

**-- POLICIES AND PROCEDURES MANUAL --
-- STANDARD OPERATING GUIDELINES --**

POWDERLY VOLUNTEER FIRE DEPARTMENT

**Powderly Volunteer Fire Department
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2017 edition

I have received a copy of this manual and I understand that I am responsible to review and comply with its contents as a condition of membership of the Powderly VFD.

Name _____

Signature _____

Date _____

**POWDERLY VOLUNTEER FIRE DEPARTMENT
POLICIES AND PROCEDURES / STANDARD OPERATING GUIDELINES**

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NOTE: This Policies and Procedures / Standard Operating Guidelines (SOG) Manual is to be kept in the fire station office at all times. This document can also be found online at <http://www.powderlyvfd.com> where it can be printed and downloaded from our website. All PVFD policies, procedures, and incident response guidelines are found in this document. Each member should be thoroughly familiar with all sections in the manual.

Our Policies and Procedures / Standard Operating Guidelines have grown over the years to keep up with changes and advances in the fire service. This document reflects direct input from members of the PVFD. If you have any comments or suggestions that could make our SOG's better, please contact the PVFD Board of Directors.

POWDERLY VOL FIRE DEPARTMENT OPERATIONS	REVISION:
	EFFECTIVE DATE:
1. INTRODUCTION	APPROVAL:

Adopted June 2017

** The following introduction section is not a policy of the PVFD. It is designed to assist the new member with their introduction into the fire service. Taking to heart the content in these next few sections will guide you on your way to success in the fire service.*

1--1 WELCOME TO NEW MEMBERS

Welcome to the Powderly Volunteer Fire Department. You have become a member of one of the most progressive volunteer fire departments in Texas. Our department is proud of the opportunity we have to serve our community, and we have set our goals high in order to provide the best fire, medical, and rescue services for the community of Powderly. We are happy that you have chosen to be a part of this team, and we expect that you will have a rewarding experience with our fire department. This booklet you have been given contains our Policies and Procedures as well as our Standard Operating Guidelines. It contains all of the information that makes our fire department run smoothly. As a member of the department you will be expected to know this booklet well. All that we do on a daily basis (Administration Duties, Fires, Medical Calls, Fire Prevention, Training, etc.) comes from this booklet, and each member is responsible to know this information to ensure successful operations with the fire department. You could be a danger to yourself and others if you do not learn the information presented here. As a new member, your first few months are a great time to learn this booklet as well as visiting the firehouse to learn the location of equipment on each fire apparatus. This will show others your desire to learn and become proficient in firefighting activities, and your value to the department will quickly grow. This booklet has been developed and revised to keep up with changes in the fire service and our department.

The remainder of this document will help you learn more about the Powderly Vol Fire Department. Armed with this knowledge, frequent training, a desire to learn, and a positive attitude, you will become a valuable member of the fire department. Feel free at any time to ask questions of those around you. Every member of this department is ready and willing to help but you have to ask questions. If you are wondering what to expect from membership with the fire department, the next section will help explain. Remember the tips in the following pages and you will have a successful fire service career.

1--2 EXPECTATIONS: WELCOME TO THE FIRE SERVICE

As you learn about the fire service, you will discover that it has changed dramatically since the days of the horse drawn steamer and bucket brigades. A modern fire department is at the forefront of technology. The modern fire department develops and uses the most up to date and state of the art equipment and methods available. It therefore demands much from those who are members of the department.

The fire service also offers the opportunity of rewarding public safety service to the community and opportunities for advancement. Powderly's residents expect and deserve the best possible service from the fire department. Our area expects members of its fire department to be neat, courteous, honest, and of good conduct. You are expected to conduct yourself according to these guidelines as long as you remain a member of the department. Remember that the actions of one member often reflect upon the entire department.

Immediately upon starting your membership with the department you will notice the fellowship and "brotherhood" that is a fire service tradition. The pride and partnership of members doing a great job under dangerous conditions will be sensed right away. You can share and become a part of this fellowship in a relatively short time provided that you demonstrate a willingness to cooperate and to learn. With the right attitude you will find that other members will accept you willingly and they will help you as much as possible and will make you feel that you "belong".

If, on the other hand, you have a "know-it-all" or "why not do it a different way" attitude, you will find it difficult to influence or win fire service friends. The wise new firefighter says little, but asks and learns much. The fire station boaster says much, but asks and learns little, and this usually leads to a distinctly lonely existence. Don't be afraid to ask questions. Your desire to learn will show others your desire to be a part of the team. The team concept is an important one. All firefighters work together as a team. This is why having a "know-it-all" attitude is detrimental to the new firefighter. Fire department members have found the best way of working together through years of training and responding to incidents. This doesn't mean that we never change or find better ways, but it does mean that a new and untrained member of the team is less likely to know the best way to accomplish a fire-related task. Learn, ask, questions, and become part of the team. Then you will find that you too will help find better ways of tackling fire service tasks.

Firefighters must perform various duties both at emergency incidents and at the fire station. Some tasks can be readily performed by the new firefighter, while others must be done by more experienced personnel. You should not become discouraged at the prospect of performing the many small and seemingly unimportant jobs that fall to the "rookie". You should perform your assigned tasks willingly and well, keeping in mind the fact that you are constantly preparing yourself for the more responsible duties. These will be assigned to you as you demonstrate your capability to perform them.

The new firefighter must also quickly become familiar with the location of fire fighting equipment and appliances carried on each fire apparatus in the department. **This is perhaps one of the most important tasks a new firefighter can tackle during his/her first few months as a member of the department.** Although the ability to use this equipment may need further developing, valuable time will be saved at emergencies if it is known where needed equipment is located on the apparatus. You will be required to demonstrate your knowledge of equipment and its location. Firefighters obviously cannot wait until fires or other emergencies occur to secure this necessary practical knowledge or the experience that they so vitally need. You can and will learn much at actual emergencies, but your success as a firefighter also depends upon how quickly and how well you assimilate the experiences of other firefighters through study and training.

The people of Powderly have confidence in their fire department. They are rightfully proud of it, because we provide efficient public safety services for Powderly's citizens, their homes, and their business establishments. This efficiency is the result of constant training and study by all department members in such diverse areas as fire prevention and protection, firefighting procedures, rescue, emergency medicine, and the associated services that are necessary to successfully protect people and property and to maintain competent department operation.

As a firefighter, your honesty and trustworthiness must be beyond question because you will frequently enter homes and businesses under emergency conditions, with or without knowledge of the owner. It is imperative that people of this city have complete faith in the integrity of fire department personnel. It is the duty of every member of the fire department to take special precautions with valuables.

You are expected to devote yourself to the task of becoming a good firefighter. The knowledge and training you must secure in order to pass each training phase is freely supplied to you, but you must avail yourself of it and make additional efforts as necessary to be sure that you will succeed in your attempts to that expected level of expertise. This information and training, while extensive, is not at all difficult to secure, provided that you make a conscientious and diligent effort to obtain it. The forms of assistance you may take will vary widely. For example, you will be assisted by:

1. Personal Instruction and training at training sessions, by officers and members of the fire department. Several training classes are offered each month encompassing Fire, Rescue, and Medical subjects.
2. Use of fire fighting and emergency equipment
3. Opportunities to learn from actual fire fighting experiences and from observing the work of your fellow firefighters in action.
4. Opportunities for private study and training

You should be aware of the fact that although you will be given extensive instruction and adequate preparation time, your own desire and initiative to improve your knowledge and ability as a member of this department is your greatest strength and asset. If you are enterprising, proud of your department, and diligent in your efforts to master the knowledge that is available, you will become a better firefighter and a valuable member of the Powderly Volunteer Fire Department.

1--3 FIRE DEPARTMENT INFORMATION

The Powderly Volunteer Fire Department was established in 1964 and provides Fire Suppression, First Responder Medical BLS, Search & Rescue Operations, Motor Vehicle Accident Extrication as well as many other Public Service needs. We have 39 members in our department, 25 of which are active firefighters. 12 of our active firefighters carry a Firefighter Level I certification while 6 are currently certified at Firefighter Level II. In 2016, we have 5 members currently enrolled in an online Fire Academy scheduled to complete by the year end. On average we respond to an average of 250-350 calls per year which is the highest rate in Lamar County with the exception of the City of Paris.

Our primary district encompasses a wide variety of risks that require a specialized response, training and equipment. The Safety of our volunteers and that of our community is our highest priority.

The Powderly VFD first response emergency services includes a major divided highway (N271) which is a major trucking route between Texas and Oklahoma that includes hazardous materials transportation, Kiamichi Railway, Pat Mayse Lake which in the summer months can add as many as 1000 boaters and campers to our primary response area. Pat Mayse Wildlife Management Pat U.S. Army Corps of Engineers which is a year round attraction for hunting, fishing and camping.

Camp Maxey is also located in our district and is a Texas Army National Guard (TXARNG) training facility which stores ammunition and houses as many as 800 Army personnel at various times throughout the year. Our department provides Camp Maxey with first response for medical emergencies and structure fires and is the first Mutual Aid department for Wildland Fires, assisting their single brush truck. We currently have a written Mutual Aid agreement with Camp Maxey

We also provide emergency response services to Aaron Parker Elementary school with 264 students. Aaron Parker School was built in the 1940 era and has no Automatic Fire Sprinkler System.

Our primary district is the highest populated area in Lamar County with the exception of the City of Paris. There are several high end residential housing developments in our district which have expanded into previously undeveloped areas increasing our Urban Interface Risks.

The principle water supply intake (critical infrastructure) for Paris Texas and Lamar County located at Pat Mayse Lake is in our primary protection district. A state highway bridge that crosses the Red River separating Texas and Oklahoma as well as the railroad bridge at the Red River is also in our district.

The Powderly VFD has Automatic Aid agreements in place with Faught VFD, Lamar Point and Chicota VFD as well as Mutual Aid agreements with Paris FD, Hopewell VFD, Novice VFD and Grant (OK) VFD. We also have a Mutual Aid agreement in place with Camp Maxey, Texas Army National Guard Training Facility.

Our Automatic Aid response to Faught VFD includes a nursing home and an airplane parts manufacturing facility. In Chicota, our Automatic Aid includes the western border of Pat Mayse Lake as well as the Pat Mayse Dam and the Red River. The Paris FD relies on our Mutual Aid response for the water treatment facility (critical infrastructure) for the City of Paris which is located on our southern border as well as the water intake at Lake Crook. Also on our southern border is the main campus for the North Lamar ISD which houses two elementary schools, one intermediate school, one middle school and one high school. North Lamar ISD is the largest 4A school district in Northeast Texas with over 3,150 students. Our response to Lamar Point includes the remaining borders of Pat Mayse Lake. Our recent addition of Grant VFD (OK) now includes the Choctaw Casino, Hotel and Concert/Event Center located within 3 miles of our northern border which we are the second response department.

Firearms Statement:

Powderly VFD neither approves nor disapproves of members/ employees of PVFD arming themselves, for self-defense purposes, during the course and scope of PVFD activities. Any member wishing to, must do so in accordance with applicable state and federal laws concerning the storage, carrying, licensing and use of firearms. Member shall note that his/her actions may be subject to local, state, and federal criminal proceedings and that the PVFD has no responsibility to defend any individual against an alleged criminal act.

PVFD Apparatus

ENGINE 81—1997 HME, 1000 gallon poly tank, 1250 Darley pump, 6 man cab, FEMA Type 1



TENDER 81—2011 Kenworth, 2000 gallon, 750 GPM waterous pump, FEMA Type 1 Tactical Tender



Brush 81—2012 F-550 4X4. 400 gallon tank, 25 HP w/ CAFS system, FEMA Type 5



BRUSH 82—2013 Intl 4400, 800 gallons, Hale HP 200 w/ CAFS System, FEMA Type 3



Brush 83—1997 Ford Super Duty—200 gallon, 15 Hp Briggs, FEMA Type 6



Squad 81—2005 Chevrolet Suburban, medical response, command



UTV 81---2011 Kubota 1140, 70 gallon tank



Section II

1--1 FIRE DEPARTMENT CHAIN--OF--COMMAND

The Chain of Command is used as the basis for the incident command structure and must be followed strictly. The incident command system (ICS) is used during all incidents. Any exceptions to this system should be caused by unusual circumstances and will be dealt with at an appropriate time. Additionally, the Chain of Command is also used away from the incident scene during day to day fire department operations and administration. The Powderly Volunteer Fire Department's Chain of Command is as follows:

Fire Chief

Assistant Fire Chief

Deputy Chief(s)

Captain(s)

Lieutenant(s)

Most Experienced Firefighter

All members are expected to follow the chain of command. Any deviations from the chain of command will require a detailed and reasonable explanation at a later time.

Powderly VFD Department Officers:

- The list of fire department officers and associated responsibilities, experience and skill requirements is listed below. Positions can be added or deleted at any time by the Fire Chief with approval of the Board of Directors.

Fire Chief

- Reporting to the Board of Directors the Fire Chief will administer, plan, direct and control all aspects of the fire department including administration, fire suppression, fire prevention and rescue activities of the department as authorized by the Powderly VFD. The fire chief will also administer applicable local, provincial and federal fire regulations. Administrative duties comprise planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment.
- Duties and Responsibilities
 - Plan direct and supervise through subordinate officers the activities of the fire department as specified in the Fire Department Bylaws.
 - Establish and implement Operational Guidelines based on best practices
 - Have training programs developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in firefighting and rescue procedures, medical first responder
 - Ensure adequate records are kept of all required maintenance and training.
 - Prepare and submit an annual budget and long-range plan and make expenditures within approved limits.
 - Develop and revise a long-range capital plan to keep pace with development.
 - Liaise with and advise planning, engineering and other departments on development implications for firefighting as part of the development approval process.
 - Ensure that all local government policies and processes are adhered to.
 - Maintain an effective working relationship with all local government departments and carry out such additional duties as requested by the (name of position).
 - Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
 - Liaise with representatives of neighboring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
 - Participate in the local and regional emergency planning process.
- Education and Training
 - Secondary School graduation
 - Preferred minimum Basic Firefighting or equivalent certification through the Texas State Fireman & Fire Marshals Association, Texas Commission on Fire Protection
- Experience requirements
 - A minimum of ten (10) years with a fire department.
 - Progressive responsibility level within the fire service.
 - Previous experience as a fire department officer.
 - Previous management experience is an asset.
 - Executive experience at an organization with similarly-sized operating budget or more
 - Experience in Change management,
 - Experience in Strategic planning,
 - Experience in Human capital management
 - Experience in financial management,
 - Experience with emergency service and community relations.
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- Knowledge
 - Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
 - Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard
 - Knowledge and training in Incident Command System (ICS).
 - Knowledge of the community and fire protection area.
- Skills & Abilities
 - Ability to be an effective leader
 - Ability to organize & delegate
 - Ability to effectively administer the operations of a volunteer fire department
 - Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
 - Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
 - Willingness and commitment to participate in training programs and workshops.

Assistant Fire Chief

- Reporting to Fire Chief, the Assistant Fire Chief will assist the Fire Chief as needed included but not limited to; plan, direct and control all aspects of the fire department including administration, fire suppression, fire prevention and rescue activities of the department as authorized by the Powderly VFD. Assistant Fire Chief may also administer applicable local, provincial and federal fire regulations. Administrative duties comprise planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment.
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- Education and Training
 - Secondary School graduation
 - Preferred minimum Basic Firefighting or equivalent certification through the Texas State Fireman & Fire Marshals Association, Texas Commission on Fire Protection
- Experience requirements
 - A minimum of eight (8) years with a fire department.
 - Progressive responsibility level within the fire service.
 - Previous experience as a fire department officer.
 - Previous management experience is an asset.
 - Executive experience at an organization with similarly-sized operating budget or more; expertise and skill sets including strategic planning, human capital management, organization
 - Experience in Change management,
 - Experience in Strategic planning,
 - Experience in Human capital management
 - Experience in financial management,
 - Experience with emergency service and community relations.
- Knowledge
 - Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
 - Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard
 - Knowledge and training in Incident Command System (ICS) minimum ICS 200.
 - Knowledge of the community and fire protection area.
- Skills & Abilities

- Ability to be an effective leader
- Ability to organize & delegate
- Ability to effectively administer the operations of a volunteer fire department
- Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
- Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- Willingness and commitment to participate in training programs and workshops.

Deputy Chief Operations

- Reporting to the Assistant Fire Chief will be responsible for all fire ground operations, First Responder Organization, Acquisitions & Equipment, Community Support, & Fundraisers, Innovative Technologies and Department Real Property and other tasks as directed by the Fire Chief.
- Reporting to the Assistant Fire Chief, the Deputy Chief Operations is responsible for all Ground Operations and other tasks as directed by the Assistant Fire Chief.
- Education and Training
 - Secondary School graduation
 - Preferred minimum Basic Firefighting or equivalent certification through the Texas State Fireman & Fire Marshals Association, Texas Commission on Fire Protection
- Experience requirements
 - A minimum of five (5) years with a fire department.
 - Progressive responsibility level within the fire service.
 - Previous experience as a fire department officer.
 - Previous management experience is an asset.
 - Experience in Human capital management
 - Experience with emergency service and community relations.
- Knowledge
 - Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
 - Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard
 - Knowledge and training in Incident Command System (ICS) minimum ICS 200.
 - Knowledge of the community and fire protection area.
- Skills & Abilities
 - Ability to be an effective leader
 - Ability to organize & delegate
 - Ability to effectively administer the operations of a volunteer fire department
 - Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
 - Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
 - Willingness and commitment to participate in training programs and workshops.

Deputy Chief Training

- Reporting to the Assistant Fire Chief, the Deputy Chief/Training is responsible for all Firefighter and First Responder Training, Certification Coordinator, NFPA/NIMS Compliance, Pre-Fire Planning, Driver/Engineer Certifications, Safety Compliance and other tasks as directed by the Fire Chief.
- Education and Training
 - Secondary School graduation
 - Preferred Basic Firefighting or equivalent certification through the Texas State Fireman & Fire Marshals Association, Texas Commission on Fire Protection
 - Certified NFPA or SFFMA Instructor preferred
- Experience requirements
 - A minimum of five (5) years with a fire department.
 - Progressive responsibility level within the fire service.
 - Previous experience as a fire department officer.
 - Previous management experience is an asset.
 - Experience in Human capital management
 - Experience with emergency service and community relations.
- Knowledge
 - Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
 - Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard
 - Knowledge and training in Incident Command System (ICS) minimum ICS 200.
 - Knowledge of the community and fire protection area.
- Skills & Abilities
 - Ability to be an effective leader
 - Ability to organize & delegate
 - Ability to effectively administer the operations of a volunteer fire department
 - Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
 - Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
 - Willingness and commitment to participate in training programs and workshops.

Captain(s)

- Reporting to the Deputy Chief, the Captain is responsible for on scene management of personnel and firefighting, normally the lead person in extinguishment efforts. or other tasks as assigned by the Fire Chief
- Education and Training
 - Preferred minimum Basic Firefighting or equivalent certification through the Texas State Fireman & Fire Marshals Association, Texas Commission on Fire Protection
- Experience requirements
 - A minimum of five (5) years with a fire department.
 - Progressive responsibility level within the fire service.
 - Previous experience as a fire department officer.
 - Previous management experience is an asset.
 - Experience in Human capital management
 - Experience with emergency service and community relations.
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- Knowledge
 - Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
 - Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard
 - Knowledge and training in Incident Command System (ICS) minimum ICS 200.
 - Knowledge of the community and fire protection area.
- Skills & Abilities
 - Ability to be an effective leader
 - Ability to organize & delegate
 - Ability to effectively administer the operations of a volunteer fire department
 - Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
 - Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
 - Willingness and commitment to participate in training programs and workshops.
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Lieutenant(s)

- Reporting to the Captain, the Lieutenant is responsible for on scene management of personnel and firefighting efforts, management of personnel or other tasks as assigned by the Fire Chief
- Education and Training
 - Preferred minimum Basic Firefighting or equivalent certification through the Texas State Fireman & Fire Marshals Association, Texas Commission on Fire Protection
- Experience requirements
 - A minimum of three (3) years with a fire department.
 - Progressive responsibility level within the fire service.
 - Experience with emergency service and community relations.
- Knowledge
 - Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
 - Knowledge and training in Incident Command System (ICS) minimum ICS 200.
 - Knowledge of the community and fire protection area.
- Skills & Abilities
 - Ability to be an effective leader
 - Ability to organize & delegate
 - Ability to effectively administer the operations of a volunteer fire department
 - Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
 - Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
 - Willingness and commitment to participate in training programs and workshops.

First Responder Administrator

- Reporting to the Assistant Chief, the FRA is responsible for the overall management of the First Responder Organization including but not limited to licensing with the Department of Health and ensuring training is consistent with the Medical Director protocols and other tasks as directed by the Fire Chief.
- Education and Training
 - Certified Emergency Medical Technician with Texas Department of Health
- Experience requirements
 - A minimum of three (3) years with a fire department.
 - Experience with emergency service and community relations.

- Knowledge
 - Knowledge of department policies and medical director protocols
 - Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
- Skills & Abilities
 - Ability to organize
 - Ability to effectively administer the operations of a First Responder Organization
 - Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
 - Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- Willingness and commitment to participate in training programs

Public Information Officer

- Reporting to the Fire Chief, The PIO is responsible to communicate with the media as required and directed by the Fire Chief and other tasks as directed by the Fire Chief.
- Education and Training
 - Secondary School graduation
- Experience requirements
 - A minimum of five (5) years with a fire department.
 - Progressive responsibility level within the fire service.
 - Previous experience as a fire department officer.
 - Previous management experience is an asset.
 - Experience in Human capital management
 - Experience with emergency service and community relations.
- Knowledge
 - Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
 - Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard
 - Knowledge and training in Incident Command System (ICS) minimum ICS 200.
 - Knowledge of the community and fire protection area.
- Skills & Abilities
 - Ability to be an effective leader
 - Ability to organize
 - Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
 - Willingness and commitment to participate in training programs and workshops.
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Safety Officer

- Reporting to the Deputy Chief/Training (or IC if during ground operations), the Safety Officer is responsible implementing safety program, monitoring all fire department operations, ensuring all personnel are following all safety regulations. Maintain safety records and documents and other tasks as directed by the Fire Chief.
- Education and Training
 - Safety Officer Training
- Experience requirements
 - A minimum of three (3) years with a fire department.
 - Previous management experience is an asset.
 - Experience in Human capital management

- Experience with emergency service and community relations.
- Knowledge
 - Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
 - Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard
 - Knowledge and training in Incident Command System (ICS) minimum ICS 200.
 - Knowledge of the community and fire protection area.
- Skills & Abilities
 - Ability to be an effective leader
 - Ability to organize
 - Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
- Willingness and commitment to participate in training programs and workshops.

2--3 DEFINITIONS

This booklet contains our Policies and Procedures manual as well as the PVFD Standard Operating Guidelines. Because there are differences between them, the following definitions are presented to eliminate confusion. In each section of this document, the top left corner shows whether that section is a policy or a guideline. A PVFD policy will have **POLICIES AND PROCEDURES** printed in the top left corner. A Guideline in this document will have **OPERATING GUIDELINES** printed in the same location.

Policy / Procedure: a written directive, which should not be deviated from.

Operating Guideline: The operating guidelines are intended to provide direction to operations personnel. The guidelines *take into account that there are occasions when the situation is not in black and white and that decisions will need to be made based on the knowledge and experience of the personnel involved.* Personnel are expected to use these guidelines as a minimum standard for action and decision-making. Personnel will be held accountable for deviations from established operating guidelines, and will be required to explain their reason for deviation. All members are encouraged to become involved in the development, implementation, and revision of the department's Standard Operating Guidelines (SOG's).

Addendums: Addendums will be specific in nature and will be used to address a specific situation or circumstance. Addendums will also be used to update items within this document throughout the year during which formal revisions to this document aren't usually made. Addendums are developed by the Fire Chief, Board of Directors, and can also be derived from the input of any member of the fire department. Full compliance with these addendums is required and expected just as with any other Policy/Procedure or Operating Guideline. When an addendum is issued, it will be posted at the fire station for at least 10 days, and will also be kept in the rear of this manual until a revision of this entire document takes place. All addendums are printed on green paper and supersede any other areas within this document that they are designed to cover.

PVFD Membership

Today, new members continue to make the department one of the most progressive all-volunteer departments in the state. Strong membership has always made the PVFD the best, and today's members are no exception. The PVFD continues to move forward in keeping up with fire service technology. The dedication of members past and present, support from the Powderly Residents, and the support of the Board of Directors have been the driving force behind these advances. As always, the PVFD serves the community with pride, honor, integrity, and dedication. New members are always welcome and are guaranteed to receive state-of-the-art training and protective equipment. The department's role today is just as important as when formed over in 1964, to provide our area a professional first response to fires, medical calls and other emergencies.

2--4 MEMBERSHIP REQUIREMENTS

A. *Classifications*

1. Active Member (Firefighter) - Attends training drills and emergency calls. In addition, active members are expected to participate in station duty work sessions as described in the requirements below. All active firefighters are considered to be active members.
2. Probationary Member - New members of the department. These are probationary firefighters who have not completed their minimum hours of initial training and officer review. During the probationary period, the member can be removed from active service or terminated at the discretion of the Fire Chief of the PVFD.
3. Non Active Member—MAY attend training drills and emergency calls. In addition, non-active members MAY participate in station duty work sessions as described in the requirements below. As well as attend and provide support at fire department functions
4. Junior Fire Fighter—member guidelines outlined below
5. Honorary Member - Any person whose activities have advanced the purposes of the fire department. This requires 2/3 vote of the Board of Directors.

A. *Requirements*

1. Active Member
 - Minimum of 18 years of age (21 years of age preferably to drive due to insurance)
 - Must reside within jurisdiction of the Powderly VFD
2. Honorary Member
 - ☐ Must be recommended by 3 fire department members
 - ☐ Must be elected by 2/3 vote of the Board of Directors
3. Probationary Firefighter
 - ☐ New applicants must successfully pass a background check and physical as required by the PVFD Board of Directors.
 - ☐ Applicants must attend several consecutive training sessions to be considered.
 - ☐ Probationary to Active Member (Firefighter) Eligibility: The following are the eligibility requirements for moving from trainee to active firefighter status:
 - Must meet the requirements of an active member (firefighter) - attends training drills, work sessions, and emergency calls, minimum age requirements, etc.

- Must have approval of PVFD Fire Chief to move to active member status. Participation in training, emergency calls, shift duties, etc. are considered in approval process. This is known as officer review.

□ Probationary Members - Eligibility to Respond to Emergency Calls: Firefighting gear may be issued and kept at the fire station. Trainees must have a working knowledge of their personal protective equipment, SCBA, equipment location and the radio communications system

□ Completion of the SFFMA Introduction to Firefighting Certification is required before the trainee may participate in any interior operations inside a burning structure. Probie FF/Non EMS FF should always defer to Active FF/EMT when staffing apparatus - this is paramount on mutual aid calls.

□ Junior Volunteer Members: Junior Volunteer Members must abide by the constitution/by-laws, standard operating guidelines rules and regulations of the Powderly Volunteer Fire Department and in addition to the specific rules listed below:

-
- 1). Must be at least 16 but less than 18 years of age.
 - 2). Must have signed consent of parent or legal guardian.
 - 3). All Junior Volunteer Members must provide a signed liability waiver with public endorsement prior to performing any duties including training. This must also be signed by a legal parent or guardian.
 - 4). Must be trained and have been signed off on training records prior responding to any calls.
 - 5). Must be enrolled in school
 - 6). A Junior Volunteer Member must be free of alcohol / drugs.
 - 7). A Junior Volunteer Member must be in good moral standing in the community
 - 8). Must obey all traffic laws including speed limits when responding to calls. The use of emergency lights and / or audible warning devices (siren) shall not be used.
 - 9). All Junior Volunteer Members are prohibited from driving any department vehicles. However are allowed to ride in vehicle when responding to calls.
 - 10). A Junior Volunteer Member is not allowed to enter a burning structure at any time
 - 11). When working at a fire scene, a Junior Volunteer Member must obey all instructions given to him/her by a regular member.
 - 12). A Junior Volunteer Member must be supervised when using any communication equipment.

- 13). All Junior Volunteer Members may and are encouraged to attend all department functions.
- 14). A Junior Volunteer Member does not have voting rights
- 15). The Powderly Volunteer Fire Department reserves the right to conduct background investigations when deemed necessary

Discipline-

The Fire Chief has the authority to suspend any member for violation of any department rules, regulations, policies, procedures or any conduct deemed to be detrimental to the wellbeing of the fire department. Disciplinary action includes verbal reprimand, written reprimand, suspension up to and including termination from the department pursuant to Department by-laws. An example of actions that may fall under this includes but is not limited to:

- Failure to respond to calls on a regular basis (active members only)
- Failure to follow proper protocols as outlined in the department policies and procedures
- Failure to follow safety rules
- Insubordination
- Insolence
- Negligence causing damage to property, fire department or other
- Creating environment that undermines the wellbeing of the fire department, board of directors, officers or community

2--5 TRAINING

The most important job of the firefighter is consistent and quality training. The Powderly Volunteer Fire Department is trying to provide the highest level of service to the community as possible. Attendance and participation in training activities helps to accomplish this. A firefighter needs to know exactly what his or her role is before responding to an emergency call. There is absolutely no place on the fire ground or any other emergency scene for someone who is not trained to handle the situation and accomplish his or her job.

1. Scheduled Training

- ☐ Monthly training drills are scheduled the 4th Monday of the month at 6:30 P.M. These training sessions are held at the Powderly Fire Station unless otherwise specified. These sessions will be announced over the paging system 1 hour prior to the training drill. All members are encouraged to attend these drills to maintain active member status.
- ☐
- ☐ Special training drills may be scheduled at other times during the month for special events such as training at the Paris Fire Department Training Field, or with another fire department. Notification will be provided on the board at the fire station, via e-mail or website, and over the paging system.

2. **Unscheduled Training**

- Unscheduled Training Drills may be held for new members, or for active members wishing to participate in additional training. These drills are scheduled when convenient for the members participating in the drill. This is extremely encouraged especially for new members who need to learn "the basics" or more advanced skills that might not be taught during regular training sessions.

3. **Training Reports**

- Training reports must be filled out for scheduled or unscheduled training. The training reports will be located in the office of the fire station. Each member will sign his or her name, the type of training, and the hours earned. These reports will then be put in the Training Coordinator's box for entry into the computer. All training hours are logged and sent to the State Fireman's and Fire Marshal's Association and count towards future certifications. You are responsible for tracking your own training hours.

1--6 **TRAINING REQUIREMENTS**

Training sessions include classroom and practical drill exercises with an emphasis on safety. The fire department has several joint training exercises throughout the year with neighboring fire departments. In addition, the department visits the Paris Fire Department Training Field for practice in search and rescue, ventilation, and firefighting tactics. Basic training as first responders for EMS incidents is also available. These classes are taught by EMT's (Emergency Medical Technicians) and Paramedics. Additional certification courses where firefighters can attain Basic Volunteer Certification with the State of Texas are available. These opportunities are highly recommended, and all new firefighters who have the time should attend these classes. It will help to speed the process towards becoming a firefighter.

The preference for every emergency response is to have a fully trained crew capable of independent action. All training is based on IFSTA training material. Attendance at training is imperative for the firefighter's safety and ability to perform different tasks. **Training as a firefighter is a never ending process. There are always new techniques to learn and over time the "basics" need refreshing. All members are expected to continue to attend training sessions throughout their tenure with the PVFD. -Participation at training is required - don't stand around and look - "hands on" is the standard order from Chief down to probie FF.**

As a member of the Powderly VFD, you are **required** to become familiar with: The

- Policies and Procedures Manual / Standard Operating Guidelines
- Essentials of Firefighting Book (IFSTA Text)
- Roads in the fire district / nearby mutual aid districts
- Equipment Locations on Fire Apparatus as well as correct use of equipment
- Maintenance of equipment
- Fire Station maintenance

*Members who operate motorized fire apparatus will be required to understand all functions of each apparatus before driving to an emergency scene.

1--7 **UNIFORMS AND PROTECTIVE CLOTHING**

UNIFORMS: Professionalism is important in the fire service, and all personnel must be able to identify themselves as fire department members when on emergency calls, training drills, or any other events representing the fire department. With professionalism in mind, whenever wearing any clothing or emblems with the fire department logo, you should conduct yourself in an appropriate manner. Uniforms and protective clothing will be provided for you free of charge. The protective clothing and uniforms policy outlines what you must wear on emergency calls. This policy is for your protection and safety and must be followed.

Powderly Volunteer Fire Department Protective Clothing Policy:

Each member of the PVFD required to perform fire, rescue, and EMS activities will be issued a complete set of structural firefighting clothing:

- NFPA 1971 Protective Clothing For Structural Firefighters

NFPA 1971 includes protective coat, pants, gloves, boots, helmet, and interface components (hood, and wristlets).

Damage or contamination of equipment by chemical or biohazards will be reported immediately to an officer of the fire department, or to the fire chief. This equipment will be placed out of service until such time that the equipment can be repaired, cleaned, or replaced. Personnel will wear full protective clothing when working around existing, or potentially existing thermal, chemical, or mechanical hazards. Full protective clothing with eye protection will be worn when operating power or hydraulic tools or when in the area of anyone operating such equipment. Personnel will wear a minimum of a helmet and a bunker coat or reflective vest when working in or near vehicle

traffic. If a rescue is in progress, those involved in the rescue or on hose-lines will wear full protective clothing. Personnel will make every effort to don the appropriate level of protective clothing prior to arrival on scene.

Accountability of Protective Clothing

All personnel are accountable for the proper use and maintenance of all protective clothing issued to them. In addition to each individual, the Incident Safety Officer, when assigned will monitor the proper use of protective clothing by firefighters during hazardous or potentially hazardous operations. On those incidents where a safety officer is not assigned, the officer in charge will remain accountable for monitoring the use of protective clothing by fire personnel. Any fire personnel who are not adequately protected against the existing or potentially existing hazards will leave the hazard area.

Protective Clothing Procedures

The level of protective clothing depends on the type of emergency call and is defined below. Each member of the fire department is required to know the different levels of protective clothing required for each incident. Turnout gear (bunker gear) is issued by the department, as are t-shirts, uniform shirts, and jumpsuits. Drivers may choose to not wear bunker gear while driving apparatus, however they shall have all protective clothing with them at all times. In addition, upon arrival at the scene, and prior to participation in any operations, the driver shall don the appropriate level of protective clothing. **Remember this: when in doubt, take the extra precautions and wear full protective clothing and SCBA.**

Protective Clothing --- - Medical Emergencies / EMS Calls

Acceptable clothing for Emergency Medical Calls is as follows:

- T-shirt with Powderly Vol. Fire Dept. Logo
- Baseball Cap with PVFD logo
- Bunker pants
- **Medical Gloves - Mandatory for anyone who will have physical contact with a patient. This includes carrying the stretcher.** Gloves are recommended for other personnel on scene unless you are well away from the patient (directing traffic, etc.) **DO NOT USE GLOVES IF YOU HAVE A LATEX ALLERGY!!**
- **Eye Protection** - Depending on the type of emergency, other protective equipment may be needed such as eye protection or masks. This will be decided by EMS personnel on scene.

Protective Clothing ---- Structure Fires

Personal Protective Clothing that is worn on a structure fire will also be worn on all calls dispatched as:

- Fire Alarms
- Fires with no description
- Hazardous Materials Incidents (HAZMAT)
- Fires of unknown type
- Gas Leaks
- Smoke Investigations
- Vehicle Fires
- Trash Dumpster Fires

*The above incidents are all considered "structure fire" type responses.

Full protective clothing will also be worn whenever the officer in charge deems it necessary to be worn. When in doubt, take the extra precautions and wear full protective clothing and SCBA. Clothing for all of the above incidents is as follows:

- ☐ Full Protective Clothing - Coat, Pants, Helmet, Gloves, Hood, and Footwear
- ☐ Self Contained Breathing Apparatus (SCBA) - Mask and Air-pack

Protective Clothing --- - Grass/Trash/Brush Fires

Personal Protective Clothing for grass and brush fires may also be worn on controlled burns, illegal burns, or small trash fires. **For larger trash fires such as a dumpster fire, full protective clothing is required.** Acceptable clothing for these incidents is as follows:

- ☐ Full Protective Clothing - not recommended in hot weather; mandatory on dumpster fires and large trash fires.
- ☐ Brush Firefighting Gear - consisting of brush pants, brush shirt, gloves, and brush helmet with neck / face shroud. This is recommended for grass fires.
- ☐ Combination of both - Example: Bunker Pants, Brush Shirt, and Brush Helmet. Brush pants may not be available, so you may have to use the combination method. This is the most common level of clothing on these types of incidents.

* If the grass fire is reportedly involving a structure, be dressed for a structure fire. If it is threatening a structure, be prepared to change clothes midstream!

Protective Clothing --- - Major Accidents / Motor Vehicle Collisions

A Major Accident is any car accident with known or unknown injuries. Firefighters should wear full protective clothing when on these scenes due to the fire danger, vehicle fluids, rescue procedures, and sharp edges or broken glass from damaged vehicles. SCBA should be worn if a vehicle is reported to be on fire, or if you are tasked to a hose-line. The appropriate level of protective clothing is as follows:

- ☐ Bunker Gear or Certified Extrication Gear- Protective coat, pants, gloves, helmet, hood.
- ☐ Medical Personnel - Bunker gear or Certified Extrication Gear will be worn during extrication/rescue operations. EMS clothing may be worn during patient care.
- ☐ SCBA - If operating a hose-line, or a vehicle is reportedly or confirmed to be on fire, personnel should wear Full Protective Clothing and SCBA.
- ☐ Safety Vests - All personnel working in traffic or on a roadway at any incident including Motor Vehicle Accidents should wear a safety vest if they are not wearing bunker gear.

Protective Clothing ---- Dressing Down

The incident commander will have the responsibility of deciding when and how much gear can be taken off. For example, the air quality must be checked prior to SCBA being removed at a fire. On some fires, you may take off gear during overhaul operations. During rehab, you should take your gear off to cool your body down. Use common sense in the use of protective clothing, and when in doubt, wear full protective gear!

The Assistant Chief will complete a "member inventory list" for each member when assigned protective clothing. This inventory list will include but not limited to:

Uniforms (T shirts, dress uniform)

Structural PPE (helmet, coat, pants, boots, gloves, hood)

Wildland PPE

Flashlight

Passport tags

Periodically members should assess their own inventory to ensure it is complete. Members

can be held accountable for replacement if excessive losses are incurred.

1--8 SELF CONTAINED BREATHING APPARATUS (SCBA) and Air Management

All members will be required to become proficient with the use and maintenance of SCBA. SCBA will be worn at the following types of incidents, in any hazardous atmosphere, and whenever the officer in charge deems it necessary:

RULE OF AIR MANAGEMENT: KNOW HOW MUCH AIR YOU HAVE ALL THE TIME - EXIT PRIOR TO THE ALARM SOUNDING ON YOUR SCBA. EXIT AS A TEAM.

- ☐ Structure Fires
- ☐ Fire Alarm Calls
- ☐ Vehicle Fires
- ☐ Hazardous Materials Incidents (HAZMAT)
- ☐ Fires of Unknown Type
- ☐ Fires with no description
- ☐ Gas Leaks inside a structure or when tasked to a hose-line at a gas leak
- ☐ Smoke Investigations inside a structure
- ☐ Carbon Monoxide Alarms if CO level is determined to be dangerous
- ☐ Confined Space Rescues

*When in doubt wear your SCBA. It will protect you from most dangerous atmospheres.

Air quality must be checked for safe levels with an approved air monitor before discontinuing use of SCBA. After each use of an SCBA each member will clean his or her masks with soap and water. Alcohol preps may also be used for cleaning the mask. **Each member is responsible for seeing that all air bottles are full and that each SCBA is placed back in service ready for its next use.** Bottles must be filled by experienced personnel or by people on site at a filling location.

1--9 DRUG AND ALCOHOL POLICY

At no time will any Powderly Vol Fire Department member be under the influence of alcohol or illegal drugs while on duty or responding to a call. A member may never drive or operate any fire department equipment while under the influence of alcohol or illegal drugs. If a member is found to be using illegal drugs, or is under the influence of alcohol or drugs while on duty, that member will be placed on probation until an investigation into the incident is completed. During the probationary period, the member under investigation would not be allowed to carry a fire department pager and could not respond to calls.

1--10 PERSONAL VEHICLES

As a volunteer department, PVFD members usually respond from their homes or other places when an emergency incident occurs. For the safety of PVFD Personnel, Residents of Powderly, and other motorists on the road, the following PVFD Personal Vehicle Policy has been developed.

PERSONAL VEHICLE POLICY - STATE LAW AND DEPARTMENT POLICY

The State of Texas Transportation Code authorizes volunteer firefighters to use their personal vehicles as "authorized emergency vehicles" when responding to fire or emergency medical calls. **The PVFD has developed its own policy which supersedes the requirements within the State of Texas Transportation Code.** For informational purposes, the Texas Transportation Code can be found at the following address: <http://www.capitol.state.tx.us/statutes/tntoc.html>

PERSONAL VEHICLES (POV's) - DEPARTMENT POLICY

Departmental policy supplements the policy of The State of Texas as written in the State Transportation Code (Chapter 546.003). It is the policy of the Powderly Volunteer Fire Department that members wishing to use audible or visual warning devices on their personal vehicles must have accomplished the following:

- Minimum of 1 Year of Service with the PVFD
- Must have Approval of the Fire Chief with respect to training requirements as an Active Firefighter
- Devices must have approval of the fire chief

Responses: Firefighters may not use audible or visual warning signals outside of the PVFD Fire District. If a member of the PVFD is caught using audible or visual warning signals outside of the PVFD fire district, that member's membership with the department may be terminated. Use within the district is subject to the discretion of the PVFD Board of Directors and may be discontinued at any time. Probationary members will not be permitted to use warning lights or audible devices to enhance their warning times.

All members driving in their personal vehicles or fire department apparatus must comply with the emergency driving policy of the PVFD which can be found in the Operations section of this booklet (Section 3--3).

Incident Responses in Personal Vehicles

The primary goal during any incident response is to arrive safely on the scene with the appropriate fire apparatus. This includes an appropriate number of crew members on each apparatus to accomplish the requirements of the incident. Without the proper fire apparatus and fire equipment, control of the incident scene cannot be accomplished. It is paramount that fire department members respond to the station to pick up the fire apparatus before responding to the scene.

Fire Department Responses -

Generally, upon the receipt of an alarm, **ALL PERSONNEL** will respond to the fire station to pick up the appropriate fire apparatus and respond to the scene once that apparatus meets minimum staffing guidelines (see guideline 3-6). In some circumstances, the incident may dictate that certain personal vehicles are driven directly to the scene. These circumstances are described below:

Medical Emergencies / EMS Related Incidents -

During a medical related response, First Responder personnel may choose to respond directly to the scene in their personal vehicles. This type of response is only to be made under the following circumstances:

- A fire apparatus (ex. – Squad -81), is staffed and ready to respond to the scene with the appropriate medical equipment. **This MUST be confirmed by RADIO** between the responding apparatus and personal vehicle.
- Responding POV's **should not pass the fire station to respond** directly to the scene unless requested by a responding **PVFD Officer** to do so. Every effort should be made to respond another fire apparatus with crew.
- A personal vehicle staffed by a medically trained person may be driven directly to a scene near his/her response area if that member carries medical equipment (i.e. jump kit), and a portable radio in his/her personal vehicle. In this case, the responding POV must make certain by radio that other personnel are aware of your POV response. Additionally, the responding POV should contact Dispatch once arriving on scene. **First Responders should use good judgment along with dispatch information before responding POV.** Situations where a POV response is necessary include incidents where your arrival could produce a life-saving result for the patient (i.e. CPR in Progress / Choking). Otherwise you should make the effort to respond to the station and bring the appropriate apparatus to the scene. No personal vehicles carry Oxygen, Airway Tools, or Defibrillator's, etc. and each of these can produce life-saving results only if they arrive on scene.
- Any member of the department who is **trained in CPR to Healthcare Provider** standards may respond directly to the scene of a medical related emergency only if the incident is dispatched as a CPR in Progress or Choking Emergency. Other than the above circumstances, all personnel should respond to the station first.

- If an ambulance is already on the scene of a medical incident, personnel should respond to and stand-by at the station and check in on our radio channel with their crew status. A member on-scene will either release you or may request that you respond.
- The Powderly VFD operates under the Powderly First Responders for medical response. The Powderly First Responders is licensed by the Texas Department of Health and falls under the protocol of the Medical Director. These protocols are attached hereto:



Paris 2016 - 2018
FRO POLICIES.pdf



Paris 2016 - 2018
FRO Protocol.pdf

- See exhibit

Fire Related Responses -

During a fire response, **ALL Personnel** are to respond to the fire station and then respond to the scene with the required fire apparatus. The following are the only exceptions:

- Any member's personal vehicle may be driven to the scene if requested by Incident Command and ONLY if all other fire apparatus are out of the station.

Mutual Aid Responses -

During mutual aid responses, including fill-in assignments, personal vehicles will not be allowed to respond directly to the scene unless requested by Incident Command for REHAB or extra manpower purposes.

Apparatus taken to out of district calls shall be appropriate to the type of incident and/or as directed by the Incident Commander. However, at least one type apparatus should remain in home district at all times.

1--11 CONDUCT AND STATION RULES

All personnel are representatives of the Fire Department and shall conduct themselves accordingly, in a professional manner, both on and off duty.

PERSONNEL SHALL:

- Answer the telephone in a professional manner.
- Be aware of and sensitive to the presence or the potential unannounced presence of any member of the public when viewing television programs, using the computer, holding conversations in the fire station, and during other activities.
- Keep the building and surrounding area as clean as possible at all times.
- Keep all apparatus as clean as possible at all times. Upon returning to the station, all apparatus and equipment shall be checked, cleaned, and made response ready as necessary and / or as requested by the officer in charge. **CHECK AND FILL ALL FUEL TANKS.** During inclement weather the apparatus may be rinsed off.
- Attend to the needs of the public professionally and expediently, and handle a request, or see to it personally that the request is passed to the proper department if the request is for a service not offered or provided by the fire department.

- Solve problems between themselves and another member in a one-to-one discussion. If this is not possible, the persons involved shall meet with an department officer to solve the problem. Demanding that the talebearer confront the person they are referring to before discussing the matter further should squash tale bearing and rumors.
- Respect the property of others and not indulge or participate in the theft, abuse, hiding or malicious treatment thereof. Unauthorized entry into any locked area will be construed as theft, whether items are removed or not.
- No smoking within the fire station. Cigarette butts may be disposed of in a bucket outside the bays. The use of tobacco, of any form, is discouraged but not prohibited, especially in public view (i.e., on or in Fire Dept. apparatus)

PERSONNEL SHALL NOT:

- ☐ Possess, or allow to be possessed, any form of intoxicating drug or any sexually explicit, suggestive or pornographic material in any form on the property of the fire department.
- ☐ Illegally possess, or allow to be possessed any weapons (large knives, firearms, etc.) of any form on fire department property, in fire apparatus, or while conducting fire department business.
- ☐ Participate in any fist fighting or other physical turmoil, being a party to any rumor or malicious gossip or the making of any derogatory or detrimental statements regarding the capabilities or intelligence of any other personnel.
- ☐ Unjustly cause, or allow to be caused, damage in any form, to any equipment, apparatus or other property of the Fire Department.
- ☐ Loan, or allow to be loaned, any equipment or other apparatus belonging to the Fire Department without permission of the Chief.
 - ☐ You must obtain permission from the Fire Chief prior to borrowing any FD equipment, tables/chairs, etc.

Conduct Unbecoming of a member: Any member who is found to have acted in a way detrimental to the fire department will be disciplined by their superior officer and/or a chief and subject to review by the board. Multiple issues by a single member will be grounds for immediate termination subject to review by the Fire Chief and/or Board.

1--12 STATION STAFFING

The Powderly Volunteer Fire Department does not staff the station with firefighters. Station staffing, when it occurs, is accomplished on a voluntary basis. Some members prefer to staff the station during bad weather to monitor the situation. This is strictly a voluntary effort. Lamar County may page out the fire department for members to respond to the station for "Weather Watch." It is up to each individual to decide to either stay at home to monitor the weather, or to monitor from the fire station. For more information on "Weather Watch" see Section 3-19 of this guidebook. Members may staff the station at any time by calling other personnel by phone. DO NOT have Lamar County page the department to staff the station unless requested by the Fire Chief or an Officer. During events such as training and work sessions or any other time enough members are present, the station is considered to be staffed.

Minimum Staffing: When staffing the station, members must meet minimum apparatus staffing requirements before beginning a response. Apparatus minimum staffing may be found in Section 3--6 of this guidebook.

1--13 RECORDS AND REPORTS

Incident Reports for all Medical and Fire Calls, Training Reports, and any other records / reports are to be completed as soon as possible on or after the date of occurrence. **Incident Reports must be completed no later than the day after the incident occurs, but every effort should be made to complete incident reports immediately after each call.**

PERSONNEL SHALL:

- File the proper reports for personal injury, vehicle accident or damage, equipment or building damage, training classes attended, or information regarding duty time such as the station log book, apparatus log book, Medical supplies used to restock the apparatus, apparatus equipment and vehicle checklists, etc., on the date of the event taking place.
- Notify the Fire Chief immediately of any injury to personnel, vehicle accident or damage thereto, or damage to the property.
- When removing any blank report from out of the form supply shall check to ensure that it is not the last form available. If it is, that person shall make arrangements immediately for copies to be made or that the reorder of the forms is initiated. Most forms are available on the station computer for immediate printing.
- Receive reimbursement for Department expenditures according to these guidelines:
 - Approved and authorized departmental business only
 - Proper receipt is provided to the Treasurer or Board of Directors
 - The Fire Chief, must approve purchases
 - The Board of Directors must approve amounts over \$400.
- ☐ Advise persons desiring to file a formal comment, whether commendation or complaint, to file said comment in writing with the Fire Chief.
- ☐ Completely and thoroughly fill out all information required for emergency medical and / or fire incident reports, including a thorough narrative documenting the department's actions at the emergency.
- ☐ Be completely familiar with the entering of fire reports both on paper and in the computer.

The Officer in Charge (OIC) of an incident is responsible for seeing that reports are generated in a timely manner for the incident. Any member of the department for both training and experience purposes may complete report under the OIC's supervision. This gives others the knowledge to enter reports when an officer is unavailable.

3--1 FIRE GROUND TERMS AND ABBREVIATIONS

Below are a few definitions for some fire ground terms and abbreviations. These are important to know because they will be used in fire ground communications not only in our district, but in mutual aid districts as well.

All Clear: An "All Clear" will be transmitted when the primary search and secondary search of the entire structure has been completed. If a search of the entire structure can not be completed due to fire conditions, an "All Clear" will not be given.

Brush Company: A ground vehicle providing hose, water, tools, and personnel for grass and brush fire responses.

Command Post: That location at which primary Command functions are executed. The CP location will be broadcast during the size-up if taking command by a sector location.

Company Officer: The individual responsible for command of a Company. This designation is not specific to any particular fire department rank (may be a Captain, Driver, Firefighter, or Chief Officer).

Company: A ground vehicle and crew providing specified equipment and personnel capabilities. (Engine Company, Truck Company, Brush Company, Rescue Company, etc.) A company consists of two or more firefighters.

Division (1,2,3): A Division is a grouping of resources operating in a geographic area within a structure, or on a specific floor level of a building. For example, Incident Command may designate an engine company operating on the 3rd floor of a building Division 3.

Engine Company: A ground vehicle providing specified levels of pumping, water, hose capacity, and personnel.

Incident Commander: The individual responsible for the management of all incident operations.

Interior: The Interior Company is the Company operating as the interior fire crew. This company is usually engaged in firefighting operations on the inside of the structure.

Loss Stopped: A "Loss Stopped" will be transmitted when the potential for additional loss to the structure or property has been stopped. This will usually be transmitted as overhaul operations are discontinued and no further damage is anticipated.

PAR: Personnel Accountability Report - A PAR is an accountability report of all companies on the scene. This is a **visual** confirmation that each crew member in a company is safe. The Company Officer is responsible for maintaining visual, physical, or verbal contact with his crew, and will report a PAR at the appropriate times. Incident Command will request a PAR if:

- ☐ There is a report of a missing or trapped firefighter
- ☐ There is a change from an offensive fire attack to a defensive fire attack
- ☐ There is any sudden event (flashover, backdraft, collapse, etc.)
- ☐ The fire is reported under control
- ☐ An emergency button has been activated, or emergency traffic received
- ☐ At 30 minutes elapsed time not under-control PAR has been transmitted

Progress Report: Progress, Position, Needs - This is a quick and easy way to ask companies what their situation is on the fire ground. Each company is able to report their progress toward stopping the fire, their position on the fire ground, and what they need to accomplish their tasks. This report helps Command decide how to best utilize other companies.

Quint: A Quint is a fire apparatus with an aerial ladder, pump, hose, water tank, and ground ladders, along with other special equipment capability and personnel.

Rescue Company: A ground vehicle providing specified rescue equipment, capability, and personnel. (DOVFD Rescue Company provides **basic** rescue capabilities and Emergency Medical Services).

Safety Officer: Member of the Command Staff responsible for monitoring and assessing safety hazards, unsafe conditions, and developing measures for ensuring personnel safety.

Sector: A grouping of resources with either a geographic or functional assignment. Buildings are divided into four sectors corresponding with the outside walls of the building. A residence facing the street would start with Sector A in front, Sector B to the left, Sector C in the rear, and Sector D to the right. (See Structure Fire SOG for info)

Staging: For large, complex, or lengthy operations, additional resources are staged together in a specific location under a Staging Officer. This geographic location is called a "Staging Area".

Tanker / Tender: A water tanker or tender is a ground vehicle providing a large storage tank for water (1000 gallons or more). This is useful in non-hydrant areas and during grass and brush fires.

Truck Company: A ground vehicle providing an aerial ladder or other aerial device and specified ground ladders and equipment capability and personnel.

Under Control: An "Under Control" will be transmitted when the forward progress of the fire has been stopped.

1--2 COMMAND PROCEDURES

Command Procedures are designed to:

- Fix the responsibility for Command on a specific individual through a standard identification system, depending on the arrival sequence of members, companies, and chief officers.
- Ensure that a strong, direct, and visible Command will be established from the onset of the incident.
- Establish an effective incident organization (area command) defining the activities and responsibilities assigned to the Incident Commander and to other individuals operating within the National Incident Management System.
- Provide a system to process information to support incident management, planning, and decision-making.
- Provide a system for orderly transfer of Command to subsequent arriving officers.

Responsibilities of Command -

The Incident Commander is responsible for the completion of the tactical priorities. The tactical priorities are:

- Rescue - Remove endangered occupants and treat the injured.
- Incident Control - Stabilize the incident and provide for life safety.
- Property Conservation - Conserve property and prevent loss.

In addition to the tactical priorities, Command is also responsible for the following:

- To provide for the safety, accountability, and welfare of personnel. This is ongoing throughout the incident.
- "Benchmarks" are achievement signals that tell Command when one tactical priority is completed and the operation can go on to the next priority. The following benchmarks will be used:
 - "All Clear" - The primary search and secondary search has been completed and the structure cleared of savable occupants. The message "No All Clear" is to be used when no search will be performed.
 - "Under Control" - The forward progress of the incident has been controlled or stopped.
 - "Loss Stopped" - Property conservation is complete. No further damage to the structure or environment is anticipated.

Functions of Command -

- Assume and announce Command and establish an effective operating position (Command Post).
- Rapidly evaluate the situation (size up).
- Initiate, maintain, and control the communications process.
- Identify the overall strategy, develop an incident action plan, and assign companies and personnel consistent with plans and Operating Guidelines.
- Develop an effective Incident Management System.
- Provide tactical objectives.
- Review, evaluate, and revise (as needed) the incident action plan.
- Provide for the continuity, transfer, and termination of Command.

The Incident Commander is responsible for all of the above functions. As Command is transferred, so is the responsibility for these functions. The first five (5) functions must be addressed immediately from the initial assumption of Command (first-in company officer).

Establishing Command

The first personnel to arrive at the scene of a multiple fire unit response shall assume Command of the incident as indicated by the emergency conditions found. The initial Incident Commander (I.C.) shall remain in Command until Command is transferred or the incident is stabilized and terminated.

The first arriving fire department officer will give an initial radio report. The radio report will include:

- ☐ Unit designation and confirmation of arriving on the scene
- ☐ A brief description of the incident situation (i.e. building size, occupancy, HAZMAT release, multi-vehicle accident, etc.)
- ☐ Obvious conditions (working fire, HAZMAT spill, multiple patients, etc.)
- ☐ Brief description of action being taken
- ☐ Declaration of strategy (this applies to structure fires)
- ☐ Any obvious safety concerns
- ☐ Assumption, identification, and location of Command
- ☐ Request or release resources as required

EXAMPLES: These are not black and white. Each incident will vary depending on when your next arriving company will arrive and your manpower status.

- **For an structure fire:** *"Engine 81 is on the scene of a large one story school with a working fire on the A/C corner. Engine 81 is laying a supply line and going in with a hand-line for search and rescue and fire attack. Engine 81 will be "High School" command.*
- **For an MVA Incident:** *"Squad-81 is on the scene of a multi--vehicle accident. There appears to be one person trapped in an overturned vehicle.*
- **For a grass fire incident:** *"Brush 81 is on the scene of a large grass fire, approximately 30 acres with high fuel load and fast moving running fire. Please dispatch Faught, Lamar Point and Chicota to assist*

When a chief officer arrives at the scene before or at the same time as the initial arriving company, the Chief Officer should assume Command of the incident. **Radio Designation:** The radio designation "**Command**" will be used along with the geographical location of the incident. (e.g. "Aaron Parker Command", "Kautz Ranch Command"). This designation of Command will remain with the officer currently in Command of the incident throughout the event.

Command Options:

The responsibility of the first arriving personnel to assume Command of the incident presents several options, depending on the situation. If a Chief Officer, member, or unit without tactical capabilities (e.g. personal vehicle, no equipment, etc.) initiates Command, the establishment of a Command Post should be a top priority. At most incidents, the initial I.C. will be a Company Officer. The following Command options define the Company Officer's direct involvement in tactical activities and the modes of Command that may be utilized:

Nothing Showing Mode

These situations generally require investigation by the initially arriving company while other units remain in a staged mode. The officer should go with the company to investigate while utilizing a portable radio to Command the incident. When arriving on scene, and after giving a size-up, the company officer would advise *"Engine 81 will be going inside to investigate, all other units stage outside. Engine 81 will be Aaron Parker Command."*

Working Fire Mode - (Smoke or Fire Showing On Arrival)

Situations that require immediate action to stabilize the incident, and that require the Company Officer's assistance and direct involvement in the attack. In these situations the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:

- Offensive fire attacks (especially in marginal situations, e.g. low manpower)
- Critical life safety situations (rescue), which must be achieved in a compressed timeframe.
- Any incident where the safety and welfare of firefighters is a major concern.
- Obvious working incidents that require further investigation by the Company Officer.

Where fast intervention is critical, the Company Officer shall advise the next arriving unit of the situation and that unit will assume Command from the 1st unit upon arrival. The Fast Attack mode should last for more than a few minutes and will end with one of the following:

- The situation is stabilized
- The situation is not stabilized and the Company Officer must withdraw to the exterior and establish a Command Post (if not already established). At some point the Company Officer must decide whether or not to withdraw the crew, based on the crew's capabilities and experience, safety issues, and the ability to communicate with the crew. No crew will remain in a hazardous area without radio communication capabilities.
- Command is transferred to another higher-ranking officer. When a Chief Officer is assuming Command, the Chief Officer may opt to return the Company Officer to his crew, or assign him to a subordinate position.

Command Mode

Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, require immediate strong, direct, overall Command. In such cases, the Company Officer will initially assume an exterior, safe, and effective Command position and maintain that position until relieved by a higher-ranking officer. A Tactical Worksheet will be initiated and utilized to assist in managing this type of incident. The following options are available regarding the assignment of the remaining crew-members:

- The officer may "move up" within the company and place the company into action with two or more members. One of the crew-members will serve as the acting Company Officer and will be provided with a portable radio. The collective and individual capabilities and experience of the crew will regulate this action.
- The officer may assign the crew members to work under the supervision of another Company Officer. In such cases, the Officer assuming Command must communicate with the other Officer of the other company and indicate the assignment of those personnel.
- The officer may elect to assign the crew members to perform staff functions to assist Command.

A Company Officer assuming Command has a choice of modes of operation and degree of personal involvement in the tactical activities, but, once Command is assumed, continues to be fully responsible for the Command functions. The initiative and judgment of the Officer are of great importance. The modes identified are guidelines to assist the Officer in planning appropriate actions. The actions initiated should conform to one of the above described modes of operation.

Transfer of Command

Command is transferred to improve the quality of the Command organization. The following procedure outlines the transfer of Command process.

- The first department officer arriving on the scene will automatically assume Command.
- The first arriving Chief Officer may assume Command of the incident following transfer of Command procedures.
- The second arriving Chief Officer should report to the Command Post for assignment.
- Later arriving, high-ranking Chief Officers may choose to assume Command, or assume advisor positions.
- The Officer assuming Command will communicate with the person being relieved by radio or face-to-face. Face-to-face is the preferred method to transfer command. The person being relieved will brief the officer assuming Command indicating at least the following:
 - Incident Conditions (fire location and extend, HAZMAT spill or release, number of patients, etc.)
 - Incident Action Plan
 - Progress toward completion of the tactical objectives
 - Safety Considerations
 - Deployment and assignment of operating companies and personnel.
 - Appraisal of need for additional resources.
- The person being relieved of Command should review the Tactical Worksheet with the Officer assuming Command. This sheet provides the most effective framework for Command transfer as it outlines the location and status of personnel and resources in a standard form that should be well known to all members.
- The person being relieved of Command will be assigned to gain the best advantage by the Officer assuming Command.
- Should a situation occur where a later arriving officer cannot locate or communicate with Command (after several radio attempts), they will assume and announce their assumption of Command and initiate whatever actions are necessary to confirm the safety of the missing crew.

Incident Command - General Incident Guidelines

Because this SOG is not a teaching document for tactics of Incident Command, the following is a general guideline for Incident Command. Used with the above information, all members will have a good working knowledge of the **National Incident Management System** and Command Procedures.

All officers have a working knowledge of NIMS, the basis for a nationwide ICS structure.

All incidents must have a recognized and established incident command. Even a small incident should establish IC. Larger incidents require planning and organization to monitor all activities. The incident command structure of a small residential structure fire may look like the chart below.

The first-in company officer assumes command, and by assigning tasks to achieve the tactical priorities he develops the ensuing organization. By using a command worksheet, the officer can keep a record of assignments, track accountability, utilities, events etc.

All PVFD apparatus contain command worksheets and posters. All members and especially officers should be familiar with their use. Practice using the command sheets on smaller scenes, and they'll become more familiar on the occasional big one.

IC PLACEMENT: Ideally the IC should set-up with views of multiple sides.

The officer's seat of an apparatus works well for smaller incidents, providing mobile radio and phones, adequate space for tracking the incident and visibility. Larger incidents with a unified command structure may require a larger space.

Once command is established communicate where command is located (Sector A, B, C, or D). Vests are on each apparatus - use them to provide visibility. Once IC is established, only the sector/group officers should need to communicate with the IC. Keep traffic in and around the command post to a minimum.

*** NIMS was adopted by the PVFD 7/2010 by directive of the Fire Chief & Board.**

1--3 ACCOUNTABILITY / SAFETY

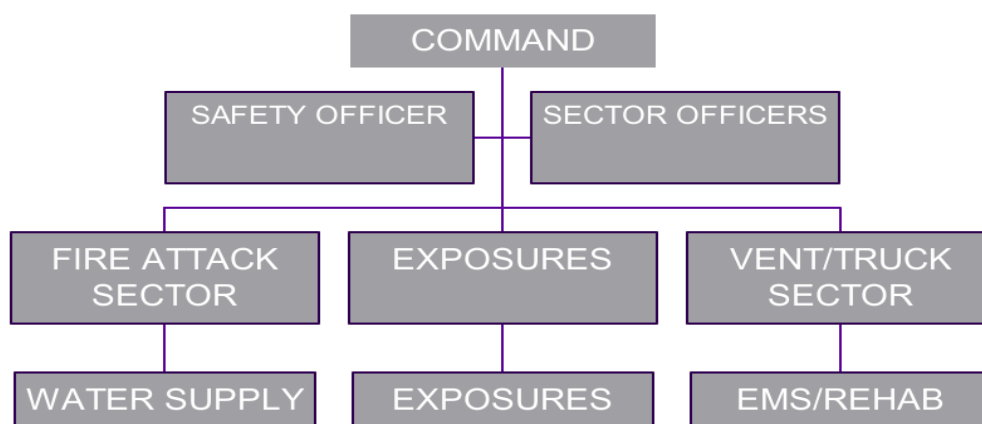
Purpose:

Establish a system to account for firefighters and other emergency workers operating within the hazard zone of an incident at any given time. Use of the system will provide enhanced safety for individual emergency workers and will provide the command staff a structured means to track and account for all personnel at any moment during the course of the incident.

General Principles:

1. Personnel accountability requires a personal commitment to safety by all members of the Department.
2. Personnel accountability at the emergency scene is an essential element of the Incident Management System.
3. Command Responsibilities:
 - a. Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
 - b. Command will always be responsible for including accountability as a major element in strategy and attack planning.
 - c. Command must consider and react to any barriers to effective accountability.
4. Company Responsibilities:
 - a. All companies will be accountable to Command or to a sector. **There will be no free--lance operations.**
 - b. Companies arriving on the scene of an emergency shall remain intact unless individual company members are given specific orders by Command to attach themselves to other companies or sectors.
 - c. A minimum company size will be considered to be two (2) personnel.

ICS ORGANIZATION CHART



- d. An officer or other designated supervisor will supervise each company member entering a hazard zone.
- e. Each company / group entering a hazard zone will have an operating portable radio set on the assigned tactical channel. If the radio fails when in the hazard zone, the company will exit unless there is another working radio with the company, or available in that work area with another company.

Passports:

To enhance accountability and to improve tracking of emergency personnel in a hazard zone, the "Passport" system will be used. The "Passport" system involves a plastic card with the company members' names affixed that is turned into the Accountability Officer. The Accountability Officer may be an Apparatus Operator, a Sector Officer, a designated Accountability Officer, or the Incident Commander, depending on the nature, type, size, and complexity of the incident.

A. Passport Equipment

1. A Passport consists of a plastic card with the company's ID etched into it (see attached photos - pg 40-41). The passport will contain the names of all fire department members **presently on duty with** that company. Each Fire Department Engine and Brush unit will carry a Passport.
 - a. Upon boarding the apparatus for any reason (emergency response, riding around town, etc.), company members will be responsible for immediately updating the Passport for the company to which they are assigned.
 - b. It is the responsibility of the unit officer or the occupant of the officer's seat to assure that the Passport is correct.
 - c. Nametags of those not currently assigned to that unit should be placed on the Velcro strip of their helmet on the underside of the rear brim, or on the Velcro of bunker coats or pants.
2. The Passport will always be located on the dash of the apparatus on the passenger side. A Velcro strip will allow the Passport to be affixed on the dash and easily removed.
3. Each firefighter will be issued two (2) individual nametags. Nametags not attached to a Passport will be affixed to Velcro strips either on the underside of the helmet, or the bunker gear. The Velcro strips are used to attach the nametags to the passport.

B. Company Officers will be responsible for ensuring that the Passport always reflects only **currently assigned personnel.**

Tactical Benchmarks

A. Several accountability benchmarks are included in tactical operations. The Personal Accountability Report (or "PAR") involves a roll call of personnel assigned to an incident.

1. For the company officer, a "PAR" is a confirmation that all company members are **visually** accounted for. EXAMPLE: "Engine 551 to Command, I have a PAR." (All company members are accounted for.)
2. Personnel accountability should be conducted on a face-to-face basis within the company or within the sector whenever possible.

3. When a "PAR" cannot be given, the term "Negative PAR" shall be used.

B. A personal accountability report will be required for the following situations:

1. When a report of a missing or trapped firefighter is received (Command initiates a "PAR" for **all** companies on the scene.)
 - a. An absent member of any company will **automatically be assumed lost or trapped in the hazard zone** until otherwise determined to be safe. Company officers will **immediately** report any absent member to the Sector Officer or to Command.
 - b. For any reports of missing firefighters, Command **must** request the next greater assignment of alarm (i.e. first alarm goes to second alarm).
 - c. Command will initiate an immediate roll call (PAR) of all companies assigned to duty in the hazard zone.
 - d. Command will send a Rapid Intervention Crew (RIC) to the last reported working area of the lost firefighter to begin a search.
 - e. Command will adjust on-scene strategies to a priority search and rescue effort.
2. When the mode of attack changes from offensive to defensive.
3. Any time a sudden hazardous event occurs during the incident (flashover, backdraft, collapse, etc.)
4. By any company(s) reporting an "All Clear", Company officers of companies responsible for search and rescue will ensure they have a "PAR" for their company(s) at the time they report an "All Clear".
5. At thirty (30) minutes elapsed time (If no "Under Control" has been received).
6. When the "Under Control" report is received.
7. A "PAR" will be initiated by Command at the suspension of Passport use.
8. A roll call "PAR" will be initiated at the discretion of the Incident Commander.

Summary of Accountability Responsibilities

Accountability will work only with a strong personal commitment by **all members** to the safety system. This commitment will involve the following responsibilities.

- A. Firefighter Responsibilities - Responsible for staying with his/her company at all times and ensuring that his/her name tag is on the Passport at all times.
- B. Apparatus Operator Responsibilities - The Apparatus Operator of the first arriving engine to each geographic side (sector) of the incident becomes the initial accountability officer. The Apparatus Operator will receive Passport's from companies and apparatus assigned to his

side of the incident (sector) and will manage accountability until relieved by a sector officer, accountability officer, or Command.

- C. Company Officer Responsibilities - Responsible for keeping his company intact at all times and for insuring that the Passport is current and accurate.
- D. Command Responsibilities - Responsible for tracking the location of all companies. Must advise later assigned companies as to who is serving as accountability (i.e. Command, Sector, Accountability Officer, etc.)

Passports / Name Tags -

PVFD Passport: Plastic card, gray in color, with white lettering/etching. Company designation (Engine-81) is etched at the top. Velcro on the front side receives the individual nametags, while Velcro on the back attaches the passport to the dash of the apparatus or to a status board carried by Command. Individual nametags are color-coded. All tags not in use on a Passport will be attached either to the underside of the rear helmet brim, or to the bunker gear by its Velcro strip.

The following pictures illustrate the passport system in use.

Passport mounted on the dash of the Apparatus.may be removed for use by Command.

Accountability Tag not in use mounted on the underside of the rear helmet brim.

1--4 EMERGENCY DRIVING

Purpose:

***To provide all members of the Powderly Volunteer Fire Department with general driving and safety guidelines and procedures for operating emergency vehicles.**

***To reduce injuries and property damage by establishing procedures for avoiding vehicle accidents.**

***To incorporate the general driving rules and regulations of the State of Texas Department of Public Safety.**

This Operating Guideline applies to members driving fire apparatus and their personal vehicles. Volunteer Firefighter's personal vehicles are considered to be emergency vehicles under Texas State Law and are considered a part of this operating guideline.

Definitions:

- ☐ **Apparatus Operator / Engineer:** A firefighter who meets the requirements of this policy, and is qualified to fully operate an emergency vehicle. This includes driving and pumping the

apparatus. Firefighters may drive emergency vehicles to a scene if qualified to drive.

- **Emergency Driving:** CODE 3 Driving - Responding to a high priority emergency using lights and sirens. The fire department responds CODE 3 to all reported fires, hazardous conditions, motor vehicle accidents, and medical emergencies. Reduction of code to CODE 1 (Normal driving, no lights or siren), is at the discretion of the Officer in Charge based on information gained en-route or upon arrival on the scene
- **Normal Driving:** CODE 1 Driving - Proceeding through traffic without the use of lights or sirens. Apparatus will stop at all stop signs/red lights and obey all other traffic laws just as normal. CODE 1 is a non-emergency response. Apparatus may respond CODE 1 to controlled or illegal burns if they are not posing any threat to life or property. If this information cannot be obtained, apparatus will respond CODE 3.
- **CODE 2 Driving:** The use of only emergency lights and no siren. When responding to a call late at night (between 10PM and 7 AM) and in a residential area, CODE 2 Driving is authorized. If at any time you encounter traffic, a short burst with the siren should be used to get the other drivers attention.

Driving Policies For All Members

Drivers and Apparatus Operators

Any member wishing to be considered for “Engineer/Operator” shall obtain the following:

- Possess valid class C State of Texas driver’s license, Class B for larger trucks
- Meet physical fitness requirements—obtain physical from physician
- Successfully complete Driver/Operators course
- Be fully trained on pump and equipment operations—signed off by Training Officer/Deputy Chief/Captain
- Fire Chief must sign off that candidate meets all requirements
 - *Any of the above items may be waived in special circumstances on a case by case basis and then only with the permission of the Fire Chief and only the Fire Chief.*
- Apply the principles of defensive driving at all times
- Obey traffic laws. Even if responding CODE 3
- Pass vehicles on the left
- Adjust driving habits to weather, road, or traffic conditions
- Slow down and look in all directions at all red lights and stop signs, any unprotected railroad crossing, any intersection while driving in the on-coming lane, and any situation where the driver cannot see all lanes of traffic.
- If a school bus is encountered, the fire apparatus will stop until the school bus has loaded or unloaded, and/or the school bus has turned off its lights indicating it is loading or unloading children.
- Report any vehicle problems immediately to an officer, or the fire chief. If service will be

interrupted, notify Lamar County Dispatch. Be sure to tell Lamar County Dispatch which apparatus is out of service, and if possible give them an estimated time until service can be restored.

- Use a ground guide (backer) while backing fire apparatus
- Check behind and around apparatus before backing to assure that the vehicle can be backed in a safe manner.
- Check for loose equipment or open compartment doors before moving any
- apparatus. Always yield the right-of-way to pedestrians.
- Account for each person on the apparatus and verbally or visually communicate with each person to assure their readiness prior to moving the apparatus.
- Always wear a seatbelt and assure that others in the vehicle are wearing their seat belts.
- Remember that you don't always have the right-of-way when running CODE 3; you are simply requesting permission from other drivers to pass, proceed through intersections, etc.

Drivers and Apparatus Operators will at no time:

- Exceed the posted speed limit by 10 MPH, or exceed 65 MPH (maximum speed during a CODE 3 response)
- Exceed 20 MPH when driving in an on-coming lane
- Under any circumstances exceed posted school zone speed limits. Even if driving CODE 3.
- Pass a stopped school bus loading or unloading, or that has its warning lights displayed.
- Operate or knowingly permit a vehicle to be operated in an unsafe manner
- Operate or knowingly permit a vehicle to be operated while under the influence of illegal drugs or alcohol.
- Pass other emergency vehicles without communicating with the lead vehicle
- Move apparatus until all personnel on the vehicle are seated in their riding positions and secured with seat belts, except while loading supply hose.

1--5 COMMUNICATIONS

Communications are vital to Fire Department Operations. This guideline describes the communications methods and equipment used by the Powderly Volunteer Fire Department. The Accountability (3-3) and Command Procedures (3-2) guidelines in this SOG have strong ties to the Communications SOG and each should be understood fully. All personnel should have knowledge of proper radio communications procedures and operation of radio equipment. Everyone should adhere to the following:

- **Use plain English in all radio communications.** CB (Citizens Band) Communications have no place in fire department communications. Be professional and have a professional attitude while using the radio. Communications that include "Comeback", or "10-4 Good buddy," are un-acceptable.
- **DO NOT Use 10--Codes or other codes.** There are a couple of exceptions (pg. 50), but for example, instead of 10-4, use the word "received, or affirmative." Be professional!
- **DO NOT press the orange emergency button on the radio unless there is an emergency.** FYI - Most PVFD radios do not have emergency button capabilities.

- **DO NOT use any foul language or insulting commentary on the radio system.** Be especially watchful of your microphone or radio being accidentally "keyed up." Situations have been known to arise where "private" transmissions were broadcast to the world because someone was sitting on a microphone, or a bunker coat was lying on the transmit button.

Our Kenwood Radios operate on the Lamar County Radio System. This is a radio system that uses frequencies in the 151-158 MHz range much like analog cellular phones.. When transmitting on the radios, press the transmit button and then wait one second before talking. If you do not wait before talking, then part of your transmission will be cut off and you will not be heard.

Our Pagers and VHF High-Band Radios in each apparatus operate on a VHF system for Lamar County. Our dispatch frequency is 155.4800 MHz. This channel is to be kept clear as much as possible so that Lamar County Dispatchers may use it to dispatch calls to other fire departments in the county.

Lamar County System - Primary Communications Method

- **Channel B – Lamar/911 DISPATCH --** is reserved for Fire Dispatch. All communications between the PVFD and Lamar County Dispatchers will take place here.
- **Powderly/VFIRE --** is reserved as our fire department operations / talk-around channel. This is our "tactical channel" that we use for ALL operations on the fire-ground. All members should have their portable radios tuned to this channel once arriving on the scene. The Officer in Charge of the incident will monitor both Channel B and Tactical after arriving on scene. Any formal or informal communications between department members should also take place here.
- **Radio Identification -** All communications use a call sign. The type of communication taking place will dictate what call sign is to be used. When communicating from a fire apparatus, the apparatus call sign will be used. When communicating as an individual, your individual ID Number will be used as the radio call sign. If using the Fire Station Base Radio, the Call Sign to be used is Powderly Fire Station.
 - **Apparatus Call Signs -** Used when communicating from the apparatus.
 - **Engine 81:**
 - **Tender 81:**
 - **Squad 81:**
 - **Brush 81:**
 - **Brush 82:**
 - **Brush 83:**
 - **UTV 81:**

For each response, the following communications procedures will be used.

- Upon receiving a page, members with portable radios at home will check en-route either with Lamar County (Channel B) or with other responding members whichever is proper on and proceed to the scene or to the fire station following PVFD Response Guidelines, specifically (2-10), (3-6).□

- Once in the apparatus, use the mobile radio in the apparatus to communicate with Lamar County on Channel B.. Check en-route to the scene with Lamar County. Communicate the apparatus(s) responding and manpower on board. For example, *"Engine 81, Tender 81 and Squad 81 enroute 12 men on board." "Engine 81 enroute with three personnel."*
- Once arriving on the scene, communicate with Lamar County on Channel B that you have arrived on scene and give the pertinent information (i.e. size-up). For example: *"Engine 81 is on scene, 123 Beaver Creek Rd, nothing showing from the outside, we'll be going inside to investigate. Engine 81 will have Beaver Creek Rd Command. Tender 81 stage at the hydrant in front of 320 Oak Trail, all other units stage on the CR 33900. Once arriving on scene, all units go to V-Fire 21 for assignments"*

Subsequently arriving units from Powderly should NOT check on- scene with Lamar County, but check on scene with Incident Commander for assignment All further fire ground communications will be made on the assigned tactical channel.

Any special requests that need to be made to Lamar County (mutual aid, utilities, Care Flite, etc.) can be made on Channel B. Only the Incident Commander is to communicate with Lamar County or any other responding units unless designated otherwise by the IC.

- When clearing a scene, contact Lamar County on Channel B and give them a disposition report: *"Engine 81 to Lamar County, all units will be clear of the structure fire at Beaver Creek, command is terminated, **Be polite and professional.*** If you are clearing a scene as a subsequent arriving unit (i.e. you are clearing but another engine is remaining on scene), just clear yourself with Lamar County but communicate that the other unit(s) will be remaining on-scene.

Mutual Aid Response :

Mutual Aid Responses carry the same general responsibilities and rules as our normal response, **In most cases we will only be sending one apparatus out of district. We must protect our own district after all! Notify Lamar County upon arriving on scene.** Then contact the agency you are responding to on their tactical channel for assignment

Codes and Signals: Although not used often, the following codes are good to use especially if communications need to be somewhat low key. A Signal-81 is used to communicate that there is a deceased person at the location. This is usually better than saying "deceased", or "dead" on the radio especially around a family member. A "Universal Caution" is used to communicate a communicable disease. Finally, the 10-Code, 10-0 is used to advise "use extreme caution"

Any person suspected of being intoxicated will be described on the radio as "Possibly ETOH".

1--6 INCIDENT RESPONSES

The Incident Response Guideline below outlines apparatus response to emergency calls. This guideline should be followed, although special requests for certain emergencies may dictate otherwise. Each PVFD apparatus is listed in the order that they would respond. Mutual Aid Companies are listed in the order that they should be requested. For fire situations, mutual aid requests should be made in order of alarms. Other factors including manpower status, and information gained from Lamar County Dispatch may dictate deviation from this guideline. When in doubt, do not be afraid to call for mutual aid. Or a second page for Powderly. You may always turn them around if they are not needed, and if they are needed, you will have the extra help on the way.

Structure Fire Response Guideline:

A Structure Fire Response also includes all calls dispatched as: Fire alarms, fires (with no description), hazardous materials incidents (HAZMAT), unknown type fires, gas leaks inside a structure, smoke investigations inside a structure, vehicle fires near a structure, etc. If the incident is a working fire (fire or smoke showing on arrival, or reported while en-route), or requires mutual aid, mutual aid companies may be called in the order they are needed.

Structure Fire Response Order -

- Engine 81
- Tender 81
- Squad 81
- Simultaneously page Faught, Lamar Point and Chicota

Major Accident / Motor Vehicle Accident (MVA) Guideline:

This response guideline includes all major (with injuries), or minor (no injuries) vehicle accidents. If a rescue or extrication situation (person or people trapped) is reported or found on arrival, call for mutual aid company for assistance if needed for traffic control. Remember our priority on an MVA is fire suppression. Paris will be sending their rescue truck for extrication.

Major Accident Response Order –

- Engine 81
- Tender 81
- Squad 81
- Brush 82 if need to block traffic

Grass / Brush Fire Response Guideline:

Depending on size of fire reported determines which Brush truck responds. Again, be prepared to deviate from this as the situation requires. Call for Mutual Aid sooner than later. Be aware of weather conditions as grass fires can grow rapidly. Take note of the conditions of pastures. Our trucks are big and heavy and will get stuck easily. Take the UTV if you suspect the ground may be wet.

- **Small Grass / Brush Fire**
 - Brush 81
- **Large Grass Fire**
 - Brush 81
 - Brush 82
 - Tender 81
 - Brush 83—if UTV needed
- **If Structures threatened:**
 - Add Engine 81

3--7 APPARATUS MINIMUM STAFFING

Apparatus staffing is difficult in the volunteer fire service. You never quite know who is able to respond. The preference for all calls is for a fully trained crew capable of independent action.

Because of this, a minimum staffing level is required to meet the needs of specific incidents. This minimum staffing level should be followed unless circumstances dictate otherwise. Sometimes not enough people are available to respond to calls. **The most important thing is that ample time (6 minutes from dispatch) is given for personnel to respond to the station before an apparatus is en--route to a call below minimum staffing. If at all possible, wait for additional personnel until minimum staffing on the apparatus for that incident is achieved.**

If no additional personnel are available after waiting for them to arrive, it may be necessary to respond with less than minimum staffing. Communicate with responding units and use good judgment when deciding whether or not to respond under minimum staffing.

Each member will be held responsible and will be required to explain their actions when the decision is made to respond an apparatus below minimum staffing.

Important: Our minimum staffing levels account for active firefighters only.

Apparatus Minimum Staffing Levels:

- Structure Fire Response -
 - Engine Company: 4 Firefighters Minimum –2 in, 2 out
 - Brush Company: 1 Firefighter Minimum
- Medical Emergency Response -
 - Squad: 1 trained First Responder
- Motor Vehicle Accident
 - Engine 81—2 firefighters
- Grass / Brush Fire Response -
 - Brush Company: 2 Firefighters Minimum
 - Engine Company: 2 Firefighters Minimum (for water supply or manpower)

3--8 GENERAL RESPONSE GUIDELINE

All Emergency Responses

All personnel will respond according to PVFD Guidelines specifically 2--10 and 3--4. If all apparatus are out of the station, contact command for instructions. You may need to respond for REHAB, or there may be adequate personnel already on scene and you will be asked to disregard or stand-by. Proper communications are imperative.

First Arriving Unit Responsibilities:

1. Size-Up
2. Assume Command
3. Take Control of the Hazardous Area (Tactical Priorities)

Scene Size--Up

The first arriving unit gives a size-up report over the radio. A size-up is a short radio transmission that includes:

- Building Size (small, medium, large) •
- Number of Stories
- Construction Type (Wood Frame, Steel, Tin, Brick Veneer, Concrete, etc.) •
- Roof Construction (Composition Shingles, Wood Shingles, Flat Roof, etc.) •
- Building Occupancy (Residence, Commercial, School, Church, Apartments) •
- Smoke or Fire Conditions
- Action Being Taken
- Offensive or Defensive Attack
- Assumption of Command
- Number of Vehicles Involved (if an MVA)
- Significant Events

Assumption of Command

The second responsibility of the first arriving unit is to assume command. By assuming command, you will be in command until a member of higher rank arrives and assumes command. Command at every incident will be named by a geographic location in order to simplify operations

Control of the Hazardous Area

The first arriving unit must also take control of the hazardous area. Any civilians or bystanders who do not need to be in the area should be asked to leave. **Remember the tactical priorities:**

1. Life Safety - (Rescue any trapped or endangered victims / safety of firefighters)
2. Property Conservation [Exposures] - (Prevent fire spread, or spread of the incident)
3. Incident Stabilization - (Stabilize the situation, control the fire)

A good acronym for remembering the tactical priorities is R.E.C.E.V.O.

R - Rescue

E - Exposures

C - Confinement

E - Extinguishment

V- Ventilation

O - Overhaul

Subsequent Arriving Unit Responsibilities:

The second arriving unit, and any other subsequently arriving companies to any emergency call will stage in the area and wait for instructions from Command. **The Second Arriving Engine Company on any fire call should find and stage at a fire hydrant in the event a supply line is needed. Companies that stage should advise on tactical channel.**

FOLLOW THE CHAIN OF COMMAND FOR ALL OPERATIONS

1--9 EMERGENCY PROCEDURES AND SCENE SAFETY

The golden rule at any emergency scene is to first protect your-self. We are no help to victims if we are injured or killed at the scene. Approach any scene with caution, and follow the orders of your company officer. The words **EMERGENCY TRAFFIC** are high-priority. These words can be used over the radio to report an immediately perilous situation (i.e. impending structural collapse). This phrase is also used if an interior crew finds a victim. Whenever **EMERGENCY TRAFFIC** is transmitted, all other communications must cease until the emergency report is transmitted. The Incident Commander is the only person on the fire ground allowed to talk on the radio at this time. Command will then decide when emergency traffic can cease, and normal radio traffic may begin again.

As a warning of danger (building collapse, evacuation, etc.), or if changing fire attack mode from offensive to defensive, Command will transmit an evacuation order over the radio system. The transmission shall be: *"Evacuate, Evacuate, Evacuate!"* In addition, anyone near a fire apparatus should activate the air horn in long blasts for one minute when Command issues an evacuation order. This signals any crews inside that may have lost radio contact to immediately leave the structure. A PAR should be taken after any of the above conditions.

Medical Scenes can be just as dangerous as fire scenes. Keep in mind that your safety and that of your crew is first, and then, your patient's safety. If a medical scene is unsafe due to weapons or impending conflict or violence, call for law enforcement assistance and do not enter the scene. Any medical emergencies dispatched as the result of fights, gunshots, knives, domestic violence, car accidents, drug use, overdoses, or alcohol emergencies require that the sheriff's department also be dispatched. **Apparatus and personnel shall stage at a distance away from these scenes, until police can secure the scene.**

Always be aware of your surroundings at any emergency scene and be on the lookout for dangers: (power lines down, gas leaks, distraught or violent bystanders, etc.) Be prepared for any hazards.

1--10 STRUCTURE FIRES

This guideline outlines standard approaches to the typical priorities faced at structural fires.

Response:

Apparatus Response for Structure Fires is as shown in the Incident Response Guide (3-6). Follow PVFD response and mutual aid responses shown in that guideline.

Notification:

- In addition, Utility Companies (Gas, Water, and Electric) should be notified to respond to shut off utilities if there is a working fire.

Initial Water Supply

The first arriving unit will use tank water depending on conditions at the scene and the distance of later arriving companies. The second arriving engine will forward lay into position with a 3" hose if requested by Command or the first arriving company. The pump operator shall call for water via radio when ready to charge the supply line.

Structure Fire Response Tasks:

The first arriving unit's Company Officer should determine and communicate:

- Size-Up
- Assumption of Command
- Control of the Hazard Areas
- Time of Day: Will occupants most likely be at work? Sleeping? Upstairs? Downstairs?
- Offensive or Defensive Attack
- All Clear in the Building (ask occupants if standing outside), Still perform a Primary Search of the building
- Rescue Needed? Exposures?
- Where is the fire?
- Water Supply (Tank / Hydrant / Water Tanker) From 2nd Engine, or reverse lay? (from fire to hydrant)

Offensive Attack -- The Company Officer should perform a quick walk-around of the structure noting the location of the fire, building conditions, and exits from the building. Try to picture the layout of the building during the walk-around. During this time, the firefighter should also pull a hose-line appropriate to the amount of fire and length of hose needed. The firefighter should stretch the hose to the point of entry. The Driver's responsibility is to secure a water supply and charge the attack hose-line. The driver will perform no additional tasks until a constant water supply is established. At this time, the driver will be stationed at the pump panel, but may carry tools to the entry point, establish scene lighting (if needed), or set a PPV (Positive Pressure Ventilation) fan. After the line is stretched and charged, the firefighter and officer will enter the building for fire attack. A Rapid Intervention Crew (RIC) should be set up as soon as practical after providing for other fire ground tasks. Salvage operations should also be initiated as soon as practical.

The second arriving engine should set up water supply unless advised otherwise. If a supply line is needed, this engine may perform a forward lay to the scene of the fire.. All other subsequent units should stage and await further instructions. Engine Companies work as TEAMS, so stay together as a unit until assigned.

Defensive Attack - A water supply should be secured as soon as possible due to the amounts of water that will be used for a defensive attack.. Hand-lines should be pulled and used through windows or other openings. Protection of exposures with hand-lines is a high-priority. Spray water on the exposure. *NEVER USE DEFENSIVE TACTICS WHILE OFFENSIVE OPERATIONS ARE TAKING PLACE!*

General Guidelines For Structure Fire Responses:

Company Actions -

- Each company shall stay together when on an emergency scene.
- Each company shall maintain radio contact at all times through the use of portable radios during fire ground assignments. The Company Officer should be the only member of the company to talk on the radio unless there is an emergency. All companies will work under the direction of Command. **Freelancing will not be tolerated.** All companies should consider placement of their apparatus as well as incoming apparatus as they park.
- Every company shall consist of a minimum of two assignable firefighters. One of these firefighters is either an officer or acting company officer and will carry a portable radio. If this number changes, Command should be notified so assignments can be made considering the weaker or stronger capabilities of each company. Driver / Engineers shall operate and monitor their respective apparatus unless ordered otherwise by the Company Officer. When an entire company, including the Driver is assigned to a task, the engine shall be placed out of the way without blocking access in or out of the scene.
- Each member of a company will take a different tool with them into the structure. This will allow different tools to be available with each member for different tasks to be performed.
- Fire Investigation - Each member is responsible for the preservation of evidence for investigations personnel. DO NOT remove any suspected piece of evidence until investigators give the OK.

Rescue -

The foremost action of the PVFD is to save lives from any threat it can deal with. All structures involved in fire will be searched as a priority fire ground objective if searches can be safely made.

- Upon completion of the primary search, Command shall be notified of a "Primary Search Completed" status.
- After the secondary search is complete, an "All Clear" shall be transmitted. The secondary search is more thorough than the primary and should be done with a different crew.
- In situations where the extent of involvement is so great that no search is possible, Command will be notified of this fact. "No All Clear can be given."

Contacting Owners / Follow - Up

Any time there is damage sustained to residential, commercial, or mobile property, the following should be done:

- Every effort will be made to contact the owner.
- Structure / vehicle released back to the owner as soon as possible after completion of investigation.

No property will be left unattended after sustaining fire damage that comprises its security. The Fire Dept. will make sure that the Sheriff's Department or the owner realizes that they have security and control responsibilities before the Fire Department leaves the scene. If possible, the FD should make efforts to secure the building.

FOLLOW THE CHAIN OF COMMAND FOR ALL OPERATIONS

1--11 RAPID INTERVENTION TEAMS (RIC/RIT)

This guideline increases firefighter safety at emergency incidents by providing for firefighter rescue at the outset of an event before a team enters an unknown atmosphere, potential or actual IDLH (Immediately Dangerous to Life and Health). This guideline identifies the requirements and operation of Rapid Intervention Teams (RIT) (or RIC, Rapid Intervention Crews).

Required Use of RIT's

This guideline shall be implemented at all incidents where fire department members are subject to hazards that would be IDLH, and / or in the event of a sudden change of conditions, equipment failure, or mishap. It should be used where the number of personnel available makes it easy to implement after primary tasks are assigned. Examples of special hazards include but are not limited to:

- Offensive Fire Operations (assumed to be IDLH), Collapse, Flashover, Backdraft, or Rapid Increase in Fire
- Hazardous Materials Incidents (HAZMAT)
- Trench Rescue
- Confined Space Rescue

RIT TEAM

Command should evaluate conditions and prioritize the establishment of a RIC team as soon as practically possible. This assignment should be prioritized along with rescue, suppression efforts, and ventilation. A full RIC will be comprised of at least an officer or acting officer and firefighter. Command should monitor the conditions at the scene and increase the number of RIC Team members as the operation becomes larger and / or more complex. All RIC Team members should remain within voice contact of each other at all times and should monitor radio traffic, noticing entrances and exits to the building.

RIT Considerations -

- Monitor Operations Channel for the Incident
- Don protective clothing and equipment appropriate for the hazard
- Conduct recon to maintain awareness of working companies and conditions
- Protective hose-lines shall be pre-deployed
- Pre-positioning ground ladders to allow for emergency egress and rescue
- Closest location of rescue tools that could be needed
- Flashlights
- Appropriate hand tools (pick or flathead axe, Halligan tool, Pike Pole, Rope)
- RIC air pack for rescue purposes
- Thermal Imaging Camera (if available)

"MAY--DAY" Radio Message

The radio message "MAY-DAY" will be used to report a lost or trapped firefighter. Any member may use "MAY-DAY" to report a lost or trapped firefighter. **A "MAY--DAY" report will receive priority radio traffic and the only people on the fire ground allowed to talk will be Command, the person reporting a MAY--DAY and the RIC Team.** The term "MAY-DAY" will ONLY be used to report trapped or missing firefighters. The term "emergency traffic" will be used to report other emergencies (see guideline 3-9).

Upon report of a lost or trapped firefighter ("MAY-DAY"), Command should deploy the RIC Team to the last reported location of the lost / trapped firefighter(s). When the RIC Team has been deployed, Command must replace that RIC with another RIC Team to back up rescuers.

MAYDAY

Command Team Checklist (Report of a Lost or Downed Firefighter)

Ascertain from Mayday

Caller:

LOCATION

o **UNIT**

o **NAME**

o **ASSIGNMENT**

o **RESOURCES NEEDED FOR RESCUE**

Emergency Traffic Declaration to Alert Fireground That A Mayday Has

Been Declared

Move Non Affected Units to a Secondary Fireground Channel

PAR conducted by Operations on Secondary Channel

Immediately Request Additional Alarm(s)

Commit the Rapid Intervention Team

Change Plan to a High Priority Rescue Effort

Withdraw Companies from Affected Areas (As Needed)

Re-enforce Firefighting Positions

Open / Unlock All Doors

Ventilate - Maintain Tenability

Provide Additional Lighting

Closely Coordinate and Control Search Efforts

Special Call for TRT Teams if needed

Monitor Structural Stability

Maintain Strong Supervision and Control of Crews

Assign Additional Chief Officers to Area of Rescue

Control the Media

3--12 GRASS / BRUSH FIRES

Response:

Apparatus Response for Grass and Brush Fires is as shown in the Incident Response Guide (3-6). Follow PVFD response and mutual aid responses shown in that guideline.

On--Scene

The following are tasks that should be performed at all grass / brush fire responses. The first arriving unit's Officer should determine and communicate.

- Size-Up
- Assumption of Command
- Prioritize: Life Safety, Exposures (structures, etc.) and the grass fire itself
- Wind direction and fire movement
- Fuel height and thickness (light, medium, or heavy fuels)
- Rate of spread (slow, medium, or fast)
- Mutual Aid Required?

Initial Attack: Place all equipment and personnel in the burned area (black area).

Attack the head of the fire first, unless exposures need to be protected, and then work back on the flanks. Brush trucks should use short lengths of hose and remain mobile. Position all other apparatus not involved in fire suppression where needed (i.e. ready to protect exposures, water supply operations, etc.)

FOLLOW THE CHAIN OF COMMAND FOR ALL OPERATIONS

3--13 RE--KINDLE PREVENTION

Purpose: To establish guidelines on the recheck of structures which have a potential for re-kindle

Re--kindle Prevention Inspections

Re-kindles are preventable and are an embarrassment to the department. If necessary, companies should be posted at the scene for whatever time is necessary to insure that re-kindles do not occur.

Extensive overhaul operations should be utilized to prevent re-kindles. Also **if possible**, personnel should inspect the scene every few hours for any possible re-kindles on any structure fire with significant involvement. Other situations that present a serious threat should the incident destabilize will also be checked accordingly.

1--14 MOTOR VEHICLE ACCIDENTS

Response:

Apparatus Response for Motor Vehicle Accidents is as shown in the Incident Response Guide (3-6). Follow PVFD response and mutual aid responses shown in that guideline.

Motor Vehicle Accidents - Response Guideline

The first arriving unit should determine and communicate:

- Size-Up
- Assumption of Command
- Positioning of Apparatus with respect to traffic hazards, fire hazards, etc.
- Fire Suppression is our priority
- Number of patients
- Confirm Ambulance is en-route if there are injuries
- Determine hazards: Hose-line required? Potential for Fire? Electrocution hazard due to downed power lines? Fuel Spills?
- Number of Vehicles involved and condition - Heavy damage, moderate damage, rollover, car upright or upside down, on its side?
- Extrication Required?
- Helicopter Required?
- Mutual Aid?

Remember to restock and clean any used equipment or supplies, retrieve any equipment from the ambulance, and remove all medical trash from the scene for disposal. Replace empty Oxygen Bottles!

FOLLOW THE CHAIN OF COMMAND FOR ALL OPERATIONS

3--15 MEDICAL EMERGENCIES

Response:

Apparatus Response for Medical Emergencies is as shown in the Incident Response Guide (3-6). Follow PVFD response and mutual aid responses shown in that guideline.

Medical Emergencies - Response Guideline

Follow the Powderly First Responders protocol set forth by the Medical Director

The first arriving unit should determine and communicate:

- Size-Up
- Relay patient information to ambulance
- Keep any unnecessary personnel and bystanders out of the area
- Assign fire personnel to assist with patients, or help the ambulance crew with the stretcher or equipment. Any personnel not assigned tasks should remain at the apparatus. As Paris EMS Paramedics arrive, our personnel may filter out of the scene to the apparatus. This will help "overcrowding" of the scene.
- Arrange pickup for any personnel riding with the ambulance to the hospital.

Remember to restock and clean any used supplies/equipment, retrieve any equipment from the ambulance, and remove all medical trash from the scene for disposal. Replace empty Oxygen bottles!

FOLLOW THE CHAIN OF COMMAND FOR ALL OPERATIONS

3--16 HAZMAT INCIDENTS

Response:

Apparatus Response for HAZMAT is as shown in the Incident Response Guide (3-6). Follow PVFD response and mutual aid responses shown in that guideline.

HAZMAT Incidents - Response Guideline

The first en-route unit should request and communicate the following to other units while en-route:

- Material Involved (Quantity, Condition of Material)
- Wind Speed and Direction
- Find the Material in the Orange DOT (Dept. of Transportation) Guidebook - Follow DOT Recommendations

The first arriving unit's Officer should determine and communicate:

- Size-Up
- Assumption of Command
- Take Control of the Hazard Area
- Preservation of Life - Our Highest Priority - DO NOT LET ANYONE ENTER THE HAZARD AREA
- If a spill is found, contact Paris Fire Department
- Follow DOT Guidebook Recommendations
- Maintain Control of the Scene
-
- Before termination of the incident, determine personnel and / or equipment contamination and take steps to decontaminate. Use of water on equipment / personnel will normally satisfy decontamination unless the DOT guidebook states otherwise. SOME MATERIALS WILL REACT VIOLENTLY WITH WATER - USE CAUTION AND READ THE DOT GUIDEBOOK
- Fully document all aspects of the incident: note times, product name, container, carrier, and any damage done to property including fire dept. property

General Guide for HAZMAT Incidents:

Our initial plan for HAZMAT Incidents is to identify the product and determine the severity of the incident. No steps will be taken to clean up the product by our department. If there is a potential problem, call for assistance and initiate evacuation.

Evacuation should start downwind and in the immediate area of the incident.

Use the Sheriff Office to aid in evacuation. Remember to not endanger the lives of personnel in the evacuation process.

Once the area is secure, pull all personnel together and make an evaluation. Remember that sometimes no action is the best strategy. If a HAZMAT Team is needed, contact Paris Fire Department. They will respond with equipment and personnel. PVFD's job is to support HAZMAT with resources and personnel until the problem is solved.

FOLLOW THE CHAIN OF COMMAND FOR ALL OPERATIONS**1--17 CARBON MONOXIDE (CO) RESPONSE****Response:**

Apparatus Response for Carbon Monoxide is as shown in the Incident Response Guide (3-6). Follow PVFD response and mutual aid responses shown in that guideline.

General Response Guideline

Carbon monoxide (CO) is an odorless, colorless, tasteless gas that is deadly. It is a by-product of combustion, present whenever fuel is burned. It is produced by common home appliances such as gas or oil furnaces, clothes dryers, ranges, ovens, water heaters, or un-vented space heaters, fireplaces, charcoal grills, and wood burning stoves. Fumes from automobiles also contain carbon monoxide and can enter a home through walls or doorways if a car is left running in an attached garage. CO poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue, and dizzy spells.

The Occupational Safety and Health Administration (OSHA) has established a maximum safe working level for CO at 35 parts per million (PPM) over an 8-hour period in the general workplace. The U.S. Environmental Protection Agency has established that residential levels are not to exceed 9 PPM over an 8-hour average.

Engine 81 and Squad 81 carries a CO Detector. This detector will be used to monitor any suspected atmosphere. If any symptoms are present, have the residents leave the house immediately (small children and the elderly are more susceptible to carbon monoxide; it can be very hazardous to the unborn child). Also have a Paris EMS Ambulance dispatched to the location. At this time, any PVFD First Responder personnel should attend to the care of the patients and other personnel should investigate the source of the CO. If no one exhibits any symptoms of carbon monoxide poisoning, it is not necessary to evacuate or ventilate the premises unless a level of over 9 PPM is detected. The officer in charge shall request that the gas company respond to the scene if:

- A CO level of 9 PPM or greater is detected
- Someone is showing signs of being ill due to CO
- The OIC feels a response by the gas company is needed

Carbon Monoxide Alarm Investigations (Procedures)

- Zero the monitor in fresh air and comply with all other start-up procedures recommended by the manufacturer of the monitoring equipment
- Survey the premises to determine if there are any amounts above 9 PPM of carbon monoxide present
- All members shall use SCBA in any atmosphere that is in excess of 50 PPM of CO

Reading of 9 PPM or less:

- Inform the occupants that our instrument did not detect an elevated level of CO at this time
- Recommend occupants check their CO detector per manufacturer recommendations
- Attempt to reset CO detector
- Inform occupants that if it activates again, call 9-1-1.

Readings of more than 9 PPM but less than 100 PPM:

- Any reading above 9 PPM will be considered above normal reading
- Occupants shall be informed that we have detected a potentially dangerous level of CO
- Recommend that all persons leave the premises and begin ventilation
- If it is determined that an appliance is malfunctioning and is producing CO, it shall be shut down
- Once the premises has been reduced to a safe level of CO, the premises may be occupied at the discretion of the occupant
- Attempts shall be made to reset the detector
- Inform occupants that if it activates again, call 9-1-1
- The occupants shall be informed of the action that has taken place and that the gas company has been requested to respond by the Fire Department if the appliance is fueled by the gas company

Reading of 100 PPM or greater:

- Any reading of 100 PPM or greater - inform the occupants that we have detected a potentially lethal level of CO - perform the above steps
- Order the occupants to leave the premises immediately

3--18 HAZARDOUS CONDITIONS

Response:

Apparatus Response for a Hazardous Condition is determined by the type of incident. The OIC shall determine which apparatus to respond.

Electrical Emergencies -

- Downed Power Lines
- Arcing or Blown Transformers
- Electrical Equipment within a residence or commercial property

Handling Electrical Emergencies

Secure the area and remove all unnecessary personnel and all citizens from the area. Utilize the safest method of stopping the electrical current by:

- Tripping the Breaker to the OFF Position
- Pulling the Main Breaker Switch
- Requesting the Electrical Company, and keeping it secure until their arrival
- The electricity is not to be re-energized until the problem has been repaired and / or inspected by a person certified or licensed for that repair or inspection

Natural Gas and Propane Gas Emergencies -

- Gas leaking from a storage tank
- Gas leaking from the storage tank of a vehicle
- Gas leaking from a severed line outside a residence or commercial property (*if inside a structure, it is a structure fire response*)
- Gas odor, either natural or propane, in any of the above

Handling Gas Emergencies

If the officer deems it necessary, a minimum of one 1.5" attack line will be placed on the ground, charged, and manned as a precaution. Secure the area and remove all unnecessary personnel and all citizens from the area and / or structure. Utilize the safest method to stop the flow of the gas by:

- Shutting off the valve at the appliance, meter, or supply tank
- Requesting the gas company, and keeping the area secure until their arrival

Small Fuel Spills -

- Fuel Leaking from a vehicle
- Fuel Leaking from a small storage tank

Handling Fuel Spills

Secure the area and remove all unnecessary personnel and all citizens from the area. Place a minimum of 1.5" attack line on the ground, charged, and manned as a precaution if the Officer in Charge deems it necessary. Notify the Paris Fire Department Haz Mat if necessary. Use a safe method to slow or stop the leaking fuel:

- Use soap to slow or stop a small leak
- Use a wooden plug to slow the leak
- Never use tools that may cause a spark
- Never allow fuel to enter a sanitary or storm sewer, waterway or water shed run off area. Use available dirt, sand, or other material to control the flow. Request additional sand from the county if needed.
- Cover the fuel with sand or foam; refrain from washing with water
- Use absorbent pads or dispersant when spill is small enough and / or applicable

Any material that may cause harm or damage to life, health, or property when transported in commerce is classified as a Hazardous Material and should be treated accordingly. Any material that is unidentified shall be treated as HAZMAT and should be an immediate concern to every firefighter. See the HAZMAT SOG (3--16) for HAZMAT Response Guidelines.

3--19 HELICOPTER OPERATIONS

Medical Helicopters may be called by **Paris EMS personnel only** for any critical medical emergencies.

- Any calls involving a firefighter or police officer (due to a likely serious injury)
- Time-of-day (traffic conditions)
- Extended rescue / extrication time
- Restricted patient access due to terrain or environmental conditions
- Mass Casualty Incidents
- Gun Shot Victims
- Head / Neck

Injuries • Burn

Victims

- Significant Mechanisms of Injury (MOI), such as - (rollover MVA, falls over 10ft., machinery accidents, vehicle ejections, etc.)

When a helicopter is called, the I.C. will set up a Landing Zone (LZ) or appoint a sector officer to manage the LZ to ensure a secure

LZ Requirements -

- All LZ personnel will wear full protective clothing with face / eye protection
- LZ Officer should contact the helicopter on VFIRE-23.
- One engine or brush truck will set up the LZ
- All lights lighting up the LZ will be pointed down at the ground
- All personnel and civilians are clear of the LZ
- NO ONE will approach the helicopter - The flight crew will exit the helicopter and approach the ambulance, or I.C.
- Under no circumstances will anyone approach the tail of the helicopter.
- LZ officer should ensure that all debris is cleared from the area
- LZ should be a minimum of 100ft. X 100 ft., and must be clear of power lines, trees, buildings, and light poles.
- LZ Officer should advise the helicopter crew by radio of power lines, un-level surfaces or conditions, or any obstructions that may cause harm to the helicopter or surrounding personnel before the helicopter lands
- **The Helicopter pilot has the final say in all LZ Operations.**
-

3--20 SEVERE WEATHER STAND--BY

During the spring, North Texas is usually pounded by severe thunderstorms that bring heavy rain, high winds, lightning, hail, and tornadoes. This can be a busy time for our fire department, although severe storms can happen any time of the year in Texas. Lamar County EOC does a good job of keeping county fire departments updated on weather systems that may affect the county.

Dispatchers issue weather updates on the VHF High-Band system meaning that you can hear weather updates on your pager. Amateur Radio Storm Spotters also patrol during severe weather to watch the storms and give reports directly to the National Weather Service. Sometimes, these spotters request fire department assistance in spotting, and Lamar County will post a Weather Stand-by. Dispatchers page all departments in the county for firefighters to stand by at their fire stations and watch the skies. This helps to have more people watching in the event that there is development.

PVFD Weather Stand-by Procedures

Most of our members watch from home with their families, and others prefer to respond to the station and stand-by. When a weather page is received, the OIC will acknowledge page with Lamar County. If you respond to the station on a weather stand-by, respond in your vehicle non-emergency (CODE 1). There is no hurry since this is only a stand-by request. Do not check enroute to Lamar County, simply go to the station and wait for further information... Be wary however of additional hazards due to weather while responding (wind, rain, hail, slick roads, etc.) Keep the speeds low and drive safely. Never allow yourself to become trapped....have an escape route to get away from an approaching storm. **Prior training in storm spotter is imperative!!**

- PVFD has 3 weather spotter locations, #9 located at Gate II Rd and N271, #16A Powderly Fire Station and #24 located at FM 906E & N271.
- OIC will assign you to a spotter location with an apparatus
- Upon arriving at your designated spotter location, contact Lamar County on channel B and advise you are at your location. E.x...*"Powderly weather spotter location 16A is manned"*
- Only report bad weather not good weather. E.x...*'Powderly spotter location 16A is experiencing quarter sized hail, 40 MPH sustained winds with gusts to 60 MPH.*
- Report any damage caused by high winds, lighting etc..
- Watch for and report any wall clouds and / or rotation

3--21 P.A.S.S - Personal Alert Safety System -- Devices

Purpose: To ensure the safety of firefighting personnel by wearing and activating P.A.S.S (Personal Alert Safety System) Devices before entering a hazardous atmosphere with SCBA, and keeping the device activated while working in the hazardous atmosphere.

PASS Devices -

Every firefighter should be familiar with the operation of the PASS Devices used by the Powderly Volunteer Fire Department. The PASS Devices are operated separately from the SCBA, but are worn on the belt of the SCBA. Before entering a hazardous atmosphere while wearing the SCBA, the firefighter should activate the PASS Device. The PASS Devices used by the PVFD are activated by pressing simultaneously on the two side buttons of the PASS Device. Activating the device gives the firefighter a 30 second window if he is to remain motionless due to injury or other problem. After 30 seconds the device emits an audible alarm alerting other firefighters that there is a firefighter in trouble. The alarm will help in locating the troubled firefighter. If the firefighter is injured or in trouble but can operate the PASS Device, the device may be activated manually without waiting 30 seconds by pressing the single button on the front of the PASS Device. This will manually sound the audible alarm.

PASS Procedures -

When a PASS Device is activated, firefighters should first check their own crews for possible accidental activation and for accountability. If everyone is accounted for and the alarm is not found to be accidental a "MAY-DAY" should be declared as described in Section 3-11 of the PVFD Operations Manual: RIC Teams - "MAY-DAY Radio Message." At this point procedures listed in Section 3-11 should be followed for activation and operation of the RIC Team.

Firefighters should activate the PASS Device before entering a hazardous atmosphere and while working in that atmosphere. A hazardous atmosphere includes **any working environment where use of a Self Contained Breathing Apparatus (SCBA) is required**. Therefore firefighters will activate PASS Devices whenever SCBA is used to enter and work in a hazardous atmosphere.

3--22 THERMAL IMAGING CAMERA

Purpose: To establish a guideline to facilitate the most effective method for deploying a Thermal Imager in a way that provides the most protection for our personnel.

It is the policy of this department to utilize the thermal imaging camera on all structure fires and any other situations as identified where it will enhance the safety of our personnel.

The Thermal Imaging Camera (TIC) is located on Engine 81, which is our first due unit to any confirmed or possible structure fires. PVFD personnel should all be familiar with the location of the TIC on the apparatus. The camera should be used at all structure fires as well as incidents where investigation by using the camera would be beneficial to the outcome of the incident regardless of size-up reports. Such incidents could be fire alarms, smoke investigations, HAZMAT incidents, etc. Using the camera on these incidents will enhance our ability to spot problems before they occur. The Officer in Charge will be responsible for bringing the TIC into the structure, and will ultimately decide who will operate the TIC.

Since the PVFD only operates one TIC, care must be taken to use the TIC according to the tactical priorities. If performing fire attack and search and rescue duties simultaneously, the camera will need to be given to the search team during their search for victims. The following are the tactical priorities as it relates to camera use:

1st Priority - Search and Rescue

Team 2nd Priority - Fire Attack

Team

3rd Priority - RIC Team

Use good judgment in the assignment of the TIC. If you are performing both fire attack and search and rescue on your way to the fire, you will use the camera.

Camera Operation Tips

- In moderate to heavy smoke conditions, the camera allows firefighters to quickly search a smoke filled area. The camera operator must remember not to move too quickly, so that the rest of the team is not lost in the smoke filled environment. Stay in contact with your team just as you would without the camera.
- The camera has the potential to inspire overconfidence because it allows firefighters to see in an environment that in reality has zero visibility. Firefighters should remember to stay low even if the camera shows you that most of the heat is at the ceiling level. The possibility of flashover is higher than ever before with today's materials, construction methods, and rapid responses. Personnel must understand that the camera could fail and an escape route must be found to get back out. Remember to use the same search techniques you were taught without a camera. Stay in contact with an outside wall, look for openings (doors/windows), and mentally note where they are. It could save your life.
- The Thermal Imaging Camera allows a two dimensional view of a smoke filled environment.

Depth perception is limited. Firefighters operating the camera should remain low to the ground, scanning the entire area before them. When scanning an area with the TIC begin at the ceiling and conclude at the floor area immediately in front of them. Walking with the TIC is discouraged as trip hazards may be overlooked.
- Thermal energy does not travel directly through walls. A TIC does not allow an area to be viewed which is behind a wall. If fire is present inside a wall, the camera will only be able to "see" it if the fire has increased the temperature of the wall itself. Fire inside wooden clad walls will be picked up much faster than fire on the other side of a more significant barrier such as concrete. Normal overhaul procedures must be utilized in order to locate fire extension.
- A human being will not provide sufficient thermal energy to penetrate most standard construction materials or solid items such as furniture. Therefore, it is reinforced that while conducting a search, rescuers must look under/ around beds, sofas and other objects where victims may have hidden to escape fire.
- Water, plastic and glass are all effective barriers for the TIC and may cause a reflective image. The team operating the camera must remember that the image present on the TIC's screen could be a "mirror image" of themselves or fire behind them being reflected off of glass, plastic or water. To test suspicious images, the crew should wave their arms and determine whether they are seeing their own image.
- "White Out" is a condition caused by aiming the unit at a very hot object or flame which causes the TIC's sensor to become overloaded and the display to show all white, rendering the TIC useless. To correct the problem, aim the camera away from the extreme heat source and the display should return to normal in under one minute, often within just a few seconds.

PVFD Policy - TIC

- The TIC shall be used on all structure fires and any incidents where it is deemed to be beneficial to the outcome of the incident.
 - The Officer in Charge (or the person riding in the officer's seat) shall be the primary user of the TIC and is responsible for bringing the camera into the structure. The firefighter behind the officer is still responsible for bringing a hose-line, and/or tools that will be needed for investigation/fire attack. The Officer can use discretion as to who operates the camera once inside.
 - When responding mutual aid with the camera, only PVFD Personnel will use the camera. DO NOT give the camera to a member of another department to use. If they need to use the camera, a PVFD member will perform the task.
 - If assigned RIC Duties while on mutual-aid, the camera should be used by the RIC Team.
 - When performing routine apparatus checks, the TIC Operation should be checked in the following fashion:
 - Check for cleanliness. If any part of the camera is dirty it may be wiped with a clean rag dampened with water.
 - The camera and its carrying strap must be dried before returning to the airtight case.
 - Turn on the camera and check for proper operation. Turn off the camera.
 - If the battery charge indicator displays in the red (lo), the spare battery should be inserted in the unit and the discharged battery should be charged in the charging unit.
 - The camera should be returned to its case and secured. Any problems with the unit should be reported to the Officer in Charge or to an Officer of the department.
 - After the camera is used on an incident, it should be thoroughly cleaned and dried before being returned to its case and all batteries should be fully charged.
- Batteries should be rotated as needed if the charge indicator is in the red.