

SOP Section 2 Training and Operations

SOG 2.01 Training Programs Sessions

2.01a Training Sessions

1. Blue Townships Fire Department will schedule regular training classes, generally following business meetings.
2. Training sessions will be organized and planned by the training officer or other individual so tasked.
3. Training sessions are to be considered mandatory station meeting and will be attended unless it is an excused absence or other valid reason.

2.01b Training Guidelines

1. All training will be conducted in accordance with current national standards, to the greatest extent possible.
2. All training sessions should have a minimum of established tasks objectives, purposes and explanation of training that will be maintained with official training records.
3. Continuing Education Units (CEU's) will be applied for and given to all EMS certified personnel for all EMS and medical related training. All other personnel will receive documented training hours.
4. All personnel, participating in training exercises will wear prescribed personal protective equipment deemed necessary by the instructor.
5. A Safety Officer will be appointed and present during all practical exercises. If no one is specifically designated as Safety Officer, it will be presumed that the instructor is filling that role.

2.01c Training Records

1. Blue Township Fire Department will establish and maintain individual member training records. They shall consist of:
 - a. All departmental training
 - b. All EMS CEU Training
 - c. Copies or documentation of all fire related certificates
 - d. Copies, or documentation of all EMS related certifications
 - e. Hazmat Certifications

- f. Special rescue
 - g. EVOC training
 - h. Other pertinent training related to Blue Township Fire Department operations.
 - i. Any training received from previous emergency response agencies, fire schools or other emergency service related records for which documentation is provided by the member.
2. The Training Officer will maintain collective and individual training records on all departmental related classes.
 3. All members may review Blue Township Fire Department Training records upon request to the Training Officer or Fire Chief, to include photo copying their records.

2.01d Outside Training

1. Any member receiving Fire Rescue or EMS training from an agency other the Blue Township Fire Department can receive Departmental training credit if they submit the necessary information to the Department.

2.01e Training Funds

1. Unless prior approval has been made, individuals will be responsible for funding of outside training, except as provided in SOG 3.05.

2.01f Mandatory Training

1. All member of Blue Township Fire Department will be expected to attend the following training annually or as provided by the Department in order to maintain active membership:
 - a. Hazmat Awareness
 - b. Personal Protective equipment
 - c. Blood Born Pathogen Policy
 - d. Automated External Defibrillator (AED)
 - e. EVOC
2. All EMS certified personnel will be required to maintain current CPR and Medical Certification. Non EMS certified personnel may elect to participate in CPR certification.
3. All members are required to provide yearly updated photocopies of all certifications, Driver's License, and all certifications paperwork.

2.02 Blue Township First Responders Guidelines and Policies

1. Minimum participation requirements for the Blue Township First Responders program are as follows:
 - a. Member in good standing with the Blue Township Fire Department
 - b. Current Kansas certification as a First Responder or higher level of medical training, with certifications on file.
 - c. Current certification in Cardio Pulmonary Resuscitation
2. All new participants are encouraged to ride at RCEMS as observers and for orientation at least 8 hours prior to beginning to respond as an EMS provider with BTFD. Riding during their initial course of instruction can fulfill this.
3. RESPONSE PROCEDURES – Upon receiving a call for an ambulance, the Sheriff Department dispatcher will dispatch a Medic unit and the First Responders for that area.
4. When your pager is set off, you should hear:
 - a. The name of the Department (Blue Township Fire/Rescue).
 - b. The method of travel will be determined by the nature of the call. Generally, Fire, Rescue, and EMS calls will be handled as an emergency response by the initial unit unless specific information dictates other wise.
 - c. The location of the call, either a street address or a location description or known business name.
 - d. The nature of the call.
5. The first person to arrive will open the bay door and get in the correct uniform.
 - a. IF the call involves a vehicle accident you will wear your Bunker gear due to the potential dangers of broken glass and exposed sharp metal, fire, and flammable liquid spills.
 - b. All other calls you may respond in your blue jumpsuit or Blue Township Fire Department T-shirt, Sweat Shirt, or Polo. Bunker gear or brush gear may be worn for those who do not have other attire.
6. The First person will then start Rescue 1. (or R2 for the north district)
7. When Rescue 1 (or 2) is staffed, advise Pottawatomie County Sheriff's Office UHF on Firecomm that you are responding. Identify that you are staffed with 1, 2, or 3 EMT, First Responders, etc, and notify RCEMS on their frequency. Minimum staffing for R1 or R2 is two personnel, at least one medically certified. The only exception will be for calls involving extrication, or for calls in which it is *known* that a medically certified officer is en route directly to the scene already. If multiple personnel are available, those

with the highest levels of medical training should respond, and R1 may respond with up to six persons on board. PPE, and a minimum of medical gloves, should be donned en route. It is also acceptable to respond without medically certified personnel on board when the ambulance is likely to beat our unit to the scene, and we will simply be providing support.

8. Upon arrival at the scene you will advise Pottawatomie that you are on scene. The Rescue Unit will be positioned as to not block the flow of traffic or access for the transporting ambulance, unless necessary to provide for traffic safety.
9. On Scene Procedures – You will first secure the scene from any type of danger. You will then perform your primary assessment of the patient. Interventions will be done on the patient at the BLS level. Firefighters with certifications above the EMT-B level will function only at the BLS level *unless* they have been individually and specifically authorized to function under the scope of the transporting EMS agency at a higher level. IN that case, when they perform care above the EMT-B level, they are functioning as employees of the EMS department, and not this Department. At that time you will call EMS with your triage category. If you are not comfortable with assessing the triage category, ask your partner, or wait for an EMS unit to arrive. Patient care always takes priority over providing a triage by radio if both cannot be accomplished.
 - a. Code Green – non-urgent/non-life-threatening
 - b. Code Yellow – potentially serious
 - c. Code Red – critical or life threatening
 - d. Code Blue – no breathing and/or no pulse
 - e. Code Black – DOA
10. You will then perform your secondary assessment of the patient. When the Medic unit from EMS arrives, ensure you relay all information you received or ascertained about them. You will then assist the EMS crew as much as needed, and will operate under the direction.
11. When you are released ensure that the run sheet has all the information needed. Remove all the equipment and trash you have made out of the area and back in its proper place. You will then advise Pottawatomie Co. SO that you are clear from scene, returning to station. It is not necessary to advise if you are getting fuel, filling with water, etc., on the way. Any used gloves or contaminated trash should be placed in the back of the ambulance before they leave, as we do not have proper disposal facilities for biohazard trash.
12. Be sure to obtain replacements for any disposable supplies that we used, either from the ambulance or the EMS supervisor before they depart from the scene, unless the urgency of transport makes this inappropriate. If that is the case, make arrangements for restocking as soon as possible after the call. Never leave a unit with depleted supplies without arranging for prompt restocking.

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2.02a AED Protocol/Procedure

Rationale:

The primary function of the AED is to convert lethal dysrhythmias, which have resulted in pulselessness, apnea, and unresponsiveness, into perfusing rhythms. It is predicted that about 60% of the people who experience cardiac arrest are in ventricular fibrillation. If those persons who experience cardiac arrest could be defibrillated within a minute or two of arresting, there would be a 90% or greater chance of converting them to a perfusing rhythm, as evidenced by in-hospital cardiac arrest. One of our AED's may be converted to a manual by a paramedic for use as a cardiac monitor, but this protocol/procedure is written specifically for automatic use.

Indication:

Patients who are unresponsive, pulseless and apneic, and are in a rhythm convertible through defibrillation (Ventricular Fibrillation and Ventricular Tachycardia – when the AED advises a SHOCK.)

Relative Contraindications:

1. Patients under 8 years of age or smaller than 89 lbs.
2. Hypothermic patients below 85 degrees F
3. Cardiac arrest associated with trauma (before airway, oxygenation, control of hemorrhage and C-spine have been stabilized)
4. Obstructed airways (before airway is open/clear)
5. Do not operate in a moving vehicle

Absolute Contraindications:

1. Conscious patients
2. Unconscious patients with a pulse

Procedure:

1. On a pulseless, apneic patient, apply the AED electrodes and cables, turn power on, and push the “analyze” button.
2. If the unit advises to shock, ensure that no one is touching the patient, or otherwise in electrical contact with him/her, press the shock button when told to do so by the machine. Immediately after the shock, resume CPR.
3. If the “analyze” function does not advise to shock but the patient remains pulseless, initiate CPR and ventilate with supplemental oxygen.
4. After approximately one to two minutes of CPR, check pulse. If no pulse, repeat the “analyze” function, and shock if indicated.
5. After return of pulse, check for breathing, and if absent or inadequate continue BVM ventilations, if present *and adequate*, stop ventilations and administer supplemental oxygen at the highest available concentration (non-rebreather mask at 10 – 12 liters per minute oxygen flow.) COPD will not contraindicate high flow oxygen in a post-arrest patient.

6. After the call, or after EMS assumes responsibility and applies their monitor, remove the AED.
7. Upon returning to quarters, notify the chief, who will utilize available computer software to download the call data from the AED for the report.

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SOP 2.03 Blood Born Pathogens

UNIVERSAL BLOOD AND BODY FLUID PRECAUTIONS/BODY SUBSTANCE ISOLATION (BSI)

Purpose:

To protect Fire Department and EMS personnel, patients and public from exposure to infectious diseases transmitted through contact with blood or body fluids. All body fluids/substances shall be considered potential infectious materials.

Policy:

Blood and body fluid precautions BSI will be instituted for ALL patients regardless of their diagnoses. ALL Fire Department and EMS personnel will follow these precautions. This policy covers all persons in any way connected with or functions with this Department whose activities involve contact with patients or with blood or other body fluids from patients.

Requirements

1. Gloves should be worn during any patient contact; regardless of whether contact with blood, body fluids, mucous membranes or non-intact skin is anticipated. High risk situations include, but are not limited to:
 - a. Performing or assisting with venipuncture and other vascular access procedures.
 - b. Performing or assisting with procedures involving contact with mucous membranes, body fluids or non-intact skin.
 - c. Handling blood or body fluid specimens.
 - d. Cleaning instruments, equipment, or any surface contaminated with blood or body fluids.
 - e. Handling dressings, linen or soiled with blood or body fluids.
2. Gowns and Waterproof Aprons should be worn during procedures that involve contact with or are likely to generate splattering of blood or body fluids. Exceptions to this would be during patient care where the gown or apron would hinder the extrication or care of the patient.
3. Mask and Protective Eye Wear or face shields should be worn during procedures that generate droplets or splashes of blood or body fluids, which includes intubation procedure.
4. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood and or body fluids, and hands should be washed after gloves are removed. The wearing of gloves does not negate hand washing before and after any patient

contact. Alcohol gel hand cleaner is provided as a temporary, immediate measure but does NOT replace proper hand washing upon return to quarters.

- a. All contaminated items will be placed in a red bag for proper disposal.
- b. Turn out gear and other wearing apparel should be removed and properly cleaned.

5. Sharps

- a. Needles and other sharp instruments should be handled in such a manner as to prevent accidental cut or punctures.

- b. Needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand in the back of a moving vehicle or when there is a red sharps container available> Exceptions to this will be when a needle needs to be recapped on the scene or in a patients house prior to placing patient into the unit.

- c. Recapping needles will be as follows: Lay the sheath on the floor, insert the needle into the sheath until it will not go in any farther, rotate the sheath by the hub of the needle up and against the floor, pressing the needle by the hub into the sheath securely, making sure the needle is locked into the sheath. Place the needle into jump box or other secured container for transport to the unit for proper disposal.

- d. After use, disposable syringes, needles, and other disposable sharps, should be placed in a puncture-resistant container, located in the back of each ambulance, and under the sink in the wash by.

6. Resuscitation:

- a. BVM's, airways and other ventilation devices will be stocked on all EMS apparatus and used on all patients requiring ventilation assistance.

- b. All apparatus are equipped with pocket masks or BVM's, so mouth-to-mouth should never be performed by any member.

7. Eating, drinking, smoking, applying cosmetics, lip balm and handling contact lenses are prohibited in the patient care compartment of the ambulance or in a work areas where there is a reasonable likelihood of occupational exposure to blood and/or body fluids, including areas where equipment is being cleaned.

SOP 2.04 Confidentiality Policy

It is the policy of the Department that confidentiality be used at all times when responding as a First Responder for the Blue Township Fire Department. All information that is ascertained at responses will only be given to authorized personnel on a need to know basis. This is to include the patient's name, address, diagnosis, past medical history, the reason for the response, and any other medical or non-medical information about the patient.

This information will be given only to other responders in order to provide medical treatment, and only needed information will be given to family member or law enforcement agencies to complete their report.

Information about First Responder calls will not be discussed in an open manner in public. Authorized discussion about any response call will be solely for the purpose of Quality Assurance, and will be done in a closed meeting with only the needed member present.

In today's world of technology, all members are strongly cautioned that photography on scene, posting of any information about calls on blogs or social networking websites, or other methods of sharing information about calls run may violate this policy if anything contained therein can in any way be construed as confidential information, or could tie the information to a specific patient or specific call.

This policy applies to all member of the Blue Township Fire Department, and any violation of the policy will be dealt with by the Fire Chief, and may result in any level of disciplinary action outlined in SOG 1.12.

SOP2.05 Emergency Vehicle Operator's Course

1. All members will attend EVOC training prior to driving any apparatus assigned to Blue Township Fire Department on an emergency basis.
2. EVOC training class will consist of classroom and driving.
3. Certifications will be conducted at regular intervals as determined by the Department leadership.
4. Continuing Education Unit's will be awarded to all EMS certified personnel.

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SOP 2.06 Emergency Vehicle Operations

OPERATION AND CARE OF EMERGENCY VEHICLES AND EQUIPMENT

1. The provisions of this chapter regulating the operation, parking and standing of vehicles shall apply to authorized emergency vehicles.
2. The driver of any authorized emergency vehicle, when responding to an emergency call or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions herein stated.
3. The driver of an authorized emergency vehicle, except when otherwise directed by a Law Enforcement Officer, may:
 - A. Park in a manner not otherwise legal.
 - B. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation. A full stop is **HIGHLY** recommended.
 - C. Exceed the maximum speed limits so long as he/she does not endanger life or property.
 - D. Disregard regulations governing direction of movement or turning in specified directions.
4. The exemptions herein granted to an authorized emergency vehicle shall apply only when such vehicle is making use of audible and visual signals (lights and siren.) It is often appropriate as a vehicle approaches the scene, especially in residential areas or other situations where it is desirable to be unobtrusive, to turn off emergency equipment, but if you do so, you must operate fully within the law as a normal commercial vehicle, and have no special privileges.
5. The forgoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others.
6. The Department does not authorize lights-only response using four-way flashers, or any violations of any traffic laws in any vehicle (Department or personal) that is not legally operating both lights and siren(s). Any member driving in violation will bear the full and sole responsibility for the consequences of their actions, and should expect no assistance or backing from the Department in case of legal action.

PROCEDURE FOR BACKING VEHICLES

When it becomes necessary to operate an apparatus in a backward or reverse motion, a member shall be stationed on the ground, at the rear of the apparatus, in view of the rear-vision mirror, to aid and direct the driver. The driver shall stop at anytime when the man stationed to the rear of the apparatus is out of view of the rear-view mirror. The only exception to the above is when it becomes necessary to move an apparatus and personnel are not available to assist the driver. Secondary emergency lights should be turned on when backing.

SPEED CONTROL FOR EMERGENCY VEHICLES.

1. Equipment responding to emergencies shall, upon approaching a red light or stop signs, reduce speed before entering an intersection.
2. Equipment leaving stations shall not exceed 5 MPH until reaching the road. Sirens should not be used in the parking lot.
3. When weather conditions exists that requires emergency equipment to respond with chains the speed limit shall be 30 MPH
4. Allow apparatus to slow down so brakes will provide sufficient stopping power. Back shift apparatus for braking purposes only when emergency conditions exist, such as icy or snowy streets.
5. Officer will share responsibility for accidents occurring in their apparatus if it is due to a violation of the driving policy that they could have prevented or stopped.

EMERGENCY VEHICLES INVOLVED IN COLLISIONS, STALLED, STUCK AND/OR OTHERWISE INCAPACITED

1. Apparatus becoming involved in collisions, stalled stuck or otherwise incapacitated shall be moved only in case of emergency; otherwise, wait for the arrival or orders of the Fire Department Officer in charge. Officers in charge shall, as soon as possible, notify the Dispatcher of their location, circumstances, etc.
2. Reports and/or information required by insurance companies and Law Enforcement shall be completed as required.
 - a. The following information is to be submitted when any vehicle is involved an accident:
 1. A statement from each person in or on the Fire Department vehicle
 2. A copy of drives exchanged information form
 3. Information on citation if issued and to whom

SOP2.07 Emergency Vehicle Permit Policy

Background:

Kansas Statutes authorizes the issuance of emergency vehicle permits for the privately owned vehicles of firefighters. They also set very specific requirements for equipment, and authorized activities which operating as an emergency vehicle. Changes in county policy in recent years have limited permits only to existing permit holders, or chiefs of departments.

Practice:

1. No individual will respond directly to the scene with the following exceptions:
 - a. Chief Officers, or in their absence, Lieutenants, if at least one unit is already staffed and responding.
 - b. Paramedics, on medical calls or motor vehicle accidents, Of no paramedic is on the responding unit(s) and it sounds as if the call is likely to require ALS care.
 - c. If all units at the station are already en route, out of service or other wise unavailable, and further personnel are known to be needed, as on a major fire. In this case, care should be taken so that the fewest number of vehicles should be taken as possible.

If a private vehicle is taken to the scene, it will be parked in the staging area if one is designated (another reason for monitoring traffic), or else in a location out of traffic, preferably on the “downstream” side of the scene in relation to oncoming traffic, and all read lights turned off, unless essential for scene safety (such as if this is the first emergency vehicle on scene and necessary to block traffic) unless directed otherwise by a fire or law enforcement officer.

2. At no time will any individual use red lights and sirens for personal gain, or any other use outside the specific points authorized by this policy, unless authorized to do so by another agency. For those individuals with authorization from more than one agency, for their use for the other agency (ies) will be outside the scope of responsibility of this Department. B.T.F.D. will not govern, nor be liable for any use for any other agency or purpose.
3. In case any abuse of this policy, including use of red lights and sirens without a permit, unauthorized use, negligent or wantonly reckless use, or other breeches of this policy, the individual will be subject to disciplinary action, which may if warranted included suspension or termination from the Department and/or loss of their emergency vehicle permit.

4. If a permit holder terminates his/her membership with the Department, is terminated by the Dept., or requests an extended leave of absence, his/her permit issued through this Dept. will become invalid, and the individual will be responsible for removing any emergency equipment and stickers from their vehicle. For leave of absence, the permit may be reinstated upon return to active service.

Procedure – this procedure applies whether in private, or department owned vehicles:

1. While driving with emergency lights and sirens, State Statutes authorize the operator to exceed the posted speed limit, park in a no-parking area, disregard restrictions on direction of travel and pass through traffic control devices “With due regard for safety.” It is the responsibility of the driver, whether a private or Department vehicle, to maintain complete control of their vehicle at all times.

2. Always expect other driver not to do the right thing. Stay well back before passing, and let them pull over to the right. Do NOT pass on the right, even if it means waiting. To do so means that if they pull right and hit you, it is your fault!!!! They did what they were required, even if they did so late.

3. In town or in residential or populated areas, do not exceed the posted speed by more than 10 miles per hour. Speed is not the difference in time – it is the ability to get through traffic and lights. Always be alert for cars or pedestrians entering your path, from any direction.

4. At all stop signs or red or yellow traffic lights, come to a complete stop, unless you can see clearly for at least a couple of blocks in all directions that there is no moving traffic. If traffic is completely clear in all directions, you may proceed through the intersection at not more than ten miles per hour. Be especially alert for cars behind the ones that you see stopped, who may not see you through them.

5. School zones will be obeyed to the letter, even if other vehicles are passing you. No exceptions. Likewise, if a school bus has its stop arm out or red flashers on, you will stop and not pass until either the driver turns the lights/stop arm off, or waves you past. If you kill a child you will be sued and will probably go to jail, and you will not win in court. Courts very rarely side with the emergency vehicle operator on their department.

6. It is strongly discouraged to travel the wrong way or in the wrong lane of traffic. This is for only the most extreme of circumstances, and should be done with extreme caution.

7. Keep the following pitfalls in mind:

a. On the highway, nobody can hear your siren, no matter what you do with it. You just have to wait till they see you.

- b. Intersections are your most dangerous location. Cross traffic, especially if they have a green light, is not expecting you, you get minimal visual warning from most light bars, none from grill or dash lights or headlight wig-wags, and your siren is pointed away from them. **PATIENCE** is your only saving force. Sit and wait until you see everyone looking at you and stopped, and then still expect for someone to come from no where and hit you.
- c. If the sun is low in the sky, it blinds people facing you, and washes out your lights for those facing away. Be aware of this, and give them more time to respond.
- d. Remember, most drivers, if approached by an emergency vehicle, will either lock, panic, or otherwise do the wrong thing. It is your job to know this, and drive accordingly.
- e. The closer you are when another driver sees or hears you, the more likely he or she will do the wrong thing or panic. Therefore, stay back at least double the distance you would under normal driving conditions, until they have slowed down and pulled over, and you know for sure it is for you. Provide warning of your approach as far back as feasible.
- f. Watch for other emergency vehicles. Few things look worse than two emergency vehicles colliding on the way to a call, and you know you are no the only one responding. Be alert for other fire vehicles, EMS, law enforcement, etc., which may be coming from different directions and may cross your path.

NOTE: For those individuals who do not have emergency vehicle permits, all response in private vehicles must comply with all traffic laws at all times, regardless of the nature of the call. The use of four-way flashers is prohibited while responding, as they only give a false sense of security, while providing no protection at all, or legal authority whatsoever. They are only designed for disabled vehicles alongside a roadway. Speed limits, stop lights and signs, and all other traffic laws must be obeyed. Any violation will subject the member to any legal action that may be taken, and the Department cannot provide any assistance to a member charged with any traffic offense due to the violation of traffic laws.

SOP 2.08 Emergency Response Procedures

General Response Guidelines

It is the practice of this Department that all personnel will respond to the appropriate station for all calls, and take the appropriate fire apparatus to scenes. Therefore, except for narrowly defined exceptions found elsewhere, no member will respond in POV's directly to a scene unless specifically instructed to by the IC or an appropriate officer due to specific circumstances on the particular call. Other rare exceptions would be those calls in which the station is physically obstructed from their direction of response, such as an MVA on the access highway, or EMS calls in which it is necessary for the responder to drive through the scene to access the station IF no one is already on scene (if one or more BTFD personnel or units is already on scene, proceed to the station), or EMS calls in which the member is in the *immediate* vicinity of the call *and* has the training and equipment appropriate to provide needed immediate care prior to the arrival of EMS or BTFD units by responding directly. Responding to the station, and prohibiting POV's on scene except for listed exceptions has numerous advantages, including:

- Fully staffing units, and allowing companies to work together instead of piecing them together as individuals arrive at scene
- Ensuring proper apparatus arrive, and we don't not have firefighters showing up without a fire apparatus
- Provides better accountability, and prevents unnecessary excess of personnel on scene, if only those assigned apparatus respond
- Less liability than multiple POV's responding
- Less scene clutter and traffic blockage due to fewer vehicles at scene
- Less likelihood of POV's being struck or otherwise damaged at scene
- All arriving personnel have tools, SCBA, etc, they will need

Station Two

With the opening of Station Two, housing three key pieces of apparatus, it will be vital to ensure that those units are staffed and respond in a timely manner for any call they are slated to respond to. Certain personnel who live or work in a closer proximity to St. 2 than St. 1 will be listed as "Station Two" personnel, and will keep their bunker gear and wildland gear in their POV's instead of on the rack at St. 1. That in no way precludes them from being involved in all activities of Station One or vice versa. What it

does mean is that if a call is dispatched which should result in a response of any or all Station Two units, Station Two personnel will respond *to Station Two* until appropriate units from that station are already responding, and then may proceed to either Station One or the scene whichever is closer. This situation would include all calls in Station Two's district, as well as any Station One calls that warrant a response from Station Two...for example, a south wildland fire that requires B2 to respond, or a structure fire that would require R2 and T2 to respond. For any call that only requires St. 1 units, all personnel may directly respond to St. 1.

If a call is dispatched that is in Station 2's district, and does not specifically require a response from St. 1 (small fire, washdown, EMS call, MVA without entrapment, etc.), Station One units will only respond if no unit from St. 2 has gone en route. They will be expected to carefully monitor the radio, and if and when the appropriate units(s) from Station Two go in service on the radio responding, units from Station 1 will downgrade to a non-emergency response unless already closer than St. 2 units. If the units from St. 2 arrive and handle the call without further assistance, they should immediately cancel St. 1 units and return them to service. On such calls it is important for St. 1 units to return to the main part of the district as quickly as possible, despite potential interests in the call that is taking place up north.

SOG 2.08a First Responder/Medical Alarm

1. Dispatch will page B.T.F.D. First Responders (FR's) to respond to a First Responder/Medical Alarm and will give the location and nature of the incident.
2. Rescue 1 or 2 (depending on area) will respond emergency status with a crew of 2-5 (unless a second person is not available within 2 minutes of the first) with at least one being Kansas certified at or above the First Responder level. Units will not respond without at least one medically certified person on board *unless* it is *known* that a medically certified officer is responding directly to the scene already, or that the ambulance will arrive before the BTFD units, and we will simply be providing support.
3. A Chief Officer may respond to the scene in his/her POV and assist.

ALARM NOTES:

- If multiple personnel are available, those with the highest levels of Kansas certifications will respond.
- If the alarm is located within the North District, Rescue 2 may be staffed and respond using the same response guidelines as R-1.
- If R-1 is out of service, or in case of a second call, Engine 1 will serve as the backup EMS apparatus in South District and B2 in north district for First Responder/Medical Alarms. The AED will be transferred from Rescue to the Engine when Rescue is taken out of service. Otherwise, all engines and brush trucks carry jump kits and can run medical calls if needed.

SOG 2.08c 10-48 Motor Vehicle Accident (with or without entrapment)

1. Dispatch will page B.T.F.D. First Responders to responder to a 10-48 Motor Vehicle Accident and will give the location and nature of the incident. Dispatch may or may not advise whether or not victims are entrapped, depending on the information they are given.
2. Rescue 1 (South) or Rescue 2 (North) will respond using the same response guidelines as a First Responder Medical Alarm.
3. Engine 1 will respond *non-emergency ONLY*, unless upgraded or canceled by Command. If the call is for a confirmed entrapment, or if at any point information is provided that the call involves entrapment, E1 will upgrade to an emergent response.
4. Other units will respond only if requested by Incident Command

ALARM NOTES:

For north district calls, if they call is believed to be an entrapment, R1 will also respond emergency status unless canceled by Command.

SOG 2.08d CO Detector Sounding Alarm (without Reported Symptoms)

1. Dispatch will page B.T.F.D. to respond to a Carbon Monoxide Detector Sounding Alarm and will give the location of the incident. Dispatch should inquire and advise whether or not all occupants have exited the building and whether or not symptoms are present. If they do not provide this information in the initial dispatch, it should be requested when the first unit goes en route on the radio.
2. Rescue 1 (South) or Rescue 2 (North) will respond non-emergency.
3. Engine 1 will be staffed and stand by at the station. It may respond non-emergency if requested by Command.
4. If information is later received that there are possible patients at the scene, response will be upgraded to an emergent response.

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SOG 2.08e CO Detector Sounding Alarm (with Reported Symptoms)

1. Dispatch will page B.T.F.D. to respond to a Carbon Monoxide Detector Sounding Alarm and will give the location of the incident. Dispatch should inquire and advise whether or not all occupants have exited the building and whether or not symptoms are present. If this information is not provided in the initial page, it should be solicited upon the initial responding unit going en route by radio.
2. Rescue 1 (South) or Rescue 2 (North) will respond emergency status using the same response guidelines as a First Responder/Medical Alarm.
3. Engine 1 will be staffed and stand by at the station. It may respond non-emergency if requested by Command.
4. If information indicates multiple patients, E1 should upgrade to an emergency response.

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SOG 2.08f Automatic Fire Alarm Sounding

The overwhelming of calls for a fire alarm sounding are false alarms, and only a very small minority require any action beyond resetting any alarm once it is confirmed false. However, there is always the potential for a real fire. If there is *any* secondary indication of a real fire...911 call, person reporting smoke or fire visible, or anything else to substantiate the possibility of an actual fire, refer to the 1st alarm structure fire guideline. Otherwise, lacking any indication of a fire other than an automatic alarm sounding, this guideline will apply. It will dispatch sufficient personnel and apparatus to manage the situation in the unlikely event it is real, without placing our personnel and the public in danger by multiple emergency vehicles responding to what is already all but known to be a false alarm.

1. Dispatch will page BTFD to respond to an Automatic Fire Alarm Sounding and will give the location of the incident. Dispatch will state whether or not all occupants have exited the building and any other pertinent information.
2. Rescue 1 (South) or R2 (North) will respond emergency status with a crew of three to six firefighters, and will respond to the front (Side "A") of the structure, give a on-scene report, assume COMMAND, and investigate the alarm.
3. Subsequent structure fire alarm units will respond non-emergency status unless down graded or cancelled by COMMAND. The second engine will respond to a location at the nearest hydrant, if a hydrated area, or else the best available supply point to draft as a supply pump.

ALARM NOTES:

- Only the first pumper and one chief officer will respond emergency status. All others will be non-emergency.

SOG 2.08g Minor Hazardous Materials Spill (Anti-freeze Spill, Small Gasoline or a Oil Spill, or a Small Non-Toxic Spill)

1. Dispatch will page BTFD to respond to respond to a Minor Hazardous Materials Spill and will give the location and nature of the incident. Dispatch should state other known information about the spill and state whether or not there are injured victims involved.
2. Rescue 1 (South) or R2 (North) will respond non-emergency status with a crew of three to six firefighters to a safe location away from the incident, give an on-scene IMS report, assume COMMAND, and investigate. Response status will be upgraded if injuries are reported.
3. Engine 1 may respond non-emergency status unless cancelled by COMMAND and stage in a location out of the way and not obstruction traffic further and stand by for instructions from COMMAND.
4. No other apparatus will respond to a Minor Haz-Mat Alarm unless requested by COMMAND. If further assistance is required, COMMAND will relay all information to Dispatch and till will be requested through a second page or via a direct radio request from COMMAND.

ALARM NOTES:

- Due to the level of training and equipment we have available, all actions will generally be limited to basic HazMat Awareness level actions. In cases of “simple” spills such as fuel or antifreeze on a roadway after an accident, we can perform clean operations. The term “washdown” should no longer be used, as any form of washing any spilled material into the environment violates both Federal and State laws. The use of Clean Spill or similar emulsifying agents does not resolve this issue. Any spilled material must be cleaned up by covering with oil dry absorbent, sweeping into a bag, and removing. Removal is best accomplished by placing the bag into the damaged vehicle prior to its removal, in a location and manner that will not further damage the vehicle or contents (such as in the trunk). The only exception will be battery electrolyte, which may be neutralized by covering with baking soda until it stops “fizzling”, and then it is neutralized into water and may be flushed away.

SOG 2.08h Major Hazardous Materials Alarm

(Uncontrolled Release of Toxic Substance, Large HAZ-MAT Spill, or any size spill of an Extremely Hazardous Substance [EHS])

1. Dispatch will page BTFD to respond to a Major Hazardous Materials Alarm and will give the location and nature of the incident. Dispatch should state other pertinent information known about the incident and whether or not victims are involved.
2. Rescue 1 (South) or R2 (North) will respond emergency status with a crew of three to six firefighters, to a safe location in the COLD ZONE, give an on-scene report, assume COMMAND, and secure the area.
3. It must be understood by all responding personnel that our training and equipment limits us to HazMat Awareness level actions, and no other actions will be taken unless there is a clear risk-benefit analysis that shows the likelihood of saving lives by taking other actions, or unless specific personnel and equipment are on scene to justify and carry out higher levels of mitigation.
4. Remaining engines will respond emergency status unless downgraded or cancelled by COMMAND.
5. COMMAND will notify Pottawatomie County Emergency Management of all information known regarding the incident. If mutual aid is needed, COMMAND will request appropriate regional HazMat teams, including Manhattan Fire Dept., Fort Riley Fire Dept. or other available Technician level teams. Dispatch will relay all pertinent information to each mutual aid agency. Manhattan may initially be requested as mutual aid, but as soon as feasible, a formal request must be directed to the state hazmat system, so that they may be activated as part of that system, for liability and reimbursement reasons.
6. Any further units and/or equipment needed at the scene by COMMAND will be notified with additional alarm pages through Dispatch or direct radio request.
7. It is desirable in such an alarm that at least one person with access to and knowledge of the computers in the offices remain in the office, with one other by the radio at Station One, in order to utilize the high tech computer software we have available in planning and managing the incident. Alternately, several officers have Cameo and similar programs available on their laptop computers.

SOG 2.08i “Nuisance” Fire Alarm
(trash, rubbish, or dumpster fire)

1. Dispatch will page B.T.F.D. and will give the location and nature of the incident.
2. Rescue 1 (South) or R2 (North) will respond emergency status with a crew of three to six firefighters, position in a location to make a fast fire attack if possible, give a on-scene report, and assume COMMAND.
3. Engine 1 may respond non-emergency status unless upgraded or cancelled by COMMAND.

ALARM NOTES:

- If a structure is threatened, COMMAND will upgrade the response to a Structure Fire assignment. Request Dispatch to repage the incident as a Structure Fire/

SOG 2.08j Wildland Fire Alarm (Uncontrolled Grass or Wild Fire)

1. Dispatch will page B.T.F.D. to respond to a Wildland Fire and will give the location and nature of the incident. Dispatch should inquire and notify whether or not there are structures threatened. If structures are threatened, the response should immediately be upgraded to a Structure Fire assignment.
2. Brush 1 and Brush 2 will both respond emergency status with a crew of two firefighters. The first arriving unit will give an on-scene report, assume COMMAND, and begin the appropriate fire attack. Upon assuming COMMAND, they should determine whether or not mutual aid will be required.
3. If Mutual Aid is required, request the specific department and type of equipment you want them to send.
4. Rescue 1 and Tanker 2 will respond emergency status unless downgraded or cancelled by COMMAND once on scene. R1, E1, and/or T2 will be utilized as a tanker or as a mobile refill point for off-road firefighting apparatus, unless required to protect a structure.

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SOG 2.08k Small Vehicle Fire Alarm (Automobile, Small/Medium-size Van or Truck)

1. Dispatch will page BTFD to respond to a Small Vehicle Fire Alarm and will give the location and of the incident.
2. Rescue 1 (South) or R2 (North) will respond emergency status with a crew of three to six firefighters, and will respond to the scene, give an on-scene report, assume COMMAND, and begin the appropriate fire attack.
3. Engine 1 will respond emergency status unless down graded or cancelled by COMMAND.
4. Tanker 2 will respond emergency status only if requested by COMMAND.

ALARM NOTES:

- If a structure is threatened, COMMAND will upgrade the status of the alarm with Dispatch to a Structure Fire assignment and ask Dispatch to re-page the incident as such.
- If the call involves a large vehicle, such as a semi truck, motor home, or the like, then Tanker One and one additional engine will respond, and other units stand by at the station to be dispatched if requested by COMMAND.

SOG 2.08m Structure Fire Alarm (Possible or Suspected Structure Fire)

1. Dispatch will page B.T.F.D. and will give the location and nature of the incident. Dispatch should also simulcast page the next closest fire department for an automatic mutual aid response. If this has not been done, request it as early as contact can be made with dispatch.
2. Rescue 1 (South) or R2 (North) will respond emergency status with a crew of three to six firefighters, give an on-scene report, assume COMMAND, position in a location to make a fast fire attack if necessary OR investigate if no smoke or visible flame is evident.
3. Engine 1, T2, B1 and B2 will respond emergency status unless downgraded or cancelled by COMMAND. The next arriving engine should prepare to connect to a hydrant if available and lay in a supply line OR prepare to serve as a supply pumper in a tanker relay. All units should take tactical instructions from COMMAND as they come on scene.
4. Tanker 2 will respond emergency status unless downgraded or cancelled by COMMAND. If no hydrant is available, T2 should drop its dump tanks, jet siphon equipment, and dump chutes near the supply pumper, dump a load of water in the closest tank, and immediately leave for the nearest good refill point.
5. If additional Mutual Aid is required, request

SOG 2.08o Mutual Aid Alarms

(Mutual Aid assistance to neighboring Fire Dept. for structure fires, wildland fires, or rescue situations.)

1. Dispatch will page BTFD to respond and give the location of the incident, and any other pertinent information.
2. FOR STRUCTURE FIRES IN HYDRANTED AREAS (IN TOWNS, GENERALLY):
 1. R1, E1, and R2 will be the main response vehicles in this instance.
3. FOR STRUCTURE FIRES IN NON-HYDRANT AREAS:
 1. R1, T2, R2 and E1 will respond.
4. FOR WILDLAND FIRES:
 1. B1 and B2 will respond with two firefighters each.
 2. T2 will respond with 1-2 firefighters.
 3. R1 or E1 will respond with 2-4 firefighters.
5. FOR RESCUE SITUATIONS:
 1. R1 and E1 will respond following the corresponding B.T.F.D. response procedure based on the type of rescue situation.
6. FOR STATION BACKFILL:

in situations in which BTFD is requested to fill one of MFD or other department's stations due to major incidents occurring in their jurisdiction, Engine 1 will respond to that station with a crew of at least 4. Other units will remain in district, unless directed otherwise, but will be available to respond along with E1 to subsequent calls in either district.

Apparatus Assignments by Alarm Type

Type of Alarm	South District	North District
EMS Call or Rescue, including MVA's	Rescue 1 Engine 1 (non-emergency unless confirmed entrapment or major call) Other units only as requested by I.C.	Rescue 2 Rescue 1 if a rescue Other units only as requested by I.C
Wildland/Grass Fires	Brush 1 Rescue 1 Engine or Rescue 1 Brush 2 Tanker 2	Brush 2 Brush 1 Tanker 2 Engine 1
Structure Fire	Rescue 1 Engine 1 Brush 1 Rescue 2 Tanker 2	Rescue 2 Tanker 2 Brush 2 Rescue 1 Engine 1
Miscellaneous fire or investigation (rubbish, car fire, smell of smoke, etc.)	Rescue 1 Engine 1 Other units only as requested by I.C.	Rescue 2 Brush 2 Other units only as requested by I.C.
CO alarm, no symptoms	Rescue 1 non-emergency	Rescue 2 non-emergency Rescue 1
CO alarm, with symptoms	Rescue 1 Engine 1 Other units only as requested by I.C.	Rescue 2 Rescue 1 Other units only as requested by I.C.
Mutual Aid Structure Fire, hydrated area	Rescue 1 Engine 1 Rescue 2	N/A
Mutual Aid Structure Fire, non-hydrated area	Rescue 1 Tanker 2 Engine 1	N/A
Mutual Aid Wildland	Brush 1 Brush 2 Tanker 2	N/A
Mutual Aid, backfill station	Engine 1	N/A

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SOG 2.09 Response to Non-Paged Calls

Background/Rationale

In an emergency situation, the timely dispatch of resources can at times have an impact of saving lives or property. While rare, there are situations where the difference of a few moments' time may completely change the outcome of a call. For that reason, it is essential that Fire-Rescue resources be dispatched and respond in a timely manner on every call. At the same time, self-dispatching, or "call jumping", i.e. responding to calls for which there has been no actual request for service, opens our personnel and our Department up to a tremendous amount of potential civil and possibly even criminal liability. Failure to dispatch Fire-Rescue resources promptly to calls for which they should respond can be due to a human error by a dispatcher, but is often also a result of a heavy volume of radio and telephone traffic in the communications center that prevents the dispatcher(s) from getting all of their immediate tasks accomplished immediately. There is no specific policy dictating the order of pages for Fire-Rescue and EMS resources – only that all are indicated be dispatched immediately in an emergency situation, and simultaneously when possible.

Objectives:

This SOG is written to provide guidance to B.T.F.D. personnel in the event they are aware of a call we should be dispatched on, but have not been. It is intended to reduce liability for the Fire Department, ensure timely response of needed resources, and prevent further burdening an already busy communications center with an excess of telephone and radio traffic. Lastly, it should aid in preventing either agency from sounding unprofessional on the radio.

Procedure:

1. If B.T.F.D. personnel hear a call, via scanner, other agencies' radio frequencies, or other means, that they believe is one we should have been dispatched on, they should proceed to the station non-emergency and stand by for the page that is likely to come shortly. If and when sufficient personnel are on hand to properly staff the initial responding apparatus and a page has still not been received, they may initiate a response non-emergency. Do not initiate any radio traffic this time, and do not respond an incompletely staffed piece of apparatus.
2. At no time will an emergency response be initiated in private or Department vehicles until an actual request for service has been made.
 - a. If we receive a request directly from the public, that is a request for service, and properly staffed apparatus may respond while awaiting a page. Dispatch should be immediately notified by radio or phone in this situation to do the proper page and notify any other agencies that may be needed.
 - b. If another agency requests us via radio (Deputies on scene, another FD, RCEMS, etc.), that may be deemed a request for service, and emergency response initiated if warranted. Again, only properly staffed apparatus will respond – if the unit is not properly staffed, wait for further personnel to respond to the page.

- c. In case B.T.F.D. personnel become aware directly of a serious call that warrants immediate, emergency response, such as witnessing an accident, hearing an explosion or the like, our personnel can be the requesting party and may initiate a response when appropriate personnel are available. As in 2 A, dispatch should be notified immediately in order to complete appropriate pages and dispatching or agencies.
- d. Simply knowing that we should have been paged does NOT constitute a request for service.
3. If upon arrival at the station there has still been no page, the senior member present should make contact with dispatch via telephone (from the station, or from the unit that is responding non-emergency) and ask tactfully if we are needed to respond. A chief officer may elect to make such a phone call prior to arriving at the station. On being advised to respond, dispatch should be requested to make a normal page, and response should be initiated as for a normal call. Withhold radio traffic until dispatch has had a chance to page. Keep the channel clear until the needed pages have been completed.
4. B.T.F.D. personnel will not engage in reprimanding or debating the dispatcher about the reasons for the non-page or delayed page. If there is any question as to why it occurred, the immediate priority is getting appropriate resources to the scene, and not correcting a potential error. Once the call is done, and unusual occurrence report will be completed and forwarded to the Chief. Only the Chief, or in his absence the senior available officer, will forward that information to the County Fire Coordinator for follow up. He will review the situation and determine if appropriate policies and procedures were followed, if not why not, and whether corrective action is warranted, and will follow up with PTSO. Since this is personnel action, B.T.F.D. will typically not be aware of the corrective action that is taken, and should not expect to hear about it. Trying to address the possible error via phone around the time of the call is not productive, and circumvents the appropriate channels for correcting the situation and preventing its recurrence.

SOG 2.10

Storage of personal items

Background:

BTFD provides small lockers for members to store personal items, desk space for those who need it, and computers with electronic storage for storing Department mission specific data and files. Beyond that, the Department is not in the business of providing storage services. At times, short-term storage of personal items may be allowed on Department property. All storage of personal property, data, etc., is subject to the following provisions.

Procedure:

1. Each member may claim one of the small lockers located on the bunker gear racks, as available, for storage of personal items that may be needed after calls or training, such as hygiene items, fresh T-shirts, or other items of the member's choosing. These lockers may be locked for security, with the member's own lock.
2. Those who have specific Departmental needs to store files or other items will be provided space in one of the desks and/or file cabinets for such use.
3. Two computers are provided for Departmental use and data storage. Personal use is allowed, but storage of personal data or files is discouraged. Use of removable media for data or file storage is recommended for security reasons, and to preserve disk space for Department-specific use.
4. Other storage of personal items in the stations or on Department property (parking lots, open space, etc.) will be extremely limited. Active members in good standing, with a *short term* need, may seek approval from the Chief and may store items on-site for periods not to exceed sixty days under the following conditions:
 - A. The storage must not hamper any aspect of the Department's mission.
 - B. The storage shall not be unsightly or degrade the appearance of Department property in any way, or be offensive to neighbors.
 - C. Items stored must not block access to any Departmental property, and will be removed if access needs change.
 - D. Storage is strictly at the member's personal risk, and the Department assumes no responsibility whatsoever for the security or safety of stored items.
 - E. Items will be marked with the member's name and the date first stored.
 - F. No item will be left past 60 days, nor past the end of the member's active membership. If the member leaves the Department for any reason, or the items is stored past 60 days, reasonable efforts will be made as a courtesy to remind them to remove the property, but this is not the Department's obligation.
 - G. Any item left past 90 days will constitute abandoned property, and the Department will be entitled to assume it as Department property, dispose of, destroy, or sell, at the Department's discretion, with no further notice required of the member.
5. Expectation of privacy. Any area of Department property is subject to 100% access for any reason by the Department. Therefore, there is no expectation of privacy for any item stored on Department property in any way.

Adopted 12/15/2004

SOG 2.11 Guidelines for use of live-burn training facility

Purpose:

To provide for realistic training in a structure fire scenario, an intermodal shipping container is provided to simulate a structural fire attack under a semi-controlled environment.

Guidelines:

Use of the facility

1. The facility will only be available for live fire training during officially sanctioned and scheduled training events of Blue Township Fire-Rescue, or our mutual aid partners. No individual live fire use by members or small groups will be permitted. Other use, such as ladder training, search and rescue, etc., that does not involve live fire is outside the regulation of this policy.
2. Use for live-fire training will require the presence of one or more Department officers, and use by other departments will require advanced scheduling and approval with the BTFD training coordinator or a chief officer.
3. Other departments using the facility will adhere to all BTFD policies and guidelines concerning the use of the facility, as well as any additional policies they may have in place. Additionally, other departments utilizing the facility will assume all risks for themselves, their equipment, and their personnel, and by their choice to use the facility, release BTFD and all persons associated with BTFD from any cause for claim of liability, and those departments agree to repair any damage caused to the facility by their use. A BTFD officer, or senior member designated by the officers, will be present throughout any use by other departments, to assist and serve as a liaison.

Safety Requirements:

1. *Safety will be the number one priority at all times while engaged in live-fire training.* Any willful safety violation may result in the loss of privileges to participate in live fire training for the duration of a given training event, up to permanent banning from use of the facility, or suspension or dismissal from the Department.
2. During every evolution, a safety officer will be designated and clearly identified, using the colored vest provided and kept in the trailer. This person will continually monitor to ensure that persons entering the facility are properly dressed in full, compliant protective gear, with SCBA, pass devices turned on, etc. No one will enter during live fire evolutions, either as an instructor, igniter, or trainee, without full PPE that complies with current standards, including full bunker gear, SCBA, and PASS alarm. Any person may call for an immediate stop to any scenario if they observe a safety violation or concern that could significantly jeopardize the crews on scene. This may be announced verbally, via radio, and/or via use of the evacuation signal, which is the hi-low siren tone.
3. All persons utilizing SCBA must have been trained to do so, and fit-tested on the style/size of mask they are using per OSHA/NFPA guidelines prior to participation,

and must have no hair in the seal area of their face piece. Anyone not meeting these qualifications may participate in support roles (e.g. pump operator, water supply, etc.) only, and not in direct fire suppression activities inside or on the trailer.

4. Firefighters will enter for fire attack in teams of no less than two firefighters, at least one of whom should be experienced. If two new or rookie firefighters are to enter during a fire evolution, a department officer or senior, experienced firefighter will accompany them to monitor safety. This person does not have to directly assist in their attack, but must remain in immediate contact with them. The instructor and safety officer will determine if the level of training/experience is sufficient for the drill.
5. No hose less than 100 gpm will be used for attack. That typically means a 1.5" or 1.75" hose pumped to provide 100 psi nozzle pressure (normally about 150 at the pump). If adjustable nozzles are used, they are to be set to 100 gpm or greater. A second charged line of equal or greater size will be available as a backup, pumped by a different truck, and staffed by no less than two fully equipped firefighters at the door.
6. At least 1000 useable gallons of water shall be available, either in the attack and backup pumpers, or dump tanks or tankers, prior to entering any live-fire scenario. If at any time the water supply drops below this level, evolutions will stop until more water arrives. There is no hydrant or refill system on site. The closest simple refill location will be several City hydrants in the vicinity of Barnes Road and Valleywood.
7. A sprinkler system with a 1.5" FDC is installed. It must be provided with a charged hoseline at no less than 50 or more than 100 psi during all live fire evolutions. It is a deluge type system, with an external valve to activate it. In case of any indication that the fire is exceeding acceptable limits, or the crew inside is having difficulty, the safety officer or any other person recognizing the problem will immediately and fully open the valve to douse the fire and end the scenario. The valve will remain open until the crew exits safely, as the initial opening will create significant steam for the first seconds, prior to cooling the entire environment, so a brief opening may aggravate the system more than it helps. At the same time, the vent hatches over the fire should be fully opened to release heat and steam.
8. Only Class A fuels will be used for scenarios. Wood, brush, hay, pallets, paper rubbish, excelsior or the like are acceptable. Furniture, synthetics, tires, and other sources that create unusually heavy or black smoke are not permitted for environmental regulatory reasons. No liquid accelerants will be used at any time. Fuels other than those listed must be approved in advance. If mutual aid departments are using the facility, they will be responsible for providing needed fuel for their scenarios. Experience has shown that six pallets will provide about two evolutions at appropriate heat levels.
9. All doors to the facility will remain unlatched as emergency escape routes during any training evolution, and will never be blocked or held closed for any reason. A minimum of two means of escape will be available at all times.
10. The trailer should never be allowed to approach flashover or fully involved conditions during evolutions which include any interior or roof operations. A fire that climbs the wall and begins rollover is a realistic, hot, and adequately challenging

scenario for this type of situation, and can be provided with about 4 pallets burning. Higher levels of involvement may be permissible during exterior-only scenarios. These should be brief, and followed by cooling of the structure, to prevent metal failure.

11. Due to the high heat conducted through the steel container, no roof operations will be allowed during live fire evolutions. Also, a safety zone of no less than 10 feet shall be maintained entirely around the container during all live fire evolutions, and no one allowed inside without full bunker gear.
12. A rehab area will be provided, with benches or an area to rest, and drinking water at a minimum. Anyone engaged in two attacks, or consuming one full bottle of SCBA air will report to rehab prior to returning to duty.

Other provisions

1. After each use, the trailer shall be fully vented, and checked for any remaining fire or embers, and then swept or hosed out completely prior to closing up. A lawn cart or wheelbarrow will be available for removing debris from the trailer area, with special attention given to collecting any nails left over after burning pallets or scrap lumber.
2. The trailer will be kept locked with a padlock when not in use, to avoid unauthorized access or use.

SOG 2.12 Stand off and Crime Scene Policy

Background:

Fire, rescue, and EMS personnel respond on a regular basis to incidents involving criminal activity and/or violence. In responding, there is an inherent threat of violence towards responders, which must be mitigated to the greatest extent possible. There is also a very real possibility of disturbing evidence that may be necessary in a later criminal investigation or prosecution.

Standoff Procedure:

1. Priority on all calls, in order, will be: safety, first for our personnel, then for other responders, patient, and public, then patient care, then scene preservation.
2. On any call potentially involving violence, BTFD personnel will stand off until advised by law enforcement that the scene is secure.
3. Standing off means that the unit will shut off lights and sirens well before arriving in the area, and will park in a location that is not visible to the scene, in order to avoid being seen by anyone on the scene. An area that could provide some cover or distance from potential gunfire is highly desirable.
4. During stand off situations, monitor PTSO radio traffic. No units will proceed into the scene or the immediate area visible from the scene until notified by Dispatch or by law enforcement personnel on scene that the scene is secure and that they want units to enter. Overhearing them on the radio advising dispatch of this is sufficient to authorize entry. The mere arrival of law enforcement on scene does NOT ensure that the scene is secure.
5. Even after being cleared by law enforcement, be aware that their concept of secure, with their additional tools and resources, and enhanced ability to defend themselves, does not always ensure a fully secure scene, or relieve our personnel of responsibility to maintain situational awareness for sudden deterioration of the scene.
6. Situations known to or potentially likely to involve violence will include, but not be limited to shootings, stabbings, fights, rape, assaults of any kind, domestics, suicides (attempted or completed in any form), or unattended deaths of unknown origin (without a medical history).

Scene Preservation

1. As stated above, safety and patient care take priority over scene preservation, but do not relieve us of the duty to do all we reasonably can to ensure integrity of the scene.
2. On any violent incident, as above, or any other potential crime scene, every effort will be made to avoid disturbing any items on scene that could possibly be of investigative or evidentiary value. This includes all items on scene, and on the patient's person, as well as the patient themselves. No item should be touched, moved, altered, or disturbed unless *necessary* for patient care, rescue or fire suppression.

3. On a fire scene, overhaul should be delayed or strictly limited until cleared by the investigator to proceed. This would include pulling walls and ceilings, and moving room contents in particular.
4. In the event of a patient who is clearly deceased, or who declines or does not need medical care, if the scene is a crime scene or potential crime scene, once it is evident there is no emergent patient care to be done, law enforcement will assume command of the scene, and BTFD personnel will abide by the wishes of law enforcement. This will include if the patient is determined by law enforcement to be dead prior to our arrival. We will, at their request, limit the number of personnel on scene, avoid moving items, etc. If it is necessary to confirm death, one individual will enter alone. It is preferred in this case that it be RCEMS or PCEMS personnel, and not BTFD personnel that makes contact to confirm death, as they will likely need to repeat entry if we do first. Any personnel already on scene will exit the controlled area immediately upon request of law enforcement on scene.
5. If it is necessary to move items, make note, and inform law enforcement of what was removed. If clothing, etc., is moved, removed, or rearranged, notify law enforcement of what was done. These should be further documented as clearly as possible in the written run report.
6. Nothing in this section should be construed to limit any needed emergent patient care. However, if there is no emergent patient care to be done, we will avoid entry and contact.

Disengaging

1. In any potentially volatile or violent scene, BTFD personnel are expressly authorized to disengage from the scene if they reasonably believe their welfare is in jeopardy. It would be preferred, if feasible, that the patient be removed as well, even at the expense of neglecting otherwise required care, to protect them as well. However, if this is not feasible, personnel are expressly authorized to leave without the patient and retreat to an area of safety until scene security can be established or restored. No action will be taken against the member for abandonment in such situation.

Use of force

1. Fire-rescue and EMS personnel to not use force against patients or others. It is not our duty to detain, restrain, or otherwise conduct activities requiring use of force.
2. If a patient, due to head injury, chemical impairment, or other *medical or trauma* reason is combative, and must be restrained for their own welfare, soft and gentle forms of restraint may be employed if they can be done without undue risk to personnel and patient. It is strongly preferred patients be restrained on their side, to allow for airway management and secretion drainage. Every effort should be made to avoid a face-down restraint, which has a history of death due to asphyxia. Be extremely alert for sudden deterioration of patient condition in combative patients who are restrained.

3. Restraint for psychiatric problems, other forms of hostility, protective or other forms of custody, etc., will be left strictly to law enforcement. BTFD personnel will not participate in restraining such individuals.
4. Nothing in this policy should be construed to prohibit any member from taking emergency, self defensive actions if they reasonably believe they are in immediate jeopardy of harm from a patient, bystander, or others, and retreat is not a viable option, nor from defending other emergency responders or the public who cannot escape, nor from assisting a law enforcement officer who requests urgent assistance in establishing safety and order. Disengagement will always be the preferred option, but if that option is not viable, personnel may use whatever means a reasonable person in their situation would deem necessary to ensure their safety and escape.

Established 12/2006

SOG 2.13

Attendance Points System

Background:

It is difficult to truly evaluate what constitutes “active” involvement in a volunteer department, yet it is important for several reasons. To provide a means of objective comparison of activity levels, a points system is established.

Procedure:

A point system is established, which will help to identify which members are actively involved to Department standards, even while different members may be involved in somewhat different manners.

1. Points will be assigned to a number of activities, participation in which is an expectation of membership. Total points will be kept on file, and may be reviewed by any member at any time, considered a matter of open record within the Department. For the purpose of this SOG, points begin to accrue the first time upon the establishment date of the Firefighters’ Relief Association (FRA) life insurance policy, and the first year’s points end thirty days before the renewal date of the policy the following year, creating an 11 month year for point accrual purposes the first year only. From that point forward, the point year begins 30 days before policy renewal/anniversary, to allow annual numbers to be complete prior to renewal of the policy.
2. To meet Tier 1 or 2 levels, at least 8 points each must be earned in at least 4 different categories.
3. There will be two tiers to be achieved if a member earns sufficient points. Tier 1 is a level of 60 points earned. At this level, the Fire Department Budget will pay the 15% of the FRA Insurance Premium that is not paid by the FRA itself. Any member falling below the Tier 1 point level will be responsible for paying that portion of the premium themselves, prior to the renewal date, in order to maintain their FRA life insurance policy. Specifics of the policy governing the life insurance are maintained by the FRA in the Association’s bylaws.
4. Tier 2 will be for members who earn at least 100 points during the points year. Those members reaching this level will be eligible under the FRA’s bylaws for an additional cash dump-in on their FRA insurance policy.
5. Points for attendance at meetings/training will be recorded by the Secretary-Treasurer of the Fire Department, or in his/her absence, the presiding officer of that meeting. Training/meeting points are only earned if the member is there within 10 minutes of the start of the meeting/training session, and remains through its conclusion. Meeting and training points will be awarded for all regularly scheduled Department business or fire board meetings and training sessions, and such special, officially sanctioned training events, work sessions, or similar events, as are generally announced to the entire membership.
6. Points for call attendance will be logged on a form provided, and signed by the officer in charge or IC on a call, or his/her designee if that individual will not be returning directly to the station, and submitted to the office prior to completion of that call. Late log book entries for attendance will not be included. Call attendance points will be awarded to those who respond to the station prior to the return of apparatus from the call, or those who respond directly to the scene and are authorized by SOG or specifically by the IC for that particular call to do so. Due to the inability to track, calls run specifically at Country Stampede do not accrue points, although regular calls dispatched to the general Department during that time, but elsewhere in the District do count for points.
7. Certification points are awarded for earning a *new* level of EMS certification (FR, EMTB, EMTI, or EMTP), or Firefighter I or II, or Fire Officer or Driver/Operator, or red card certification. Any other certification is always encouraged, but we cannot award points for every certification that is available.

Points will be earned as follows:

Business meeting – 1 point

Training – 1 point for regular meeting, 2 points for all day training events
Monthly truck check – 3 points
Call attendance – 1 point
Special events and work sessions – 1 point per 3 hour block
Special duties assigned and completed – 1-3 points, depending on assignment
certification – 5 points
Country Stampede – 4 points per 8 hour shift, to a max of 20
Fireworks stand/fundraiser – 2 points per 4 hour shift to a max of 16

Adopted 4/4/2007