

Amherst County Fire Departments and Rescue Squads

Standard Operating Guidelines

Revision (2)

November 5, 2018



PREAMBLE

The Amherst County Department of Public Safety, in conjunction with Amherst County fire and rescue organizations, has undertaken development of standard operating guidelines (SOGs) to help further consistency in responses to fire and rescue emergencies throughout the County. The SOGs are not intended as a comprehensive statement of legal requirements governing County fire and rescue operations, and knowledge of the SOGs cannot substitute for knowledge of state and local law. Instead, it is expected that the SOGs can provide broad guidance in the implementation of fire and rescue operations so as to make those operations more effective while enhancing the security of the fire and rescue personnel on scene. The guidelines will be changed as circumstances require, and additional guidelines, beyond the 21 contained herein, will be added as necessary.

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Amherst County Public Safety, Fire & Rescue Departments

Standard Operating Guidelines

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Note: There are several sections that apply to both Fire and EMS personnel to include but not limited to Command Procedures, Accountability, and Operation of Motorized Vehicles as examples. All responders shall be familiar with all SOGs to provide for safe and standardized operations.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 1</u> Introduction	

This booklet contains Standard Operating Guidelines for Amherst County Public Safety and for all fire and rescue agencies in Amherst County. A Guideline in this document will have **OPERATING GUIDELINES** printed in the lower left box.

This document has been reviewed by the Officers of the Amherst, Monelison and Pedlar Fire Departments and Rescue and the Director of Public Safety. It is our intention to provide written guidelines for all agencies to follow during emergencies to provide for safe and standardized operations.

Operating Guideline: The operating guidelines are intended to provide broad direction to operations personnel. The guidelines take into account that there are occasions when the situation is not in black and white and that decisions will need to be made based on the knowledge and experience of the personnel involved. Personnel are expected to use these guidelines as a minimum standard for action and decision-making. Personnel will be held accountable to their Chief Officers and or the Rescue Captains of their respective departments for deviations from these established operating guidelines, and will be required to explain their reason for deviation. All members are encouraged to become involved in the development, implementation, and revision of the department's Standard Operating Guidelines (SOG's).

Addendums: Addendums will be specific in nature and will be used to address a specific situation or circumstance. Addendums will also be used to update items within this document throughout the year during which formal revisions to this document aren't usually made. Addendums will be developed and approved by the Fire Chiefs, Rescue Captains and the Director or Deputy Director of Public Safety. Addendums can also be derived from the input of any member of the fire departments or rescue squads. Full compliance with these addendums and notification is required and expected just as with any other Directive or Operating Guideline. When an addendum is issued, it will be posted at the Fire Stations and Rescue Squad buildings for at least 10 days, and will also be kept in the rear of this manual until a revision of this entire document takes place. All addendums will be printed on green paper and will supersede any other areas within this document that they are designed to cover.

The Amherst Fire Department, Monelison Volunteer Fire Department, Pedlar Volunteer Fire Department, Amherst Lifesaving Crew, Monelison Volunteer Rescue Squad, Pedlar Volunteer Rescue Squad and the Department of Public Safety will henceforth be referred to as "the department(s)."

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	SECTION 2 FIRE GROUND TERMS AND ABBREVIATIONS	

Below are a few definitions for some fire ground terms and abbreviations. These are important to know because they will be used in fire ground communications not only in our district, but in mutual aid districts as well.

All Clear: An "All Clear" will be transmitted when the primary search and secondary search of the entire structure has been completed. If a search of the entire structure can not be completed due to fire conditions, an "All Clear" will not be given.

Medic Unit: A ground vehicle, crew and required equipment used to transport patients that are sick or injured.

Attack Group: The Attack Group is the group operating as the interior fire crew. This company is usually engaged in firefighting operations on the inside of the structure.

Brush Company: A ground vehicle providing hose, water, tools, and personnel for grass and brush fire responses.

Command Post: That location at which primary Command functions are executed. The CP location will be broadcast during the size-up if taking command by a sector location.

Company Officer: The individual responsible for command of a Company. This designation is specific to any particular department rank (may be a Lieutenant, Captain, or Chief Officer).

Company: A ground vehicle and crew providing specified equipment and personnel capabilities. (Engine Company, Truck Company, Brush Company, Rescue Company, etc.) A company consists of two or more firefighters.

Division (1,2,3): A Division is a grouping of resources operating in a geographic area within a structure, or on a specific floor level of a building. For example, Incident Command may designate an engine company operating on the 3rd floor of a building Division 3.

Engine Company: A ground vehicle providing specified levels of pumping, water, hose capacity, and personnel.

Exposure:

Extension:

Extrication:

Freelancing: acting on your own without incident command approval.

Group: A group is responsible for a specific task. A group Supervisor will be designated for each group assignment.

Incident Commander: The individual responsible for the management of all incident operations.

Knockdown:

Ladder: A Ladder is a fire apparatus with an aerial ladder, pump, hose, water tank, and ground ladders, along with other special equipment capability and personnel.

MVC: Motor Vehicle Crash

PAR: Personnel Accountability Report – A PAR is an accountability report of all companies on the scene. This is a **visual** confirmation that each crew member in a company is safe. The Company Officer is responsible for maintaining visual, physical, or verbal contact with his crew, and will report a PAR at the appropriate times. Incident Command may request a PAR if:

- There is a report of a missing or trapped firefighter
- There is a change from an offensive fire attack to a defensive fire attack
- There is any sudden event (flashover, backdraft, collapse, etc.)
- The fire is reported under control
- Emergency traffic has been transmitted
- At 30 minutes elapsed time not under-control PAR has been transmitted

Progress Report: Progress, Position, Needs – This is a quick and easy way to ask companies what their situation is on the fire ground. Each company is able to report their progress toward stopping the fire, their position on the fire ground, and what they need to accomplish their tasks. This report helps Command decide how to best utilize other companies. Ex. – *“Command to Interior, give me a progress report?”* The interior company might respond, *“We have a fire in the living room that we are trying to knock down at this time, we need ventilation, a crew to pull ceiling, and a water supply established.”* The Incident Commander could then assign crews to complete these tasks.

“RIT” - Rapid Intervention Team: a team specifically assigned to rescue downed firefighters that will not perform any other fire ground duties until released to do so by the incident commander.

Ladder: A Quint is a fire apparatus with an aerial ladder, pump, hose, water tank, and ground ladders, along with other special equipment capability and personnel.

Squad: A ground vehicle providing specified rescue equipment, capability, and personnel.

Safety Officer: Member of the Command Staff responsible for monitoring and assessing safety hazards, unsafe conditions, and developing measures for ensuring personnel safety.

Sector: A grouping of resources with either a geographic or functional assignment. Buildings are divided into four sectors corresponding with the outside walls of the building. A residence facing the street would start with Sector A in front, Sector B to the left, Sector C in the rear, and Sector D to the right. (See Structure Fire SOG for info)

Staging: For large, complex, or lengthy operations, additional resources are staged together in a specific location under a Staging Officer. This geographic location is called a "Staging Area".

Swift Water:

Tanker / Tender: A water tanker or tender is a ground vehicle providing a large storage tank for water (1000 gallons or more). This is useful in non-hydrant areas and during grass and brush fires.

Through The Lock:

Truck Company: A ground vehicle providing an aerial ladder or other aerial device and specified ground ladders and equipment capability and personnel.

Under Control: An "Under Control" will be transmitted when the forward progress of the fire has been stopped.

Ventilation:

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 3</u> COMMAND PROCEDURES	

The departments will follow guidelines as established by the National Incident Management System. There will be no establishing separate commands on an incident. We will work under a unified command structure.

The Incident Commander and his subordinates, upon his order or direction, shall have the right:

- at any time of the day or night to enter any building or upon any premises where a fire or medical emergency is in progress, or any building or premises adjacent thereto for the purpose of extinguishing the fire or performing emergency medical services, and
- to remain at the scene of fire or medical emergency, including remaining in any building or house, for purposes of protecting the property and preventing the public from entry into the premises, until such reasonable time as the owner may resume responsibility for the protection of the property.

Command Procedures are designed to:

- Fix the responsibility for Command on a specific individual through a standard identification system, depending on the arrival sequence of members, companies, and chief officers.
- Ensure that a strong, direct, and visible Command will be established from the onset of the incident.
- Establish an effective incident organization defining the activities and responsibilities assigned to the Incident Commander and to other individuals operating within the Incident Management System.
- Provide a system to process information to support incident management, planning, and decision-making.
- Provide a system for orderly transfer of Command to subsequent arriving officers.

Responsibilities of Command –

The Incident Commander is responsible for the completion of the tactical priorities. The tactical priorities are:

- Rescue – Remove endangered occupants and treat the injured.
- Incident Control – Stabilize the incident and provide for life safety.
- Exposure Protection – Conserve property and prevent loss.

In addition to the tactical priorities, Command is also responsible for the following:

- To provide for the safety, accountability, and welfare of personnel. This is ongoing throughout the incident.
- “Benchmarks” are achievement signals that tell Command when one tactical priority is completed and the operation can go on to the next priority. The following benchmarks will be used:
 - “All Clear” – The primary search and secondary search has been completed and the structure cleared of savable occupants. The message “No All Clear” is to be used when no search will be performed.
 - “Under Control” – The forward progress of the incident has been controlled or stopped.

Functions of Command –

- Assume and announce Command and establish an effective operating position (Command Post).
- Rapidly evaluate the situation (size up).
- Initiate, maintain, and control the communications process.
- Identify the overall strategy, develop an incident action plan, and assign companies and personnel consistent with plans and Operating Guidelines.
- Develop an effective Incident Management System.
- Provide tactical objectives.
- Review, evaluate, and revise (as needed) the incident action plan.
- Provide for the continuity, transfer, and termination of Command.

The Incident Commander is responsible for all of the above functions. As Command is transferred, so is the responsibility for these functions. The first five (5) functions must be addressed immediately from the initial assumption of Command (first-in company officer).

Establishing Command

The first officer to arrive at the scene of a multiple fire unit response shall assume Command of the incident as indicated by the emergency conditions found. The initial Incident Commander (I.C.) shall remain in Command until Command is transferred or the incident is stabilized and terminated.

If two or more fire/EMS departments or an outside agency are called to provide joint services in responding to a County emergency, the commander of the first department to arrive shall have general supervision and control of all the departments on the scene until a County officer who is otherwise authorized by law to do so shall assume such general supervision and control. (Va. Code § 27-23.9)

The first arriving fire department officer will give an initial radio report. The radio report will include:

- Unit designation and confirmation of arriving on the scene
- A brief description of the incident situation (i.e. building size, occupancy, HAZMAT release, multi-vehicle accident, etc.)
- Obvious conditions (working fire, HAZMAT spill, multiple patients, etc.)
- Brief description of action being taken
- Declaration of strategy (this applies to structure fires)
- Any obvious safety concerns
- Assumption, identification, and location of Command
- Request or release resources as required

EXAMPLES: These are not black and white. Each incident will vary depending on when your next arriving company will arrive and your manpower status.

• **For an offensive structure fire:** *"Engine 4 is on the scene of a large two-story school with a working fire on the second floor. Engine 4 is laying a supply line and going in with a hand-line to the second floor for search and rescue and fire attack. Unit X will be "High School" command. Request mutual aid engines, a Truck Company, Squad and medic.*

• **For a defensive structure fire:** *"Engine 2 is on the scene of a small one-story residence fully involved with exposures to the east. Engine 2 will be laying a supply line and attacking the fire with a master stream and hand-line to the exposure. This is a defensive fire. Unit X will have MAIN STREET Command. Send mutual aid engines.*

- **For an EMS Incident:** *"Engine 1 is on the scene of a multi-vehicle accident. There appears to be one person trapped in an overturned vehicle. Give me two additional ambulances. Unit X will have 29 Command."*

- **For a single company incident:** *"Engine 3 is on the scene of a dumpster fire with no exposures. Engine 3 can handle all other units may disregard."*

When a chief officer arrives at the scene before or at the same time as the initial arriving company, the Chief Officer should assume Command of the incident.

Radio Designation: The radio designation "**Command**" will be used along with the geographical location of the incident. (e.g. "Main Street Command," "River Ridge Rd. Command"). This designation of Command will remain with the person currently in Command of the incident throughout the event unless command is transferred.

Command Options:

The responsibility of the first arriving officer to assume Command of the incident presents several options, depending on the situation. If a Chief Officer, member, or unit without tactical capabilities (e.g. personal vehicle, no equipment, etc.) initiates Command, the establishment of a Command Post should be a top priority. At most incidents, the initial I.C. will be a Company Officer. The following Command options define the Company Officer's direct involvement in tactical activities and the modes of Command that may be utilized:

Nothing Showing Mode

These situations generally require investigation by the initially arriving company while other units remain in a staging area. The officer should go with the company to investigate while utilizing a portable radio to Command the incident. When arriving on scene, and after giving a size-up, the company officer would advise *"Engine 4 will be going inside to investigate, all other units stage outside...Unit X will be Command."*

Working Fire Mode – (Smoke or Fire Showing On Arrival)

Situations that require immediate action to stabilize the incident, and that require the Company Officer's assistance and direct involvement in the attack. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:

- Offensive fire attacks (especially in marginal situations, e.g. low manpower)
- Critical life safety situations (rescue), which must be achieved in a compressed timeframe.
- Any incident where the safety and welfare of firefighters is a major concern.
- Obvious working incidents that require further investigation by the Company Officer. Where fast intervention is critical, the Company Officer shall advise the next arriving unit of the situation and that unit will assume

Command from the 1st unit upon arrival. The Initial Attack mode should not last for more than a few minutes and will end with one of the following:

- The situation is stabilized
- The situation is not stabilized and the Company Officer must withdraw to the exterior and establish a Command Post (if not already established). At some point the Company Officer must decide whether or not to withdraw the crew, based on the crew's capabilities and experience, safety issues, and the ability to communicate with the crew. No crew will remain in a hazardous area without radio communication capabilities.
- Command is transferred to another higher-ranking officer. When a Chief Officer is assuming Command, the Chief Officer may opt to return the Company Officer to his crew, or assign him to a subordinate position.

Authority of Command

While any fire/EMS department or fire/EMS company is in the process of (i) answering an alarm or (ii) operating at an emergency incident where there is imminent danger or the actual occurrence of fire or explosion or the uncontrolled release of hazardous materials which threaten life or property and returning to the station, the Incident Commander shall have the authority to:

- maintain order at such emergency incident or its vicinity,
- direct the actions of the fire fighters or emergency medical services personnel at the incident,
- Keep bystanders or other persons at a safe distance from the incident and emergency equipment,
- Facilitate the speedy movement and operation of emergency equipment and fire fighters or emergency medical services personnel,
- Cause an investigation to be made into the origin and cause of the incident,
- Until the arrival of a police officer, direct and control traffic in person or by deputy and facilitate the movement of traffic.
- Activate traffic control signals designed to facilitate the safe egress and ingress of emergency equipment at a fire/EMS station.
- Have people arrested who refuse to obey legitimate orders.

Command Mode

Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, require immediate strong, direct, overall Command. In such cases, the Company Officer will initially assume an exterior, safe, and effective Command position and maintain that position until relieved by a higher-ranking officer. A Tactical Worksheet or Status Board may be initiated and utilized to assist in managing this type of incident. The following options are available regarding the assignment of the remaining crew-members:

- The officer may "move up" within the company and place the company into action with two or more members. One of the crew-members will serve as the acting Company Officer and will be provided with a portable radio. The collective and individual capabilities and experience of the crew will regulate this action.

- The officer may assign the crew members to work under the supervision of another Company Officer. In such cases, the Officer assuming Command must communicate with the other Officer of the other company and indicate the assignment of those personnel.
- The officer may elect to assign the crew members to perform staff functions to assist Command.

A Company Officer assuming Command has a choice of modes of operation and degree of personal involvement in the tactical activities, but, once Command is assumed, continues to be fully responsible for the Command functions. The initiative and judgment of the Officer are of great importance. The modes identified are **guidelines** to assist the Officer in planning appropriate actions. The actions initiated should conform to one of the above described modes of operation.

Transfer of Command

Command is transferred to improve the quality of the Command organization. The following procedure outlines the transfer of Command process.

- The first department officer arriving on the scene will automatically assume Command. In the absence of an officer the Senior Firefighter will assume Command.
- The first arriving Chief Officer may assume Command of the incident following transfer of Command procedures.
- The second arriving Chief Officer should report to the Command Post for assignment.
- Later arriving, high-ranking Chief Officers may choose to assume Command, or assume advisory positions.
- The Officer assuming Command will communicate with the person being relieved by radio or face-to-face. Face-to-face is the preferred method to transfer command. The person being relieved will brief the officer assuming Command indicating at least the following:
 - Incident Conditions (fire location and extend, HAZMAT spill or release, number of patients, etc.)
 - Incident Action Plan
 - Progress toward completion of the tactical objectives
 - Safety Considerations
 - Deployment and assignment of operating companies and personnel.
 - Appraisal of need for additional resources.

The person being relieved of Command should review the situation with the

Officer assuming Command. This briefing provides the most effective framework for Command transfer as it outlines the location and status of personnel and resources effectively.

- The person being relieved of Command will be assigned to gain the best advantage by the Officer assuming Command.
- Should a situation occur where a later arriving officer cannot locate or communicate with Command (after several radio attempts), they will assume and announce their assumption of Command and initiate whatever actions are necessary to confirm the safety of the missing crew.

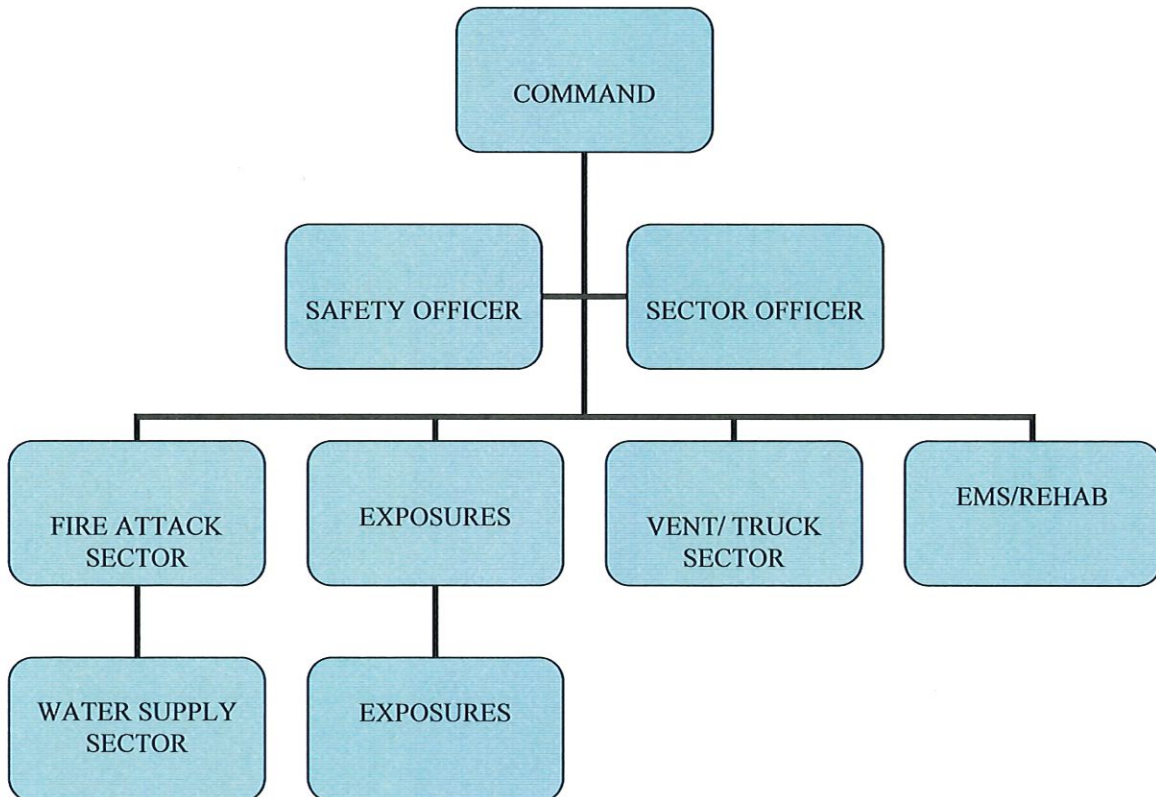
Incident Command – General Incident Guidelines

Because this SOG is not a teaching document for tactics of Incident Command, the following is a general guideline for Incident Command. Used with the above information, all members will have a good working knowledge of the Incident Command System and Command Procedures.

All incidents must have a recognized and established incident command. Even a small incident should establish IC. Larger incidents require planning and organization to monitor all activities.

The incident command structure of a small residential structure fire may look like the chart below. The first-in company officer assumes command, and by assigning tasks to achieve the tactical priorities he develops the ensuing organization. By using a command worksheet, the officer can keep a record of assignments, track accountability, utilities, events etc.

IC ORGANIZATION CHART



All department apparatus should contain command boards. All members and especially officers should be familiar with their use. Practice using the command sheets on smaller scenes, and they'll become more familiar on the occasional big one.

IC PLACEMENT: Ideally the IC should set-up with views of multiple sides. The officer's seat of an apparatus works well for smaller incidents, providing mobile radio and phones, adequate space for tracking the incident and visibility. Larger incidents with a unified command structure may require a larger space. Once command is established communicate where command is located (Sector A, B, C, or D). Vests are on each apparatus – use them to provide visibility. Once IC is established, only the sector/group officers should need to communicate with the IC. Keep traffic in and around the command post to a minimum.

Personnel from the news media, such as the press, radio and television, when gathering the news may enter at their own risk into the incident area only when the Incident Commander has deemed the area safe and only into those areas of the incident that the Incident Commander finds do not interfere with the departments or personnel addressing the emergency. If the Incident Commander finds that the presence of the news media will interfere with operations, he may order them from the scene of the emergency incident. The Incident Commander designates who will speak to the media.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 4</u> ACCOUNTABILITY SAFETY	

Purpose:

Establish a system to account for firefighters and other emergency workers operating within the hazard zone of an incident at any given time. Use of the system will provide enhanced safety for individual emergency workers and will provide the command staff a structured means to track and account for all personnel at any moment during the course of the incident.

General Principles:

1. Personnel accountability requires a personal commitment to safety by all members of the Department.
2. Personnel accountability at the emergency scene is an essential element of the Incident Management System.
3. Command Responsibilities:
 - a. Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
 - b. Command will always be responsible for including accountability as a major element in strategy and attack planning.
 - c. Command must consider and react to any barriers to effective accountability.
4. Company Responsibilities:
 - a. All companies will be accountable to Command or to a sector. **There will be no freelance operations.**
 - b. Companies arriving on the scene of an emergency shall remain intact unless individual company members are given specific orders by Command to attach themselves to other companies or sectors.
 - c. A minimum company size will be considered to be two (2) personnel.
 - d. An officer or other designated supervisor will supervise each company member entering a hazard zone.
 - e. Each company / group entering a hazard zone will have an operating portable radio set on the assigned tactical channel. If the radio fails when in the hazard zone, the company will exit unless there is another working radio with the company, or available in that work area with another company.

Passports:

To enhance accountability and to improve tracking of emergency personnel in a hazard zone, the "Passport" system will be used. The "Passport" system involves a plastic card with the company members' names affixed that is turned into the Accountability Officer. The Accountability Officer may be an Apparatus Operator, a Sector Officer, a designated Accountability Officer, or the Incident Commander, depending on the nature, type, size, and complexity of the incident.

A. Passport Equipment

1. A Passport consists of a plastic card with the company's ID etched into it. The passport will contain the names of all fire department members **presently on duty with** that company. Each Fire Department and EMS unit will carry a Passport.
 - a. Upon boarding the apparatus for any reason (emergency response, riding around town, etc.), company members will be responsible for immediately updating the Passport for the company to which they are assigned.
 - b. It is the responsibility of the unit officer or the occupant of the officer's seat to assure that the Passport is correct.
 - c. Nametags of those not currently assigned to that unit should be placed on the Velcro strip of their helmet on the underside of the rear brim.
2. The Passport will always be located in the front of the cab on the apparatus. A Velcro strip will allow the Passport to be affixed on the dash and easily removed.
3. Each department member will be issued individual nametags. Nametags not attached to:
 - a. Passport will be affixed to Velcro strips either on the underside of the helmet or in an appropriate location. The Velcro strips are used to attach the nametags to the passport.
 - b. Company Officers will be responsible for ensuring that the Passport always reflects only **currently assigned personnel**.

Tactical Benchmarks

A. Several accountability benchmarks are included in tactical operations. The Personal Accountability Report (or "PAR") involves a roll call of personnel assigned to an incident.

1. For the company officer, a "PAR" is a confirmation that all company members are **visually** accounted for. EXAMPLE: "Engine X to Command, I have a PAR." (All company members are accounted for.)
2. Personnel accountability should be conducted on a face-to-face basis within the company or within the sector whenever possible.

3. When a "PAR" cannot be given, the term "Negative PAR" shall be used.

B. A personal accountability report could be required for the following situations:

1. When a report of a missing or trapped firefighter is received (Command initiates a "PAR" for **all** companies on the scene.)
 - a. An absent member of any company will **automatically be assumed lost or trapped in the hazard zone** until otherwise determined to be safe. Company officers will **immediately** report any absent member to the Sector Officer or to Command.
 - b. Command will initiate an immediate roll call (PAR) of all companies assigned to duty in the hazard zone.
 - c. Command will send a Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to begin a search.
 - d. Command will adjust on-scene strategies to a priority search and rescue effort.
2. When the mode of attack changes from offensive to defensive.
3. Any time a sudden hazardous event occurs during the incident (flashover, backdraft, collapse, etc.)
4. By any company(s) reporting an "All Clear", Company officers of companies responsible for search and rescue will ensure they have a "PAR" for their company(s) at the time they report an "All Clear".
5. At thirty (30) minutes elapsed time (If no "Under Control" has been received), 911 Dispatch will notify the IC.
6. When the "Under Control" report is received.
7. A "PAR" will be initiated by Command at the suspension of Passport use.
8. A roll call "PAR" will be initiated at the discretion of the Incident Commander.

Summary of Accountability Responsibilities

Accountability will work only with a strong personal commitment by **all members** to the safety system. This commitment will involve the following responsibilities.

A. Firefighter Responsibilities – Responsible for staying with his/her company at all times and ensuring that his/her name tag is on the Passport at all times.

B. Apparatus Operator Responsibilities – The Apparatus Operator of the first arriving engine to each incident becomes the initial accountability officer.

The Apparatus Operator will receive Passport's from incoming companies and apparatus assigned to the incident until the IC has them collected to the Command Post.

C. Company Officer Responsibilities – Responsible for keeping his company intact at all times and for insuring that the Passport is current and accurate.

D. Command Responsibilities – Responsible for tracking the location of all companies. Must advise later assigned companies as to who is serving as accountability (i.e. Command, Sector, Accountability Officer, etc.)

Passports / Name Tags –

Passport: Plastic card, yellow in color, with black lettering/etching. Department and apparatus designation etched at the top. Velcro on the front side receives the individual nametags, while Velcro on the back attaches the passport to the dash of the apparatus or to a status board carried by Command. Individual nametags are color-coded. All tags not in use on a Passport will be attached either to the underside of the helmet brim, or in an appropriate location.

Green Tag- regular fire or rescue member with minimum of certified Firefighter I.

Red Tag- Junior member, probationary member or regular member without certified Firefighter Level I.

Blue Tag– EMS providers with no firefighting credentials.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 5</u> EMERGENCY PROCEDURES AND SCENE SAFETY	

The golden rule at any emergency scene is to first protect yourself. We are no help to victims if we are injured or killed at the scene. Approach any scene with caution, and follow the orders of your company officer. The words **EMERGENCY TRAFFIC** are high-priority. These words can be used over the radio to report an immediately perilous situation (i.e. impending structural collapse).

This phrase is also used if an interior crew finds a victim. Whenever EMERGENCY TRAFFIC is transmitted, all other communications must cease until the emergency report is transmitted. The Incident Commander is the only person on the fire ground allowed to talk on the radio at this time.

Command will then decide when emergency traffic can cease, and normal radio traffic may begin again.

As a warning of danger (building collapse, evacuation, etc.), or if changing fire attack mode from offensive to defensive, Command will transmit an evacuation order over the radio system.

Medical Scenes can be just as dangerous as fire scenes. Keep in mind that your safety and that of your crew is first, and then, your patient's safety. **If a medical scene is unsafe due to weapons or impending conflict or violence, call for police assistance and do not enter the scene. Any medical emergencies dispatched as the result of fights, gunshots, knives, domestic violence, car accidents, drug use, overdoses, or alcohol emergencies require that the police department also be dispatched.** Apparatus and personnel should stage at a distance away from these scenes, until police can secure the scene.

Always be aware of your surroundings at any emergency scene and be on the lookout for dangers: (power lines down, gas leaks, distraught or violent bystanders, etc.) Be prepared for any hazards.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINE	<u>SECTION 6</u> EMERGENCY EVACUATION GUIDELINE	

PURPOSE: TO SET FORTH A KNOWN PROCEDURE FOR EMERGENCY EVACUATION FROM IMMINENT DANGER.

PROCEDURE: THE ORDER FOR EMERGENCY EVACUATION OF FIREFIGHTING CREWS OR OCCUPANTS OF THE INVOLVED SCENE MAY BE TRANSMITTED BY THE INCIDENT COMMANDER, ANY OFFICER, OR SAFETY OFFICER ACTIVELY INVOLVED IN FIRE SUPPRESSION OR RESCUE OPERATION UPON RECOGNIZING THE CONDITIONS WHICH WARRANT SUCH ACTION.

THE PERSON DECLARING THE EVACUATION WILL DECLARE EMERGENCY RADIO TRAFFIC AND NOTIFY DISPATCH TO TRANSMIT THE EMERGENCY EVACUATION. THE TRANSMISSION OF THE EVACUATION ORDER WILL BE REPEATED THREE TIMES OVER THE OPERATIONS CHANNEL ON THE RADIO BY DISPATCH AND WILL INCLUDE AN AUDIBLE ALERT TONE. THIS TRANSMISSION WILL TAKE PRECEDENCE OVER ANY AND ALL OPERATIONS AND SHALL BE COMPLIED WITH IMMEDIATELY. UPON HEARING THE EVACUATION ORDER THE FIRST IN APPARATUS OPERATOR WILL SOUND THE AIR HORNS FOR THREE LONG BLASTS AND PAUSE THEN REPEAT THE THREE LONG BLASTS TWICE MORE TO PROVIDE ADDITIONAL NOTIFICATION.

ALL PERSONNEL OPERATING AT THE FIRE SCENE SHALL REPORT TO A STAGING AREA FOR AN ACCOUNTABILITY CHECK.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>Section 7</u> AUTOMATIC/MUTUAL AID	

The departments will respond accordingly to any call for mutual or automatic aid. The types are defined as:

Automatic Aid- when a department is dispatched to respond on the initial alarm.

Mutual Aid- When we are not dispatched on the initial alarm or anytime another agency requests our assistance either for additional resources, manpower or due to their being unable to cover the call.

The departments have adopted the response policy for automatic aid calls. This policy is outlined below.

First Due:

- Normal response from 1st due fire department
- Multi family dwelling
- Institution
- Large Commercial
- Auto second due

Second Due:

- Residential-tanker and pumping apparatus
Tanker will become part of task force for water supply, engine will be sent to water supply site to set up fill site if needed.
- Commercial- Ladder truck, engine and or squad truck if applicable
Engine co. will be used to support ladder truck operation.

Third Due:

- Tanker and squad to be sent unless incident command requests otherwise. Tanker will be part of task force. Squad will be used for fire ground support and also
- Foundation for rapid intervention team.

RESPONSES CAN BE MODIFIED TO THE SITUATION ONCE IC HAS EVALUATED THE CONDITIONS AND DETERMINES WHAT APPARATUS IS NEEDED.

THIS POLICY WILL BE USED ON ALL STRUCTURE FIRES WHETHER IN A NON- HYDRANTED OR HYDRANTED AREA.

City of Lynchburg- respond with appropriate apparatus and maximum staffing if possible, but leave 1 empty seat for the Lynchburg firefighter to join the company. **No junior firefighter or any member without firefighter 1 is to respond on the company.**

NO PERSONAL VEHICLE IS TO RESPOND TO CALLS WITHIN THE CITY.

Any Other Jurisdiction- Evaluate the type and nature of call and send resources and or manpower requested. **ONLY SEND ENOUGH RESOURCES SO OUR FIRE DISTRICT IS NOT LEFT SHORTHANDED.**

To limit the amount of vehicles taken out of our response district to cover aid calls, the following applies:

- Follow the response designation procedure
- Take the extra time to wait on personnel to have full companies responding
- If substation apparatus respond, pick-up personnel before continuing response if on route.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 8</u> PERSONAL PROTECTIVE EQUIPMENT	

Each member required to perform fire, rescue, or EMS activities will be issued a complete set of structural firefighting clothing that meets or exceeds the National Fire Protection Association (NFPA) standard 1971 Protective Clothing for Structural Firefighters, which includes protective coat, pants, gloves, boots, helmet, and interface components (hood and wristlets).

Protective Clothing Guidelines

- All members working at the scene of any emergency call for the department will wear full protective clothing to include helmet, coat, pants, boots, gloves, and hood when required. All members working in any atmosphere(s) deemed to be Immediately Dangerous to Life and Health (IDLH) **shall** wear SCBA.
- Any member who answers an emergency call without full protective clothing will not be allowed to enter the "Hot Zone". They will be allowed to help with any non-hazardous work in the cold zone.
- Driver/ Pump Operator(s) shall not be required to wear full protective clothing while operating the apparatus. These members shall carry their full protective clothing on their apparatus in the event it may be required due to hazardous conditions. Fire helmet and strap in place latched as a minimum.
- Any member who is working at the scene of a brush fire should wear a minimum of work shoes or boots, long pants (no shorts), long sleeve shirt, helmet and gloves. The Incident Commander may require members to wear full protective clothing as necessary.

Uniforms and Protective Clothing

- 1. Professionalism is important in the emergency response service, and all personnel must be able to identify themselves as department members

when on emergency calls, training drills, or any other events representing the department. With professionalism in mind, whenever wearing any clothing or emblems with the department logo, you should conduct yourself in an appropriate manner.

- Damage or contamination of equipment by chemical or biohazards will be reported immediately to an officer of the department, or to the fire chief or rescue captain. This equipment will be placed out of service until such time that the equipment can be repaired, cleaned, or replaced. Personnel will wear full protective clothing when working around existing or potentially existing thermal, chemical, or mechanical hazards. Full protective clothing with eye protection will be worn when operating power or hydraulic tools or when in the area of anyone operating such equipment. Personnel will wear a minimum of a helmet and a bunker coat or reflective vest when working in or near vehicle traffic. If an extrication is in progress, those involved in the rescue or on hose-lines will wear full protective clothing and SCBA as needed. Personnel will make every effort to don the appropriate level of protective clothing before arrival on scene.

Accountability of Protective Clothing

- All personnel are accountable for the proper use and maintenance of all protective clothing issued to them. In addition, to each individual, the Incident Safety Officer, when assigned will monitor the proper use of protective clothing by firefighters during hazardous or potentially hazardous operations. On those incidents where a safety officer is not assigned, the officer in charge will remain accountable for monitoring the use of protective clothing by fire personnel. Any fire personnel who are not adequately protected against the existing or potentially existing hazards **shall** leave the hazard area.

Protective Clothing Procedures

- The level of protective clothing depends on the type of emergency call, which is defined below. Each member of the fire department is required to know the different levels of protective clothing required for each incident. Turnout gear (bunker gear) is issued by the department. Drivers may choose not to wear turnout gear while driving apparatus, however they shall have all protective clothing with them at all times. In addition, upon arrival at the scene, and before participation in any operations, the driver shall don the appropriate level of protective clothing. **Remember this: when in doubt, take the extra precautions and wear full protective clothing and SCBA.**
- Protective Clothing – Structure Fires (Same Personal Protective Clothing for structure fires must also be worn at Fire Alarms, Fires with no Description, Hazardous Material Incidents (HAZMAT), Fires of Unknown type, Gas Leaks, Smoke Investigations, Vehicle Fires, and Trash Dumpster Fires, and Landing Zones. *All the above incidents are all considered “structure fire” type responses)
- Full protective clothing will also be worn whenever the officer in charge deems it necessary to be worn. When in doubt, take the extra precautions and wear full protective clothing and SCBA. Clothing for all of the above incidents is as follows:
 - Full protective clothing – Coat, Pants, Helmet, Gloves, Hood and Footwear

- Self Contained Breathing Apparatus (SCBA)- Mask and Air-pack
- Protective Clothing – Grass/ Trash/Brush Fires (Same Personal Protective Clothing for grass and brush fires must be worn on controlled burns, or small trash fires.
- **For larger trash fires such as a dumpster fire, full protective clothing is required.)** Acceptable clothing for these incidents is as follows:
 - Full Protective Clothing- not recommended in hot weather; mandatory on dumpster fires and large trash fires
 - Brush Firefighting Gear- consisting of brush pants, brush jacket, gloves, and brush helmet. This is recommended for grass fires.
 - Combination of both- Example: Bunker Pants, Brush shirt, and Brush helmet. Brush pants may not be available, so you may have to use the combination method. This is most common level of clothing on these types of incidents.
 - ****If the grass fire is reportedly involving a structure, be dressed for a structure fire. If it is threatening a structure, be prepared to change clothes midstream!**
- Protective Clothing- Major Accidents / Motor Vehicle Collisions
Firefighters should wear full protective clothing when on these scenes due to the fire danger, vehicle fluids, rescue procedures, and sharp edges, or broken glass from damaged vehicles. SCBA should be worn if a vehicle is reported to be on fire, or if you are tasked to a hose-line. The appropriate level of protective clothing is as follows:
 - Full Bunker Gear- Protective coat, pants, gloves, helmet, and hood.
 - Medical Personnel- Bunker gear will be worn during extrication/ rescue operations. EMS clothing may be worn during patient care.
 - SCBA- if operating a hose-line or a vehicle is reportedly or confirmed to be on fire, personnel should wear Full Protective Clothing and SCBA.
 - Safety Vests- All personnel working in traffic or on a roadway at any incident including Motor Vehicle Accidents **shall** wear an approved safety vest. Wearing both turnout gear and the safety vest is required.
- Protective Clothing- Dressing Down
The incident commander will have the responsibility of deciding when and how much gear can be taken off. For example, the air quality must be checked before SCBA being removed at a fire. On some fires, you may take off gear during overhaul operations. During rehab, you should take your gear off to cool your body down. Use common sense in the use of protective clothing, and when in doubt, wear full protective gear!

- During Training:
- Members engaged in training sessions shall wear full protective clothing.
- Officers or members conducting training sessions are responsible to insure that adequate protective clothing is utilized properly by all personnel involved. Full protective clothing shall be worn during simulated hazardous environments.
- When on driver's training, the protective gear to be worn by those participating in the exercise shall be at the discretion of the Company Officer.

- Maintenance-
- All safety gear such as goggles, breathing apparatus, etc., shall be cleaned and maintained in accordance with the manufacturer's instructions and departmental policy.
- All protective clothing such as turnout clothing, helmets, safety boots, work shirts, jackets, and pants shall be maintained in accordance with the manufacturer's instructions and departmental policy.
- All protective gear (coats, pants, hoods, and gloves) shall be washed as needed, but no less than once annually. Members are responsible for seeing that their protective clothing is washed as needed.
- Protective Clothing with small holes or rips are not to be considered needing replacement unless the holes and rips are so numerous as to compromise the integrity of the clothing.
- All helmets are required to have all designations and safety stripes as required by the department.

Helmet Color Coding

- Chief - White with rank indicated
- Assistant Chief(s) – White with rank indicated
- Captain(s) – Black with rank indicated
- Lieutenant(s)- Black with rank indicated
- Firefighters – Yellow with rank indicated or natural leather
- Junior firefighters(s) – Red, No Firefighter 1 or less than 18 years old

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 9</u> SELF CONTAINED BREATHING APPARATUS	

- I. Self Contained Breathing Apparatus (SCBA)
 - A. All members will be required to become proficient with the use and maintenance of SCBA. SCBA will be worn at the following types of incidents, and whenever the officer in charge deems it necessary.
 - Any IDLH (Immediately Dangerous to Life and Health) environment
 - Structure Fires
 - Dumpster Fires
 - Vehicle Fires
 - Fire Alarm Calls
 - Fires of Unknown Type or Description
 - Hazardous Materials Incidents (HAZMAT)
 - Gas Leaks inside a Structure.
 - When assigned to a hose-line at a gas leak or entrapment.
 - Smoke Investigations inside a Structure
 - Carbon Monoxide Alarms if CO level is determined to be dangerous
 - Confined Space Rescues
 - No annual fit testing participation = wearing of a red helmet
 - No facial hair will be permitted in the sealed portion of the mask
 - B. Air quality should be checked for safe levels with an approved air monitor before discontinuing use of SCBA.
 - C. After each use of an SCBA, each member will clean their mask as needed to return it to a safe operating condition.
 - D. Each member is responsible for ensuring that all air bottles are full and that each SCBA is placed back in service, ready for its next issue, as soon as possible.

E. Bottles must be filled by trained personnel.

F. Any air bottle out of hydro test date shall not be filled until tested.

When in doubt wear your SCBA. It will protect your respiratory tract from most dangerous atmospheres.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 10</u> OPERATION OF MOTORIZED VEHICLES	

A. Private Vehicles

- Follow all Virginia Traffic Laws
- Active Members are allowed a DOT approved emergency warning light for responding to emergencies.
- Do NOT park in front of the scene, park off the road out of the way.
- Do not block staging area.
- No POV on the bypass unless driving by the scene
- On arrival report to the IC and wait for assignment

B. Emergency Driving

1. Purpose:

- To provide all members of the Departments with general driving and safety guidelines and procedures for operating emergency vehicles
- To reduce injuries and property damage by establishing procedures for avoiding vehicle accidents
- EVOC III and Basic Pump Operations are required

2. Definitions:

- Apparatus Operator / Engineer- A firefighter / EMS personnel who meets the requirements of this policy, and is qualified to fully operate an emergency vehicle. This includes driving and pumping the apparatus. Firefighters may drive emergency vehicles to scene if qualified to drive. For example, if you are the only one at the station to bring a second engine to a structure fire, and you can drive the engine but are not yet qualified to pump it, you may drive it to the scene if qualified individuals are en-route or are already on scene. You must be fully qualified on the apparatus to be considered an Apparatus Operator. Ladder Truck driving requires a second person to drive/move the apparatus.
- Emergency Driving: - responding to a high priority emergency using lights and sirens. The reduction to normal driving, (no lights or siren) is at the discretion of the Officer in Charge based on information gained en-route or upon arrival on the scene.

- Normal Driving: proceeding through traffic without the use of lights or sirens. Apparatus will stop at all stop signs/ red lights and obey all other traffic laws just as normal. This is a non-emergency response.

3. Driving Policies for All Members

Drivers and Apparatus Operators will always:

- Apply the principles of defensive driving at all times
- Obey traffic laws... even if responding in Emergency Mode
- Pass vehicles on the left
- Be 21 years of age
- Adjust driving habits to weather, road, or traffic conditions
- Slow down and look in all directions at all red lights and stop signs, any unprotected railroad crossing, any intersection, and any situation where the driver cannot see all lanes of traffic shall stop before proceeding.
- If a school bus is encountered, the fire apparatus will stop until the school bus has loaded or unloaded, and/or the school bus has turned off its lights indicating its loading or unloading children.
- Report any vehicle problems immediately to an officer, or one of the fire chiefs or rescue captains. If service will be interrupted, notify Amherst County Dispatch. Be sure to tell Amherst County Dispatch which apparatus is out of service, and if possible give them an estimated time until service can be restored.
- Use a ground guide (backer) while backing fire apparatus
- Check behind and around apparatus before backing to assure that the vehicle can be backed in a safe manner
- Check for loose equipment or open compartment doors before moving any apparatus
- Always yield the right-of-way to pedestrians
- Account for each person on the apparatus and verbally or visually communicate with each person to assure their readiness before moving the apparatus.
- Always wear a seatbelt and assure that others in the vehicle are wearing their seatbelts.
- Remember that you do not always have the right-of-way when running in Emergency Mode; you are simply requesting permission from other drivers to pass, proceed through intersections, etc.

Drivers and Apparatus Operators will at no time:

- Exceed the posted speed limit by 10 MPH, or exceed 65 MPH (maximum speed during a Emergency response)
- Exceed 20 MPH when driving in an on-coming lane and only after confirming no traffic can possibly be coming your way.
- Under any circumstances, exceed posted school zone speed limits...even if driving in Emergency Mode.
- Pass a stopped school bus loading or unloading, that has its warning lights displayed.
- Operate or knowingly permit a vehicle to be operated in an unsafe manner.

- Operate or knowingly permit a vehicle to be operated after consuming any alcohol or while under the influence of illegal drugs or prescription drugs that might impair their judgment.
- Pass other emergency vehicles without communicating with the lead vehicle
- Move apparatus until all personnel on the vehicle are seated in their riding positions and secured with seatbelts, except while loading supply hose. EMS attendants in the rear of an ambulance may need to perform patient care while not belted.
- At no time should any member of the department under the age of 21 and without proper EVOC training attempt to drive the department's apparatus without exact instructions to do so by the department's officer in charge.

When Backing the Apparatus:

- Whenever possible, backing of the Department's Apparatus should be avoided. Where backing is unavoidable, spotters shall be used. (Brush trucks, Engines, Squads, Ladder Trucks and Medic Units).
- When vehicles must be backed where other traffic exists, the vehicle's visual warning devices (if so equipped) shall be operating.

Spotters:

- Should be positioned at as many corners of the apparatus as possible with at least one spotter (primary spotter) at the left rear corner.
- Shall be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.
- Are not permitted to ride tailboard positions, as spotters, while backing fire apparatus.
- Will discuss the backing plan with the operator before proceeding.
- Shall be in position and communicate their approval to start movement, before the vehicle moving.
- Will remain visible to the operator. Any time the driver loses sight of the primary spotter, the apparatus shall be stopped immediately until the spotter is visible and the communication to continue has been re-established.

Road Operations:

- Every effort should be made to pass traffic only on the left. It is extremely dangerous to pass traffic on the right,
- Whenever practical, operators will maintain a minimum of 100 feet of separation between vehicles to allow for sufficient reaction time. This distance may need to be increased to allow for adverse weather and driving conditions.
- Emergency vehicles **shall** not pass a school bus displaying its stop sign until the driver of the school bus has withdrawn the stop sign.
- Safe arrival shall always have priority over unnecessary speed and reckless driving en route to an emergency incident.

- On the scene of an emergency incident, vehicles should be strategically located to provide maximum protection to members on the scene. Visual warning devices will be used to alert oncoming traffic.

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	1	March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 11</u> STRUCTURE FIRES	

This guideline outlines standard approaches to the typical priorities faced at structural fires.

Response:

Apparatus Response for Structure Fires is outlined in the response designation SOG Number 7.

Notification:

The Amherst County Fire Marshal will be notified if:

- An injury of considerable degree or death occurs in the incident
- The incident is a "working fire"
- Property loss is substantial and / or extraordinary
- The incident reaches or exceeds any working one-alarm fire
- Requested by the officer in charge
- Criminal actions are suspected or prosecution is possible

In addition, Utility Companies (Gas, Water, and Electric) should be directed to shut off utilities if there is a working fire.

Initial Water Supply

The first arriving unit will either establish its own hydrant water supply, or use tank water depending on conditions at the scene and the distance of later arriving companies. The second arriving engine will find and stage at a fire hydrant and will lay a supply line , into

position if requested by Command or the first arriving company. The pump operator shall call for water via radio when ready to charge the supply line.

Commercial Properties with Automatic Systems

For any commercial property with an automatic fire suppression system, it shall be a high priority (after rescue) to boost the water supply to fixed fire protection systems using 3" hose to a Fire Department Connection (FDC). **Minimum operating pressure should be no less than 150 psi.** Consideration should be given to hand laying to the FDC so as to position the engine in the safest and most strategic location possible (outside the collapse zone).

Structure Fire Response Tasks:

The first arriving unit should determine and communicate:

- Size-Up
- Assume Command
- Control of the Hazard Areas
 - Offensive or Defensive Attack
 - All Clear in the Building (ask occupants if standing outside), Still perform a Primary Search of the building
 - Rescue Needed? Exposures?
 - Where is the fire?
 - Water Supply (Tank / Hydrant / Water Tanker) From 2nd Engine, or reverse lay? (from fire to hydrant)

Offensive Attack - The designated Incident Commander shall perform a quick walk-around of the structure noting the location of the fire, building conditions, and exits from the building. During this time, the firefighter should also pull a hose-line appropriate to the amount of fire and length of hose needed to the point of entry. The Driver's responsibility is to secure a water supply and charge the attack hose-line. The driver will perform no additional tasks other than established a water supply and monitor the pump panel. After the line is stretched and charged, the group will enter the building for fire attack. A Rapid Intervention Team (RIT) shall be set up as soon as practical after providing for other fire ground tasks. Salvage operations should also be initiated as soon as practical.

The initial fire flow for attack lines should be 125 GPM minimum. Refer to the flow charts on each engine for settings.

The second arriving engine shall stage at the hydrant unless advised otherwise. If a supply line is needed, this engine will lay a supply line to the engine pumping the fire. All other subsequent units should stage and await further instructions. Engine Companies work as TEAMS, so stay together as a unit until assigned. **The above situation assumes a three-person company. The Incident Commander may choose a different approach based on the numbers and capabilities of the crew.**

Defensive Attack – A water supply should be secured as soon as possible due to the amounts of water that will be used for a defensive attack. The portable monitor, large caliber attack lines and/or deck gun should be utilized for maximum fire suppression. Protection of exposures with hand-lines is a high-priority. **Spray water on the exposure...DO NOT use a water curtain between exposures. This only increases radiant heat on the exposure building. NEVER USE DEFENSIVE TACTICS WHILE OFFENSIVE OPERATIONS ARE TAKING PLACE!**

General Guidelines For Structure Fire Responses:

Company Actions –

- Each company shall stay together when on an emergency scene.
 - Each company shall maintain radio contact at all times through the use of portable radios during fire ground assignments. The Company Officer **shall** be the only member of the company to talk on the radio unless there is an emergency. All companies will work under the direction of Command.
 - **Freelancing will not be tolerated.** All companies should consider placement of their apparatus as well as incoming apparatus as they park.
 - Every company shall consist of a minimum of two firefighters. The Officer or Senior firefighter will carry a portable radio. If this number changes, Command shall be notified. When an entire company, including the Driver is assigned to a task, the engine shall be placed out of the way without blocking access in or out of the scene.
 - Each member of a company will take a tool with them into the structure. This will allow tools to be available with each member for different tasks to be performed.
 - The minimum tools for a attack crew are, TIC, Flash light, closet hook and a set of Irons.
- Fire Investigation – Each member is responsible for the preservation of evidence for investigations personnel. DO NOT disturb any suspected piece of evidence until investigators give the OK.

Rescue –

The foremost action of the Departments is to save lives from any threat it can deal with. All structures involved in fire will be searched as a priority fire ground objective if searches can be safely made.

- Upon completion of the primary search, Command shall be notified of a "Primary Search Completed" status.
- After the secondary search is complete, an "All Clear" shall be transmitted. In situations where the extent of involvement is so great that no search is possible, Command will be notified of this fact. "No search possible."

Contacting Owners / Follow – Up

Any time there is damage sustained to residential, commercial, or mobile property, the following should be done:

- Every effort will be made to contact the owner.
- Structure / vehicle released back to the owner as soon as possible after completion of investigation.

No property will be left unattended after sustaining fire damage that comprises its security. The Fire Dept. will make sure that the Sheriff's Department or the owner

realizes that they have security and control responsibilities before the Fire Department leaves the scene. If possible, the FD should make efforts to secure the building

FOLLOW THE CHAIN OF COMMAND FOR ALL OPERATIONS

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 12</u> RAPID INTERVENTION TEAM	

This guideline increases firefighter safety at emergency incidents by providing for firefighter rescue at the outset of an event while a team enters an unknown atmosphere, potential or actual IDLH (Immediately Dangerous to Life and Health). This guideline identifies the requirements and operation of Rapid Intervention Teams (RIT)

Required Use of RIT's

This guideline shall be implemented at all incidents where fire department members are subject to hazards that would be IDLH, and / or in the event of a sudden change of conditions, equipment failure, or mishap. It should be used where the number of personnel available makes it easy to implement after primary tasks are assigned.

Examples of special hazards include but are not limited to:

- Offensive Fire Operations (assumed to be IDLH), Collapse, Flashover, Backdraft, or Rapid Increase in Fire
- Hazardous Materials Incidents (HAZMAT)
- Trench Rescue
- Confined Space Rescue

RIT

Command should evaluate conditions and prioritize the establishment of a RIT as soon as practically possible. This assignment should be prioritized along with rescue, suppression efforts, and ventilation. A full RIT will be comprised of at least 2 firefighters.

Command should monitor the conditions at the scene and increase the number of RIT members as needed. All RIT members should remain within voice contact of each other at all times and should monitor radio traffic, noticing entrances and exits to the building. A second due engine company can be requested as designated by the Incident Commander for RIT purposes.

RIT Considerations –

- Monitor Operations Channel for the Incident
- Don protective clothing and equipment appropriate for the hazard
- Conduct recon to maintain awareness of working companies and conditions
- Protective hose-lines shall be pre-deployed
- Pre-positioning ground ladders to allow for emergency egress and rescue
- Closest location of rescue tools that could be needed
- Flashlights
- Appropriate hand tools (pick or flathead axe, Halligan tool, Pike Pole, Rope)
- Extra air pack for rescue purposes
- Thermal Imaging Camera (if available)

“MAY-DAY” Radio Message

The radio message “MAY-DAY” will be used to report a lost or trapped firefighter. Any member may use “MAY-DAY” to report a lost or trapped firefighter. **A “MAY-DAY” report will receive priority radio traffic and the only people on the fire ground allowed to talk will be Command, the person reporting a MAY-DAY and the RIT.** The term “MAY-DAY” will ONLY be used to report trapped or missing firefighters. The term “emergency traffic” will be used to report other emergencies.

- When a mayday is declared everyone except the Firefighter who declared the mayday and the Safety Officer will change to another OPS channel.

Upon report of a lost or trapped firefighter (“MAY-DAY”), Command should deploy the RIT to the last reported location of the lost / trapped firefighter(s). When the RIT has been deployed, Command must replace that RIT with another RIT crew to back up rescuers.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	SECTION 13 MOTOR VEHICLE ACCIDENT	

Response:

MVA with injury or entrapment- single engine company and squad for additional manpower if needed. Respond in emergency mode. One Medic Unit and EMS Captain.

MVA without injuries- single engine company to respond normal traffic.

Motor Vehicle Accidents – Response Guideline

The first arriving unit should determine and communicate:

- Size-Up
- Assumption of Command if none has been established
- Positioning of Apparatus with respect to traffic hazards, fire hazards, etc.
- Position engine as to provide blocking from traffic for safety of personnel.
- Confirm that the law enforcement is en-route for traffic control
- Number of patients
- Confirm Ambulance is en-route if there are injuries
- Determine hazards: Hose-line required? Potential for Fire? Electrocution hazard due to downed power lines? Fuel Spills?
- Number of Vehicles involved and condition – Heavy damage, moderate damage, rollover, car upright or upside down, on its side?

- Things to consider if Extrication is required.
- Scene safety
- Patient safety
- Air bag safety
- Stabilize vehicle
- Create incident action plan

ONLY TRAINED PERSONNEL ARE TO PERFORM VEHICLE EXTRICATION

FOLLOW THE CHAIN OF COMMAND FOR ALL OPERATIONS

Use alternate radio talk group for traffic control operations – Conventional talk group.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 14</u> TECHNICAL RESCUE	

The Departments will respond to all technical rescue calls that we are dispatched to. Until a properly trained and equipped Technical Rescue Team can be deployed from the City of Lynchburg the following will apply.

Our initial plan for technical rescue calls is to respond to the scene and identify what types of resources are needed to mitigate the situation and determine the severity of the incident.

The Departments do not possess the tools, training, and equipment to adequately perform all technical rescue incidents.

Technical rescue is defined as:

- Trench/collapse rescue
- High angle rescue
- Confined space rescue
- Swift water rescue
- Structural collapse
- Thru the lock

Arrival on scene:

- Establish command or check in with command for assignment
- Assess the scene
- Determine if call is above the capabilities of the departments

If the call is above the capabilities of the responding agencies, contact dispatch and have the Lynchburg Fire Department technical rescue team dispatched to the scene.

The departments will provide a support role to the Lynchburg technical rescue team.

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	1	March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 15</u> HAZARDOUS CONDITIONS	

Response:

Apparatus Response for a Hazardous Condition is a Single Fire Department Response.

Electrical Emergencies –

- Downed Power Lines
- Arcing or Blown Transformers
- Electrical Equipment within a residence or commercial property

Handling Electrical Emergencies

Secure the area using some kind of marking system (traffic cones, personnel from department ect.) and remove all unnecessary personnel and all citizens from the area.

Utilize the safest method of stopping the electrical current by:

- Tripping the Breaker to the OFF Position
- Pulling the Main Breaker Switch

- Requesting the Electrical Company, and keeping it secure until their arrival
- The electricity is not to be re-energized until the problem has been repaired and / or inspected by a person certified or licensed for that repair or inspection

Natural Gas and Propane Gas Emergencies –

- Gas leaking from a storage tank
- Gas leaking from the storage tank of a vehicle
- Gas leaking from a severed line outside a residence or commercial property (***if inside a structure, it is a structure fire response***)
- Gas odor, either natural or propane, in any of the above

Handling Gas Emergencies

If the incident commander deems it necessary, a minimum of one 1 ¾" attack line will be placed on the ground, charged, and manned as a precaution. Secure the area and remove all unnecessary personnel and all citizens from the area and / or structure. Utilize the safest method to stop the flow of the gas by:

- Shutting off the valve at the appliance, meter, or supply tank if approved by the IC.
- Requesting the gas company, and keeping the area secure until their arrival

Small Fuel Spills –

- Fuel Leaking from a vehicle
- Fuel Leaking from a small storage tank

Handling Fuel Spills

Secure the area and remove all unnecessary personnel and all citizens from the area. Place a minimum of one attack line on the ground, charged, and manned as a precaution if the Officer in Charge deems it necessary. Notify an Environmental Control Service (if applicable) through Amherst County Dispatch.

Use a safe method to slow or stop the leaking fuel:

- Use soap to slow or stop a small leak
- Use a wooden plug to slow the leak
- Never use tools that may cause a spark
- When possible, never allow fuel to enter a sanitary or storm sewer, waterway or water shed run off area. Use available dirt, sand, or other material to control the flow. Request additional sand from the county if needed.
- Cover the fuel with sand or foam; refrain from washing with water
- Use absorbent pads or dispersant when spill is small enough and / or applicable

- **No Department member will commit to cleanup of any spill.**

Any material that may cause harm or damage to life, health, or property when transported in commerce is classified as a Hazardous Material and should be treated accordingly. Any material that is unidentified shall be treated as HAZMAT and should be an immediate concern to every firefighter.

See the HAZMAT SOG for HAZMAT Response Guidelines.

Procedures for Immediate Danger to Life and Health (IDLH) atmospheres.

For all IDLH atmospheres:

- Personnel shall be designated to remain outside the IDLH atmosphere ("outside personnel").
- Visual, voice, or signal line communication shall be maintained between the personnel in the IDLH atmosphere and the outside personnel.
- The outside personnel shall be trained and equipped to provide effective emergency rescue.
- The incident commander shall be notified before the outside personnel enter the IDLH atmosphere to provide emergency rescue.

The outside personnel shall have:

- Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either
- Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry;

OR

- Equivalent means for rescue where retrieval equipment is not required.

Outside personnel may be assigned to an additional role so long as it does not compromise health and safety.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 16</u> BRUSH/GRASS FIRES	

Response:

During response, have dispatch notify the Virginia Department of Forestry (VDOF) to respond.

Apparatus Response for Grass and Brush Fires are:

- Brush truck
- Tanker
- Engine

On-Scene

The following are tasks that should be performed at all grass / brush fire responses. The first arriving unit should determine and communicate.

- Size-Up – determine the size and extent of fire and if any structures are threatened.
- Assume Command
- Determine if VDOF bulldozer needs to respond and request additional resources if needed

- Prioritize: Life Safety, Exposures (structures, etc.) and the grass fire itself
- Assign incoming units to structure protection as needed.
- Establish command post and staging areas as needed.
- Utilize Unified Command with VDOF and other agencies as needed.
- Develop incident objectives and assign Divisions as needed.
- Monitor incident requirements for responders and equipment (drinking water, food and fuel for example).

Safety Considerations

Fight fire aggressively but provide for safety first

Wind speed and direction and fire movement are primary indicators in establishing the spread potential. Plan for the worst-case scenario.

- Fuel height and thickness (light, medium, or heavy fuels)
- Rate of spread (slow, medium, or fast)
- Fires on slopes spread faster and are harder to access.
- Always identify escape routes and establish safety zones.
- Be alert for changing weather conditions and fire behavior.
- Watch for spot fires that may cut off your escape routes
- Mutual Aid Required?

Operational Guidelines

Establish a safe anchor point to start fire attack

Initial Attack: Place all equipment and personnel in a safe area (black area or incombustible area for example). Attack the head of the fire first, if the fire is slow moving and small, unless exposures need to be protected, and then work back on the flanks. **If the fire is large or fast moving then attack it from the flanks to pinch off its spreading and to avoid being cut off from your escape route.**

All personnel must maintain an ongoing awareness of the status and progress of the fire to prepare themselves for a rapid withdrawal to a safe area if needed.

Utilize Class A foam for attack, exposure protection and mop up if possible.

Conserve water as much as possible

Maintain crew accountability.

Brush trucks need to be placed as not to jeopardize their safety and in a position to remain mobile if necessary. Position all other apparatus not involved in fire suppression where needed (i.e. ready to protect exposures, water supply operations, etc.)

PROTECT AREA OF ORIGIN FROM FIRE FIGHTING OPERATIONS TO PRESERVE IT FOR FIRE INVESTIGATORS.

FOLLOW THE CHAIN OF COMMAND FOR ALL OPERATIONS

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STANDARD OPERATING GUIDELINES	<u>SECTION 17</u> HAZARDOUS MATERIALS INCIDENTS	

HAZMAT Incidents – Response Guideline

The first unit on scene should request and communicate the following to other units while en-route:

- Material Involved (Quantity, Condition of Material)
- Wind Speed and Direction
- Find the Material in the Orange DOT (Dept. of Transportation) Guidebook – Follow DOT Recommendations

The first arriving unit's Officer or senior member should determine and communicate:

- Size-Up
- Assumption of Command
- Set up control zones
- Take Control of the Hazard Area
- Preservation of Life – Our Highest Priority – DO NOT LET ANYONE ENTER THE HAZARD AREA
- If a spill is found, contact Amherst Co. Public Safety and VA Department of Emergency Management, or have dispatch contact them.

- Follow DOT Guidebook Recommendations
- Maintain Control of the Scene
- Before termination of the incident, determine personnel and / or equipment contamination and take steps to decontaminate. Use of water on equipment / personnel will normally satisfy decontamination unless the DOT guidebook states otherwise. SOME MATERIALS WILL REACT VIOLENTLY WITH WATER – USE CAUTION AND READ THE DOT GUIDEBOOK
- Fully document all aspects of the incident: note times, product name, container, carrier, and any damage done to property including fire dept. property

General Guide for HAZMAT Incidents:

Our initial plan for HAZMAT Incidents is to identify the product and determine the severity of the incident. No steps will be taken to clean up the product by our department. If there is a potential problem, call for assistance and initiate evacuation. Evacuation should start downwind and in the immediate area of the incident. Use law enforcement to aid in evacuation if possible. Remember to not endanger the lives of personnel in the evacuation process. Once the area is secure, pull all personnel together and make an evaluation. Remember that sometimes no action is the best strategy. If a HAZMAT Team is needed, notify the Amherst Co. Dept. of Public Safety and Virginia Dept. of Emergency Management. They will respond with equipment and personnel. The fire department's job is to support the responding hazmat team with resources and personnel until the problem is solved. Numbers for, Chem-Trec and others are in each apparatus or with Amherst County Dispatch.

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STANDARD OPERATING GUIDELINES	<u>SECTION 18</u> CARBON MONOXIDE	

Response:

Apparatus Response for Carbon Monoxide are usually a single engine company response.

General Response Guideline

- All Engines should carry a CO Detector or a multigas detector. These detectors will be used to monitor any suspected atmosphere. If any symptoms are present, have the residents leave the house immediately (small children and the elderly are more susceptible to carbon monoxide; it can be very hazardous to the unborn child). Also have an ambulance dispatched to the location. If no one exhibits any symptoms of carbon monoxide poisoning, it is not necessary to evacuate or ventilate the premises unless a level of over 9 PPM is detected.

If the incident is caused by a gas appliance, request that dispatch notify the proper utility to respond if:

- A CO level of 9 PPM or greater is detected
- Someone is showing signs of being ill due to CO

- The OIC feels a response by the gas company is needed

Carbon Monoxide Alarm Investigations (Procedures)

- Zero the monitor in fresh air and comply with all other start-up procedures recommended by the manufacturer of the monitoring equipment
- Survey the premises to determine if there are any amounts above 9 PPM of carbon monoxide present.
- All members shall use SCBA in any atmosphere that is in excess of 50 PPM of CO

Reading of 9 PPM or less:

- Inform the occupants that our instrument did not detect an elevated level of Carbon Monoxide at this time.
- Recommend occupants check their CO detector per manufacturer recommendations
 - Never Attempt to reset CO detector
- Inform occupants that if it activates again, call 9-1-1.

Readings of more than 9 PPM but less than 100 PPM:

- Any reading above 9 PPM will be considered above normal reading
- Occupants shall be informed that we have detected a **potentially dangerous level** of Carbon Monoxide
- Recommend that all persons leave the premises and begin ventilation
- If it is determined that an appliance is malfunctioning and is producing CO, it shall be shutdown.
- Once the premises has been reduced to a safe level of CO, the premises may be occupied at the discretion of the occupant
- Inform occupants that if it activates again, call 9-1-1
- The occupants shall be informed of the action that has taken place and that the gas company has been requested to respond by the Fire Department if the appliance is fueled by the gas company.
- Inform the occupants not to use the malfunctioning appliance until a qualified service technician can repair the unit and return it to safe operation.

Reading of 100 PPM or greater:

- Any reading of 100 PPM or greater – inform the occupants that we have detected a **potentially lethal level** of Carbon Monoxide – perform the above steps
- Order the occupants to leave the premises immediately
- Do not allow any occupants to return inside until the source has been located and stopped and the CO level has been returned to a safe range.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 19</u> Junior Firefighters	

Junior firefighters are welcomed in Amherst County. There are several LAWS that the state of Virginia and the Amherst County Code have enacted regarding their participation in firefighting activities, which will be followed at all times. In addition to these Laws, the Virginia Department of Fire Programs has several restrictions that must be adhered to. Amherst County Fire Departments have discussed these issues and have determined that to best serve the community, department, and the junior firefighter(s) that the following conditions will be met.

1. Junior firefighters will have no "Hot Zone" access until Firefighter 1 certified.
2. Direct visual supervision by a senior member will be maintained for the junior firefighter at all times while on a call.
3. Junior firefighters will be issued a red helmet to identify them as junior firefighters so that anyone will be able to readily determine that they are a minor.

4. At no time will they be allowed to direct traffic on any scene.
5. After completion of firefighter 1, they may be allowed to participate in any activities that their department will allow which does not violate any of the above.

Amherst County Public Safety, Fire & Rescue Departments	<u>REVISION</u> 1	<u>EFFECTIVE DATE</u> March 1, 2012
STANDARD OPERATING GUIDELINES	<u>SECTION 20</u> EMS - Protocols	

Amherst County Department of Public Safety, Amherst Life Saving Crew, Monelison Volunteer Rescue Squad will adopt the Blue Ridge Emergency Medical Council (BREMS) Regional Protocols most recent edition as the basis for patient care protocols. Exceptions or revisions may be allowed only with the approval of the Operational Medical Director.

All agencies will follow the most current edition of the Commonwealth of Virginia Department of Health Emergency Medical Services Regulations 12 VAC 5-31.

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STANDARD OPERATING GUIDELINES	<u>SECTION 20</u> EMS - Reports	

1. A patient care report using the computerized EMS reporting system must be completed every time a unit is dispatched to a call unless they are cleared by another EMS unit that will be documenting the call.
2. All reports must be entered, finalized, locked and uploaded on a daily basis. Volunteer crews should follow this process after each call unless on duty for an extended period for which it shall be completed at the end of the duty shift.
3. All patients that are treated and transported must sign the "notice of Privacy Practices" form. If a patient is unable or will not sign the form, the appropriate witnesses must sign as noted on the document.
4. All run completed paperwork and face sheets must be deposited in the lock box at each station as soon as the unit returns to the station. Run sheets shall not be left in the units or left lying around at the station.

5. Face sheets will be collected each Thursday by Public Safety to be processed for by the billing company.
6. After completion of firefighter 1, they may be allowed to participate in any activities that their department will allow which does not violate any of the above.

ACKNOWLEDGEMENT PAGE

I have received a copy of the Amherst County Public Safety, Fire and Rescue Standard Operating Guidelines. I understand that it is my responsibility to read and understand these SOGs. I agree to follow these guidelines while participating in any fire and EMS activities. I understand that I will be held accountable to my Chief Officers and or the Rescue Captains of the respective departments for deviations from these established Standard Operating Guidelines.

Signature

Signature Date