

# City of Munford Fire Department



## **Rules & Regulations**

## **Standard Operating Procedures**

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## **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.*

*Emergency Medical Functions will be performed by trained personnel 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 which 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 18*
- *Reside within 1/4 mile of the corporate limits of the City of Munford (exceptions shall be awarded by the Chief)*
- *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 not be 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. The following conditions shall then be met by the person to move forward by promotion.*

- *Complete and Pass the Physical Agility Test*
- *Complete and Pass the Mental Ability Test*
- *Attend all Training Meetings (absences may be approved by the Chief or a member of the Command Staff)*
- *Attend all available Incidents in the capacity of Stand-by and assist in cleanup*
- *Whenever possible the department shall make space available on apparatus for safe use of the Firefighter Recruit on actual scenes, these instances shall be approved by the Officer in Charge*
- *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.*

# **Classification of Firefighters**

## **Probationary Firefighter**

*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; however, the standard is approximately three (3) months.*

*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, job schedule (it is expected that a probationary FF would make arrangements for regularly scheduled drills with his employer).*

*The probationary firefighter shall be evaluated by the Chief and Command Staff 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 a OIC (Officer in Charge) and refrain from “free-lancing”.*

*The 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.*

*Chain-of-command is expected to 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*
- *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*
- *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 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 members 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 members 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 members personnel record.*

## **Captain**

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

*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 kept as permanent record in the members personnel record.*

*The Captain answers directly to the Chief and the Assistant 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.*

## **Assistant Chief**

*The Assistant Chief shall put into effect the policies and procedures of the department as set forth by the Chief and the Board of Mayor and Aldermen. In the absence of the Chief of the department, he/she shall be responsible for all operations and functions.*

*The Assistant Chief shall be appointed by the Chief of the Department and approved by the Board of Mayor and Aldermen of the City of Munford, Tennessee. The Assistant Chief shall have the same powers of the Chief and serve as his/her representative at all times.*

*It is required that the Assistant Chief hold State of Tennessee recognized certifications such as Firefighter I, II, and III, Extrication I, II, and III, EMS Certification at least to the level of First Responder, Hazardous Materials Certification at least to Operations Level, and Incident Command.*

## **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**

*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.*

*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 members 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.*

*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.*

## **Committees**

### **Command Staff**

*The Command Staff shall serve as the representatives of the fire department to the Chief. The Command Staff shall consist of the Lieutenants, Captains, Assistant Chief, and Chief. Also, two firefighters shall serve on the Command Staff. The two Fire/Police Aldermen are also involved in this committee and serve as Exofficio 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 appointed by the Fire Chief. This committee shall be an anonymous committee comprised of two officers and two firefighters with the Chief as the Chair of the Committee. All applicants shall be approved for membership by this committee. A minimum of 3 to 2 vote must be achieved to gain membership or to be released of probationary service. The Chief shall only vote in the event of a tie.*

# **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 a 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 resupply 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 POVs.*

### *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, Assistant Chief, and Captains to respond to the emergency scene instead of their assigned station.*

### *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.*

## **Fireground Operations**

99:2.13

*The Chain of Command shall be utilized on all Emergency Scenes. The 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 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 FireCom, 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 communicating with dispatch or FireCom.*

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

94:2.06

*All members arriving on a scene without previous orders shall report to the FGC or OIC.*

94:2.07

*All members on a scene shall not leave the scene without clearance from the FGC or OIC.*

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 FGC to obtain orders.*

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 crowd control is performed by department personnel, 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, haz-mat, 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

### 94:3.01

*The 2 1/2", 3" or LDH supply hose, loaded in the bed of all pumpers shall be a flat lay.*

*For the appropriate hoses, the Male fitting shall be started on the left hand side of the apparatus partitions. This shall insure a female connection at the end of each 700' load of each side of each apparatus.*

*In the event of a long single lay, the female connection of the left side partitions shall be connected to the male connection of the right side. The female connections of the right side can then be pulled and the apparatus driven to the pumper site. The entire load of 1400' can then be laid out.*

*In the event of a short double lay, the two female connections can be pulled and the apparatus driven to the pumper site. The entire load of two 700' can then be laid out.*

### 94:3.02

*All 1 3/4" attack lines shall be of Baker Load Style. All attack lines shall be of 150' in length.*

*All 2" attack lines shall be of the Flat Lay Style. All 2" attack lines shall be of 150' in 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.*

*Keep in mind, 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.*

99:3.06

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

*At least weekly the apparatus should be cleaned and shammied.*

## Equipment

94:4.01

*All personnel shall be issued turnout gear when deemed ready by the Membership Committee and approved by the Chief.*

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 FGC or 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. 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 hoselines 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.*

## Structure Fire

### **Priorities:**

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

### **Procedure**

#### *I. Response Areas*

- A. *Engine 1*            *City, County (West of Hwy 51)*
- B. *Engine 3*            *City, County (East of Hwy 51)*
- C. *Engine 2*            *City, County*
- D. *Engine 4*            *City*
- E. *Engine 7*            *City*
- F. *Tanker 21*          *City, County*
- G. *Truck 8*            *City, County*

#### *II. City Response*

- A. *Truck 8*
- B. *Engine 7/4*
- C. *Engine 1/3*
- D. *Support Equipment*

#### *III. County Response*

- A. *Truck 8*
- B. *Engine 1/3*
- C. *Tanker 21*
- D. *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 but not breathing air.*

*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.*

*A perimeter shall be set by law enforcement personnel with the use of Barrier Tape well outside the operation area. 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 for 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 a secondary search be initiated by selected personnel. A search officer shall be designated by the IC who will coordinate the search and report the status.*

*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, County (West of Hwy 51)*
- B. *Engine 3*            *City, County (East of Hwy 51)*
- C. *Engine 2*            *City, County*
- D. *Engine 4*            *City*
- E. *Engine 7*            *City*
- F. *Tanker 21*          *City, County*
- G. *Truck 8*             *City, County*

#### ***II. City Response***

- A. *Truck 8*
- B. *Engine 7/4*

#### ***III. County Response***

- A. *Truck 8*
- B. *Engine 1/3*

#### ***V. Operations***

*First arriving unit, officer radios dispatch or FireCom on scene, gives a disposition, exact location, and establishes Command.*

*IC conducts a 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 FireCom 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 Truck 8. Coordinates are radioed to dispatch or FireCom.*

*The IC shall designate one firefighter fully outfitted in turnout gear 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 is available, victim assessment may be performed by them 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 FireCom that "extrication is complete." All equipment shall be returned to its appropriate storage compartment.*

## Hazardous Materials

### **Priorities:**

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

### **Procedure**

#### **I. Response Areas**

- A. *Engine 1*            *City, County (West of Hwy 51)*
- B. *Engine 3*            *City, County (East of Hwy 51)*
- C. *Engine 2*            *City, County*
- D. *Engine 4*            *City*
- E. *Engine 7*            *City*
- F. *Tanker 21*          *City, County*
- G. *Truck 8*            *City, County*

#### **II. City Response**

- A. *Truck 8*
- B. *Engine 7/4*

#### **III. County Response**

- A. *Truck 8*
- B. *Engine 1/3*

#### **V. Operations**

*First arriving unit shall remain at a defensive position (preferably 1000' distance), officer radios on scene to dispatch or FireCom 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, 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 FireCom.*

*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, County (West of Hwy 51)
- B. Engine 3           City, County (East of Hwy 51)
- C. Engine 2           City, County
- D. Engine 4           City
- E. Engine 7           City
- F. Tanker 21          City, County
- G. Truck 8            City, County

#### **II. City/ County Response**

- A. Truck 8

#### **III. Operations**

*Upon arrival of the scene, the officer shall indicate to the dispatcher or FireCom, "Munford Truck 8 on scene." Each crew member shall be assigned by the OIC equipment to bring into the scene, including report packet, Medical Bag, Trauma Bag (if needed), 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.*

*As soon as possible the OIC shall radio the responding ambulance with the gathered information indicating the mechanism of injury, vitals collected, and whether to respond on a lesser routine basis or expedite. This information should be radioed by the mobile radio whenever possible.*

*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.*



## 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.*

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Member/Applicant

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Date