

EFFECTIVE: October 1, 2015

REVISED: February 5, 2020

PURPOSE: To establish a manual for all Remerton Fire Department Members to follow on Emergency calls and station activities.

POLICY: All Remerton Fire Department members shall be familiar with the contents of the SOP manual and shall follow these procedures to the fullest extent possible. Failure to comply with an applicable SOP can result in disciplinary action up to termination of membership.

UPDATING SOP MANUAL:

- 1) Revisions, additions or deletions may be completed periodically due to changes in operational procedures. The Fire Chief may delegate someone to draft up a change. Once the draft is complete the Chief will make the final decision to approve the new SOP.
- 2) If any changes are made to this manual, a meeting will be held to discuss the change with all Remerton Fire Department members, and changes will be effective once meeting has been held.

DISCLAIMER

The SOP manual was developed for the members of the Remerton Fire Department.

The Remerton Fire Department cannot guarantee that adherence to the SOP manual alone will result in a reduction of injuries, illness, or exposures. However if followed, it can create a more organized response, improved firefighting skills, and help to reduce the risk of injuries, illness, and exposures.

Approved by:

Fire Chief (Print Name)

Fire Chief (Signature)

Date

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MISSION STATEMENT

Remerton Fire Department is dedicated to the task of protecting life, home, and properties of the citizens of Remerton from fires, disasters and other emergencies. We strive to complete this task by providing exceptional fire protection, emergency services, fire prevention, and public education and awareness. An essential function of the department is to provide a positive presence in our community.

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**100.01
MEMBERSHIP**

- 1) Applicants wishing to apply for an open firefighter position will complete an application and will be required to pass Criminal Background check and Driving History check. Applications may be obtained from the Fire Chief or his designee only. Applicants may be subject to a drug screening before being accepted for membership.
- 2) All applicants must:
 - a. Be 18 years of age
 - b. Have a valid Georgia Driver's License
 - c. Be in good physical condition
 - d. Complete within one year, an approved Georgia Registered Volunteer Course
 - e. Live within 5 miles of the City of Remerton, unless otherwise approved by the Fire Chief
 - f. Have not been convicted of a Felony within last 10 years
- 3) After an applicant has been approved, 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:
 - 1) Registered Volunteer Firefighter or Firefighter 1 course approved by the Georgia Firefighter Standards & Training
 - 2) Minimum First-Aid and CPR with AED training
 - 3) Emergency Medical Responder

Probationary firefighters will, in the event of a fire call, report to the 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 the Remerton Fire Department.

Probationary Firefighters that are not a minimum of Registered Volunteer Firefighter with live burn certified will not:

- Engage in Fire Suppression of vehicle fires, structure fires (overhaul is allowed) or dumpster fires.

Firefighters and Probationary Firefighters that are not a minimum of CPR certified will not:

- Respond to any Medical Calls
- Respond or assist in CPR

- 4) To maintain membership all members must respond to at least (25) percent of the emergency calls. Also must attend (75) percent the weekly meetings, and not be absent from (3) or more consecutive meetings. If you will be absent from (3) or more consecutive meetings, you will be required to fill out a leave request and explain the reason for you absence. This request must be turned in and approved by a department officer. If you fail to fill out a leave request and are absent for (3) consecutive meetings, the department will consider you to have resigned from the department. You may only take leave (2) times in a 12 month period and may not exceed (60) days unless otherwise approved by the City of Remerton Fire Department Administration.

100.03

CHAIN OF COMMAND

City Council

City Manager

Fire Chief

Asst. Fire Chief

Captain

Lieutenant

Sergeant

Firefighters

The chain of command shall be followed by all personnel and used for all fire department business.

100.04**Resignations/Terminations**

- 1) Any member may resign at any time they wish.
- 2) A resigning member shall turn in all uniforms, pagers, keys, and any other property issued by the Remerton Fire Department; on their last day of providing authorized service. All equipment shall be turned into the Fire Chief and/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.
- 3) Any member may be terminated by a violation of SOPs, insubordinate behavior, after his/her 3rd written disciplinary action taken on that particular member, etc.
- 4) Upon termination the member will be allowed to remove personal items that are at the station under the authorization and supervision of the Fire Chief (or his designee).
- 5) A terminated member shall turn in all uniforms, badges and identification plates, radio, pager, keys (tools & supplies) and any other property issued by the Remerton Fire Department.
- 6) Any gear, equipment or property of Remerton not turned in within 15 days of termination or separation will be reported as stolen and appropriate legal action will be taken.

100.05
Code of Conduct

- 1) As a condition of 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 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.
 - 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, city employees, and other organizations in a professional manner that present a courteous, service-oriented image of the department.
 - f. Treat the public and other members fairly and equally, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factors unrelated to the departments' business.
 - g. Report for duty when called, fully equipped, for, and able to perform any assignments given to you.

- 2) Officers shall set the example for others and have a responsibility to ensure that their activities and decisions pertaining to the community, personnel actions, and the management of public funds are consistent with the department's policies and procedures.

100.06**Obedience to Orders**

- 1) Personnel shall read and become familiar with the department's Standard Operating Procedures. No plea of ignorance of SOPs will be accepted as an excuse for any violation
- 2) Personnel shall promptly and willingly respond to orders of superior officers or acting officers. Refusal to obey an order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed as insubordination.
- 3) Personnel shall not publicly criticize or comment derogatorily or anyone about instructions or orders received from a superior officer.
- 4) Personnel shall abide by federal and state law, local ordinances and rules, the department's SOPs, and City policy. Members shall not be required to obey orders that are illegal or in conflict with the departments SOPs.
- 5) Officers and Acting Officers 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 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, SOP, or federal or state law, or city policy, should respectfully decline to obey the order and shall state the reason for doing so. The member shall request that the officer of the person issuing the order be contacted for instruction of grievance, if the person issuing the order does not rescind or alter the original order.

100.07**Disciplinary Action**

- 1) Purpose:
 - a. Fire Department members are required to conduct themselves in a highly, self-disciplined manner, obeying the Remerton Fire Department's Standard Operating Procedures. In situations where members do not adhere to these expectations, supervisors will take appropriate action to correct the problem.
 - b. This procedure will guide department officers in dealing with disciplinary problems, which they encounter. If officers have any questions concerning member discipline, they should be directed to the Remerton Fire Chief.

- 2) General Information:
 - a. It is the policy of the fire department that officers administer discipline in a corrective, progressive, and lawful manner.
 - b. Corrective in the sense that the officer 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 membership status.
 - c. Progressive in that discipline will begin with a verbal reprimand or warning, and when circumstances of separate or related incidents warrant, proceed to a written reprimand(s), suspension, demotion, and finally to termination of membership. An incident of misconduct may require any of these forms of disciplinary action. This depends on the severity of the offense.
 - d. The principal objective of disciplinary action is to correct (or improve) performance, efficiency and morale of the member receiving disciplinary action and as well as that of the department. Disciplinary proceedings and the result thereof are confidential. The officer is responsible for maintaining this confidentiality. All media inquiries pertaining to disciplinary action shall be directed to the Fire Chief.
 - e. Any disciplinary action involving a member using illegal drugs and/or alcohol will result in immediate termination of the member.
 - f. If an officer suspects that a member is using alcohol or an illegal drug(s), he/she will report this to the Fire Chief. Appropriate action will then be taken.

100.08**Professional Relations**

- 1) Department members shall exhibit courtesy and respect to all officers and acting officers. All officers shall be referred to by their appropriate rank.
- 2) Officers shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair manner.
- 3) Members shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while at the station or emergency calls.
- 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 department business, personal character, or conduct, of any member.
- 6) Member shall exhibit courtesy and respect to other members, the public, and any city employee.
- 7) Members are required to give their name and rank whenever requested by the public.
- 8) Should a member be assaulted by a member of the public, he or she shall notify the officer in charge to consider legal remedies.

100.09**Personal Appearance**

- 1) Pertains to all members while at the Remerton Fire Department or officially representing the Remerton Fire Department at any public location.
- 2) All members shall maintain good hygiene while at any training and emergency call.
- 3) Remerton Fire Department issued T-shirts, Navy BDU pants, black belt and black boots must be worn to any activity (including training) at the Remerton Fire Department or when representing the Remerton Fire Department at any public location.
- 4) Hair must be kept well-groomed and clean; any hairstyle deemed to be unfit must be trimmed accordingly.
- 5) Facial hair is not allowed anywhere that interferes with the seal of the face piece.
- 6) When not on duty, but representing the Remerton Fire Department, all members must dress professionally
- 7) Remerton Fire Department T-shirts, or Class A Uniform shirts shall not be worn at any location that serves primarily alcohol, including but not limited to bars.
- 8) Remerton Fire Department issued clothing or PPE may not be altered in anyway, including but not limited to cutting sleeves off, etc. without prior approval from the Fire Chief.

100.10 Uniforms

1) General Requirements

- a. Uniforms shall not be worn off duty
- b. All members shall report to weekly training in their T-shirt and BDU's
- c. Uniforms shall be kept clean, neat, and in proper state of repair. Faded, Frayed, and worn-out items shall not be worn.
- d. A member in uniform shall at all times wear a belt.
- e. Shoes and boots shall be kept clean and polished.
- f. Only department issued hats will be worn with the uniform
- g. All insignias, patches, badges, etc. on the 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) Short Sleeved/Long 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 plate (if available)

Class B, work uniform. Class B work uniform may be worn while performing maintenance and during hands-on training activities. It shall consist of official Remerton Fire Department T-shirt, Navy Blue Pants, Black belt, Black shoes or boots.

- 3) Badges are to be worn with uniforms only, unless authorized by the Fire Chief
- 4) Nothing may be worn to emergency calls or training(s) 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.
- 5) Department approved navy blue shorts may be worn in lieu of the navy blue BDU pants. Must be approved by the Fire Chief.

100.11**Issued Equipment and Protective Clothing**

- 1) All Remerton 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. Accountability Tag 1
 - j. Radio (if available) 1
- 2) Only department approved or issued decals, emblems or badges are to be added or worn on helmets.
- 3) All Remerton Fire Department equipment and protective clothing issued to personnel shall be documented on a Inventory Issued Form
- 4) The Fire Chief and/or his designees shall be responsible for maintaining, storing and issuing all protective clothing and equipment.
- 5) All personnel are responsible for all equipment and protective clothing issued to them. The Fire Chief or his designee is responsible to perform and document an inspection of firefighting clothing monthly. Any lost or stolen equipment will be the members responsibility.
- 6) The Fire Chief or designee will conduct a monthly inventory of the fire station and apparatus.
- 7) Protective clothing will be worn within 50 feet of a burning structure, hazardous area, or when entering structures that have been subjected to applicable fire damage after the fire has been extinguished. Full PPE will be worn when entering a burning structure or toxic environment.

100.12**Privately Owned Vehicles**

- 1) City of Remerton will not be responsible for any vehicle or accident involving a firefighter responding to an emergency in his/her personal vehicle
- 2) Drivers of POV's will obey all traffic laws.
- 3) Personnel will NOT respond to the scene in their POV unless advised to do so by the incident commander.
- 4) When responding to scene in your POV, you will park out of the way of the incident (at least 500 feet away from the scene), to where you will not block incoming Fire apparatus, ambulance(s), or any other emergency vehicle.
- 5) If more than one person is going to be responding by POV, everyone that has missed the truck needs to meet at the Remerton Fire Station and all respond to the scene in (1) POV. This will cut back on the number of vehicles on the scene, to cut back on confusion and cluttering the scene with unnecessary vehicles.
- 6) The use of lights and sirens in firefighters POV is **strictly prohibited**. Anyone caught doing so will be dismissed from the Remerton Fire Department immediately, no exceptions.
- 7) If a firefighter receives a traffic citation while responding to an emergency call, Remerton Fire Department will not be responsible for payment of the citation. All traffic laws apply when responding in POV.

100.13**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 the fire station.
- 3) No alcoholic beverages or illegal drugs shall be allowed during trainings or at emergency scenes.
- 4) Remerton Fire Department personnel will not drive a Remerton Fire apparatus, or engage in fire fighting activities while under the influence of alcohol or illegal drugs.
- 5) Remerton Fire Department personnel will not respond to emergency situations while under prescription or over the counter drugs or medications, that will affect 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) All members of the Remerton Fire Department are subject to the City of Remerton's random drug testing policy. Failure to comply or refusal to test will result in immediate termination.

100.14**Inappropriate Behavior**

The following activities are prohibited by members on calls and/or at trainings

- 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 weapon are allowed at the station.
- 3) Threats or acts of physical violence against members of the public, coworkers, other city 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) Alteration or modification of vehicles, apparatus, building, computers, or items of equipment owned or operated by the department without the Fire Chief's authorization or his designee.
- 8) Publicly criticizing the official actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the department or its members.
- 9) Watching television or engaging in other recreational activities except during prescribed times.
- 10) Making a false statement in any official communication or in conversation with another member or citizen.
- 11) Performing any act or making any statement, oral or written, about one's superior, intending to impair discipline and good order.
- 12) 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.

100.15**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 member shall comply with this sexual harassment policy.

100.16**Use of Tobacco Products**

- 1) Buildings and structures owned by the City of Remerton have been designated as tobacco free workplaces. The use of any tobacco product is not permitted inside a building or structure owned by the City of Remerton.
- 2) The use of any tobacco product is prohibited by members in any vehicle owned or operated by the department.
- 3) While tobacco products may be used outside the 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 surface used by other members of 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.

100.17**Media Relations**

- 1) All media contact must be handled through the Fire Chief. If a firefighter is approached by a member of the media, he should direct the inquiry to the Fire Chief or Asst. Fire Chief.
- 2) Statements to the media, news releases, and media campaigns must be approved by the City Manager or other authorized person prior to their release, except as provided below.
- 3) The Fire Chief or Asst. Chief are authorized to provide the media with general details concerning Remerton Fire Department's role in an incident. Upon releasing information to the media, the city manager should be notified immediately.
- 4) Information pertaining to the cause and origin of an incident shall be released only by the City Manager, Fire Chief, or Asst. Fire Chief.
- 5) All interviews shall only be done with prior approval by the Fire Chief and City Manager.
- 6) Representatives of Remerton Fire Department are not authorized to release information related to patient care, patient condition, fatalities or law enforcement responsibilities.

100.18**Purchasing and Reimbursement Policy**

All purchases will be made by the Remerton Fire Chief.

- 1) All members shall be reimbursed for any expenditure occurred for training purposes. The training class must have been approved by the Fire Chief. The member must turn in his/her vehicle start/end mileage, receipts for hotel rooms, receipts for food purchases. Before a member departs for a training class, he/she should obtain a current copy of the City of Remerton's reimbursement and mileage rate policy from City Hall.
- 2) Reimbursement Checks will be processed on the 1st Monday of each month only and will be available for pick up from City Hall only.
- 3) If any member purchases equipment for a Remerton Fire Department Apparatus, or for the station, it must be an approved purchase by the Fire Chief only. Receipts must be turned in to be reimbursed for the purchase.
- 4) All purchases that are made and reimbursement is needed/wanted must have prior approval from the Fire Chief. If you did not get prior approval from the Fire Chief you will not be approved for reimbursement.

GENERAL ADMINISTRATION SECTION 200

200.01 Firefighter Evaluations

Scope:

Each member will be given an evaluation annually. This evaluation will be given by the Fire Chief and/or Asst. Fire Chief.

Evaluation includes:

- 1) Members Emergency Call Response percentage
- 2) Members Meeting Attendance percentage
- 3) How well the member participates at
 - a. Calls
 - b. Trainings
 - c. With other members and supervisors
- 4) The members attitude toward supervisors
- 5) Does the member follow department SOPs
- 6) Quick Dress (in 2 minutes or less)
- 7) Ladder Raise
- 8) Carrying equipment properly
- 9) Basic Medical equipment (learned in Firefighter 1)
 - a. Controlling Bleeding
 - b. Shock
 - c. Spine Immobilization
- 10) Fire Extinguishers
- 11) Disoriented Firefighter
- 12) SCBA
 - a. Skip Breathing
 - b. Replacing a SCBA bottle
 - c. Cleaning SCBA properly (verbalize)
 - d. Activating Pass device
- 13) Making entry into structure
 - a. Feeling for heat on door
 - b. Hose line is charged
 - c. Bleeds air off line outside of structure
- 14) Rapid Intervention Team
 - a. Verbalize what it is for and what you would do to set it up
- 15) Rehab
 - a. Verbalize how you would set this up
- 16) Ventilation
 - a. Verbalize the steps to ventilate a pitched roof
 - b. Verbalize the proper steps to ventilate a window
 - c. Verbalize the proper steps to set up a positive pressure ventilation fan
- 17) Evaluator will then go over any improvements that are needed.

1. Or State of Georgia PAT may be used.

200.02**Occupational Safety and Health Program**

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*

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. 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.

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 act 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 or her assigned tasks.

Officers 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

200.03 Safety

1) Scope:

- a. This standard establishes the position of a safety officer. It is essential that at every emergency scene, a person would be assigned as safety officer and will be responsible to provide a safe operational methodology during an emergency event or practical training.

2) General:

- a. The Remerton Fire Department will appoint a designated Safety Officer and an alternate. In the event the designated Safety Officer or alternate is not at the emergency scene, the Senior Fire Officer (SFO) or Incident Command (IC) will appoint a Safety Officer for that operation.
- b. The Safety Officers role at an emergency scene is to assess hazards and unsafe conditions and develop measures for assuring personal safety. The Safety Officer as well as any member on scene 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 firefighters enter a hazardous area and before any hands on or live fire training.
- e. In the event the Senior Fire Officer, Safety Officer, or any member deems an area toxic he/she will require the donning of SCBA's. The 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.
- f. Full protective clothing (including SCBA's) will be worn by all firefighters actively involved in the suppression of vehicle fires, dumpster fires, and structure fires.
- g. 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 Guidelines. 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 uphill and will secure the area.
- h. 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.
- i. All members of Remerton Fire Department have a responsibility in, the wearing, training, maintenance, inspection, care or use, in the effectiveness of this program and the health of the Remerton Fire Department's members.

- j. 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 Remerton Fire Department members.
- k. All personnel shall wear approved inner medical and approved outer gloves during all vehicle extrication, victim removal or during hazardous incidents.

3) Safety Officer's Responsibility

- a. The department's Safety Officer 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 departments Safety Officers shall include but not 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. Maintaining records of accidents, occupational deaths, injuries, illnesses, and exposures and providing analysis and reports to the Fire Chief as directed.
 - iv. Providing safety trainings, bulletins, and posters for all members.

200.04**Operating Power Saws**

Scope:

- a) This standard establishes guidelines for the safe and proper operation of power saws, K12 saws, etc.
- b) Prevent accidents, injuries, or deaths that might result from unsafe operation or improper use of a power saw.
- c) Prevent damage to a power saw that might result from unsafe operation or improper use.

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.
- 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) Members shall inspect and operate each power saw carried on each apparatus every training night and after each use to ensure that they are clean, functioning properly, and safe to operate. Any power saw found to be unsafe or malfunctioning shall be removed from service and properly tagged as to the nature of the problem. Any tools removed shall be immediately reported to the Fire Chief or his designee.
- e) Members are also responsible for ensuring that saws are properly fueled and that spare fuel containers are full of the correct gas/oil mix and in the proper place on the apparatus.

Personal Protection:

- a) Full Protective Clothing shall be worn by any member operating a power saw or in close proximity to the operation of a power saw.
- b) The face shield from the helmet and safety glasses shall be in a position to provide eye protection, and ear protection shall be worn.
- c) To prevent accidents by moving chains, it is imperative that the operator and guide have their protective clothing fully buttoned/zipped up.

Operating Procedures:

- a) Start the saw and warm it up on the ground prior to use.
- b) Keep both hands on the control handles while operating the saw.
- c) Make sure of proper footing before operating saw.
- d) Carry the saw with the engine off, 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 the saw has metal cutting blade.

- f) The saw may be used for opening up walls or floors if they are wood or lathe construction. The saw should not be used on metal or plaster lathe. The saw should not be used on masonry or metal construction unless it has an appropriate blade installed.
- g) Always carry a saw with engine off and/or electrical power disconnected
- h) Always turn the saw off while it is unattended.
- i) Always place the safety guard in proper position for the use intended before operating the saw.
- j) The use of operating a power saw from a ladder shall only be performed if no other alternative is available.
- k) Do not operate a power saw close to highly combustible or flammable materials due to the possibility of ignition due to sparks.
- l) 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 or shattering is increased. A blade that breaks or shatters during cutting operations may cause serious injury to the operator or bystanders.
- m) 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 had reached a beam by the sound and feel of the saw.
- n) If conditions permit, scrape gravel and debris from the cutting path to reduce the danger of injury from flying chips and loose materials.

Safety Precautions:

- a) A member who operates a power saw at an emergency incident or during a training session shall wear full P.P.E. including both ear and eye protection.
- b) Have a plan of action before putting the saw into operation.
- c) Remain observant of changing conditions.
- d) A member who operates a power saw for the purpose of inspecting or maintenance shall wear eye/ear protection and safety shoes or boots.
- e) 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.
- f) Do not operate a gasoline powered saw with a known gas leak. Remove the saw from service.
- g) The saw shall be raised and lowered using a utility rope, to keep hands free to climb a ladder.
- h) Always keep the 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.

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 meeting night and after every use. These items should 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 store in plastic bags to ensure cleanliness.
- e) When fueling a power saw:
 - i. Always turn the engine off.
 - ii. Make sure to use proper fuel and oil mixture.
 - iii. Wipe off the saw to remove any spilled fuel before starting.

200.05 Training

Scope:

All training activities shall be conducted by and coordinated through the Remerton Training Officer(s). A monthly training schedule will be published by the Training Officer(s). There will be at least 16 training hours conducted each month.

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

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

General:

- a) The department shall provide training 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 all members by the Fire Chief and/or designees.
 - i. The Fire Chief appoints the stations Training Officer(s)
 - ii. The 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.
 - iv. Each firefighter will be required to obtain a minimum of 120 training hours annually.
 - v. Station officers will be required to obtain a minimum of 12 hours of officers training annually.
 - b) All Emergency Medical training shall be conducted by a certified instructor.
 - c) All live fire training shall be conducted in compliance with the provisions of NFPA 1403, Standard on Live Fire Training Evolutions and EPD regulations.
 - d) The Fire Chief and/or designees will be responsible for ensuring members maintain their certification and skill levels.
- 1) The Fire Chief may excuse a firefighter or officer from training for:
- a) Sickness
 - b) Schooling
 - c) Other Fire Training
 - d) Employment
 - e) Death in Family
- 2) All training will be in compliance with the Georgia Fire Academy, NFPA 1001, 1002, 1021, 1033, and 1041.

- 3) All members will be required to attend and successfully complete the department's Drivers Training Course and obtain a total of 60 hours (25 driving, 25 pumping, 10 hours classroom) of drivers training before the member will be allowed to drive any Remerton Fire Department apparatus.
- 4) These training classes will be required criteria for each member to attend annually:
 - a) Fire Behavior
 - b) Fire Extinguishers
 - c) Forcible Entry
 - d) Ventilation
 - e) Ladders
 - f) Water Supply
 - g) Hose (Load, Lays)
 - h) Fire Control
 - i) Drivers Training (annual re cert)
- 5) All Live-Fire training must be approved by the Fire Chief. During all live fire training all firefighters will wear long pants, shirts with short or long sleeves, and socks.
- 6) Firefighters who have not successfully completed Georgia's Basic Firefighter training are not eligible to participate in live fire training.
- 7) Training Requirements per member:
 - a) 192 Hours Annually Company Training (Annually)
 - b) 18 Hours Drill Field Training (Annually)
 - c) 12 Hours Officer Training (Annually for Officers)
 - d) 12 Hours Continued Driver's Training (Annually)
 - e) 60 Hours New Driver Training (Initial)
 - f) 6 Hours Hazmat Training (Annually)
 - g) 240 Hours Recruit Training (Initial)

200.06**Drivers Training****Scope:**

This policy applies to department drivers training. It was designed to establish a uniform policy for recording training hours, personnel and instructors. All drivers training will be recorded and put in personnel files including hours drove and hour's apparatus was operated.

Responsibilities:

It is the responsibility of the Fire Chief and/or designees to ensure that all personnel receive a minimum of 60 hours of Drivers/Operators Training prior to operating the department's vehicles.

General Requirements:

- 1) This training will be a combination of:
 - 25 hours of driving apparatus
 - 25 hours of operating apparatus
 - 10 hours of classroom training
- 2) It is required that all members receive 60 hours of Drivers Training. No member shall be allowed to drive or operate an apparatus until all 60 hours are completed. Drivers Training will cover all Vehicle Operation Skills, Driving, Pump Operations, Equipment Familiarization, and a written test will be administered covering all DOT equipment, resource information, ERG, and local and state laws.
- 3) All members must obtain a Class F license from the State of Georgia before driving a fire apparatus with air brakes.

**200.07
Training Records****Scope:**

This standard applies to all department training activities. It was designed to establish a policy for recording training hours, personnel and instructors.

General:

All training activities shall be recorded of the department training report. This report shall include personnel, instructors, equipment used, date and credit hours.

1) Responsibilities:

It is the responsibility of the department training officer(s) to take role and file the training report. All members in attendance will be required to sign this form as well as the instructor.

200.08**Records, Maintenance, and Inspections of Vehicles and Equipment**

- 1) All vehicle and equipment information will be documented on the proper form(s).
- 2) All items needing attention for repairs or replacement will be wrote up on the department repair request form and turned in to the Fire Chief.
- 3) All preventive maintenance (PM) will be performed annually by a Certified Emergency Vehicle Tech on all apparatus.
- 4) At no time will a fire apparatus be operated when a safety item is discovered that needs to be repaired, i.e. emergency lights, head and tail lights, brakes, steering, etc.
- 5) All fire apparatus will receive a weekly vehicle inspection and will be properly documented and turned into the Fire Chief and/or designee each week.
- 6) All apparatus will receive an annual pump service test. Records must be maintained and kept on file until vehicle is replaced.
- 7) All Ground Ladders will be tested annually. Inspection Records must be kept until ladder is replaced and no longer at the department.
- 8) All Fire Hose will be tested in accordance with NFPA 1962 annually. Fire hose will be numbered and that number will be marked on each end of the hose.
- 9) All Self Contained Breathing Apparatus (SCBA) will be inspected weekly and after each use. All air bottles in service will have current hydrostatic test date.
- 10) All fire hydrants will be inspected, tested, and serviced semi-annually in accordance with NFPA 291.

200.09 Riding in Emergency Vehicles

Scope:

This standard applies to all persons riding in an emergency vehicle owned or operated by the department

General:

- a) No one shall be allowed to ride in an apparatus unless they are a member of the department.
- b) All persons riding in an motorized vehicle shall:
 - 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, and membership will be terminated immediately.
 - iii. Standing while riding is prohibited.
 - iv. At no time shall anyone dismount the vehicle while it is still in motion.

Responsibility:

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

200.10**Emergency Response to Calls**

Scope:

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

Categories of Response:

- 1) Emergency Mode: Units will respond with lights and sirens to incidents that pose a significant risk to life and/or property. Emergency response requires the use of all audio (siren and air horn) and visual (lights) warning devices. These devices must be used during the entire duration of the response unless the response is downgraded to a non-emergency by on scene command. The following calls will be considered an emergency response:
 - a. A reported Structure Fire
 - b. A fire outside of a structure that involves potential destruction of property or poses a risk to human or animal life.
 - c. Medical Calls; except non-life threatening incidents
 - d. Fire Alarms
 - e. Hazardous Materials Calls
 - f. Any accident
 - g. Downed power line
- 2) Non-Emergency Mode: Units will respond with normal flow of traffic (no lights or sirens). These are incidents that pose a significant risk to life or property. The following calls will be considered a non-emergency response:
 - a. Cancelled Fire Alarms (responding for report information)
 - b. Tree Down
 - c. Trash Fire
 - d. Fire Investigations

Response Guidelines:

- a) Apparatus and vehicles engaged in non-emergency response shall obey all applicable traffic laws and shall not exceed the posted speed limit.
- b) Apparatus and vehicles engaged in emergency response shall at all times govern their response by 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 5mph. 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 to do so by law enforcement officer
- ii. Stop signs
- iii. Red traffic signal
- iv. Blind intersections
- v. When other intersection hazards are present.
- vi. When encountering a stopped school bus with flashing warning lights on
- vii. Railroad crossing with no crossing arms

Responsibilities:

- 1) Drivers shall be directly responsible for the safe and prudent operation of their vehicle in all situations.
- 2) 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 operations.

200.11**Protective Clothing and Equipment**

Scope:

This standard applies to all members required to work in hazardous conditions. It was designed to establish procedures 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.

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 them.
- c) Any equipment or protective clothing that is found to be unsafe or inoperable shall be removed from service immediately.

Certified Members:

- a) Each certified member 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. Hood NFPA 1971
 - vii. SCBA Mask NFPA 1981
- b) No alterations shall be made to protective clothing without approval of the Fire Chief.
- c) Each member operating within a perimeter designated as hazardous by the incident commander or the safety officer shall wear his full protective clothing. The incident commander or safety officer shall determine when and if it is safe to remove some or all of the protective clothing.
- d) Helmet colors are coded as:

White:	Fire Chief / Assistant Chief
Red:	Captain/Lieutenants
Black:	Certified Firefighters
Yellow:	Rookie Firefighters

200.12 Rehabilitation

Scope:

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

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

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 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.

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 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 sector should also be placed far enough away from the incident scene to allow members to safely remove their protective clothing and SCBA.

- e) Members in the rehab sector should not be exposed to exhaust fumes from apparatus, vehicles, and motorized equipment.
- f) 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.
- g) The rehab sector should be easily accessible by EMS units and other support vehicles.
- h) 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 and ice
 - ii. Food such as broth, or stew in hot/cold cups
 - iii. Medical Equipment such as blood pressure cuffs, stethoscopes and oxygen
 - iv. Other items such as tents, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, towels, traffic cones, and fire line tape should be considered.

Guidelines:

- a) The establishment of the rehab sector shall be considered during the initial planning stages of an emergency response. The climatic or environmental conditions of the emergency scene should not be the sole reason 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) If the 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.
- c) 45 minutes of work time is generally recommended as an acceptable level of work prior to mandatory rehabilitation.
 - i. Members having worked through (2) 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. The procedure ensures that fatigued personnel do not return to work before they are rehabilitated.
- d) 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.
- e) EMS personnel at the ALS level will be requested at all structure fires and scenes that have lasted for over 45 minutes. EMS personnel will evaluate the vital signs and physical condition of members as they are rotated through the rehab sector. EMS will determine

whether a member will be allowed to return to work or remain in rehab, or receive further medical treatment and be transported to a medical facility for further evaluation.

- f) When working crews arrive at rehab, each member's vital signs will be obtained and recorded.
- g) All medical evaluations shall be promptly recorded by the paramedic on scene, along with the individual's name and chief complaint, if any. The form must list the date, time, and incident number and be signed by the rehab officer.

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.

200.13**Officer Training Program**

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 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 shall 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.

EMERGENCY OPERATIONS SECTION 300

300.01**Operating at Emergency Incidents**

Scope:

This standard applies to all members operating at an emergency incident. It was designed 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.

Guidelines:

- a) No member shall 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 to provide assistance in case of emergency.
- d) An interior firefighting effort at a working structure fire shall not take place until a minimum of four (4) firefighters are present. (2 in 2 out rule)
 - i. When only 4 firefighters are present, 2 members will work, and 2 will be ready for assistance or rescue if required.
- e) When a team is in interior firefighting, Incident Command shall have a RIT team, with a minimum of 2 firefighters set up before the interior team makes entry. The RIT team will be in place throughout the entire time that any interior operations are being conducted, if a rescue is required.
- f) At least one ambulance shall stand by during all working structure fires and be available to treat injuries and to provide transport if necessary.
- g) Apparatus shall be used as a shield against oncoming traffic when possible.

Emergency Communications

- a) The RIT team shall be provided with portable 800 mhz radios and shall monitor the fire ground frequency.
- b) The term MAYDAY shall be used by anyone on the scene who becomes involved in a life threatening situation.

- c) During a Mayday all other incident radio traffic shall stop immediately.

Responsibilities

- a) It shall be the responsibility of each member to fully comply with the provisions of this standard operating procedure.
- b) Officer 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.

300.02 Accountability

Scope:

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

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.

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 hazardous environment as defined above shall maintain crew integrity and shall use the buddy system. This requires that:
 - i. 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 crews.
 - iv. Task assignments shall be made through the crew leader.
- c) A crew may be divided into multiple teams to perform tasks that do not require the efforts of the entire crew, 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 crew leader for another assignment.

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) All crews will work for the Incident Commander. Free lancing will not be tolerated.
- e) A minimum crew size will be considered (2) members; and radio communication is required for each crew.
- f) All crews entering the hazard zone must be supervised by an officer or other assigned higher ranking individual.
- g) If a radio fails while in the hazard zone, the crew will exit unless there is another working radio with the crew.

Accountability Equipment

- a) The current system is “tag in, tag out system”. We use plastic identification tags worn on the back of the helmet and command rings will be utilized until the implementation of a new system.

Lost/Missing Firefighters

An absent member of any crew will automatically be assumed lost or trapped in the hazard zone until otherwise determined to be safe. Missing firefighters shall immediately be reported to the Incident Commander. Reports of missing firefighters require the Incident Commander to request another alarm. The incident commander shall next initiate an immediate Roll Call (PAR) of all crews assigned to duty in the hazard zone. The Incident Commander shall also send in 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.

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 offensive to 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 under control.
 - vi. At the discretion of command. A localized report may also be conducted by a sector officer.
 - vii. Every 10 minutes if none of the above applies.

- c) On receipt of an order to conduct a PAR:
 - i. Crew leader shall confirm that their personnel are counted for and shall notify command or safety 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 command.
 - iv. Unless otherwise directed, operations will continue while the report is being taken.

Personnel Accountability System:

- a) All Remerton Fire Department members will have accountability tags assigned.
- b) The firefighters tag will have a metal hook or clasp that will attach to the firefighters coat or helmet. The only time the tag will be removed is when the individual is involved in an emergency operation or for cleaning.
- c) Once a firefighter arrives on scene, he/she will report to the IC or Staging Officer to receive his/her assignment. The firefighter will then give his/he tag to the Incident Command or Sector Officer.
- 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.

300.03 Incident Safety

Scope:

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

General Incident Safety Requirements

- a) The Incident Commander shall ensure an adequate number of responding personnel to safely conduct the incident operations.
- 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 (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 hazardous areas.
- e) At least one (1) individual shall be assigned to remain outside the hazardous area and not necessarily need to be totally committed to this function (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.

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 to the rear of the apparatus anytime the vehicle is backing up.
- c) 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.

Emergency Retreat Procedure

The Emergency Retreat Procedure has been established to enable personnel to be quickly withdrawn in the event of 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”

- 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 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 area for Personnel Accountability Report (PAR). Command Officers will immediately 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 the radio channel, unless contacted by “Command”.
- v. The Emergency Retreat can be halted or reinitiated only by “Command”.

300.04 Structural Fire Response and Investigation Procedures

Remerton Fire Department will operate under the adopted National Incident Management System (NIMS).

All Structural Fire Calls in Remerton requires an automatic response from Engine 1 and Engine 2 on a first alarm. If Mutual Aid is requested, the requesting officer or firefighter must have dispatch notify Remerton 100, the Fire Chief.

The first arriving unit will assume command of the incident. If the structure is not in the City of Remerton, 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 Incident Commander, Safety 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.

300.05**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.

300.06**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 two 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.
- 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 ½ 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 the City of Remerton. The "Officer on Duty" roster will be given to the 911 center quarterly.
- b) The Fire Chief or designee, 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.
- d) The Fire Chief or the Officer has the responsibility of contacting the City of Valdosta Fire investigations department to request a Fire Investigator to respond.
- 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, Remerton Police Department, and the Fire Chief or designee will be notified in the event a dead body or bodies are found at the fire scene. If the Incident Commander cannot 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.

300.07**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 1” 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.

300.08**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.

300.09**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 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.

- 4) 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 through Command immediately.

300.10**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 RFD 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 RFD 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) 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 reignition 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.

6) Recommendations:

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

300.11**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) If 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.

300.12**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 City'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.

300.13**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 unit 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.

300.14**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.

300.15**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

300.16**Adverse Weather Operations**

1) Scope:

This SOP 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.
- g) Hurricanes: See Hurricane Operations Plan, listed under Special Operations Division.

300.17**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 City'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.

300.18**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.

300.19**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) Remerton Fire Department shall conduct preplanning of hazardous material buildings and sites in their respective jurisdiction. 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 the Remerton Fire Department shall follow when responding to a hazmat incident:

3) Responsibility:

It is the duty of the Remerton Fire Department 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 the Remerton Fire Department 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 Remerton 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 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 Pumper
 - c) Air Re-servicing Vehicle (LCFR 9 requested for Mutual Aid, Air Truck only)
 - d) One additional Pumper
 - e) 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 the Remerton Fire Department, 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 the Remerton Fire Department 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.

Emergency Response Guidelines

300.20 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
 - ii) Fire Chief Command Vehicle
 - ii) 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
- ii) Fire Chief Command Vehicle

c) Motor Vehicle Accidents:

- i) 1st out – One Engine Company
- ii) Fire Chief Command Vehicle

d) Brush and Woods Fires:

- i) 1st out – At Least One Brush or Engine Company
- ii) 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 Company 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) Fire Chief Command Vehicle

g) Hazardous Materials Incident:

- i) (2) Engine Company's 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 Emergency Medical Responder or higher).

i) Automatic Aid:

- i) An Engine Company with a minimum of four firefighters will respond

300.21 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 on a 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) Do 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: "Unit 10 to Command."

"Command to Unit 10, 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: Words & Phrases Application

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) Remerton Fire Department Ranking and Call Signs:

Remerton 08	Fire Chief
Remerton 081	Asst. Chief
Remerton 082	Training Captain
Remerton 083	Lieutenant
Remerton 084	Reserved
Remerton 1101	Sergeant
Remerton 1102 & Up	Firefighters

300.22 Aerial Platform Operations

Reserved.

Scope:

It shall be the procedure of the Remerton Fire Department to adhere to the following when aerial truck apparatus are utilized at emergency scenes, training exercises, or other activities.

General:

Only certified personnel shall be authorized to operate aerial apparatus. All personnel shall successfully complete the RFD Aerial Operations class and/or demonstrate competency to become certified to operate aerial apparatus.

The aerial ladder on RFD Truck are not to be raised and placed into use unless ordered by the IC or Operations Officer. An aerial ladder shall not be extended or retracted while a firefighter is climbing or on the ladder. When it is necessary to work from the ladder on an aerial, or from the bucket, the firefighters shall be secured with a safety belt.

The operator of the aerial ladder shall:

Check for overhead obstructions before operation Remain at the apparatus ladder controls when the ladder or bucket is occupied.

Refrain from operating the aerial if the ladder is being climbed by a firefighter.

Not move the apparatus unless the ladder is in the bed.

RFD personnel shall follow manufacturer's recommendations and procedures for use of the truck.

SECTION 400

Appliance,

Apparatus,

Equipment

Testing

400.01**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

400.02**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

400.03**Aerial/Ground Ladder Testing**

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.

400.04**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.

400.05**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

400.06 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 -Open

February -Open

March/April -Hydrant Flushing/Inspecting, Annual Vehicle Maintenance

May -Hose/Appliance Testing

June -Ladder Testing

July -Driver/Operator Testing
(VFIS road course and class room)

August -Open

September -Pump Testing

October -Hydrant Inspecting

November -Open

December -Open

SECTION 500

SPECIAL OPERATIONS DIVISION

500.01 Hurricane Response Procedures

1) Scope

To provide department personnel guidance in establishing a policy for response during hurricanes, tropical storms and severe weather events to minimize the risk to fire personnel and to protect the human, physical and cyber infrastructure critical to safeguard a community before, during and after a storm.

2) Introduction

One of the most difficult decisions for an incident commander in these types of weather events is the determination to halt emergency response. It is the culture and nature of the fire service to go into any storm in order to save lives of those they serve, even if it means sacrificing themselves.

However, responding at the height of a major storm risks the safety of the fire personnel, the emergency services infrastructure critical for sustaining long-term response and recovery efforts, and even the near- and long-term safety of citizens they mean to protect. Sustained winds or significant gusts can cause emergency vehicles to be pushed off the roadways or into oncoming traffic or cause vehicles to overturn. When winds reach a certain force, debris become lethal weapons that can cause decapitation, penetrate turnout gear or crush a person, causing significant injuries or even death.

Procedures for Response of Emergency Services and Vehicles

Policy

During hurricanes, tropical storms and severe weather, the fire department will maintain a safe work environment for its firefighters and will provide essential emergency services to the public as long as the safety of the responders is not endangered by the storm conditions.

Preseason Preparations

At least one month before the start of hurricane season, the fire department will initiate the following actions:

1. Review the fire department's standard operating procedures, update as needed and review with all members.
2. Update target occupancies list
 - a. A target occupancy may be an occupancy with a high probability of trapped victims or a structure that stores a large amount of hazardous materials or is susceptible to structural failure.
3. All companies familiarize themselves with the topography of their response area to become aware of flood-prone areas.
4. Inventory all equipment
5. Ensure apparatus readiness
6. Check the physical condition of the fire department building.
7. Ensure all fire-department generators have been serviced and are working.
8. Inventory and check batteries and charges for portable equipment and be sure all are in working order and that there is an adequate number available.
9. Maintain all apparatus fuel tanks at no less than three-quarters full.
10. Develop plans for the relocation of apparatus, equipment, electronic devices and departmental records if need be.
11. Update department and personal phone lists for call-in
12. Coordinate evacuation and special-needs shelters, including staffing requirements.
13. Develop alternate communication plans for the event of a system failure
14. Develop a post-storm food and water plan for 7-14 days.
15. Update street maps due to probable loss of signage and landmarks
 - a. Including the City of Valdosta and Lowndes County for mutual aid response
16. Ensure all members have a personal family plan to secure their family and property in preparation for reporting to duty.
 - a. Establish a family contact number that family members can call to check on a department member.

Hurricane Watch: Hurricane may become a threat within 36 hours

1. Fire department command and general staff should develop and implement the incident action planning process.
2. Top off station fuel tanks and apparatus, including spares, chain saws, generators, power units, portable pumps, etc.
3. Test and ensure all power equipment is operational.
4. Fill cascade bottles and SCBA bottles.
5. Secure all loose items around the exterior of stations.
6. Ensure all first responder supplies are up to normal levels.
7. Test all manual pumping equipment on fuel tanks.
8. As needed, have additional supplies delivered.
9. Develop work schedules to ensure proper sleep/rehab time.
10. When the local emergency operations center (EOC) is opened, ensure the fire department is represented at the EOC at all times. In addition, consider establishing a fire department-specific operations center.
11. Using ICS Form 201, a City-wide briefing will be held by the fire chief.

Hurricane Warning: Hurricane is expected to impact us within 24 hours

Chief and company officers are to use their discretion when responding, mindful of the safety of the fire personnel as their top priority.

Actions:

1. Charge all batteries.
2. Implement recall plans if necessary.
3. Activate Staffing Requirements
4. Assign Station Officer
5. Review Incident Action Plan
6. Review over operating procedures for calls
7. Check all equipment for proper operation

Operations:

1. No member shall ride alone during a storm. All members will be in pairs.
2. All members are to wear full bunker gear, including eye protection, for all responses in order to protect from flying debris.
3. Aerial devices should not be operated when sustained winds are 35 mph or more.
4. Prior to sustained wind speeds reaching 50 mph, or wind gusts over 65 mph, any chief officer or company officer who feels the situations encountered are sufficiently dangerous to the safety of personnel may cease operations and return to quarters. The officer must advise the incident commander and the dispatch center.
5. For the safety of the members, the fire will discontinue response to all calls when sustained wind speeds reach 50 mph or guests are over 65 mph. When the order to cease response is given due to hazardous wind conditions:
 - a. Units responding to or on the scene of an emergency shall continue their work until completed, at which time the units will return to their assigned stations.
 - b. Units out of station but not on a call will return to their assigned stations asap

6. When responses cease due to wind conditions, all apparatus will be parked headfirst in the station causing the rear of the unit to be facing outward, thus protecting the windshield.
7. Dispatch will relay all requests for service to the incident command, which will prioritize these requests for response when conditions permit.
8. Operating companies must notify dispatch and other responding companies of all hazardous conditions they encounter including high water, road damage or blockage, etc.
9. Before walking through water, members must use a pike pole or stick to ensure the ground has not washed away or collapsed.
 - a. Use extreme caution when walking through water. Six inches of moving water can knock a person off their feet.
 - b. Be aware of hazards in the water such as downed live electrical wires and wildlife, including snakes.
10. Use extreme caution and limit speed when driving. Be especially cautious where the ground is saturated or flooded – the road could be washed away.
11. If station must be evacuated, company officers will ensure utilities are shut off and the station is secure and the company will report to the safe haven, all in accordance with predetermined evacuation plans.

General Staffing Guidelines

Staffing plans may be short term or long term, depending on the type of conditions encountered. In determining staffing levels, the following should be considered:

1. Anticipated call volume of incidents
2. Additional tasks which may be need to be performed by the Fire Department
3. Duration of the incident
4. Personnel availability and rotation
5. Consideration must be given to rotate personnel for rest and to allow them to tend to personal and family concerns. Personnel can easily become burnt out on long term incidents.

Staffing Plans

1. When possible, arrangements for staffing should be initiated 24-48 hours before the expected onset of the severe weather.
2. Scheduling should be planned in 12 hour blocks. Personnel available to work 6 hour shifts may be accommodated when possible. When possible, personnel should not be assigned more than 48 hours consecutively, without at least a 12 hours break.
3. Shifts should be 0700-1900 and 1900-0700. Adjustments may be made by Chief/OIC as needed.
4. Personnel scheduled for shift work shall be considered “on-duty” for the entire period and are expected to be at the station for their assigned shift. Personnel are responsible for finding their own coverage if they have accepted a shift and are unable to work.
5. Personnel not assigned to the schedule are welcome to stay at the station. However, unless authorized by the OIC or Chief Officer and assigned as part of the Shift Crew, these personnel shall only be paid “per call” when calls are toned out.
6. Personnel may be paid at a rate of \$10.00/hr. if staffing is requested. This will be determined by the Chief Officers.
7. Minimum staffing will be considered as (2) Firefighters and (1) Officer

Incident Command

If the Incident Action Plan is activated, the Officer in Charge will assume Remerton Fire Command. All units will do the following:

1. Incident Command will be established at the Remerton Fire Department Headquarters at 1757 Poplar Street, Remerton, GA.
2. Incident Command will have 2 radios, 1 will stay on Primary and 1 on "MFD"
 - a. All other units will switch all mobile and portable radios to MFD
3. IC will be the only one reporting or requesting anything to/from dispatch or the EOC
 - a. All other units will report what they have to the IC. IC will handle all the talking to dispatch
 - b. If you need any resources, such as, RPD or GA Power, you will request this thru the Incident Commander
 - c. This is to limit radio traffic to dispatch
4. Incident Command will prioritize all calls, and dispatch out available units to these calls.

500.02 Mass Casualty Incidents

Reserved.