies and/or tactical plan for effectiveness
 - iv) To identify lessons learned
- b) Critiques shall be conducted in a positive, learning environment.
- c) Incident and Fire Reports

26) The Incident Commander is responsible for all reports at the scene. All reports must be entered into Firehouse by the Incident Commander or his designee within the 24 hours following the incident.

Response, Placement, and Company Functions

1) Scope:

This SOP provides guidance for units as they respond and position for operations at emergency scenes. It also establishes the primary assignments for units to begin work prior to Command becoming fully functional.

2) Response:

All units will respond in emergency status (code 3) (warning devices activated) to all emergency dispatches unless the unit determines otherwise based on pre-arrival information. Units responding from quarters shall clear the station within two (2) minutes from time of dispatch. When in emergency status, apparatus shall follow the quickest route possible and maintain a safe speed considering the conditions and posted speed limit, no more than 10mph over; personnel shall remain seated and wear provided restraints. Drivers shall use the utmost care and pay extra attention to safety when moving. Responding units shall maintain radio contact on the appropriate channel with dispatch and advise when en route and when on-scene. Units shall not contact Command while en route to request assignment. Arriving first alarm units shall follow standard placement assignments (Level 1 staging) unless advised by Command to do otherwise. Second and greater alarm units shall stage at a remote site from the scene (Level 2 staging) and notify the Staging Officer (if established) or Command of location and status. All Level 2 staged units should be at the same location. Personnel shall stay with their respective units in staged status until given an assignment through the Command system. Units not used in the function positions (pumping, laddering, lighting, etc.) shall be parked out of the way.

3) Standard Placement (Level 1 Staging):

Upon arrival at the scene units shall position their vehicles based on standard practice, maximum effectiveness and safety. Placement of units at situations other than fire alarms, structure fires and smoke investigation will be covered in other incident-specific SOP's.

- a) First arriving Engine Company – This unit shall be placed at the front of the fire structure, slightly to one side (to allow Truck placement), or in the best position based on size-up factors to begin suppression or investigation activities.
- b) First arriving Truck Company – This unit shall be placed at the front of the structure in a position to reach roof surfaces for ventilation.
 - i) Exception # 1 – Multi-story occupied structures with smoke or fire showing placement shall be to enable rescue from upper floors.
 - ii) Exception # 2 – Large volume of fire showing (already vented) and/or threatening exposures, placement shall be to enable establishment of an aerial fire stream.
 - iii) Exception # 3 – Mobile home parks or small structures (generally under 1,400 square feet), placement shall be approximately 250 ft. from fire structure, out of the way of Engines laying lines, but accessible for equipment or defensive operations, unless unit is used for other functions.
 - iv) Exception # 4 – If a Truck company is first due, it will follow first arriving Engine functions, if it has pumping capabilities, unless otherwise directed by Command.
- c) Second arriving Engine Company – Placed in a position to provide water supply upon the direction of either Command or first arriving Engine.

- d) First arriving Command Unit – Placement shall be in a position to afford a view of the structure and suppression area if possible and safe. Visibility of Command unit to other operating units is important.
- e) First arriving Ambulance/Rehab Unit – Placement shall be in a location that will provide easy access to Personnel/patients, while ensuring that their placement will not interfere with units providing suppression, rescue, investigation, and similar activities, awaiting direction from Command.
- f) First arriving Air-Supply Unit – Placement shall be in close proximity to the Rehab area.

Companies assigned to Rapid Intervention shall maintain readiness and visual contact with Command or Sector/Division Officer.

Subsequent arriving support, staff, or command units shall be placed away from function areas and out of the way of access. If possible, all units should be placed on the same side of the street or in a position that maintains an open access lane large enough for apparatus to get into or out of the function area. Size-up factors may indicate the need for the first unit on the scene or “Command” to direct incoming units to other than standard placement.

4) Staging:

Staging is established either by Command or by the first arriving unit (unassigned) en route as part of a second alarm. A large area (safe and secure, if possible) shall be identified at least 600 ft. from the function area for the assembling of incoming units, prior to assignment by Command. The first arriving unassigned unit is responsible for either assuming staging or passing staging to another unit. The next unit must acknowledge receipt of assignment. The Staging Officer shall maintain a list of units and personnel, control ingress and egress from staging, and communicate with Command. Individual units in staging shall not communicate with command.

5) Standard Company Functions:

In order to coordinate initial efforts on-scene, the following standard functions and priorities are assigned by Company. These standard functions are to be carried out automatically by the assigned Company until alternative assignments or stop orders are issued by Command.

- a) First arriving Engine Company
 - i) Size-up or investigation
 - ii) Forcible entry (if required)
 - iii) Search and rescue (if manpower allows for the protection of search team with a suppression team).
 - iv) Placement of initial attack line(s)
 - v) Establishment of own water supply (if necessary)
- b) Second arriving Engine Company
 - i) Locate and establish initial water supply
 - ii) Provide manpower to supplement secondary attack lines or rescue operations
 - iii) Support sprinkler and standpipe operations if applicable
- c) First arriving Service Company
 - i) Size-up for ventilation method or aerial operations
 - ii) Assist in search and rescue (if requested)

- iii) Prepare and position personnel to effect ventilation and communicate readiness to Command
- d) First arriving Ambulance
 - i) Stand by for assignment from Command
 - ii) Maintain visual contact with scene and anticipate a possibility of patients

All other units shall stage and await assignment from Command.

All companies shall be prepared to assume alternate duties, assignments or roles, depending on size-up factors and direction from Command. Companies shall keep personnel together and function as a team. A team will consist of a minimum of two (2) personnel. A Company deviating from standard functions shall communicate the intent to do so to Command.

Size-up

1) Scope:

In order to initiate the evaluation of an incident, the first arriving company will transmit a size-up as soon as possible after arrival. Size-up serves to advise other responding units of the expected situation, and to advise command officers and central dispatch of the nature of the incident. If, upon arrival, an accurate size-up cannot be given, or, if after several minutes on scene, the situation changes significantly, an updated size-up will be given. There should be no change to the response mode or canceling for incoming units until size-up is given and advised otherwise from an on-scene unit or Command. The size-up parameters of various incident types, which should be included in the radio transmission, are listed below.

2) General Guidelines:

a) Structure Fire/Automatic Alarms:

- i) Unit designation (unit arriving on scene)
- ii) A brief description of the incident situation (i.e., building type, occupancy)
- iii) Obvious conditions (working fire, location of fire, fire conditions (room and contents, fully involved) any evacuation in progress, exposure potential)
- iv) Declaration of initial strategy (offensive, defensive, rescue, etc.)
- v) Any obvious safety concerns
- vi) Assumption, identification, and location of Command
- vii) Initial action planned
- viii) Requesting of, release of, resources as required

b) Medical Emergencies:

No size-up is necessary unless multiple patients are involved.

c) Vehicle Fires:

Type and /or size of the vehicle, portion of the vehicle involved in fire, and any exposure problems

d) Brush/Woods/Trash fires:

Size of the fire, specific location (if possible), direction of spread and exposures

e) Motor Vehicle Collisions:

Number of vehicles involved, degree of damage (light, moderate, heavy), road blockage, number of injuries

f) Extrication:

Describe the scene, number of patients, and degree of the entrapment.

g) Aircraft:

Size and type of aircraft, fire conditions, evacuation, entrapment, planned actions

h) Miscellaneous:

Describe the situation – any special hazards (Hazmat, wires down, structural failure, gas leaks, etc.), any information that would assist Command and/or dispatch

Adverse Weather Operations

1) Scope:

This SOG provides guidance for companies encountering severe weather conditions during field operations. Company officers should use discretion to alter their functions should conditions change rapidly.

a) Heavy Rain:

Heavy rain should not have any effect on fire/rescue functions except that extra care should be taken while driving, and to protect patients/fire victims from the weather.

b) Lightning:

Lightning storms are common in our response area and are encountered frequently by fire/rescue units. Personnel not actively involved in emergency operations should remain inside apparatus or structures during periods of lightning. Aerial operations should be halted during lightning conditions, and the use of ladders should be limited to Life Safety purposes only.

c) Wind:

i) Sustained wind conditions can be very hazardous. At sustained wind speeds above 35 MPH, aerial operations should be halted.

ii) Sustained wind speeds above 50 MPH, only critical fire/rescue operations should be undertaken, and all vehicles with high profiles and lightweight should not be used.

iii) At sustained wind speeds of 70 MPH or higher, all fire/rescue units should remain in shelter.

iv) Personnel operating outside in sustained wind conditions above 30 MPH will wear helmets and full turnout gear to protect from flying debris.

d) Hail:

When encountering hail conditions, all personnel will wear full protective clothing, and company officers shall use discretion to determine if personnel should seek shelter.

e) Tornadoes:

i) When a tornado or funnel cloud is observed in the field, companies should move away from it at right angles to its direction of travel, if possible. If proximity to the tornado prevents escape, the apparatus shall be abandoned and personnel should seek shelter and keep together

ii) If a tornado is observed while in quarters, personnel should mount the apparatus and move away as indicated above, if it can be done safely, and time permitting.

f) Flooding:

i) Company officers must exercise considerable judgment and discretion relative to personnel safety when encountering flooded areas. In rapidly moving water more than two (2) feet deep, personnel shall use a lifeline and wear approved Personal Floatation Devices (PFDs). Particular care should be taken to avoid run-off areas, drains, open manholes, and ditches.

ii) Also, extreme caution should be used when traversing flooded areas in vehicles.

g) General:

i) Any severe weather conditions should be reported immediately to dispatch and the senior officer on duty. Safety of personnel and the general public must be the first priority of officers commanding units in the field.

ii) Damage to equipment and/or apparatus due to weather must be reported immediately, and documented.

h) Hurricanes: See GEMA emergency response plan – LCFR Hurricane SOP

Public Information Officer

1) Scope:

- a) Command will be responsible for the management of public information on the fire ground. As soon as practical, after basic fire and rescue operations have been established, Command will notify the county's Public Information Officer/the Fire Chief or his designee as need.
- b) The PIO will obtain needed information from Command and will begin to gather other pertinent information as required. Command will designate the location of the Public Information Sector so as to provide access to the command post, but not interfere with operations.
- c) The PIOs radio designation shall be "Information".
- d) The PIO shall be responsible for requiring all media representatives to remain in the Public Information Sector location, so as not to interfere with the fire ground operations, and to ensure their safety.
- e) If media personnel create a safety problem or hinder operations, they should be requested to move, in a positive manner, avoiding confrontations where possible.
- f) The policy of the LCFR shall be to cooperate with the media.

Wildland Fire Management

1) Scope:

Priorities for fighting wildland fires differ from structural firefighting.

- a) Wildland firefighting priorities are:
 - i) Protection of life (firefighter, civilian)
 - ii) Protection of property
 - iii) Fire Containment
- b) Tactical objectives:

First arriving engine:

 - i) Provide size-up
 - ii) Initiate command procedures
 - iii) Protect exposures
 - iv) Identify water supply resources
 - v) Begin attack, if appropriate
- c) First arriving water tanker:
 - i) Assist with exposure protection (if needed)
 - ii) Stage near secure water supply, prepare to supply water, assist with extinguishment (as needed)
- d) Command considerations:
 - i) Command should be established with appropriate geographic and functional sectors developed early on.
 - ii) In large operations, current weather information should be obtained, referenced and updated throughout firefighting operations.
 - iii) Notify and assist Georgia Forestry Commission as needed.
 - iv) If a wildland fire does not threaten life or property, consider letting it burn to natural or manmade boundaries, where extinguishment will be simplified.
 - v) Personnel participating in fire attack operations shall be in approved wildland gear or full protective clothing, utilizing SCBA as needed, and shall have PASS devices activated.
 - vi) Firefighters who respond to wildland and or ground cover fires shall be trained in the proper techniques of this type of firefighting.
 - vii) The Senior Fire Official (SFO) shall be responsible to coordinate all firefighting efforts with Georgia Forestry Personnel on scene.
 - viii) County structural fire vehicles will not be taken off-road to extinguish a wildland or ground cover fire.

The SFO shall position all county fire vehicles at the scene to provide adequate fire protection and have them positioned to allow for a rapid escape in case the fire shifts.

If Georgia Forestry personnel ask for the department personnel to stand-by at a scene while they are in an area performing an operation, the SFO shall have direct communication with Georgia Forestry personnel until the operation is complete or the department's assistance is no longer needed.

If department personnel are dispatched to a ground cover fire along the side of a roadway, the SFO shall recognize the hazard working around traffic. Fire department vehicles should be placed so as to protect firefighters with handlines. If smoke is causing a traffic hazard, the SFO

shall communicate to the dispatcher to have Law Enforcement personnel respond to the scene to control traffic. If the fire is along the Interstate Department of Transportation and GSP shall be notified.

On all wildland and ground cover fires the SFO shall find out if a burn permit was issued by the Georgia Forestry Commission.

When the Fire Department responds to a wildland or ground cover fire and the fire is under control, but no burn permit was issued the SFO shall advise the owner or occupant of the Burn Permit procedures and the owner or the fire department will extinguish the fire.

The SFO shall make a complete report on all wildland and ground cover fires too include the total acreage burned.

Only normal vegetation can be legally burned. If a fire department discovers any item burning that is not of normal growth, it shall be noted on the fire report and a follow-up call to the Fire Chief to see what action shall be taken.

The 911 Center will notify Georgia Forestry Commission on all fire department responses to wildland and or ground cover fires.

Multi-Story Fire Operations

1) Scope:

This procedure shall act as a guide for operations by the Fire Department in dealing with fire or smoke conditions in structures more than two stories in height. These procedures are based on the *Model Procedures Guide for high-rise Firefighting*, First Edition, Fire Protection Publications.

- a) Arrival at incident:
 - i) All units shall follow SOP's for size-up and Incident Management.
 - ii) Any fire showing or the encountering of a body of smoke shall result in at least a second alarm being called.
 - iii) The first arriving Engine Company shall proceed to the reported fire or smoke floor in full turnout gear and SCBA, and shall have with them forcible entry tools. A utility rope and/or lifeline rope shall also be taken whenever possible.
 - iv) The second arriving Engine Company shall stand by at the nearest hydrant or establish a water source and await instructions.
 - v) A Ladder Company from Valdosta shall be requested. The first arriving Ladder Company shall place and set up to provide access to the fire floor or egress from above the fire floor, if so indicated by conditions. Otherwise, the first arriving Ladder Company is to establish initial control of evacuees.
 - vi) The Incident Command shall be established preferably at a visible exterior location.
 - vii) Arriving Chief Officers shall report to Command. Command shall always remain at ground level. All Chief Officers shall assume positions as assigned by Command.
 - viii) Subsequent arriving units shall stage in a designated area, until they receive an assignment from Command.
- b) General Considerations:
 - i) Fire environment; floor location of event, the building construction, and an unreliable water supply can dramatically increase operational problems in high-rise buildings. The fire response actions can be severely affected by:
 - (1) Entrance, exits, and stairway locations
 - (2) Occupancy type
 - (3) Limited means of ventilation-sealed windows
 - (4) Intense heat and smoke
 - (5) Limited Personnel
- c) General Operations:
 - i) Determine the fire floor location as soon as possible. Locate the fire.
 - ii) Determine floors on which smoke has been reported.
 - iii) Simultaneously, or when possible, begin the process of controlling evacuation.
 - iv) When present, gain control of buildings systems:
 - (1) Elevators
 - (2) HVAC systems
 - (3) Communications equipment
 - (4) Fire pumps
 - v) Staging for firefighting operations shall be just outside a designated stairwell, one floor below the fire floor, or as designated by Command.
 - vi) At no time shall any fire department personnel assigned to suppression functions proceed into the fire structure without full protective clothing, including SCBA, and radio communication.

- vii) With the exception of emergency traffic, communications between Command and the fire floor shall take priority over all other communications.
 - viii) Confine and extinguish the fire using the minimum required water-the weight of unnecessary water can cause an overweighed floor.
 - ix) Deployment of hose lines on the floor above the fire to control extension is not recommended, but could be used as needed if safety precautions are met.
 - x) Major incidents will require a large commitment of personnel and equipment because of extensive logistic problems and the need for frequent personnel changes.
- d) Evacuation:
- i) Evacuation, if necessary, shall be in the following priority:
 - (1) Fire Floor
 - (2) Floors above the fire floor
 - (3) Roof-Top of structure
 - (4) Other floors, working downward from the fire floor.
 - ii) Command shall designate a medical sector and all evacuees shall be directed to that location where EMS personnel shall check for injuries and record personal information.
 - iii) Elevators shall not be used for evacuation of occupants, unless authorized to do so by Command.

Sprinkler and Standpipe Operations

1) Scope:

It shall be the philosophy and practice of the Lowndes County Fire Rescue to use built-in private fire protection systems whenever possible or practical.

- a) Sprinkler System Operations:
 - i) The second arriving Engine shall be responsible to position at the Fire Department Connection (FDC) and secure a water supply.
 - ii) The Officer (or acting officer) on the second arriving Engine shall assign one firefighter to locate the main valve and insure that it is open.
 - iii) The second arriving Engine will advise Command when they are ready to initiate charging the FDC, and shall await Commands order to do so.
 - iv) The FDC shall be charged to 150 psi when activated. The FDC shall always be charged by a minimum of two (2) 3" or larger supply lines
 - v) The system should remain charged until ordered shut down by Command.
- b) Standpipe System Operations:
 - i) The second arriving Engine shall be responsible to position at the FDC and secure a water supply.
 - ii) The Officer (or acting officer) on the second arriving Engine shall assign one firefighter to locate the main valve and insure that it is open.
 - iii) The second arriving Engine will advise Command when they are ready to initiate charging the FDC, and shall await Commands order to do so. The FDC shall be charged to 150 psi when activated.
 - iv) The FDC shall always be charged by a minimum of two (2) 3" supply lines.
 - v) The system shall remain charged until ordered shut down by Command.
 - vi) Interior attack teams shall use fire department hose in conjunction with standpipe outlets. Fire department personnel shall not use in-house hose lines.
- c) General:
 - i) Engines should avoid using hydrants that are connected to the private system, so as not to steal water supply from the defense system (when possible).
 - ii) Private fire pumps should be checked early in operations to insure proper operation and their status reported to Command.

Civil Disturbance

1) Scope:

Upon initiation of any moderate to large scale civil disturbance, the following guidelines are to be considered in the decision making process when responding to fire and rescue related emergencies.

- a) Philosophy:
 - i) Fire department personnel and/or equipment are not to be used for disturbance control, or combative intervention against any perpetrators.
 - ii) At all times, decisions are to be made in the interest of reasonable degrees of safety for responding personnel and equipment, balanced against the department's responsibility to the public for emergency fire response.
- b) Operations:
 - i) Response/Staging
 - (1) Warning lights, sirens, and horns are not to be used normally in responding within impacted areas.
 - (2) The staging of fire/rescue units is anticipated in order to provide Command with an opportunity to evaluate the safety and security considerations for fire/rescue personnel.
 - (3) All fire/rescue mutual aid units assigned to the incident(s) or in the staging area(s) are to be fully informed of situations as they develop. The safety of mutual aid units will receive the same priority as LCFR units.
 - (4) Responding units shall not knowingly travel through high-risk areas while en-route to emergency/non-emergency calls.
 - (5) Request to use a fire station for law enforcement staging and/or command post, or the use of fire department apparatus, must be approved by the Fire Chief or his designee.
 - ii) Tactical:
 - (1) Where appropriate, a heavy stream application followed by a rapid withdrawal may be used for fire suppression. This should be based on reasonable judgment and evaluation of the relative loss/risk factors which shall be used in determining if a fire should be fought or not.
 - (2) As attaching supply lines to a hydrant would impede the immediate withdrawal of units, the use of hydrants will be with the expressed permission of the Incident Commander.
- c) Equipment:
 - i) Where practical, backup equipment may be used to prevent damage to first line fire apparatus.
 - ii) Tools and devices that could be used as weapons against fire/rescue personnel shall be kept inside the vehicle compartments for safety.
 - iii) At all times, full protective equipment shall be worn.
 - iv) Command Officers shall make any necessary safety decisions for members of their command.
- d) Recovery:
 - i) Document all cases of injury and/or damage, in detail, for cost recovery and investigation.

Hazardous Materials Incident Response

1) Scope:

This standard defines the parameters of the department's efforts to manage the hazardous materials problem within the community. It was promulgated to establish guidelines to be followed by the department for managing an incident that involves a hazardous material.

2) General:

- a) The fiscal resources of this department do not allow the department to operate beyond the first-responder operational level as defined by NFPA 472, *Professional Competence of Responders to Hazardous Materials Incidents*.
- b) At the operational level, members are responsible for protecting people, property, and the environment from the effects of a hazardous material. Members will operate in a defensive role to contain the incident and prevent a release of a hazardous material from spreading.
- c) All Fire Districts (District Training Officers) in Lowndes County shall conduct pre-planning of hazardous material buildings and sites in their respective Districts. A building or site pre-fire plan shall be completed with special precautions to take in the event of a fire or spill at that location. The following are step by step procedures Lowndes County Fire Districts shall follow when responding to a hazmat incident:

3) Responsibility:

It is the duty of the Lowndes County Fire Rescue to save lives and protect property. This responsibility extends to the efficient handling of hazardous materials incidents within our jurisdiction.

It is the mission of Lowndes County Fire Rescue to contain and stabilize the hazardous material until such time the proper officials require the owner of the produce to properly dispose of the material.

All Lowndes County firefighters and officers shall be trained and certified to a minimum of the Hazardous Material Awareness Level.

- a) Hazardous materials shall be defined as: Any explosive, flammable liquid, oxidized, poison, etiologic agent, radioactive, corrosive, or other substance or material in quantity of form that may pose an unreasonable risk to health and safety or property. Although no two hazardous material incidents are the same, the following general plan of operation shall be placed into effect when any hazardous material is involved.
- b) The first arriving officer at an incident involving hazardous materials shall report the following information to dispatch:
 - i) The exact location of the incident
 - ii) The type and quantity of the materials involved, if known.
 - iii) The extent of damage and the number and types of injuries.
 - iv) The name of the carrier if a vehicle is involved.
 - v) Any other pertinent information such as the hazardous material entering the storm drain or sanitary sewer system.

- c) The first arriving officer shall also request any additional resources that may be needed, establish command, and begin securing the incident scene to prevent additional injuries or contamination.
- d) The area shall be evacuated if necessary. This function should be turned over to the police once sufficient law enforcement resources arrive on the scene.
- e) Dispatch shall provide the incident commander with the temperature, wind speed and direction, and humidity as soon as it is possible to do so.
- f) Additional resources shall be requested from the Valdosta Fire Department.
- g) The incident commander's objectives will be containment and stabilization. Final extinguishment and cleanup of incidents that exceed the capabilities of the department will be the responsibility of the private vendor who responds to the incident.

4) Operations:

There are three recognized levels of response:

Level I: The least serious and is within the capabilities of the department. Evacuation, if required, will be limited to the immediate area.

Example: a gasoline or diesel spill.

(Level of response-Awareness)

Level II: Beyond the capabilities of the department, a Level II incident requires the service of a formal Hazmat Response Team.

Examples: the rupture of a pipeline or a fire with the threat of a BLEVE.

(Level of response-Operational)

Level III: The most serious type, requiring resources from public and private agencies. It will require a large-scale evacuation and implementation of the jurisdiction's Emergency Operations Plan. Example: an incident that extends across jurisdictional boundaries. (Technician)

- a) Operations will either be defensive or offensive.
 - i) Defensive operations focus on confinement without directly contacting the hazardous materials creating the problem.
 - ii) Offensive operations focus on aggressive actions on the material, container, or process, and they may result contact with the materials. Offensive operations will not be conducted unless the incident commander can determine that the risk is worth the benefit.
- b) Personnel will not be allowed to enter the warm zone or the hot zone without the proper level of training and personal protection.
- c) Personnel will not be permitted to leave the warm zone or the hot zone without undergoing proper decontamination.
- d) The safety officer will appoint a medical surveillance team. The team will be responsible for monitoring members for indicators of toxic exposure effects, including:
 - i) Change in complexion, skin discoloration
 - ii) Lack of coordination
 - iii) Changes of demeanor
 - iv) Excessive salivation, papillary response
 - v) Changes in speech pattern
 - vi) Headaches
 - vii) Dizziness
 - viii) Blurred vision
 - ix) Cramps

- x) Irritation of eyes, skin, or respiratory tract
- e) Any member exposed to a hazardous material shall complete a Hazardous Materials Exposure Form. A copy of the form shall be placed in the member's medical file.
- f) The incident commander shall also appoint a rehab officer. The rehab officer shall establish a rehab sector. Members shall be rotated through the rehab sector in accordance with the department SOG/SOP's.
- g) Upon receiving a report of a potential hazardous material incident from the 911Center or the first arriving Department, the SFO shall initiate a hazardous material response.
 - i) The District Chief
 - ii) One Pumper
 - iii) One Tanker

5) Confirmed Hazardous material incident will include response from:

- a) The Fire Chief and Training Officer
- b) One Rescue Vehicle
- c) Air Re-servicing Vehicle
- d) One additional Pumper
- e) HazMat 10
- f) City of Valdosta or Moody AFB Hazmat Units if need is determined
- g) LEMA Director (notify only)
- h) Subsequent Fire Units and Personnel shall be requested as needed to adequately handle the incident.
- i) It must be remembered that a hazardous material incident may present a number of problems not present in most fire ground operations (i.e., large areas effected by toxic gases, evacuation due to explosive materials, etc.).
- j) The Incident Command Procedure, as adopted by Lowndes County Fire Rescue, shall be used at a major Hazardous material incident. Major emergencies or incidents shall be defined as those requiring the resources and coordination with agencies outside the Fire Service for ultimate resolution.
- k) The Incident Commander shall establish the command post upwind and uphill from the accident site and notify the 911 center of the location of the command post.
- l) The Incident Commander shall determine which areas are safe and which shall be restricted areas.
- m) Personnel and equipment not immediately required will be maintained in a ready condition in the staging area.
- n) Law enforcement agencies shall be called upon as needed to maintain these restricted areas.
- o) The Incident Commander shall ensure that the situation is continually monitored to detect any change in spill run-off, or vapor cloud. Subsequently, additional evacuation or other measures should be ordered as needed
- p) The Incident Commander will ask the 911 center for wind direction and velocity every fifteen minutes or more if necessary.
- q) All responding Agencies will approach the scene from uphill and upwind.
- r) Fire Vehicles are not to enter a vapor cloud or otherwise contaminated area until it has been shown safe or proper protective clothing is used.
- s) EMS Units are to remain at the staging area. Only as directed by the Incident Commander shall they enter any area to provide medical service.

- t) A minimum number of people, but not less than two, shall form the Hazmat Entry Team. A back-up team shall be provided.
- u) The Entry Team will operate within all safest guidelines and follow special operating procedures as they have been trained.
- v) Careful determination will be made as to the specific decontamination procedures necessary to handle a particular product.
- w) Prior to any personnel entering a contaminated area, the decontamination area shall be set up.
- x) During decontamination close attention shall be given to water runoff. Whenever possible, this water shall be collected and properly disposed of.
- y) The primary operational goal of Lowndes County Fire Rescue when dealing with hazardous materials shall be isolation, confinement, and stabilization of the product.
- z) Extreme caution shall be exercised by all fire department personnel to insure minimum exposure.
- aa) All available specialized tools, equipment, and apparatus shall be used to provide maximum protection and efficiency.
- bb) Only those persons specifically trained in Hazmat Operation and Technician Levels shall be used during a Hazardous Material Incident.

Incident Command System for Hazardous Materials Response

Lowndes County Fire Rescue shall adopt and use this Incident Command System (ICS) for all responses involving Hazardous Materials. This ICS is based on the Eight Step Incident Management Process for Hazardous Material Incidents described in the International Fire Service Training Association and the GEMA Hazardous Material Training Program.

1) Site Management and Control:

- a) The first arriving officer at a Hazmat Incident will advise the 911 Center that he/she is assuming command and control until relieved by a more senior officer. At this time the Lowndes County Fire Rescue shall be contacted to respond also the 911 center will page out County wide all Hazardous Material Operation and Technician level firefighters. They will be instructed to report to their respective departments and stand-by for further instructions.
- b) The Incident Commander (IC) will advise all responding units of the route to take to the incident and what their responsibility will be. All responses should be from uphill and upwind.
- c) The IC shall establish a staging area for additional equipment responding to the incident. A Staging Officer shall also be appointed to monitor the staging area and to advise the IC of what equipment he/she has available.
- d) The IC shall have law enforcement personnel establish a security perimeter around the site. The secure area will be based on what hazardous material is involved.
- e) The IC shall establish Hazard Control Zones to assure safe work area's for emergency responders and supporting resources.
- f) The area immediately surrounding a Hazardous Material Incident will extend far enough to prevent adverse effects from hazardous materials releases to personnel outside the zone.
- g) The control zone at a hazardous material incident site where personnel and equipment decontamination and hot zone support take place. It includes control points from the access corridor, helping to reduce the spread of contamination.
- h) The safety control zone at a Hazardous Material Incident that contains the command post and other support functions required to control the incident.
- i) The IC shall size up the need for rescue of any persons still in the area and start implementing initial Public Protection Plan (evacuation or protection in place) No matter what decision is made; the County Public Relations Officer shall work with the County EMA Director to alert the community that is affected on what steps to take to protect themselves.

2) Identify the Problem:

The following step shall be taken in the Identification process:

- a) Recognition – Recognize the presence of hazardous material
- b) Identification – Identify the hazardous material involved
- c) Classification – Determine the general hazard class or chemical family.

The above action can be completed by using the *D.O.T. Emergency Response Guide Book*; MSDS sheets shipping papers, placards, monitoring and detection equipment and the user.

3) Hazard and Risk Evaluation:

The IC shall realize the evaluation of hazard information and the assessment of the relative risks is one of the most critical decision-making points in the successful management of the Hazmat Incident. The (IC) shall have the 911 Center contact CHEMTREC to find out all the information he/she can about the hazardous material involved also the manufacture and user can be a valuable source of information.

a) Selecting Personal Protective Equipment

The IC shall consider if he is equipped to handle the hazardous material involved. If the level of protection is greater that what he can provide, he/she shall contact the City of Valdosta Fire Department or Moody AFB Fire Department for assistance. Lowndes County Fire Rescue can handle most Hazardous Material Incident's that requires level D protection.

b) Information Management and Resource Coordination

The IC shall use all available information concerning the hazardous material involved before a plan of action can be established. The following are five basic functions that an IC must accomplish at a Hazmat Incident:

- i) Use a minimum of Three (3) information sources in developing your hazard and risk recommendations.
- ii) The IC shall use all data and information to coordinate with the Hazmat Sector Officer, the Safety Officer, Decontamination Officer, EMS Officer and the EMA Director.
- iii) The IC will instruct the personnel gathering the information about the chemical and use a Hazardous Material Data Sheet to record all information that will be needed.
- iv) The IC shall coordinate the development of recommendations for the use of protective clothing within the hot, warm, and cold hazard zones, including chemical compatibility concerns.
- v) The IC shall contact technical information sources, as necessary. These sources include CHEMTREC, VSU chemist, Shippers, Manufactures and the Poison Control Center. The IC shall work with the LEMA Director to gather information from as many sources as possible.

4) Resource Coordination:

a) Hazardous Material Incidents are unique because of the resources required to mitigate the problem. The following areas shall be coordinated between the IC and the LEMA Director:

- i) The IC shall coordinate with the LEMA Director and advise him/her what type of operation shall be conducted and what equipment and resources will be needed to accomplish the task.
- ii) The IC or LEMA Director shall appoint an on site resource monitor to manage all equipment and other resources coming to the incident site.
- iii) The IC coordinating with the Site Resource Monitor (SRM) shall ensure all supplies, tools, and equipment required for entry operations shall be located in the warm zone, at or near the entry point of the hot zone.
- iv) An Equipment staging area utilizing a salvage cover shall be set up at this location and the following shall be accomplished:
 - A. The SRM shall ensure all expendable items must be monitored and replaced or resupplied.

- B. The SRM shall ensure all contaminated items remaining in the hot zone must be identified.
- C. The SRM shall ensure all equipment utilized throughout the incident is appropriately handled.

5) Implementing Response Objectives:

- a) The IC shall implement the best available strategic goals and tactical objectives which will produce the most favorable outcome during this phase of the operation. The IC should remember that the outcome is measured in terms of fatalities, injuries, property and environmental damage, and systems disruption.
- b) The three basic areas the IC must understand before he/she can implement a response are:
 - i) What has occurred?
 - ii) What is occurring now?
 - iii) What will happen in the future?
- c) The IC shall design his/her strategic goals and realize some of them may be pursued simultaneously, the following shall be the basic for establishing an incidents strategic goals:
 - i) Rescue
 - ii) Public Protective Action
 - iii) Spill Control
 - iv) Leak Control
 - v) Fire Control
 - vi) Recovery
- d) Once the IC has selected his/her strategy the tactical portion of the operation shall begin. The IC shall appoint a Tactical Officer to over see this part of the operation. The Tactical Officer will have control over this part of the incident based on what the IC has established as the strategic goals.
- e) The IC and the Tactical Officer must continually monitor and evaluate the Incident Action Plan, for changes in tactical operation.

6) Decontamination:

- a) The IC must ensure during this step of the Hazmat Incident that proper procedures are followed to ensure the safety of everyone involved and the general public.
- b) The IC will appoint a Decon Officer, he/she will ensure a Decon area is set-up and manned before an entry team enters. Also the Decon Officer will be responsible for coordinating all efforts through the IC from the time the area is set up until the incident is terminated.
- c) The size of the Decon Area will be based on the incident and the chemicals involved.
- d) The Decon Officer will ensure all Decon Team members are protected to the appropriate level of protection.
- e) The Decon Officer will ensure no one leaves the hot area unless they go through the Decon Corridor.

7) Terminating the Incident:

- a) The termination process of a Hazmat Incident is divided into three phases:
 - i) Debriefing

- ii) Post Incident Analysis
- iii) Critique

8) Debriefing:

The debriefing of personnel involved should include the following:

- a) Inform personnel involved exactly what hazards they were exposed to and sign and symptoms.
- b) Identify damaged equipment requiring servicing, replacement, or repair.
- c) Identify equipment or expended supplies that will require special decontamination or disposal.
- d) Identify unsafe site conditions which will impact the clean-up and recovery phase. Owners and contractors should be formally briefed before responsibility for the site is turned over to them.
- e) Assign information gathering responsibilities for a post-incident analysis and critique.
- f) Assess the need for a Critical Incident Stress Debriefing.

9) Post Incident Analysis:

The Post Incident Analysis is the reconstruction of the incident to establish a clear picture of the events that took place during the emergency. It is conducted to:

- a) Assure that the incident has been properly documented and reported
- b) Determine the level of financial responsibility
- c) Establish a clear picture of the emergency response for further study.
- d) Provide a foundation for the development of formal investigation which is usually conducted to establish the probable cause of the accident.

10) Critique:

The Critique of the Incident will be handled by the IC, County Fire Chief and the EMA Director. The primary purpose of the critique is to develop recommendations for improving the emergency response system rather than to find fault with the performance of individuals. The critique promotes:

- a) System dependent operations rather than people dependent organizations.
- b) A willingness to cooperate through teamwork.
- c) Sharing information among emergency response organizations.

Note: Members who are trained to the level of Hazmat Tech may assist established Hazmat Response Agencies, so long as they do not go beyond their individual level of training and are under the supervision of the established agency.

Water Rescue Team

1) Purpose:

These procedures are established to provide basic guidelines to be followed by the members of the Lowndes County Water Rescue Team, hereafter called the “Water Rescue Team”. The Water Rescue Team is comprised of members that meet the training and physical requirements necessary to voluntarily perform duty as Swift Water Rescue, and boat operators.

The Water Rescue Team will perform rescue activities in or around bodies of water either standing or moving. Other duties include (but are not limited to) surface searches, ground searches, rescue and safety operations, and public safety demonstrations and presentations.

The Water Rescue Team also may be called upon to provide mutual aid to other governmental agencies where written agreements are in place.

Lowndes County Water Rescue Team

The Water Rescue Team has three basic rules to ensure the safety of all divers in all operations:

- 1) The Water Rescue Team, with the approval of the officer in command of incident, decides when to enter the water. The Team alone decides when not to make water entry.
- 2) Each individual team member has the right to refuse to make entry for any reason without penalty or questioning.
- 3) All equipment is to be considered expendable.

Unless otherwise stated herein, the Water Rescue Team will follow the Rules and Regulations established by Lowndes County Fire Rescue.

1) General:

a) Purpose and Mission:

- i) It is the purpose and mission of Lowndes County Fire Rescue to maintain an emergency response Water Rescue Team capable of responding on short notice at any time, to any place within Lowndes County, including but not limited to creeks, rivers, ponds and lakes, or to assist in rescue operations outside the county.
- ii) The goal of Lowndes County Water Rescue is to be the primary water rescue team in Lowndes County for swift water rescue or search and rescue operations on any body of water within Lowndes County where a victim is thought to be alive.

b) Statement of Understanding and Release:

- i) Before any person can be a member of Lowndes County Water Rescue, he must first read the attached statement of understanding and release, and return a signed copy to the Water Rescue Team officer prior to his or her being allowed to participate in any training or actual calls of any kind or nature. The signing of this statement of understanding and release shall signify acknowledgment by the signer that he understands the inherent dangers of rescue operations, and assumes all risks involved in the water while a member of Lowndes County Water Rescue.

c) Minimum Standards:

- i) These rules and regulations constitute only minimum standards which all members are expected to obey and follow. Due to the inherent risks involved in water rescue operations, these rules and regulations will in no way guarantee the safety of any member, and each member is ultimately responsible for maintaining a level of knowledge and training so as to enable him or her to make an informed appraisal of the calculated risks involved in any rescue operation.

d) Membership:

- i) The Water Rescue Team is open to any member of Lowndes County Fire Rescue or prospective member that holds a Swift Water Rescue Certificate from an accredited organization or is in the process of obtaining the certificate.

e) Responding to Calls:

- i) Water Rescue Team members will be allowed to respond to calls once they have completed their training and received permission from the Team Captain. Members responding to calls must respond routine traffic. If a Water Rescue Team member runs 10-18 to a call and is not in an approved vehicle, he will be placed on immediate

30-day suspension from the Water Rescue Team and will face possible termination from the team.

f) Alcohol Consumption:

- i) No Water Rescue Team member will enter the water after consuming any alcohol. There should be a minimum of twelve (12) hours from consumption to doing any diving. Drinking and diving do not mix and will not be tolerated. Team members found on the scene of a call after consuming alcohol will be immediately terminated from Lowndes County Fire Rescue.

g) Physicals:

- i) Each member will be required to pass a yearly physical in order to do any rescue operations with the Water Rescue Team. If a member fails to get a physical or fails the physical, he will fall back to a Support Specialist and not be allowed to enter the water with the Water Rescue Team or be restricted to the limitations as stated by the doctor. The member may select his own doctor; however the doctor will need to sign a fit for duty/dive release form.

h) Lifejackets:

- i) Whenever any member of the Water Rescue Team is within six feet of the water or on a bridge over the water, the member will have a flotation device on. The Water Rescue Team shall request others in this area to wear a personal flotation device and helmets when circumstances deem necessary.

i) Insurance Coverage:

- i) All Water Rescue Team members will be covered by the Lowndes County Workers' Compensation Plan.

2) Mandatory Requirements:

- i) Background Check - Each candidate shall consent to a background check. This check will reveal criminal and traffic records. More than one traffic violation in a three year period, any criminal conviction (other than a traffic violation), and any other inappropriate behavior is grounds for dismissal.
- ii) Medical History - Medical information may be crucial if a team member is involved in an accident while with the Water Rescue Team. The attached Medical Form will be completed by each team member and updated annually or anytime there is a change in the information on the form. Medical information is kept confidential and is regulated by the EMA office.
- iii) Vaccinations - Team members may be exposed to possible disease and contamination. To prevent any mishap, members should have the Hepatitis B Series vaccination. Additionally, all divers must insure their Tetanus vaccination is current.

3) Authority and Responsibility:

CHAIN OF COMMAND

Lowndes County Board of Commissioners

Lowndes County Manager

Lowndes County Fire Rescue Chief or Designee

Water Rescue Coordinator

Water Rescue Training Officer

Operations Supervisors

Rescue Personnel

Support Personnel

- a) Water Rescue Team - Incident Command System:
The Water Rescue Team will use an Incident Command System on all incidents. The Water Rescue Team will establish its own command sector under an overall Incident Command System. Upon establishing the Incident command system, all radio traffic will switch to a tactical frequency as designated by the Incident Commander.
- b) Operations Officer:
The Water Rescue Team will establish an Operations Officer. His duties will include but are not limited to the following:
 - i) Provide for the safety and welfare of his personnel.
 - ii) Remove endangered persons to safety and treat the injured
 - iii) Rapidly evaluate conditions
 - iv) Develop a plan of attack
 - v) Make necessary assignments
 - vi) Develop an organization structure
 - vii) Provide continuing command
 - viii) Review, evaluate attack plan, make changes as needed
 - ix) Request and assign additional units as required
 - x) Maintain control of all activity in and around the water
 - xi) Maintain contact with the on-scene Incident Commander

4) Responsibilities & Duties:

The Water Rescue Coordinator is appointed by the Lowndes County Fire Rescue Chief, and is responsible for all water related activities, ensures that all team members and boat operators are physically fit and certified to perform effectively, schedules training for all members of the Water Rescue Team, ensures that the equipment and the boats are operational and all necessary equipment is accounted for and functional, and maintains a current roster of the available "on call" team members. The Water Rescue Coordinator should be qualified as an Operations Supervisor (as described below).

The Water Rescue Training Officer is appointed by the Water Rescue Coordinator and is responsible for coordinating both classroom and practical training missions on a routine basis. The Water Rescue Training Officer will work closely with the Water Rescue Coordinator to assist in the evaluation of each new team member, as well as seasoned team members, on an on-going basis and report any concerns to the Lowndes County Fire Rescue Chief. The Water Rescue Training Officer will serve as Operations Officer in the absence of the Water Rescue Coordinator or until the Water Rescue Coordinator arrives at the scene.

The Operations Supervisors - are appointed by the Water Rescue Coordinator and/or Training Officer. The Senior Operations Supervisor at the scene will serve as the Operations Officer in the absence of the Water Rescue Coordinator or the Training Officer or their arrival at the scene. Appointment as Operations Supervisor is made with due consideration of leadership training, experience and dive education. Operations Supervisors will assume command of a scene as the needs of an in water situation dictate. (There will be three Operations Supervisors, ranked Level I, Level II, and Level III.)

Personnel Status - There will be three types of members of the team:

Operations Level Water Rescue Specialist- Will have at least a Operations Level Certificate or equivalent. He will demonstrate all the skills of the Operations Level Specialist and Support Specialist rolls. He must show his ability to calmly and successfully handle rescues of both victims and Water Rescue Team members. This member will also have a minimum of one year with the Water Rescue Team.

Technician Level Water Rescue Specialist- Will have a Technician Level certificate from an accredited organization. He will meet the required training (See Training) minimum.

Support Personnel are appointed by the Water Rescue Coordinator, after consulting with the Lowndes County Fire-Rescue Chief and the Water Rescue Training Officer following a satisfactorily completed six-month probation period. Support Personnel must be familiar with proper procedures in boat handling and operations, as well as Water Rescue Team operating procedures.

5) Training Requirements:

- a) All team members must be certified by a nationally recognized training agency. Additionally, all divers must complete a "boating safety" course within six months of becoming a member of the team and have a full understanding of the operational standards and procedures for any boat used by the Water Rescue Team.
- b) Persons who wish to join the team must demonstrate skills during a team training exercise and provide access to and copies of their certifications. After a background check, the prospective member will be approved by the Water Rescue Coordinator for a six-month probation period.
- c) New Water Rescue Team members must participate in training. Additionally, Water Rescue Team members that have been certified for less than six months and inexperienced members will serve a three month probation period before participating in any water related event, except training missions. At the end of the three-month period, the Water Rescue Coordinator and Training Officer will make a recommendation to end probation or extend it for a longer period of time to assure members readiness for response.
- d) Training activities for the Water Rescue Team will be scheduled monthly. Members should train at least once every other month to insure maintenance of general skills.
- e) The Water Rescue Coordinator, Water Rescue Training Officer, Supervisors, Team Members, and Support Personnel's membership on the Water Rescue Team is at the discretion of the Lowndes County Fire Rescue Chief. Members of the team are entitled to fair and equal treatment. Problems within the team should be addressed and dealt with in an organized fashion. Members should first report any issue to the Water Rescue

Coordinator. Please note: members have the right at any time to contact the Water Rescue Coordinator with any problem. The issue will be discussed and if the Water Rescue Coordinator deems it necessary, will be discussed with certain team members or the team as a whole.

- f) The Lowndes County Fire Rescue Chief shall make the final determination on any such issue. Team meetings will be held to resolve the issues. Failure to maintain training activities and physical condition shall be grounds for dismissal.

6) Meetings and Training:

- a) Water Rescue Team Meetings will be called by the Lowndes County Fire Rescue Chief or Water Rescue Coordinator as needed. All members will be notified of the meeting location, date, and time, and are expected to attend when meetings are called.
- b) Training Activities - Due to the unique challenges in Water Rescue, training is a must. The Water Rescue Team will set up a minimum of one in-water training exercise each month. If a member fails to attend the required training, he will move to a support only status. As soon as the member completes the required training, he can move back to an active status.
- c) Scheduling will be flexible to facilitate the greatest number of participants possible. Training activities are important and Team Members will attend all training sessions unless excused by the Water Rescue Coordinator or Water Rescue Training Officer.
- d) Educational activities are held throughout the year at a variety of locations around the community. Attendance for these events is important for public recognition and educational purposes. The PIO will coordinate these activities. Funding requests for outside training must be submitted in writing to the Water Rescue Coordinator one week prior to the scheduled business meeting. These requests will be passed along to the Fire Chief. Requests should come from members who have been actively participating in monthly training. Only requests from active members or support personnel off probation that attend regular scheduled training will be considered. If you leave the team within a year of the completion of the training, you must repay the training costs. In order to receive credit for a training activity or call, the member must return to the squad building to assist in the clean-up unless cleared by an officer.

7) Professional Image:

- a) Strict professional procedures will be adhered to when joining the team. When a member responds to a call or activity, that member will conduct himself or herself in an orderly and professional manner. Actions and presentation of the team will cast an image to our community through media and word-of-mouth.
- b) When answering a call, members should wear the department uniform. If these are not available, the member is responsible for their appearance being in good taste. Every team member must display proper identification.
- c) When a call involves a death, members should assemble away from the crowd. Members not directly involved with search and recovery efforts should remain assembled out of view and hearing of spectators and family.
- d) Horseplay and misbehavior is not tolerated. Any report of this will result in an investigation and potential termination.
- e) Always remember, the Water Rescue Team is viewed by others as an elite force, and public expectations are high. The team's attitude, in most cases, will outperform the

actual required duties. The searches are sometimes difficult, but the Dive Team behavior should never be less than absolutely professional.

8) Response:

- a) Dispatch - Most calls are received through Central Dispatch (911). Dispatch will notify the Lowndes County Fire Chief of any incident involving Lowndes County waterways. Dispatch will initially include Station 10 and the district in which the incident is located, additional members will be dispatched as needed.
- b) The Lowndes County Fire Rescue Chief will be immediately notified of all Water Rescue calls.
- c) The team will respond to the given location. If the call involves a death, the team may stage for the operation some distance away from the specific scene.
- d) Team members will strictly adhere to prevailing traffic laws while en route and returning from a scene.

9) Types of water rescue calls:

Emergency	An incident that is considered to be an imminent danger to life
Non-emergency	An incident that involves the known recovery of victims or recovery of property
Training	Planned diving exercises
Educational	Planned safety awareness events.

- a) Arrival - Upon arrival to the scene, members will report to the Water Rescue Coordinator, Water Rescue Training Officer, or Operations Supervisor, whichever is in charge of the scene, by order of seniority, and a Command Post will be established.
- b) Operations - Search & Recovery Operations - Are performed only under the direction of the Fire Chief, Water Rescue Coordinator, Water Rescue Training Officer or on-scene Water Rescue Operations Supervisor. No one will be allowed to enter the water without specific instructions from Command.
- c) Interview - As soon as possible after arrival at the scene, Water Rescue Supervisors should:
 - i) Separate witnesses
 - ii) Interview each one separately.
 - iii) Have witnesses take you to the same location that they had been when they last saw the victim.
 - iv) Identify the most probable location of the victim.
- d) Risk Assessment & Buddy Team Assignments - The Incident Commander is responsible for buddy team assignments and risk assessment. Familiarization and assessment will be made with respect to the Water Rescue Team members and the dive site. Assessment of divers will be via direct observation and direct interview and include behavioral and equipment considerations, experience, any significant medical considerations, and a general impression of the individual's psychological condition (stress levels). Environmental Assessment is made with respect to: Weather, Currents, Visibility, Bottom composition, Air temperature, Water temperature and Depth range. The Risk/Benefit Factor is a subjective evaluation of the merits of an operation.
- e) Safety is the number one priority in all activities.
- f) Search & Rescue Operations for Team Members - Buddy teams will enter the water only at the direction of the Water Rescue Coordinator or the Water Rescue Operations

Supervisor. Any team member may terminate any operation at any time for any reason or no reason.

g) Communication:

- i) Communication on the scene is very essential. This communication will include verbal as well as radio and hand signals. When using verbal or radio communication special care should be taken in what is said due to the people around and the people monitoring on handheld scanners.
- ii) Whenever possible, restrict radio communications to public information type traffic. This would be the type of information that doesn't matter if everyone hears. In the case of some confidential data, deliver the message in person if at all possible. Hand signals: These are very important on the rescue scene. It allows everyone on the scene to know exactly what is happening.

- j) **Body Recovery** - Upon location of the victim, secure the body to the search line, take a quick view of the area for location of any personal articles and/or evidence, report to command and indicate contact with the body. Rescuers will secure the body and transport to shallow water or the boat. The body should be shielded from public view, covered at all possible times and a call to the Coroner should be issued. Prior to recovery of the S&R lines and equipment, a search of the area should be conducted and all personal articles and/or evidence should be recovered, secured, and marked. Removal of the body from the water is performed under the direction of the Coroner or the senior ranked Law Enforcement Officer on the scene.

- (k) **Vehicle Recovery** - Upon location of the vehicle, secure the search line to the vehicle, take a quick view of the area for location of any personal articles and/or evidence, report to the surface and indicate contact with the body. Prior to recovery of the S&R lines and equipment, a search of the area should be conducted and all personal articles and/or evidence should be recovered, secured, and marked. Removal of the vehicle from the water is performed under the direction of the senior ranked Law Enforcement Officer on the scene.

- (l) **Underwater Investigation** – Periodically, the Water Rescue Team may be called upon to assist Law Enforcement in the location of evidence or items pertinent to a case. In the event of such a request, the Lowndes County Fire-Rescue Chief and the senior ranking Law Enforcement officer will confer about the status of the item/evidence and the estimated or assumed location of such.

(m) **Search & Rescue Operations for Boats:** Everyone will wear a positive flotation device (Coast Guard Approved PFD or SCUBA with no weight system) while on any Water Rescue Team controlled boat. The primary use of boats is as a surface transportation and surface support station for the divers. Boat motor operation within 100 feet of submerged divers is performed only under the Direct Supervision of a Dive Operations Supervisor. Boats will be set at anchor or be maneuvered with paddles as the needs of the divers dictate. Boats not involved in the S&R operation will not be allowed within 300 feet of divers in the water.

(n) **Mutual Aid Operations:** Decisions concerning request for assistance from or to other Water Rescue Teams outside of our jurisdiction will be made by the Lowndes County Fire-Rescue Chief.

12) Written Reports: The Incident Commander is responsible for completing a written report, outlining the operation in detail to document the incident. This report will be turned in to the Lowndes County Fire-Rescue Chief within 24 hours of the incident. Any boating accident that occurs, with or without injuries, will immediately be reported to the Georgia Department of Natural Resources.

Emergency Response Guidelines

Emergency Response Guidelines

1) Scope:

The following guidelines were developed to establish a uniform guideline for the response to emergencies.

- a) Structure Fires:
 - i) 1st out – Two Engine Companies and Engine 10
 - ii) One Service Company
 - iii) Two Tankers
 - iv) When you arrive on scene prior to receiving an assignment, the senior non-driving firefighter will report to the Incident Command to receive assignments. All other firefighters will stage and wait at the apparatus for their assignments.
- b) Car Fires:
 - i) 1st out – One Engine Company and Engine 10
 - ii) One Service Company
- c) Motor Vehicle Accidents:
 - i) Extrication vehicle
 - ii) 1st out – One Engine Company and Engine 10
 - iii) One Service Company
- d) Brush and Woods Fires:
 - i) Engine 10
 - ii) 1st out – At Least One Brush or Engine Company
 - iii) If more than a minimal effort is required for extinguishment, protect exposures and call for Georgia Forestry.
- e) Bomb Threats:
 - i) Standby with an Engine County at least 2,500 feet away from building and notify 911 that you will respond from that location if needed.
- f) Fire Alarms:
 - i) A full response will be sent, as if it were called in as structure fire.
 - ii) 1st out – Two Engine Companies
 - iii) One Service Company
 - iv) Two Tankers if Rural
- g) Hazardous Materials Incident:
 - i) Engine 10 and an Engine with a minimum of two firefighters will respond, and the Valdosta Fire Department will be notified for a mutual aid response.
- h) Medical Assist (1st Responder):
 - i) Whenever possible respond, with two firefighters. (At least one must be trained to the level of First Responder or higher).
- i) Automatic Aid:
 - i) An Engine Company with a minimum of four firefighters will respond.

Emergency Medical Services

Emergency Medical Services/General Patient Care

1) Scope:

- a) This standard shall apply to all members who provide pre-hospital care or treatment. It was promulgated to establish guidelines for members to follow when in contact with a patient.

2) General:

- a) The general guiding principle of the department is to do no harm. Therefore, members shall always render whatever treatment is necessary, appropriate, and consistent with their level of training. Members, regardless of higher training levels, shall respond/provide patient care at the level of a First Responder unless otherwise directed by the responding ALS ambulance crew, who in essence shall be assuming direct responsibility for your authorization to act in your higher level.
- b) All patients shall be treated with care and respect regardless of their age, gender, race, sexual orientation, medical condition, or ability to pay for the services rendered.
- c) Each patient shall receive a thorough evaluation to determine his condition. Of immediate concern are:
 - d) Airway and respiratory maintenance
 - e) Circulation
 - f) Control of bleeding
 - g) Stabilization of fractures
- h) The primary evaluation and stabilization shall be performed where the patient is found unless circumstances present an immediate threat to the patient or caregiver.
- i) The patient's condition shall be continuously monitored until the patient is turned over to a medical responder of higher training.
- j) The department will recognize a "Do Not Resuscitate" order if the patient's physician is present or a DNR form is readily available and has been properly executed.
- k) Clothing and personal property shall not be removed from a patient unless it interferes with proper treatment. The patient's modesty and right to privacy shall be strictly observed. Any search for identity shall be witnessed, preferably by a law enforcement officer. All valuables removed from the patient shall be turned over to a family member, the police, the ambulance crew, or the hospital, and should also be witnessed if possible.

Emergency Medical Services/Deceased Persons

1) Scope:

- a) This standard contains guidelines for members to follow when a patient is obviously deceased or has been declared to be deceased by a competent authority. It was promulgated to establish guidelines to assist members in determining whether resuscitation efforts should be undertaken and to provide guidelines to follow when a patient is obviously deceased or has been legally declared to be deceased by a competent authority.

2) General:

- a) For the purposes of this standard, a competent authority shall mean a physician or an official from the coroner's office.
- b) Members shall treat the body of a deceased patient with care and dignity regardless of the patient's age, gender, race, or sexual orientation or the circumstances surrounding the death.
- c) The friends and family members of the deceased shall be treated with the utmost tact and sensitivity. Members shall be of assistance to them whenever possible.
- d) On determination that the patient is deceased in accordance with the provisions of Section 3, below, the body shall not be disturbed and the scene shall be preserved until the arrival of a law enforcement officer or other competent authority.
- e) Members shall endeavor to return their unit to service as soon as possible.

3) Resuscitation Guidelines:

- a) The decision to begin resuscitation efforts shall be based on the departments SOP's. As a general rule, resuscitation efforts shall begin unless one or more of the following conditions exist:
 - b) The patient is declared to be deceased by a competent authority.
 - c) Law enforcement official declares the incident to be a crime scene and is willing to take full responsibility for preventing the resuscitation effort.
 - d) An evaluation of the patient's condition reveals one or more of the following:
 - e) Decapitation
 - f) Decomposition
 - g) Rigor mortis
 - h) Visual massive trauma to the brain or heart conclusively incompatible with life
 - i) Additionally, resuscitation efforts shall not be undertaken at incidents involving mass casualties, hazardous materials, or terrorist activity if so warranted by a patient's condition, a lack of resources, or if the level of risk is unacceptable.
 - j) Should there be any doubt as to whether or not to resuscitate, begin CPR immediately.
 - k) Once begun, do not discontinue resuscitation efforts unless:
 - l) CPR was initiated prior to your arrival and the patient's condition is obviously incompatible with life and would fit into one of the categories listed in Section 3 a, above
 - m) The rescuers are too exhausted to continue their efforts
 - n) Ordered to discontinue by a competent authority
 - o) A DNR (do not resuscitate) order is present and satisfies the departments SOP's

SOUTH GEORGIA MEDICAL CENTER

MOBILE HEALTH CARE SERVICE

Medical Protocols for First-Responders

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APPROVAL

The following Standards of Care are approved for use as described in each situation. Some procedures are allowed to be performed without Medical Control or Physician contact only in the interest of time.

FIRST RESPONDERS MAY ONLY GIVE CARE/TREATMENT AS OUTLINED IN THESE STANDARDS OF CARE

Formulated & Revised By:

Charles Wilson, Jr. NREMT-P, CCEMT-P, R.N.
Asst. Chief of Clinical and Training Standards

Approved By:

Tim Brogdon, EMT-P
SGMC MHCS CHIEF

Jonathan Parrott, M.D.
SGMC MHCS MEDICAL DIRECTOR

INSTRUCTIONS

The EMS Medical Director has approved these procedures without making medical control contact, only in the interest of time or in life threatening situations. These procedures known as Standing Orders are denoted with an asterisk (*) and underlined. You must follow these "Standards of Care" in order to do any procedure that is marked with an asterisk and underlined*.

PRIMARY SURVEY

BLOODBORNE & BODY FLUID PROTECTION (PPE Personal protective equipment)

|

IS THE SCENE SAFE

REQUEST ADDITIONAL HELP IF NEEDED (EMS, POLICE, FIRE, ELECTRIC, GAS, OTHER)

|

ASSURE PATIENT IS MOVED TO A SAFE LOCATION IF ENVIRONMENTAL THREATS EXISTS

|

DETERMINE MECH. OF INJURY or NATURE OF ILLNESS

|

DETERMINE NUMBER OF PATIENTS – Advise EMS Dispatch.

|

CONSIDER MANUAL STABILIZATION OF SPINE

|

DETERMINES CHIEF COMPLAINT/APPARENT LIFE THREATS

|

LOC

DETERMINE RESPONSIVENESS (AVPU) IF A&O GET PERMISSION TO TREAT

|

AIRWAY

|

YES-----DOES PT. MAINTAIN OWN AIRWAY?-----NO

|

ASSESS BREATHING

MANUAL MANEUVER
Head tilt/chin lift (Jaw thrust in Trauma)

|
SUCCESS

YES ----- NO

Adjunct PRN

Appropriate Adjunct

|
Watch for dyspnea

|
Assist ventilation (BVM)

|

ASSESS BREATHING

IF NO VENTILATION'S ASSIST W/BVM - IF Pt IS BREATHING O2 & BVM PRN

(next page)

CONSCIOUS: AT RADIAL, UNCONSCIOUS: AT CAROTID - IF ABSENT MOVE TO CPR

|

MOVE TO APPROPRIATE STANDARD OF CARE

TRAUMA PATIENT ASSESSMENT

PRIMARY SURVEY TO THIS POINT

| ASSESS CAROTID/RADIAL PULSES

| ASSESS & STOP EXTERNAL BLEEDING - CHECK CRT

| ASSESS SKIN CHARACTER

| IDENTIFIES PRIORITY PATIENTS & ADVISES EMS

| DETAILED FOCUSED PHYSICAL EXAM & HX OF COMPLAINT

| VITAL SIGNS

| EXAMINE NECK, TRACHEA, & EXTERNAL JUGULAR
(DCAP-BLS-TIC)

| EXAMINE THE CHEST
(DCAPP-BLS-TIC)

| STOP PRIMARY IF ANY AIRWAY COMPROMISE OR TO DO CPR

| SECONDARY

CHECK VITAL SIGNS
(RESPIRATION, PULSE, B/P, MONITOR AS INDICATED)

| HEAD TO TOE EXAM (NEURO BEFORE & AFTER ANY TREATMENT)
(MODIFY TOE TO HEAD FOR CHILDREN)

MEDICAL ASSESSMENT

PRIMARY SURVEY TO THIS POINT

|
ASSESS CAROTID/RADIAL PULSES

|
ASSESS CRT

|
ASSESS SKIN CHARACTER

|
IDENTIFIES PRIORITY PATIENTS & Advises EMS

|
RAPID FOCUSED PHYSICAL EXAM & HX OF COMPLAINT

S.A.M.P.L.E.

S- Signs & Symptoms of current complaint

A- Allergies

M- Medications patient takes

P- Past pertinent medical history

L- Last meal

E- Events leading to calling EMS

|
VITAL SIGNS

|
INTERVENTION / TREATMENT

|
RE-EVALUATES PATIENT & INTERVENTION

WITH EACH CHANGE IN PATIENT & EACH TREATMENT

|
MOVE TO OTHER APPROPRIATE PATIENT CARE AS INDICATED

ALTERED LEVEL OF CONSCIOUSNESS
PRIMARY SURVEY TO THIS POINT

|
MAINTAIN OPEN AIRWAY

|
HIGH FLOW OXYGEN

|
AIRWAY ADJUNCT IF INDICATED
(UNRESPONSIVE PATIENT UNABLE TO MAINTAIN OWN AIRWAY)

|
QUESTION PT ABOUT KNOWN DRUG ALLERGIES

|
LOOK FOR MEDIC ALERT TAGS

|
ADVISE EMS

C V A / T I A

PRIMARY SURVEY TO THIS POINT

|

PROTECT PATIENT

|

MAINTAIN OPEN & SECURE AIRWAY

|

HIGH CONCENTRATION OXYGEN

|

ASSESS NEURO STATUS

(PMS in all extremities)

|

ADVISE EMS

SEIZURES

PRIMARY SURVEY TO THIS POINT

|

PROTECT PATIENT

|

PROTECT & MAINTAIN OPEN AIRWAY

|

OXYGEN AS INDICATED

|

ATTEMPT TO IDENTIFY CAUSE

|

ADVISE EMS

RESPIRATORY DISTRESS

PRIMARY SURVEY TO THIS POINT
DETERMINE CAUSE IF POSSIBLE

|
MAINTAIN OPEN AIRWAY

|
ASSESS RESPIRATORY EFFORT
BREATH SOUNDS

|
OXYGEN AT INDICATED CONCENTRATION

|
QUESTION PT ABOUT KNOWN DRUG ALLERGIES

|
ADVISE EMS

CHEST PAIN

PRIMARY SURVEY

|

HIGH CONCENTRATION OXYGEN AS INDICATED

|

OBTAIN VITAL SIGNS (INCLUDE B/P)

|

(Gather all Patient Medication)

QUESTION PT ABOUT KNOWN DRUG ALLERGIES

|

Reassure Patient EMS is on the Way

CARDIAC ARREST
PULSELESS PATIENT

Initial Assessment to determine Apnea/Absence of Pulse

|

Refer to the Following Guidelines

|

APPARENT DEATH – Inform Law Enforcement

RIGOR MORTIS PRESENT

LIVIDITY PRESENT

INJURY INCOMPATIBLE WITH LIFE

(Decapitation, Decomposition, Mutilation)

(DO NOT REQUEST CORONOR FOR HOSPICE PATIENTS, UNLESS DEATH IS
UNRELATED TO TERMINAL MEDICAL DIAGNOSIS)

|

VALID DNR ORDER

If so, then honor that Legal Document.

|

Not Apparent Death or No Valid DNR?

START BLS PROTOCOL

|

ADVISE EMS of Code Blue

BASIC LIFE SUPPORT

PRIMARY SURVEY MEDICAL/TRAUMA (TO THIS POINT)

|
MAINTAIN OPEN AIRWAY

AIRWAY ADJUNCT

|
VENTILATE TWICE (BVM or POCKET MASK)

|
CHECK CAROTID PULSE

IF ABSENT BEGIN CHEST COMPRESSION'S @100 PER MIN.*
(COMPRESS HARD & FAST, 1/3 OF DEPTH OF THE CHEST)

|
RAPID USE OF HIGH CONCENTRATION OXYGEN
CONTINUE TO VENTILATE

|
Attach AED

Follow instructions from AED

|
Continue CPR according to AHA Guidelines

|
Confirm rise and fall of chest with each ventilation
Ventilate at rate according to AHA Guidelines

SHOCK

CRT>3 SECONDS, ABSENCE OF RADIAL PULSES OR B/P < 80 SYSTOLIC

PRIMARY SURVEY TO THIS POINT

|

HIGH CONCENTRATION OXYGEN

|

DETERMINE IF TRAUMA OR MEDICAL

|

ELEVATE LEGS & KEEP WARM

|

ADVISE EMS

OVERDOSE AND POISONING

PRIMARY SURVEY TO THIS POINT

|

USE EXTREME CAUTION

DO NOT ENTER AN UNSAFE SCENE

|

TRY TO DETERMINE METHOD OF OD OR POISONING

(GATHER ALL POTENTIAL INGESTANTS IF POSSIBLE & SAFE TO DO SO)

|

IF PATIENT IS ALERT

Obtain permission to treat or get orders to restrain

|

MAINTAIN OPEN AIRWAY

|

HIGH CONCENTRATION OXYGEN AS INDICATED

|ORGANOPHOSPHATE OD= S.L.U.D.G.E.

S- Salivation

L- Lacrimation

U- Urination

D- Defecation

G- Gastritis

E- Emesis

ADVISE EMS of significant changes

DIABETIC EMERGENCIES

MAINTAIN OPEN AIRWAY

|

HIGH CONCENTRATION OXYGEN IF INDICATED

|

OBTAIN BLOOD GLUCOSE LEVEL

(If equipment available)

|

IF HYPOGLYCEMIC

(>60 With WEAKNESS OR OTHER SYMPTOMS)

ORAL GLUCOSE IF PATIENT IS ALERT & HAS INTACT GAG

|

(<60 With DECREASED LOC)

NOTHING TO BE GIVEN BY MOUTH

WATCH ABCs / EMS WILL HAVE TO GIVE IV GLUCOSE

MENTAL / EMOTIONAL CRISIS

PRIMARY SURVEY TO THIS POINT

|

USE EXTREME CAUTION

DO NOT ENTER UNSAFE SITUATION

|

ENSURE PERSONNEL AND PATIENT SAFETY

|

ASSESS FOR UNDERLYING MEDICAL/TRAUMA PROBLEM

HYPOXIA, HYPOGLYCEMIA, OVERDOSE, NEUROLOGICAL DEFICIT, HEAD INJURY

|

DOES PT HAVE GUARDIAN OR DOES FAMILY HAVE POWER OF ATTORNEY

IF THEY DO THEN THEY MAY MAKE TRANSPORT DECISION

|

MAINTAIN CONFIDENTIALITY

|

ADVISE EMS

SPINAL IMMOBILIZATION

COMPLETE PRIMARY & TRAUMA SURVEY TO THIS POINT

|

MAINTAIN C-SPINE CONTROL

|

ASSESS ALL DISTAL NEURO

|

APPLY C-COLLAR

|

MOVE TO BACKBOARD

|

ATTACH ALL STRAPS

CHEST STRAP 1st, PELVIS 2nd, and KNEE 3rd

|

SECURE HEAD W/BLOCKS & TAPE

|

REASSESS ALL DISTAL PULSES & NEURO

|

STAY ALERT FOR EMESIS

|

ADVISE EMS

Patient should have C-Spine control maintained at all times.

Patient should only be immobilized prior to EMS arrival if found prone or supine and life-threatening conditions exists.

FALL/FRACTURE/DISLOCATION

PRIMARY SURVEY TO THIS POINT

|
MAINTAIN C-SPINE CONTROL
MAINTAIN SPINAL INTEGRITY

|
OXYGEN AS INDICATED

|
ASSESS DISTAL PULSE & NEURO

|
IF NO DISTAL PULSE CHECK CRT

|
CRT > 3 SECONDS
INDICATES TRUE EMERGENCY
Advise EMS

|
IF THERE IS GROSS ANGULATION WITH A PULSE
SPLINT AS IT IS FOUND

|
REASSESS DISTAL PULSE / CRT POST SPLINTS

|
C-COLLAR, SPINE BOARD & HEAD BLOCKS AS INDICATED

|
ELEVATE IF POSSIBLE

|
ADVISE EMS

AMPUTATION

PRIMARY SURVEY TO THIS POINT

|

CONTROL HEMORRHAGE

(Direct Pressure, Pressure Points, Elevation)

|

MAINTAIN OXYGENATION

|

TREAT OTHER LIFE THREATENING INJURIES
BEFORE SEARCHING FOR AMPUTATED BODY PARTS

|

LOCATE BODY PART (YOU MAY GIVE THIS TASK TO FIRST RESPONDER OR PD)

|

WRAP AMPUTATED PART WITH TOWEL & MOISTEN WITH NORMAL SALINE

|

PLACE AMPUTATED PART IN BAG

|

YOU MAY PLACE COLD PACKS ON THE BAG
AS LONG AS THEY DO NOT COME IN CONTACT WITH SKIN

|

TRANSPORT BODY PART WITH PATIENT IF POSSIBLE

|

TREAT FOR SHOCK

|

ADVISE EMS

HEMORRHAGE

PRIMARY SURVEY TO THIS POINT

|
MAINTAIN OPEN AIRWAY

|
CONTROL BLEEDING
(Direct Pressure, Elevation, Pressure Points,)

|
HIGH CONCENTRATION OXYGEN
IF SHOCK IS SUSPECTED

|
RAISE THE PATIENTS LEGS If SITUATION PERMITS

|
MAINTAIN BODY HEAT WITH BLANKET

|
ADVISE EMS

BURNS

IS THE SCENE SAFE?

|
REQUEST FIRE DEPARTMENT IF NEEDED

|
DETERMINE NATURE OF BURN
CHEMICAL, THERMAL, RADIATION

|
MAINTAIN OPEN AIRWAY
ASSESS FOR INHALATION INJURY

|
VENTILATE OR USE HIGH FLOW OXYGEN

|
REMOVE ALL RESTRICTIVE/BURNED CLOTHING & JEWELRY
COOL WITH WATER FOR AT LEAST 1 MINUTE

|
QUESTION PATIENT ABOUT ALLERGIES

|
PROTECT FROM HEAT LOSS

|
ADVISE EMS

ELECTRICAL SHOCK

PRIMARY SURVEY TO THIS POINT

|
MAINTAIN OPEN AIRWAY

|
MAINTAIN BLS

|
GUARD C-SPINE/CONSIDER SPINAL IMMOB

|
USE OF OXYGEN AS NEEDED

|
TREAT BURNS PER BURN PROTOCOL

REMOVE ALL RESTRICTIVE/BURNED CLOTHING & JEWELRY

COOL WITH WATER FOR AT LEAST 1 MINUTE

|
QUESTION PATIENT ABOUT ALLERGIES

|
TREAT FOR SHOCK

|
ADVISE EMS

ABDOMINAL PAIN

PRIMARY SURVEY TO THIS POINT
ASSESS IF MEDICAL, TRAUMA OR OB/GYN

|
MAINTAIN OPEN AIRWAY
BE ALERT FOR EMESIS

|
HIGH O2 CONCENTRATION OXYGEN AS INDICATED

|
ASSESS & TREAT FOR SHOCK IF INDICATED
SEE SHOCK PROTOCOL

|
CONSIDER CAUSE

|
ADVISE EMS

OBSTETRICAL EMERGENCIES

MAINTAIN OPEN AIRWAY

|

OXYGEN AS INDICATED

|

OBTAIN SPECIFIC HISTORY

(PARA, GRAVIDA, ABNORMAL PREGNANCY, MENSTRUAL PERIOD, DUE DATE)

|

ASK ABOUT BLEEDING, DISCHARGE, ARE MEMBRANES INTACT?

|

RECORD FREQUENCY & DURATION OF CONTRACTIONS

|

IS BABY CROWNING?

|

NO-----YES

|

PLACE ON LEFT SIDE

|

PREPARE FOR DELIVERY

|

DELIVER & SUCTION AIRWAY
(SUCTION MOUTH THEN NOSE)

|

DRY & WARM BABY
WITH CONTINUOUS GENTLE RUBBING

|

CLAMP & CUT CORD
AFTER THE CORD IS NO LONGER PULSATING

|

PLACE ON MOTHERS CHEST

|

DELIVER PLACENTA & BAG

|

ADVISE EMS

DROWNING / NEAR DROWNING

HAVE APPROPRIATE RESCUERS REMOVE PATIENT FROM WATER

|
MAINTAIN SPINAL INTEGRITY

|
PRIMARY SURVEY TO DETERMINE IF MEDICAL OR TRAUMA

|
MAINTAIN OPEN AIRWAY

|
BEGIN/MAINTAIN BLS

|
TREAT AS HYPOTHERMIC UNTIL RULED OUT
REMOVE WET CLOTHES & KEEP PATIENT WARM

|
ADVISE EMS

ENVIRONMENTAL EMERGENCIES

PRIMARY SURVEY TO THIS POINT

|

REMOVE PATIENT AND PROTECT FROM ENVIRONMENT

|

WARM OR COOL AS INDICATED

REMOVE CLOTHING IF INDICATED DOWN TO UNDERWEAR

|

OXYGEN AS INDICATED

|

ADVISE EMS

ANAPHYLAXIS
BITES/STINGS

PRIMARY SURVEY TO THIS POINT

|

MAINTAIN OPEN AIRWAY

|

OXYGEN AS INDICATED

|

|

IS PATIENT HAVING ANAPHYLACTIC REACTION?

AIRWAY IS BECOMING OBSTRUCTED AND/OR SIGNS OF SHOCK

|

NO-----YES

|

TREAT SOFT TISSUE INJURY
MONITOR FOR REACTION

|

HIGH FLOW OXYGEN

|
ADVISE EMS

ALCOHOL INTOXICATION

PRIMARY SURVEY TO THIS POINT

|

PLACE IN RECOVERY POSITION

|

MAINTAIN OPEN AIRWAY

|

OXYGEN AS INDICATED

|

CONSIDER HIDDEN ILLNESS OR INJURY

|

ADVISE EMS

PRISONERS / ARRESTED PATIENTS

PRIMARY SURVEY TO THIS POINT

|
ONCE IT IS DETERMINED THAT THE PATIENT IS IN CUSTODY

|
A LAW ENFORCEMENT OFFICER / CORRECTIONAL OFFICER
WILL BE WITH PATIENT AT ALL TIMES!

|
THE APPROPRIATE OFFICER WILL BE RESPONSIBLE FOR ALL DECISIONS WITH
REGUARD TO PATIENT CARE

|
ALL TRANSPORTED PATIENTS WILL BE ACCOMPANIED BY AN
APPROPRIATE OFFICER

|
ANY PATIENT UNDER ARREST WILL BE HANDCUFFED IF MEDICALLY STABLE
WHEN POSSIBLE

|
AT NO TIME WILL A PATIENT BE HANDCUFFED BEHIND HIS BACK
AND RESTRAINED FACEDOWN ON THE STRETCHER

|
CONTINUE WITH APPROPRIATE STANDARD OF CARE

AMENDMENTS

TO: Standards & Training committee

FROM: _____(Your name)

SUBJECT: Standards of Care

Title of current Standard:_____

New Standard title:_____

Add or Delete_____

Please photocopy this form and Forward to Charles Wilson @ EMS.

This SOG supersedes all existing Fire
Departments Operating Instructions

attachment:
checklist

Communications

Communications/Radio Procedures

1) Scope:

This standard establishes guidelines for the use of two-way radio communications and associated equipment. It was promulgated to promote the most efficient and effective use of the radio communications system.

General:

2) It is the responsibility of all personnel to remain in radio contact with 911 Dispatch and the LCFR Headquarters while they are on duty or on call. Dispatch shall be notified whenever responding to an event.

3) Restricted Activities:

- a) The radio system is designed for emergency communications and those activities that support the accomplishment of the department's mission and is not for personal use. Therefore, a number of subjects are inappropriate when using the system. Common sense and good judgment should always be the user's guide when deciding the appropriateness of a message.
- b) Personnel who use a two-way radio should realize that the radio does not afford the user the same level of privacy as when making a land-line telephone call.
- c) The following items are inappropriate and should never be broadcast over a two-way radio:
 - i) Any term that would be offensive to someone of another race or gender
 - ii) Profanity
 - iii) Any discussion of a possible fire cause
 - iv) Personal information of a victim or patient
 - v) The name of an injured or deceased firefighter
 - vi) Business of a personal nature
 - vii) Reprimanding another or invoking another

4) Terminology:

- a) Use plain speech or clear text when transmitting over a two-way radio. Although the department does not use numerical codes, a distinctive vocabulary of words, phrases, and terms has been developed for use in radio conversations. These terms simplify and clarify radio conversation as well as contribute to brevity (See Clear Text, below).
- b) The department also uses the 24-hour clock rather than the traditional 12-hour clock. The 24-hour clock is often referred to as the military clock. All references to time used in two-way radio communications will be expressed in the 24-hour format. For example, 9:00 A.M. is expressed, as 0900 hrs (pronounced zero nine hundred hours).
- c) Use the ICAO (International Civil Aviation Organization) phonetic alphabet to clearly identify each letter of the alphabet:

A – Alpha	H- Hotel	O – Oscar	V – Victor
B – Bravo	I – India	P – Papa	W– Whiskey
C – Charlie	J – Juliet	Q – Quebec	X – X-ray

D – Delta	K – Kilo	R – Romeo	Y – Yankee
E – Echo	L – Lima	S – Sierra	Z – Zulu
F – Foxtrot	M – Mike	T – Tango	
G – Golf	N – November	U – Uniform	

5) Sending and Receiving Messages:

- a) To ensure that a radio message will be clear and understandable, the user of a two-way radio should observe the following practices:
 - i) Always speak in a conversational tone and at a moderate speed.
 - ii) Speak directly into the microphone. While speaking, keep your lips approximately 1 to 2 inches from the microphone.
 - iii) Remain calm. Always speak distinctly and clearly, pronouncing each word carefully.
 - iv) Avoid lengthy discussions; be clear and to the point.
 - v) Use ordinary conversation strength. If surrounding noise interferes, speak louder, but do not shout. Shouting will cause interference and distortion. You want to be heard the first time.
 - vi) No not talk while others are speaking. This causes distortion.
- b) Message format:
 - i) Identify the unit or function sending the message, as well as the unit or function to which the message is being directed.
Example: “6601 to Command.”
“Command to 6601, go ahead.”
 - ii) Use procedural words and phrases whenever possible.
 - iii) Use phonetic spelling when using words or terms that might be difficult to understand or may be spelled a variety of ways.
- c) Eliminating common errors:
 - i) The most common error committed by a user of a two-way radio is short keying. This is caused when a radio operator attempts to transmit a message before the repeater has time to engage. This practice chops off the first part of the message.
 - ii) To correct the problem, the user should press the transmit button and delay his message for 2 to 3 seconds. This delay allows the repeater time to engage. An experienced operator should be able to hear the repeater engage.
- d) Using radio when not responding to incident.
 - i) If personnel are not responding to incident, then remain off the radio so that response information can be sent.
 - ii) Command can never be transferred by radio or assumed by someone who is not on scene.

6) Clear Text:

<u>Words & Phrases</u>	<u>Application</u>
Affirmative	Yes
Call by phone	Self-explanatory
Clear	Understood
Clear of the scene	Assignment completed, returning etc.
Disregard	Cancel present assignment/message

Emergency	Term used to gain control of the radio channel to report an emergency. All other radio users shall refrain from using that channel until the channel is cleared.
Emergency traffic only	Radio users will confine all transmissions to an emergency in progress.
En route	Responding to a destination
In quarters	Indicates a unit is in a station
In service	Available for a call
Loud and clear	self-explanatory
Negative	No
On scene	Unit arrived at the scene
Out of service	Unit is unavailable to respond to a call
Received	Understood
Repeat	self-explanatory
Report	Provide a status update of the incident
Resume normal traffic	Channel is cleared for normal use
Return to	self-explanatory
Respond, responding	Unit should proceed to/is proceeding to
Stand by	Stop transmitting
Unreadable	Radio signal is unclear.

7) District Chief Call Sign:

<u>Station</u>	<u>Number</u>
Southside	101
Clyattville	201
Twin Lakes	301
North Lowndes	401
Bemiss	501
Shiloh	601
Eastside	701
Naylor	801
Westside	901

Appliance Apparatus Equipment Testing

Hydrant Testing/Inspections

1) Scope:

This policy applies to Department Hydrant Testing. It was promulgated to establish a uniform policy for recording water flow.

2) General:

All hydrants shall be tested in accordance with NFPA 291 Recommended Practice of Fire Flow Testing and Marketing of Hydrants, and AWWA (American Water Works Association). Fire flow tests are conducted on water distribution systems to determine the rate of flow and capacity of water available at mains at various locations for fire-fighting purposes. Hydrant inspections are to identify hydrants needing service, painting, gaskets, or disinfection. This provides a means to indicate possible deficiencies (such as closed valves).

3) Hydrant testing/flushing/inspection procedure:

- a) Area around hydrant should be: clean, clear and free of obstructions
- b) Remove 2.5 inch cap and attach cap gauge
- c) Open hydrant and record static pressure reading, check for leaks
- d) Close hydrant
- e) Remove remaining 2.5 inch cap
- f) Open hydrant and record hydrant flow pressure reading
- g) Flush until clear
- h) Close hydrant
- i) Re-install all 2.5" caps
- j) Paint hydrant if necessary
- k) Report defects or maintenance needs to supervisor

Hose/Appliance Testing

1) Scope:

This policy applies to Department Hose/Appliance Testing. It was promulgated to establish a uniform policy for purchasing hose and recording water flow.

2) General:

- a) Each new section of fire hose shall have an acceptance test conducted prior to placing hose into service. This acceptance test shall comply with NFPA 1962 Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles.
- b) Annual service testing of all fire hose and appliances shall be in accordance with NFPA 1962.
- c) All hose will be tested to the pressures listed on the hose

Ground Ladder Testing/Purchase

1) Scope:

This policy applies to Department Ground Ladder Testing/Purchasing. It was promulgated to establish a uniform policy for purchasing ladders and annual service testing.

2) General:

- a) All new ladders purchased shall be constructed and designed in accordance with NFPA 1931 Standard on Design of and Design Verification Tests for Fire Department Ground Ladders.
- b) All ladders shall be inspected and tested as required by NFPA 1932 Standard on Use, Maintenance and Service Testing on Fire Department Ground Ladders.
- c) Annual service testing of ground ladders shall be in accordance with NFPA 1932 Standard on Use, Maintenance and Service Testing on Fire Department Ground Ladders.

Aerial Devices Testing

1) Scope:

This policy applies to Aerial Device Testing. It was promulgated to establish a uniform policy for annual Aerial Device testing.

2) General:

- a) All Aerial Device Testing shall be in accordance with NFPA 1914 Testing Fire Department Aerial Devices, ASNT (American Society for Non-Destructive Testing), AWS (American Welding Society)
- b) Annual service testing of Aerial Devices shall be performed by a qualified, independent testing firm.

Pump Service Testing

1) Scope:

This policy applies to Department Pump Service Testing. It was promulgated to establish a uniform policy for annual Pump Service testing.

2) General:

- a) All Pump Service Testing shall be in accordance with NFPA 1911 Standard for Service Tests of Fire Pump Systems on Fire Apparatus.
- b) Service tests shall be completed annually and whenever major repairs or modifications to the pump or any components of the apparatus that is used in pump operations have been made.

Life Safety Rope, Harnesses and Hardware Testing/Purchasing

1) Scope:

This policy applies to Department Life Safety Rope, Harnesses and Hardware Testing/Purchasing. It was promulgated to establish a uniform policy for annual Life Safety Rope, Harnesses and Hardware testing.

2) General:

- a) All Life Safety Rope, Harnesses and Hardware Testing shall be in accordance with NFPA 1983 Standard on Fire Service Life Safety Rope and System Components.
- b) Service testing of Life Safety Rope, Harnesses and Hardware shall be performed by an approved certification organization that meets at least the requirements specified in Section 2-2. of NFPA 1983

Annual Testing and Inspections Schedule

1) Scope:

This policy applies to Department Annual Testing and Inspections Schedule. It was promulgated to establish a uniform policy for annual testing.

2) General:

January	Driver/Operator Testing (VFIS road course and class room)
February	Open
March/April	Hydrant Flushing/Inspecting
May	Hose/Appliance Testing
June	Ladder Testing
July	Open
August	Open
September	Pump Testing
October	Hydrant Inspecting
November	Open
December	Open

Pre-plans will continue on a daily basis until ALL are completed, then they will be done on an as needed basis.

Appendix

Application for Membership New Member Information Packet Lowndes County Fire Rescue

Application date _____

District _____

General Information

Name _____ Sex _____

Address _____

Home phone _____

Cell phone _____

SS# _____

Date of Birth _____

Drivers Lic. # _____ Class _____ State _____ Expires _____

Information for ID Card

Blood type _____ Height _____ Weight _____

Hair color _____ Eye color _____

Emergency Contact

Name _____ Relation _____

Home phone _____ Other phone _____

Address _____

Other Information

Employer _____

Address _____ Phone _____

Name and address of two people who are not firefighters and not related to you and have known you for at least 5 years

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Have you ever been convicted of a felony? yes _____ no _____



Application for Membership

Personnel Medical Statement

Lowndes County Fire Rescue

This form is designed to provide the department a complete history of physical status and of the care indicated. It is recommended that the form be completed on an annual basis. If any of the questions are answered "yes" be sure the answer is fully explained.

Date completed _____ District _____
 Name _____
 Address _____
 City & State _____ Zip _____
 Full Time Occupation _____
 Employer _____
 Position/Title _____
 Social Security number _____
 What is your valid state operator's plate number _____

1) Birth Date: Month ___ Day ___ Year ___

2) Eyesight:	Yes	No
a) Have you lost use of either eye? ___R ___L	___	___
b) Is peripheral (side) vision restricted	___	___
c) Are you color blind?	___	___
d) Do you have, or have you ever had cataracts	___	___
e) Are actual deficiencies corrected by glasses or contact lenses? _____	___	___

3) Hearing:

a) Do you have difficulty hearing normal conversation level?	___	___
b) Do you use a hearing aid?	___	___

4) Diabetes:

a) Have you ever been treated for diabetes?	___	___
b) Describe current medication and dosage, if any, and method of administration under remarks.		
c) Date of last blood sugar test? _____		

5) Heart:

a) Have you ever been treated for heart disease?	___	___
b) Describe condition _____		
c) Describe current medication and dosage, if any, under remarks		
d) Do you have a pacemaker?	___	___
e) Date of last treatment or check-up? _____		

- | | Yes | No |
|---|-----|-----|
| 6) Epilepsy: | | |
| a) Have you ever been treated for epilepsy? | ___ | ___ |
| b) If yes, when was your last seizure? _____ | | |
| c) Describe current medication and dosage, if any, under remarks. | | |
| 7) Blood Pressure: | | |
| a) Have you ever been treated for high blood pressure? | ___ | ___ |
| b) If yes, when were you treated? _____ | | |
| c) What was your last reading? _____ | | |
| d) Describe current medication and dosage, if any, under remarks. | | |
| 8) Limbs: | | |
| a) Have you lost an arm or leg? | ___ | ___ |
| b) Have you lost the use of an arm or a leg? | ___ | ___ |
| c) If yes to any of the above describe under remarks. | | |
| 9) Miscellaneous: | | |
| a) Have you ever had or been treated for Convulsions? | ___ | ___ |
| b) If yes, give date of last treatment and describe current medication and dosage, if any under remarks. _____ | | |
| c) Have you ever had any fainting spells? | ___ | ___ |
| d) If yes give date of last treatment. _____ | | |
| e) Have you had or ever been treated for loss of equilibrium? | ___ | ___ |
| f) If yes, give date of last treatment and current medication. _____ | | |
| g) Have you ever been treated for alcohol or drug abuse? | ___ | ___ |
| h) If yes, give date of last treatment and list current medication and dosage, if any, under remarks. _____ | | |
| i) Have you ever been treated for mental illness? | ___ | ___ |
| j) If yes, give date of last treatment. _____ | | |
| 10) What is the date of your last physical examination? _____ | | |
| 11) Are there any restrictions posted on your vehicle operator's license? ___ | ___ | ___ |
| 12) Are you under the care of a physician for any condition not mentioned above which may affect your ability to operate a motor vehicle? _____ | | |
| 13) When and for what purpose, did you last consult a doctor?
_____ | | |

14) Full Name, address and telephone number of your personal physician.
 Name: _____
 Address: _____
 City & State _____ Zip _____

15) Remarks:

The answers to the above are complete, accurate and true to the best of my knowledge.

 Signature Date

Application for Membership Drug-Free Workplace Agreement Lowndes County Fire Rescue

Purpose and Goal

Lowndes County Fire Rescue is committed to protecting the safety, health, and well being of all members and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- As a condition of membership, Lowndes County Fire rescue requires all members to adhere to a strict policy regarding the use and possession of drugs and alcohol.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. Prescription and over the counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any member taking prescription or over the counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the member, fellow member, or the public it is the member's responsibility to use appropriate judgment to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications.

Drug Testing

Each member, as a condition of membership, will be required to participate in pre-application, random, post accident, and reasonable suspicion testing upon selection or request of management.

The substances that will be tested for are amphetamines, cannabinoids, cocaine, opiates, phencyclidine (PCP), and alcohol.

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of metabolites of drugs will be conducted by the analysis of urine.

Any member who tests positive will be immediately removed from duty and required to pass a return to duty test.

A member will be subject to the same consequences of a positive test if he/she refuses the screening or test.

All drug-testing information will be maintained in separate confidential records.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of membership can be withdrawn. The applicant may reapply.

I have read and fully understand the Lowndes County Fire Rescue Drug Free Workplace statement. By affixing my signature, I agree with the Drug Free Workplace statement and to the pre-application screening and any other screenings deemed necessary or appropriate by the organization.

Signed

Date

District Chief

Duties:

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals. Manages and oversees, either personally or through subordinate supervisors, daily activities of personnel engaged in fire suppression, rescue, and emergency personnel on assigned shift. Prepares work schedules; approves vacation and leave time; adjusts schedules, staffing, and/or authorizes overtime to ensure adequate manpower at all times, disseminates information and special orders. Explains, interprets, and enforces departmental operating procedures, policies, and training programs; establishes goals for employees; instructs and directs personnel regarding proper procedures and protocol of the department. Enforces all county fire codes, ordinances and fire laws and regulations of the state in order to protect life and property, complies with all rules, orders, and instructions issued by superior officer. Responds to emergency calls involving fire, hazardous materials, natural and man made disasters, rescue, and other critical incidents; evaluates conditions at scene and determines strategies and tactics. Establishes and assumes command of an incident management center at emergency site; issues orders/commands company in rescue and fire fighting operations while maintaining communications with department managers, other agencies, and citizens; relinquishes command to higher ranking officer upon his/her arrival. Identifies dangerous building conditions, electrical emergencies, hazardous materials, and ancillary health hazards; determines need for and method of structure ventilation, entry, evacuation and extinguishment; ensures appropriate precautions and procedures are followed; participates in firefighting activities. Determines cause and point of origin of all fires occurring during assigned shift, recognizes/preserves evidence of arson, and initiates all arson investigations. Performs and directs necessary activities to resolve, downgrade, or terminate emergency incidents and to ensure maximum safety of all persons; ensures optimal deployment and accountability of physical resources; determines need for and requests additional/back-up personnel as appropriate. Participates in and supervises training activities; observes employees' abilities, evaluates performance, and reviews levels of training, makes personnel recommendations. Oversees and directs scheduling of maintenance and repair of fire equipment, vehicles, and station facilities; inspect station grounds, apparatus, and personnel; ensures adherence to guidelines and regulations. Coordinates/conducts fire safety inspections, pre-fire surveys, and building inspections, oversee hydrant surveys. Establishes and maintains positive public relation; attends community meeting; promotes and teaches fire safety and prevention. Responds to question and requests for information from the news media and general public regarding shift activities; investigates complaints against subordinates. Inspects, evaluate, and conducts various tests on equipment such as acceptance of new units and pump operation on all fire trucks; determines and justifies departmental equipment and supply requirements. Reviews documents processed by subordinates to ensure, accuracy, directs preparation and submittal of training records and reports; provides technical assistance as needed. Maintains knowledge and awareness of applicable laws/regulations, city geography, and current fire, medical, and rescue techniques; reads professional literature; maintains professional affiliations. Schedules and conducts shift meetings, attends supervisory meetings, seminars, workshops, and sessions as appropriate; visits all assigned fire stations routinely.

Composes, prepares, revises, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with responsibilities of this position, maintains administrative records and files. Cooperates with all law enforcement agencies and officers or

representative during activities related to investigations within county jurisdiction. Performs other miscellaneous tasks as required.

Employees hired in this position are subject to random drug testing according to the Lowndes County Fire Rescue Drug Free Workplace Policy.

Qualifications: High school diploma or GED required; supplemented by five years of progressive management experience in fire service management, fire safety, prevention, and suppression methods, equipment, and supplies, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia Class B driver's license and maintain a State of Georgia Basic Firefighter certification. NPQ Firefighter I. NPQ Fire Officer I Required to attain and maintain Hazardous Materials Operations level, First Responder, and/or Cardiopulmonary Resuscitation (C.P.R.) and Automatic Electronic Defibrillator certifications.

Candidates for promotion to District Chief must stand a credentials review by Fire Administration.

ALL INFORMATION SUBMITTED MAY BE SUBJECT JTO REVIEW UNDER THE GEORGIA OPEN RECORDS ACT.

LOWNDES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Battalion Chief

Duties:

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining. Coordinates, monitors, and directs, either personally or through subordinate supervisors, the operations Fire Suppression. Establishes priorities for department activities; delegates' assignments to and placement of personnel on assigned shift; insures proper allocation of personnel and other resources; disseminates information and special orders. Evaluates and determines proficiency level of assigned division personnel; identifies areas requiring improvement; formulates and executes action plan to correct deficiencies. Develops, interprets, and/or implements standard operating and testing procedures, policies, training programs, and general orders; establishes and reviews employee, unit, and division goals and objectives. Instructs and directs subordinates regarding proper procedures and protocol of the department; reviews all work for compliance with standards, policies, and procedures; schedules and coordinates in-service training for personnel. Meets with the Fire Chief regarding major policies affecting the administration of the department; recommends improvements and changes as appropriate. Maintains comprehensive, current knowledge and awareness of O.S.H.A. and E.P.A laws and regulations to ensure departmental compliance. Enforces all county fire codes, ordinances and fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by superior officer. Responds to and may assume command at major alarm fires and emergency calls involving fire, hazardous materials, natural and man made disasters, rescue, and other critical incidents; coordinates activities with other agencies. Evaluates condition at emergency scenes, determines strategy and tactics, and directs firefighting, and/or rescue activities, utilizes multi-zone/agency assistance for unusual problems. Conduct internal investigation as requested; investigates complaints against department personnel; makes disciplinary decisions. Oversees the inspection, evaluation, and various tests on equipment; determines and justify department equipment and supply requirements. Makes equipment and tools recommendations. Schedules surveys, inspections, and pre-fire plans; interprets and enforces fire and building codes.

Reviews documents processed by subordinates; discusses errors and recommends methods for corrective/alternative action; provides technical assistance as needed. Maintains knowledge and awareness of applicable laws/regulation; reads professional literature; maintains professional affiliation. Attends and conducts departmental staff meetings. Composes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence and various other documents associated with daily responsibilities of this position; prepares and maintains files and administrative records. Cooperates with federal, state, and local law enforcement investigating agencies and their officers or representatives when activities are related to investigation within county jurisdiction. Performs firefighting tasks as necessary; drives, operates and performs minor maintenance or repairs of apparatus and equipment; accounts for equipment and firefighting protective gear. Establishes and maintains positive public relations.

Employees hired in this position are subject to random drug testing according to the Lowndes County Fire/Rescue Drug Free Workplace Policy.

QUALIFICATIONS: High school diploma or GED required; supplemented by five years of progressive management experience in fire service management, fire safety, prevention, and suppression methods, equipment, and supplies, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and

abilities for this job. Must possess a valid Georgia Class B driver's license and maintain a State of Georgia Basic Firefighter certification. NPQ Firefighter I, NPQ Fire Officer I, Required to attain and maintain Hazardous Materials Operations level, First Responder, Cardiopulmonary Resuscitation (C.P.R.) and Automatic Electronic Defibrillator certifications.

Candidates for promotion to Battalion Chief must stand a credentials review by Fire Administration.

ALL INFORMATION SUBMITTED MAY BE SUBJECT TO REVIEW UNDER THE GEORGIA OPEN RECORDS ACT.

LOWNDES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Fire Captain

Duties:

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining. Manages and oversees, either personally or through subordinate supervisors, day-to-day operation of the station; delegates assignments; adjusts schedule, staffing, and/or authorizes overtime to ensure adequate manpower at all times; disseminates information and special orders. Facilitates development of and implements policies and procedures; establishes goals for employees; instructs and directs subordinates on proper procedures and protocol of the department; instructs subordinates on fire subjects. Enforces all county fire codes, ordinances and fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by superior officer. Receives, verifies, and responds to emergency calls for fire, medical, hazardous materials, vehicle accident, and other emergency situations; may direct traffic and control crowds. Monitors and communicates effectively and coherently over radio channels while initiating and responding to radio communications; coordinates multi-zone/multi-company assistance for unusual incidents. Dispatches fire apparatus, emergency, and/or other fire vehicles; directs traffic route to destination; strategically positions fire apparatus; oversees apparatus, tool, and equipment set-up, use, and operation. Evaluates and assumes initial command of emergency scene upon arrival; ensures safety of all subordinate personnel; coordinates utilization and deployment of manpower and resources; may relinquish command to higher ranking officer upon his/her arrival. Identifies dangerous building conditions, electrical emergencies, hazardous materials, and ancillary health hazards; determines need for and method of structure ventilation, entry, evacuation and extinguishment; ensures appropriate precautions and procedures are followed. Supervises and/or participates in all functions associated with resolution of fire, rescue, or disaster emergency calls such as removing individuals from dangerous/hazardous situations, performing all activities necessary to suppress/extinguish fires, assessing emergency medical problems, and performing prescribed treatment as outlined and authorized under state guidelines. Conducts preliminary fire investigations to establish cause and point of origin; recognizes/preserves evidence of arson; secures scene until appropriate personnel arrive. Implements emergency techniques when trapped or disoriented; maintains and wears protective clothing and self contained breathing apparatus as designed. Conducts fire and multi-company drills; participates in fireground critiques; identifies additional/specific training required by individual in company; conducts training and instruction in emergency first aid and cardiopulmonary resuscitation (C.P.R.). Supervises inspection, repair, and maintenance of fire equipment, apparatus, and station facilities; inspects station, grounds, apparatus, and personnel; ensures compliance to guidelines and regulations; tests equipment as scheduled. Coordinates/conducts fire safety inspections, pre-fire surveys and provides education to the public on fire safety/prevention; performs invalid watches. Evaluates equipment needs for the station/company; prepares requisitions for equipment, materials, and supplies; ensures optimal deployment and accountability for physical resources. Peruses documents processed by subordinates to ensure accuracy; discusses errors and recommends method for corrective action; provides technical assistance as needed; ensures timely completion of records and reports. Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations and current medical and rescue techniques; reads professional literature; maintains professional affiliations.

Schedules and conducts shift meetings; attends supervisory meetings, seminars, workshops, and training sessions as appropriate. Composes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with responsibilities of this position; prepares and maintains administrative records and files. Cooperates with federal, state, and local law enforcement/investigating agencies and its officers or representatives when their activities or investigations are related to on-going investigations within county jurisdiction. Oversees and performs miscellaneous duties including changing fire hoses, filling air bottles, requesting supplies, securing station facilities, general housekeeping and station cleaning, basic grounds maintenance, conducting fire station tours, and public relations. May drive emergency vehicles as necessary.

Employees hired in this position are subject to random drug testing according to the Lowndes County Fire/Rescue Drug Free Workplace Policy.

QUALIFICATIONS: High school diploma or GED required; supplemented by five years of progressively responsible experience in fire safety, prevention, and suppression methods, equipment, and supplies, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia Class B driver's license and State of Georgia Basic Firefighter or higher certifications. NPQ Firefighter I, NPQ Fire Officer I. Required to attain and maintain Hazardous Materials Operations level or higher, First Responder, and/or Cardiopulmonary Resuscitation (C.P.R.) and Automatic Electronic Defibrillator certifications.

Candidates for promotion to Fire Captain must stand a credentials review by Fire Administration.

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LOWNDES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Fire Lieutenant

Duties:

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Directs and oversees daily activities of the unit; schedules and coordinates in-service training; adjusts schedule, staffing, and/or requests overtime to ensure adequate manpower at all times; disseminates information and special orders. Establishes goals for employees; instructs and directs subordinates on proper procedures and protocol of the department; reviews and inspects station/company for compliance to guidelines and departmental regulations. Enforces all county fire codes, ordinances and fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by superior officer. Receives, verifies, and responds to emergency calls involving fires, rescues, hazardous materials, severe weather, and vehicle accidents with a company; evaluates scene upon arrival; may direct traffic and control crowds. Monitors and communicates effectively and coherently over radio channels while initiating and responding to radio communications. May dispatch and/or drive fire apparatus, emergency, and/or other fire vehicles to deliver emergency/fire personnel and equipment to/from incident scene; selects most efficient route; utilizes warning lights and siren to alert traffic. Assumes initial command of fire situation including suppression and extinguishment, forcible entry, ventilation, search and rescue of victims, salvage and overhaul as assigned; coordinates utilization and deployment of manpower and equipment; may relinquish command to higher ranking officer upon his/her arrival. Receives and evaluates fireground orders and conveys accurate information; supervises fireground tactics while working with subordinates; ensures safety of all subordinate personnel. Conducts fire investigations; recognizes and preserves evidence of arson; secures incident scene appropriate personnel arrive. Oversees apparatus, tool, and equipment set-up, use, and operation; strategically positions fire apparatus; assists with monitoring controls and gauges. Supervises location of water source; directs deployment of hoses and connections, backup person, direction of water streams, chemical fire extinguisher operations, and placement of ladders. Identifies dangerous building conditions, electrical emergencies, hazardous materials, and ancillary health hazards; determines need for and method of structure ventilation, entry, and evacuation; ensures appropriate precautions and procedures are followed. Assesses and manages the incident; determines number of individuals in need of assistance; sets up medical area and assesses nature of injuries and medical problems. May direct and provide emergency medical care as a first responder; provides rehydration and first aid support during fireground activities. Oversees and performs various types of rescue operations as assigned such as extrications of individuals from structures or vehicles, search for possible drowning victims. Implements emergency techniques when trapped or disoriented; maintains and wears protective clothing and self contained breathing apparatus as designed. Conducts fire and multi-company drills; participates in fireground critiques; identifies additional/specific training required by individual in company; conducts training and instruction in emergency medicine and cardiopulmonary resuscitation (C.P.R.). upervises and prepares, inspects, repairs, and/or maintains fire equipment, apparatus, hoses, tools, materials, turnout gear, emergency medical equipment, and vehicles for safe operation; tests equipment on a regular basis. Conducts company surveys and inspections; notifies concerned parties of fire hazards; checks fire hydrants for proper function; conducts pre-fire plans.

Promotes and teaches fire safety and prevention. Inventories supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks; accounts for and tracks personal protective gear and fire equipment. Reviews documents processed by subordinates to ensure accuracy; discusses errors and recommends method for corrective action; provides technical assistance as needed. Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations and current medical and rescue techniques; reads professional literature; maintains professional affiliations. Schedules and conducts shift meetings; attends supervisory meetings, seminars, workshops, and training sessions as appropriate; may serve on panels, boards, and/or committees. Composes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; prepares and maintains administrative records and files. Cooperates with federal, state, and local law enforcement/investigating agencies and its officers or representatives when their activities or investigations are related to on-going investigations within city jurisdiction. may serve as Fire Training Officer as assigned; may develop lesson plans, perform training and teaching duties, and assist the Fire Training Supervisor as requested. Oversees and performs miscellaneous duties such as filling air bottles, securing station facilities, kitchen inventory, laundry, preparing meals, general housekeeping and station cleaning, and basic grounds maintenance; conducts fire station tours. Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary. Assists or substitutes for supervisor and/or co-workers in temporary absence of same. Performs other related duties as required.

Employees hired in this position are subject to random drug testing according to the Lowndes County Drug Free Workplace Policy.

QUALIFICATIONS: High school diploma or GED required; supplemented by four years of progressively responsible experience in fire safety, prevention, and suppression methods, equipment, and supplies, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia Class B driver's license and/or Georgia Commercial Driver's License (CDL) including appropriate level/endorsement(s). Must have attained and maintain valid State of Georgia Basic Firefighter certification, NPQ Firefighter I May be required to attain and maintain Hazardous Materials Awareness or higher, First Responder, and/or Cardiopulmonary Resuscitation (C.P.R) certifications.

Candidates for promotion to Fire Lieutenant must stand a credentials review by Fire Administration.

ALL INFORMATION SUBMITTED MAY BE SUBJECT TO REVIEW UNDER THE GEORGIA OPEN RECORDS ACT.

LOWNDES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Firefighter

Duties: Enforces all county fire codes, ordinances as well as fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by superior officer. Responds to emergency calls involving fires, hazardous materials, and vehicle accidents with a company; evaluates scene upon arrival; may direct traffic and control crowds. Provides control of fire situation including suppression and extinguishment, forcible entry, ventilation, search and rescue of victims, salvage and overhaul. Assists with fire cause and determination; recognizes and preserves evidence of arson. Selects and properly operates fire service tools and equipment including fire hoses, nozzles, appliances, and the components of sprinkler and standpipe systems. Locates water source; lays and connects hose, acts as nozzle or backup person in the direction of water streams, uses chemical fire extinguishers, and raises and climbs ladders. Identifies dangerous building conditions, electrical emergencies, hazardous materials, and ancillary health hazards; applies appropriate precautions and procedures; informs and/or evacuates individuals and implements appropriate medical protocols. Provides rehydration and first aid support during fire ground activities; may provide emergency medical care as a first responder including basic first aid, basic life support, manage obstructed airway, and/or other treatment. Performs various types of rescue operations as assigned, such as extrications of individuals from structures, trenches, machinery, or vehicles, water rescues, searches for possible drowning victims. Implements emergency techniques when trapped or disoriented; assists fellow firefighters and guides new recruits; maintains and wears protective clothing and self contained breathing apparatus as designed. Monitors and communicates effectively and coherently over radio channels while initiating and responding to radio communications; performs regular radio tests. Prepares, inspects, inventories, repairs, and/or maintains fire equipment, apparatus, hoses, tools, materials, turnout gear, first aid equipment, and vehicles for safe operation; performs post-fire clean up; tests equipment on a regular basis. Conducts company surveys and inspections; notifies concerned parties of fire hazards; tests fire hydrants for proper function. Establishes and maintains positive public relations. Maintains a current policy and procedures handbook, employee handbooks, various maps, addresses, and related material for reference and/or review. Attends shift meetings, seminars, drills, and training sessions as required to maintain knowledge of departmental and county operations, to promote improved job performance, and to maintain knowledge of medical and rescue techniques. Completes/prepares a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with responsibilities of this position; maintains administrative records and files. Cooperates with federal, state, and local law enforcement/investigating agencies and their officers or representatives when activities are related to investigations within county jurisdiction. Performs miscellaneous duties which may include conducting fire station tours, raising and lowering the flag, securing station facilities, cleaning assigned station area, and maintaining grounds.

Employees hired in this position are subject to random drug testing according to the Lowndes County Drug Free Workplace Policy.

QUALIFICATIONS: High school diploma or GED required; NPQ Firefighter I certificate preferred; must possess a valid Georgia Class B driver's license. Must attain and maintain valid State of Georgia Basic Firefighter certification, NPQ Firefighter I. Will be required to attain and maintain Hazardous Materials Operations, First Responder, and Cardiopulmonary Resuscitation (C.P.R.) and Automatic Electronic Defibrillator certifications. No previous experience required. State of Georgia certified Firefighters highly desirable.

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Original documents of High School Diploma or GED/College Degree(s),
Valid Georgia Driver's License, Social Security Card, Birth Certificate, and DD214 (if prior
military) are required for all positions.

Infection Control

- 1) Statement of Policy
 - a) It is the policy of the Lowndes County Fire/Rescue to take precautionary measures against and report infectious disease exposures.
- 2) Objectives
 - a) The objective of this SOP is to identify procedures that will minimize or eliminate the possibility of occupational exposure to infectious diseases.
 - b) This procedure is intended to comply with the requirements of 29-CFR 1910.20 (Record-keeping) and 1910.1030 (Infection Control).
- 3) Responsibility
 - a) The Medical Director shall be responsible for the development of infection control procedures.
 - b) The Fire Chief shall be responsible for the implementation of this procedure in emergency situations.
 - c) The Training Division shall ensure that training is conducted annually on the recognition and handling of potentially infectious substances.
 - d) Members are responsible for applying this procedure in any situation that presents a potential for infectious disease exposure.
- 4) Procedures
 - a) Universal precautions shall be taken by members:
 - i) On all EMS related response.
 - ii) Whenever a member believes that such precautions would minimize potential exposure to infectious substances or situations
 - b) The use of personal protective equipment shall be utilized in every case where the hazard of infection control can not be reasonably engineered out or controlled by work practices.
 - c) Engineering and Work Practice Controls shall include the following:
 - i) Potentially infectious materials shall not be brought into the living areas of the fire station.
 - d) During EMS or Rescue Operations:
 - i) Specimens of blood or other potentially infectious materials shall be handled to prevent leakage during collection or transport.
 - ii) Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless it can be demonstrated that decontamination of such equipment or portions of such equipment is not feasible.
 - e) Exposures include, but are not limited to:
 - i) Breaks in skin caused by a potentially contaminated object (requires an Injury Form).
 - ii) Introduction of blood or other bodily fluids into eyes, mucous membranes, or broken unprotected skin
 - iii) Mouth-to-mouth resuscitation without a pocket mask/one-way valve
 - iv) Any exposure to a patient found to be carrying an infectious airborne virus or disease that is potentially transmitted by airborne means.
 - f) Post-exposure procedures are as follows:
 - i) Members sustaining an exposure shall:

- (a) Thoroughly wash the exposed area immediately using soap and running water on all exposed skin surfaces. If soap and running water are not available, water-less soap, antiseptic wipes, alcohol, or other skin-cleaning agents that do not need running water will be used until soap and running water can be obtained.
- (b) Immediately report the exposure to their supervisor
- (c) Complete their portion of the Workers Compensation Occupational Injury Report
- ii) Supervisors shall notify the Fire Chief, his designee or Battalion Chief immediately and, before the completion of the shift:
 - (a) Complete the supervisor's portion of the Workers Compensation Occupational Injury Report and related memorandums
 - (b) Forward the Workers Compensation Occupational Injury Report, the Infectious Exposure Form and, when applicable, the Sharps Injury Form to The Fire Chief and EMS Operations in a sealed envelope marked "Confidential".
 - (c) Review with the exposed member the Occupational Exposures Information and Precautions Form regarding the risk of HIV and Hepatitis B or C infection and give recommendations for preventing transmission of these viruses.
- iii) The Fire Chief, his designee or Battalion Chief shall arrange for immediate medical evaluation of exposed members as soon as the exposure is reported.
- iv) If an Infectious Patient is identified:
 - (a) The Infection Control Officer shall contact the medical facility to which the source patient was transported in order to request that the source patient's blood be drawn and tested.
 - (b) The Fire Chief will be notified in the event that legally required consent cannot be obtained.
 - (c) When the source patient is already known to be infected (as determined by a physician) with HBV or HIV, testing for the source patient's known HBV or HIV status need not be repeated.
 - (d) Results of the source patient testing will be made known to the exposed member(s) via the chain of command by the Infection Control Officer.
 - (e) It is the responsibility of any member reported to be exposed to comply with follow-up care detailed in Georgia State Board of Worker's Compensation.
 - (f) Any Sharps injury, i.e. any injury caused by a sharp including, but not limited to, cuts, abrasions or needle sticks, lancets, broken glass, and broken capillary tubes, requires a Sharps Injury Form to be completed and forwarded to Lowndes County Headquarters

5) All records shall be maintained by the Lowndes County Workers Compensation Division

Reference

29-CFR 1910.1030 Bloodborne Pathogens

29-CFR 1910.1020 Record-keeping