

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
400.01

OCCUPATIONAL SAFETY & HEALTH PROGRAM

REVISION  
A

### I. **SCOPE:**

This standard establishes an occupational safety and health program for the Department. It was promulgated to:

- A. Provide a safe working environment for the members of the Department.
- B. Satisfy the requirements of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*.

### II. **Policy Statement:**

It shall be the policy of the Department to operate at the highest possible level of safety and health for all its members. To this end, the Department shall:

- A. Make every reasonable effort to provide a safe and healthy work environment.
- B. Give primary consideration to the prevention and reduction of accidents, injuries, and occupational illnesses.
- C. Take the appropriate corrective action to avoid repetitive occurrences of accidents.
- D. Provide training, supervision, written procedures, program support, and review for all of its activities.

### III. **Responsibilities:**

- A. Safety and health is the responsibility of every member. Therefore, each member shall:
  - 1. Cooperate, participate, and comply with all of the provisions of the occupational safety and health program.
  - 2. Promptly report acts and conditions that are unsafe or unhealthy and that pose a threat to either the members or to others.
  - 3. Maintain a level of mental and physical fitness that enables the member to safely perform his assigned task.
- B. Supervisors shall be responsible for enforcing the requirements of the occupational safety and health program and for ensuring that each member under their command complies with the provisions of the occupational safety and health program.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
400.02

### FD SAFETY OFFICER

REVISION  
A

#### I. Scope:

This standard establishes the position of safety officer. It was promulgated to assign the responsibility for the Department's occupational and safety and health program to a single individual.

#### II. General:

- A. The Fire Chief shall appoint a member to serve as the Department's safety officer.
- B. The Department's safety officer shall:
  - 1. Acquaint himself with the provisions of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and NFPA 1521, *Standards for Fire Department Safety Officer*.
  - 2. Manage the Department's occupational safety and health program.
- C. The duties of the Department's safety officer shall include but not limited to:
  - 1. Identifying safety and health hazards and developing plans to correct them.
  - 2. Immediately correcting situations that create an imminent hazard to the members of the Department.
  - 3. Training members to act as incident safety officers.
  - 4. Maintaining records of accidents, occupational deaths, injuries, illnesses, and exposures and providing analysis and reports to the Fire Chief as directed.
  - 5. Serving as the chair of the Department's safety committee. In this capacity, the safety officer shall prepare and distribute meeting agendas and notices and shall forward a copy of the minutes of each meeting to the Fire Chief.
  - 6. Providing safety training, bulletins, posters, and newsletters to all members.
  - 7. Performing other duties as specified in NFPA 1521, or as directed by the Fire Chief.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
400.03

OCCUPATIONAL SAFETY & HEALTH COMMITTEE

REVISION  
A

### I. **Scope:**

This standard establishes the Department's Occupational Safety and Health Committee.. It was promulgated to:

- A. Establish an advisory committee for occupational safety and health.
- B. Establish guidelines for committee membership.
- C. Assign duties and responsibilities to committee members.

### II. **General:**

- A. The Occupational Safety and Health Committee shall be responsible for conducting research, developing recommendations, and studying and reviewing matters pertaining to occupational safety and health.
- B. The committee shall be composed of a minimum of four members, not including the chair.
- C. The committee shall be represented by at least one company officer, one driver/operator, and two firefighters.

### III. **Responsibilities:**

- A. The Department's safety officer shall serve as the chair of the committee and shall, with the approval of the Fire Chief, appoint the other members of the committee.
- B. The chair of the Occupational Safety and Health Committee shall schedule and hold regular meetings of the committee. Meetings shall be conducted at least quarterly. Special meetings may also be conducted as required.
- C. The chair shall ensure that written minutes of each meeting are kept. Copies shall be made available to the Fire Chief and committee members.
- D. The committee shall review all accident and injury reports and make recommendations concerning its findings.

The committee shall maintain a working knowledge of the applicable safety rules and regulations and shall recommend programs, practices, methodologies, and changes to reduce or eliminate accidents and injuries.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
400.04

### RECORDS

REVISION  
A

#### I. Scope:

This standard establishes a system for the collection and permanent retention of this information concerning accidents, injuries, illnesses, exposures to infectious agents and communicable diseases, and deaths that are or might be job related. It was promulgated to:

- A. Establish the requirement that a report be completed and filed in for every accident, injury, illness, exposure to an infectious agent or communicable disease, or death that involves a member while on duty or that may be in some way related to the member's job.
- B. Establish a database for analysis to develop programs to reduce on-the-job accidents, illnesses, and deaths.

#### II. General:

- A. A permanent record of all accidents, injuries, illnesses, or deaths that occur while a member is on duty shall be maintained by the Department. The record shall include both a master file of such events as well as individual records placed in the individual member's permanent personnel file.
- B. Other records and reports that are useful in evaluating the Department's overall safety and health program shall be maintained as required by rule, regulation, policy, or standard operating procedure.

#### III. Responsibilities:

- A. It shall be the responsibility of each member of the Department to immediately report to his or her supervisor any accident, injury, or illness that occurs while on duty. The appropriate report shall be filed within 48 hours of the event.
  - 1. If a member was exposed to hazardous material or contagious disease, he shall file a Hazardous Exposure Form as required by SOP 406.03.
  - 2. If a member has been injured, an On-the-job Injury Supervisor's Investigation Report and Supplemental Report of Injury report shall be filed.
  - 3. If a members is treated by a physician, a Designation of Duty Status Form shall also be completed.
- B. Officers shall be responsible for ensuring that a member under their command who is involved in an accident or injured completes the appropriate reports. Reports shall be complete, accurate, and filed in a timely manner.
- C. The Department's safety officer shall review all accident and injury reports and shall ensure that the event is reviewed by the appropriate committee for its recommendation.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
401.01

### OPERATING HYDRAULIC RESCUE TOOLS

REVISION  
A

#### I. Scope:

This standard mandates safety guidelines to be followed while operating a hydraulic powered rescue tool. It was promulgated to:

- A. Prevent accidents, injuries, and deaths that might result from the misuse or improper operation of hydraulic powered tools.
- B. Prevent damage to hydraulic powered rescue tools that might result from misuse or abuse.

#### II. General:

- A. Members that respond to fire and emergency medical incidents are responsible for knowing how to properly and safely operate hydraulic powered rescue tools.
- B. Officers shall train the members under their command to properly and safely operate the hydraulic powered rescue tools.
- C. An officer shall immediately stop any unsafe or improper operation of a hydraulic powered rescue tool and make the adjustments and corrections necessary to safely accomplish the assignment.

#### III. Operating procedure:

- A. Before operating a tool, always inspect the tips to make sure that the appropriate tips are being used and that the retainer pins, if used, are in place.
- B. Place the power unit as level as possible, connect hoses, but do not start the power unit until the tool operator gives the command to do so.
- C. Remember that it takes two people to operate the tool: one person to operate the tool, and another person to operate the power unit.
- D. When refueling the power unit, always use the appropriate fuel type and take care not to spill fuel on a hot surface.
- E. Safety precautions:
  - 1. Protective clothing shall be worn while using a hydraulic powered rescue tool during actual rescues as well as training exercises.
  - 2. Eye & ear protection, safety shoes or boots, gloves, and any other type item of protective clothing that is appropriate shall be worn while operating a tool for the purposes of inspection or maintenance.
  - 3. Always work on the outside of the tool. NEVER insert your hands or other parts of your body between the jaws or tips of the tool.
  - 4. Cover and protect the victim, and always explain to him what you are doing, if possible.
  - 5. When bleeding or disconnecting a hose, place a rag over the coupling to prevent fluid from spraying on anyone.

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6. If fluid comes in contact with any exposed skin area, be sure to wash it off immediately.
7. If a fluid spill does occur, immediately clean any floor area or painted surface to prevent a fall or damage.
8. Hose should be laid out in such a manner as to prevent damage from sharp objects, vehicles, etc.
9. Always stop a power unit prior to disconnecting a hose, or use the by-pass valve.
10. Do not use the shears to cut a steering column or any piece of metal with a free end, since it may become a projectile. Shears are designed to create a compression fracture rather than a cut. Always remember to cut at a right angle.
11. At a motor vehicle accident, always have a charged hoseline to protect against the possibility of fire.
12. Rotate personnel to avoid fatigue.
13. Rest the tool on your thigh and always maintain body balance.
14. Guide and hold the tool; do not force it. Don't strain against the tool; rather, work with it.
15. **RESPECT THE TOOL!** It is a machine and has no conscience.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
401.02

### OPERATING POWER SAWS

REVISION  
A

#### I. Scope:

This standard establishes guidelines for the safe and proper operations of power saws. It was promulgated to:

- A. Prevent accidents, injuries, or deaths that might result from the improper use or unsafe operation of a power saw.
- B. Prevent damage to a power saw that might result from the unsafe operation or improper use.

#### II. General:

- A. Members who respond to fire and emergency medical incidents shall be responsible for knowing how to properly and safely operate the power saws used by the Department.
- B. Officers shall train the members under their command in the safe and proper use of power saws.
- C. An officer shall immediately stop any unsafe or improper use of a power saw and shall make the appropriate action necessary to correct the situation.

#### III. Operating procedures:

- A. Always carry a power saw with the engine stopped or the electrical power disconnected. The blade should be carried to the front with the muffler away from your body.
- B. Always keep both hands on the control handles, using a firm grip with your thumbs and your fingers encircling the handles.
- C. Make sure of your footing prior to operating a saw.
- D. Always turn off a saw when it is unattended.
- E. Have a plan of action before placing a saw into operation. The plan should include:
  - 1. The location and sequence of the cuts and openings.
  - 2. Wind direction – consider its effects on exposure and personnel.
  - 3. Escape routes – at least two means of egress.
- F. Always place the safety guard in the proper position for the use intended before operating the saw.
- G. Remember that power saw operations are safest when cutting on a horizontal surface near the ground level, or on a vertical surface at or below waist level.
- H. Operating a power saw above chest height is extremely hazardous and should not be attempted as a normal course of action. This type of operation should be conducted under the direct order and supervision of an officer. The officer ordering this operation shall first consider the value to be gained vs. the extreme hazard to personnel.
- I. The use of a power saw from a ladder shall only be done if no other alternatives are available.

- J. Do not operate a power saw close to highly combustible or flammable material due to the possibility of ignition from sparks.
- K. Do not operate saws in flammable or explosive atmospheres.
- L. When operating a power saw, avoid placing side pressure or twisting the blade. If too much pressure is applied to the blade, the hazard of blade breakage (carbide tipped) or shattering (aluminum oxide or silicon carbide discs) is increased. A blade that breaks or shatters during cutting operations may cause serious injury to the operator or bystanders.
- M. The saw cut should only be as deep as necessary. Deep cuts may weaken supporting beams and lead to collapse. The experienced operator will know when he has reached a beam by the sound and feel of the saw.
- N. If conditions permit, scrape gravel and debris from the cutting path to reduce the danger of injury from flying chips and loose materials.

**IV. Safety precautions:**

- A. A member who operates a power saw at an emergency incident or during training shall wear protective clothing, including eye protection.
- B. A member who operates a power saw for the purpose of inspection or maintenance shall wear proper protective clothing and eye protection.
- C. When operating a power saw, all clothing shall be close fitting and completely buttoned to prevent an accident due to moving belts, gears, chains, blades, and etc.
- D. Do not operate a gasoline powered saw with a fuel leak. Remove the saw from service.
- E. Do not restart a saw in a small enclosed space after refueling.

**V. Fueling & maintenance:**

- A. Power saws shall be kept clean and in good serviceable condition.
- B. The cutting wheel, chain, or blade shall be examined prior to use for nicks or defects. These items should also be checked for tightness and shall be kept clean and properly lubricated. Defective items shall be replaced.
- C. Ensure that abrasive saw blades do not become contaminated with petroleum-based products. Such contamination may dissolve the resin that is used to bond the blade, thus causing the blade to shatter when used. New blades should be stored in plastic bags to ensure cleanliness.
- D. When fueling a power saw:
  - 1. Always turn the engine off.
  - 2. Make sure to use the proper fuel mixture. (typically 50:1)
  - 3. Wipe off the saw to remove any spilled fuel before starting it.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
402.01

### TRAINING

REVISION  
A

#### I. Scope:

This standard applies to all training conducted by or for the Department. It was promulgated to:

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

#### II. General:

- A. The Department shall provide training to its members to update them on new practices and techniques and to help them maintain individual skill levels.
- B. All fire suppression and rescue training shall be approved by the Fire Chief and shall be conducted under the supervision of an approved instructor.
- C. All training involving live fire exercises shall be conducted in compliance with the provisions of NFPA 1403, *Standard on Live Fire Training Evolutions*.

#### III. Responsibilities:

- A. Each member shall be responsible for maintaining his fire and EMS skills at a level sufficient to retain the certifications required to meet the established minimum standards of performance.
- B. Officers shall ensure that all members under their command maintain their certifications and skill levels.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
402.02

### SCBA TRAINING

REVISION  
A

#### I. Scope:

This standard applies to all members who are required to use self-contained breathing apparatus (SCBA) as part of their normal duties. It was promulgated to:

- A. Maintain individual proficiency in the use of SCBA.
- B. Prevent accidents, injuries, and deaths that might result from exposure to a hazardous atmospheres.

#### II. Training & evaluation:

- A. Each member of the Department required to use SCBA as part of his normal duties shall receive periodic training on the proper use of SCBA. Training shall be based on the requirements of NFPA 1404, *Standard on Fire Department Self-Contained Breathing Apparatus Program*.
- B. Each member shall be evaluated on an annual basis to ensure that he is proficient in the use of SCBA. As part of the evaluation, members shall successfully:
  - 1. Identify the components of the face piece, regulator, harness, and cylinders.
  - 2. Correctly don, operate, and doff SCBA while wearing full protective clothing. This shall include demonstrating that a proper face piece seal has been achieved.
  - 3. Describe the operational principles of the warning devices.
  - 4. Identify the limitations of SCBA, correctly define the term “point of no return,” and discuss the ability to protect the body from absorption of toxins through the skin.
  - 5. Describe the procedures to be used if unintentionally submerged in water while wearing SCBA.
  - 6. Demonstrate alternative means of communications while wearing SCBA.
  - 7. Demonstrate the procedure for daily inspection and maintenance of SCBA.
  - 8. Demonstrate the procedure for cleaning and sanitizing SCBA for future use.
  - 9. With SCBA donned, perform related emergency scene activities such as advancing a hose line, climbing a ladder, crawling through a window or confined space, performing a rescue, and etc.
  - 10. Conduct an annual face piece fit test.

#### III. Responsibilities:

- A. Each member of the Department required to use SCBA as part of his normal duties shall directly adhere to the requirements of this standard.
- B. Company officers shall ensure that each member assigned to their command strictly adheres to the requirements of this standard and shall conduct the training and evaluation required by this standard.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
403.01

### DRIVERS OF EMERGENCY VEHICLES

REVISION  
A

#### I. Scope:

This standard applies to all members who drive or operate a motorized vehicle owned or used by the Department. It was promulgated to:

- A. Establish minimum standards for members who are allowed to drive or operate a motorized vehicle.
- B. Establish minimum safety regulations for the operation of a motorized vehicle.
- C. To provide the citizens of the Town of Smithfield and surrounding Isle of Wight Co. with the safest and most timely responses to emergencies. Rapid responses to emergencies are essential, however, none are so great that the lives of others should be endangered.

#### II. Safety:

It is the responsibility of the driver of each fire department vehicle to drive safely, and with due regard to public safety at all times. It is also the responsibility of the driver to ensure that all driving policies are adhered to and that sound apparatus practices are followed at all times. This includes, but is not limited to, safe and responsible operation of apparatus, good knowledge of the response area, and fire apparatus placement and operating procedures.

Due caution must be exercised when operating fire apparatus. Response procedures and routes must be maintained. In all cases, where practical, units shall proceed along the same and/or prearranged route.

Seat belts shall be worn at all times when riding in fire department vehicles. It is the responsibility of the driver to make sure that all persons on board are properly attired and wearing seatbelts before the apparatus is moved.

Drivers of emergency apparatus shall ensure that the parking brake has been applied before exiting the cab.

#### III. General:

- A. Driver's license:
  - 1. All members of the Department shall have a valid driver's license that is appropriate for the types of vehicles that they are allowed to operate.
  - 2. All members shall furnish proof of their possession of a valid license anytime that they are requested by supervisor to do so.
  - 3. Supervisors shall check the driver's license annually to determine that each member possesses a valid license.

4. Members shall report any change in the status of their driver's license to their supervisor.
  5. Any member who has their license suspended shall notify his supervisor immediately and shall not be allowed to drive or operate a Department vehicle until his license has been restored.
- B. For the purposes of this standard, motorized vehicles shall be divided into two categories: Category One and Category Two.
1. Category One vehicles are those vehicles used primarily for fire suppression purposes and that have a gross vehicle weight that exceeds 11,000 pounds.
  2. Category Two vehicles are those vehicles that have a gross vehicle weight of 11,000 pounds or less, and is primarily used for EMS or support services.
- C. No member shall be allowed to drive or operate a Category One vehicle unless he has successfully completed the Department's driver training program or is a student driver under the supervision of a qualified driver.
- D. All members that enter the Department subsequent to January 1, 2000 shall be required to obtain an EVOC certification prior to operating Category One vehicles.
- E. All vehicles shall be operated in a safe and prudent manner, and all drivers shall comply with all traffic laws and applicable rules and regulations of the Department.
- F. No driver shall move a vehicle until all persons in it are in an approved riding position and are properly secured.
- G. Drivers responding to emergencies shall comply with the provisions of SOP 403.03, Emergency Response.
- H. A driver shall not back a vehicle unless his view is clear and unobstructed. Spotters should be used when available.
- I. Authorization to operate any of the vehicles owned or operated by the Department may be revoked by the Fire Chief for any of the following reasons:
1. Reckless driving.
  2. Failure to report apparatus damage.
  3. Inability to operate the apparatus safely and efficiently.
  4. Failure to abide by Department S.O.P.'s governing the use of apparatus.
  5. Failure to maintain the minimum training required by the Department.

**IV. Emergency Response:**

When responding under emergency conditions, warning lights and audible devices shall be used as required by the Code of Virginia. Headlights shall be used at all times (day or night) when the apparatus is in motion.

The use of warning devices only requests the right of way. It does not demand it! Operators of emergency vehicles must make every possible effort to make their presence and intentions known to other drivers.

Emergency response is to be used only in conjunction with emergency incidents. Emergency responses shall be terminated as soon as it is apparent an emergency no longer exists.

**While en-route to an emergency incident, it shall be understood by all personnel that the emergency apparatus shall have the right of way in all situations.** Personnel responding by POV shall not pull out in front of, or in any manner impede the travel of the emergency apparatus, or block the emergency apparatus' access and egress from the emergency incident. Apparatus operators should, whenever possible, yield to chief officers while responding in their POV.

When operating under less than favorable conditions ( fog, rain, snow, ice, etc. ) the posted speed is the maximum speed allowed.

When operating fire apparatus in good conditions, the posted speed is allowed to be exceeded. Good judgment and ability dictates how fast you drive to an emergency. Drive slower, rather than faster. Don't become an emergency yourself. Apparatus shall not be operated at speeds above 10 MPH over the posted speed.

When proceeding through intersections controlled by a stop sign or a traffic signal, the driver shall bring the apparatus to a complete stop and account for traffic in the oncoming lanes and assure that they are yielding the right of way. Due caution shall also be used when proceeding through green traffic signals. Remember that a right turn on red is allowed in Virginia and that vehicles making turns may not yield immediately.

When an emergency vehicle responding to an emergency approaches a school bus that is loading or unloading children, the driver shall bring the emergency vehicle to a complete stop. The driver may only proceed once the school bus driver has cleared the children of the roadway, and has waved the emergency vehicle through.

While responding to emergencies, apparatus shall not pass each other unless the other apparatus becomes delayed or disabled. If passing becomes necessary, permission must be obtained through radio communications with the driver of the other apparatus.

**V. Backing Apparatus:**

Drivers shall avoid backing whenever possible. Where backing is unavoidable, all available crew members shall act as guides to the driver. If crew members are not available, it shall be the responsibility of the driver to assure that there are no hazards that would interfere with the backing of the apparatus. ( the driver should exit the cab and make a 360 degree circle around the apparatus to assure that it is safe to back ) Drivers backing apparatus in traffic shall operate their emergency lights. Also, before beginning to back the rig, a short blast of the air horn shall be sounded to make sure that all attentions is directed towards the backing apparatus.

**VI. Parking Apparatus:**

Drivers shall, when parking apparatus, use the traffic cones provided to protect personnel who may be working in the street and use warning lights to warn approaching drivers of the incident.

When possible, park the apparatus at an angle to provide a barrier for the driver/operator.

If it is not necessary to park vehicles in or near traffic lanes, the vehicle shall be pulled off the road so as to not interfere with the normal flow of traffic.

Drivers of emergency apparatus shall ensure that the parking brake has been applied before exiting the cab.

**VII. Responsibilities:**

- A. Drivers shall be directly responsible for the safe and prudent operation of their vehicles in all situations.
- B. When a driver is under the direct supervision of an officer, the officer shall be responsible for the actions of the driver.
- C. The Fire Department safety officer shall monitor the status of all of the members of the Department to ensure that those who drive and operate vehicles have had the proper training, possess the proper license, are insurable, and have had a defensive driving course.
- D. Drivers shall be responsible for ensuring that all of their vehicles' safety equipment is functioning properly and that their vehicles are safe to drive prior to operating them.
- E. When apparatus is stopped close to or on a roadway, the driver shall be responsible to place traffic cones so as to direct motor vehicle traffic away from the apparatus and personnel.
- F. It shall be the responsibility of any officer riding on a piece of fire apparatus to ensure that the driver of the apparatus maintains the rig in a safe and appropriate manner. Drivers must use caution and observe all safety rules and traffic laws. This procedure will ensure safety and avoid criticism from the public.

**VIII. Leaving A Location:**

Prior to leaving an incident scene or any location other than the firehouse, the apparatus operator shall walk around the apparatus to look for hazards such as open compartments, loose equipment, hose still connected to the apparatus and so forth.

**IX. Accidents:**

- A. The driver of a motor vehicle shall immediately notify his supervisor and the appropriate law enforcement agency if he is involved in an accident.
- B. Drivers shall not operate Department vehicles while under the influence of alcohol, or any substance that will adversely affect or impair the driver's ability.
- C. The supervisor shall notify the Fire Chief whenever an accident involves an injury, fatality, or major damage to a vehicle or property.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
403.02

### DRIVERS OF PERSONAL VEHICLES

REVISION  
A

#### I. GENERAL:

- A. **While en-route to an emergency incident, it shall be understood by all fire department personnel that the emergency apparatus shall have the right of way in all situations.** Fire Department personnel responding by POV shall not pull out in front of, or in any manner impede the travel of the emergency apparatus, or block the emergency apparatus' access and egress from the emergency incident.
- B. Fire Department members responding to emergency incidents via their personal vehicle are to obey all applicable traffic laws.
- C. Under no circumstance does the Smithfield Volunteer Fire Department or it's officers authorize members to disregard local, state, or federal law.
- D. Generally, firefighter's personal vehicles shall be parked in such a manner as not to impede the travel of emergency apparatus or emergency operations. Therefore, each member shall take care to park there vehicle no closer than 50 to 75 yards from an emergency incident.
- E. Vehicles shall be parked so as not to block driveways
- F. Members shall try to avoid driving by or through an emergency incident. This is particularly true with highway related incidents.

**FURTHER GUIDELINES TO BE DEVELOPED AT A LATER DATE.**

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
403.03

PERSONS RIDING IN MOTORIZED VEHICLES

REVISION  
A

### I. Scope:

This standard shall apply to all persons riding in or on a motorized vehicle owned or operated by the Department.

### II. General:

- A. No one shall be allowed to ride in an apparatus unless he is a member of the Department, or has obtained special permission to ride as an observer. Observers must complete the Authorization to Ride Apparatus Release form.
- B. Persons riding in or on a motorized vehicle shall observe the following:
  - 1. All persons shall be seated in an approved riding position and shall be secured by a seat belt anytime the vehicle is in motion.
  - 2. Riding on the tailboard, running board, or other exposed position is strictly prohibited.
  - 3. Standing while riding is prohibited.
  - 4. At no time shall anyone dismount a vehicle while it is still in motion.

### III. Hose loading operations:

- A. Hose loading operations may be permitted on moving apparatus provided that the following conditions are met:
  - 1. A member other than those loading the hose shall be appointed as a safety observer. The safety observer shall have an unobstructed view of the hose loading operation and shall be in both visual and voice contact with the apparatus operator.
  - 2. Vehicular traffic shall be excluded for the area or shall be under the control of personnel.
  - 3. Apparatus speed shall not exceed five mph when loading hose.
  - 4. The apparatus shall not be moved until all members involved in loading hose have been made aware that the apparatus is about to be moved.
  - 5. Members in the hose bed shall not stand while the vehicle is being moved, and those members on the tailboard shall step off the apparatus prior to its being moved.
- B. The safety observer or the apparatus operator shall have the authority to discontinue any hose loading operation that is deemed to be unsafe.

### IV. Responsibilities:

- A. It shall be the responsibility of each member to comply with the provisions of this standard.

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- B. Drivers shall not operate their vehicles unless everyone on board is in compliance with the provisions of this standard.
- C. Officers shall be strictly accountable for enforcing the provisions of this standard and shall correct any violations that are observed.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
403.04

### EMERGENCY RESPONSE

REVISION  
A

#### I. Scope:

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

#### II. Categories of Response:

A. ***EMERGENCY:*** Those incidents that pose a significant risk to life or property. Emergency response requires the use of audio and visual warning devices. These devices must be in use during the entire duration of response unless the response is downgraded to a non-emergency by a competent authority. The initial response to the following types of incidents shall be considered emergencies:

1. A reported fire in a structure.
2. A reported fire outside of a structure that involves the potential destruction of property or poses a risk to human or animal life.
3. All categories of emergency medical incidents except non-life threatening transfers.
4. Response to man made or natural disaster involving the destruction of property and the potential for injury or death.
5. Automated alarms with the following directives:
  - a. The first due apparatus is to make an emergency response.
  - b. Subsequent apparatus is to respond non-emergency to the alarm location. Subsequent apparatus are to upgrade to emergency response only upon confirmation that an actual emergency condition exist.

B. ***Non-Emergency:*** Those incidents that do not pose a significant risk to life or property. Audio and visual warning devices are not to be used during non-emergency responses unless ordered by a competent authority to upgrade the response to emergency status. The initial response to the following types of incidents shall not be considered to be emergencies:

1. Medical incidents that involve transfers.
2. Public service calls when there is no immediate threat to life or property.

#### III. Response guidelines:

- A. Apparatus and vehicles engaged in a non-emergency response shall obey all applicable traffic safety rules and regulations and shall not exceed the posted speed limit.
- B. Apparatus and vehicles engaged in an emergency response shall at all times govern their response by the traffic, weather, and road conditions present at the time of response.

- C. The maximum speed of travel shall not exceed the posted limits by more than 10 mph.
- D. During an emergency response, drivers shall bring their vehicles to a complete stop for any of the following:
  - 1. When directed by a law enforcement officer.
  - 2. Stop signs.
  - 3. Red traffic signals.
  - 4. Negative right-of-way intersections.
  - 5. Blind intersections.
  - 6. When the driver can not account for all lanes of traffic in an intersection.
  - 7. When other intersection hazards are present.
- E. Drivers shall proceed through an intersection only when the driver can account for all lanes of traffic in the intersection.
- F. Drivers shall bring their vehicles to a complete stop at all unguarded rail road crossings and shall not cross the tracks until determining that it is safe to do so.
- G. Drivers shall bring their vehicles to a complete stop for all school buses that are loading or unloading children. Drivers shall not proceed until the bus driver has clearly indicated that it is safe to do so.
- H. Drivers shall not pass other responding emergency apparatus unless the driver of the front vehicle indicates it is safe to do so.

IV. **Responsibilities:**

- A. Drivers shall be directly responsible for the safe and prudent operation of their vehicles in all situations.
- B. When a driver is under the direct supervision of an officer, the officer shall assume responsibility for the actions of the driver and shall be responsible for immediately correcting any unsafe condition.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
404.01

### FIRE STATION SAFETY

REVISION  
A

#### I. Scope:

This standard establishes safety regulations to be followed by members while at Station 1 or 2.

#### II. General:

- A. Stations shall comply with all applicable health, safety, building, and fire code requirements.
- B. Stations are designated as tobacco free, and no one will be permitted to smoke or use smokeless tobacco products within stations.
- C. Floors shall be kept clean and free from obstruction. Slippery substances such as water, oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be moped up as soon as practical.
- D. All tools and equipment shall be maintained in a clean and serviceable condition and shall be returned to their proper place immediately after use.
- E. All flammable and combustible liquids and gases shall be stored in the flammable liquids cabinet. The cabinet shall be maintained in a clean and orderly manner and shall be kept closed and free of obstructions.
- F. Prior to each use, all electrical equipment such as extension cords shall be inspected to prevent the possibility of shock or electrocution.
- G. Horseplay is strictly forbidden.
- H. Proper care shall be exercised when using any chemical product, pesticide, solvent, or other harmful or toxic substance.
- I. Caution shall be exercised when using a ladder for cleaning, painting, and etc..
- J. All smoke detectors, fire extinguishers, exit signs, and other safety equipment shall be maintained in proper working order.
- K. Running inside the station is prohibited.
- L. Any defective equipment or unsafe condition shall be reported immediately.
- M. Stations shall always be locked and secured whenever the station is unattended.
- N. Automatic overhead door closures shall not be activated until the apparatus has completely cleared the door.
- O. Apparatus will not be run in the apparatus bays unless the doors can be opened to allow the removal of engine exhaust.

#### III. Responsibilities:

- A. Members shall strictly adhere to all safety regulations.
- B. Officers shall be responsible for maintaining their assigned station in a safe and healthy manner and shall promptly correct any deficiencies.
- C. Any member who violates a safety regulation shall be promptly reprimanded and the violation shall be reported to the Fire Chief.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
405.01

### PROTECTIVE CLOTHING & EQUIPMENT

REVISION  
A

#### I. Scope:

This standard applies to all members required to work in hazardous environments. It was promulgated to establish guidelines for the use of protective clothing and equipment to reduce the risk of illness, injury, or death that might result from a member's exposure to a hazardous environment.

#### II. General:

- A. Each member shall wear protective clothing and use equipment appropriate for the hazards to which he is exposed.
- B. Each member shall properly maintain the protective clothing and equipment that have been issued to him and that are carried on the apparatus.
- C. A protective clothing washer is available at Station 1 to assist members in maintaining their turnout coat and pants. Each member should wash his structural protective clothing at least once every six months and every time it is contaminated.

#### III. Turn-Out Gear for General firefighting Activities:

- A. Each member shall be issued protective clothing and equipment that comply with applicable NFPA standards.
- B. No alterations shall be made to protective clothing without the approval of the Fire Chief.
- C. Each member operating within a perimeter designated as hazardous by the incident commander shall wear his full protective clothing in the prescribed manner. The incident commander shall determine when and if it is safe to remove some or all of the protective clothing.
- D. Members shall be fully clothed beneath their turnouts.
- E. To assist members with identifying rank at an incident scene, helmets are color coded as follows:
  - 1. White: Chief officers
  - 2. Red: Company officers
  - 3. Yellow: Drivers/firefighters
  - 4. Orange: Explorers
- F. Members shall be required to wear a helmet and a garment with fluorescent retroreflective material while working in around motor vehicle traffic.

#### IV. SCBA:

- A. All self-contained breathing apparatus used by the Department shall comply with NFPA 1981.

- B. Unless the safety of the atmosphere can be determined by testing and continuous monitoring, all personnel shall use SCBA while working in areas where:
  - 1. The atmosphere is hazardous.
  - 2. The atmosphere is suspected of being hazardous.
  - 3. The atmosphere may rapidly become hazardous.
- C. Members wearing SCBA shall always work in teams of at least two members each.
- D. SCBA and spare cylinders shall be kept on each apparatus and available for immediate use.
- E. SCBA shall not be removed until the incident commander has determined by testing that the atmosphere is no longer hazardous and that CO levels are less than 35 ppm.
- F. A personal alert safety system (PASS) device that complies with NFPA 1982 shall be assigned to each SCBA and shall be activated whenever the SCBA is in use.
- G. If eyeglasses are worn, the member shall use frames that do not pass through the seal area of the facepiece.

**V. Wildland firefighting:**

- A. Wildland gear meeting NFPA 1977, *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*, shall be worn in lieu of structural protective clothing when fighting grass and brush fires whenever it is available.
- B. If wildland gear is unavailable, the incident commander shall determine the level of protection that is required.
- C. Fire fighters shall wear gloves and eye protection while fighting grass and brush fires.

**VI. Life safety ropes, harnesses, and hardware:**

- A. All life safety ropes, harnesses, and hardware used by the Department shall meet the applicable requirements of NFPA 1983, *Standard on Fire Service Life Safety Rope and System Components*.
- B. Class I life safety harnesses shall only be used for fire fighter attachment to ladders and aerial devices.
- C. Class II and Class III life safety harnesses shall be used for fall arrest and rappelling operations.
- D. Rope used to support the weight of members or other persons during rescue, fire fighting, or other emergency operations, or training evolutions shall be life safety rope. Life safety rope used for any other purpose shall be removed from service and destroyed.
- E. Life safety rope used for rescue at fires or other emergency incidents or for training shall be inspected before and after each use in accordance with the manufacturer's instructions and may be reused provided it has not sustained any visual damage due to heat, direct flame impingement, chemical exposure, or abrasion.
- F. Life safety rope shall be removed from service and destroyed if the rope has been subjected to an impact load or exposure to a chemical known to deteriorate rope.

**VII. Responsibilities:**

Section 405.01 – Continued

- A. Each member shall inspect protective clothing and equipment issued to him. Each member is responsible for the cleaning, care, and maintenance of his clothing and equipment and for obtaining repairs or replacement items.
- B. The incident safety officer shall be responsible for ensuring that all members operation within the hazardous perimeter of an incident are properly attired and using the appropriate protective clothing and equipment. Any member who is in violation of this procedure shall be ordered to promptly leave the hazardous area.
- C. A member who uses a life safety rope shall completely inspect the rope before returning the life safety rope to service.
- D. The safety officer shall maintain a record of all life safety rope used and shall remove from service all rope deemed to be unsafe.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
405.02

### REHABILITATION

REVISION  
A

#### I. Scope:

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

- A. Prevent injuries, illnesses, and deaths that may result from excessive fatigue.
- B. Establish procedures for medical evaluation and treatment, food and fluid replenishment, and relief from extreme climatic conditions during emergency operation and prolonged training exercises.

#### II. General:

- A. The incident commander shall evaluate the circumstances at each incident and shall make early, adequate provisions for the rest and rehab of all members working at the scene. These provisions include:
  - 1. Medical evaluation
  - 2. Treatment and monitoring
  - 3. Food and fluid replenishment
  - 4. Mental rest
  - 5. Relief from extreme climatic conditions and other environmental factors present at the incident.
- B. During prolonged incidents, strenuous training sessions, and periods of extreme heat or cold, the incident commander shall establish a rehabilitation area and assign a rehab officer to manage the rehabilitation of fire fighters.

#### III. Rehabilitation sector:

- A. The incident commander shall establish a rehabilitation sector when conditions indicate that members working at an incident or training exercise require rest and rehab.
- B. The incident commander shall appoint a rehab officer who will assume command of the rehabilitation sector. At most incidents, the location of the rehabilitation sector will be designated by the incident commander. However, if the incident commander has not designated a rehab site prior to the appointment of a rehab officer, the rehab officer shall promptly select an appropriate location based on the most desirable site available.
- C. The rehab sector should be placed in a location that allows members to physically and mentally rest and recuperate from the stress, pressure, and demands of the emergency operation or training.
- D. The rehab sector should also be located in an area located far enough away from the incident scene to allow members to safely remove their protective clothing and SCBA.

- E. The rehab sector should be located in an area that provides suitable protection from the prevailing environmental conditions. If possible, the sector should be in a cool, shaded area during hot weather and in a warm dry area during cold weather.
- F. If the rehab sector is located outdoors, the area should be free of ants and other stinging and biting insects.
- G. Members in the rehab sector should not be exposed to exhaust fumes from apparatus, vehicles, and motorized equipment, including those involved in the rehabilitation sector operations.
- H. The rehab sector should be large enough to accommodate multiple crews and should allow for expansion or contraction as the size of the incident varies.
- I. The rehab sector should be easily accessible by EMS units and other support vehicles.
- J. The rehab sector should be located close enough to the incident to allow members to promptly reenter the emergency operation site after recuperation.
- K. The following areas should be considered when selecting a site for the rehab sector:
  - 1. A nearby garage, building lobby, or other structure.
  - 2. A large climate controlled vehicle such as a schoolbus.
  - 3. Fire apparatus, ambulances, or other emergency vehicles at the scene or called to the scene.
  - 4. An open area in which a rehab site can be created by using tarps, fans and et cetera.
- L. The rehab officer shall secure all the resources required to adequately staff and supply the rehab sector. The supplies may include the items listed below:
  - 1. Fluids such as water, activity beverage, Gatorade®, and ice.
  - 2. Food such as soup, broth, or stew in hot/cold cups.
  - 3. Medical equipment such as blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions, and thermometers.
  - 4. Other items such as awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, towels, traffic cones, and fire line tape.

#### **IV. Guidelines:**

- A. The establishment of a rehab sector shall be considered during the initial planning stages of an emergency response. The climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab sector. Any activity or incident, whether emergency or non-emergency, that is too large in size, long in duration, and labor intensive will rapidly deplete the energy and strength of personnel.
- B. Climatic or environmental conditions that indicate the need to establish a rehabilitation sector include a heat index above 95°F, or a wind chill index below 20°F.
- C. A critical factor in the prevention of heat stress injury is the intake of water and electrolytes during periods of intense physical activity.
  - 1. During these periods, an individual should drink at least one quart of water or Gatorade® per hour.
  - 2. Adequate fluid intake is important even during cold weather operations. Despite outside temperatures, heat stress injuries may occur during fire fighting or other strenuous activity anytime that protective clothing and equipment are worn.

3. Individuals should avoid caffeinated and carbonated beverages because both interfere with the body's water conservation mechanisms.
  4. Certain drugs also impair the body's ability to sweat. Use caution if a member has taken antihistamines, diuretics, or stimulants.
- D. If the duration of an incident extends through regular mealtimes, the Department shall provide food to the members at the scene whenever it is possible to do so.
- E. Forty-five minutes of work time is generally recommended as an acceptable level of work prior to a mandatory rehabilitation.
1. Members having worked through two full 30 minute rated SCBA cylinders, or for 45 minutes, shall be rotated to the rehabilitation sector for rest and evaluation.
  2. In all cases, an objective evaluation of a member's fatigue level is the appropriate criterion for determining if rest is required. Rest periods for members in the rehab sector shall be at least ten minutes or greater.
  3. Crews sent to rehab should be replaced by fresh crews from staging. Crews released from the rehab sector should be rotated to staging prior to returning to work. This procedure ensures that fatigued individuals do not return to work before they are rehabilitated.
- F. Member should not be removed from a hot environment and placed directly into an air-conditioned environment because the body's cooling system may shut down in response to the external cooling. An air-conditioned environment is acceptable only after a cool down period at ambient temperature with sufficient air movement.
- G. EMS at the advanced life support is to be provided whenever possible. EMS personnel will evaluate the vital signs and the physical condition of members as they are rotated through the rehab sector.
1. EMS personnel will determine whether a member will be allowed to return to work, remain in rehab, or receive further medical treatment and be transported to a medical facility for further evaluation.
  2. Continued rehabilitation consists of the ongoing monitoring of vital signs, rest, and fluid intake. Medical treatment for a member whose signs and symptoms indicate potential problems will be provided in accordance with local medical control procedures. EMS personnel will be aggressive in determining that potential medical problems exist.
- H. When working crews arrive at the rehab sector, each member's vital signs shall be taken and recorded. The following criteria are used in the evaluation of fire ground personnel during a fire or EMS incident.
1. Transportation to the hospital is required when the diastolic blood pressure is  $\geq 130$ .
  2. Transportation to the hospital is also required when the diastolic blood pressure is  $\geq 110$  and the individual is symptomatic.
  3. An individual may be transported to the hospital for further evaluation when the diastolic blood pressure is  $\leq 110$  and the individual is symptomatic.
  4. The individual may be transported when the systolic blood pressure is  $\geq 200$  and after further evaluation and rest the systolic blood pressure remains  $\geq 200$ .

5. When a pulse rate of  $\geq 140$  is found, administer oxygen and fluids, rest for a minimum of ten minutes, and reassess the individual. If the heart rate is less than 140, the individual may return to work.
  6. If after ten minutes the heart rate remains above 140, the individual must rest for and additional 30 minutes. Administer fluids and oxygen, and record the heart rate and rhythm on a cardiac monitor and obtain an EKG printout.
  7. If after 30 minutes the pulse rate remains above 140, transport the member to a hospital for further evaluation.
  8. In the above cases, Medical Control will be contacted in every situation and treatment or transport will be determined in conjunction with Medical Control.
- I. Members sent to the rehab shall enter and exit the rehab sector as a crew. The crew designation, number of crew members, and times of entry to and exit from the rehab sector shall be documented by the rehab officer. Crews shall not leave the rehab sector until released by the rehab officer.

V. **Responsibilities:**

- A. All officers shall monitor the condition of each member working under their command and shall ensure that adequate steps are taken to provide for each member's safety and health. The incident management system is to be used to request that a crew be relieved and for the reassignment of fatigued crews.
- B. During periods of hot weather, members are encouraged to use their individual water bottles and drink water or Gatorade® throughout the workday. During any emergency incident or training evolution, all members shall advise their supervisor when they believe their level of fatigue or exposure to heat or cold is approaching a point that could affect them, their crew, or the operation in which they are involved. Each member shall also monitor the health and safety of the other members of his crew.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
405.03

OPERATING AT EMERGENCY INCIDENTS

REVISION  
A

### A. Scope:

This standard applies to members operating at an emergency incident. It was promulgated to:

- A. Prevent accidents, injuries, and deaths that might result from an unsafe act while members are operating at an emergency incident.
- B. Define the minimum personnel requirements for the safe conduct of emergency scene operations.

### II. Guidelines:

- A. No member shall commence or perform any fire fighting or rescue function or evolution that is not within the established safety criteria of the Department.
  - 1. Activities that present a significant risk to the safety of a member shall be limited to situations where there is a potential to save endangered lives.
  - 2. It is unacceptable to risk the safety of a member when there is not chance of saving lives or property.
  - 3. In situations where the risk to a member is excessive, activities shall be limited to the defensive operations.
- B. When an inexperienced member is working at an incident, direct supervision by an experienced officer or member shall be provided.
- C. Members operating in hazardous areas at emergency incidents shall operate in teams of two or more. Team members operating in hazardous areas shall be in constant communication with each other through visual, auditory, or physical means or through the use of safety guide rope so as to coordinate their activities. Team members shall remain in close proximity to each other to provide assistance in case of emergency.
- D. An interior fire fighting effort at a working structural fire shall not take place until a minimum of five experienced and trained fire fighters are present.
  - 1. When only five fire fighters are present, two members shall work as a team in the hazardous area (inside crew), and three members shall remain outside the hazardous area, two of which shall be available for entry into the hazardous area if assistance or rescue is required.
  - 2. A working fire is defined as a fire that requires the use of a 1½" or larger attack line and the use of SCBA.

- E. One of the three members remaining outside of the hazardous area shall act at the incident commander and maintain constant awareness of the number and identity of the members operating in the hazardous area, their location and function, and their time of entry. The incident commander shall remain in radio, visual, voice, or signal line communication with the inside crew.
- F. Two of the members remaining outside of the hazardous area (outside crew) shall be permitted to perform other duties outside of the hazardous area, such as an apparatus operator and other outside fire fighting duties providing that communication is maintained between the outside crew and the inside crew.
  - 1. The assignment of the outside crew to other duties shall not be permitted if the abandonment of their assignment would jeopardize the safety and health of any fire fighter working at the incident.
  - 2. The assignment of personnel to other duties shall not be permitted if their assignment inhibits their ability to assist in or perform a rescue.
  - 3. Stand-by members (outside crew) shall have full protective clothing and SCBA available to them as defined by SOP 405.01, Protective Clothing and Equipment.
- G. Exception: Rescue operations may be undertaken prior to the assembly of five fire fighters if there is an imminent life-threatening situation and immediate action could prevent the loss of life or serious injury. No exception shall be permitted when there is no chance of saving lives.
- H. Under no circumstances shall junior or probationary fire fighters be considered part of the minimum fire fighting force required to initiate interior structural fire fighting.
- I. When a second team is assigned to or begins operation in the hazardous area, the incident commander shall designate at least one rapid intervention team (RIT) to stand by in the event that a rescue becomes necessary.
  - 1. The RIT shall consist of at least two experienced and trained members. The team shall have full protective clothing and SCBA available to them as defined by SOP 405.01, Protective Clothing and Equipment.
  - 2. During the initial stages of an incident, the RIT may be used to perform other functions such as laddering the building and outside ventilation and forcible entry, provided that the team is immediately available to perform rescue if so required.
  - 3. As an incident grows in complexity, the number of RIT team members shall be increased proportionally and shall be dedicated solely to this responsibility.
- J. At least one ambulance shall stand by during all working incidents and be available to treat injuries and to provide transport if necessary.

- K. Members operating from aerial devices shall be secured to the device by an approved safety harness.
- L. Apparatus shall be used as a shield against oncoming traffic wherever possible.

III. **Emergency Communications:**

- A. RIT teams shall be provided with portable radios and shall monitor the fire ground frequency.
- B. The term “MAYDAY” shall be used by anyone on the scene who becomes aware or is involved in a life-threatening situation.
- C. The term “EMERGENCY” shall be used by anyone on the scene who needs to communicate an urgent message.
- D. During a “MAYDAY” or “EMERGENCY,” all other radio incident radio traffic shall immediately stop.

IV. **Responsibilities:**

- A. It shall be the responsibility of each member to fully comply with the provisions of this standard.
- B. Officers shall be responsible for keeping their crews together and for ensuring that they do not expose their crews to unnecessary risks.
- C. The incident commander shall be responsible for ordering sufficient resources to ensure that all emergency incident functions are performed in a safe manner.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
405.04

### ACCOUNTABILITY

REVISION  
A

#### I. PURPOSE:

It is the purpose of this directive to establish a personnel accountability system to be used as part of the department incident management system. This system is to keep account of all department personnel, as well as mutual aid companies, on the scene of any incident in which the incident management system is utilized. The system will provide the incident commander better control of the human resources available at the incident scene, eliminate freelancing of personnel, and verify that all personnel are safe and accounted for, during and after an incident.

#### II. PERSONAL NAME TAGS:

All department members will be given three (3) name tags of the appropriate color to be affixed to the back of their helmet. Two (2) of the name tags are to be stored on the members helmet when not in use, the third is a spare. The member shall be responsible to make sure that both name tags are attached properly to their helmet, and that the tags are in good shape. Any member who loses or destroys one or both of their tags shall report the loss to any safety committee member, safety committee officer, or a company officer for replacement immediately.

#### III. IMPLEMENTATION OF SYSTEM:

The personnel accountability system shall be implemented whenever the incident management system is utilized in the control of an incident. Generally, the system is to be implemented on any multiple apparatus response.

#### IV. OPERATION OF SYSTEM:

- A. **PERSONNEL:** All personnel are to report to the command post and give one name tag to the incident commander, or the incident commander's aid. Personnel are then to wait for an assignment in the designated personnel staging area which shall be identified by the incident commander. When personnel are given an assignment, personnel are to remove the second name tag from their helmet and give it to their sector officer.
- B. **SECTOR OFFICER:** The sector officer shall generally be a chief or company officer. In the absence of a chief or company officer, a senior firefighter may be assigned the role of sector officer. The sector officer will be responsible for the safety of all personnel working within their assigned sector and shall be held accountable for them. After the incident commander gives the sector officer an assignment and personnel to accomplish the task with, the sector officer will immediately collect the second name tag from the personnel assigned to that sector.
- C. All members of an assigned sector will always be in contact with each other through one of the following methods: direct voice contact (not via radio), sight, or touch.
- D. **INCIDENT COMMANDER:** The incident commander shall be held accountable for all personnel on the incident scene, and shall be responsible to keep track of all department personnel, as well as mutual aid companies. The incident commander may delegate this task

to the safety officer, the safety officer's subordinates, or any member who in the opinion of the incident commander is knowledgeable of the system to accurately track the location of all personnel on the incident scene.

**V. OPERATION OF SYSTEM, PRIOR TO ESTABLISHMENT OF THE COMMAND POST:**

- A. The first arriving apparatus, may at the time of arrival, determine that immediate action is necessary and appropriate. Should immediate action be taken before a chief can get to the incident scene, all personnel shall report to the first due apparatus. There, personnel will remove one name tag and place it at the designated location on the apparatus. Personnel shall then wait for instructions from the company officer.
- B. The company officer will take the second name tag from all personnel that will be committed initially to a task. The company officer shall be held accountable for the safety of all personnel that task have been assigned to. All other personnel shall stand-by at the first due apparatus until instructed to do otherwise.
- C. As more personal arrive, the incident commander can back out of being directly involved with the incident. The incident commander may at his discretion, establish a personnel staging area, assign a personnel staging sector officer, and relocate all unemployed personnel to that area.

**VI. PAR Count:**

The incident commander may request "PAR Count" at any time that it is felt necessary. "PAR Count" will be conducted to verify and account for the current location of any or all personnel. The incident commander shall call the sector officer and ask for a PAR Count in the following manor: "command to roof sector, PAR Count." The sector officer at this time will identify who the sector officer is and all personnel working in that sector.

**VII. PERSONNEL LEAVING A SECTOR:**

- A. The sector officer and the personnel assigned to that sector officer shall remain together in a group at all times. Occasions will occur, however, that will require individuals to leave their assigned sector. If leaving the sector is necessary, the individual shall inform the sector officer of the need to leave. The sector officer will return the individuals name tag and notify the incident commander via radio of the individual's departure. The individual is to report directly to the command post after leaving the assigned sector, at which time the incident commander will notify the sector officer via radio that the individual has arrived and been accounted for, thus relieving the sector officer of that responsibility.
- B. The sector officer shall also be responsible to determine if it shall be necessary for the departing individual to have a "buddy" accompany them after departing the sector, at which time the sector officer will inform the incident commander of the departure of both sector members.
- C. The sector officer shall also be responsible not to deplete the crew so as to leave the sector understaffed. If the sector will be understaffed due to departing personnel, **THE ENTIRE SECTOR** will leave the area and wait for personnel replenishment.
- D. In the event that a team member of the sector becomes compromised in any manner, the sector officer and team shall provide the necessary aid to the fallen team member by: providing direct help, calling for help, or physically going to get help.

**VIII. COMPLETION OF ASSIGNMENT:**

When the task of the sector has been completed, the sector officer will indicate to the incident commander via radio that the assigned task is completed. Afterwards, the sector officer will immediately lead all of the sector personnel to the personnel staging area, at which time the sector officer will inform the incident commander of their safe arrival to the personnel staging area.

**IX. FREELANCING OR LEAVING THE SCENE:**

- A. No member, while at the scene of an incident, shall leave their assigned location, whether that be the personnel staging area, or their assigned sector unless having received proper permission from the sector officer or the incident commander. **To ensure safety of personnel, freelancing of any form will not be tolerated, and is subject to disciplinary action as deemed necessary and appropriate by the Fire Chief.**
- B. Any member who needs to leave the scene may do so, however, only after notifying the incident commander of your departure, and receiving your name tags back. This procedure is necessary to eliminate having to conduct a search for anyone who has left the incident scene. **Failing to properly check out with the incident commander is also subject to disciplinary action as deemed necessary and appropriate by the Fire Chief.**

**X. TERMINATION OF THE SYSTEM:**

The personnel accountability system shall be terminated only after command has been terminated, at which time all name tags will be returned to the proper owner. It shall be the responsibility of personnel to make sure that both of their name tags have been returned to them and affixed to the proper storage location.

Smithfield Volunteer Fire Department  
STANDARD OPERATING PROCEDURE

Comment [AbbWeb1]:

SECTION  
406.01

FITNESS FOR DUTY

REVISION  
A

## HOLD FOR DEVELOPMENT

### I. Scope:

This standard shall apply to all members required to engage in emergency operations. It was promulgated to:

- A. Evaluate the medical and physical fitness and ability of members engaged in emergency operations.
- B. Certify that members engaged in emergency operations are medically and physically fit and able to perform their duties.

### II. Annual Medical Evaluation:

- A. All members assigned to emergency operations duty shall be annually certified by the Department's physician as meeting the medical requirements of NFPA 1582, *Standard on Medical Requirements for Fire Fighters*.
- B. The annual evaluation shall be scheduled within thirty (30) calendar days of a member's anniversary date.
- C. The annual medical evaluation shall consist of:
  1. An interval medical history.
  2. An interval occupational history, including significant exposures.
  3. Height and weight.
  4. Blood pressure.
- D. The annual medical examination shall be conducted as follows:
  1. Ages 29 and under: every three years.
  2. Ages 20-39: every two years.
  3. Ages 40 and above: every year.
- E. Any member who is not certified as meeting the medical requirements of NFPA 1582 shall be relieved of emergency operations duty and shall be assigned to other duties by the fire chief until such time as the member can be certified to return to active emergency operations duty by the Department's physician.
- F. If any member is unable to return to full duty within twelve (12) months of being relieved of duty, the member shall be reevaluated and a decision made as to the member's future role with the Department.
- G. In a member has an acute illness or other condition that prevents the member from being evaluated at the normally scheduled time, the evaluation shall be postponed until the member has sufficiently recovered.

- H. Any member who has been absent from duty for a medical condition, injury, or other reason that may affect his performance may not return to duty until certified fit for duty by the Department's physician.

III. **Physical Fitness**

- A. Each member assigned to emergency operations shall maintain his personal physical fitness at a level sufficient to pass the annual physical performance examination.
- B. Work out equipment is available at each station to assist members with physical fitness.

II. **Annual Physical Performance Evaluation**

DEVELOP AT A LATER DATE.

# Smithfield Volunteer Fire Department

## STANDARD OPERATING PROCEDURE

SECTION  
406.02

### PERMANENT MEDICAL FILE

REVISION  
A

#### I. Scope:

This standard shall apply to all members of the Department. It was promulgated to establish the requirement that a permanent, confidential medical file be created and maintained for each member of the Department.

#### II. General:

- A. A permanent, confidential medical file shall be maintained by the Department for each member and shall be periodically updated during the member's tenure with the Department.
- B. The file shall contain:
  - 1. A copy of the initial or baseline medical examination performed at the time an individual was accepted as a member of the Department and/or the initiation of the wellness program.
  - 2. Copies of the results of all subsequent medical evaluations and physical performance test.
  - 3. Records of any occupational illness or injury.
  - 4. Copies of all reports of exposures to hazardous materials and contagious diseases.
  - 5. A copy of the autopsy results in the event of death due to an occupational illness or injury.

The medical file is strictly confidential. Only the member, his physician, the Department's physician, and the Fire Chief or his designee shall be granted access to this file.