

City of Munford Fire Department



RULES & REGULATIONS

**STANDARD OPERATING
PROCEDURES**

Introduction

The City of Munford Fire Department is responsible for providing quality fire prevention, suppression, emergency medical response, and rescue services to the City of Munford and its constituents.

The mission of this organization is to prevent fire through a systematic delivery service of education, fire prevention awareness, and proactive initiatives that focus on eliminating acts and/or practices that can cause fire. We will provide personnel and equipment to suppress fire and perform basic extrication functions for persons injured or trapped in vehicle accidents.

Trained personnel will perform emergency Medical Functions with credentials recognized by regulatory agencies (Emergency Medical Responders, Emergency Medical Technicians, Paramedics, etc.).

Please keep in mind that SOP's are not absolutes or all-inclusive, but are in fact guidelines. Each incident is unique and good judgment must be used in providing the most effective, efficient and safe response/resolution.

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem that may arise in an emergency situation. It is expected that they will cover, whether in a specific or general way, the obligations and duties of the members of the City of Munford Fire Department. They are not designed nor intended to limit any member in the exercise of his/her judgment or initiative in taking the action a reasonable person would take in extraordinary situations.

These rules and regulations apply to all personnel connected with the City of Munford Fire Department. Every member shall abide by these rules and regulations.

Membership

The process of induction and membership in the City of Munford Fire Department is not complicated. There are certain criteria that this agency looks for in a quality firefighter.

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

The minimum qualifications that a person would have to possess to begin the membership application process would include:

- ❑ Minimum age of 21*
- ❑ Must possess a valid State of Tennessee drivers license*
- ❑ United States Citizen*
- ❑ High school diploma or equivalent*
- ❑ Reside within Munford and Atoka city/county fire districts*
- ❑ May not be a member of any other fire department*
- ❑ Physically and mentally capable to perform the duties of firefighter*
- ❑ Complete an application form for review and approval by the Chief and Membership Committee*
- ❑ Be of good moral character*
- ❑ Must be able to communicate effectively orally and in writing*
- ❑ Must not have been convicted of any felony charge*

Once a person has established the previous conditions and has the approval of the Chief of the department, the person shall be considered the rank of Firefighter Recruit. To move forward by promotion, the person shall then meet the following conditions.

- ❑ Complete and Pass the Physical Agility Test*
- ❑ Complete and Pass a Mental Ability Test*
- ❑ Attend all Training Meetings (absences may be approved by the Chief or Commander)*
- ❑ Must work a minimum of 36 hours per month + 6 hours Training (2 drills per month)*
- ❑ Attend all available Incidents in the capacity of Stand-by and assist in cleanup*
- ❑ Must pass a peer evaluation (3 months, 6 months & 1 year or as needed) This will be conducted by the Chief, Command Staff & Membership committee*

- ❑ *Whenever possible the department shall make space available on apparatus for safe use of the Firefighter Recruit on actual scenes, the Officer in Charge shall approve these instances*
- ❑ *There shall be no set time for advancement of the Firefighter Recruit*
- ❑ *The Membership Committee, with the approval of the Chief shall promote the Firefighter Recruit to the rank of Probationary Firefighter.*
- ❑ *All new recruits will be issued a training check-off book. **This must be kept available for inspection at all times.** Each time the recruit completes training he/she will have the check-off book signed and dated by the appropriate person. It is the responsibility of the recruit to keep this book available for inspection at all times.*

Recruiting Physical Agility Test

1. **Donning PPE** – (Personal Protective Equipment) – The candidate will be provided with a complete set of Turnout Gear (PPE) and SCBA (Self Contained Breathing Apparatus) to be worn during evolutions. The candidate will be assisted in donning equipment, so that it is worn properly. This exercise provides the candidate with an experience of how much additional weight has to be carried while working on a fire scene.
2. **Ladder Removal/Replacement** – The candidate shall be provided with a 14' roof ladder placed in a horizontal position on the side of the apparatus. The candidate will remove the ladder from the ladder rack and place it on the ground and then pick it up and replace the ladder to its original position. This exercise simulates the fire ground operation of removing and replacing a ladder from its original mounting brackets on the side of the apparatus.
3. **Hose Connections/Advance** – The candidate shall be provided with a fog nozzle and two 50' sections of 1 ¾ hose. Candidate shall connect the 1st female end to a ¼ turn valve on a fire hydrant and then connect the 2nd female end at the other end of the 1st section, pick up the nozzle and connect it to the end of the hose and advance the hose 100' and prepare for the hydrant to be opened. (Additional personnel will be provided for assistance to open the hydrant and back-up the candidate on the nozzle only). The candidate will then slowly open the nozzle to bleed the air out of the line and then fully open the nozzle which will be set on a full fog pattern. The candidate will then turn the nozzle to a straight stream pattern and direct the stream to a bucket set 25' away from the nozzle. The candidate will knock the bucket over and then slowly close the nozzle. All connections must be fully connected and not cross-threaded. This exercise demonstrates the candidates' ability to connect the hose and nozzle and gives them an indication of the strength and stamina needed on a fire scene.

4. **Ceiling Pull** – The candidate will be given a pike pole and will place the hook of the pike pole in a loop of a rope that is attached through a pulley to a weighted object. The candidate will pull with the pike pole and lift the weighted object to a height of no less than 12” clear of the ground. The candidate will use their arms & upper body only. Kneeling down or stepping backward/forward/etc. will cause the candidate to be disqualified from this event. Twenty pulls are required. The purpose of this event to demonstrate the ability to use equipment during salvage and overhaul at a fire scene.

5. **Ladder Raise/Extension/ Climb** – A 24’ extension ladder will be lying face down next to a building. The candidate will go to the tip of the ladder and raise the ladder by grasping the rungs and walk the ladder up to a vertical position using the hand over hand method. The candidate shall raise the ladder by grasping each rung, not the side rails of the ladder. (Additional personnel will be provided to hold the base and steady the ladder. Personnel will also be provided for safety) The candidate will then grasp the lanyard and raise the fly section to a full extension and lock the fly section in its safety locks. The candidate will then lower the fly section slowly making sure that the ladder locks are secure before letting go of the lanyard for each hand over hand grip. After the ladder has been raised and lowered 1 time, the candidate will climb the ladder to the height of a second story window. The evolution in raising the fly section will be done 2 times. After the second raise/lower evolution and climb, the candidate will lower the ladder back to the ground using the hand over hand method on each rung. (Additional personnel will be provided to hold the base and steady the ladder and for safety) Not touching each rung or using the ladder locks or dropping the fly section will result in disqualification from this event The purpose of this event is to simulate the task of raising a ladder and climbing to a second story roof or window. This event also demonstrates strength and stamina needed while working in adverse conditions.

6. **Search/Rescue/Dummy Drag** – The candidate will have the face piece of their mask blacked out. The candidate will be on hands and knees at all times during the search. The candidate will keep one hand on the wall and search with the other hand, foot and leg. The search can either be left or right turns at the discretion of the candidate. Once the victim is located, the candidate will grasp the dummy by its hands & raise the dummy’s arms over the dummy’s head and drag the dummy out of the building. The candidate may drag the dummy from a kneeling or standing position. The candidate must keep in mind the search pattern that was made and reverse the pattern to exit the building. If at any time the candidate gets disorientated or wants to quit the exercise, he/she must call out for assistance. If the face mask is removed at any time, the candidate will be disqualified from this event. The purpose of this event is to familiarize the candidate with the limited visibility that will be encountered during an actual search of a burning building. This will also demonstrate the strength & stamina needed while working in adverse conditions.

7. **Height Awareness** – The candidate will get in the front basket on Tower 1 & will wear a safety belt and will be hooked to a safety line. The aerial ladder will then be raised and extended to a height of 105' (Additional personnel will be provided to operate Tower 1). If at any time the candidate chooses to stop or request to be lowered, this will disqualify the candidate from this evolution. This exercise is to demonstrate the candidate's ability to stay calm & collected while in an adverse situation.

8. **Extrication** – The candidates shall pick-up the **Jaws of Life** spreaders and hold at waist height with the spreading arms in a horizontal position and then spread the jaws all the way open and then close the jaws to with-in approximately ¼ inch from touching each other. The candidate will then turn the spreaders on its side in a vertical position while still holding at waist height & spread the jaws all the way open and close the jaws until approximately ¼ inch before jaws touch and stop. The candidate will then gently place the **Jaws of Life** on the ground and the exercise will be complete. If the candidate can not hold the Jaws of Life or drops the spreaders, he/she will be disqualified from this event. This exercise is to demonstrate the physical strength and stamina that is needed on an extrication scene.

Classification of Firefighters

Probationary Firefighter/Firefighter Recruit

After approval by the Chief and Membership Committee a Firefighter Recruit shall be promoted to the rank of Probationary Firefighter. There shall be no set time period for probation to allow the best possible development of an individual firefighter.

A probationary firefighter should attempt to attend all departmental functions. He/She shall attend all departmental meetings and training sessions. If attendance is not possible he/she should communicate the reason for absence ASAP to a Command Staff Officer stating the reason. Some acceptable reasons would be personal business, illness, or job schedule (it is expected that a probationary FF would make arrangements for regularly scheduled drills with his employer).

The Chief and Command Staff shall evaluate the probationary firefighter before he/she is promoted to the rank of Firefighter. Areas for evaluation shall include:

- Attendance at all functions including training, incidents, meetings*
- Performance at all functions*
- Personal attitude*
- Conduct*
- Safety*
- Comprehension of duties*
- Understanding of Chain of Command*
- Public input of character*

After promotion to the rank of Firefighter the person shall still be considered a Rookie Firefighter for a period of one year and shall be subject to termination without warning during such time.

Firefighter

Upon release from probation, the member shall be classified as a Firefighter. The firefighter shall possess the skill and knowledge to perform and carry out orders given on an incident scene as they relate to basic firemanship, equipment operation and function, EMS assistance, care and maintenance of equipment.

The firefighter shall function under the direction and supervision of a FGC (Fireground Commander) or an OIC (Officer in Charge) and refrain from "free-lancing".

The National Incident Command System is an extremely important tool of the fire service. The firefighter shall have a good understanding of this system and how to work under it as it relates to this department.

The Chain-of-command shall be followed in matters that relate to department operation and function. All ranks are to be used in On-Scene operations in the public view; however, in the private sector of the department this is not necessary, but advisable. See Chain-of-Command Section for further information.

Firefighter First Class

A firefighter promoted to this classification shall possess the following levels of training and skills:

- State of Tennessee Firefighter Level I and II*
- Hazardous Materials First Response*
- Extrication I and II*
- Documented training in Incident Command and capable of functioning as an Incident Commander*
- Knowledge and ability to operate all apparatus and equipment in the department*

Firefighter First Class shall be a promoted position by the Command Staff and approved by the Chief of the Department.

Driver

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

- ❑ *Posses a valid Tennessee Drivers License*
- ❑ *Documented training on the operation of each apparatus*
 - *10 hours for Support Apparatus*
 - *20 hours for Pumpers*
 - *40 hours for Aerial Units*
- ❑ *Documented training on the movement of each apparatus*
- ❑ *Clean personal driving record for a period of one full year (checked annually)*
- ❑ *Demonstrate knowledge of the entire fire response area*
- ❑ *Active Member of Department for no less than 2 years, exceptions awarded by the Chief*
- ❑ *Clear understanding of radio operations*
- ❑ *Clear understanding of water supply and hydrant operations*
- ❑ *Demonstrated knowledge of location of all equipment on each apparatus*
- ❑ *Clear understanding of the National Incident Command System*

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

Engineer

All drivers may be promoted to the rank of Engineer with the following qualifications:

- ❑ *Same qualifications as Driver*
- ❑ *State of Tennessee Introduction to Fire Pumps Certification*
- ❑ *State of Tennessee Pumper Hydraulics Certification*

The Chief of the department shall approve in writing all individuals who are qualified as an Engineer. The information shall be kept permanently in the member's personnel folder.

Lieutenant

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

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

It is required that the Lieutenant shall hold certification as State of Tennessee Firefighter I and II, EMS First Responder, and Hazardous Materials Operations Level.

The promotion of Lieutenant shall be recommended by the Command Staff and have the written approval of the Chief. The documentation shall be kept as permanent record in the member's personnel record.

Captain

The Captain assists the Chief and Commander in the activities of the department. He/She shall be in charge in the absence of the Chief and Commander.

It is required for the Captain to possess and maintain Firefighter and Driver/Engineer skills and training. He/She must also be able to function as an Incident Commander on small or large-scale operations. He/She must maintain current knowledge and skills of related areas such as: territory, equipment, apparatus, and maintenance.

It is required that the Captain shall hold certification as State of Tennessee Firefighter I, II, and III, EMS First Responder, Hazardous Materials Operations Level, and Extrication I and II.

The promotion of Captain shall be recommended by the Command Staff and have the written approval of the Chief. The documentation shall be kept as permanent record in the member's personnel record.

The Captain answers directly to the Chief and Commander; and, may be assigned projects or activities to help the department achieve the objectives set forth by the Chief and Board of Mayor and Aldermen.

Commander

The Commander assists the Chief in the activities of the department. He/She shall be in charge in the absence of the Chief.

It is required for the Commander to possess and maintain Firefighter and Driver/Engineer skills and training. He/She must also be able to function as an Incident Commander on small or large-scale operations. He/She must maintain current knowledge and skills of related areas such as: territory, equipment, apparatus, and maintenance.

It is required that the Commander shall hold certification as State of Tennessee Firefighter I, II, and III, EMS First Responder, Hazardous Materials Operations Level, and Extrication I and II.

The promotion of Commander shall be recommended by the Command Staff and have the written approval of the Chief. The documentation shall be kept as permanent record in the member's personnel record.

The Commander answers directly to the Chief; and, may be assigned projects or activities to help the department achieve the objectives set forth by the Chief and Board of Mayor and Aldermen.

Fire Chief

The Fire Chief, under the direction of the Board of Mayor and Aldermen of the City of Munford, Tennessee, shall be responsible for all operations of the City of Munford Fire Department. He shall be appointed by the Mayor and approved by the Aldermen of the City of Munford, Tennessee.

The Chief shall oversee the operations of the department. He/She shall have exclusive command at all incidents or waive the command to any individual he/she feels is able to handle the situation. The Chief shall serve as the representative of the Mayor and Aldermen at all times and shall strive to be a pillar of the community. The Chief shall have the same powers as the State Fire Marshall.

Chain of Command

The Munford Fire Department recognizes and utilizes in all incidents the National Incident Management System (NIMS). All personnel are trained in the NIMS program through the IS100, IS200, IS300, IS400, IS700, and IS800 series with copies of such training as permanent records in the firefighters training file. The department Training Officer has the responsibility of oversight in this training. Access to the training can be reached via Internet access at, <http://training.fema.gov/EMIWeb/IS/crslist.asp>.

In all functions of the department's activities the Chain of Command shall be followed. Members that have been promoted in rank shall be at the top of the chain according to position. Each member can develop and move up the chain of command as quickly as the member wishes and as quickly as open positions avail themselves.

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

Upon the vacancies of any ranking position, any fire department member may make application to this opening by written request to the Chief. His/Her promotion shall then be considered by the Command Staff and approved by the Chief. When multiple applications are submitted the member's entire personnel file shall be reviewed. The Command Staff shall take into consideration the members certifications, abilities, availability, commitment to the department, and his/her relationship with the entire membership of the department.

Committees

Command Staff

The Command Staff shall serve as the representatives of the fire department to the Chief. The Command Staff shall consist of one firefighter, the Lieutenants, Captains, Commander, and Chief. The two Fire/Police Aldermen are also involved in this committee and serve as Ex-officio Members.

The Command Staff shall serve as an advisory committee to the Chief in areas concerning personnel advancement/removal of the department, awarding of awards to personnel of the department, policy and procedures of the department, rules and regulations of the department, and other decisions that may effect the department as a whole.

The Chief of the Department shall have the final say on all policies and procedures. All approval past the Chief must come from the Board of Mayor and Aldermen. The Command Staff shall meet at the discretion of the Chief and serve as an advisory committee.

Membership Committee

The Membership Committee shall be comprised of all or part of the members of the Command Staff. This committee shall have the primary responsibility of recruitment of new Firefighter Candidates. The Membership Committee shall accept and filter applications from candidates of the community and shall hold and certify Physical Agility Tests and Interviews. The Membership Committee shall then provide the nominees to the Chief for approval into the Candidate Training Program where the Recruit will become the responsibility of the Training Officer.

Response

Definitions

Emergency:

Emergency shall indicate that all warning lights and all audible alarms shall be in use. The apparatus/vehicle shall be driven in a safe manner not exceeding the speed limit by more than 10 mph. The vehicle shall obey all other traffic laws. The vehicle shall come to a complete stop and obtain visual acknowledgment of all other privately operated vehicles at a given intersection before proceeding through. All passengers shall be harnessed and assist the Driver/Engineer in visual acuity.

Routine:

Routine shall indicate that all audible alarms are not in operation, headlights are on, and rear-warning lights only shall be in operation. The apparatus/vehicle shall be driven in a safe manner not exceeding the speed limit posted. The vehicle shall obey all traffic laws. All passengers shall be harnessed and assist the Driver/Engineer in visual acuity.

Change of Emergency to Routine:

On occasion the apparatus may be ordered to reduce from an emergency response to a routine response by an emergency official on the scene. In this instance the apparatus may continue to operate in the emergency mode until the safe opportunity arises to secure the lights and sirens. High traffic areas and intersections do not constitute safe opportunities. Care shall be taken not to confuse the normal public vehicle operator.

POV's (Personally Owned Vehicles):

A POV is defined as any vehicle not owned by the City of Munford or its constituency. POV's are allowed on emergency scenes only in rare occurrences. Abuse of this could result in termination or probation.

Stand-by:

A member that is considered to be on Stand-by has arrived at the station after the responding emergency vehicles have left the station and no other apparatus is needed. This member is expected to remain at the station until released by the OIC. In most cases of long term incidents the stand-by personnel are utilized as relief personnel for the first out units. Also, assistance is needed for re-supply of the equipment and cleaning of apparatus after an incident.

Firefighters

94:1.01

All members shall obey all traffic laws when responding to an incident or to the station in POV's.

94:1.03

All members below the rank of Captain shall report to the closest station or the station assigned to them for response or stand-by after an alarm has been dispatched.

Exception: Passing the Emergency scene (not included are EMS) or authorization by the Chief or OIC.

94:1.09

No member shall install or have in view sirens, emergency lights, or any other inferred apparatus on personal vehicles.

Officers

94:1.02

It shall be optional for the Chief, Commander, and Captains to respond to the emergency scene instead of their assigned station. This action shall be to establish Incident Command and organization of the responding apparatus.

99:1.10

The officer responding to the scene shall communicate with the Chief or Assistant Chief his intentions over an open-air radio signal.

99:1.11

The officer responding to an emergency incident shall travel in a safe manner, obeying all traffic laws, and harnessed properly.

99:1.12

The officer responding to an emergency incident shall insure that he/she has all of his/her turnout equipment either in their possession or placed on the appropriate responding apparatus. The officer's safety should come first in all his/her decisions.

Apparatus

99:1.12

The Driver/Engineer shall serve as the officer in charge on the apparatus in the absence of a ranking officer.

99:1.13

The Driver/Engineer shall be solely responsible for all equipment and operations of the apparatus he/she is operating. All equipment should be checked for return and security before leaving the emergency incident for the station.

99:1.14

All personnel within the responding apparatus to any operation shall be properly harnessed as is required by State of Tennessee Law.

94:1.05

Before the apparatus leaves the station, all compartment doors are to be checked for closure and equipment secure.

94:1.06

When responding to an alarm, all apparatus shall respond as Emergency Status, unless otherwise instructed by the OIC.

94:1.07

It is permissible to respond to an alarm Routine Status, when warranted. Such alarms would be the decision of the OIC.

94:1.08

When an apparatus is returning to the station from an emergency incident or is out in operation for training or other operation, the apparatus shall operate as Routine Status.

06:1.09

All apparatus should be maintained in a clean and presentable manner, fully stocked and prepared for an emergency run.

Upon return to the appropriate house, the apparatus shall be cleaned and shimmied for storage inside. The OIC may waive this ruling if no dirt or road grime was encountered.

On foul weather days, such as rain, snow, sleet, or drizzle, the apparatus may be "sprayed off" in lieu of thorough cleaning at the discretion of the OIC. However, the apparatus shall be thoroughly cleaned upon clearing of the weather.

Fireground Operations

99:2.13

The Chain of Command shall be utilized on all Emergency Scenes. The National Incident Command System shall be utilized on all Emergency Scenes.

Exceptions: Radio Traffic of establishment of Command shall only be required for large scale, multi-department, multi-apparatus, or multi-personnel scenes as set forth throughout this section.

94:2.01

Upon arrival on the scene and determining it to be a working incident, (structure fire, haz-mat, MVA, Extrication, etc.) Command shall be established and designated by the OIC. A brief disposition shall also be given.

94:2.02

A short term, one unit involved incident (trash fires, small grass fires, wash downs, etc.) it shall not be required to establish Command. The OIC shall be the sole decision maker.

99:2.14

During incidents that Command has not been established, the Chain of Command is still in place and shall be followed. No "free-lancing" will be tolerated.

94:2.03

The National Incident Command System shall be established at any multi-agency or multi-personnel long-term incident. Also on all structure or commercial fires, haz-mat incidents, and extrication incidents.

94:2.04

All units, after checking on scene with the dispatcher or FireComm, shall automatically switch to the designated fireground channel that has been assigned by Command.

94:2.05

All radio communications on an established command incident site should be done on the designated fireground channel, except for the FGC(Fire Ground Communicator) communicating with dispatch or FireComm.

Only the FGC assigned by the OIC shall communicate with dispatch or FireComm.

94:2.06

All members arriving on a scene without previous orders shall report to the Incident Command Post.

94:2.07

All members on a scene shall not leave the scene without clearance from the Incident Command Post.

94:2.08

In the event that non-departmental personnel (members of other departments), enters the scene and wishes to help, they are to be directed to the Incident Command Post.

94:2.09

Scene safety and security is one of our responsibilities. Bystanders and on-lookers shall be kept at a safe perimeter of the scene. If available, law enforcement shall be utilized to obtain this objective.

94:2.10

When department personnel perform crowd control, the member assigned, as with all members, shall be courteous, calm, and perform in a manner that reflects professionalism and respect.

94:2.11

When on the scene of an incident and apparatus is parked on or near the operating roadway, the emergency lights shall remain "ON" and in full operation as set forth in NFPA.

When on the scene of an incident and apparatus is parked out of the flow of traffic and is deemed safe, the emergency lights may be secured and turned "OFF" at the discretion of the OIC.

94:2.12

When warranted and personnel are available on the scene, barrier tape should be used to establish a perimeter around the work area (fire scenes, extrications, hazmat, etc).

99:2.15

On an emergency scene the Driver/Engineer shall establish in a safe and close proximity of the apparatus a Tool Staging Area. It shall be preferable for the area to be designated by a tarp laid out on the ground.

All equipment removed from apparatus shall be returned to the Tool Staging Area for the designated apparatus by all personnel or to the Driver/Engineer for proper replacement and securing.

Housekeeping

06:3.01

The 4" or LDH supply hose, loaded in the bed of all apparatus shall be a flat lay.

06:3.02

All 1 3/4" attack lines shall be of Baker Load Style. All attack lines shall be 200' in length. Discharge #1 shall have an Attack Nozzle and labeled "Attack Line". Discharge #2 shall have a Piercing Nozzle and labeled "Attic Line".

All 2.5" attack lines shall be of the Flat Lay Style. All 2.5" attack lines shall be of 200' length.

All nozzles shall be loaded in the OFF position.

94:3.03

Booster hose shall be clean and properly rolled on the booster reel or loaded in a Flat Lay Style.

The dirty booster hose used on a grass fire may be used on the next alarm inside someone's house.

94:3.04

All hose shall be cleaned, dried, loaded or rolled readied for service as soon as possible.

94:3.05

"Out of Service" hose shall be rolled reversed with the male connection exposed and tagged stating date and reason for being out of service.

A Loss/Damage Report should be filed with the Supply Officer as soon as possible.

99:3.06

The station house is home to all members. Everyone should take part in keeping them clean from debris and dirt.

Those members who smoke tobacco products are to respect the members who do not. All City owned apparatus and facilities are Smoke Free. This is very loose in the station house. Please keep your discarded products in proper canisters. Do not discard your products on the floor or out the door.

All garbage should be placed in the provided disposals. Do not leave partially empty canisters of drink or food throughout the station.

Take pride in your station house and assume that a tour of the department will take place at any time, as it usually does.

99:3.07

All apparatus should be cleaned with soap and water after each incident.

See Apparatus Section 06:1.09

02:3.08

All shift partners share the station house. Visitors are allowed only in certain areas of the station house.

Areas OFF-LIMITS to visitors shall be considered any living area such as sleeping halls and staff restroom/shower areas.

Visitation Hours shall be considered 0900-2000hours, only. Visits to members outside of family will be limited to a 20-minute stay. Full respect of all shift partners shall be taken into consideration of visits.

Telephone conversations shall be limited to no longer than 15-minutes, and only on the secondary line, if one exists, at a station house. If a call is received on the primary line, the member shall ask the party to return the call on the secondary line, ensuring the primary station line remains open.

Equipment

94:4.02

It is the responsibility of each member to take proper care of issued gear and equipment.

Care of the equipment indicates that the issued gear shall be cleaned regularly and washed properly after each incident.

94:4.03

Upon leaving the department, each member is responsible for returning all gear and equipment issued to them during their tenure.

This includes turnout gear, uniforms, badges, etc.

94:4.04

All members shall wear full issue of turnout gear on all fires, rescue or hazardous materials incidents unless authorized by the OIC.

94:4.05

Any equipment lost or damaged during an incident/alarm shall be reported ASAP to the OIC. A Loss/Damaged Report must be completed and filed with the Supply Officer.

94:4.06

If at all possible, apparatus shall not be taken off road or paved surfaces with the exception of Brush Fire apparatus. It shall be the responsibility of the Driver/Engineer to make the decision of off road use of the apparatus. The OIC may overrule the decision.

99:4.07

At the beginning of each night shift, the personnel on duty shall perform a basic check off of all equipment.

This check off shall include but is not limited to: engine fluids, engine start-ups, light operations, equipment placement, and EMS equipment. All check offs shall be indicated in the Pass Down Book in the Main Office. Problems shall be indicated as well.

Standard Operating Procedures

Definitions

Offensive Attack:

Interior Attack; quick, aggressive operation (often referred to as Blitz Attack). This mode is the standard, expected fire-fighting mode in which personnel will initiate an aggressive attack by advancing hose lines inside of the building to the base of the fire. The offensive mode will always be in effect unless altered and announced by the OIC. The offensive mode assumes that the fire building is relatively safe, both structurally and from a fire fighting or hazardous materials perspective.

Defensive Attack:

*Exterior Attack; surround and drown, outside the collapse zone
This mode must be announced by the OIC and confirmed by responding apparatus. The defensive mode will be established when the fire building becomes too dangerous to enter and/or if the fire has advanced beyond the ability of responding apparatus to effectively control it quickly. Once the defensive mode is declared, all apparatus and personnel shall position OUTSIDE the collapse zone of the fire building.*

Collapse Zone:

A collapse zone is defined as the area twice the height of the structure in a lateral direction of the appropriate wall.

Primary Search:

A primary search shall be defined as the quick and timely search of a facility's every room and crevice for a stranded or trapped subject.

Secondary Search:

A secondary search shall be defined as a thorough and complete search of a facility, leaving no door unopened and no area untouched.

Radio Communication

All Stations are equipped with base radios used for communication and monitoring of radio traffic of other nearby agencies. Radios shall be set in the Scan position at all times to monitor radio traffic that may assist in information gathering for completion of the mission of the Munford Fire Department.

When a call is received or an announcement is made via radio to Munford Fire Department, acknowledgement of the radio traffic shall be made by the statement of the station designation that is manned and operating, such as "Station 1, Station 2, Station 3" and in numerical order. If appropriate timing has been allowed for a station that has not acknowledged the call, then a jump in numerical acknowledgement is warranted. The OIC shall determine via radio or telephone, the disposition of the missing station.

The OIC shall assign radio communicators for each station at the begging of each shift.

*"FireComm" can be established at any station; however, Headquarters must be provided with all accompanying paperwork. The FireComm Operator is responsible for maintaining all radio logs for the duration of the incident. Care should be given in maintaining a clear, distraction-free, area for the FireComm Operator. The Operator should speak in a clear distinct voice with authority and thought behind each transmission. **The Operator should not think WHILE they are transmitting!** A professional manner should always be maintained.*

The station identifier "WNXI-900" shall be used to complete all MAJOR conversations or at the conclusion of emergency incidents.

"FireComm" is never terminated. Since Headquarters is manned 24 hours, 7 days a week, "FireComm" should be cleared. It shall be appropriate to say, "All units are back in stations, FireComm cleared, WNXI-900."

Command is established at all large-scale emergency incidents where multiple units will be utilized. If the first unit on the scene does not establish Command, the Radio Operator shall remind the on-scene unit by establishing the Command Call Sign for them. Also, if multiple incidents are on the radio, Command shall be established with the Incident Street Name as the Identifier, whatever the size incident.

Structure Fire

Priorities:

- A. *Firefighter Safety*
- B. *Life Safety*
- C. *Incident Stabilization*
- D. *Property Conservation*

Procedure

I. Response Apparatus and Areas

- A. *Engine 1* *City*
- B. *Engine 18* *City, County (West of Highway 51)*
- C. *Tower 1* *City*
- D. *Rescue 8* *City, County*
- E. *Engine 2* *City*
- F. *Tanker 21* *City, County*
- G. *Engine 3* *City, County (East of Highway 51)*

II. City Response Order (if equipment is not manned, then next in line responds)

- A. *Engine 1*
- A. *Tower 1*
- B. *Engine 3*
- C. *Engine 2*
- D. *Rescue 8*
- E. *Engine 18*
- F. *Support Equipment*

III. County Response Order (if equipment is not manned, then next in line responds)

- B. *Engine 18 (West of Highway 51)*
- A. *Engine 3 (East of Highway 51)*
- B. *Tanker 21*
- C. *Support Equipment*

IV. Operations

First arriving unit, Officer radios on scene and briefly gives disposition including size and make of structure and percent involvement. Officer establishment of Command and assigns a fireground channel for operation. All responding units immediately switch to appropriate channel.

First arriving pumper initiates attack, or reverse lays to hydrant if fire cannot be confined with pre-connect. Attack line shall be first positioned to support rescue/primary search if warranted. Two fully outfitted firefighters with donned SCBA shall be allowed for first attack team. No fewer than two firefighters shall be permitted to enter the structure at a time.

Use of the buddy system shall be in force for interior operations. Second due pumper supplies water to attack pumper and/or forward lays to fire.

A second attack line shall be laid for a rescue line if interior attack has been initiated. Two fully outfitted firefighters shall be standing by this rescue line with donned SCBA in the ambient air position.

A Command Post shall be initiated at the Level I area with the Incident Commander available. The Incident Commander shall assign a Sector Commander for rear areas of the structure and additional areas as needed.

All incoming units report to the Staging Officer or the IC for staging. All non-committed units shall position such that the apparatus may have ease of escape or be used at other incidents.

All personnel reporting to the scene shall report directly to the IC for orders.

If Mutual Aid is requested, the IC will assign a firefighter, with a radio, as Staging Officer. The IC shall request one ambulance unit to respond for standby and establishment of a medical triage.

Injured personnel shall be evacuated to the triage area, headed by the ambulance personnel.

Law enforcement personnel with the use of Barrier Tape well outside the operation area shall set a perimeter. If no law enforcement personnel are available, the IC shall assign one firefighter the duties. The firefighter shall courteously ask the public to stay behind the tape that has been established.

No firefighter shall use more than two (2) SCBA bottles without a 15-minute rehab period. All firefighters shall report to the apparatus that they responded in to replace their air bottle. No Driver/Engineer shall allow a firefighter that, in his/her opinion, is unfit to return to an interior attack. This firefighter shall report to the IC and then to Rehab.

*The News Media shall be accommodated at an area outside the defined operations area. Their inquiries are to be directed to the IC or his/her designee. The Media Officer shall never indicate what started the fire. He/She may give only facts such as the number of committed units, the number of committed firefighters, the correct address of the building involved, and where the fire **appears** to be located within the building. If the Media Officer does not know for CERTAIN, he/she shall indicate that the information is forthcoming.*

Search and Rescue

I. Operations

In all fire incidents in which the operation is offensive, the first arriving engine company shall properly attack the fire so as to afford maximum survivability to potential victims (attack from the unburned area and push the fire to already burned area or out ventilation ports). The second engine company shall initiate primary search procedures in the fire building and be primarily responsible for the systematic search process, unless ordered otherwise by the IC.

*At all times the primary search team shall follow to the **RIGHT** of each entry. This shall allow for ease of finding the search team should a problem occur.*

After the primary search is completed, the primary search officer shall communicate to the IC that the "Primary Search is Complete, All Clear." Should a victim be found at any time during the search, the search officer shall indicate to the IC that a victim has been found. The IC shall coordinate a rescue of the victim and the search team.

When the situation has been effectively controlled within the fire building and the entire building can be thoroughly searched, the IC will order that selected personnel initiate a secondary search. The IC who will coordinate the search and report the status shall designate a search officer.

Under no circumstances shall a search be ordered for a fire building under a defensive mode attack.

Extrication

Priorities:

- A. Firefighter Safety
- B. Life Safety
- C. Incident Stabilization
- D. Property Conservation

Procedure

I. Response Areas

- A. Engine 1 City
- B. Engine 18 City, County (West of Highway 51)
- C. Tower 1 City
- D. Rescue 8 City, County
- E. Engine 2 City
- F. Tanker 21 City, County
- G. Engine 3 City, County (East of Highway 51)

II. City Response Orders

- A. Rescue 8
- B. Tower 1

III. County Response Orders

- A. Rescue 8
- B. Engine 18

V. Operations

First arriving unit, officer radios Dispatch or FireComm on scene, gives a disposition, exact location, and establishes Command.

IC conducts an outer circle survey of accident scene and sets up staging of incoming apparatus. Firefighters begin off-loading equipment in a Tool Staging Area designated by the red tarp near the Rescue Truck. The Driver/Engineer shall pull a 1 3/4" hand line to the accident scene and charge the line for fire safety.

IC indicates to Dispatch or FireComm whether WING is needed or not. If so, the next due apparatus becomes the landing zone crew. The OIC of the landing zone crew shall operate as the Sector Officer of the LZ. The LZ crew shall ensure the exact location of the LZ by use of the GPS (Global Positioning System) of Rescue 8. Coordinates are radioed to Dispatch or FireComm.

The IC shall designate one firefighter as the operations officer of the extrication equipment. All support personnel shall be fully outfitted in turnout gear.

The IC shall utilize all law enforcement personnel for setting perimeters for scene safety of the public.

Victim assessment shall be performed by fire department personnel fully outfitted in turnout gear. If ambulance personnel are available, they may perform victim assessment if appropriate protective equipment is provided. A certified medical member shall gain access to the vehicle to maintain life safety for the victim as well reassurance of the proceedings outside.

Entrapped victims shall be covered with blankets and tarps to insure coverage of already open wounds to flying glass and debris. The rescue personnel inside the vehicle shall also be covered with the victim to assure him/her.

Upon completion of the extrication, the IC shall indicate to Dispatch or FireComm that "extrication is complete." All equipment shall be returned to its appropriate storage compartment.

Rope Rescue Team

Hazardous Materials

Priorities:

- A. Firefighter Safety*
- B. Life Safety*
- C. Incident Stabilization*
- D. Property Conservation*

Procedure

I. Response Areas

- A. Engine 1 City*
- B. Engine 18 City, County (West of Highway 51)*
- C. Tower 1 City*
- D. Rescue 8 City, County*
- E. Engine 2 City*
- F. Tanker 21 City, County*
- G. Engine 3 City, County (East of Highway 51)*

II. City Response Orders

- A. Engine 1 or Engine 3*
- B. Haz-Mat Trailer Unit, pulled by Brush Truck 81/83*
- C. Rescue 8*
- D. Tower 1 for Mass De-Contamination*

III. County Response Orders

- A. Engine 18*
- B. Haz-Mat Trailer Unit, pulled by Brush Truck 81/83*
- B. Rescue 8*

V. Operations

First arriving unit shall remain at a defensive position (preferably 1000' distance), officer radios on scene to Dispatch or FireComm a brief disposition including type of container (truck, train, disposal, etc), whether fire is involved or is impinging on the container, whether there is a vapor cloud and color and dispersion rate, if any injuries are apparent, and establish Command.

The IC shall determine the materials involved through placarding or interview with the foreman of the vehicle or container owner. Verification should begin immediately with CHEMTREC and the company controller through Dispatch or FireComm.

No personnel shall be allowed entry into an area without first determination

of the materials involved and approval by the IC. All personnel shall be equipped with SCBA and fully outfitted in turnout gear.

The IC shall then notify Covington Haz-Mat Team for response or suggestion of handling the situation. The IC shall also utilize the North American Emergency Response Book for immediate handling of the situation.

The IC shall determine the need for evacuation of surrounding areas and/or closing of roadways. Local, State, and Federal law enforcement shall be utilized to accomplish this objective.

If an attack on the fire is warranted, only fully outfitted personnel shall be permitted entry to the Red Zone with fully functioning SCBA. Two additional rescue firefighters shall be fully outfitted with SCBA and a charged rescue line.

Unmanned means of attack shall always be considered first. Firefighter Safety is the primary concern.

All Hazardous Materials Incidents shall be handled in a Defensive Mode unless otherwise ordered by the IC.

Once the incident is stabilized the IC shall advise law enforcement to reopen roads and allow repopulation of the effected area.

Emergency Medical Calls

Priorities:

- A. Firefighter Safety
- B. Life Safety
- C. Incident Stabilization
- D. Property Conservation

Procedure

I. Response Areas

- A. Engine 1 City
- B. Engine 18 City, County (West of Highway 51)
- C. Tower 1 City
- D. Rescue 8 City, County
- E. Engine 2 City
- F. Tanker 21 City, County
- G. Engine 3 City, County (East of Highway 51)

II. Response Orders

- A. City Response to "Basic EMS Call"
 1. Rescue 8 (West of Railroad Tracks)
 2. Engine 3 (East of Railroad Tracks)
- B. City Response to Trauma or Cardiac Call (**no more than 6 Firefighters**)
 1. Rescue 8, Engine 3 (West of Railroad Tracks)
 2. Engine 3, Rescue 8 (East of Railroad Tracks)
- C. County Response
 1. Rescue 8 (West of Railroad Tracks)
 - a. Engine 3 moves to Headquarters
 - b. If Engine 3 not manned, Sound All Call for Reserves
 2. Engine 3 (East of Railroad Tracks)

III. Operations

Upon arrival of the scene, the officer shall indicate to the dispatcher or FireComm, "Munford Rescue 8 on scene." Each crew member shall be assigned by the OIC equipment to bring into the scene, including report packet, Medical Bag, and Oxygen assembly. The Driver/Engineer shall be responsible for backboard and C-collar equipment at all scenes.

The senior most qualified medical responder shall be in charge of the patient and his/her care. Other responders may gather information for the report, take blood pressure readings and other vitals, or question family members and bystanders.

Within two (2) minutes of patient contact, the OIC shall radio the responding ambulance with the gathered information indicating the mechanism of injury, vitals collected, and whether to respond routine.

All equipment may be gathered and removed from the immediate area once the ambulance personnel have arrived, but not removed from the building until the incident is at a close.

It shall be the responsibility of the OIC to arrange at the time of Station Assignments, the need for a two-unit response. Two units to respond to Emergency Medical Calls shall be utilized only for the need of extra manpower. If a total of over 6 firefighters are on duty, then the Two Unit Response shall be negated. The OIC shall notify the Chief or his/her responding designee by phone of the manpower situation.

Move-ups are assigned by statistical data determining the greater number of emergency incidents for the total fire management zone. Move-ups can be canceled due to extreme weather conditions such as tornadoes or ice. Approval of the cancellation of move-up policies shall be made by the Chief or his/her designee.

Explosives Team

Act or Possible Act of Terrorism

Priorities:

- A. Firefighter Safety
- B. Life Safety
- C. Incident Stabilization
- D. Property Conservation

Procedure

I. Response Areas

- A. Engine 1 City
- B. Engine 18 City, County (West of Highway 51)
- C. Tower 1 City
- D. Rescue 8 City, County
- E. Engine 2 City
- F. Tanker 21 City, County
- G. Engine 3 City, County (East of Highway 51)

II. City/ County Response

- A. Engine 1 or Engine 3
- B. Rescue 8

III. Notifications

- A. Tipton County Emergency Management
- B. Local Law Enforcement Agency
- C. TEMA

IV. Operations

The Federal Bureau of Investigation (FBI) defines terrorism as “the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives.”

There are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive. These can be best remembered by the term B-NICE. It is imperative that the arriving units determine which category of terror has been chosen before initiating further action beyond setting up Incident Command.

After an incident has been declared or is considered to be a possible act of terrorism, the following procedures shall be instituted immediately. The emergency scene shall be considered a Hazardous Materials Scene and the Fire Department shall have charge over Incident Command. As soon as the Incident Commander has declared the scene “safe”, the entire scene along with Incident Command shall be waived to the appropriate Law Enforcement

Agency. It is noted that the entire scene shall at all times be considered a "Crime Scene" and nothing shall be disturbed unless it constitutes a threat to the public's safety or the safety of the responders.

*A Medical Triage Staging area shall be established within a safe, but manageable distance to the Incident Scene. A Medical Liaison Officer shall be assigned to this area. *Note: Be aware of secondary incendiary devices that may be planted in areas that would be used for emergency personnel.*

A Public Relations Officer shall be provided as well as a Media Staging area. This individual shall provide to the media and to the public controlled information. No information shall be given to the media without express permission of the Incident Commander. The Public Relations Officer shall report directly to the Incident Commander.

It is imperative that all information attainable has been gathered and assessed before any formulation of an Attack Plan is drafted. Questions as to who, what, where, when, and how should have all be asked and considered in the gathering of information. Many possible acts of terrorism can be dismissed as simple misunderstandings prior to action taking place. "Try before you pry".

As the scene has been declared a Hazardous Materials Scene all OSHA 1910 rules shall apply. No person shall be permitted within the Hot Zone unless above the certified Operations Level of training.

The Incident Commander shall immediately begin to form a Emergency Operations Plan for the incident. This plan should include the evacuation of a predetermined area as set forth by CHEMTREC.

At all times there shall be no less than two (2) firefighters in equal protective suits with Self Contained Breathing Apparatus (SCBAs) donned in the rescue position for those individuals who have entered the Hot Zone.

*In the event of Incendiary Terrorism or Explosive Terrorism, the Incident Commander shall FIRST consider the possible secondary devices that may exist and where they may be hidden. This process should immediately be thought of when setting up a Command Post and allowed for when determining the evacuation of the area. ***It shall be the policy of this department to set up all Command Posts at the Secondary Site as determined by the incident.***

Whenever possible, the Entry Team shall carry with them the needed tools for the incident as well as Digital Cameras and Video Cameras as available. The Entry Team shall photograph all sites prior to any disturbance of the area unless the safety of the public or team will be compromised due to time

considerations. Photos shall be taken again after the disturbance of each area, so as to preserve the chain of evidence.

After the Incident Commander has declared the scene "safe", the scene and all photos and information taken will be immediately handed over, along with Incident Command to the appropriate Law Enforcement Agency. All Entry Team members shall provide to the Law Enforcement Agency written witness statements detailing all that was observed and actions that were taken within two (2) hours of the clearing of the Fire Department of the scene.

The Incident Commander shall provide for the department records a detailed narrative report of the entire incident, besides the usual TFIRS report.

Dress Code/Personal Grooming

All personnel should maintain a professional appearance while on duty. Class B uniforms shall be worn at all times while on duty. The uniform must be kept as clean as possible while working and a spare uniform should be kept with-in close proximity if needed. Shirt tails must be kept inside of trousers in a neat fashion at all times. (except during sleeping times). Class B uniforms will be worn any time that you are at any type of Fire Department function, such as drills, training, regular scheduled shifts, ball games, etc. If a Class A is required and you do not have Class A, then continue with Class B. The chief or OIC will advise of special events where a Class A uniform will be worn. Black leather or equivalent shoes or boots must be worn. No open-toe shoes or boots. It is the responsibility of all personnel to purchase the Class B uniform.

The Class B uniform consist of navy blue trousers, black leather belt, Munford/Atoka Fire department pocket T-shirt, navy blue socks and black leather boots or shoes. The Class A uniform consists of navy blue trousers, black leather belt, light blue dress (firefighters) or white dress (officers) shirt, badge, nametag, navy blue socks, black leather boots or shoes. The Class A uniform will be provided after a period of 1 year of membership.

There shall be no facial hair that impedes the operation of the SCBA mask through the process of fit testing. There shall not be any hanging jewelry worn (except for medical ID) at any times. There shall not be any body piercing, or any tattoos visible outside of the Class B uniform. Hair shall be worn in a clean cut fashion & well groomed.

City of Munford Fire Department

Receipt Rules & Regulations, SOP's

This is to certify that I have received a copy of the City of Munford Fire Department's Handbook on Rules & Regulations and SOP's. I understand all of the information within said handbook and have read and agree to its policies.

I also understand that I am joining an elite group within the community and will be held in high inspection to follow these guidelines thoroughly. Deviance from these policies may result in my termination or probation of service.

I also understand that at any time I may approach any member of this department to ask clarification of any part of this handbook without feeling any guilt or repercussions.

Member/Applicant

Date