

TONY VOLUNTEER FIRE DEPARTMENT

-STANDARD OPERATING GUIDELINES-

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By
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STANDARD OPERATING GUIDELINES

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STANDARD OPERATING GUIDELINES
CHAIN OF COMMAND
As of 1/1/07

CHIEF

TIM LYON 1401

ASSISTANT CHIEF

DAVID NORTHCUTT 1402

CAPTAINS

JOHN PENNY 1403
JERRY GERHOLD 1404
MATT COMSTOCK 1405

LIEUTENANTS

KEITH KERLIN 1406
TRAY HUNT 1407
DARRELL BELL 1408

TRAINING OFFICERS

TIM LYON 1401
DAVID NORTHCUTT 1402

FIREFIGHTERS

1421-1459

ADVISORS

VERNON MANNAHAN 1411
J.T. LEE 1412
SAM STOVER 1414
KEN CORBIN 1415
BOB BRAGDON 1416

EMT PRERSONELL

AS OF 1/1/07

EMT CAPTAIN

Tray Hunt 1407

EMT'S

DAVID NORTHCUTT EMT-B
DARRELL BELL EMT-B
COLE MATHIS EMT-B
JAN REED EMT-B
JENNIFER LYON EMT-B
MARK CHRISTENSON EMT-B
MIGUEL AGUILU EMT-B
STAR BRAGDON EMT-B
TRAY HUNT EMT-B

STANDARD OPERATING GUIDELINES

COMMUNICATIONS

REVISED 6/1/03

RATIONAL: To reduce the confusion created by Radio Traffic and to set guidelines to handle most Emergency situations with proper and concise radio etiquette.

INCIDENT COMMAND SYSTEM: Toney Volunteer Fire Department will utilize the Incident Command System at all alarms.

The Communications Officer will coordinate the issuing of all communications equipment, supervise equipment repairs and work with the association in communication information. No one may have any equipment worked on without informing the Communication Officer.

1. Madison County Fire 10 codes will be used during all radio communications while on repeater frequencies (Main, Capshaw, Ledges).
The following are approved 10-codes and terminology to be used by Madison County Volunteer Fire Departments on both emergency and non-emergency scenes.
 - 10-1 Receiving Poorly
 - 10-2 Receiving Well
 - 10-4 Acknowledgement
 - 10-6 Busy with Assignment
 - 10-7 Out of Service, not subject to call (give location)
 - 10-8 En-route
 - 10-9 Repeat message
 - 10-10 At specified location awaiting next call
 - 10-19 Return to your station
 - 10-20 Location
 - 10-23 Standby
 - 10-31 Officers life in immediate danger
 - 10-56 Person with symptoms of alcohol or drug impairment
 - 10-97 On Scene
 - 10-98 Finished with assignment
 - 10-99 All is ok
2. To acknowledge an alarm you must advise 10-2 on the alarm and your unit number.
3. Never acknowledge a call if you are UNABLE or UNTRAINED to handle type of call.
4. All department apparatus will mark 10-8 to County Fire when responding directly to the call. At no time should a department apparatus mark 10-8 to the station to pick up apparatus. 1st unit should mark 10-8 for a truck on main all other units will mark 10-8 for a truck on talk around.
5. Upon arrival of the first unit and/or personnel, an Incident Commander and scene size up will be established and given to County Fire to be relayed to other arriving units. At any time the first arriving Incident Commander may turn over command to the 1st Senior officer or senior member arriving on the scene, and will notify CFD of change once a assessment of the situation has been given.
6. All communications should be conducted in a clear and calm voice. Inappropriate language and yelling will not be tolerated.
7. Apparatus driver should mark 10-8 to the particular station on main to notify other department personnel to respond there. The apparatus driver should then wait momentarily at the station for responding personnel that may be riding along.
8. All POV's with the exception of EMT's will go to talk around and advise 10-8 to the senior officer or apparatus in route as long as communications is not being overwhelmed by priority traffic.
9. On Medical calls, only EMT's will acknowledge (10-2) the medical calls unless specified by an EMT to answer for them.
10. On MVA with Injury /MVA with Entrapment non-EMT personnel may go in route only after verifying that an EMT and Rescue/Emergency Equipment is in route. If no EMT and/or Rescue/Emergency Equipment is available back up department EMS and /or Rescue/Emergency Equipment must be requested before acknowledging 10-8 on the alarm. At no time should a non-emt cancel 10-58 or EMT's if patients are advising negative injury. IC should cut units back to code 1 until EMT arrives on the scene and gets a PRT (Patient Refuses Treatment) Form signed.
11. On 10-50's or Fire Ground operations where traffic control is needed radio communications will be conducted on Capshaw T/A or Ledges T/A. ALL personnel conducting traffic control will have radio communications, reflective gear, and / or cone lights on them at all times during operations.
12. During FIRE GROUND operations the Incident Commander will conduct communications to County Fire directly unless specified by the IC for other personnel to do so. All other Fire ground operations traffic will be conducted on the appropriate talk around channels assigned.
 - Working Structure Fires: Upon arrival the 1st unit on-scene should establish communication operations on Capshaw if it is determined to be a working fire.
 - Wrecks with confirmed entrapment: Upon arrival the 1st unit on-scene should establish communication operations on Capshaw once it is determined that a confirmed entrapment is encounter and extensive extrication will take place. Traffic control will be held on the free Talk around Tactical channel and not on the operations channel.
 - Air transport communications: In the event of air transport being "scrambled" the communications between the LZ Commander and helicopter will be conducted on the CAPSHAW channel unless communications is not possible on that particular channel. Only under extreme circumstances should an LZ operation be conducted on CFD dispatch channel (Main).
13. All communications to County Fire will be direct and concise. "Normal chit chat talk will not be tolerated by County Fire or Toney Volunteer Fire Department."
14. Unnecessary Radio communications should be carried out on phone or in person and not on radio frequency. Please limit conversations to department business only and should be conducted on talk around or a free Tactical Channel if possible.
15. The Communication numbering system will be as follows:
 - a. 1401-1420 Officers
 - b. 1421-1459 Firefighters
 - c. 1460-1499 EMT's
14. Department issued radio equipment will be used by department personnel only.
15. Radio equipment that is issued out to department personnel will be the responsibility of the individual for its care and upkeep. Normal wear and tear of equipment will be noted to communications officer and / or repaired. If equipment is lost or damaged during non-department functions it will be the responsibility of the individual for the repair or replacement of such equipment.
16. At anytime during operations that CFD has multiple calls working on the Main frequency that hinder safe communications with personnel on the scene the IC should have all units switch over to a tactical channel.
17. During interior fire-ground suppression IC / CFD will NOT switch to another operating channel until confirmation that all department members on the scene are notified of possible change. This will insure that interior crews and the IC do not lose proper communication capability.

FOR FURTHER INFORMATION OF CFD COMMUNICATION GUIDELINES, PLEASE REFER TO THE SOP'S OF MADISON COUNTY COMMUNICATION GUIDELINES. ANY COMMENTS OR QUESTIONS ON THIS TOPIC SHOULD BE DIRECTED TO THE CHIEF OR COMMUNICATIONS OFFICER.

STANDARD OPERATING GUIDELINES
APPARATUS ALARM RESPONSE: INITIAL AND BACK-UP

REVISED 1/1/05

1. **RESIDENTIAL STRUCTURE FIRES**
 - a. **PRIMARY ALARM**
Two Frontline Engines, Service/Support Truck, and EMS unit
Medical units will respond to the scene only after the initial Engines are confirmed to be in route
All other equipment will respond at the discretion of the IC or Senior Officer
 - b. **BACK-UP ALARM**
One Engine and Service/Support Truck
Additional equipment may respond at the request of the Lead Department IC.
If no response from Lead Department, event will be treated as our own and a Primary response will be given

2. **SCHOOL STRUCTURE FIRES**
 - a. **PRIMARY ALARM**
Three Frontline Engines, Service/Support Truck, and EMS unit
Medical units will respond to the scene only after the initial Engines are in route
All other equipment will respond at the discretion of the IC or Senior Officer
 - b. **BACK-UP ALARM**
 - Schools located on Old Railroad Bed Rd and Waltriana Hwy Station 1 will have the lead Engine response.
 - Schools located on Jeff Rd Station 3's Engine will have the lead Engine response.
 - Schools located in the Hazel Green / Merdianville or other out lying areas Station 2 will have the lead Engine response.
 - ❖ Additional Engines will only respond at the Lead Departments request or if the Initial back up department does not answer. At no time should all engines leave the district unless mutual aid is covering our district and the Chief and/or Assistant Chief, and County Fire has been notified.

3. **BUSINESS STRUCTURE FIRES**
 - a. **PRIMARY ALARM**
Depending on size up of Business Two or Three Frontline Engines, Service/Support Truck, and EMS unit
Medical units will respond to the scene only after the initial Engine is in route
All other equipment will respond at the discretion of the IC or Senior Officer
 - b. **BACK-UP ALARM**
One Engine and Service/Support Truck
If no response from Lead Department, event will be treated as our own
Additional equipment may respond at the request of the Lead Department IC
 - ❖ Any additional Engines will only respond at the Lead Departments request or if the Initial back up department does not answer. At no time should all engines leave the district unless mutual aid is covering our district and the Chief and/or Assistant Chief, and County Fire has been notified.

4. **GRASS FIRES**
 - a. **PRIMARY ALARM**
Attack 114, Attack 214 and one Engine
 - b. **BACK-UP ALARM**
One Attack truck
Additional equipment may respond at the request of the Lead Department IC.
If no response from Lead Department, event will be treated as our own and a Primary response will be given

5. **CAR WRECKS WITH INJURYS**
 - a. **PRIMARY ALARM**
EMS units, one Engine
The IC or EMT will determine the need for additional equipment
1"1/2 hose line will be deployed, charged and manned if fuels or combustible materials are present
 - If AIR TRANSPORT is scrambled upon arrival of AIR TRANSPORT a LZ commander and LZ will be established. In the event of air transport being "scrambled" the communications between the LZ Commander and helicopter will be conducted on the CAPSHAW channel unless communications is not possible on that particular channel. Only under extreme circumstances should an LZ operation be conducted on CFD dispatch channel (Main).
 - b. **BACK-UP ALARM**
Equipment will respond as requested by the Lead Department IC
If no response from Lead Department, event will be treated as our own and a Primary response will be given

6. **CAR WRECKS WITH ENTRAPMENT**

a. **PRIMARY ALARM**

EMS units, Engine's w/extrication equipment, and service truck

EMT will place MEDFLIGHT on standby

1 1/2 hose line will be deployed, charged and manned

- Check for Response of Rescue Squad and/or backup department depending on the type of Entrapment (IE: Multiple Entrapments, Heavy Entrapment)
- If AIR TRANSPORT is scrambled upon arrival of AIR TRANSPORT a LZ commander and LZ will be established. In the event of air transport being "scrambled" the communications between the LZ Commander and helicopter will be conducted on the CAPSHAW channel unless communications is not possible on that particular channel. Only under extreme circumstances should an LZ operation be conducted on CFD dispatch channel (Main).

b. **BACK-UP ALARM**

Equipment will respond as requested by the Lead Department IC

If no response from Lead Department, event will be treated as our own and a Primary response will be given

7. **GENERAL MEDICAL**

a. **PRIMARY ALARM**

No equipment is to respond unless an EMT has 10-2 the alarm.

EMT's will respond either in Medical units or POV's

All other personnel should respond to the station and await further instruction from the Lead EMT unless EMT is responding by them self at that time department personnel should go to talk around and advise the EMT they are in route.

If AIR TRANSPORT is placed on stand-by one Engine will respond Code-1

If AIR TRANSPORT is scrambled Engine in route will step up to Code-3

- In the event of air transport being "scrambled" the communications between the LZ Commander and helicopter will be conducted on the CAPSHAW channel unless communications is not possible on that particular channel. Only under extreme circumstances should an LZ operation be conducted on CFD dispatch channel (Main).

b. **BACK-UP ALARM**

EMT's will respond either in Medical units or POV's

Any additional equipment will respond at the request of the Lead department EMT

If no response from Lead Department, event will be treated as our own and a Primary response will be given

8. **PLANE CRASH**

a. **ALERT 1**

Report to Station and standby for Senior Officer to give an assignment

b. **ALERT 2**

All available equipment should respond to the area in question, the IC will establish a command post, all apparatus will report to the IC for assignment. Any findings will be reported to the IC on Talk Around.

c. **ALERT 3**

All available equipment will respond to the area. Appropriate EMS and Firefighting practices will be conducted. A senior officer will establish a Command Post. The area will be secured off till appropriate authorities arrive on the scene. Depending on the size of the operation additional resources may be requested.

d. **BACK-UP ALARM**

Equipment will respond as requested by the Lead Department IC

If no response from Lead Department, event will be treated as our own and a Primary response will be given

APPARATUS CERTIFICATION

1. All drivers will have to be 21 years of age and have a valid Alabama Drivers License with a good standing record before that person can be certified to respond a department vehicle.
2. The driver must pass a written as well as a driving test given only by the Training Officer, Chief or Assistant Chief.
3. Any department personnel certified on apparatus may give drivers training. But only Line officers certified on the specific apparatus are able to give credit towards training of specific vehicle.
4. All certified drivers are expected to be able to perform all necessary tasks, know the amount, and location of equipment on the apparatus they are certified on at all times.
5. The Training officer will conduct re-certification every two years starting the year of 2004 for all certified drivers. Each member will be required to take the re-certification class to stay active as a driver of that specific apparatus. This re-certification may be completed by written test and/or operation of the vehicle. Anyone failing the test will have to restart the training process to be re-certified.
6. Unsafe operations of department vehicles will be reported to the Chief and are subject to having driving privileges revoked of specific apparatus. If revoked personnel must complete the drivers training course again before being reinstated.
7. Any accidents in department vehicles may be reviewed for disciplinary action and are subject to have the driver re-tested
8. All accidents and complaints will be documented in personnel file. Two or more accidents and complaints regardless of type will be reviewed for disciplinary action and are subject to having driving privileges revoked of specific apparatus.

DRIVERS/PUMP OPERATORS

1. Drivers must be at least 21 years of age and have a valid driver's license with a good driving record. This driving record may be pulled at any time for review. Any driver receiving a traffic violation in a department vehicle will be suspended from driving that vehicle for a period of 90 days. Unsafe operations of department vehicles will be reported to the Chief and are subject to having driving privileges revoked of specific apparatus. Drivers will be responsible for all equipment taken off the apparatus at a scene and will make sure it is replaced on the apparatus or otherwise accounted for. It is the Drivers responsibility that all passengers and themselves are wearing seatbelts in all department vehicles while enroute and returning from any department function. No department personnel will drive/ride in apparatus without proper personal protective gear.
2. Drivers "WILL NOT" leave an apparatus during Pump Operations unless replaced by another certified operator and/or notifying the IC.
3. Drivers will make sure all Emergency lights and Sirens are on while responding to an alarm that requires a Code 3 response. Upon arrival Driver or Passengers will contact IC and request assignment before departing apparatus.
4. The Drivers responsibility after each call is to:
 - a. Fuel level $\frac{3}{4}$ minimum
 - b. Water Level full
 - c. All wet hose is cleaned and replaced by dry hose. Equipment is checked and ready for next response.
 - d. All emergency lights are working properly.
 - e. Master Switch is in the OFF Position
 - f. Drivers shall be responsible for accounting for all personnel that rode in vehicle before leaving the scene.
6. Drivers will report any problems to the Maintenance Officer. Lost equipment will be reported to the Chief and/or the Property Officer.
7. When backing up, Drivers will enlist at least one spotter to assist.
8. Run log will be updated with correct mileage and fuel re-fill documentation. All completed run logs / run reports will be turned in to the secretary's office and replaced with new copies.
9. Drivers will secure department before leaving (Lights out, master switch off, building doors locked).
10. Drivers will notify County fire anytime a Vehicle is out of service by radio. All vehicles in route to a call will notify 10-8 and 10-97. All 10-98 and 10-10 times can be given by last vehicle leaving the scene or designated by personnel unless vehicle is leaving the scene prior to completion of the operation.
11. No apparatus will leave the scene without proper notification to the IC.
12. Due to insurance and legal requirements no one will be allowed to ride in apparatus to an emergency that are not active members of the fire department.

ACCOUNTABILITY TAG GUIDELINES

1. The Incident Commander is responsible for all the personnel on the scene.
2. All Toney personnel will be issued an accountability tag.
3. Tags are personnel identification numbers to coincide with your assigned Fire Department and Radio number.
4. You are responsible for the up keep of the accountability tag.
5. The tags are to be kept on the fire gear before and after a call.
6. The IC or Pump Operator will be responsible for collecting the tags and attaching them to the board located on the apparatus or designated area. It is the responsibility of the firefighter to turn in and pick up tag before and after scene operations or assignments.
7. It is to be used on designated scenes
 - a. All (Working) Structure Fires
 - b. Multi company operations or training evolutions
 - c. Large Grass fires and Woods fires over 1 acre
 - d. Missing persons
 - e. Wrecks with Entrapment
 - f. Natural Disasters (Depending on extent of damage and the distance between scenes all personnel will report to the fire station for assignment and accountability.)
8. Do not start operating on a scene until you have checked in with the IC and have been given an assignment. Once assignment has been given your accountability tag will be given to the corresponding IC or Accountability Officer. Free lancing is not permitted.

MEDICAL UNITS

Medical Units are placed at individual residence for quick response by the EMT's. Because the Medical Units are so visible to the public there needs to be guidelines on their use.

1. Due to insurance and legal requirements no one will be allowed to ride in these units to an emergency that are not active members of the fire department.
2. Personnel the age of 21 or older driving any of these units shall be considered on duty and available to make a emergency response in the unit.
3. Units shall not be taken out of the fire district unless on official department business.
4. If a person driving one of these units can take care of personal business while taking care of department business it will be acceptable.
5. Since these units are stationed in different neighborhoods, extreme caution should be used not too antagonize neighbors by running code 3 unless deemed necessary.
6. When out of the district units will be marked 10-7 out of the area.
7. Proper care and maintenance will be kept on these and all department vehicles. All troubles will be reported to the maintenance officer.
8. If the driver is a NON EMT and responds a medical unit without an EMT they will notify CFD that there is no EMT on board.

EMT PROGRAM

- 1) All EMT's will be responsible for treating patients up to the level of their specific training. No one may perform procedures they are not licensed to do or is out of their scope of practice.
- 2) An EMT may perform advanced level procedures if licensed or if a H.E.M.S.I. personnel instructs EMT personnel to do so.
- 3) HEMSI is the transport unit for Madison County. When they arrive assist them whenever you can, but they become responsible for the patient when they take patient care.
- 4) On medical calls the Senior EMT or highest trained EMT will oversee proper patient care and may take patient responsibility if need arises.
- 5) On an MVA a Senior EMT needs to be identified as well as the IC. These two will handle all decisions as they arise, in accordance with good patient care and fire fighting practices. The Senior EMT will have authority over the IC if patient care or scene safety is in jeopardy.
- 6) All contaminated equipment will be decontaminated using proper decontamination practices.
- 7) The department will provide gloves, goggles, gowns, and other protective gear as needed. All EMT's will wear proper PPE during all operations
- 8) The department will offer to pay for the cost of vaccination of the Hepatitis B shots for all EMT's and Firefighters that work with EMT's.
- 9) Any contamination or exposure to hazards will be reported and documented to the IC and/or Senior EMT. Any testing or Hospitalization due to exposure will be documented and dealt with accordingly.
- 10) EMT's are allowed to ask for assistance from Firefighters during operations if needed.
- 11) All 10-77 patients encountered the EMT will have direct contact with medical control, Sheriff Dept., or HEMSI to have them pronounce time of death.

FIREFIGHTERS

1. All Firefighters will be under the direction of the IC and/or Senior officers while performing firefighting activities.
2. No firefighter will start operating on a scene until they have checked in with the IC and have been given an assignment. Once assignment has been given your accountability tag will be given to the corresponding IC or Accountability Officer. Free lancing is not permitted.
3. Interior firefighting will be performed only by trained personnel who have met proper training requirements set fourth by the department.
4. Full Turn-out gear including SCBA will be worn while engaging in all Structure fires, Vehicle fires, or any operation that the atmosphere could possibly be hazardous to ones health. PPE or S.C.B.A.'s will not be removed until deemed safe by the IC and/or Senior officer in the hazardous area.
5. All traffic laws will be obeyed when responding to alarms in POV's and in Department vehicles. All vehicles will be parked on the same side of the road as the responding apparatus or as directed by the IC.
6. All firefighters on a scene will assist in clean up and restoration of apparatus for the next call.
7. All personnel are required to have with them the proper firefighting equipment during all operations while on the scene.
8. No member is to ride on apparatus without proper Personal Protective Equipment.
9. Any equipment missing, unsafe or out of service will be reported to the Property officer and Chief for repair or replacement.
10. At no time should a firefighter take part in any emergency operation without proper PPE.

OFFICERS/INCIDENT COMMANDERS

1. SOP's for leading an operation will consist of at least one of the following: Officer or Incident Commander (officers shall include the Chief, Asst. Chief, District Chiefs, Captains, and Lieutenants) (Incident commander will consist of a member of the Lead department that is significantly trained in operations). Exceptions to the rule will change with different types of calls.
2. Officers are appointed at the discretion of the Chief. IC's change from scene to scene and may consist of personnel leading the operation even if they are not the senior ranking officer on the scene. If an IC is not the senior officer then a senior officer will assist the IC with any questions or concerns that may arise. The senior officer has the discretion to take over the scene at anytime if they see fit.
3. Officers will supervise some specific projects assigned by the Chief. They are also responsible for assisting in the enforcement of the By-Laws, SOP's and other department directives.
4. The responsibilities of the Incident Commander at the alarm will be responsible for:
 - a. Size Up and Scene Safety
 - b. Additional Back up departments, equipment and/or personnel
 - c. Establishing Incident Command and communications with County Fire Dispatch2w1
 - d. Coordination of Fire Suppression and Rescue operations
 - e. Appoint Scene Safety officer if one is available
 - f. Protect Exposures
 - g. Call for other Agency's (IE: Utilities, Sheriff Dept., Red Cross, and Investigator)
 - h. Accountability of personnel and equipment used.
 - i. Appointing a Liaison or conducting interviews with media.
 - j. Terminating the Incident and making sure reports are filled out
5. Critique operations with department for future calls.

AIR TRANSPORT

AUTOMATIC STAND-BY CRITERIA

The list of events is designed to reduce the response time of the Air Transport Helicopter to a scene within the Huntsville / Madison County area.

When a call is received at MED-COM that fits the criteria the Air Transport crew will be notified, by phone or by radio, of the call and placed on a "STAND-BY" mode. At that time the Crew will make ready their uniforms and follow the stand-by procedures for Air Transport. However the Aircraft will not lift off until "Scrambled" by personnel on the scene that have attended the Air Transport credentialing class for dispatch criteria and landing zone safety. These personnel can be on duty or off duty and may include EMT's, Nurses, Firefighters, and Law Enforcement personnel.

At the time Air Transport is placed on "Stand-By" 1 engine will be dispatched along with the EMS crew. The engine will proceed to the call at a CODE 1 Response (No lights, No Sirens).

AIR TRANSPORT SCRAMBLED PROCEDURE

If Air Transport is scrambled the engine will step up to CODE 3 (lights and sirens) if not on the scene. Once the engine is on the scene a LZ Commander and LZ will be established for Air Transport. In the event of air transport being "scrambled" the communications between the LZ Commander and helicopter will be conducted on the CAPSHAW channel unless communications is not possible on that particular channel. Only under extreme circumstances should an LZ operation be conducted on CFD dispatch channel (Main).

The LZ Commander will be in FULL PPE. There will be an engine on the scene of the LZ. Location, Direction, and Obstacles will be reported to Air Transport upon arrival. Once on the ground the LZ Commander will advise County Fire that Air Transport is on the ground. LZ will be secured while Air Transport is on the ground. No traffic is to pass while helicopter is on the ground. All bystanders will be kept back from the helicopter.

Only essential personnel are to approach the helicopter at the pilot's direction. The LZ Commander is to monitor communications with pilot and keep in the view of the Pilot at all times while on the ground. When Med-Flight departs the LZ Commander will advise County Fire helicopter is airborne and LZ is terminated.

CRITERIA FOR AIR TRANSPORT TRAUMA PATIENTS

1. MVA and Extrication requiring longer than 15 minutes.
2. MVA with structural intrusion into victim's space.
3. MVA with ejection from vehicle.
4. MVA with associated fatalities.
5. Pedestrians struck by vehicle and thrown more than 10 feet.
6. Fall from a height greater than 20 feet.
7. Penetration injury in any part of the body between mid-thigh and head.
8. Scalping injury or de-gloving injury.
9. Amputation or near amputation requiring rapid transportation for re-implantation.
10. Burns greater than 10% of BSA or major burns of the face, hands, feet, or perineum.
11. Requires spinal immobilization and smooth, rapid transport due to worsening motor sensory status.
12. Orofacial trauma requiring placement of an airway.
13. Multiple orthopedic injuries, especially pelvic injuries.
14. Land transport greater than 25 minutes.
15. Any patient that is assessed by medical personnel on the scene to be a priority 1 or 2 that does not fall into any of the above criteria.

CRITERIA FOR NON-TRAUMA AIR TRANSPORT PATIENTS

1. Requires ALS during transport and / or Patient airway cannot be maintained.
2. Cardiac disease and experiencing a progressively downhill course is very unstable and / or requires measures not available on the scene.
3. Severe neurological illness (i.e.: CVA uncontrolled seizures, etc.) and requires critical care transport.
4. Neonatal requiring emergency critical care.
5. High risk Obstetrical patient-delivery not imminent.

Once Med-Flight is scrambled, No one can cancel it except county responders or HEMSI Personnel.

PRI 0 patients will not be transported by Med-Flight unless resuscitated by personnel on the scene or the arrest is witness and a positive response to therapy is evident.

This policy was taken directly from the MED-FLIGHT criteria!

FIRE GROUND SAFETY

1. During Fire Ground Operations, all personnel will be under the directions of the IC, who will appoint if available on the scene Safety Officer who will oversee that all safety procedures are followed.
2. **PERSONNEL PROTECTIVE GEAR**
 - Full Turn-Out Gear will be required for any Fire Suppression Activities, except in the situations an IC deems it not necessary.
 - Any member without proper gear will not respond to an alarm on any apparatus.
 - No member will enter the "Hot Zone" of an operation without proper PPE.
3. EMT's if possible will respond to Structure Fires with EMS equipment to provide medical assistance if needed.
4. POV's will be parked out of the way of Fire Ground Operations and on the same side of the road as Fire Apparatus.
5. All by-standers and non-essential personnel will be kept behind the Incident Line for safety as well as Investigative purposes.
6. No one shall ride on the Tail board of an apparatus to or from the scene.
7. SCBA's will be worn on all calls where the atmosphere is suspected to be hazardous. **NO EXCEPTIONS**
8. Offensive Firefighting will be performed only by trained personnel who have met age and training requirements by the By-Laws.
9. Do not start operating on a scene until you have checked in with the IC and have been given an assignment. Once assignment has been given your accountability tag will be given to the corresponding IC or Accountability Officer. Free lancing is not permitted.
10. All hazards will be reported to the IC.

STATION SAFETY

1. No horseplay will be tolerated at any of the Toney Volunteer Fire Stations.
2. Bay areas are to be kept clean and dry with all equipment stored properly either on a truck or in storage.
3. Apparatus and equipment will not be left running inside the station without proper ventilation.
4. Smoking will only be allowed in the Bay area or outside.
5. Flammable liquids will be stored in approved containers.
6. Combustible materials such as oily rags, papers, etc. will not be stored inside the station.
7. Visitors will be escorted through the station.
8. No parking will be observed in front of the Apparatus Bay Doors.
9. No Combustible materials will be stored within 36 inches of the heater or flame source.

EMT SAFETY

1. All EMT's will wear proper protective gear while treating Patients
2. All EMT's shall be vaccinated against Hepatitis B or have proof of vaccination.
3. All non-disposable equipment shall be decontaminated after each run using Clorox and water mixture (1 gallon water / 1 cup Clorox) or other solutions approved by the EMT Captain and / or OSHA
4. All disposable equipment will be disposed of in proper manners and not left on the scene or on the side of the road.
5. EMT's will provide the best possible care equal to their level of training/Licensure. No EMT will perform procedures not licensed or skilled to do. This will apply to firefighters as well.
6. Firefighters are to remain outside of the house on EMT calls unless they are pre-instructed to come inside by the Senior EMT.
7. All EMT's will protect patient from scene hazards and from onlookers to the best of their ability. .
8. No member will release information on the patient.
9. This includes their identity and reason for calling or status of patient.
10. The EMT will strive to work with all public agencies and above all with firefighters. WE ARE A TEAM.
11. On a Domestic related calls or possible suicide, a staging place will be established and personnel will not respond to the scene unless County Fire advises safe or until Sheriff's Department is on the scene and has advised the scene is safe. No member shall respond by their self on these type of calls.

SAFETY AND EQUIPMENT INVENTORY

1. All members shall periodically inspect their Turn-Out gear for any problems that may present safety hazards.
2. All problems shall be reported immediately to the Property Officer for procedures to repair or replace damaged equipment.
3. No member shall knowingly participate in fire suppression activities with improper or dangerous gear.
4. It is the responsibility of all members to note safety problems with equipment. Any defects need to be reported to the Truck Officer, and / or Chief.

FIREFIGHTING EQUIPMENT MAINTENANCE

1. Active **Firefighters** assigned to their designated stations will pick a day out of each week to do a quality assurance check on all Firefighting equipment on the apparatuses assigned to that particular station. A checklist will be filled out and signed by the person checking the equipment. We average around 8 people per station. So there should be only one day that each firefighter will have to take part in the QA. This will relieve the burden of possible equipment not being ready for the next call or possible Maintenance issues that need to be addressed right away. (This does not mean a truck will be allowed to return to the station after a call out of service and remain in such a state until the next day for the person on the schedule to replenish: Dirty hose / empty bottles / fuel issues). We have run into issues in the past where equipment has been left in a state or missing that in the event of another call it would not be up to a standard to perform its duty on a scene.. This activity for doing this QA should not take more than an hour. Any issues that may need to be addressed will be recognized immediately and the proper notification will take place at that time. This will also assure proper maintenance is being performed on the equipment and location of equipment will be known to each member doing assigned duties.
2. **Officers** will take part in the QA in a higher level assurance check. We have 8 officers that will pick a day that they will go to each station and verify that the QA check that has been done by the Firefighter and any Maintenance issues have been addressed. They will also assist in any issues that the Firefighter may need assistance on. Any overlooked maintenance / equipment malfunctions / missing items / or documentation problems will be addressed with the assigned Firefighter and noted on the QA documentation and passed on to the Assistant Chief and Chief. This QA check should only take 1 hour if equipment is checked properly and documented as such. All Officers will be required to sign documentation that they also assure that all items have been checked and are ready for deployment.
3. **Maintenance Officers** will keep proper maintenance records in three separate folders for each station which will be located at station 3 so that a log can be tracked via excel spreadsheet. This information will be inputted at the end of every month by documentation personnel once the Maintenance officer has signed off and that the form has been completed properly and all issues have been addressed.
4. **Regular work nights** will be conducted as usual and will consist of cleaning and maintaining building and grounds and any vehicle maintenance that may need to be conducted.

GUIDELINE FOR REPORTED STRUCTURE FIRES

Structure fires require the response of all available equipment and manpower, with backup from one other Department. The first responding personnel who arrive at the scene should provide a radio report on the initial size-up, hydrant locations, and designate themselves to CFD as the Incident Commander. Incident Command should be turned over to the ranking officer as they arrive on the scene.

All fire fighting and entries into an involved or smoke filled structure require full PPE and S.C.B.A. with at least two personnel making entry. Both of which will have proper communications and P.A.S.S. devices. Interior firefighters will give periodic status reports of fire progress, search and rescue, and any additional equipment or personnel needed. The IC will then report status to CFD for records keeping.

Incident command should be turned over to the senior officer once on the scene and the status of progress has been relayed. The first priority of the fire scene is Fire Fighter Safety, and then life of the homeowner followed by the property of the owner. The incident commander will deem the type of attack whether it be offensive or defensive.

First arriving engine will setup and start initial attack on fire. Second engine arriving engine will contact the IC for an assignment and/or connect to the nearest hydrant in the area. Once connected to the hydrant the secondary engine will supply water to the primary engine and supply the initial attack crew with additional equipment and fire suppression. At no time should personnel start firefighting activities without checking in with the Incident Commander or Accountability officer. Free lancing will not be tolerated.

At the same time the initial attack has started a search of the structure along with ventilation should begin. Ventilation is conducted in conjunction with the initial attack to remove the smoke and heat from the structure. Salvage and overhaul should begin immediately after the fire has been extinguished.

Under the direction of the Incident Commander or Operations Officer additional hand lines can be moved into a position to extinguish the fire, protect the exposures, set up a collapse zone and prevent the rest of the structure from extension of the fire.

In the event that conditions deteriorate the interior crews will be ordered out of the building by radio notification and three long blast on the air horn of the engines on the scene. An Accountability check will be done immediately and relayed to the IC of all clear. Once completed a collapse zone will be established. During fire operations, two rules exist about structural collapse: (1) the potential for structural failure always exists during and after a fire, and (2) a collapse danger zone must be established. A collapse zone is an area around and away from a structure in which debris might land or scatter if a structure fails. The collapse zone area should be equal to the height of the building plus an additional allowance for debris scatter and at a minimum should be at least 1½ times the height of the building. For example, if the wall was 20 feet high, the collapse zone would be established at least 30 feet away from the wall.

Fire fighters must recognize the dangers of operating underneath or near overhanging awnings, porches, and other areas susceptible to collapse. Immediate safety precautions must be taken if factors indicate the potential for a building collapse. An external load, such as a parapet wall, steeple, overhanging porch, awning, sign or large electrical service connections reacting on a wall weakened by fire conditions may cause the wall to collapse. Other factors include fuel loads, damage, renovation work, deterioration, support systems and truss construction. Whenever these contributing factors are identified, all persons operating inside the structure must be evacuated immediately and a collapse zone should be established around the perimeter. Once a collapse zone has been established, the area should be clearly marked and monitored to make certain that no fire fighters enter the danger zone. Defensive master streams should be used to soak smoldering debris and to prevent rekindling. Positioning companies at the corners of the building is usually safer than a frontal attack.

The Fire Investigator must be notified if the fire cause is unknown or suspicious. If the fire is out keep a hose line charged until the Fire Investigator has arrived. If suspicious or unknown all occupants and minimal firefighting crews should be allowed in the structure to conserve evidence. Any objects removed from the area will be noted of location and placement. At no time should personnel assume or report possible cause of fire until Fire Investigator has determined cause.

Start Structural Fire Report and document equipment used, personnel on scene, homeowner's insurance information and any other information that is relevant to the operation.

Once operations is completed all personnel should report back to the Incident Commander before leaving the scene. All equipment is to be accounted for and returned to the apparatus. All hose should be loaded back on the truck. Return all equipment back to the station to be cleaned and put back into service.

GUIDELINE FOR REPORTED STRUCTURE FIRES CALL IN FIRE ALARMS

The first closest responding engine will respond Code 3 to the scene all other apparatus should respond code 1 till unit on the scene reports a scene size up and any findings that an active fire is in progress. If alarm is suspected to be an active fire guidelines will be followed as a reported working fire.

In the event that a call in fire alarm is reported with owners not present, and units determine that forcible entry is needed the IC will contact CFD to have Sheriff's department to respond for report of forcible entry made by the fire department.

In the event that unit on the scene determines that the Fire Alarm is false the IC should cancel all units responding and report finding to CFD.

Call in fire alarms backing up departments as mutual aid 1 engine will respond code 1 until determined to be a working fire or primary department request a code 3 response. If we are responding to a back up area as the primary response the closest engine will respond code 3 and secondary code 1 until scene size up is given.

GUIDELINE FOR VEHICLE FIRES

Closest responding engine will respond to the scene. First personnel that arrive on the scene will give a scene size up and establish Incident Command. Incident Command should be turned over to the ranking officer as they arrive on the scene. If vehicle fire is impending on a structure the IC will have CFD notify additional engines to respond along with back up department if needed. All vehicle fire fighting will be conducted wearing full PPE and SCBA. At no time should personnel approach a vehicle without proper protection. When the engine arrives on the scene the fire should be attacked with a single 1" 1/2 line to 1" 3/4 line for extinguishment. Additional lines may be used for exposure protection and any other needed function. Driver must closely watch water supply during this event. If vehicle is in the roadway the engine should be parked in a fend off position to protect personnel from traffic. Traffic control should be set up and diverted from scene if at all possible. Request Sheriff's department if needed for TC.

When the vehicle fire is the result of a wreck, also use the guidelines for Vehicle Accidents. If hazardous materials are involved, also refer to the guidelines for Hazardous Materials.

When the fire is extinguished check the vehicle compartments for extension. Overhaul the vehicle to verify that the fire is out and determine fire cause. Request an investigator if needed. Obtain as much information about the vehicle as possible for the Vehicle Run Report. When the vehicle fire is out and poses no danger to the public retrieve all fire department equipment and return to the station. All hoses and equipment used must be cleaned and service for the next call.

GUIDELINE FOR VEHICLE ACCIDENTS

Closest responding engine and medical equipment will respond to the scene. First personnel that arrive on the scene will give a scene size up and establish Incident Command. Incident Command should be turned over to the ranking officer as they arrive on the scene. Personnel should verify that an EMT is in-route and request any additional resources that may be needed (IE: Additional ambulance for 3 or more patients). The first priority will be scene safety. The accident scene if still in the roadway or near the roadway, should be protected by apparatus arriving on the scene in a Fend Off position. Traffic control should be maintained by either trained personnel on the scene or sheriff's department. At no time should traffic be allowed to pass if there is a possibility of danger to the patients and/or personnel. Only Fire department, and medical personnel associated with that scene will be allowed in the action circle at anytime during the extrication, patient removal and packaging operation. All bystanders will be moved to a safe area away from the roadway and/or scene.

Scene stabilization should be taken care of as units arrive on the scene. Eliminate electrical hazards, traffic hazards, fire hazards, vehicle stabilization, or anything that will endanger responding personnel, victims or the general public. Proper PPE should be worn during the whole operation. Traffic control will be conducted with reflective gear, communications and traffic signal cones. At no time should traffic control be conducted without all three items.

The first arriving E.M.T. should conduct patient assessment and give priorities to the IC. The IC will advise CFD of the priority of the patient(s) and any other additional resources. Firefighters will assist EMT's in the stabilization of and packaging of patients at their direction. Precautionary measures will always be taken in any vehicle accident that has an un-deployed air bag. Any accident that is reported with possible negative injury should have an EMT arrive on the scene and have the patients sign a PRT (Patient Refuses Treatment) form, prior to canceling any units in route.

1. Check for and control hazards. Charge and man a 1" ½ hose line if hazards are present.
2. Stabilize the vehicle(s).
3. Gain Patient Access
4. Perform primary patient survey, establish an airway and simultaneously establish adequate C-spine immobilization and care.
5. Prepare patient for removal.
6. Carefully remove the patient with due care to the C-Spine, airway, fractures and bleeding.
7. Prepare the patient for transport without delay.
8. Account for and clean all equipment used on the scene prior to placing back on the apparatus.
9. Obtain vehicle information and document on report.

Vehicle parts, pieces and personal property of individual involved in the accident should be left undisturbed until after the scene is released for cleanup. Obtain all required vehicle information for documentation purposes, (VIN, License Number, Owners name, and Insurance information). When all victims are transported or release and all hazards to the public are eliminated or are under the control of other agencies, all equipment can be checked and placed back on the apparatus and in-service for the next call.

GUIDELINE FOR VEHICLE ENTRAPMENTS

- **Vehicle Extrication:** This is the procedure used to remove accident victims who are entrapped in wreckage by either the nature of their injuries and/or the entanglement of themselves in the vehicle wreckage and metal. Vehicle extrication procedures may involve the movement of metal from around the entrapped victim, the rescuer's access path or the victim's removal path.
- **Rescue Action Plan:** This is a pre-conceived plan of operation that designates milestones to be reached in sequence. It is adapted to different rescue emergency situations in varying degrees and keeps the work group focused on what actions are to be taken next. This provides a systematic approach to rescue operations.
- In all cases of vehicle entrapment, the primary concern is safety to life. Patient condition, hazards (real or potential), and available resources will influence the methods and speed of which the operation will be accomplished.
- It is recognized that the traumatized patient's recovery from injuries is directly influenced by the pre-hospital care and time taken to get that patient to the designated trauma center. That time is measured from the time of the incident to the time of the patient's arrival at a trauma center and the care of a physician. (Golden Hour)
- Our goal is to have the patient extricated, packaged and ready for transport within 15 minutes of the time of the accident.

Closest responding engine, service truck and medical equipment will respond to the scene. First personnel that arrive on the scene will give a scene size up and establish Incident Command. Incident Command should be turned over to the ranking officer as they arrive on the scene. This can be conducted using the inner and outer circle survey. IC will develop a rescue action plan for safely accessing, freeing and removing the patient. The first priority will be scene safety. The accident scene if still in the roadway or near the roadway, should be protected by apparatus arriving on the scene in a Fend Off position. Traffic control should be maintained by either trained personnel on the scene or sheriff's department. At no time should traffic be allowed to pass if there is a possibility of danger to the patients and/or personnel. Only Fire department, and medical personnel associated with that scene will be allowed in the action circle at anytime during the extrication, patient removal and packaging operation. All bystanders will be moved to a safe area away from the roadway and/or scene.

As soon as the need for extrication as the need for extrication procedures have been established, IC shall assure the proper rescue tools are on the scene or en route. The IC must also determine what additional resources may be needed and notify CFD.

1. Establish a tool staging area and action circle.
2. Have Proper PPE on.
3. Check for and control hazards. Charge and man a 1" ½ hose line.
4. Stabilize the vehicle(s).
5. Gain Patient Access
6. Perform primary patient survey, establish an airway and simultaneously establish adequate C-spine immobilization and care.
7. Perform controlled movement and/or removal of all metal and/or obstructions in order to properly package and remove the patient without further aggravating the patient's injuries.
8. Prepare patient for removal.
9. Carefully remove the patient with due care to the C-Spine, airway, fractures and bleeding.
10. Prepare the patient for transport without delay.
11. Account for and clean all equipment used on the scene prior to placing back on the apparatus.
12. Obtain vehicle information and document on report.

GUIDELINE FOR HANDLING HAZARDOUS MATERIAL INCIDENTS

Due to the limited equipment and training, all major incidents may require the assistance of the Huntsville Fire Department, Redstone Arsenal or State Hazardous Materials (HAZMAT) Unit.

All personnel working near the incident shall be wearing full PPE and SCBA. Staging will be located up wind and up-hill from Incident. IC will closely monitor weather conditions with CFD during the whole operation.

First personnel that arrive on the scene will give a scene size up from a distance and establish Incident Command. Advise arriving units and CFD of location of Command Post. Incident Command will be turned over to the highest ranking officer on the scene.

Determine or verify the type of material and amount of material involved in the incident, and request HAZMAT, if required. Consult the DOT Guidebook located on all apparatuses and follow the appropriate guide.

Isolate Hazard Area 500 feet in all directions, unless material involved has already been identified and the DOT Guidebook requires a larger/smaller or no isolation zone.

Determine if the material involved is contained or not and if container integrity can be maintained. Remove all victims from the hazard area, if possible.

See work sheet in the back of Hazardous Material Incidents section if required to keep track of material, personnel, and action required.

If more than 25 pounds or 5 gallons of un-contained material with a very high hazard potential is involved or if material is Radioactive or a Biological Hazard or if not equipped to handle a substance, request one of the Huntsville Fire Department, Redstone Arsenal or State Hazardous Materials (HAZMAT) Units. Any Clandestine labs encountered will be treated as a Hazardous Materials response and will be secured and turned over to Sheriff's department for the disposal and removal of hazardous materials.

If more than 100 pounds or 50 gallons of un-contained material with a moderate to high hazard is involved, request Huntsville Fire Department, Redstone Arsenal or State Hazardous Materials (HAZMAT) Unit.

Extinguish any fire and cool fire exposed containers, as recommended by DOT Guidebook.

Provide exposure protection and monitor any run off.

Use unmanned line(s) to cool any B.L.E.V.E. hazard.

If possible, contain or stop flow of hazardous liquids.

If possible, cover dry powder chemical spills with a salvage cover. Contain and post all contaminated materials from the incident.

Remain on the scene and keep area isolated until all material has been removed or is under the control of another agency.

All equipment used in the incident must be free of contamination before it may be returned to service.

Release all personnel and equipment after all monitoring and decontamination is complete. Document all personnel exposure to any hazardous substance and identify the substance.

GUIDELINE FOR WILD LAND FIRES

Attack trucks will be first responding apparatus prior to any other apparatus responding on wild land fires. First personnel that arrive on the scene will give a scene size up and establish Incident Command. Incident Command should be turned over to the ranking officer as they arrive on the scene. Responding Attack trucks and engine will report to the scene and assignments will be given. The first priority of the wild land fire is Life and Exposed Structures. Proper PPE should be worn at all times. Accountability of all personnel will be conducted during the entire operation. All personnel will report to the incident commander for assignment prior to conducting operations. Freelancing will not be tolerated.

Fire attack should be conducted from the burnt "fuel" side, as placing personnel on the fresh fuel side can result in injury. The fire can spread downwind and uphill at the fastest rate therefore priority should be given to the extinguishing those sections of the fire scene first. The next priority should be given to the spread of the fire into the woodland areas. Woodland fires are more difficult to extinguish than grass or brush. Extinguish the sides (flanks) of the fire next and the upwind or downhill sections last as these tend to have the slowest burning rate. Driver responding an engine will not leave the roadway and will man the apparatus at all times.

If fire spreads on to multiple owners property Forestry must be notified. If possible, determine the cause of fire. Once fire is extinguished all equipment must be cleaned prior to being put back into service for next call.