

# **Blue Ridge Volunteer Fire Department**



## **Standard Operating Guidelines (SOGs)**

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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## Policy 100.00

### GENERAL GUIDELINES

1. Safety considerations over ride any Policy.
2. Should it become necessary to make operational adjustments to the requirements of any policy to adapt to unique situations, The I/C shall be notified immediately.
3. The first arriving officer, or senior member is the Incident Commander (I/C) until there is an official transfer of command. The I/C may institute formal Incident Command if it is determined necessary.
4. The I/C will appoint a safety officer at all incidents that warrant such (structure fires, motor vehicle accidents, grass/brush fires, or any other incident where mutual aid departments have been called in. If a Safety Officer has not been named, the second officer may assume that position. The Safety Officer should halt any action if necessary in the interest of safety. The I/C will be notified immediately of this action.
5. At large incidents or where multiple mutual aid companies are involved, a second or third safety officer, and so on, may be appointed if personnel allows. All safety officers and I/C must coordinate together for the safety of the fire fighters and other individuals.
6. **As SOGs are general guidelines, the Incident Commander may choose another action if the other action is preferable based upon the circumstances of the incident.**
7. The I/C may request additional mutual aid assistance any time it is necessary to mitigate an incident or in the interest of safety.
8. Incident report will be made on all incidents, even if disregarded.
9. There will be **NO SMOKING** in any Blue Ridge Fire Dept. Apparatus.
10. There will be **NO SMOKING** on any Blue Ridge Fire Dept. incident.
11. No children allowed to ride in Fire Dept Apparatus while on emergency call.  
(exception: Junior Firefighters may ride in Department Apparatus)

## Policy 101.00

### EMERGENCY VEHICLE OPERATIONS (see detailed driving policy)

1. All state and local laws regarding response to emergency incidents will be obeyed.
2. Responding vehicles, including personal vehicles, will not exceed the speed limit more than ten (10) miles per hour. **(see detailed driving policy, Policy 117.00)**
3. Responding vehicles will not pass an off-loading school bus. Lights and sirens will be turned off until the bus is in motion.
4. Lights and siren will be used while responding to all emergency calls. Exceptions should be at the discretion of I/C or if dispatch requests a silent approach. Lights and sirens will be used any time the vehicle:
  - Exceeds the speed limit.

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- Moves through a stop sign or signal light. All vehicles must come to a complete stop.
  - Intends to pass in a no-passing zone.
5. Personnel responding will respond to the station unless:
    - Personnel responding will have to pass incident. **(on medical calls only)**
    - Incident commander advises that personnel may respond to incident in personal vehicle for manpower support or other reason.
  6. At all times, operators of department and personal vehicles will use good judgment and operate vehicles safely.
  7. **Apparatus should have the highest-ranking officer riding in the passenger seat, if possible.**
  8. The Passenger should operate the radio and siren. The driver should concentrate on safely operating the vehicle.
  9. The driver of the vehicle will remain with the vehicle until specific orders are received, unless safety issues make this inadvisable.
  10. The type of call determines the order of departure of emergency vehicles from the station. Refer to policy 104.00, 105.00, 106.00, 107.00, 108.00, 109.00.
  11. Personnel operating emergency vehicles should have the appropriate license.  
*Example: Minimum of a Class B Exempt license is required to operate the Engines, Tanker.*
  12. Each responding vehicle should have a crew of at least two personnel. Exceptions will be made if Incident Commander of scene request personnel to bring additional equipment and or emergency vehicles.
  13. Each member while, riding in any Blue Ridge Fire Dept. Apparatus, will wear seat belts. Doors are to remain closed until vehicle comes to a complete stop.
  14. Personnel are not permitted to ride tailboard of apparatus. **(see detailed emergency driving 117.21 under general)**
  15. When backing any vehicle, a spotter will be in place on the driver's side and to the rear of the vehicle, to direct the driver and to prevent accidental damage or injury, when possible.

### Policy 102.00

#### COMMUNICATIONS

1. Fire Ops will only be used to:
  - Acknowledge Page
  - Check enroute
  - Check on scene
  - Check clear of scene
  - Any information pertinent to incident, which needs to be known by dispatch.
2. All other radio traffic will be on Blue Ridge Fire Ground, or in case of mutual aid, other specified fire ground channel.

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3. All Fire Dept./CCSO Dispatch radio traffic that is done on scene will be done by I/C or his/her designee.
4. Only **One** person will acknowledge page received, and check enroute to dispatch. If you are unsure if someone has done this, turn to your fire ground channel and ask.
5. Calls from Blue Ridge units or apparatus to the Collin County Sheriff's Office (CCSO) will state:  
*"Blue Ridge (Unit #), Collin County"*
6. Page from CCSO will be acknowledged:  
*"Blue Ridge received page, enroute to station"*  
OR  
*"Blue Ridge (Unit #) received page, enroute to station"*
7. Apparatus leaving station will report:  
*"Blue Ridge (Unit #) Collin County, enroute"*  
OR IF THERE IS SECOND INCIDENT:  
*"Blue Ridge (Unit #) Collin County, enroute to (incident location)"*
8. Apparatus checking on scene will state:  
*"Blue Ridge (Unit #) on scene"*
9. Apparatus clearing scene will state:  
*"Blue Ridge (Unit #) clear, enroute back to the station"*
10. 1<sup>st</sup> arriving unit will be command.
  - If communication with dispatch is needed while at incident, use "Blue Ridge Command"  
*"Blue Ridge Command, Collin County"*
  - If two or more incidents are occurring at the same time, differentiate your location.  
*"Blue Ridge 545 Command"*  
*"Blue Ridge Church St. Command"*  
*"Blue Ridge CR 580 Command"*
11. Communication with the CCSO such as request for mutual aid, Power Company, sheriff deputy, or other agency, will only be made by incident commander or other person designated by the incident commander.
12. Radio traffic should be limited to minimum statements necessary to relay the required communication.
13. If individuals with radios want to check enroute to the station, this is acceptable, however this will be done on Blue Ridge Fire Ground only.
14. In regards to fire ground operations, all personal will turn radio to Blue Ridge fire ground channel and take off of scan, or in the case of mutual aid, turn radio to primary Departments fire ground channel. I/C and safety officer will be the only ones to scan fire ops. Hopefully this will limit the confusion of outside radio traffic.
15. Blue Ridge personnel will make no critical comments, sarcastic remarks, or other negative communications with Communications System Personnel (CCSO). Such comments may be considered grounds for termination of the contract for dispatching service. Any problems related to radio communications will be brought to the attention of the Fire Chief immediately.

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16. Blue Ridge personnel who has handheld radio shall **not** use radio to call in emergency **outside of the Blue Ridge Fire District** unless:

- Personnel has no cell phone
- Personnel has attempted cell phone, but unable to get signal or other problem with phone
- **In other words try your cell phone first**

Blue Ridge personnel that call an emergency in by cell phone, (outside of the Blue Ridge Fire District) please tell the dispatch center your name, type of emergency, location of emergency, and any other information that they request. It is not necessary to identify yourself as a Blue Ridge Fireman.

## **Policy 103.00**

### **INCIDENT COMMAND**

Blue Ridge Fire Department will follow the National Incident Management System (NIMS) Incident Command System (ICS) to be utilized for all incident response operations.

1. The goal of Incident Command is to establish a communication system to control the actions of individual personnel and relay information to those participating in an emergency incident. By having a central command of all operations, safety of participants is more assured. By having constant updates of information, the Incident Commander (I/C) is better able to evaluate tactics and strategy.
2. Each member is issued two accountability tags. Both tags will have department name, radio number, and fire fighters name on it. The small tag is to be placed on your helmet, when you get in a piece of apparatus, remove tag from your helmet and place it on passport in vehicle. Take truck tag from passport and place it on your helmet, you are now assigned to that truck. The second tag goes on your bunker coat, this tag goes to the safety officer before you go in a structure or other hazardous place. When you come out the tag will be given back to you. This lets the I/C and safety officer know who is where at any given time. The passports in the trucks will be taken to the I/C, where he/she will place on command board in Engine. If you respond in your personal vehicle, report to I/C for assignment. The I/C will get you the appropriate tag from POV board and assign you to a company.
3. The I/C will declare an Incident Command situation by stating by radio: "Blue Ridge (Unit #) will be command"
4. The Incident Commander will be referred to as "Command" or "Blue Ridge Command".

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5. First arriving units on scene will give a scene size up including: number of stories, structure type, roof type, if you have smoke or flames or both showing, and what your initial mode of attack will be.
6. Individuals arriving at the scene without orders will report to the I/C immediately upon arrival.
7. Upon completion of the assigned activity, personnel will report to the I/C for further orders or rehabilitation.
8. Personnel will immediately report the status of their assigned duties to the I/C if the duty is:
  - **Completed**
  - **Delayed**
  - **No longer appropriate**
9. No individual will take independent action that is contrary to, or does not conform to the orders and objectives of the I/C. Freelancing will not be tolerated. If circumstances arise, or are observed, which might require a change in orders, tactics or objectives, personnel are to bring the new information to the attention of the I/C before taking any action. The only exception to this is the immediate safety of personnel or victims.
10. CCSO will be notified when command is terminated, and all units are clear.
11. The safety officer may stop any and all activities at his/her discretion in regards to safety issues. The I/C will be notified immediately of this action.
12. Three command options are available to the first arriving emergency responder:
  - **Nothing showing** used for investigation (alarm investigation)
  - **Fast attack** will be used when immediate action is required to stabilize the incident and the company officers assistance and direct involvement will be required with the crew to provide supervision and complete the task. Fast attack ends when one of the following three things occur: situation is stabilized, company officer must withdraw to establish command post, and command is transferred to another officer on scene.
  - **Command** mode used in incidents where size, complexity, or potential for rapid escalation requires immediate strong, direct overall command.
13. Sectors will be used when the incident commander can no longer cope effectively with or manage the number of companies involved in the operation, when companies are involved in complex operations (large interior or geographic areas, hazardous materials operations, technical rescues etc.), when companies are operating from tactical positions over which command has little or no control (out of the I/C site), when the situation presents special hazards and close control is required over operating companies (unstable structural conditions, haz-mat operations, heavy fire loads, marginal offensive operations, etc.). Sector supervisors should use their sector designation for radio communications. (interior sector, vent sector, water supply sector, exposure control sector, etc)

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14. Sector supervisors will use benchmarks so I/C will know the status of each assignment. The benchmarks are as follows:
- Primary search:** complete, unable to complete
  - Under Control:** fire may not be out, but can be handled with the resources you have on scene
  - Loss Stop:** no more damage to property anticipated
  - Secondary Search:** Complete, unable to complete
15. A PAR (personal accountability report) will be performed any time operations changes from offensive to defensive attack, after any major event such as collapse, flash over, etc., after assignments have been confirmed, after a lost or trapped fire fighter, after extended period of time, 20-30 minute time check. A PAR will also be called after Benchmark UNDER CONTROL and after a secondary search has been done.

## Policy 104.00

### RESPONSE TO STRUCTURE FIRES

1. Responding units will leave the station in the following order:
  - First – Engine 1. Three minimum. If only two, Brush 2 may be 1<sup>st</sup> out for quick attack.
  - Second – Tanker 1 and/or Engine 2, personnel permitting, and per I/C
  - Third – Brush 2 (7004). Could be enroute with above, if needed and personnel permits, as designated by I/C. (see detailed driving policy 117.30)
  - Fourth – Tanker 2 or Brush 1 (7002), as designated by I/C.
  - Rescue 1 may be sent for rehab per I/C at any time.
2. Action priorities are: **RECEO VS**
  - **R**escue
  - **E**xposure
  - **C**onfinement
  - **E**xtinguishment
  - **O**verhaul
  - **V**entilation
  - **S**alvage

Ventilation and salvage may be put in whatever order that is needed. Example, ventilation may be needed before rescue can be attempted, salvage may start after Extinguishment if personal permitted, or even before personal permitted.
3. The I/C will make the strategy decision of either an interior (offensive) or exterior (defensive) attack. The I/C will then announce the strategy to the personnel at the scene and any arriving units. The I/C will select either an interior attack or an exterior attack. Both will not be done simultaneously.
4. Fire personnel performing suppression activities will wear full protective clothing. All personnel in the interior of the structure will wear SCBA and activated PASS devices. SCBA will be worn until the safety officer permits

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- removal. All personnel exposed to concentrations of smoke will wear SCBA with activated PASS devices, this also includes overhaul operations.
5. Any personnel with a SCBA low air alarm going off should advise partner and both personnel should leave the building immediately for a fresh air bottle.
  6. On a working structure fire (one with smoke or flames showing), positive pressure ventilation (PPV) may be instituted only after proper ventilation has been completed and before an aggressive interior attack is initiated.
  7. On any interior attack of a working structure fire, a minimum of two 1 ½" charged lines will be laid.
  8. Interior attack teams will consist of a minimum of two firefighters, one of which should have radio communications of some type. Entry into a working structure fire by a single individual is not permitted.
  9. Interior attack teams will regularly report their status to the I/C.
  10. When there is an interior attack, the 2-in / 2-out procedure will be followed unless a known life hazard exists. This will be put in place as soon as personal permits. A team of at least four (4) personnel must be assembled before an interior fire attack can be made when the fire has progressed beyond the incipient stage. Two (2) personnel to enter structure or other IDLH atmosphere, they will remain in visual or voice (not radio) contact with each other. Two (2) personnel will remain outside the structure or other IDLH atmosphere to perform rescue of the fire personnel inside the structure or other IDLH atmosphere. One (1) of the outside personnel must actively monitor the status of the inside personnel and not be assigned other duties. The second outside personnel may be assigned to an additional role. Including but not limited to, I/C, safety officer, pump operator and so on, as long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire personnel working at the scene.
  11. Life hazard is the highest priority. Personnel will not be placed in unsafe positions to extinguish fires where no life hazard exists. Minimal risks will be taken to protect property.
  12. One 15 second blast of the truck air horns and/or hand held blaster directed into the front of the building is the **EMERGENCY WITHDRAW SIGNAL**.
  13. Alarm Investigations will follow same procedure as for structure fires, until arrival on scene, or disregarded by Alarm Company. This includes giving a full scene size up over radio.
  14. A minimum of two (2) fire fighters will be on apparatus when it leaves station, unless I/C advises that he/she will meet you on scene or someone with radio advises he/she will meet you on scene. If no one is available, contact dispatch and have mutual aid Enroute.

## **Policy 105.00 RESPONSE TO GRASS / BRUSH / HAY FIRES**

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1. Responding units will leave the station in the following order:
  - First – Brush 2 (7004) **(see detailed driving policy 117.30)**
  - Second – Tanker 1 (7005) or Brush 1 (7002), could be second and third out together if both needed, at the discretion of I/C.
  - Tanker 2 if needed.
  - Rescue may be sent as rehab unit at any time.
2. Brush trucks will fight grass fires from inside the burned area, if possible.
3. Personnel may wear full protective clothing unless, at the discretion of the I/C, reduced protective gear is acceptable or preferable because of excessive heat exposure. Helmets, gloves and boots should be worn in all instances.
4. When responding to brush or hay fires, units will respond in same order as above or as designated by I/C. I/C will determine the most appropriate method of extinguishment.
5. A minimum of two (2) firefighters should be in apparatus when it leaves station, unless I/C advises he/she will meet you on scene. Fire dept. personnel will not fight grass/brush/hay fires alone. If no one else is available, contact dispatch and have mutual aid Enroute.

## **Policy 106.00 RESPONSE TO TRASH/DUMPSTER FIRES**

1. Full bunker gear will be worn while fighting Dumpster fires.
2. SCBA will be worn while fighting Dumpster fires as well as while doing overhaul. SCBA will be worn until I/C or safety officer permits removal.
3. Care should be taken while working a Dumpster fire, as the content is not going to be fully known.
4. If next to building, exposure control should be high on priority.
5. A minimum of two (2) firefighters should be in apparatus when it leaves station, unless I/C advises he/she will meet you on scene. Fire dept. personnel will not fight trash/dumpster fires alone. If no one else is available, contact dispatch and have mutual aid Enroute.
6. Responding units will leave the station in the following order:
  - First- Engine 1 (7003)
  - Second- Brush 2 (7004) or Tanker 1 or 2 as designated by I/C. **(see detailed driving policy 117.30)**
  - Rescue 1 (7009) or Squad 1 (7007) may be sent for support.

## **Policy 107.00 RESPONSE TO MOTOR VEHICLE COLLISIONS**

1. Responding units will leave the station in the following order:
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- First – Engine 2 (7008)
  - Second – Rescue 1 (7009) or Engine 1 (7003) per I/C
  - Third – Brush 2 (7004) (**see detailed driving policy 117.30**)
  - Squad 1 may be used as support vehicle per I/C
2. Action priorities are:
    - Stabilize injured victims
    - Control and mitigate hazards
    - Extricate trapped victims
    - Provide safe traffic flow
  3. At any motor vehicle accident a 1 ½ “ line (minimum) should be laid and charged (personnel allowing) when:
    - There is potential leakage of fuel, battery acid or any other hazardous automotive fluid.
    - If extrication of victims is required.
    - Life Star, Sky med (PHI) or Care Flight helicopter is landing or taking off.
  4. Charged hose lines will be manned by at least one fire fighter in full bunker gear at all times.
  5. All personnel involved in the incident as follows:
    - Extrication-** Full bunker gear
    - Hose Line-** Full bunker gear with SCBA available.
    - Patient care-** Full bunker gear if during extrication, bunker pants and helmet otherwise.
    - Traffic control-** Bunker pants, helmet, traffic vest (preferred) or helmet, traffic vest (acceptable)
    - Landing Zone-** Full bunker gear (preferred), helmet, traffic vest (acceptable with jeans), helmet, traffic vest and bunker pants (if wearing shorts) this is due to flying debris.
  6. The battery will be disconnected (cut, negative cable first) from all vehicles with damage to the engine compartment or with any fuel spill, rollover, or in any instance of extrication of victims.
  7. If there is an extrication of victims with rescue tools, the vehicle should be stabilized by blocking the frame and deflating the tires by removal or cutting of the valve stem, or puncturing tires.

### Policy 108.00

#### RESPONSE TO VEHICLE FIRES

1. Responding units will leave the station in the following order:
  - First – Engine 1
  - Second – Brush 2 (7004) (**see detailed driving policy 117.30**)
  - Third – Brush 1 (7002) or Tanker 1, as designated by I/C.

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2. All personnel involved at the scene will wear full protective clothing. SCBA will be worn while fire suppression activities (including overhaul) are being performed.
3. A minimum of two (2) firefighters should be in apparatus when it leaves station, unless I/C advises he/she will meet you on scene. Fire dept. personnel will not fight vehicle fires alone. If no one else is available, contact dispatch and have mutual aid Enroute.
4. If vehicle fire is in the County, Brush 2 (7004) may be first enroute, as to do a quick attack. Additional personnel (if available) will be enroute with Engine and or Tanker, at the discretion of the I/C.

### Policy 109.00

#### RESPONSE TO MEDICAL EMERGENCIES / RESCUES

1. Responding units will leave the station in the following order:
  - First – Rescue 1 (7009) (**see detailed driving policy 117.30**)
  - Second – Squad 1 (7007)
  - Third – Engine 2 (7008), must have minimum of three (3)
2. Action priorities for medical emergencies are:
  - Size up injuries/medical emergencies
  - Stabilize the patient(s)
  - Rescue/extricate
  - Assist ambulance personnel in treatment/transport
  - Decontaminate equipment used if necessary by appropriate methods.
3. The most highly trained EMS personnel will provide patient care. Personnel without current EMS credentials will provide support functions such as patient transport, extricate/rescue, traffic control or other non-medical care activity.
4. All personnel without assignment will remain at the apparatus and monitor the radio for duty assignment.
5. All personnel will observe current Center for Disease Control (CDC) universal precautions in handling blood borne pathogens from ill or injured patients.
6. Only accepted standard of care, recognized by the Texas Department of State Health Services (TDSHS), or routinely practiced by EMS agencies in Collin County, will be practiced.
7. All personnel attending to a patient must have a picture ID badge or Uniform shirt identifying personnel's name, organization, and certification level.
8. If needed, one (1) fire fighter may respond to medical emergencies in rescue truck or Squad, as to be of assistance to EMS crew. (**See Detailed Policy on Medical Emergencies, Policy 119.00**)

### Policy 110.00

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## RESPONSE TO HAZARDOUS MATERIALS INCIDENTS

1. If a potential hazardous materials release is observed, the first arriving unit on the scene will advise the dispatcher and incoming units of a potential Hazardous Materials (Haz Mat) incident. Blue Ridge Fire Dept. is equipped to contain only. Dept. will not attempt to repair or clean up hazardous materials. Please refer to Blue Ridge Fire Dept. HAZMAT Response Quick reference Guide located in Apparatus.
2. Action priorities are:
  - Rescue exposed victims.
  - Prevent exposure of others by evacuation.
  - Protect the environment by containment of the incident.
  - Protect property and equipment.
3. All units will approach a haz-mat incident from up-hill and up-wind.
4. Size-up will include wind direction, source of the material discharged, possible identity of the material released and safe routes into the area.
5. The first unit on the scene will not attempt to apply water to any chemical spill without approval.
6. Incident Command will be declared for all haz-mat incidents.
7. If a haz-mat spill is anticipated, identification of the spilled product will be from no closer than 200 feet.
8. Identification of spilled material will include all of the following, if possible:
  - Name of the product with exact spelling
  - United Nations (UN) four digit number.
  - STCC number
  - Shipping papers.
  - DOT placard or label
  - Name of carrier, manufacturer and consignee.
  - Type, number and condition of containers.
  - Estimate of amount of material released.
9. The I/C will determine the protective action necessary and notify the following of the haz-mat incident.
  - Collin County Sheriff's Office 972-547-5100/547-5350.
  - Blue Ridge City Hall (if daytime) 972-752-5791
  - Mayor (if night time) see phone listing in operations book
  - Texas Department of Public Safety
10. The I/C will establish the following:
  - A command post
  - The hazardous area (Hot Zone or contamination control area)
  - The staging area for incoming units. Up hill, up wind, out of the Hot Zone.
  - The evacuation zone. Based upon Haz Mat Response book or Chemtrec advice.
  - Triage areas if multiple injuries are present.

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- A decontamination area
11. The Blue Ridge I/C will maintain the overall command of all agencies involved in the haz-mat emergency situation until the hazard is passed or the command is transferred to another agency.
  12. All personnel involved in any rescue will wear SCBA and appropriate level of protective clothing. (example: Level A Encapsulated)
  13. Unnecessary contamination will be avoided. Personnel will not enter the Hot Zone without specific instruction and clearly defined objectives from the I/C.
  14. Decontamination of all victims by removal of clothing and rinsing (if appropriate) will be made to avoid contamination of EMS personnel. Decontamination of all exposed personnel will take place before departure from the scene. Decontamination procedures will conform to the guidelines specific to the hazardous material exposure.
  15. Person responsible for the release of hazardous materials will be retained at the scene if possible to provide technical assistance, assume responsibility for clean-up and related expenses and be available to law enforcement personnel.
  16. Resource agencies for haz-mat are:
    - Chemtrec 800-424-9300
    - Collin County Sheriff's Office 972-547-5100
    - Collin County Fire Marshall 972-548-5576
    - Collin County Health Services 972-548-5500
    - Department of Public Safety 512-424-2000
    - Environmental Protection Agency 214-665-5444
    - Plano Fire Department 972-941-7900, 7910, 7912
    - Texas Air Control Board
    - Texas Water Commission
    - TCEQ 512-239-1000

## **Policy 111.00**

### **RESPONSE TO DISASTER EMERGENCIES**

1. Any incident, which threatens numerous persons or large areas, may be considered a disaster emergency.
2. If the Incident Command (I/C) identifies a disaster emergency, the I/C will advise CCSO.
3. Incident Command will be activated.
4. The I/C will establish the following:
  - Command post
  - Disaster area
  - Staging area for incoming units
  - Evacuation zone
  - Triage area if multiple injuries are present

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- Rest area
5. Action priorities are:
- Rescue persons from immediate hazards.
  - Evacuate persons from potential hazards.
  - Contain the incident to the area of involvement.
  - Mitigate hazards.
  - Preserve property.
  - Track victims.
  - Determine the extent of damage.

## **Policy 112.00 RESPONSE TO MUTUAL AID REQUEST**

1. Personnel responding will ask Dept. that is requesting mutual aid what piece of equipment is needed.
2. Radio should be turned to mutual aid departments fire ground channel as to communicate with them. Scan should be activated on at least one radio as to hear county dispatch and or Blue Ridge Fire ground.
3. All personnel responding to mutual aid will get with I/C and wait for assignment. **No freelancing will be tolerated.**
4. Passports from responding vehicles should be taken immediately to I/C.
5. If tanker is requested, safety is priority; only personnel that are trained in the operation should drive. **(See detailed driving policy)**
6. If tanker is requested, At least one (1), preferably two (2) Blue Ridge Fire personnel will remain with vehicle at all times. This is so water level can be monitored along with the operation of water transfer. If I/C request additional manpower, one person may leave operations, leaving one with Tanker. **Tanker may not be left unattended while water is being transferred.**
7. Wheels will be chocked while on scene at all times.

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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## Policy 113.00

### USE OF CASCADE SYSTEM

1. Cascade System (compressor) will be used and maintained in accordance with manufactures recommendation and NFPA 1500 Standard on Fire Department Occupational Safety and Health Program.
2. When system not in use, compressor will be in off position, breaker off at disconnect. Breaker box will be locked and storage bottles turned off.
3. Only trained and authorized **BLUE RIDGE FIRE DEPARTMENT** Personal will use system. Personal allowed to use system will be set forth by department.
4. For safety purposes, filling cylinder should be done by two (2) Blue Ridge Fire personal.
5. Oil level will be checked prior to starting compressor each time. If needed, oil will be added in accordance to manufactures recommendations. Use Mako "S" type synthetic oil.
6. Only cylinders that are in current hydrostatic test date (Five (5) years for steel and aluminum cylinders and three (3) years for fiberglass and carbon cylinders) and are in good condition, with no deep nicks, cuts, gouges or other visual problems such as discoloration from heat will be filled.  
**NEVER ATTEMPT TO FILL A CYLINDER THAT IS DAMAGED OR OUT OF HYDRSTATIC TEST DATE.**
7. A log book located by the compressor will be filled out each time a SCBA cylinder is filled, showing date, last hydro date, bottle serial number, psi 2216 or 4500, department filled for, and person who filled cylinder.
8. Only authorized and trained personal will service system. Examples, oil and filter change. Servicing will be done in accordance with manufacture recommendations. Air quality tests will be done in accordance with manufactures recommendations and NFPA 1500 Standard on fire department occupational safety and health program. This also will be done by trained and authorized personal.

# Blue Ridge Volunteer Fire Department

## Standard Operating Guidelines (SOGs)

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### Policy 114.00

#### LANDING ZONE OPERATIONS

1. Purpose
  - To provide procedures for establishing landing zones for helicopter operations and to provide guidelines for handling the incidents requiring medevac and for coping with the unique challenges and safety considerations caused by such incidents. Should it become necessary to make operational adjustments to the requirements of this policy to adapt to unique situations, the I/C shall be notified immediately of the change.
2. The Landing Zone officer (which shall be appointed by I/C) shall secure a landing zone, either at the incident site, such as a highway, or one of the pre-designated landing sites. Roadways or limited access highways are acceptable sites and are primarily used for motor vehicle accidents. **Note:** The ultimate decision on the choice of landing site rests with the pilot of the helicopter.
3. The preferred landing site should be approx. 100'x100' and should be relatively flat.
4. The area should be free from obstructions such as trees, power poles and wires, cars, debris and people. If there are wires in the area, make sure the pilot knows and possibly park a vehicle under them.
5. If extremely dry conditions exist, the ground may need to be wet down before the arrival of the helicopter. Do not use flares if at all possible, this can cause brush/grass fires. Use commercial landing zone lights if available, or use vehicle headlights. Turn off strobe lights prior to helicopter landing.
6. The helicopter will contact the Fire Dept. when they get close to the scene. This is usually done on CCSO fire ops., but may also be done on your fire ground channel. The LZ coordinator will give landing zone instructions, advising them where they are to land, any overhead obstructions, any towers or other tall structures in the area, and any other pertinent information. If GPS is available you may also give them coordinates if they need them.
7. LZ coordinator and other firefighters involved shall wear full bunker gear (preferred), Helmet, traffic vest (acceptable if wearing jeans), helmet, traffic vest, and bunker pants (if wearing shorts) this is due to flying debris. Eye protection should also be in place in the form of safety glasses or helmet shield.
8. Never approach the helicopter until its crew signals that it is safe to do so. The crew will come to you or the med. unit on scene. Once the pt. is ready to be loaded, the crew will advise you of where and how to load into helicopter, all loose items need to be secured, IV's are to be placed low and not held up in the air, ball caps are to be removed to keep from flying off. Stay well away from the rear rotor, once the pt. is loaded, immediately move away from helicopter but staying in full view of the pilot.

## **Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)**

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9. No smoking and no bystanders shall be permitted in the area of the LZ. If spectators become a problem, do not hesitate to call for police assistance.
10. One of the vehicles used for LZ should be an Engine or booster truck, with firefighters ready for any emergency that may arise.
11. All helicopter landings are inherently dangerous, but if a certain landing zone presents with a greater degree of difficulty, example: sloped ground, trees or power lines or other overhead obstructions, windy conditions etc. a charged line (min. 1 ½") should be laid and charged with fire fighter in full bunker gear.

### **Policy 115.00 GAS DETECTOR**

1. Purpose
  - The Orion multigas Detector is to be used when performing a hazard assessment to:
  - Assess potential worker exposure to combustible and toxic gases and vapors.
  - To determine the appropriate gas and vapor monitoring needed for a workplace.
2. The gas detector will be used in all structural fires before overhaul begins. The safety officer or IC will advise fire fighters of reading before overhaul, this will determine if SCBA's will be used during this time. If CO reading is 35 PPM or higher, then SCBA will be worn during this procedure. Only when CO level drops below 35 PPM, will SCBA be allowed to be removed. The safety officer or IC will make this determination.
3. Before any rescue attempt involving a confined space, gas detector will be used to check the following prior to entering confined space: CO level, Oxygen level, Hydrogen sulfide (sewer gas) level. SCBA will be worn when levels are: CO 35 PPM, or higher, Oxygen level 19.5% or lower, Hydrogen sulfide level 10 PPM or higher.
4. All personnel will be trained in the use and the calibration of gas detector.
5. Gas detector will be calibrated a minimum of once a month, and logged. Logbook is to be kept with gas detector.
6. Gas detector is to be checked once a week to make sure batteries are charged, and detector is working properly. If a problem is found, detector is to be placed out of service; an officer of the department will be notified immediately of the situation.

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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## **Policy 116.00**

### **THERMAL IMAGER (Scott eagle 160)**

1. Thermal imaging camera (TIC) will be used in a variety of Fire Fighting applications: Search and rescue, Haz-mat incidents, overhaul, body recovery, odor investigations, smoke investigations, etc.
2. Thermal imaging camera (TIC) will be located in Engine 1 (7003). Please get with captain as to exact location. TIC will be kept in watertight case when not in use. TIC has two batteries that will be kept in case at all times. The only exception is when battery is being charged. Batteries are to be charged in the office only.
3. All personnel will be trained in the use and the maintenance of TIC.
4. After each use, TIC should be inspected for any signs of wear or damage. If any damage is found please notify an officer of the department. If any damage that is found is outside the scope of enclosed instructions, an authorized Scott dealer or service center will be notified. The TIC should be cleaned using a damp cloth with mild detergent.
5. Thermal imager is to be checked once a week by the Fire Captain, as to make sure batteries are charged, and camera is working properly. If a problem is found, camera is to be placed out of service; the Fire Chief will be notified immediately of the situation.

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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## **Policy 117.00**

### **DETAILED EMERGENCY DRIVING POLICY**

#### **Personnel:**

1. The safety of the department personnel and public is our primary concern. The following policies regarding drugs, alcohol use and driving are intended to insure that all personnel are fully competent to operate department vehicles, personal vehicles, department apparatus and respond safely to emergency incidents or other non-emergency department functions.
  - In any situation, a member who may be impaired in any way from the use of alcohol or a medication shall not respond to any incident or department function until they are fully competent to respond.
2. Personnel involved in any motor vehicle accident, who have received any moving violations or changes in status of their drivers license shall report that accident, violation or change in status of their license, to the chief within 48 hours after the event.
3. Personnel who have been charged with a drug or alcohol violation shall report to the chief that violation within 48 hours after the event.
4. An officers review panel will review all occurrences of incidents reported as a part of items 2 and 3 above. The panel will make recommendations to the chief of any disciplinary or other action required.
5. All department personnel shall have a valid Texas Drivers License.

#### **General:**

1. All state and local laws regarding response to emergency incidents shall be obeyed. Unless specifically exempt, fire apparatus driver/operators are subject to any statute, rules, regulations or ordinance that govern vehicle operators
2. At all times operators of department and personnel vehicles shall use good judgment and operate vehicles safely. Reckless operation, degrading gestures and verbal assaults toward the public shall not be tolerated at any time.
3. Operating apparatus greater than 24,000 lbs shall require a minimum of a class b exempt license. A “ driver/operator” rating (SFFMA or TCFP) is recommended but not enforced at this time.
4. The driver shall establish the intended route before leaving the station. (Use the map on the wall.)
5. Each responding vehicle will have a crew of at least 2 (two) personnel. Engine should have a crew of at least 3 (three) personnel if responding to a structure fire, if at all possible. The highest-ranking officer should ride the right or passenger seat and act as the company officer.
6. All personnel should don their bunker gear before entering the apparatus. An exception can be made in those cases where additional fire fighters can

## Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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- be effected without delaying the response time more than one or two minutes (over the minimum three person crew). Once on scene, those personnel shall immediately don their bunker gear. The driver has the option of not donning gear until arriving at the scene. Once at the scene, the driver should don bunker pants.
7. It is the responsibility of the driver to ensure that all personnel are seated and wearing seat belts before any vehicle is placed into operation.
  8. The type of call should determine the order of departure of vehicles from the station. Please see specific type of call for order of departure.
  9. Before starting any apparatus, the driver/operator will be seated in the vehicle. (no starting vehicle while standing outside of vehicle)
  10. The officer riding in passenger seat will operate the radio and siren. The driver will concentrate on safely operating the vehicle.
  11. Use of warning devices shall be limited to only emergency response. Exception can be made for backing, turning or other conditions where safe operation may dictate the temporary use of warning devices. The driver shall be prepared to yield at any time in the interest of safety (use of such devices cannot demand the right of way over safety).
  12. Use of lights and sirens while responding to an incident will be at the discretion of the driver. Lights and sirens shall be used any time the vehicle:
    - Exceeds the speed limit
    - At all intersections
    - Crosses the centerline in a no passing zone
    - Turns left in front of oncoming traffic
    - Any occurrence that could pose a safety problem that would be mitigated by the use of such devices
  13. Sirens may be limited in certain areas, examples such as:
    - Quiet zones (hospitals)
    - Sleep/low traffic times
    - Sudden use immediately behind another vehicle
    - Limited access highways
  14. Apparatus shall obey all speed limits when traveling in school zones when such zones are activated.
  15. Apparatus shall not pass a loading or off loading school bus. The apparatus shall come to a complete stop turn off lights and sirens and not proceed until the bus has turned off its stop signals.
  16. When approaching a controlled intersection the driver shall slow the apparatus to a speed that allows a complete stop if necessary. Any obstructions or blocking of the driver's view shall cause the driver to make a complete stop no matter what the signal indicates.

## Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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17. Apparatus proceeding through a red traffic signal or stop sign shall be capable of making complete stop to assure that all lanes of traffic are accounted for and yielding as required for safe operations.
18. Multiple units responding shall travel at least 300 to 500 feet apart.
19. In situations where an intersection, area of the road or a no passing zone is blocked a driver may move into the opposing lane of traffic and proceed through the intersection or area at a reduced speed with all warning lights and sirens in operation.
20. Speed limits:
  - Apparatus more than 24,000 lbs. (Engine, tankers) may not exceed the speed limit on FM 545, FM 1377, FM 981 or other FM roads in the surrounding fire districts. Tankers may not exceed the speed limits on state highway 121 or state highway 78. Engine may not exceed the speed limit by more than 10 mph on state highway 121 and state highway 78. On county roads speed limit shall not exceed 40 mph. On all side streets in city limits a speed of no more than 35 mph shall be exceeded
  - Apparatus less than 24,000 lbs. (brush trucks, rescue) shall not exceed the speed limit by more than 10 mph on state roads/highways. On county roads speed limit shall not be exceeded. On all side streets in the city limits a speed of no more than 35 mph shall be exceeded.
21. Personnel shall not be permitted to ride the tailboard of any moving apparatus. An exception may be when loading 5-inch hose per officer's authorization.
22. Drivers shall avoid passing other emergency vehicles in route to the scene. If required, radio traffic with the vehicle to be passed shall be established and the vehicle to be passed must agree to the passing maneuver.
23. Speeds shall be reduced to maintain safe operations levels during wet, ice conditions and or other adverse weather conditions.
24. All auxiliary brakes shall be disabled during wet and ice conditions.
25. Vehicles equipped with chains shall be operated at reduced speeds consistent with safety, road conditions and apparatus limitations.
26. While parked at the scene:
  - Set visual warning devices to maintain a safe scene but careful not to blind personnel and or civilians on scene.
  - Engine and tankers shall not be taken off of hard surface roads. Exception is Tanker 2, this will be at the discretion of the I/C
  - For MVC's, attempt to provide one lane next to the incident lane as protection for operational personnel. While any road operation is being conducted, department vehicles should be parked in such a manner as to shield/protect department personnel from possible injury from road traffic.
  - For fires, attempt to keep open access for other mutual aid apparatus. Be aware of structural collapse, wind or heat exposure problems at the scene.

## Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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27. Apparatus that is not involved in the operation should have the vehicles engine shut off as opposed to idling for a long period of time.
28. When backing any apparatus, a spotter shall be in place on the driver's side and to the rear of the vehicle, to direct the driver and to prevent accidental damage or injury. If two spotters are available to be positioned on each side, the spotter on the driver's side shall maintain communication with the driver. Other spotter's will communicate to the driver's side spotter and avoid any attempt to communicate with the driver of the apparatus.
29. Operators should allow a five-minute cool down period at idle before shutting the apparatus' engine off. The driver shall never shut off the apparatus' engine while the apparatus is in motion or immediately after a full load operation.
30. When operating Brush Trucks (7002, 7004) in temperatures below freezing, (32 degrees) start pump /motor before you leave the station and open valve located on top of tank to allow water to circulate. This will also be the procedure for Tanker 2 (7006).

### Personal Vehicles

1. It is the policy of the department that all members should report to the station for any emergency run. The exception to this rule is: On medical emergencies, if you have to pass the scene, on your normal route to the station, you may stop to render aid. On all fires, you must report to the station unless the Incident Commander **specifically** tells you to go to the scene. Responding direct to the scene with a personal vehicle should be avoided if at all possible.
2. Any personal vehicle responding to the station during an emergency. Operating under section five below shall be equipped with proper/legal warning devices in accordance with state law.
3. Each member shall assume the responsibility to insure a personal vehicle conforms to state law.
4. Each member shall maintain proof of insurance and be required that the vehicles insurance is valid for the level of emergency response, under which it will be operated.
5. Emergency operating procedures, all personal vehicles:
  - Shall come to complete stop at all traffic lights and stop signs.
  - Shall not cross the center stripe in a no passing zone.
  - Shall obey all speed limits when traveling on city streets/roads.
  - Shall not exceed 10 mph over the posted speed limit on county and state roads and highways.
  - Shall obey all speed limits when traveling in school zones when such zones are in effect.

## **Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)**

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- Shall come to complete stop and turn off all warning devices for a loading or off loading school bus. Do not proceed until the bus driver turns off the stop signals and all students can be accounted for.
- Shall not be allowed to run warning devices and will obey all traffic laws outside the Blue Ridge Fire District. **This will be strictly enforced!**

### **Policy 118.00**

#### **RESPONDING TO FIRE ALARMS AND OR SMOKE INVESTIGATIONS**

All fire alarms and smoke investigations of a residence or business will be treated as a structure fire, and get the same response in both equipment and personnel until:

- Alarm Company notifies Collin County Dispatch that alarm is false, either set off by mistake or a system malfunction. Dispatch will then advise Fire Department.
- Homeowner notifies Collin County Dispatch that alarm is false, either set off by mistake or a system malfunction. Dispatch will then advise Fire Department.
- First arriving Blue Ridge Fire Department Apparatus confirms alarm as being false or otherwise. This will be done after investigation; I/C then can disregard further equipment and or personnel at his/her discretion.

This is also stated in Policy 104.13 Response to Structure Fires.

Responding units should be the same as for a Structure Fire, however for Alarm investigations in the county, Brush 2 may be first out so a quick attack may be made if:

- Other personnel are at the station, they should get Engine 1 and Tanker 1 enroute as soon as possible. Engine 2 should be on stand-by
- Personnel are limited.

For a smoke investigation of a residence or business the same procedure should be followed as above. For a smoke investigation in the "area of", Brush 2 may be First out, followed by Brush 1 and or Tanker 1. This is at the discretion of the I/C.

When responding to an alarm investigation in the following:

1. Blue Ridge Middle School
2. Blue Ridge Elementary School

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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3. Blue Ridge High School
4. Blue Ridge Baptist Church
5. Blue Ridge Methodist Church

Use the following protocol.

## Response Order

1. Engine 1 (7003)
2. Engine 2 (7008)
3. Tanker 1 (7005), Squad 1 (7007), or Rescue 1 (7009) as per I/C

Personal vehicles will not be allowed unless authorized by I/C. Roadway and parking lot should be as clear for possible mutual aid companies.

Will attempt to have a minimum of three (3) personnel on first arriving engine. If found or believe to have a working structure fire, consider mutual aid.

First arriving engine:

Driver stays with apparatus

1. Assist with deployment of hose sked
2. Assist with the establishment of water supply
3. Any other duties as per I/C
4. Pump operator

Two (2) personnel minimum will be in full PPE, SCBA donned (does not have to be on air).

Equipment that will be carried to the scene:

1. Pressurized water extinguisher
2. Hose pack
3. Haligan bar or other forcible entry tool
4. Portable radio
5. Thermal imaging camera
6. Flashlight

Use water extinguisher for small fires such as trash can etc.

Call back to I/C or pump operator and ask for hose sked to be deployed if needed

## **Policy 119.00**

### **DETAILED POLICY ON MEDICAL EMERGENCY RESPONSE**

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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In addition to **Policy 109.00 Response to medical emergencies**, Policy 119.00 has detailed information regarding response to medical emergencies by personnel in private vehicles, response to calls in apparatus, Patient care on scene, Incident reports, EMS schedule.

## **1. Response to calls by personnel in private vehicles**

At present time, the Blue Ridge Fire Department does not have a medical schedule for daytime calls; calls during these hours (6:00 AM to 9:00 PM) will be handled as they have been in the past. The intention however is to have at least one (1) certified personnel on scene (ECA, EMT-B, EMT-I or EMT-P) if possible, (This is per EMS agreement between first responder and transporting agency.) This may or may not be possible on certain days or times. Personnel responding to medical calls during the day will respond to the station unless:

- Personnel will have to pass incident location on his/her normal route to the station, he/she may stop to render aid. If you have to pass the incident location on your normal route to the station and you have a radio, please contact the I/C and advise he/she of what you are doing. If you do not have a radio and you have a cell phone please contact the **station 972-752-4027 or Blue Ridge Rescue Truck 972-872-5918** so responding units will know that you are on scene. If you do respond to the scene in your personal vehicle and you have a radio and Collin County Sheriffs Office advises that responding units should stage due to the scene not being secure, advise I/C of your staging location. If you do not have a radio and your pager advises the call is a possible suicide, shooting, stabbing or injured person due to domestic violence you are not to go to the scene. You are to stage and wait for responding units. If you have a cell phone contact the station or Blue Ridge Rescue truck and advise them of your staging location. If you do not have a cell phone, stage at a safe location and wait for responding units. All personnel responding to the station will abide by the Detailed Driving Policy 117.00 and Comprehensive Driving Policy for personal Vehicles Policy 124.00

## **2. Response to call in Apparatus**

Response to Medical Emergencies are the same as in Policy 109.00.

Apparatus will leave when two (2) personnel are at the station regardless of level of certification. If personnel in apparatus do not have a medical certification, Contact one of the following by radio:

- Chief 7001 EMT-B
- Assistant Chief 7017 ECA

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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- Captain 7026 EMT-B
- Lieutenant 7024 EMT-P
- Lieutenant 7037 ECA

If they are available they will meet you on scene. If you are unable to make contact with one of the above, or they are unavailable to respond, then you may respond to the scene and assist the responding EMS crew as needed. If only one (1) personnel shows up at the station, apparatus may leave under the following circumstances:

- I/C advises he/she will meet you on scene
- Another fire fighter advises he/she will have to pass incident location and will meet you on scene
- After you have been at the station for a period of time, and you are sure that know one else is going to show up, you may leave to be assistance to the responding EMS crew as needed.

**Only one person will acknowledge page received with Collin County. This needs to be done as soon as possible.** After hearing radio traffic you may advise them that “received radio but no page” then when you receive page, advise them of this. If you do not have a radio and you get to the station, and know one else is there, please contact an officer by truck radio to find out if page was received. If know one answers you, call Collin County via truck radio and ask them if anyone has received page. Refer to Policy 102.00 Communications.

### 3. Patient care on scene

The most highly trained EMS personnel will provide patient care. Personnel without current EMS credentials will provide support functions. All personnel will observe current Center for Disease Control (CDC) Universal Precautions in handling blood borne pathogens from the ill or injured. All EMS personnel will be knowledgeable of current protocols being used by the Blue Ridge Fire Department, which is currently under the Medical Direction of Doctor Stacy Wyrick. All procedures performed both Basic Life Support (BLS) and Advanced Life Support (ALS) will follow current protocols. All Advanced Life Support (ALS) procedures will be performed by Current EMT-P's, and EMT-B's that have been signed off by Medical Director. Currently the only Apparatus that has Advanced Life Support (ALS) equipment is 7009 Rescue 1. The number to Medical Control is programmed in cell phone in rescue truck. Please contact medical control if you have any questions regarding procedures, are if you have any questions regarding a call. FYI, The current protocols that we are operating under are standing orders.

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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## 4. Incident Reports

The person who had patient care will fill out incident Reports and Medical report form for all medical calls. The white copy of the medical report form will be attached to the Incident report and placed in locked box in the station. The yellow copy of the Medical report form will be placed in the locked box on the office wall (behind computer) labeled QA/QI. These copies will be given to the Medical Director upon request. Obtain all the information that you can, both medical and personal with out compromising patient care.

## 5. EMS Schedule

The Blue Ridge Fire Department has implemented an EMS Schedule for nighttime Emergency Medical Calls. The schedule is from 9:00 PM to 6:00 AM. The Captain is responsible for scheduling personnel for the month. The schedule will consist of three (3) personnel, with at least one being EMT-B or higher, and at least one being a fire ground officer. The first two personnel at the station will go on the call. When the third person gets to the station he/she will contact the truck enroute or on scene to see if he/she is needed. If the third person is an EMT or Paramedic and there are no certified personnel on the truck, then he/she may go directly to the scene. It is the responsibility of the officer on shift to check page received with the county. (The officer on shift will be in bold print on the schedule) This will be done immediately upon being dispatched!

It is the responsibility of ever one to make sure they know when they or on a shift, as it may change from month to month. The new shift schedule will be placed in your box at the station. A page will be sent out to let everyone know when it is ready. If you are unable to make your shift please contact the Dept. Captain or another officer so the shift can be filled. It is the intention to have a minimum of two (2) personnel and an EMT-B or higher on ever call during the nighttime schedule. ECA's at the discretion of the Fire Chief will be allowed to be "lead" at medical calls.

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## Policy 120.00

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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## RE-KINDLE PREVENTION

Purpose: The purpose is to establish guidelines on the recheck of structure fires, which have a potential for re-kindle.

Re-kindles are preventable and are an embarrassment to the department. **Extensive Overhaul Operations** should be utilized to prevent re-kindles.

1. After fire department has cleared the scene of a structure fire, one piece of apparatus will be left on scene with a crew of at least (3) three firefighters for (1) one hour for fire watch.
2. After clearing apparatus from fire watch, send a crew (minimum three) back to the scene in apparatus every hour for the first (3) three hours, then send crew back every (2) two hours for the next (6) six hours.

Officer in charge will determine if re-kindle prevention should be used. All structure fires will not necessarily have to be checked on a regular basis. Again this will be at the discretion of the officer in charge.

## Policy 121.00 LOCKED VEHICLE

Purpose: The purpose is to establish guidelines for the unlocking of passenger vehicles.

1. Fire Department will be dispatched to reported locked vehicles in the following situations, which may be "emergencies".
2. Person(s) locked in vehicles that is incapable of unlocking the vehicle and is in immediate danger due to heat or other medical condition.
3. Pet(s) locked in closed vehicles without air conditioning.
4. Vehicle locked and running INSIDE of a closed structure producing a hazardous atmosphere.
5. Other situation where the locked condition of the vehicle is an obvious threat to the safety of persons or property.

## Fire Department and Entry

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## **Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)**

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6. The fire department will respond to all emergencies as defined above. Upon arrival to the scene, the Officer or fire fighter shall observe the situation and make the determination of whether or not an emergency exists.
7. A situation which poses a threat to life or property, Fire department personnel will make entry by taking the following actions:
  - Advise the person responsible for the vehicle that an “emergency entry” is being made.
  - Advise the person responsible for the vehicle that the safest and most economical way of gaining entry will be to break a window. Explain that the “through the glass entry” avoids possible damage to airbags, electric door locks, and window operating mechanisms.
  - The Blue Ridge Fire Department, its members, the City of Blue Ridge and its employees cannot be responsible for any damage to the vehicle under the emergency conditions present.
8. Select an appropriate window away from occupant inside the vehicle. A door window is preferred over a rear or small quarter glass. A passenger side front window is most desirable.
9. If time permits, apply duct tape to the outside of the window to minimize glass shattering as it breaks.
10. Remove the window by using a center punch.
11. Unlock the door and stabilize the emergency.
12. After the emergency is stabilized, assist the person in control of the vehicle by removing all loose glass from the vehicle to the extent possible.
13. Advise the owner of the vehicle that glass fragments may sometimes be wedged between seats, window frames, etc. It is suggested that great caution be used until a professional glass company replaces the window and the interior checked for any glass.

If an emergency as defined above does not exist when Fire Department personnel arrive at the scene, Fire Department personnel can (using there

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# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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discretion) assist in making entry, but will attempt to assist the owner as follows:

- Explain our policy to the owner, with the emphasis of causing dangerous “hidden” damage to the vehicle locking mechanism, side impact airbags, or window mechanisms.
- Offer to have a locksmith or wrecker service called to the location.

14. Document completely the situation found and the action taken on the incident report.

## **Policy 122.00 CARBON MONOXIDE RESPONSE**

Non-emergency:

1. When a CO detector is alarming and none of the occupants are having symptoms.
2. When a CO detector is alarming and there are no occupants in the structure.

Emergency:

3. When a CO detector is alarming and the occupants are having symptoms of CO poisoning (flu like symptoms) or any other medical condition exist.

Procedures for CO investigations

4. Is the scene safe?
5. Are the occupants out of the structure and accounted for?
6. Are there any signs or symptoms of CO poisoning.
  - Flu like symptoms
  - Headache or dizziness
  - Persistent cough
  - Respiratory distress or difficulties
  - Nausea
  - Cyanosis
  - Unexplained unconsciousness
  - Tachycardia

## Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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- Increased frequency in angina in persons with coronary heart disease.
7. If so, begin patient evaluation and treatment immediately in a safe environment.
  8. Check the operation of the detector outside the structure before entering.
  9. Investigate inside the structure
  10. Enter the structure with the detector on. Full PPE including SCBA will be worn while inside structure.
  11. Conduct readings throughout the entire structure.

Occupants should be informed of the findings.

### **Policy 123.00 REHABILITATION PROCEDURE**

The rehab sector will be used to evaluate and assist personnel who could be suffering from the effects of sustained physical or mental exertion during emergency operations. Rehab sector will provide a specific area where personnel will assemble to receive:

- Status of vital signs
- Rest, hydration
- Treatment of injuries
- Continual monitoring of physical condition
- Transportation for those requiring treatment at medical facilities (AMR)
- Reassignment

American Medical response (AMR) may be called at any time for rehab. If AMR is unavailable, mutual aid may be used for injured personnel or for transportation to Emergency Facility.

# Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)

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## Policy 124.00

### COMPREHENSIVE DRIVING POLICY FOR PERSONAL VEHICLES

**Purpose:** To set guidelines and policy for members responding to station on emergency calls in their personal vehicles.

General:

Refer to Policy 117.00-Detailed Emergency Driving Policy

1. All members responding to the fire station shall obey all speed limits, come to a complete stop at all stop signs, and come to a complete stop at all traffic lights before clearing intersection.
2. Shall come to a complete stop for loading or off loading school bus. Does not proceed until the bus driver turns off the stop signals and all students can be accounted for.
3. **Shall not run warning devices either visual or audible outside of the Blue Ridge Fire District. This will be strictly enforced.** Shall not exceed the speed limit and obey all other traffic laws.
4. Shall obey all posted speed limits when traveling in school zones when such zones are in effect.
5. Shall not cross the center stripe in a no passing zone.

#### Personal Vehicles

Personal vehicles are any vehicle owned, leased and/or operated by members of the Blue Ridge Fire Department, and not in any way insured by the Blue Ridge Fire Department or the City of Blue Ridge.

Members that are on the department that are employed by Police department, Sheriffs department, or other law enforcement agency or county may use their vehicles in accordance with state law.

Any member on probationary status (less than 1 year) shall **not** possess any visual or audible warning devices. This does include junior fire fighter members with vehicles.

When member is off of probationary status, at that time he/she may request to use visual and audible devices. This request is to be made to the department.

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All visual warning devices shall be RED, CLEAR, AMBER or in combination of the three. **NO BLUE** warning lights will be allowed on personal vehicles.

**The following lights shall be used in accordance with state law.**

Warning lights shall consist of the following, in any combination: Headlight flasher, Grill lights, Dash light, Rear facing or deck lights, Back up flasher, or any other rear facing lights. These lights are inconspicuous when not in use. Permanent light bars will not be allowed on personal vehicles. Remember, **NO BLUE** lights allowed on personal vehicles.

It is the responsibility of the member to keep the proper insurance on personal vehicle.

Blue Ridge Fire Department, its member and officers along with the City of Blue Ridge and employees will not be responsible for members who do not have proper insurance.

If member gets ticket from law enforcement while responding to station with or without lights, member shall notify Fire Chief as soon as possible.

Any valid, verifiable complaint on members regarding lights will be handled by the department officers, and then brought to the department with recommendation on disciplinary action to be taken.

Possible disciplinary action may include but not limited to:

- Verbal warning
- Written warning
- Probationary status
- Warning lights being removed from vehicle
- Termination

Recommendation:

Member gets three (3) valid, verifiable complaints in a six (6) month time period, disciplinary action should be taken.

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## Policy 125.00 DEPARTMENT UNIFORMS

Purpose:

The purpose is to provide standardized uniform guidelines and definitions.

For the purpose of this SOG, authorized means approved by the Department regulations.

Effective May 19, 2008 at a regular business meeting, the following guidelines were discussed and voted on, and adopted by a majority of members.

The purpose is to have members responding to calls look professional and to provide identification for law enforcement as well as other agencies that may be on scene. **FYI** If you have a state EMS certification (ECA, EMT-B, EMT-I, EMT-P) you are required to have on your shirt the following: **Your name, Your Department, and Your Certification level. If you do not have a shirt with this information, you can have a picture ID badge with the same information on it.**

1. All baseball caps will be worn in the correct fashion **while on any calls** with the Blue Ridge Fire Department. This means caps **will not** be turned around in a backwards position.
2. No shorts will be worn on any call with the Blue Ridge Fire Department.
3. No pajama bottoms (or shirts) will be worn while on any call with the Blue Ridge Fire Department.
4. House shoes will not be worn while responding to any call with the Blue Ridge Fire Department.
5. Sweat pants will be allowed if they are navy blue in color and have Blue Ridge Fire Department in gold lettering on them.
6. A Blue Ridge Fire Department issued shirt (t-shirt) will be worn on all calls. In cold weather a Blue Ridge FD sweatshirt will be acceptable. A navy blue jumpsuit (such as dickies) will also be acceptable as long as it has a Blue Ridge patch on the left sleeve and a state certification patch (if applicable) on the right sleeve. To ensure that everyone has a t-shirt for all calls, a spare t-shirt will be hung in your gear locker for you to put on. The exception will be for the City employees who will have their City of Blue Ridge uniform shirt on. This will have identification on the shirt.

**Baseball caps:** Will be department issued. Navy caps with gold or white and red lettering stating Blue Ridge Fire Dept or Department. No other caps will be allowed to be worn while wearing uniforms.

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**T-Shirts:** Will be department issued. Navy blue T-Shirt with Gold lettering on front and back. **BLUE RIDGE FIRE DEPARTMENT** on back, name and certification on right chest, **BLUE RIDGE FIRE DEPT** with logo on Left chest, other certification may be on Right sleeve.

**Class A shirt:** Will be department issued. White for chiefs, Navy blue for other officers and fire fighters. Both short sleeve and long sleeve shirts will be issued. Chiefs will also be issued navy shirts.

**Pants:** Uniform pants will be issued by department. Navy blue in color. EMS style pants is also acceptable. At this time however, these will not be issued by department, will be purchased by member. Denim jeans (wrangler, Levis) will also be acceptable, as long they are not faded and are in good condition. Good condition is not faded, no holes.

**Belt:** Black in color with standard buckle. Not issued by department at this time.

**Shoes:** Shoes or boots shall be black in color. This is while wearing class A uniform. Regular tennis shoes or boots can be worn while wearing t-shirts or class C shirt. Color is not a requirement.

**Nameplate:** Will be department issued. Polished silver in color for fire fighters, captain, lieutenants, and asst chief. Polished gold in color for chief

**Badge:** will be department issued. Gold for chief, silver for other officer and fire fighters.

**Jacket:** At this time not department issued. Should be navy blue in color. FD patch on left shoulder, TDSHS patch (if applicable) on right shoulder.

**Sweatshirt:** will be department issued. Navy blue in color. Will have same requirements as t-shirts

**Tie:** will be department issued. Black in color

**Under shirt:** Will be worn at all times when wearing class A shirts. White for chiefs, Navy blue for other officers and fire fighters

**Department Patches:** Will be issued by Department

**TDSHS Patches:** Will be issued by Department to members with certification

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**ID badge:** will be department issued. Will be a picture ID badge, with certification level and radio number.

**Pager:** Will be issued by department. While in the member possession, will be the responsibility of that member. If lost or stolen, pager will be paid for by the member. Replacement pager will not be issued until lost or stolen pager is paid for.

## Uniform Guidelines:

**Class A uniform:** Class A pants. Navy blue in color. EMS style pants will be acceptable.

Long sleeve class A shirt. White for chiefs, Navy blue for other officer and fire fighters. Nameplate will be worn over right pocket; badge will be worn over left pocket. Fire depart patch on left shoulder, EMS patch on right shoulder. No other patches will be worn. Officer brass or collar brass will be worn on officer's shirts. Collar brass is issued by department.

Black tie will be worn by all members.

Black belt

Class A shoes or boots. Black in color

Socks will be black in color if wearing shoes

Navy jacket if weather is an issue.

ID badge

Examples to wear class A uniform:

Funerals  
Special presentation or events  
Formal public occasions  
Other events as may be determined

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**Class B uniforms:** Class A shirt without a tie and open collar. Must be wearing appropriate undershirt. Nameplate, badge and color brass as listed above.

Navy blue pants, EMS style pants. Denim jeans may also be worn. These must be in good condition, not faded or worn.

Black Belt

Black shoes or black boots

Socks will be black in color if wearing shoes

Navy jacket if weather is issue

ID badge

Examples to wear class B uniform:

Parades  
Training in class room setting  
Company pre plan assignments  
Stand-bys  
Other events as may be determined

**Class C uniforms:** Department issued t-shirt

Department issued sweatshirt

Pants or denim jeans

EMS style shorts

Shoes or boots may be of any style

Department issued baseball cap

Navy jacket if weather is issue

Examples to wear class c uniform:

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Truck check off  
Maintenance  
Station clean up  
Hands on training  
Other station work  
Other events as may be determined

## **Class D uniforms:**

Department issued t-shirt  
  
Department issued sweatshirt  
  
Exercise/sleep shorts  
  
Sweatpants  
  
Shoes of any style  
  
Department baseball cap

Example to wear class D uniform:

Exercise  
Sleep  
Other events as may be determined

## **General:**

- All uniforms will be kept clean and maintained. Uniforms that are damaged, excessively worn or faded as determined by an officer will not be worn. These items will be replaced as soon as possible.
- The department must authorize any uniform item that is not issued by the department such as jacket, coat etc.
- Authorized non-department issued items: Black boots or black shoes, black belt, black socks if wearing shoes.
- All members understand that department issued items will be returned to the department at time of resignation or termination from the department. Members will fill out and sign a uniform log and turn back to the department as soon as possible.
- When replacement are needed, the member will fill out a clothing request form and submit it to the fire chief or other designated officer.

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- Members must understand that some uniform items will be issued on a schedule. Example we cannot order one t-shirt, there must be a minimum order of six t-shirts. We will get those items as quick as possible.
- Unless otherwise directed by the department, the fire chief or Officer will designate the uniform to be worn at a particular time and event.

Blue Ridge fire dept issued clothing will not be worn in an inappropriate manner or location either on or off duty.

## **Blue Ridge Volunteer Fire Department Standard Operating Guidelines (SOGs)**

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I have received, read, and understand the Blue Ridge Volunteer Fire Department Standard Operation Guidelines. I will adhere to these guidelines at all times when acting as a Blue Ridge Volunteer Firefighter/First Responder.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date