

**POLICY: 001.12.02**  
**MEMBERSHIP**

**SCOPE**

This policy applies to all entry level applicants of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to establish guidelines for obtaining membership with the Grandview Volunteer Fire Department.

**NOTE**

The Grandview Volunteer Fire Department will not discriminate against any applicant based on race, color, creed, sex, religion or national origin.

**POLICY**

Volunteer Membership:

All prospective volunteers must obtain an application from the Grandview Volunteer Fire Dept. This application must be completed fully and returned to an officer. All applications will be reviewed to determine eligibility.

Applicants that are determined to be eligible will be considered for membership at the next business meeting. Acceptance will be determined by popular vote of the members present at the meeting.

New members will be required to complete any and all forms deemed necessary and obtain a pre-employment physical and drug test before beginning the minimum 72hr training and ECA programs.

**POLICY: 002.12.02**  
**CLASSIFICATIONS**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to outline the classifications and ranks within the Grandview Volunteer Fire Department.

**POLICY**

The Grandview Volunteer Fire Department consists of the following ranks:

**Non-firefighting Member**  
**Probationary Fire Fighter**  
**Fire Fighter**  
**Lieutenant**  
**Captain**  
**Assistant Chief**  
**Fire Chief**

**POLICY: 003.12.02**  
**PROBATIONARY PERIOD**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to establish probationary period for members of the Grandview Volunteer Fire Department.

**POLICY**

Members of the Grandview Volunteer Fire Department may be terminated at any time during their probationary period, for any reason.

Members will serve a probationary period of 6 months from their acceptance date.

Probationary Fire Fighter training must be completed 180 days.

Probationary members shall not respond to any fire incidents.

Probationary members who hold a current TDH certification or FRO training and have completed protocol testing shall be allowed to respond to medical incidents.

Probationary member with the minimum SFFMA intro will be allowed to respond to fire calls

If the above requirements have not been met, then the member's status will be evaluated and a determination of whether the member is extended or terminated at that point.

**POLICY: 004.12.02**  
**DEPARTMENT ISSUED PROPERTY**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to set guidelines for departmental issued property.

**POLICY**

The member, to whom the property is issued, is responsible for safe keeping of all that is issued to them.

A verbal report shall be given to the Officer in Charge should any property be lost, broken, or rendered inoperable for any reason. The OC will then complete a written report documenting the condition of the property. This report will then be forwarded to the Chief.

Should any member's affiliation with the Grandview Volunteer Fire Department be terminated all issued property shall be returned to the Chief.

The failure to return all properties with-in a reasonable period of time (i.e. 90 days) may be considered theft and legal actions pursued to recover departmental properties.

**POLICY: 005.12.02**  
**PARTICIPATION**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to set guidelines for participation in departmental activities for all members.

**POLICY**

All Personnel will:

- Respond to a minimum of 20 points per month as per point system. Duty hours must be completed in a minimum of 2 hour increments. Anything less than a 2 hour shift will not qualify for this exemption.
- Attend a minimum of two regularly scheduled meeting sessions each month. Regularly scheduled meeting sessions are scheduled on first, third, and fourth Monday night of the month. The first Monday night of the month is reserved for Business Meetings of the department.

Minimum participation requirements will be monitored on a quarterly basis. Any member not meeting the minimum requirements will be placed on a "Probationary Status". Should that member fail to achieve the minimum requirements the following quarter that member will be dismissed from the department. Any members that fail to achieve the minimum requirements more than two times in a calendar year will be dismissed from the department.

Any member dismissed due to failing to meet the minimum participation requirements will be permitted to appeal the dismissal to the officer committee to hear such appeals.

**Policy: 006.12.02**

**IDENTIFICATION CARDS**

**SCOPE**

This policy applies to all personnel of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to establish guidelines for the issuing and the use of department identification cards.

**POLICY**

Upon completion of the probationary period each member will be issued an identification card.

If rank and E.M.S certification are not clearly visible on ones uniform/ t-shirt, a department identification card will be worn in plain sight.

All personnel will carry an Identification Card on their person while on duty and when operating at any emergency scene.

Identification cards are not to be used for personal gain or in any manner that may be detrimental to the department.

**POLICY: 007.12.02**  
**DEPARTMENTAL PROPERTY**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to set guidelines for disciplinary actions that will be taken as a result of theft or misuse of departmental property.

**POLICY**

Any departmental tools, equipment or property there of that is taken without permission from the Chief or Assistant Chief will constitute theft.

Any departmental tools, equipment or property there of that is taken with permission but not returned on or before an agreed upon date may constitute theft.

In the event of any theft of departmental tools, equipment or property thereof, a certified letter may be sent requesting the voluntary return of the item(s) in question within thirty (30) days. In the event said item(s) are not returned in the specified time period legal actions shall be pursued.

Use of any departmental tools, equipment or property thereof for personal gain shall result in disciplinary action up to or including termination.

Any item borrowed must be log in the equipment sign out log.

**POLICY: 008.12.02**  
**INJURIES**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to set guidelines for the documentation of on duty injuries.

**POLICY**

Any personnel injured on duty shall notify the Officer in Charge as soon as possible.

The notified Officer shall complete an injury report and submit it to the Fire Chief within twenty-four (24) hours.

The Fire Chief shall submit the injury report form(s) to the need agencies.

**POLICY: 009.12.02**

**RESPONSE TO STATION IN PERSONAL VEHICLE**

**SCOPE**

This policy applies to personnel of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to set guidelines for personnel who will be responding to the station, in a personal vehicle, to answer emergency calls.

**POLICY**

Members will bring with them a radio to monitor progress of the incident.

All members shall obey all traffic laws.

In inclement weather proceed only as fast as conditions will permit while not compromising personal and/or public safety.

## **POLICY: 010.12.02** **PROTECTIVE CLOTHING**

### SCOPE

This Policy applies to all Personal Protective Equipment utilized by the Grandview Volunteer Fire Department.

### PURPOSE

The purpose of this policy is to establish a system to maintain and rotate PPE

### POLICY

#### *Inventory Officer Responsibilities:*

All protective clothing records shall be maintained by the Inventory Officer and shall be maintained for three years after the Personal Protective Ensemble has been retired or destroyed.

All surplus Personal Protective Ensemble shall be kept and inventoried by the Inventory Officer.

When Personal Protective Ensemble is issued to personnel, the Inventory Officer or the Officer in Charge shall provide instructions to the receiving personnel regarding proper use, inspection and cleaning of the protective ensemble. It is the receiving personnel/fire fighter's responsibility to clean their issued personal protective ensemble and report any problems with the gear to the officer in charge or the Inventory Officer. This SOP will be made available to each employee.

#### *Records:*

Records shall be kept on all Grandview Volunteer Fire Department PPE's.

- Whom issued to
- Manufacturer information
- Maintenance
- Retirement

#### *Protecting the Public and Personnel from contamination:*

- Risk assessment
- Contamination containment
- Public access
- Procedures

PPE's that are soiled and that are in need of cleaning are to be cleaned as soon as possible and are to be kept away from public areas where the public could possibly come in contact with the PPE's. If the PPE's are contaminated with a Biohazard the PPE's need to be placed in a sealed

plastic bag and placed away from public access. **Universal precautions including rubber gloves should be used when handling PPE's contaminated with biohazards.** The station or shift officer should be notified and proper decontamination procedures started. If the PPE's have come in contact with a HAZ – MAT it will be necessary to identify the substance. The priority in this situation is firefighter and public safety. The contaminated PPE's should be removed and proper decontamination to firefighter and PPE's initiated.

- PPE's are not to be brought into living areas.
- PPE's are not to be brought into food preparation and eating areas.
- PPE's are not to be brought into training areas.
- Hands are to be washed after handling PPE's

**POLICY: 011.12.02**

## **APPARATUS RESPONSE**

### SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

### PURPOSE

The purpose of this policy is to set guidelines for the response of apparatus to all scenes.

### POLICY

All apparatus occupants must wear seatbelts.

Posted speed limits shall not be exceeded by more than ten (10) mph.

The apparatus operator shall be responsible for driving safely with respect to weather and road conditions.

The apparatus operator shall ensure safe passage before entering any intersection.

Passing apparatus en route to a scene should be avoided. If unavoidable, the apparatus to be passed shall be notified and not passed until that action has been acknowledged.

All apparatus responding to emergency scenes will use one of the following modes:

Priority 1 - emergent response, lights and siren

Priority 2 - emergent response, lights no siren compliant with posted speed limit. Use

Priority 2 in areas such as school zones, nursing home area or if a funeral service is in progress.

Priority 3 – non-emergent response

## **POLICY: 012.12.02**

### **APPARATUS ARRIVING AT OPERATIONS SCENES**

#### **SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

#### **PURPOSE**

The purpose of this policy is to set guidelines for the arrival of apparatus at operations scenes.

#### **NOTE**

Level 1 Staging should be an area approximately two (2) city blocks up-wind from the incident scene.

Additional areas of staging (i.e. Level 2, Rescue, water supply...) shall be designated by the Incident Commander.

#### **POLICY**

Command vehicles will respond directly to the incident scene.

When responding to a fire incident, the first apparatus will respond directly to the incident scene. All subsequent apparatus shall report to Level 1 Staging.

All apparatus and personnel in staging shall remain there until given an incident assignment by the Incident Commander.

When responding to EMS incidents, the first apparatus will respond directly to the incident scene. All subsequent apparatus shall report to Level 1 Staging. If the first responding apparatus is not staffed with sufficient EMS personnel, then the second due apparatus shall respond directly to the incident scene if staffed by EMS personnel.

## **POLICY: 013.12.02**

## **COMMAND PROCEDURES**

### **SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

### **PURPOSE**

The purpose of this policy is to set guidelines for establishing command.

### **POLICY**

The National Incident Management System will be used on all emergency incidents.

The highest ranking person on the first arriving unit shall establish command.

Should command be transferred, it shall be done in person by personal contact.

The individual establishing command shall give notification by radio that command has been established. Command should be given a designated name that relates to that particular incident.

Command shall give a radio report of scene size-up consisting of the following information:

Primary report

Building type or number of vehicles involved

Conditions found (i.e. % fire involvement, number of victims...)

Secondary report

Actions taken or to be taken

Requests for additional units

Assignments for additional units

The Incident Commander shall be responsible for all actions on the incident scene.

The National Incident Management System shall be used on all training evolutions.

**POLICY: 014.12.02**

## **COMMAND AND COMPLIANCE WITH ORDERS**

### **SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

### **PURPOSE**

The purpose of this policy is to set guidelines for establishing order of rank and compliance with orders.

### **POLICY**

Personnel of superior rank are considered to have authority over subordinate personnel.

All members are expected to respond to any reasonable order requested by a superior.

Should a member be given an order while carrying out a different order, that member shall notify the superior of the initial order. The secondary superior shall determine which order should take priority. If a change in orders is made the secondary superior shall notify the primary superior of the change.

## **RADIO PROCEDURES**

### **SCOPE:**

This policy applies to all members of the Grandview Volunteer Fire Department.

### **PURPOSE:**

The purpose of this policy is to establish guidelines for the use of department issued and apparatus mounted radios.

### **POLICY:**

All radio traffic will be as short as possible.

All radio traffic will be in common terms/plain English. Refrain from using “10 Codes”.

Once command is established, only the incident commander should communicate directly with dispatch.

Only command will be allowed to use the sheriff channel.

No member shall take part in interior operations without a radio on their person.

### **NOTE:**

See policy 025 for radio procedures related to incidents involving helicopters.

**POLICY: 016.12.02**

## **FIRE GROUND SAFETY**

### **SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department

### **PURPOSE**

The purpose of this policy is to establish the requirement and the use of the National Incident Management System.

### **POLICY**

The first arriving officer will establish command and notify dispatch of the command location. That officer will now be the Incident Commander (IC) for the duration of the incident, unless command is relinquished to another officer of equal or higher rank.

IC will limit the number of personnel inside the fire ground perimeter to those who have been assigned a specific task.

IC will assign crews consisting of no less than two (2) persons for any one tactical operation.

A "Rapid Intervention Team" will be on scene ready to affect rescue before interior/offensive attack begins.

No member will take part in interior operations without a hand-held radio.

Sector officers will inform IC of progress and changing conditions.

Sector officers will be responsible for all personnel operating in their area, and account for them at the end of each assignment.

**POLICY: 017.12.02**

## **REHABILITATION SECTOR**

### **SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

### **PURPOSE**

The purpose of this policy is to set guidelines for the establishment of a rehabilitation (Rehab) sector.

### **POLICY**

The Incident Commander (IC) shall establish a Rehab sector when, but not limited to, the following conditions exist:

- Long work conditions are expected
- During temperature extremes
- Personnel are fatigued from previous work

The IC shall designate a location for the Rehab sector and a medically trained person as a Rehab Officer.

The Rehab Officer shall evaluate all personnel entering the Rehab sector.

Personnel shall not be released from the Rehab sector until they are deemed fit for operations by the Rehab Officer.

**POLICY: 018.12.02**  
**RESPONSE TO UNSAFE SCENES**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to set guidelines for the response to unsafe (violent) scenes.

**EXAMPLES OF AN UNSAFE SCENE**

Violence still in progress

Assault with actor still at scene

Any person who poses an undue threat to fire department personnel

**POLICY**

If there is any suspicion in regards to scene safety while en route the Officer in Charge should contact dispatch. Additional information should be requested to determine scene status.

If a scene is determined to be unsafe law enforcement shall be notified. All Fire Department units shall stage within a reasonable distance, not less than two (2) blocks, from the incident scene until law enforcement has arrived and deemed the scene safe.

Should a scene become unsafe after arrival, all personnel endangered shall be removed and a priority response from law enforcement requested through dispatch.

**POLICY: 019.12.02**

# **CRIME SCENE PRESERVATION**

## **SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

## **PURPOSE**

The purpose of this policy is to establish guidelines and recommendations that may promote evidence preservation at all scenes.

## **DEFINITION:**

Evidence- Any article(s), material(s), properties that may be related to the prosecution of unlawful acts. Because everything at any scene may potentially be some form of evidence, it is recommended that everything be treated with the great care.

## **POLICY**

Regard all scenes as crime scenes until that possibility no longer exists.

Thorough documentation is important as law enforcement officials may request reports as evidence. Documentation should include, but not be limited to, over all scenes, location of possible evidence, and anything unusual.

Care should be taken to protect all evidence. Do not handle anything unless absolutely necessary. Avoid stepping on possible evidence. Use great care when treating patients who have been involved in unlawful acts.

Upon arrival the Officer in Charge (OC) should assume control of all scenes. In the event that scene is determined to be a crime scene, all bystanders should be removed from the immediate area. The OC will ensure that control of the scene be maintained until law enforcement assumes control.

Notify law enforcement of any evidence that has been moved.

**POLICY: 020.12.02**  
**DISREGARDING AMBULANCES**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to set guidelines for the discontinuance of ambulance response.

**POLICY**

If a patient does not require or refuses transport, notify dispatch to discontinue response from the ambulance.

Responding ambulance personnel shall determine whether to continue to the incident scene.

**POLICY: 021.12.02**

# **HAZARDOUS MATERIALS INCIDENTS**

## **SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

## **PURPOSE**

The purpose of this policy is to establish guidelines for response to any incident involving the release of hazardous materials.

## **POLICY**

The National Incident Management System shall be adhered to, as with all large scale incidents, when presented with an incident involving hazardous materials. The Incident Commander must develop a written incident action plan at every hazardous materials incident.

Small scale incidents that pose no threat to the public but are a risk to the environment must be cleaned up appropriately. A hazardous materials technician shall determine if an environmental agency should be contacted.

The Incident Commander shall advise responding units and dispatch of the following:

- Location of incident
- Type and amount of product involved
- Number of victims and extent of injuries (if feasible)
- Need for ambulance response
- Extent of property damage
- Need for evacuation

Should evacuation be necessary, Law Enforcement shall be requested for such activities.

In the event of a hazardous materials release that exceeds the capabilities of the Grandview Volunteer Fire Department the Incident Commander shall request Cleburne Fire Department's HAZ-MAT Response Team for incident mitigation.

Grandview Volunteer Fire Department personnel will assist Cleburne's Hazardous Materials Response Team as requested.

**POLICY: 022.12.02**

## **EXPLOSIVE DEVICE INCIDENTS**

### **SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

### **PURPOSE**

The purpose of this policy is to establish guidelines for response to any incident involving explosive devices.

### **POLICY**

Under no circumstances shall any Grandview Volunteer Fire Department personnel perform any explosive device search activities.

Be cautious of anything that appears “out of the ordinary”.

Establish a hot zone 1000 feet in all directions and evacuate all unnecessary persons 500 feet beyond the hot zone.

Establish a Command Post outside of the hot zone.

If any suspicious package/container is located:

- Reestablish hot zone(s)

- DO NOT TOUCH**

- Evacuate all personnel from the hot zone

- Contact the appropriate Law Enforcement Agency

- Should detonation occur, standard fire suppression measures shall be followed

- Maintain awareness of possible secondary devices

Civilians shall not be allowed to return into the hot zone until the area has been determined safe by qualified personnel.

**POLICY: 023.12.02**

# **USE AND CARE OF SELF CONTAINED BREATHING APPARATUS**

## **SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

## **Definitions**

- a. SCBA: Self-contained breathing apparatus.
- b. IDLH: Immediately dangerous to life and health.
- c. PASS: Personal Alert Safety System.

## **PURPOSE**

To maintain the safety of personnel by establishing a guideline for wearing, maintaining, and repairing SCBA and PASS devices for the Grandview Volunteer Fire Department.

## **POLICY**

All SCBA will meet or exceed NFPA 1981.

All oncoming personnel will be responsible for checking SCBA's assigned to their apparatus. Any defects will be reported to the Officer in Charge.

Every apparatus shall be equipped with one (1) SCBA and one (1) spare bottle for every seating position on the apparatus other than the driver.

An identification number shall be assigned to each SCBA. The numbers will be displayed on the equipment and will be used for inventory and maintenance tracking of the equipment.

SCBA bottles shall be filled to an operating pressure of 2200 psi. Any bottle with less than 2000 psi will be refilled to service pressure.

SCBA's and masks will be cleaned whenever they become dirty and after each use. SCBA's may be cleaned with mild soap and water and or alcohol preps.

SCBA's with built-in PASS devices will have the batteries changed semi annually or earlier as needed.

All SCBA's will be inspected at the beginning of each shift and documented in the Fire House software program.

Any worn, defective or damaged SCBA or its component part will immediately be removed from service, tagged, and forwarded to the department designated person in charge of SCBA repair and maintenance.

Equipment removed from service shall have an "Out of Service" tag affixed to it. The tag will include the name of the person that removed the equipment from service, description of problem and date the equipment was removed from service.

The department designated person in charge of SCBA repair and maintenance will ensure all SCBA bottles are hydrostatically tested per manufacturer's recommendations.

Annually a certified repair company hired by the Grandview Volunteer Fire Department will inspect and test all SCBA's.

#### Instructions / Procedures

SCBA will be used by all personnel working in the areas where:

- A. The atmosphere is suspected to be IDLH.
- B. The atmosphere is suspected of becoming IDLH.
- C. When working below ground level or in confined space.

The PASS device will be activated whenever a SCBA is donned for firefighting activities and will remain activated as long as the SCBA is worn.

The Incident Commander shall insure proper respiratory protection is provided and utilized at emergency incidents by fire department personnel.

Officers in Charge shall insure all PASS devices and SCBA's are inspected and operable at the beginning of each shift.

#### **POLICY: 024.12.02**

#### **AUTOMATIC ALARM OR SMOKE DETECTOR RESPONSE**

### SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

### PURPOSE

The purpose of this policy is to establish guidelines regulating the response to automatic fire alarms and smoke detectors where there is NO confirmation of fire.

### DEFINITION

Priority 1- emergent, lights and sirens

Priority 3- non-emergent, lights No sirens

### POLICY

The first engine company shall respond priority 1.

All subsequent engine companies shall respond priority 3.

If caller reports odor of smoke, or visible signs of smoke, response shall be priority 1 for all engine companies.

In all occupancies other than residential, if the caller notifies dispatch the alarm is a false alarm, the first Engine will continue a priority 3 response to investigate and determine the cause of the alarm.

All false alarms due to system malfunction shall be noted on run report and Fire Marshall notified.

Care shall be taken to limit property damage when entry is made if there are no signs of smoke or fire.

### **Policy: 025.12.02**

### **HELICOPTER LANDING ZONE**

### SCOPE

This policy applies to all personnel of the Grandview Volunteer Fire Department.

### PURPOSE

The purpose of this policy is to establish guidelines for incidents involving helicopters when a landing zone is required.

### POLICY

The Incident Commander (IC) will appoint a Landing Zone Officer (LZO). Only the LZO will communicate with the helicopter by radio.

The LZO will select the Landing Zone (LZ) site.

The LZO shall attempt to locate a LZ-site close to the incident location that is one-hundred feet square (100'x100') and free of debris.

The LZO will limit personnel in the LZ to those who are requested by the helicopter crew.

The LZO will give a patient report to the helicopter crew, if this is impractical the LZO will appoint a representative (i.e. med. Personnel providing pt. care) to report patient information.

No civilians will be allowed in the LZ.

**Policy: 026.12.02**

**IN SERVICE STATUS**

### SCOPE

This policy applies to all personnel involved in the use of Grandview Volunteer Fire Department apparatus and/or equipment.

### PURPOSE

The purpose of this policy is to establish guidelines for returning to “IN SERVICE STATUS” (ISS) all fire department apparatus and/or equipment after each use.

### NOTE:

IN SERVICE STATUS (ISS) as referred to in this policy indicates a piece of apparatus or equipment is fully prepared for emergency operations.

### POLICY

The Officer in Charge (OC) will ensure that after all incidents apparatus/equipment will be returned to ISS.

When multiple pieces of apparatus are used, the highest ranking officer on the apparatus will insure the restoration to ISS and report to the OC after all incidents.

If all personnel on a piece of apparatus are of equal rank, the apparatus operator will assume responsibility of restoration to ISS.

The following are some points to consider when returning apparatus/equipment to ISS:

- Fuel tanks not less than  $\frac{3}{4}$  full
- Apparatus water tanks full
- SCBA refilled and cleaned
- All tools cleaned and in proper place
- All hoses properly loaded
- All medical supplies replenished
- Report documents replenished

**\*THE POINTS ABOVE ARE ONLY A FEW CONCERNS THAT SHOULD BE ADDRESSED WHEN RETURNING APPARATUS TO IN SERVICE STATUS\***

## **POLICY: 027.12.02**

## **REQUEST FOR UNLOCKING OF VEHICLES/ BUILDINGS**

### SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

### PURPOSE

The purpose of this policy is to establish guidelines regarding the act of gaining access into a vehicle or building that is locked.

### POLICY

The Grandview Volunteer Fire Department will gain access into a vehicle or building if an emergency /urgent situation exists.

#### EXAMPLES OF EMERGENCY/URGENT SITUATIONS:

- A person is inside a vehicle/building that due to age, physical condition, or special circumstance is unable to unlock the door from the inside.
- An animal is inside and the nature of the circumstances would cause harm to the animal.
- A person's medication is inside the vehicle/building (i.e. insulin, nitro...).
- A female who due to time or location may be exposed to an undue amount of danger when locked out of a vehicle/building.
- Any other situation deemed by the Officer in charge to be an emergency or an urgent situation.

When gaining access, care should be taken to prevent and/or limit any damage to property.

In all instances, dispatch should advise the caller that they should have someone at the location. That person should have appropriate identification that would authorize entry into the vehicle/building. Upon arrival the Officer in Charge will determine if gaining access is warranted. If an emergency or urgent situation does not exist then no actions will be taken.

### **POLICY; 028.12.02**

#### **TITLE: EMS Personal Protective Precautions**

## SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

## PURPOSE

The purpose of this policy is to establish guidelines for the use of personal protective equipment/ body substance isolation.

## POLICY

All incidents involving blood, blood products or exposure to other body fluids require the use of BSI. All personnel providing patient care or in the patient care area shall, at least, wear protective gloves. Latex or vinyl exam gloves are considered appropriate. Protective eyewear is required when there is a risk of splashing or splattering of bodily fluids.

A mask is required when there is a risk of airborne contamination.

- Personnel with open cuts or sores shall be especially cautious to prevent blood/mucus exposure to these areas. Personnel having any unprotected areas shall avoid direct patient contact or contact with equipment used for patient care.

All personnel shall use caution to avoid contact with the patient's blood. Special care in the handling of contaminated needles and other sharp objects shall be utilized. All needles will be disposed of in the proper sharps containers.

All personnel shall thoroughly scrub all exposed body parts with soap and water as soon as possible after the termination of the EMS incident.

All equipment used during the incident will be cleaned with a chlorine bleach solution of one (1) part bleach and ten (10) parts water.

Bag all paper products and disposable items in a plastic bag and dispose of these items in the station refuse.

The Officer/Paramedic in charge shall ensure that all crew members follow this directive.

- Do to social/legal reasons; the department is unable to provide a list of names and addresses of people who are known to have contagious diseases. It is recommended that you treat all patients as if they were contagious.

Should any contamination or possible contamination occur the Officer in Charge shall send the member in question to Walls Regional Hospital for treatment.

## **POLICY: 029.12.02**

### **NOTIFICATION OF THE FIRE CHIEF**

### SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

### PURPOSE

The purpose of this policy is to identify incidents that require the Fire Chief to be immediately contacted.

### POLICY

The Fire Chief shall be contacted when any of the follow incidents occur:

Any incident that requires evacuation of civilians

When any fire department personnel are involved in an accident or an incident of a sensitive nature

Any injury to fire department personnel that requires medical treatment and/or transport to a hospital

Any incident that results in the death of fire department personnel

Any fire related fatality

Any incident resulting in the injury of a civilian as a result of fire department actions

### **POLICY: 030.12.02**

### **APPARATUS PLACEMENT AT EMERGENCY SCENES**

### SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

### PURPOSE

The purpose of this policy is to establish guidelines for placement of apparatus to provide protection to all personnel working at emergency scenes.

### NOTE

All personnel should be aware of the inherent dangers that are present when operating at scenes that occur on roadways.

### POLICY

In all cases, the safety of personnel shall have the highest priority.

The Officer in Charge is responsible for apparatus placement that shall provide maximum protection for all personnel.

Apparatus warning and clearance lights shall remain on until leaving the scene and operations have been terminated.

## **POLICY: 031.12.02** **GENERAL RULES**

### SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

PURPOSE

The purpose of this policy is to establish general rules for the Grandview Volunteer Fire Department and its members.

POLICY

Only members of the Grandview Volunteer Fire Department are allowed to ride departmental apparatus, except by special permission from the Fire Chief.

Only authorized personnel will be permitted inside any area designated as an emergency scene. These boundaries will be maintained until the incident has been terminated.

Articles found on scene will be given to the Officer in Charge. Articles not claimed on scene will be forwarded to the Police Department and left in their custody until the owner is found.

Departmental property shall not be loaned to any person or organization without the permission of the Assistant Chief or the Chief.

Social events, involving citizens, taking place on Fire Department property shall be approved by the Assistant Chief or the Chief.

All communications regarding daily operations of the Fire Department shall follow the chain of command.

**POLICY: 032.12.02**  
**DISCIPLINARY ACTIONS**

SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

### PURPOSE

The purpose of this policy is to establish guidelines for actions to be taken in response to a general offense.

### DEFINITION

Insubordination- a willful disregard to any lawful order from a superior officer shall constitute insubordination.

### NOTE

A member of the Grandview Volunteer Fire Department who violates any rule described herein and/or in any policy shall be subject to disciplinary actions that may include suspension, demotion or termination.

Departmental rules and regulations will be applied uniformly to all departmental personnel.

### POLICY

All members of the Grandview Volunteer Fire Department will abide by the laws of the United States, the State of Texas, the ordinances of the City of Grandview and administrative guidelines issued by the Mayor of Grandview. As well as, all regulations, general orders and rules of conduct of the Grandview Volunteer Fire Department.

#### Specific Offenses:

1. Neglect of duty
2. Insubordination
3. Being under the influence of an intoxicant when on city property
4. Conduct unbecoming a member of the Fire Department
5. Absence without leave
6. Conduct that does not promote good order

#### Disciplinary actions for violations

First offenses will result in a verbal reprimand and written documentation will be put in the employee's personnel file.

Second offenses will result in a written reprimand and written documentation will be put in the employee's personnel file.

Third offenses will result in disciplinary actions that shall be relative to the seriousness of the offense. A final determination of actions taken shall be made by the Fire Chief.

### **POLICY: 033.12.02**

### **PERSONNEL ACCOUNTABILITY**

### SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

### PURPOSE

The Grandview Volunteer Fire Departments personnel accountability procedures improve the Officer in Charge or Incident Commanders ability to recognize when firefighters are lost or trapped. A personnel accountability system will be used at all incidents involving IDLH atmospheres, and at exercises and training classes sponsored by the Grandview Volunteer Fire Department

Definition: Personnel Accountability Tag (PAT's) - A plastic name tag issued to each firefighter with a spring clip attached.

### POLICY

One PAT will be carried on the helmet. Each Firefighter will be responsible for maintaining this tag.

The second PAT will be placed on the apparatus board each member on.

Personnel Accountability Report (PAR): A roll call of units necessary to determine if anyone is unaccounted for during an emergency incident. At thirty (30) minute intervals, or sooner if necessary, the Incident Commander or his/her designate will notify all units to “stand-by for a roll call”. Command will then initiate the roll call by announcing the unit or sector designation first and then waiting for a response from that unit. The “Tactical Worksheet” will be the checklist for the roll call

1. Unit Responder Board: A plastic board with apparatus name and Velcro for PAT's. The Unit Responder Board will be transferred to the Incident Commander at all structure fires and any other incident where accountability is an issue.
2. Each member will be responsible for notifying Company Officers of lost PAT's.
3. Each Engine Company operating on the fire-ground will transfer their (URB) -Unit Responder Board to the Incident Commander (IC). The IC will be responsible for assigning tasks to each Engine Company and tracking personnel assigned on the fire-ground.

## **POLICY: 034.12.02**

### **OPERATING AT EMERGENCY INCIDENTS**

#### SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

### PURPOSE

The purpose of this policy is to provide an effective and functional system of managing resources at emergency incidents. This requires clear, decisive action on the part of the Officer in charge. This policy describes and identifies the standard operating procedures to be employed in establishing Command and operating a Command Post. It also fixes responsibility for the Command function and its associated duties on an individual during operations. This process provides a means of uniformity throughout the department utilizing common terminology, a manageable span of control and a modular and expandable structure, which lends itself to emergency situations of all sizes and complexity.

### POLICY

The Officer in Charge will utilize the National Incident Management System at all emergencies, drills and exercises.

### COMMAND PROCEDURES

The Incident Commander is responsible for the command functions at all times. As the identity of the Incident Commander changes, through transfers of command, this responsibility shifts with the title. The term "Command" in this procedure refers jointly to both the person and the function. The term "company" refers to an assigned operational crew.

Command Procedures are designed to accomplish the following:

1. Fix the responsibility for Command on a certain individual through a standard identification system depending on the arrival sequence of members, companies and officers.
2. Insure that strong, direct and visible Command is established as early as possible in the operation.
3. Establish an effective operational framework outlining activities and responsibilities.
4. Provide a system for the orderly transfer of Command to subsequent arriving officers.

Command is responsible for the delegation of four basic Fire Ground Objectives:

1. Provide for the safety of response personnel.
2. Rescue and remove endangered occupants and treat the injured.
3. Stop the fire or control the emergency.
4. Conserve property after incident control is achieved.

Command is responsible for the following ten FUNCTIONS, as required by the circumstance of the situation before terminating Command:

1. Assume and confirm Command - take an effective position.
2. Initiate and monitor personnel accountability report.
3. Rapidly evaluate the situation (size up).
4. Initiate, maintain and control the communications process.
5. Identify the overall strategy, develop an attack plan and assign units.
6. Develop the appropriate emergency scene organization.
7. Provide continuing Command within the framework of standard operating

Procedures.

8. Co-ordinate the transfer of Command, as required.
9. Request and assign additional resources as required.
10. Return companies to service.
11. Termination of Command.

All of these functions are responsibilities of Command, whether or not Command is transferred from one individual to another. The first four (4) functions must be addressed immediately from the initial assumption of Command.

#### ESTABLISHING COMMAND:

The first unit to arrive at the scene of multiple unit responses shall assume Command and remain in command until relieved by a ranking or command officer or until the incident is terminated.

A single unit response automatically places Command with the Officer of that vehicle and does not necessarily require the "In Command" acknowledgement. The purpose of the "In Command" statement is for the information of incoming units and the Communications Center. All other requirements of an initial report, the handling of the incident and subsequent progress report shall use the same process as if there were multiple units on scene scaled down to the recourses of the single unit.

#### INITIAL REPORT

The person assuming Command shall transmit a brief initial radio report including:

1. Unit identification on the scene, confirming assumption of Command and location of Command.
2. Brief building or incident description (type of occupancy, size, number of people involved, size of spill, etc.)
3. Visible fire or emergency conditions.
4. Action being taken (brief description).
5. Any obvious safety concerns.

#### RADIO DESIGNATION:

The radio designation "COMMAND" will be used with a reference description of the incident location (i.e. Parkway Command; Level's Command, etc.) This designation will not change through the duration of the incident. No unit number is required in this designation and no one has to remember what unit is in command.

#### COMMAND OPTIONS:

In cases when the initial arriving officer is a Chief, efforts should automatically be directed towards establishing a Command Post and fulfilling the listed Command Functions. An identified Command location remote from a vehicle may be required in specific instances.

When Command is initially assumed by a Captain or Lieutenant, that officer must decide on an appropriate commitment for their company which will usually fall into one of the three general modes listed below.

#### Nothing Showing Mode:

These situations generally require investigation by the first arriving company while holding staged companies at a distance. Normally the officer should go with the company to check while utilizing a portable radio to command the incident.

#### Fast Attack Mode:

A situation which requires immediate action to stabilize the incident requires the "Fast Attack Mode. Incidents such as interior fires in residences, apartments or small commercial occupancies, require that the officer quickly decide how to commit their company. Where a fast interior attack is critical, utilization of the portable radio will permit the necessary involvement in the attack without neglecting Command responsibilities. This mode should not last more than a few minutes and will end with one of the following.

- A. Situation is stabilized.
- B. Command is passed to next arriving company.
- C. A Command officer arrives and Command is transferred.
- D. Situation is not stabilized and the officer must withdraw to the exterior and establish a Command Post to organize additional assignments and actions.

#### Command Mode:

Situations that require an immediate Command by virtue of the size of the fire, the complexity or potential of the occupancy or the possibility of extension require strong, direct, overall Command from the outset. In such cases, the officer will initially assume a Command position and maintain that position until relieved by the Chief. The use of a Tactical Work Sheet shall be utilized to assist in managing these situations and simplifying transfer of Command.

If a company officer assumes the Command Mode it will generally be in a Defensive strategy. The following options are available with regard to the assignment of the remaining crewmembers.

1. Command will generally direct the company and place the company into action. The individual and collective capability of the crew will regulate this action.
2. The officer may assign the crew members to another company, to work under the supervision of the officer of that company. In such cases, the officer must communicate with the receiving officer and indicate the assignment of those personnel.

The company officer assuming Command has a choice of modes and degrees of personnel involvement in the attack, but continues to be fully responsible for the identified tasks assigned to the Command function. In all cases, the initiative and judgment of the officer are of great importance.

#### PASSING COMMAND:

In certain situations it may be advantageous for the first arriving officer to "Pass Command" to the next arriving company officer. This is indicated when the initial commitment

of the first arriving company requires a full crew and the next arriving company or command officer is on the scene or close behind.

The initial arriving officer will give an initial on scene radio report and advise that Command will be passed. The initial arriving company officer retains responsibility for Command until the next unit arrives and acknowledges the transfer. Dispatch will confirm that the next unit assumes Command.

#### TRANSFER OF COMMAND:

The first unit to arrive on the scene shall assume and retain command until relieved by a second officer within the following guidelines.

1. The first arriving company officer will automatically assume Command.
2. The first arriving Captain will, at his/her discretion, assume Command after transfers of command procedures have been completed.
3. In cases of major disasters or complex tactical situations that are beyond the span of the Officer in Charge, a ranking Senior officer will assume the role of Incident Commander after transfer of command procedures have been completed. The Officer in Charge will continue to be in charge as Operations Officer.
4. In all other situations (second or third alarms) assumption of Command is discretionary for the Fire Chief, Assistant Chief.

Within the chain of command indicated above, the actual transfer of command will be regulated by the following procedures.

1. The officer assuming Command will communicate with the person being relieved by radio or preferably face-to-face on arrival.
2. The person being relieved will brief the officer assuming Command indicating the following:
  - A. General situation status.
    1. Fire location, extent, conditions.
    2. Effectiveness on control efforts.
    3. Safety considerations.
  - B. Deployment and assignments of operating companies.
  - C. Appraisals of needs for additional resources.
3. The person being relieved should review action and progress with the Command officer. This process could utilize a Tactical Work Sheet, which will provide the most effective framework for Command transfer as it outlines the location and status of resources in a standard form that should be well known to all members.

The arrival of a ranking officer on the emergency scene does not necessarily mean Command has been transferred to that officer. Command is transferred only when the outlined communication functions have been completed.

The response and arrival of ranking officers on the fire ground strengthens the overall command function. All Senior Officers will exercise their Command Prerogative in a supportive manner that will insure a smooth and effective operation often only assuming responsibility of Planning, Logistics, Media and Political Relations.

In all situations the person relieved of Command will be utilized to best advantage by the officer assuming command.

In cases where an individual is effectively commanding a tactical situation and is completely aware of the location and function of operating companies and the general status of the situation,

it may be desirable for that person to continue in command. In these cases, the arriving senior officer may assist that person to take a supportive role in the overall command function.

#### OPERATIONAL STRATEGIES:

For fire ground operations there are typically two modes of operation. These are Offensive or Defensive. The offensive and defensive modes are independent events. Effective fire operations are conducted either inside or outside of the building. Any mixture of the two generally sets the stage for loss of life or property.

#### OFFENSIVE OPERATIONS:

During an offensive operation, fire conditions will allow an interior attack. In this situation, hand lines are extended into the fire area to support the primary search and to control the fire, while related offensive support activities are provided to clear the way for the attack. This mode is aggressive and quickly moves to "blast" the fire from the inside and extinguish it.

#### DEFENSIVE OPERATIONS;

During the defensive operation, fire conditions prevent an interior attack; therefore large exterior fire streams will be placed between the fire and the exposures to prevent fire extension. This mode is a heavy-duty, cut-off oriented approach. It may include operating exterior streams around a large or inaccessible fire area that is essentially burning itself out. During active defensive operations, perimeter control becomes critical since fire fighters should not enter the fire area. The IC concedes property to the fire and decides where the cut off will take place.

#### MARGINAL OPERATIONS:

A difficulty and dangerous situation on the fire ground occurs when conditions are near the end of the offensive scale and at the beginning of the defensive scale. The IC may initiate a cautious offensive attack while constantly re-evaluating conditions and the effect the attack is having on the fire. When the IC first makes a strategic decision, he does so knowing that there may be changes. He has to manage and control the entire operation within the context of the basic strategy he selects, always prepared for changes.

#### COMMAND STRUCTURE

It is the responsibility of Command to develop organization, using standard operating procedures to effectively manage fire ground operations. The development of the organizational structure should begin with the implementation of the initial tactical control measures and may

continue through a number of phases, depending on the size and complexity of the particular incident. The objective must be to develop the command organization at a pace, which stays ahead of or even with the tactical development of companies.

The basic configuration of a Command structure includes three levels.

1. STRATEGIC LEVELS - overall incident command
2. TACTICAL LEVELS - direction of sectors and functions
3. TASK LEVELS - company activities

The Strategic Level involves the overall command of the incident and includes establishing major objectives, setting priorities, allocating resources, predicting outcomes, determining the appropriate mode of operations (offensive or defensive) and assigning specific objectives to Tactical Level units.

The Tactical Level directs activities toward specific objectives. Tactical Level officers include sector officers, in charge of grouped resources operating in assigned areas or providing special functions at the scene of an incident. The accumulated achievement of tactical objectives should accomplish strategic level objectives.

The Task Level refers to those activities normally accomplished by individual companies or specific personnel. Task level activities are routinely supervised by company officers. The accumulated achievement of Task Level activities should accomplish tactical objectives.

#### ORGANIZATIONAL LEVELS:

##### LEVEL 1;

The role of Command combines the Strategic and Tactical levels. Companies report directly to Command and operate at the Task Level. This is the mode of operation for roughly 95% of emergency calls.

##### Level 2;

In more complex situations, Command should group companies to work in sectors. The Sector Officers operate at the Tactical Level, directing the work of multiple companies or performing specialized function as requested by Command. Command continues to operate at the Strategic Level, determining and directing the overall strategy to deal with the incident. This form or structure would be appropriate for second or third alarm situations.

##### Level 3

The Command Post organization may be expanded through the involvement of Senior Officers and staff personnel to provide Logistical Support and Incident Planning. The roles of individuals performing these functions may vary, depending on the situation and available staff.

As the fire ground or emergency organization grows in complexity, the span of control becomes too great for one Command person. The organizational structure will add an additional level at the top with a Senior Officer assuming an overall Incident Command role. The existing "Command" role becomes the operations Officer and his entire output is directed to the control

aspect of the emergency by continuing to direct all sectors of the operation. The Operations Officer will continue to use the radio designation of "Command".

The Incident Commander may assign any available staff to assume specific duties, which can include Support Operations, Medical Triage Center, Planning, Logistics, Technical Support, Media Relations, Water Supply or Safety.

In many situations the Operations Officer would be located at the Command Post and will communicate with the Incident Commander on a face-to-face basis. If it is necessary to have the Operations Officer function in a remote location (Forward Command Post) a separate radio channel should be designated to communicate directly with the Incident Commander and not disrupt operation. This allows the Incident Commander to be removed from operations and the communications traffic associated with a major operation and allows this person to focus on the strategic aspects of the overall situation and the management of the organization excluding operations.

Implementation of command structure to level 2 and 3:

To move to level 2 will be a transition directed normally by the Chief (Command). As the incident requirements for personnel and equipment escalates, the Chief or his designate will be notified immediately after the second alarm assignment has been dispatched. On arrival the Chief will determine the extent of the resources required and will determine if a level 3 organizations are required. Due to the seriousness of the situation, Command can advise the Chief, at the time of notification, that a full Level 3 organization will be required and the Chief would advise Dispatch to immediately call additional staff members if required.

#### INTEGRATION WITH OTHER EMERGENCY PLANS:

The Level 3 Incident Organization will be used for all large and complex operations, which can be carried out, by the emergency response agencies (fire, police, ambulance), as well as serious Municipal Emergencies requiring implementation of the Grandview Volunteer Fire Department Emergency Plan.

#### GRANDVIEW VOLUNTEER FIRE DEPARTMENT EMERGENCY PLAN:

A municipal serious emergency is defined as a serious situation or threat of an impending situation, which will abnormally affect the lives, and properties of numbers of residents, which by the nature and magnitude will require a controlled and organized response by a number of agencies both governmental and private under the coordinating direction of the appropriate elected Officials.

#### MUTUAL AID:

Command personnel and Incident Commanders are to be aware of resources and assistance available through formal agreements.

#### STAGING-LEVEL 1: ONE ALARM - MULTIPLE COMPANY RESPONSE

Level 1 Staging will automatically apply to all multiple company responses unless otherwise ordered by Command. Level 1 Staging involves the following:

- The first arriving engine company will respond directly to the scene.

- The first arriving rescue will go directly to the scene and place their apparatus in a location that will provide maximum access for haz-mat, rescue and fire fighting support and will not impede the movement of other units and their action by radio.
- The second arriving engine in most circumstances will request a hydrant location and stand ready at confirmed hydrant until given further instructions by the officer in command.

All other units requested will stage in their direction of travel, uncommitted, approximately 300 feet from the scene until assigned by Command. A position providing possible tactical options with regard to access, direction of travel, water supply, etc., should be selected.

Staged companies or units will, in normal response situations, report company designation, standing by and their direction ("Engine 179, South"); it may be necessary to be more specific when reporting standby positions in extraordinary response situations. An acknowledgement should be confirmed by Dispatch or Command. Staged companies will stay off the air and with their units until orders are received from Command. If it becomes apparent Command has forgotten the company is in a staged position, the company officer shall contact Command and re-advise him of their suggested action.

#### STAGING - LEVEL II: MULTIPLE ALARM

Level II Staging is used when an on-scene reserve of companies is required. These companies are placed in a Staging Area at a location designated by Command. When Command announces "Level II Staging", all 2nd Alarm and greater companies will report to and remain in the staging area until assigned. First alarm companies will continue with Level I Staging unless instructed otherwise. When going to Level II, Command will give an approximate location for the Staging Area. Companies "Which" are already staged (Level I) will stay in Level I Staging unless advised otherwise by Command. All other responding units will proceed to the Level II staging Area. The Staging Area should be away from the Command Post and from the emergency scene in order to provide adequate space for assemble and for safe and effective apparatus movement.

When calling for additional resources, Command should consider Level II Staging at the time of the call. This is more functional than calling for Level II Staging while units are en route. The additional units will be dispatched to the Staging Area.

Command may designate a Staging Officer who will be responsible for the activities outlined in this directive. In the absence of such an assignment, the first Officer to arrive at the Staging Area will automatically become the Staging Officer and will notify Command on arrival. The radio designation for Staging Officer will be: "STAGING". All communications involving Staging will be between Staging and Command. All responding companies will stay off the air, respond directly to the designated Staging Area and report in person to the Staging Officer. They will standby their unit with crew intact and warning lights turned off (the staging officers unit will be the only unit whose lights remain on). Staged units will indicate their status to Dispatch on arrival as "Staged". (Example: Engine A179 Staged at Maple and Parkway).

When directed by Command, the Staging Officer will verbally assign companies to report to specific sectors, telling them where and whom to report. Staging will then advise Command of the specific unit assignment. The operating Sector Officer may then communicate directly with the company by radio. All personnel from staged vehicles, including drivers, can be assigned where there is a relief or attack assignment not requiring the vehicle. When assigned, companies

will indicate their status as "on-scene" and will report to the Accountability Officer prior to reporting to their assigned sector.

Staging will give Command periodic reports of available companies in Staging. Command will utilize this information to request additional resources.

The Staging Officer will also be responsible for the following functions:

- A. Co-ordinate with the Police Department to block streets, intersections and other access required for the Staging Area.
- B. Ensure that all apparatus is parked in an appropriate manner.
- C. Maintain a log of companies available in the Staging Area and inventory all specialized equipment that might be required at the scene.
- D. Give progress reports to command indicating number and type of units available.
- E. Assume a position that is visible and accessible to incoming and staged companies. This will be accomplished by leaving red lights operating.
- F. In some cases, the Staging Officer may have to indicate best direction of response and routing for responding companies to get into the Staging Area.

#### SECTORS:

The term Sector describes a standard system of dividing fire ground command into smaller command units or areas. Complex fire situations soon exceed the capability of one officer to effectively manage the entire operation. Sectors reduce the span of control of the overall command function to move manageable sized units. Sectors allow Command to communicate principally with sector officers rather than fire companies providing an effective command structure and fire ground organization.

Sector procedures also provide a system for Command to divide large-scale operations geographically into effectively sized units. These sectors are responsible for fire fighting operations involving a manageable number of companies in close proximity to each other. Sector procedures provide an array of major functions, which may be selectively implemented according to the needs of a particular situation. This places responsibility for the details and execution of each particular function on a Sector Officer, removing them from the direct supervision of Command.

When effective sectors have been established, Command can concentrate on overall strategy and resource allocation. Each Sector Officer is responsible for the tactical deployment of the resources at his disposal and for communicating needs and progress to Command. Command determines strategic objectives and assigns available resources to the sectors where they are most needed.

Sectors reduce the overall amount of fire ground radio communication. Most routine communication is conducted within the sector in a face-to-face mode between company officers and their Sector Officer. This process eliminates many of the details of company operations from radio traffic. Safety of fire fighting personnel represents a major reason for establishing sectors. Each Sector Officer must maintain communication with assigned companies to control both their position and function and must be constantly aware of the safety of their operations.

#### COMMAND SHOULD BEGIN TO ASSIGN SECTORS BASED ON THE FOLLOWING FACTORS:

- A situation which will eventually involve a number of companies or functions beyond the capability of Command to directly control. (In such cases, early recognition and sector assignment are critical).
- When Command can no longer effectively cope with the number of companies currently involved in the operation.
- Companies are involved in complex interior operations.
- Companies are operating from tactical positions over which Command has little or no visible or functional contact.
- Situation is such that close control is required over operating companies.

#### SECTORS WILL BE REGULATED BY THE FOLLOWING GUIDELINES:

- It will be the ongoing responsibility of Command to assign sectors as required for effective fire ground operations; this assignment will relate to both area sectors for fire fighting command and sector established for specialized functions.
- Command must advise each Sector Officer of the overall strategy and plan, in addition to the objective of the sector.
- The number of companies assigned to a sector will depend upon conditions within that sector. Three or four companies represent the ideal span of control. Command will maintain an awareness of the number of companies operating within a sector and the capability of that sector officer to effectively direct operations.
- Sectors assigned to specific operating areas will be designated generally by directions (East Sector, North Sector, etc.).
- In some cases landmarks may provide better designations for operating sectors (Roof Sector, Interior Sector).
- In multi-storey occupancies, sectors will usually be indicated by floor numbers (Sector 15 indicates 15th floor)
- Function sectors will be identified by the function (Salvage Sector, Medical Sector).

#### Note:

Sector Officers will use the sector designation in radio communications. Sectors will be commanded by a Sector Officer. Sector Officers can be company officers, or any other Fire Service member designated by Command.

In some cases, a Sector Officer will be assigned to an area/function initially to evaluate and report conditions and will advise command of needed tasks and resources. The assigned officers will then proceed to the sector, evaluate conditions and assume responsibility for directing operations.

In Many cases, the initial sector responsibility will be given to the company officer who receives the initial assignment to a basic tactical position (rear, interior, roof, etc.). Command will indicate to the officer that he will be operating as both a Sector Officer and as a company officer.

Sector Officers will be responsible for and in control of all assigned functions within their sector. This requires each sector officer to:

- A. Monitor work progress.
- B. Redirect activities as necessary.

- C. Co-ordinate with related activities.
- D. Monitor welfare of sector personnel.
- E. Request additional resources as needed.
- F. Communicate with command on a regular basis.
- G. Re-allocate resources within the sector.

The Sector Officer must be in a position to directly supervise and monitor operations. This will require the Sector Officer to be equipped with appropriate protective clothing and equipment for the area of operation.

Each Sector Officer will keep Command informed of conditions in the sector through regular progress reports. Command must be advised immediately of significant changes, particularly those involving ability or inability to complete mission, hazardous conditions, accidents, collapse, etc. Command allocates overall resources to sectors and depends upon Sector Officers to request resources required within their sectors.

When a company is assigned from Staging to an operational sector, the company will be told to what sector and which Sector Officer the assignment was made. The Sector Officers will be informed which particular companies or units have been assigned to them by Command. It is then the responsibility of the Sector Officer to Contact the Company to transmit any instructions on the specific action requested. The Sector Officer should be readily identifiable and maintain a visible position as much as possible.

The primary function of the company officers working within a sector is to direct the operations of their individual crews in performing assigned tasks. Company officers will advise their Sector Officer of work progress. If a company officer determines the need for assistance on assigned work tasks, such assistance must be requested from the Sector Officer.

#### RESOURCE ACCOUNTABILITY:

Resource accountability shall be conducted by the Accountability officer in accordance with the Grandview Volunteer Fire Department Accountability Standard Operating Procedure. All units will report to accountability prior to entering the hazard area and conducting operations.

#### COMMUNICATIONS:

Communications will be handled by the initial Incident Commander and may be handled by a designated officer as the incident grows. It may be necessary to designate different sectors such as water supply or RIT to separate channels so as not to congest radio frequencies. The Incident Commander or his/her designate shall be the only person to speak with Dispatch directly on the radio.

#### REHABILITATION:

A Rehabilitation officer shall be established on all lengthy multiple alarm responses. The Rehabilitation officer shall have the radio designation of "REHAB" and will report to command the condition of personnel in the Rehab sector and their availability for reassignment.

The Rehabilitation officer will also evaluate the need for medical resources based on the triaged needs of the emergency responders on scene and in the Rehab sector.

**MULTI-AGENCY RESPONSES:**

Multiple alarm responses will involve multiple agencies responding to incidents commanded by Grandview Volunteer Fire Department. If at all possible these mutual aid companies will be placed with a crew from Grandview Volunteer Fire Department to aid in coordination of tasks.

**POLICY: 035.12.02**

**TITLE: THERMAL IMAGING CAMERA**

## SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

## PURPOSE

The purpose of this policy is to establish guidelines that facilitate the most effective method for deploying the thermal imaging camera in a way that provides the most protection to fire department personnel and the general public.

## POLICY

It shall be the policy of the Grandview Volunteer Fire Department to utilize the thermal imaging camera in every structure fire and any other situations identified where it will enhance the safety of department personnel and the general public. The thermal imaging camera should be viewed as a tool to assist in accomplishing the tactical priorities of the fire department. No operation, as outlined in this procedure, shall preclude any person from using good judgment with due regard for the safety of all personnel. Search and suppression activities should occur in compliance with Grandview Volunteer Fire Department SOP's and standard fire fighting practices.

## PROCEDURE

- A thermal imaging camera (TIC) shall be carried on the first arriving engine, unless otherwise directed by the Officer in Charge. Personnel shall become familiar with the location of the TIC on the apparatus. The engine Officer shall determine who will operate the TIC. When the TIC is sent in with the attack team, the typical operator shall be the first person to make entry.
- It is the responsibility of the officer of the engine to scan the fire area using the TIC to facilitate deciding what type of fire attack is required.
- TIC operations may be monitored using a remote monitor.
- Exposures shall also be scanned to determine thermal load and probability of risk.
- Once the Incident Commander or the Officer in Charge has completed the above scans and a decision has been made for an aggressive interior attack, the TIC shall be taken to the primary entrance for fire attack team use.
- Any door with more than a 40% thermal load is an indicator of possible back draft or flashover. This door shall not be opened until ventilation and an adequate sized hose line is in place.
- The interior fire attack team shall utilize the TIC on every structure fire.
- The TIC shall be used before and after knock down to check for fire extension. The imager shall be taken throughout the entire structure to check for extension.
- The imager shall also be used on odor investigations inside a structure.

## THERMAL IMAGING CAMERA USES

- Provides safer navigation in a space where there is zero visibility due to smoke.
- Allows personnel to "see" in a zero visibility environment.
- Significantly reduces the time necessary for completing a primary search.
- Enables suppression teams to execute a faster, more effective interior attack.
- Reduces fatigue of interior teams because the efficiency of search and suppression is increased.

- Provides a safer environment for fire suppression teams by enabling the teams to locate and identify holes in floors and other obstacles.
- Allows Rapid Intervention Teams to quickly and efficiently locate downed firefighters and/or victims.
- May be used to determine fluid level within a container or temperature differences in fluids, which may be useful during an incident involving hazardous materials.
- May be used as a search tool to locate person(s) on the surface of water.
- Remote viewing station allows IC to accurately observe and assess the incident as it is occurring.

### SAFETY CONCERNS

- The safest and most efficient operation of the TIC occurs when the operators' view is not obscured by other firefighters. Camera operators must be aware that they have a tendency to move faster than the rest of the team who are possibly operating in zero visibility.
- In moderate to heavy smoke conditions the TIC allows a team to quickly check a smoke filled area to determine whether or not there is fire present. Fighters should remember that they must stay low even if the majority of the heat is at the ceiling. The possibility of a flashover in the dynamic atmosphere of a structure is higher than ever before because of new materials, construction methods, and rapid responses.
- Firefighters inside the structure, whether they are using the TIC to assist in fire attack or primary search, must remember to not become over confident because the tool allows them to see in virtual zero visibility.
- Depth perception is limited. Firefighters operating the TIC should remain low to the ground/floor, scanning the entire area before them. When scanning an area with the TIC, begin at the ceiling and conclude at the floor area immediately in front of them. Walking with the TIC is discouraged as trip hazards may be overlooked.
- Water, plastic and glass are all effective barriers for the TIC and may cause a reflective image. The camera operator must remember that the image present in the viewing screen may be a mirror image of themselves or fire behind them being reflected off glass, plastic or water. The operator can test suspicious images by waving their arm to determine if they are seeing a reflection.
- The thermal imaging camera must be used with the understanding that it is only a mechanical device and can fail. Firefighters must plan for this possibility by carrying flashlights, maintaining contact with the wall, a hose line, or other routine methods for remaining oriented to location and the position of exits in a zero visibility environment. Teams should continue to employ standard fire fighting practices.
- Count on no more than twenty (20) minutes of operation per battery, less in cold weather. Change the battery each time the operator leaves the structure to change SCBA bottles unless the TIC is being handed off to another team who is completing primary search.
- Thermal Imaging Cameras have not been determined to be intrinsically safe as an ignition source. This device should not be used in a potentially explosive atmosphere.
- Holes in flooring may appear white or black, depending on what is behind them.
- Firefighters or occupants who are wet from hose line operations could be masked from the camera's view because of momentary balance of thermal signatures.

### OPERATION OF THE CAMERA

- In order to deploy the camera depress the release button at the top of the charging base. Grasp the pistol grip and lift up to remove the camera from the charging base.
- Turning the camera on is accomplished by pressing the gray button located below the viewing screen.
- If the battery power indicator, located above the viewing screen, indicates less than one half charged the battery should be replaced with a fully charged battery.
- When in use the carry strap should be attached to the users gear in an area that will allow normal use but will lessen the chance of the unit being dropped or lost.
- When using remote viewing is to be utilized confirm channel settings on TIC and monitor. If remote monitor is not on scene before the interior crew makes entry, the camera operator should advise Exterior Command of channel selection on camera. The standard channel shall be channel one (1).
- After each use the TIC should be wiped with a clean, damp cloth to remove dirt and debris.

#### DAILY INSPECTION

- The camera should be checked as part of the daily equipment check. At this time the camera should be turned on to check the operation and battery condition.
- Should the battery be less than three quarter (3/4) charged it should be replaced with a fully charged battery and the discharged battery placed in a charger.
- If the camera is found to be malfunctioning, it should be taken out of service, a damaged equipment form completed, and reported to the Officer in Charge.
- If the camera is dirty, it should be wiped clean with a damp cloth, dried and returned to the charging base.

#### MAINTENANCE:

- Batteries should be rotated and charged as needed each Saturday.
- Screws on the camera should be checked for tightness each Saturday.
- After every use the camera should be thoroughly cleaned, dried, and a fully charged battery installed before returning the camera to the charging base. Any discharged battery should be charged immediately.

### **POLICY: 036.12.02**

# HIGH ANGLE RESCUE/TRAINING

## SCOPE

This procedure will apply to all Grandview Volunteer Fire Department personnel taking part in training or an incident that is considered “High Angle”.

## PURPOSE

The purpose of this procedure is to establish guidelines for conducting high angle/rope rescues. Because of the infinite number of potential sites and situations that could be encountered, this procedure will not define a specific evolution to use, but will give guidelines to follow for conducting safe and effective operations.

## DEFINITION

Rope rescue is defined as any rescue attempt that requires rope and related equipment to safely gain access to, and remove patients from, hazardous geographic areas with limited access such as mountains, high rise buildings, above or below grade structures, by means of rope system(s). Rope rescues are divided into two general categories; non-technical and technical. Non-technical rescues are those of less than 40-degree inclination. Technical rescues are considered to be those from 40 degrees to 90 degrees. Technical Rope rescues require the dispatch of the Technical Rescue Team (TRT).

## TACTICAL CONSIDERATIONS

### **PHASE I Arrive On-Scene. Take Command. Size-Up.**

- A. First Arrival. The first arriving company officer should assume Command after arriving on the scene.
- B. Secure Responsible Party or Witness. Command should secure a witness as soon as possible after arriving on scene. This will help in identifying the problem and locating the victim.
- C. Locate the Victim. In most cases, Command will have to send a recon team to the area of the victim to determine the exact location of victim and nature of injuries. Command may wish to designate this as **Recon Sector**. **Recon Sector** should have EMS equipment to begin to administer the first aid to the victim. If the terrain is greater than 60 degrees of inclination, Command may decide to wait until the TRT arrives with the proper equipment to reach the victim.
- D. Assess the Need for Additional Resources. **Recon Sector** should provide Command with enough information, or recommend the need for additional resources. Information that will be helpful in determining the need for additional resources would be: number of victims, location and condition of victims, estimated angle of terrain, distance to victim, and estimated time for extraction. Command should put in an early call for additional resources. If additional resources are not needed after a call has been put in, Command can return those units to service.
- E. Assess the Hazards. Command may wish to designate a **Safety Sector** to identify all potential hazards to rescuers. **Safety Sector** will be responsible for securing those

hazards or making all members aware of those hazards. **Safety Sector** shall also be responsible for assuring that all safety procedures are adhered to.

- F. Decide on Rescue or Recovery. **Recon Sector** should advise Command whether the operation will be conducted in the rescue or recovery mode. In the rescue mode personnel assigned to Recon Sector will be reassigned to Treatment Sector and Recon Sector will be terminated. If the operation is to be conducted in the recovery mode, Command may wish to leave the victim and any related equipment in place for investigative purposes.
- G. Decide on an Action Plan. With the recommendation from **Treatment Sector**, Command will have to decide on an action plan. **Extrication Sector** and **Safety Sector** shall be made aware of the specific action plan.

Deployment of the TRT personnel in the Action Plan needs to be monitored by Command to ensure trained TRT members are available to staff critical functions. Dependent on the incident, these would be in the following areas:

1. Technical Rescue Team will include personnel trained in technical rope rescue. TRT should include a Paramedic when possible.
2. Support requires one trained TRT member to obtain any additional equipment or support items for the rescue team.
3. Liaison will provide technical information to Command, especially when operation involves other agencies. The Special Operations Officer responding to the call can usually fill this function.

## **PHASE II Pre-Rescue Operations**

- A. Make the General Area Safe. Command or his/her designee should begin to make the general area safe. This may include securing the area and not allowing civilian personnel into the area.
- B. Make the Rescue Area Safe. Command or his/her designee should make the immediate rescue area safe. This may include removing all non-essential rescue personnel from the area. If it is not possible to secure all the hazards in the immediate rescue area, all personnel operating in that area shall be made aware of those hazards.
- C. Pre-Rescue/Recovery. Depending on the action plan established, Command may want to establish an **Extrication Sector**. **Extrication Sector** will be responsible for gathering all equipment and personnel necessary to operate according to the action plan. **Extrication Sector** will assign rescue personnel to conduct the rescue, and support personnel to support the rescuers, during the actual rescue phase. **Extrication Sector** should have an alternative action plan should the first choice plan fail. This alternate plan should be communicated to all personnel operating in the rescue area.

## **PHASE III Rescue Operations**

After pre-rescue operations are complete, **Extrication Sector** shall put forth the action plan removal of the victim(s). Rescues should be conducted with the least amount of risk to rescuers necessary to rescue the victim. Low risk operations are not always possible but should be considered first. If the rescue of the victim(s) is only possible by means of a high risk operation, **Extrication Sector** shall communicate with Command the risk/benefit of the operation.

The order of rescue from low risk to high risk would be:

Talk the victim into self rescue. If the victim is not exposed to a life threatening situation, it may be possible to talk the victim into self-extrication. If the victim is exposed to a life threatening situation, it may be best to advise the victim to stay in place until a rope rescue system can be set up.

For terrain less than 40 degree inclination, (non-technical) most first responders have the equipment and training to assist the victim down. If the victim is ambulatory, he/she can walk down with the assistance of rescuers. If the victim is injured or unable to assist in their own rescue, he/she should be packaged properly in a stokes basket and carried to safety.

The stokes extrication should be conducted with a minimum of 4 litter bearers. Bearers should face the direction of travel during the extrication. If appropriate, a tag line should be attached to the litter for assistance through unstable areas.

For terrain of greater than 40 degree inclination, the TRT shall be called in to assist with the extrication. If the victim is ambulatory, he/she may be assisted down by rescuers with the use of a belay/tag line. If appropriate, rescuers should set up an anchor system for the belay. Rescuers may also use a body belay, if appropriate.

If the victim is non-ambulatory, rescuers shall build an anchor system and prepare for a steep angle evacuation. The patient shall be packaged properly in a litter and prepared for the extrication. There shall be at least 3 litter attendants assisting with the litter evacuation.

Attendants should face the anchor during the evacuation and be clipped into the litter. A separate raising/lowering line and belay line shall be set up for raising or lowering during steep angle evacuations.

For evacuations greater than 60 degrees, the TRT shall conduct the evacuation. The **Extrication Sector** officer, in conjunction with the **Safety Sector**, should decide the most appropriate method to extricate the victim.

In any case, a 15:1 safety factor shall be maintained and a double rope technique shall be used if at all possible. If possible, a separate anchor should be used for the working line and the belay line. Proper care shall be taken to assure that the victim will not come out of the harness or litter used to extricate him/her. Whichever method of extrication is used, the **Extrication Sector** officer shall ensure the overall safety of the raising/lowering system. **Extrication Sector** shall designate the tasks of individual rescuers during the operation.

## **Phase IV Termination**

I. PREPARE FOR TERMINATION

- A. Personnel Accountability.
- B. Equipment accountability. If there has been a fatality, **Extrication Sector** may consider leaving equipment in place for investigative purposes.
- C. Re-stock vehicles.
- D. Consider debriefing
- E. Secure the scene. Return to service.

**Additional Considerations**

- A. HEAT. Consider rotation of crews.
- B. COLD. Consider effects of hypothermia on victim and rescuers.
- C. RAIN/SNOW. Consider the effects of rain on the hazard profile.
- D. TIME OF DAY. Is there sufficient lighting for operations extending into the night.
- E. Consider the effect on family and friends; keep family informed.
- F. Consider news media; assign a P.I.O.

**POLICY: 037.12.02**

**ROPE RESCUE EQUIPMENT**

**SCOPE**

This policy applies to all personnel of the Grandview Volunteer Fire Department.

## **PURPOSE**

The purpose of this procedure is to establish a guideline for the use, care, maintenance, and storage of rope and related rope rescue equipment.

## **LIFE SAFETY ROPE**

Uses--Rappel line, lowering line, safety belay, litter tag line, or in mechanical advantage pulley systems. "Life Safety Rope" is not to be used as a tow rope, utility line, etc. This is to be considered a life safety line only. The rescuer's life as well as the victim's may depend on it.

Construction--Nylon, low-stretch kernmantle

1. Has an inner core and an outer sheath
2. Outer sheath protects core
3. 75%-85% of the ropes strength comes from the core, depending on manufacturer

## Specifications

1. Diameter: 1/2" (12.7mm)
2. Strength: 9,000 pounds (loses approximately 15% when wet)
3. Lengths: 100' or greater

## Maintenance

1. Inspect, visually after each use, for damage to sheath, dirt or mildew, and feel for soft spots in rope core, by "running" or pulling the rope between thumb and index finger. Wash when dirty.

## Core

1. Wash with mild non-chlorine based soap and water. Hang loosely and allow to air dry out of direct sunlight.
2. Once rope is dry, it is stuffed, not coiled, in rope bag and stored in a dry, dust-free place, where not exposed to chemical(s) (petroleum, alkali products) and direct sunlight.

## Cautions

1. NEVER walk or stand on the rope.
2. Don't drop rope from great heights when it can be carried down.
3. Don't drag rope across ground or apparatus bays.
4. Pad all edges.
5. Avoid nylon passing on nylon; i.e., rope passing over itself, another rope or webbing.
6. Keep all rope and webbing material out of petroleum and alkaline products, and if forced to use in applications where contamination will occur (around wheels, axles, etc.), retire after use.

## **WEBBING**

Uses- Anchor slings, gear slings, harness, and lashing.

Construction- Nylon, spiral weave, tubular.

Specifications- One inch wide; Strength of 4,000 pounds.

Maintenance- Same as rope.

Care- Same as rope.

Cautions- Same as rope.

## **ACCESSORY CORD**

Uses- Loops of 8 mm accessory cord (AC) can be attached to a host rope by a prussic hitch to form attachment points for pulleys. Long loops of 6 mm AC can be tied to allow their use as "soft" ascenders to climb a host rope.

Construction- Nylon, low stretch, kernmantle.

Specifications- Rope diameter may vary from 6 mm to 9 mm, depending on application.

Maintenance- Same as rope.

Care- Same as rope.

Cautions- Same as rope.

## **CARABINERS**

Uses- To link various pieces of gear together, or to add friction to a system.

Construction- Locking, steel, pin type, not lock sleeve dependent. Locking, aluminum, pin type, not lock sleeve dependent.

Specifications- Steel: 9,000 pounds breaking strength. Aluminum: 5,500 pounds breaking strength.

Cautions.

1. Keep clean.
2. Don't drop or throw.
3. Load only in the long axis, no side loading.
4. Gate must be locked when in use.
5. Inspect for cracks, worn spots, and smooth operation.
- 6.

## **PULLEYS**

Uses-

1. Reduce friction.
2. Change direction.
3. To gain mechanical advantage.

Construction- Sealed ball bearing, anodized aluminum sides.

Specifications- 2" and 4" size. 6,000-8,000 pound breaking strength.

Cautions

1. Keep clean.
2. Don't drop or throw.
3. Inspect for smooth operation, elongated holes.

## **GENERAL CAUTIONS**

1. Make sure all knots are tied and dressed correctly.
2. Maintain at least 15:1 safety margin when not belayed.
3. Belay loads when safety margin is less than 15:1
4. Rescuers shall not operate with less than a 10:1 safety margin.
5. Rescuers shall not approach an edge without being tied in to an anchor.
6. Rescuers shall place victims in harness or litter during rope borne rescues.
7. Rescuers shall wear appropriate clothing:

- A. for steep or high angle rescue
  - 1. Seat and chest harness
  - 2. Helmet
  - 3. Approved hiking shoes or boots
  - 4. Self-rescue gear
  - 5. Safe cutting device
  - 6. Eye protection
  - 7. Gloves

**POLICY: 038.12.02**  
**TRENCH RESCUE**

**SCOPE:**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE:**

The purpose of this policy is to establish guidelines for incidents that involve technical rescue of victims from excavated areas, such as a trench.

**DEFINITION:**

Excavated areas will be known as any depression, hole, trench, or earth wall, man-made or natural that is four feet or greater.

**POLICY:**

**TACTICAL CONSIDERATIONS:**

- I. Arrival on scene
  - a. First arriving officer should assume command and begin an immediate size up.
  - b. First arriving apparatus should be placed at least fifty (50) feet away from excavated areas. Additional apparatus should be staged at least 150 feet away from excavated areas.
- II. Primary assessment
  - a. Attempt to secure a responsible party or a witness to the incident to determine what has happened.
  - b. Assess hazards to rescuers
  - c. Determine the number of victims.
  - d. Determine the extent of and the duration of entrapment.
  - e. An early decision should be made as to whether there will be rescue or recovery.
- III. Secondary assessment
  - a. Assess on scene capabilities
  - b. Assess the need for additional resources
  - c. Assign a safety officer (SO), if no personnel is available to assign then IC will assume the role of SO.

**PRE-ENTRY OPERATIONS**

- I. Make the general area safe.
  - a. Create hot, warm and cold zones
    - i. Hot zone is 0-50 feet
    - ii. Warm zone is 50-150 feet
    - iii. Cold zone is 150 feet or more.
  - b. Control traffic
    - i. Shut down roadway.
    - ii. Reroute all traffic at least 300 feet away.
    - iii. All heavy equipment within 300 feet of collapse should be shut down
  - c. Control crowds
    - i. Nonessential rescue personnel should be out of the hot zone.
    - ii. All civilians should be outside the hot and warm zones.
- II. Make the rescue area safe
  - a. Control all utilities in the area (i.e. gas, electric, water etc.).
  - b. Remove water from trench.
  - c. Monitor air quality in the trench.
  - d. Ventilate trench if needed.
  - e. Identify the soil type.

**ENTRY OPERATION**

- I. Make the trench lip safe.
  - a. Approach the trench from the ends if possible.
  - b. Look for unidentified hazards (fissures, cracks, unstable spoil pile).
  - c. Assess spoil pile for improper angle and general raveling.
  - d. Remove any trip hazards.
  - e. Provide level area for ground pads.
- II. Make the Trench Safe
  - a. All personnel operating in the hot zone shall wear boots (steel-toed preferred), helmet, eye protection and gloves.
  - b. Two ingress/egress ladders shall be in place no more than 50 feet apart.
  - c. Use approved shoring methods to create a safe zone in the area of the trench that is not collapsed.
  - d. Rescuer(s) shall remain in the safe zone while removing dirt from the collapsed zone.
  - e. Secure all utilities, pipe, or obstructions in the trench.
- III. Victim removal without cave-in
  - a. Create a safe zone around the victim.
  - b. Remove any objects trapping the victim.
  - c. Assess the victim's condition
  - d. Use appropriate patient packaging methods
  - e. Remove the victim from the trench (vertically or horizontally).
- IV. Victim removal with cave-in.
  - a. Create a safe zone.
  - b. Operating from the safe zone remove dirt manually.
  - c. Extend the safe zone into the collapse zone.
  - d. Uncover the victim below the diaphragm.
  - e. Begin patient assessment if possible.
  - f. Begin patient ventilation if possible.
  - g. Completely uncover the victim.
  - h. Use appropriate patient packaging methods.
  - i. Remove the victim from the trench (vertically or horizontally).
- V. Treatment
  - a. ABC's primary survey.
  - b. C-spine precautions.
  - c. Secondary survey.
  - d. Consider removing victim from danger before providing definitive care.
  - e. Follow medical protocols for patient care.
- VI. Termination of Operations
  - a. Personnel accountability.
  - b. Remove tools and equipment from the trench. If there has been a fatality, consider leaving tools and equipment in place for investigation purposes.
  - c. Remove shoring system (last in, first out).
  - d. Consider debriefing.
  - e. Secure the scene. This may require leaving the shoring in place or covering the trench.

f. Return to service.

**Command should consider calling an OSHA representative to the scene if there has been a serious injury or death.**

**POLICY: 039.12.02**  
**INFECTON CONTROL**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to establish guidelines to prevent the spread of communicable diseases.

DEFINITIONS:

**AEROSOLS:** Invisible particles less than 10 microns in diameter which float on air currents (not to be confused with droplets or splashes).

**AIRBORNE PATHOGEN:** Pathologic microorganisms spread by droplets or aerosols expelled into the air, typically through a productive cough, sneeze, or talking.

**BLOODBORNE PATHOGEN:** Pathologic microorganisms that are present in human blood and that can cause disease in humans. (OSHA.) Note: the term "blood" includes blood, blood components, and products made from human blood.

**BODY SUBSTANCE ISOLATION (BSI):** An infection control strategy which considers all body substances potentially infectious. (See Universal Precautions).

**CARRIER:** Person carrying disease organisms in their body; but are not sick from the disease or have any signs or symptoms of disease. They are still capable of transmitting it.

**CLEANING:** The physical removal of dirt and debris.

**COMMUNICABLE DISEASE:** A disease that can be easily transmitted from one person to another. Also known as contagious disease.

**CONTINUING EDUCATION:** The education and training given to update and reinforce original education on a subject or discipline.

**DECONTAMINATION:** "The physical and/or chemical process of reducing and preventing the spread of contamination from persons and equipment." (NFPA 472.)

**DESIGNATED OFFICER:** The primary Infection Control Officer who acts in the interest of the employees and is responsible for notifying any employee of an exposure to a communicable disease.

**DISINFECTION:** "A procedure which inactivated virtually all recognized pathogenic microorganisms, but not necessarily all microbial forms (ex. bacterial endospores) on inanimate objects." (OSHA.)

**DOCUMENTATION:** The record (or recording) of incidents, events and activities in computer reports, written forms, narratives and/or memos.

**EMPLOYEE:** A person involved in performing the duties and responsibilities of the Fire Department, under the direction of the agency.

**EXPOSURE:** Eye, Mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood, other body fluids, or other potentially infectious material or in an enclosed area with a patient with a known airborne disease such as TB and not wearing an "OSHA" approved face mask.

**FOODSTUFFS:** Materials cooked or uncooked, packaged or bulk that is intended for consumption.

**IMMUNIZATION:** The process of rendering a person immune, or highly resistant to a disease.

**INCIDENT COMMANDER:** The person responsible for the overall coordination and direction of all activities at the incident scene, as specified in NFPA 1561, "Standard on Fire Department Incident Management System."

**INFECTION CONTROL OFFICER:** A member of a department assigned specific responsibility for department infection control practices, including immunizations and post-exposure follow-up protocols. This officer fulfills the responsibilities for "designated officer" listed in the Ryan White Act.

**INFECTION CONTROL (1C) POLICY:** "The establishment's oral or written policy and implementation of procedures relating to the control of infectious disease hazards where employees may be exposed to direct contact with body fluids." (OSHA.)

**INFECTION CONTROL PLAN:** The method and rationale for the implementation of the Infection Control Policy.

**INFECTIOUS WASTE:** "Blood and blood products, pathological wastes, microbiological wastes, and contaminated sharps." (MMWR.)

**INFECTIOUS DISEASE:** An illness or disease resulting from invasion of a host of disease-producing organisms such as bacteria, viruses, fungi, or parasites.

**INFECTIOUS:** Capable of causing infection in a suitable host, (a disease can be infectious without being communicable.)

**NOTIFICATION:** Process through documentation to identify an exposure to the Charge Nurse, City Nurse, Department of Health and the Garland Fire Department.

**PARENTERAL EXPOSURE:** "Exposure which occurs through a break in the skin barrier." (OSHA.) This would include injections, needle sticks, human bites, and cuts contaminated with blood.

**PATHOGEN:** An agent that causes disease in a susceptible host. A microorganism such as a bacterium, a virus, or a fungus.

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** "Specialized clothing or equipment worn by an employee for protection from a hazard." A duty uniform is considered as PPE against normal blood splashes, (see contaminated uniforms.)

**POINT OF CONTACT:** The area immediately surrounding the creation of a contaminated sharps. Close enough to a sharps container so that sharps are not laid down nor passed manually to the container.

**REPORTING:** The completion of computer reports and memos to document an exposure = a written report and not a verbal report.

**RYAN WHITE LAW:** A federal law that requires that emergency care providers be provided notification and follow up in exposure situations. Effective April 20, 1994.

**SAFETY OFFICER:** "A member of the fire department, assigned and authorized by the Fire Chief to perform the duties and responsibilities defined in this standard." (NFPA 1501.)

**SHARPS:** "Any object that can penetrate the skin including, but not limited to needles, lancets, scalpels, and broken capillary tubes." (OSHA.) Broken glass and jagged, torn metal are also included.

**UNIVERSAL PRECAUTIONS:** "A system of infectious disease control which assumes that every direct contact with blood and certain body fluids is infectious and requires every employee exposed to direct contact with certain body fluids to be protected as though such certain body fluids were HBV or HIV infected. Therefore, Universal Precautions are intended to prevent health-care workers from parenteral, mucous membrane, and non-intact skin exposures to blood-borne pathogens and should be used by emergency response personnel." (OSHA.)

**WATERLESS HAND CLEANERS:** Supplies designed to cleanse hands without the use of running water, such as Vironox Towelettes, or Lysol waterless hand cleaner.

## POLICY

Operating Procedures:

The following rules will be adhered to during operations before, during and after response:

1. The Incident Commander during emergency operations will be responsible for the designation of a Safety Officer or if none is created will assume the duty of Safety Officer.

2. The Safety Officer will enforce policy, watch for exposure hazards and take appropriate actions.
3. Personal Protective Equipment will be used during patient contact and during decontamination. The appropriate PPE can be determined from Appendix A.
4. Hands will be washed after removal of gloves ASAP.
5. Contaminated equipment will not be reused until decontaminated.
6. Decontamination of equipment will be performed ASAP and only in designated areas. Decontamination shall not be performed in restrooms, living areas, food preparation, or dining areas.
7. Exposure notification will be performed in accordance with Section 647.6.
8. Gloves will be removed before entering the driving compartment, unless compartment has become contaminated.
9. Contaminated waste will be disposed of in special marked red bags and containers obtained through licensed disposal company.
10. Biohazard Containers and bags containing contaminated waste will be stored in the designated location at stations until removal through approved means.
11. Hands will be washed after patient care, ASAP.
12. Hands will be washed after contact with contaminated equipment, ASAP. Hands will not be washed in food preparation area.
13. Eating, drinking, smoking, handling contact lenses, applying cosmetics, or lip balm is prohibited during emergency response and on ambulances.
14. Hand washing will be done in approved areas.
15. When hand washing is not available, use of approved waterless hand cleaners will suffice until conventional hand washing is available.
16. Shower and change into clean uniform ASAP when uniform becomes contaminated.
17. Decontamination of equipment will be done following procedure on Appendix B. Equipment will be cleansed of gross contaminants using soap and water prior to sterilization or disinfecting.
18. Sharps containers will be utilized as close to the point of contact

as feasible. Small single use disposable sharps containers are to be carried in jump kit for use away from ambulance.

19. Structural fire fighting gloves will be used over PPE Gloves where contact with sharp or rough edges will be likely.

20. Emergency operations that are likely to create an exposure should be performed with as few responders as possible.

21. A copy of this directive shall be made available to each employee.

22. Contaminated waste will not be left on scene

#### I Exposure Reporting, Notification and Documentation (See Appendix C)

##### A. Exposure defined

Exposure Notification is required for all exposures. An exposure to a blood borne disease occurs when certain body substances come in contact with non-intact skin, eyes, nose, mouth, ears or other mucous membranes and through percutaneous routes. Exposures are produced but not limited to mouth-to-mouth resuscitation, needle sticks, human bites, newborn delivery, blood splash, and sharps injuries.

Exposure to a suspected/ known airborne disease occurs by simply sharing the same airspace, such as a room, back of an ambulance, or other confined space with a suspected/ known patient with an airborne disease. By using ventilation, fitting the patient with a surgical mask, and wearing a "N95" mask on yourself; you reduce the risks, but it is impossible to eliminate the risks completely. EXPOSURE DOES NOT EQUAL INFECTION! Any employee, who feels that they have had an exposure but the incident does not follow the definition of an exposure, is directed to treat the incident as an exposure and follow the definition of procedures. No employee is to be discouraged from exposure reporting.

##### B. Exposure from transported patients

When an employee has an exposure from a patient that is transported to a hospital, it is the employee's responsibility to request that an exposure form be completed, (see Appendix G.) The employee or ambulance attendants shall complete the form. Personnel are to follow the instructions on the Exposure Form. Notify the EMS Officer of exposure as soon as possible. It is the EMS Officer's responsibility to ensure that the exposure form(s) are completed for all exposures.

Following the incident, an accident report will be completed for each exposure as soon as possible. It is the responsibility of each employee to complete the report. It is the responsibility of the EMS Officer to ensure that the report is completed for each exposure.

The EMS Officer or Station Officer should fax a copy of the exposure notification form to the office of the Tarrant County Health Office. A copy of the exposure report will be maintained in the EMS Office and a copy of the report will be delivered to the Infection Control Officer (EMS Coordinator).

### C. Exposure from non-transported patients

If there has been an exposure from a source patient that is not transported, the computer report and a memo will be completed as described above. The "Exposure Notification Form" is to be completed and delivered to the Infection Control Officer or EMS Officer as soon as possible. The Exposure Notification Form is to be completed and delivered to the Infection Control Officer and EMS Officer as soon as possible.

In incidents where the responding personnel is not the person who initiated reporting, the Infection Control Officer or EMS-1 shall determine how the incident shall be handled. These might include incidents where the hospital notifies the Fire Department of patients with tuberculosis, etc.

Where there has been an incident that does not correspond with the definition of an exposure and the employee does not feel that there is a need for further investigation, but does want the incident documented, the employee may send a memo to the Infection Control Officer stating date, time, incident, description of the incident, hospital, incident number, and explanation of why the completion of the "Exposure Notification Form" is not necessary. This step must be completed so that appropriate documentation is in place. The ICO may ask the employee to complete an Exposure Report if he/she deems it necessary.

### D. Notification channels

All information coming from the hospital should be directed to the Infection Control Officer (EMS Coordinator).

### E. Records Retention

The Infection Control Officer shall retain, store and keep confidential all exposure notifications and documentation for each employee for their tenure plus thirty years.

### F. Right to retain private physician

Each employee shall have the right to seek advice from a private physician at his/her expense, and shall not be discouraged from doing so.

### G. Responsibilities

The Infection Control Officer will assume all responsibility for follow-up with the affected employee.

### H. State Law (Worker's Comp)

State law (worker's comp) now requires a test result in ten days proving worker had negative results on disease exposed to. This underlines the importance of a base line blood test ASAP.

## II Immunizations

The Grandview Volunteer Fire Department is responsible for insuring that all personnel in job classifications which anticipate exposure to infectious disease be IMMUNIZED against hepatitis B; tetanus/diphtheria (DT); measles/mumps/rubella (MMR); polio; and influenza, and any other

immunizations determined appropriate by the City. Any employee may refuse immunization verbally and in a written letter to the Infection Control Officer. A copy of consent form or non-participation form must be signed for the HBV series of vaccine, (see Appendix D & E)

1. Hepatitis B. This is a series of three injections given over a six-month period. Presently this series of shots should give protection for thirteen years +. A titer test should then be used 1-6 months after last shot to give baseline and/or a need for a fourth shot.

There are some people who do not respond well to vaccine, but may have enough antibodies to fight off an infection without the test being positive, anyhow.

2. Tetanus-diphtheria. A booster is required every ten years after initial injection.

3. MMR- measles, mumps, and Rubella. This is a one-time injection.

4. Flu (influenza). This is a yearly inoculation based upon the upcoming "flu season."

Although, not complete protection, it will help build up your immunity over time. Theoretically, this will lessen your need to take sick days and it will result in less exposure to our patients (It is given on a voluntary basis, but strongly encouraged).

5. Polio. No injection required, so get this one if you were not immunized as a child or are unsure whether you were or not.

J. Applicants may be required to have these immunizations as a condition of employment.

Tests performed on employees:

1. HIV on request or after exposure

2. RPR for STD (Sexually transmitted diseases) on request or after exposure.

### III Personal Hygiene

A. Check your hands often for even small breaks in the skin, such as dermatitis or chapped hands. Protect non-intact skin as needed.

B. Wash your hands thoroughly. Use an appropriate soap (see chart Appendix E), lather, scrub for at least 15 seconds, rinse well, and dry with a clean towel. Use the towel, not your bare hands, to turn the faucet off. Towelettes (which do not require water) to clean your hands are supplied apparatus. Use a moisturizer to prevent skin from cracking from frequent washing.

C. If your uniform gets soiled, put on a clean one as soon as possible. Keep dirt out from under your fingernails. Keep your hands out of your mouth, nose, and eyes.

D. When you get sick, you have a responsibility to your co-workers as well as your patients, many of whom have low resistance to infection when they call the ambulance. Therefore, check with your supervisor to determine if you need to stay home or if you can work. Open sores or cuts should always be covered.

### IV Needles

Be particularly careful with needles. They should not be recapped, purposely bent, broken, cut or removed from disposable syringes. In other words, do not in any way manipulate used needles by hand. "Sharps" should be disposed of only in approved puncture-resistant containers, which

are provided on the apparatus and jump kits. Be conscious of used needles! Contaminated needle containers shall be sealed and put in Bio Waste Box. DO NOT place contaminated needle containers in trash bin or dumpsters. Report all needle sticks to your EMS Officer, Station Captain, and Infection Control Officer. Do not try to force needles or catheters into sharps container. They should fall freely into container and when they do not, consider the container as "full".

#### V Universal Precautions/ Body Substance Isolation (BSI)

The following summarizes recommendations by the U.S. Center for Disease Control and prevention (CDC) (usually referred to as "Universal Precautions"/ BSI) and shall be our policy.

A. Wear latex or vinyl gloves when handling blood and other fluids requiring Universal Precautions/BSI, and/or items soiled with blood, substances that contain visible blood, or other fluids requiring Universal Precautions.

B. Immediately and thoroughly wash your hands or other skin surfaces after contact with blood or other fluids that require Universal Precautions/BSI, after contact with substances that contain visible blood, and after removing gloves. (If soap and water are not readily available, alcohol wipes, a wet towelette, waterless foam or soap, water alone, or any clean cloth, paper towel, napkin, or article of clothing can be used to wipe the blood and clean hands or other skin surfaces until more thorough hand washing is possible).

C. Wear protective clothing or other gear when there is a chance of being splashed by blood or other fluids that require Universal Precautions/BSI. Depending on the situation, you may only need gloves, or you may need additional protection, such as goggles, a mask, double gloves, or surgical type gown. Your duty uniform is considered as PPE for normal blood splashes. If your uniform is blood splashed - shower, change uniforms as soon as possible.

D. Wash your hands after taking the gloves off. When putting on or removing gloves, do not use your teeth. Pull gloves off so that they are inside out; the contaminated side is not exposed. Put them in a plastic bag or other container to prevent getting blood on your clothes or vehicle seats. Do not reuse gloves. Do not eat, drink, or smoke while wearing gloves.

E. While it is not always practical to change gloves between every patient, do change gloves as often as possible to prevent cross contamination of patients.

F. Glove up as close to patient contact as practical. This protects patient from contamination.

G. Double glove for bloody situations, if possible.

H. Body Fluids requiring Universal Precautions/BSI (See Appendix A)  
Blood (including menstrual blood)

Semen

Vaginal secretions (including menstrual discharge)

Amniotic (pregnancy) fluid - under study  
Cerebrospinal (brain and backbone) fluid - under study  
Synovial (joint) fluid - under study  
Pleural (chest) fluid - under study  
Peritoneal (abdomen) fluid - under study  
Pericardial (heart) fluid - under study

\*These are not transmitters unless contaminated with gross visible blood:

\*Feces

\*Nasal secretions

\* Saliva

\* Sputum (lung/mucous)

\* Sweat

\* Tears

\* Urine

\*Vomit

I. Skin punctures should be bled, washed with copious amounts of soap and water, as soon as possible.

J. Mucous membrane and eye exposures should be flushed with water.

K. Wear an "OSHA approved Face Mask" when around a patient with a suspected or known airborne disease, such as TB, and fit patient with a surgical mask if possible.

VI Cleaning of Equipment (See Appendix B)

A. Proper cleaning of equipment and work surfaces is essential to the maintenance of a healthy environment. Cleaning involves two important steps: washing and disinfecting.

B. Washing is the physical removal of visible surface debris with warm water and soap. Disinfection cannot be accomplished unless washing has occurred.

C. Disinfection is the use of chemicals to kill infectious pathogens and reduce the possibility of cross-contamination. Antiseptic soaps used for hand washing are not as effective as disinfecting agents and should not be used as such on the vehicle and equipment. In this policy we shall refer to disinfecting with a 1:100 Sodium Hypochlorite solution (1/4 cup of normal strength bleach to 1 gallon of water will make a 1:64 solution) (fresh solution of chlorine bleach in water) - (changed every 24 hours) (1:10 solution is for laboratory type of environments and is too strong for our use.)

D. Water should never be left in the ambulance bay buckets after cleaning is finished. Mop heads will be routinely changed, and laundered.

E. Respiratory and oral secretions as well as wound drainage should always be considered infectious.

- F. All equipment contaminated with blood or other bodily fluids shall be thoroughly decontaminated after each use.
- a. Spine boards and stretchers shall be cleaned in this manner whenever contaminated with blood.
  - b. Reusable items often contaminated with blood shall be thoroughly cleaned with soap and water and allowed to soak in a 1:100 Sodium Hypochlorite solution for at least ten minutes. Prolonged soaking may damage equipment. After soaking, rinse with water and allow to AIR-dry whenever possible, items shall be disassembled so as to ensure that all parts are adequately cleaned and disinfected.
  - c. Soiled single use equipment should be disposed of in appropriate manner in red bag.
  - d. Reusable instruments or other equipment:
    1. Equipment or devices that touch intact mucous membranes but do not penetrate the patient's body surfaces (such as laryngoscopes) should undergo high level disinfection before being used on another patient.
    2. Equipment or devices that do not touch the patient or only touch intact skin of the patient (such as blood pressure cuffs) need only to be cleaned with detergent (or as recommended by manufacturer).

## VII Health Maintenance

- A. All employees are required to comply with fire department policy concerning fitness and health. Good health is one of your main barriers to infection.
- B. Supervisors shall, to the best of their ability, evaluate employee's fitness for duty. Employees judged unfit for duty shall be advised to utilize sick leave and return home for recuperation. If an employee does not agree with the supervisor's judgment, the employee may contact the Fire Chief.
- C. Employees are encouraged to request testing for HIV, Hepatitis, Syphilis, and Tuberculosis from the City of Grandview, if they feel the possibility of an exposure may have existed and an exposure form has been filled out.

## VIII Stress Management

- A. It is the responsibility for each employee to understand the seriousness of an exposure. No employee shall be harassed subsequent to an exposure.

B. It is the responsibility for each officer to understand the seriousness of infection control. It is the responsibility of each officer to understand the stress that can be generated by an exposure and treat incidents and involved patients accordingly.

C. It is the responsibility of supervisors to recognize the need of employees for assistance and counseling. When necessary, the employee shall be referred to counseling following the City of Grandview and Grandview Volunteer Fire Department Policy.

D. Each employee is responsible for seeking assistance when encountering the stress associated with a disease exposure and counseling will be provided.

E. All employees are directed to keep confidential information concerning exposures strictly confidential.

#### IX Policy Review Program Evaluation and Modifications

A. The Infection Control Officer and the EMS Officers shall annually review the Infection Control Plan/Policy. They shall look for inadequacies and take appropriate corrective action.

B. The ICO shall be responsible for making any needed changes, and submitting the changes to the Fire Department Administration.

#### X Quality Assurance

A. All Grandview Volunteer Fire Department officers shall ensure that the Infection Control Plan/Policy is followed. They shall monitor the actions of personnel and take corrective measures as needed. All breaches of the policy shall be directed to the Infection Control Officer.

B. The EMS Officers shall ensure that employees have the needed equipment and support for taking Universal Precautions and Body Substance Isolation, and shall evaluate infection control measures taken by AFD personnel and prescribe needed corrections.

C. The Infection Control Officer shall ensure that appropriate information is made available to employees.

D. The Infection Control Officer shall review all reports to ensure that the precautions taken are appropriate. In review of reports the Infection Control Officer shall look for trends and hazards and prescribe corrective actions.

E. The Infection Control Officer, in compliance with HIPAA, shall provide the identified information to the Accident Review Committee.

**POLICY: 040.12.02**  
**FACIAL HAIR**

**SCOPE**

This policy applies to all members of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to establish limitations of operational activities for members who have facial hair.

## POLICY

All members wearing Self Contained Breathing Apparatus (S.C.B.A.) shall comply with OSHA requirements regarding the fit and seal of the face-piece.

Any member that **DOES NOT** meet the OSHA requirements for the use of SCBA **SHALL NOT BE PERMITTED** to use any SCBA or enter any area that may be or may become Immediately Dangerous to Life or Health (IDLH).

## **POLICY: 041.12.02**

### **USE OF SOCIAL NETWORKING SITES**

#### SCOPE

This policy applies to ALL members of the Grandview Volunteer Fire Department

#### PURPOSE

To establish acceptable use of social networking sites such as “Facebook”, “Myspace”, etc.

## POLICY

If you have a facebook or similar electronic media account and your personal profile indicates you are a member of GVFD and you decide to send or use vulgar, profane, inappropriate and/or sexual messages DELETE any and ALL references to your relationship with the GVFD.

This fire department does not condone, practice or accept the above described behaviors.

The Fire Department does not censure your ability to communicate in any form you desire and we do support an individual communicating in any form they desire. We do have the right to limit the use of the FD name and uniforms or other identification items associated with or provided by this fire department to members.

If you decide to write on facebook or any other similar electronic media about an GVFD response, DO NOT mention any individuals name involved in the response or give a street address of the residence where the call occurred. This type of action may be considered an invasion of privacy and will expose you personally to a potential liability claim.

If you desire to bad mouth, criticize or gossip about other individuals, not just those on the fire department, then you are expected to remove any association with the fire department from your Facebook account.

If you don't understand the term inappropriate message as described above - ask your mother what she would consider inappropriate and act accordingly. If your mother does not give you clear guidance ask the Fire Chief.

If you have a question about this policy contact the Fire Chief before sending messages on electronic social networking sites where you have identified yourself as a member of this fire department.

Taking pictures of emergency responses is limited by our photography policy. You shall not take pictures during emergency responses with your personal equipment for personal use.

## **POLICY: 042.12.02** **PHOTOGRAPHY**

### **SCOPE**

This policy applies to ALL members of the Grandview Volunteer Fire Department

### **PURPOSE**

The purpose of this policy is to establish guidelines that regulate the disbursement and use of any and all pictures or videos taken by department personnel that are related to or may be related to any and all operations and/or members of the Grandview Volunteer Fire Department.

## POLICY

### Photography Policy

Photos or video of Grandview Volunteer Fire Department operations and/or members, taken by a member of the fire department, may be used for training and education within the department. Photographs shall be copied to a disk and given to the Fire Chief to be secured.

Any member who wishes to disburse photos or videos in any way shall be required to obtain expressed consent from the Fire Chief approving such actions.

Photographs on the computers or disks at Headquarters are property of Grandview Fire Dept and are not to be copied, mailed, emailed or printed without prior authorization from the Fire Chief.

Law firms and/or civilian agencies requesting photographs of sensitive nature shall be required to make a formal request via the courts and serve the Grandview Volunteer Fire Department with a subpoena before said photographs will be released.

## **POLICY: 043.12.02**

### **APPARATUS ASSIGNMENTS**

#### SCOPE

This policy applies to all members of the Grandview Volunteer Fire Department.

#### PURPOSE

The purpose of this policy is to establish guidelines for apparatus assignments based on incident type.

## POLICY

An Engine shall be the first responding apparatus to the following incident types;

- Reported structure fire
- Motor vehicle fires
- Activation of an Automatic Alarm system
- Carbon Monoxide alarm
- Hazardous Material incidents

A brush Truck shall be the first responding apparatus to the following incident types;

- Grass fire
- Brush fire
- Fires on railroad right-of-way

### **Preferred Order of Vehicle response.**

#### **A. Structure Fires**

In City Limits

1. E-2
2. E-1
3. R-1
4. S-1

Out of City

1. E-1
2. R-1
3. E-2
4. S-1

#### **B. Brush Fires**

1. B-1
2. B-2
3. E-1 or B-3 If needed

#### **C. Vehicle Fires**

1. E-1
2. E-2

#### **D. Motor Vehicle Accidents**

1. R-1
2. E-2
3. S-1
4. E-1 only if needed

#### **E. Medical Calls**

1. S-1
2. S-2 to assist if needed

3. R-1 if a call comes out and this unit is already mobile

**F. Mutual Aid**

1. Only those units requested will respond.
2. Use same protocols as if call was in district.
3. Only officers can call and ask neighboring districts if they need assistance.
4. E-2 will not mutual aid out of our districts
5. Brush Fires we will send only 1-brush truck, 1- engine, 1- Rehab only
6. B-2 will not respond to mutual aid calls

**G. Rehab**

1. Rehab 75 will be used for the purpose of rehab

**H. Misc Vehicles**

1. S-2 will be used for the purpose of transporting personnel to the scene.
2. S-2 is to be parked away from the operations in a safe but efficient place.
3. S-2 will be used for attending schools or any fire dept. related business.
4. Non fire fighting members will have use of S-2 but cannot at anytime use lights and sirens.

**I. Heavy Rescue Calls Out of District**

1. R-1 “Staffed with TRAINED Personell for the Call”

**POLICY: 044.12.02**

**Apparatus Operator Classification**

**SCOPE**

This policy applies to all personnel of the Grandview Volunteer Fire Department.

**PURPOSE**

The purpose of this policy is to set guidelines for personnel who will be operating a fire department vehicle to answer emergency calls.

## POLICY

Members will meet the following requirements to be able to operate a department vehicle:

### **AO1:** Apparatus Operator 1

The AO1 level is for Department vehicles weighing less than 26,000#.

The member must meet the following requirements to be eligible to be signed off to drive this class:

Must have a VALID drivers license

Must be at least 21 years of age

Must have completed the NIMS Training: 100, 200, 700, 800

Must have completed an emergency vehicle driving class

### **AO2:** Apparatus Operator 2

The AO2 level is for vehicles weighing over 26,000# and vehicles classified in AO1

The member must meet the following requirements before being eligible to be signed off:

Must meet all AO1 requirements

Must have a minimum Class B drivers license

Must have completed a driver operator course

Once a member has met the above requirements they can request to be signed off to drive a department vehicle by the Chief and Asst Chief.

## **POLICY: 045.12.02**

### **Firearms**

#### SCOPE

This policy applies to all personnel of the Grandview Volunteer Fire Department.

#### PURPOSE

The purpose of this policy is to set guidelines for personnel who might be legally carrying a firearm on or in Department property or on a scene.

## POLICY

Any member legally possessing a firearm on department property **MUST** have the firearm secure.

If a member is responding to an emergency call, the said member must leave their firearm in a secure place at the station (ie: members locked vehicle, safe, etc.) while on an emergency call. If a member fails to leave their firearm at the station, then if the apparatus has a lock box the firearm must be secured in the lock box and the key to the box must be left with the AO of that vehicle to ensure the key does not get lost.

If a member is attending a training exercise, whether it be department sanctioned or not, a member is forbidden from possessing a firearm during the training exercise.

## **POLICY: 46.12.02**

### **Point System**

#### SCOPE

This policy applies to all members of the Grandview Fire Department

#### PURPOSE

The purpose of this policy is to set guidelines for personnel to remain as an **ACTIVE** member.

#### POLICY

This document defines the point system used by the Grandview Fire Department and assigns a point value to the different activities covered by this system.

**Definitions:**

- 1) **Point System** – The point system awards points according to the point chart and serve as a more accurate measure of each member’s contribution to the department and the community. The point system may also be used in the future as a basis for a Length of Service Awards Programs (LOSAP). The point system incorporates many areas including call response, training, meetings, fundraisers and shift work in order to paint comprehensive and customized pictures of each individual’s participation. Each member will be required to obtain 20 points per calendar month in order to remain in the active status.
- 2) **SFFMA** – The State Fireman’s & Fire Marshal’s Association is a certifying agency that provides a training curriculum and certificates to participants based on four progressive levels: Basic, Intermediate, Advances and Master.
- 3) **TCFP** – The Texas Commission on Fire Protection is the designated fire service regulatory agency in the state of Texas. This agency regulates paid fire departments and some volunteer departments. The Briar Oaks Fire Department is regulated by this agency as a certified Training Facility. This means that we can conduct a full-scale fire academy at our station if we choose. TCFP approved training is provided to TCFP certified members. 20 hours of training is required annually to maintain these certifications.

**Point Chart:**

ACTIVITY	POINTS	DETAILS
Call Response	1	Must respond to the station and remain on standby for duration of call.
Meeting	1	Must attend meeting
Training	1 / hour	Each class hour (not training hour) earns one point
Shift Work	1/hr	Special rules apply to this category
Fundraiser	2	Must actively participate for credit
Parade	1	
Work Detail	2	Must be approved by staff officer. Must be at least 2 hours long
Inspection	1	Must be approved by staff officer
Other activities		Approval required. Points awarded on case by case basis.

The point chart listed above defines point values for various types of activities. Specific rules for each activity are listed below.

1. **Call Response** – In order to receive credit, the member must respond to the station and either respond on an apparatus or remain on standby at the station until cleared by the

OIC. Credit may also be awarded if a member arrives at the station during a call in progress, the units have not cleared and the member remains on standby for the duration of the incident. If a call is received during another approved activity, points will be awarded separately for the call. Members are reminded that SFFMA requires program participants to attend 25% of all calls, regardless of department policy. If members are not participating in an SFFMA certification program, the following chart will be used to determine the minimum number of calls each member must attend.

Years of service	Participation requirements
0 - 5	25% of all calls
5+	20% of all calls

2. **Meetings** – Attendance at meetings is required by the By-Laws. The Chief may excuse members from meetings. Members must call or notify the Chief when they will be absent from a meeting. The Chief has discretion regarding excused absences and all absences will not be excused.
  
3. **Training** – Training attendance is required by varying degrees by State agencies that the department is affiliated with. Members pursuing any certification through SFFMA are required to attend 40% of all training. This is SFFMA’s rule and was adopted many years ago by the department because most of the members were pursuing certificates under this program. The Designated Responder Program requires that members be certified either through SFFMA or TCFP in order to respond on apparatus. Members who are not currently certified will have to continue to meet the SFFMA requirements. Additionally, members seeking higher levels of certification through SFFMA must meet these requirements. Many members are now certified by TCFP, which has its own requirements for maintaining certification. These members do not have to respond on a certain number of calls (except as noted in #1 above), but must accrue 20 hours of Continuing Education annually to remain certified. These members are not required to adhere to the 40% of training requirement. Points for any training will be awarded on the basis of one point for each actual class hour attended, as opposed to the number of training hours participants receive credit for. In order to be awarded points, the training must be pre-approved by the Training Officer or the Chief. The following chart provides a summary of the training requirements.

Track A SFFMA	Track B TCFP	Annual Training Required For all suppression personnel
For SFFMA certifications	For Career firefighters or	8 hours Hazmat (awareness)

	Volunteers	
No continuing education required.	20 hours annual continuing education	SCBA skills evaluation
25% of all calls (required)	No call requirement	General skills evaluation
40% of training (required)		Medical skills evaluation

**Track A is available to all members. Track B is only available to members certified by the Texas Commission on Fire Protection. Engineers must also complete an annual apparatus evaluation.**

All other activities (fundraisers, parades, inspections, etc.) will be awarded points according to the point chart, or as designated by the Chief. It is important to remember that for points to be awarded, prior approval of the activity by a Chief Officer is required. In addition, an activity participation form must be completed and signed or initialed by those attending. This form must be verified by an officer and reviewed by the Chief prior to points be awarded.

**POLICY: 47.12.02**  
**PAY PER CALL**

SCOPE

This policy applies to all members of the Grandview Fire Department

PURPOSE

The purpose of this policy is to set guidelines for personnel to qualify for pay per call.

POLICY

This document defines the pay per call system used by the Grandview Fire Department.

The Grandview Fire Department has developed a system to attempt to increase member response to Emergency calls. A member must meet the requirements each calendar month to qualify to receive payments for calls that month.

**Requirements:**

Must have a minimum of 25 point as defined in the points system, in policy 46.12.02. Each month will be tallied individually.

The system will be worked on a budget set forth by the Board of Directors of the Grandview Fire Department.

**Formula:**

We will take the total number of eligible response counts and divide that into the allotted amount the board has given to this plan.

Ex: If there are 6 people who made 200 eligible calls then we will divide 1000.00 by 1200 and each call will pay .83 per call.

**Rate:**

There is a maximum amount by law for what are able to pay per call.

The Board of Directors has set a cap of \$4.00 per call.

**Taxes:**

Any and all payment received by a member from the department will be issued a 1099 as according to the IRS guidelines. The department will not hold out any taxes.