

Claremont Fire Department

Standard Operating Guidelines

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Revised on 2/1/07

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I. Standard Operating Guidelines

1. Use and Reason of Guidelines

- A.** Standard Operating Guidelines provide officers and firefighters with guidelines to be used along with training, experience, common sense, and judgment when making decisions or taking actions to allow for the safe, effective, and efficient control of personnel and resources in both emergency and non-emergency situations.
- B.** All members should be thoroughly familiar with the Standard Operating Guidelines and should act accordingly on all calls unless circumstances of the incident justify and require other action.

II. General Station Rules

1. Scope and Purpose

- A.** The following guideline will determine the availability and use of various areas and equipment in the station and equipment on the apparatus.

2. Use of Station Facilities

- A.** The Chief's office is provided to conduct the business of the department and will not be used as a location to congregate.
- B.** The kitchen is to be used by firefighters or auxiliary members only.
 - 1.** Anyone using the kitchen or appliances will be responsible for cleaning them after each use.
- C.** The restrooms are provided for the convenience of the members and guests and will be kept clean at all times.
- D.** The apparatus room will stay clean and neat at all times.
- E.** Protective clothing will be hung on wall hooks in an orderly manner in the turnout gear room. Members may use the wall hooks on the outside of the maintenance room while they are present at the station. Gear is not to be worn in the up-stairs section of the station. Protective clothing should always be checked after calls and training to ensure that dirt, mud, and ash have been removed from the gear to prevent it from falling off and collecting in the floor.
- F.** Members may work on POVs in the apparatus room. If the work will take more than one (1) hour, the member must obtain permission from an officer or the engineer on duty. After each use, the area must be cleaned and all tools and cleaning supplies must be returned to storage. Apparatus will not be pulled out into inclement weather to facilitate work on POVs. Violation or abuse of this privilege may result in "individual" suspension of this privilege.
- G.** The training/meeting room is available for members use however due to other departments using this room it will be necessary to check with the Chief to see if the room has already been scheduled.

- B.** The use of the computers and network system to access any illicit, vulgar, chat rooms, or pornographic material will not be tolerated. Members that violate and access such said material will be turned into the grievance committee for review.
 - 1.** Punishment may include any or all of the following, restricted time of access, a time period or permanent ban on the computers and network systems, or suspension/probation from the Fire Department.

5. Visitors and Guests

- A.** The department prides itself in its hospitality; therefore, everyone should do their part to make visitors and guests welcome to tour our facility.
 - 1.** Members are responsible for the actions of their guests.
 - 2.** Guests are not allowed to respond to any fire alarm on any apparatus.
 - a.** Guests are not allowed on any active or working incident/scene.
 - b.** Guest may be permitted to be on the scene of a training exercise with permission from the Chief and must stay in a designated area.
 - 3.** Guests are not permitted at the station after 11PM or before 7AM.

6. Personal Use of the Station Equipment

- A.** Station equipment is available for use by all members of the department on a temporary loan basis, except those items designated by the Chief.
 - 1.** Equipment must be signed out by an officer on the equipment sign-out sheet located in the radio room and may be signed out for no more than three (3) days at a time.
 - 2.** Equipment should be returned back to the station the same way as when it was issued.

7. Maintenance of the Station and Equipment

- A.** Members are asked to keep the station and all equipment clean at all times. The department will not tolerate members acting in an inappropriate manner in caring for the department's grounds or equipment.

8. Operational Use of Station and Apparatus Equipment

A. Members must be at least the age of 18 and have some knowledgeable use in order to operate certain equipment.

- 1.** Any Type of Saws
- 2.** Acetylene Torch
- 3.** SCBA Compressor and Fill Station
- 4.** Hydraulic Tools

9. Cleaning Up of Equipment After Calls and Training

A. Only the officer filling out the report will be at the report desk until **ALL** equipment and apparatus is back in service. The officer(s) in charge of clean up will determine when all equipment is back in service.

III. Discipline

1. Scope and Purpose

- A.** To prevent the officers from completely operating the Fire Department a Grievance Committee has been created to provide recommendations for new applicants and fair punishment to members that do not follow guidelines or instructions. This guideline provides the basis of the committee functions and how members should report grievances.

2. Grievance Committee

- A.** The members of the committee shall serve for a period of one year and may be rotated in July or at the discretion of the Chief.
- B.** The committee shall maintain a file documenting all actions taken on voting, new personnel, and grievances on members.
- C.** Only in the event of a tie among the members will the Chief be allowed to vote.

3. Filing of Complaints

- A.** Any infraction against any member should be submitted in writing to a grievance committee member within forty-eight (48) hours of the incident.
- B.** Any member feeling that they have been wronged in any way may submit a written statement to a grievance committee member to be acted upon by the grievance committee.

4. Administration of Penalties

- A.** The rules and regulations of the Fire Department By-Laws and the Standard Operating Guidelines shall form the basis of the general rules of conduct expected from all members at the station and on the fire ground.
- B.** Willful infractions of these rules and regulations or disregard for the Fire Department By-Laws and Standard Operating Guidelines may require that a member be removed from the station or the fire ground.
- C.** Any Fire Department Officer shall have the authority to remove a member from the fire ground, station, or any other Fire Department activity.

- 1.** Any Fire Department Officer removing any member from an activity must within twenty-four (24) hours file a statement/report explaining his/her actions and detailing the problem that caused the removal.
- 2.** This statement/report will be submitted to the Chief who shall convene a meeting of the grievance committee within seventy-two (72) hours.
- 3.** The grievance committee shall make a recommendation of the disciplinary action to be taken to the Chief of the department.

IV. Training

1. Scope and Purpose

- A.** Members within the department have the opportunity of obtaining many different certifications which require an annual amount of hours of in-service to keep their certification. Also members must obtain hours annually to stay active within the State Pension Fund. The following guideline shall be used so members know the amount of hours they are required to have annually.

2. Training Sessions

- A.** There will be at least two (2) training sessions provided every month for members.
- B.** Training hours will be recorded on a yearly basis, and shall run from January 1st, to December 31st of same year.
 - 1.** Training hours will reflect the amount of time spent in each training category as well as whether the training was received in the district or out of the district.
 - 2.** You may request a copy of your detailed training report at anytime from the Training Officer.
- C.** Attendance at all departmental training sessions is recommended.

3. Officer Training

- A.** Each officer is required to maintain twelve (12) hours of officer related training each year.

4. Driver/Engineer Training

- A.** Each certified pump operator is required to maintain sixteen (16) hours of driving and pump training each year.

5. Radioactive & Hazardous Materials Training

- A.** All members are required to maintain eight (8) hours of radioactive or hazardous materials training each year.

6. Medical Training

- A. Each firefighter will be required to have three (3) hours of blood borne pathogens training each year.
- B. Physicals are required each year for all firefighters. Physicals will also include a blood screening.

7. Out of Town Classes

- A. Upcoming schools will be posted on the training board.
- B. If you are interested in attending an out of town training session, you must have maintained nine (9) hours per quarter up to the time for registration.
- C. Registration forms will be submitted to the Training Officer or Chief no later than two (2) weeks before mail date.
- D. All classes are subject to final approval by the Chief.
- E. In the instance that you are unable to attend an out of town training session after registration has been sent in, you need to notify the Training Officer and/or Chief.
- F. If you are not able to attend an out of town training session after registration has been sent in or you do not show up for class, and you **HAVE NOT** advised the Training Officer and/or the Chief you will be subject to paying a reimbursement for the cost of the class to the department.

V. Issued Equipment

1. Scope and Purpose

- A.** Members will be able to perform their duties of the Fire Department from prevention programs to emergency incidents and training by providing members with uniforms and personnel protective equipment.

2. Uniform Equipment

- A.** Members of the Fire Department will be issued a tee shirt, sweatshirt, short sleeve dress uniform shirt, long sleeve dress uniform shirt, tie, uniform pants, coat, collar brass, shirt badge, and coat badge.

3. Protective Clothing

- A.** Members of the Fire Department will be issued and responsible for the maintenance and security of a complete set of protective clothing and equipment. "Turn-out" or "bunker" consist of a pant, jacket, helmet with face shield or goggles, nomex hood, firefighting gloves, and firefighter boots that meet the applicable requirements of NFPA 1971 and are approved for structural firefighting, but not limited to such operations. Members that will be SCBA using firefighters will also be issued an SCBA Mask after probation.

4. Returning of Issued Equipment

- A.** If a member is dropped from active status at any time, they are expected to return all issued equipment and uniforms. All returned equipment should be turned in to a Chief Officer only.

5. Pagers and Radio Equipment

- A.** Upon approved membership, firefighters will be issued necessary radio equipment and a dial pager.
- B.** Junior firefighters will be issued radio pagers if available.

VI. Personal Protective Equipment (PPE)

1. Scope and Purpose

- A.** The purpose of this guideline is to assure that all personnel have the appropriate Personal Protective Equipment, understand the care and cleaning of equipment, and know the use requirements of the equipment. This guideline shall apply to all personnel operating at the scene of any emergency incident or training exercise. All personnel shall be prepared for fire suppression or rescue operations immediately upon arrival at an emergency scene and while maintaining the highest degree of personal safety for all personnel.

2. Protective Clothing

- A.** Commonly referred to as "turn-out" or "bunker gear", protective clothing consists of a pant, jacket, helmet with face shield or goggles, nomex hood, firefighting gloves, and firefighter boots that meet the applicable requirements of NFPA 1971 and are approved for structural firefighting, but not limited to such operations.
- B.** Properly fitting protective clothing is important for the safety of all members therefore all protective clothing will be correctly sized to allow for freedom of movement.
 - 1.** Gear should be expected to offer protection at a higher level, but is suitable for lesser hazards that may be encountered while operating on accident scenes, brush fires, and minor haz-mat incidents.
 - 2.** Protective clothing is issued to each individual by the department. If an individual chooses to purchase any PPE, it must meet all applicable OSHA and NFPA standards and be approved by the Chief.
 - 3.** Members, who engage in firefighting operations, should avoid wearing clothing under protective garments that is considered unsafe due to poor stability, or poor flame resistant characteristics, and that could in itself cause injury to the firefighter despite what type of appropriate protective garments are worn over such clothing.

3. Care and Cleaning

- A.** Members are responsible for proper care of their issued equipment.

- B.** Cleaning of protective equipment will be provided by the department either through an outside cleaning service or performed in house. The member should advise a superior officer of any torn, ripped, and/or damaged protective equipment.
 - C.** A commercial washer is available at the station for the laundering of dirty protective clothing.

 - 1.** Liners should be taken apart, turned inside out, and washed separately from the outer shell.
 - 2.** Outer shell should have the suspenders removed, and all velcro should be closed.
 - 3.** Boots and helmets may be cleaned with mild soap and water.
 - 4.** Protective Clothing and/or structural firefighting gear must never be stored damp condition(s) and/or left stored in direct sunlight.
 - 5.** Any clothing in need of commercial cleaning by a professional cleaning service will be brought to the attention of the Fire Chief.
- 4.** Use of Personal Protective Equipment
- A.** Members' protective clothing and protective equipment will be used and maintained in accordance with the manufacture's instructions.
 - B.** Protective clothing **WILL BE WORN** when involved in, near, or on the scene of any type of firefighting, interior smoke investigation, extrication, and/or other hazardous situations that can cause a personal injury hazard.

 - 1.** Primary responsibility for adherence to this guideline rests with the individual. Officers and Acting Officers are responsible for enforcement of this guideline within their respective crews. Officers have the authority to deviate from this guideline and may use their discretion to regulate turnout gear use for personnel in terms of unusual circumstances such as extremely long responses, very hot days, or in any situation, which dictates special attentions, **HOWEVER** any Officer that deviates from this guideline will bear full responsibility for results of the deviation.
 - 2.** Fire engineers, traffic control officers, and other members not requiring the use of full structural gear, based on the incident, will at a minimum wear a protective helmet and a reflective vest and/or bunker

coat, **ESPECIALLY** when operating near or on public streets, roads, or highways.

- 3.** Full protective clothing shall be worn by all fire personnel while responding on any fire apparatus on any emergency call. All firefighters will dress out with at least pants before the apparatus may leave the station on any call. (Drivers need not dress out before responding, but must carry their gear and should dress out after the apparatus is in operation).
 - 4.** A type of protective equipment shall always be worn by all personnel during any emergency incident for the type of duty they are performing.
- 5. Medical Response Personal Protective Equipment**
- A.** Members that perform emergency medical care or are otherwise likely to be exposed to blood or other body fluids will be provided the proper protective garments, gloves, and face protection that meet the applicable requirements of NFPA 1999.
 - B.** Members will wear emergency medical gloves when providing emergency medical care to any and all patients.
 - C.** Members will use emergency medical garments and emergency medical face protection devices prior to any patient care when obvious bodily fluids are present.

VII. Self Contained Breathing Apparatus (SCBA)

1. Scope and Purpose

- A.** The purpose of this guideline is to ensure a policy for the Claremont Fire Department so that all personnel expected to or likely to respond to, and function in areas of atmospheric contamination, this is to include Immediately Dangerous to Life or Health (IDLH) situations, are prepared to perform emergency operations and shall be equipped with and trained in the use and maintenance of the Self Contained Breathing Apparatus (SCBA) while maintaining the highest degree of personal safety for all personnel. The use of a self-contained breathing apparatus (SCBA) is an essential part of the complete personal protective equipment provided for each member of this Fire Department.

2. Use of SCBA

- A.** All department members who are qualified and encounter unknown varieties and quantities of toxic materials and combustion by-products in firefighting and haz-mat response will utilize a SCBA.
- B.** The SCBA will not be removed until the following conditions no longer exist or until the member is in a safe atmosphere:
 - 1.** Hazardous atmospheres
 - a.** Many toxic atmospheres are commonly found with fires involving structures, vehicles, rubbish, dumpsters, and fires involving hydrocarbon(s), etc.
 - 2.** Atmospheres suspected of being hazardous
 - a.** Overhaul and initial investigations of unknown odors
 - 3.** Atmospheres that may rapidly become hazardous
- C.** Members will wear SCBA until it can be safely established by monitoring or testing that the atmosphere is not oxygen deficient or contaminated.
- D.** Members will wear the SCBA according to the manufacturer's requirements and the requirements per this guideline.

- E.** Members who are designated as a firefighter will don the SCBA minus the face-piece while responding to the emergency or immediately upon arrival on the scene.
- F.** For safety reasons, it is recommended that on structure and car fires for personnel to **NOT** put on their face-piece until after they have exited a piece of apparatus, have hose lines stretched, and are ready to begin firefighting operations.
 - 1.** This will allow members to have a better vision of their surroundings before making a fire attack.
- G.** On calls that require the investigation of a fire alarm activation personnel are not required to don a face-piece during the investigating, however the face-piece shall be taken with the member into a structure or premises so if it is needed operations can begin quickly.

3. SCBA Selection

- A.** The department will provide at no cost to the member the appropriate type of SCBA and facepiece for respiratory protection in accordance with current OSHA standards, NIOSH recommendations, and NFPA standards.

4. Medical Requirements

- A.** Since members who will use any type of respirator may be exposed to some physiological stress, a medical screening for the member is required annually.
 - 1.** Members will not be assigned to any job function requiring the use of a respirator until they are physically able to perform the work and use of the equipment.
 - 2.** Members will receive a physical examination, inclusive of a pulmonary function test to determine if they are physically capable of wearing respiratory protection.
 - 3.** Members who are required to wear a respirator will have their medical status reviewed by a doctor inclusive of a pulmonary test.
 - 4.** A list of department members who have been approved to wear a respirator after their physicals and pulmonary function test will be kept.

5. Facial Hair Requirements per OSHA 1910.134(g)(1)

- A.** Members who have facial hair, such as a mustache, sideburns, or a beard that passes between the skin and the sealing surface of the respirator facepiece **SHALL NOT BE PERMITTED** to wear an SCBA.
 - 1.** Members who intend on wearing an SCBA and **DO NOT** comply with the Facial Hair Requirements will be subject to turning in their issued facepiece, and are not allowed to wear a facepiece until the Facial Hair Requirements are met.
- B.** Other items such as corrective eyeglass lenses that have full frames or straps and protective hoods will not be allowed to extend between the sealing surface of the facepiece and the face.
- C.** Frames that can be used inside facepiece for corrective eyeglass lenses shall be provided to the member.

6. Annual Facepiece Fit Test

- A.** Members will be properly fitted with respiratory protection.
- B.** All members will undergo an annual fit test, performed by only trained and qualified technicians to ensure an adequate face to mask seal.
- C.** Records for member's fit test approval will be maintained.

7. SCBA Training

- A.** The department will, prior to actual use, provide training in the operation, care and maintenance of the SCBA to all members.
 - 1.** All members will undergo formalized training, performed by only trained and qualified members to ensure proper training.
 - 2.** Training records will be maintained for each member.

8. Cleaning and Restoring SCBA for Use

- A.** Responsibility for cleaning and disinfecting all respirators according to the specific procedures of the manufacture's recommendations will be assigned to the member who wears the respirator and who has been properly trained.

1. The respirator will be cleaned and disinfected after each use.
 2. Members will pack or store respirators in a convenient, clean, and sanitary location, and so that the facepiece and exhalation valves will rest in a normal position.
- 9. Problems and Repairs for SCBA**
- A.** Any problems found with a SCBA should be immediately reported to the Officer in Charge and/or Officer over SCBAs, tagged as "OUT OF SERVICE" and placed in the SCBA room of the station.
 - B.** Repairs or part replacement will be done only by qualified personnel.
- 10. Use and Implementation of the Respiratory Program**
- A.** The department will be responsible for full implementation of the respiratory protection program.
 - B.** All members will responsible for ensuring this guideline is maintained.
 - C.** Failure to comply with any part of this guideline will result in progressive disciplinary action.
- 11. Personal Alert Safety System**
- A.** Referred to as 'PASS' devices, personal alert safety systems are designed to alert other personnel of the need to assist the user.
 - B.** PASS devices are automatically activated when the user opens the air cylinder valve and will sound an alarm if the user is motionless for longer than 20 seconds.
 1. PASS devices may also be manually activated if the wearer is in need of immediate assistance.
- 12. Buddy Breathing and Universal Air Connections**
- A. Buddy Breathing**
 1. Buddy breathing will allow for the connection of two (2) SCBAs together using the buddy breathing hose and connections.

2. This will cause the air in each cylinder of both SCBAs to equalize, reducing overall breathing air time for firefighters.
3. This should be a last resort option, that takes place when another firefighter is:
 - a. Out of breathing air
 - b. Trapped and running low on air
 - c. Having SCBA problems

B. Universal Air Connection (UAC)

1. Universal Air Connection will allow for the connection of two (2) SCBAs together using the Universal Air Connection hose and connections. Or preferred method by connecting the worn SCBA to a Rapid Intervention Team Kit, which contains 60 minutes of supplied breathing air.
2. This will cause the air in each cylinder of both SCBAs to equalize, reducing overall breathing air time for firefighters.
3. This should be the first option if the SCBA has a Universal Air Connection and when a firefighter is:
 - a. Out of breathing air
 - b. Trapped and running low on air
 - c. Having SCBA problems

VIII. Radio Use

1. Scope and Purpose

- A. Radios are a valuable tool that are available for members to relay information instantly to incoming units and for on scene communications. Using the following guideline will reduce radio traffic and provide a professional image to others who monitor the radio frequency.

2. Radio Traffic

- A. Portable radios are installed in all of the apparatus and members are encouraged to carry a radio while on an incident scene or at training.
- B. All personnel using radio equipment will keep traffic to a minimum and avoid unnecessary communications. Before transmitting, know what you intend to say.
- C. Use plain language and try to avoid using "10" codes (10-4 is acceptable).
- D. Members using radios will remain calm so that a clear message can be transmitted.
- E. Any member that sees a sudden safety issue should use a radio to notify Incident Command and any other personnel on the scene of the issue.
- F. Any misuse of the radio, will be referred to the grievance committee for disciplinary action.

3. On-Scene Radio Operations

- A. **Only Officers** may **ROUTINE** or **CANCEL** the department's response.
 - 1. If you are not an officer and you are first on the scene, you may give a report to the responding Officer or apparatus. An officer will then make the decision to ROUTINE or CANCEL the response.
- B. Upon the arrival of more apparatus and personnel, incident communications will be switched from Catawba County Fire Channel 1 to a tactical channel.
- C. Current tactical channels that can be used are Catawba County Fire Channel 2, State Fire, State Rescue 280, or the Claremont City Channel.

At the discretion of Incident Command, members directing traffic maybe assigned a different radio channel.

- D.** Consideration needs to be made before using the Claremont City Channel, due to the channel being the main operating channel for the Claremont Public Works.
 - 1.** The Claremont City Channel should only be considered during evening hours, weekends, and during times of storms when other county radio channels are tied up.
 - 2.** There are two Claremont City Channels programmed into the radios owned by the Claremont Fire Department.
 - a.** Claremont Channel 4 is a simplex channel (radio to radio) and should be used for communications between members while on scene.
 - b.** Claremont Channel 7 is a repeater channel (radio to repeater to radio) and should be used when communicating across the district.

IX. Apparatus and Personnel Response

- 1. Scope and Purpose**
 - A.** Every incident that the Fire Department responds to is different, however, many incidents can be classified together to provide an orderly response. Strictly adhering to this guideline will ensure that the proper equipment gets on scene without the overload of department or emergency vehicles.
- 2. Structure Fires / Fire Alarms / Commercial Vehicle Incidents / Gas Leaks**
 - A.** 2 – Engines
 - B.** 1 – Service Truck
 - C.** May respond a 3rd Engine (#73) if Foam or Zip-Zorb is needed
 - D. IN NON-HYDRANT AREAS A TANKER SHALL ALSO RESPOND.**
- 3. Automobiles (Accidents and/or Fires)**
 - A.** 1 – Engine Only
 - B.** Personnel responding in POVs will refer to the Railroad Track Rule
- 4. I-40 Incidents**
 - A.** 1 – Engine
 - B.** 1 – Mutual Aid Engine
 - C.** Engine #73 SHOULD respond and stage at a parking lot adjacent to the interstate and then may proceed onto the interstate or cancel the call if advised to by an Officer or the first arriving apparatus.
 - D.** Personnel responding in POVs will refer to the Railroad Track Rule
- 5. Woods & Grass Fires**
 - A.** 1 – Brush Truck
 - B.** 1 – Engine / Tanker, for water supply
 - C.** Other Apparatus as called for by Incident Command
- 6. Dumpster, Trash Barrels, or Rubbish Fires**
 - A.** 1 – Engine Only
 - B.** Brush Truck may be used in place of Engine on trash barrel fires
 - C.** No Other equipment needs to respond, unless it has been requested by Incident Command.

7. Request for Mutual Aid

- A.** Members will not respond to another department or agency's calls unless Claremont Fire Department is dispatched.
- B.** All members are required to first report to the station for response assignments when the Claremont Fire Department is requested.
- C.** Engine #72 with a maximum of 6 "Firefighters" including the Driver/Engineer, with full protective gear will respond.
- D.** No Other vehicles are to respond, unless "Specific Equipment" is requested by the requesting agency. Only at this time additional equipment will respond.
- E.** Officers need to check in with the Chief before directly responding to a mutual aid scene.
- F.** No Junior Firefighter will be allowed to respond on mutual aid calls.

8. Medical Assistance Calls

- A.** Members may respond to the scene in POVs if they are at least to the North Carolina First Responder Level or an EMT.
- B.** One (1) Engine or Support Apparatus may respond from the station if two (2) or more EMTs are at the station.
- C.** Only certified EMTs will be allowed to drive an ambulance for EMS.
 - 1.** Under extreme circumstances members cleared to drive support apparatus may be asked to drive.
- D.** If you are not at least a First Responder, respond to the station for coverage until the EMS Assistance call is cleared.

9. Service Calls

- A.** The Firefighter or Fire Officer responding to investigate the service call will determine what type of service is needed, and what type of apparatus needs to respond.

- B.** This type of call will always be handled as a **ROUTINE** response, unless there is a department member on the scene who may determine that it is an actual emergency.

10. Fire Alarm Cancellations

- A.** When dispatched and responding to a Structural Fire Alarm, the response guideline above will be followed and all units will respond emergency traffic.
- B.** If the Alarm Company or Catawba County Communications Center advises that the alarm is false, then the first due Engine will continue on emergency traffic and all other apparatus will continue on routine traffic.
- C.** Even if an officer confirms the alarm to be false, an Engine still may need to respond at least routine traffic for paperwork and possible use of special equipment to confirm the alarm false.

11. Railroad Track Rule

- A.** When dispatched to Motor Vehicle Accidents (MVAs) and Vehicle Fires, the railroad track rule will apply.
- B.** The rule reads as follows: If you are on the same side of the railroad track as the incident, you may respond to the scene. If you are not on the same side of the tracks, you are to report to the station for apparatus response and stand-by. In short, if you have to cross the railroad tracks to get to the call, report to the station not the scene.
- C.** Members that are on the North (interstate) side of the Railroad Tracks and are responding to an incident on the interstate, shall stage at a parking lot adjacent to the interstate.
- D.** Members may proceed on the interstate if advised to by an Officer or the first arriving apparatus.
- E.** Officers are exempt from the Railroad Track Rule.

12. Receiving Mutual Aid

- A.** Mutual aid may be called for by any Officer or Driver/Engineer who sees the need due to a lack in the department's response and/or size or nature of the call.

X. Driver Safety

1. Scope and Purpose

- A.** When responding to any emergency call, a great deal of responsibility is placed on the drivers of emergency vehicles. Not only must Driver/Engineers provide prompt conveyance of the apparatus, equipment, and personnel to provide service to carry out the assignment, but as importantly must accomplish this task in the safest manner possible. Driver/Engineers have in their care, custody, and control most of the major assets possessed by this organization (the vehicle, portable equipment, and personnel). Safe arrival at the emergency scene shall be, and must always remain, the first priority of all Driver/Engineers. In order to accomplish this enormous task all Driver/Engineers shall become familiar and constantly abide by the following guidelines.

2. Overall Vehicle Safety

- A.** Prior to entering the cab and starting the vehicle, the Driver/Engineer shall make a visual inspection down both sides of the apparatus to ensure that all of the compartment doors are closed, and no equipment is on the side of the apparatus.
- B.** The Driver/Engineer should also verify right side and rear clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or a non-emergency.
- C.** All audible and/or visual warning devices that indicate any open cab or compartment door shall be adhered to and not taken for granted.
- D.** At anytime the audible and/or visual warning devices are activated the apparatus should be stopped at once to find the cause of the activation.
- E.** Any mechanical problem found in any apparatus while in use shall be reported to the Officer in Charge and the Chief. If in doubt as to any harm being done to the apparatus, stop the vehicle at once.

3. Riding Policy

- A.** **No one other than Fire Department Personnel** are allowed to ride any Fire Department apparatus on an emergency call.

- 1.** In the case of a parade, show, or training session, the riding of non Fire Department Personnel will be permitted only by permission of a Chief Officer and then, only in an enclosed position.
- B.** No Driver/Engineer shall attempt at anytime to leave members in the station or the stations' general area to quicken a response to an alarm. This will avoid the use of personal vehicles and clutter on the scene.
- C.** The department requires that only members that can be buckled-in are allowed on the fire apparatus to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion.
- D.** The Driver/Engineer and/or the person riding in the officer position shall verbally verify that all personnel are properly seated and in seat belts before the vehicle is moved. The Driver/Engineer shall not move the apparatus until all personnel have their seat belts fastened.
- E.** Experience, training, and certifications should be used by all members when deciding on riding assignments for the apparatus during training sessions and when responding to calls.
 - 1.** The highest-ranking company officer shall ride in the officer's seat of the apparatus. If there is no officer on the apparatus, then the guideline for fill in or acting officer should be followed to provide the apparatus and crew with a leader.
 - 2.** Officers should resist driving the apparatus to alarms unless there are no other drivers.
- F.** Hose loading operations will be permitted to be performed on moving apparatus only when all of the following conditions are complied with:
 - 1.** A member other than those members loading hose will be assigned as a safety observer. The safety observer will have an unobstructed view of the hose loading operation and be in visual and voice contact with the driver.
 - 2.** Hose should only be loaded while the apparatus has stopped.
 - 3.** The apparatus will be driven only at a speed of 5 mph or less between the different sections of hose.

4. No member will be allowed on the tail steps, sidesteps, running boards, or any other location other than the hose bed while the apparatus is in motion.
 5. Members allowed in the hose bed during loading of hose will not be allowed to stand while apparatus is in motion.
- G.** Members riding Fire Department vehicles and/or apparatus will remain seated and secured until the vehicle comes to a complete stop.
- 4.** Warning Devices
- A.** While responding to an **EMERGENCY** situation, all Fire Department owned vehicles **WILL USE ALL APPLICABLE WARNING LIGHTS AND SIRENS** equipped on the apparatus at all times regardless of times of day and/or traffic conditions.
 - B.** All Driver/Engineers must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they **DO NOT** give the right-of-way.
- 5.** Vehicle Control and Right-of-Way
- A.** The responsibility of the Driver/Engineer during an emergency response is to drive the apparatus in a non-careless and reckless manner to the alarm using defensive driving techniques while signaling lane changes and turns that are being made.
 - B.** Officers, Fill In or Acting Officers, or other firefighters should operate all audio warning devices as well as the radio. Drivers should resist the urge to operate the radio, lights, sirens, or other equipment while driving.
 - C.** All Driver/Engineers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public.
 - D.** Driver/Engineers should be aware that the civilian vehicle operators may not react in the manner in which is expected to be appropriate.
 - E.** During an emergency response, fire vehicles should avoid passing other emergency vehicles, if this is unavoidable, the passing arrangement should be conducted through radio communications.

- F.** If another vehicle operator fails to yield the right-of-way, to an emergency vehicle, the Driver/Engineer can not force the right-of-way, nor can you assume the right-of-way, therefore you do not have the right-of-way until the other vehicle yields to you.
- G.** The Driver/Engineer shall be aware of their rate of closure on other vehicles and pedestrians at all times to make sure that a safe following distance is established to avoid rear-end collisions.
- H.** The Driver/ Engineer shall not pass a stopped school bus for any reason unless the stop sign is retracted, and the right-of-way yielded by the school bus, and it is safe to proceed.

6. Response Speeds and Driving Conditions

- A.** In accordance with North Carolina General Statute 20.145, regular speed limitations shall not apply to Fire Department vehicles when operated with due regard for safety when traveling in an emergency response to a fire alarm or emergency. Statute 20.145 shall not, however, protect the driver of any such vehicle from the consequence of a reckless disregard of the safety of others; nor does this statute apply to members while driving their POVs.
- B.** When responding to an emergency response, the Driver/Engineer shall operate the vehicle they are driving as close to the posted speed limit as possible, with conditions permitting.
- C.** Examples of conditions requiring slower response speeds include but are not limited to:
 - 1.** Slippery and/or wet road conditions
 - 2.** Inclement weather
 - 3.** Poor visibility due to heavy rain or fog
 - 4.** Heavy or congested traffic conditions
 - 5.** Sharp curves
 - 6.** Other hazardous weather and/or road conditions
- D.** Driver/Engineers must respond and react according to the environmental conditions that can be encountered at any time. Neither poor road conditions, nor inclement weather, nor the actions of others relieves the driver in the slightest degree of his/her responsibility to drive safely.
- E.** During emergency response, drivers of department vehicles will bring the vehicle to a complete stop for any of the following at intersections.

1. When directed by a law enforcement officer.
 2. Blind and Negative right-of-way intersections.
 3. The driver cannot account for all lanes of traffic in an intersection.
 4. When other intersection hazards are present.
 5. When encountering a stopped school bus with flashing warning lights.
 6. All unguarded railroad grade crossings, and will assure that it is safe to proceed before crossing the railroad track(s).
 - F. At red traffic lights and stop signs vehicle speed shall be reduced and the brake pedal covered to prepare to stop in the instance that the intersection is not clear. Driver/Engineers need to ensure that all traffic has yielded the right-of-way.
 - G. Drivers will also use caution when approaching and crossing any guarded grade railroad crossing.
- 7. Backing**
- A. The department recognizes that backing emergency vehicles is made hazardous by the fact that the Driver/Engineer cannot see much of where they intend to go. The department recommends that whenever possible drivers should avoid backing. When it is necessary to back up any departmental vehicle all drivers shall follow one of the two following measures listed below.
 - B. The department requires that the Driver/Engineer will have the assistance from a member of the department when the backing of a vehicle or apparatus becomes necessary. The spotter should be safely positioned so that the Driver/Engineer can see them at all times. If at any time the Driver/Engineer loses sight of the spotter, they shall stop immediately until the spotter makes them self visible again.
 - C. If conditions exist that make use of spotters impossible, all Driver/Engineers, before attempting to back up any Fire Department vehicle, shall make a circle of safety to see that; no person or persons are directly behind the vehicle or in its intended path of travel, physical obstructions are moved out of the way, and note potential obstructions in the intended path of travel.
- 8. Response In Privately Owned Vehicles (POVs)**
- A. All department members responding to emergency incidents in private vehicles will obey all state and local traffic laws. North Carolina General

Statute 20.130.1.B.8 gives firefighters the authorization to use red lights on their POVs; **HOWEVER**, it does not authorize any special privileges on the road, nor does this Statute allow firefighters to exceed the speed limit in their POVs. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle laws, including but not limited to;

1. Exceeding the Speed limit
 2. Going through traffic control devices
 3. Passing in an unsafe manner or on Double Yellow Lines
 4. Using their horn to get attention of other drivers
- B.** While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers get to a scene safely and understand that their private vehicles are not emergency vehicles and therefore are not given any exemptions or special privileges under state law. Local law enforcement officers will apprehend anyone driving in a careless or reckless manner while responding to an alarm.
- C.** When responding to an alarm from outside the county, the firefighter shall respond with normal traffic until entering the county. At that time, they may turn on their red light and request the right-of-way from other drivers on the road.
- D.** In accordance with North Carolina General Statute 20.125.B, the Chief and the Assistant Chief may have and use a siren and/or air horn on their personal vehicle while engaged and performing their official duties of the Fire Department.
- E.** Members responding to the scene of an emergency in their POVs will park so that their vehicle will not interfere with the incident operations.
- 9. Operations On Emergency Scenes**
- A.** On approaching the emergency scene all Drivers/Engineers shall watch for emergency vehicles approaching from other directions.
- B.** When driving apparatus on the fire ground, drivers must resist the tendency to drive hastily or reckless. Drivers must consider the danger their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and inadvertently step in front of or behind a moving vehicle.

- C.** The Driver/Engineer should park the emergency vehicle as to allow for a safe dismount of personnel. On traffic accidents, especially on interstate, the apparatus should be parked to provide a shield of protection to all emergency workers, by blocking traffic in at least one lane, unless otherwise noted by an officer.

XI. Organization and Fire Officer Qualifications

1. Scope and Purpose

- A.** In order to create smooth operations at an incident or around the Fire Department a Chain of Command has been created and should be observed and followed by all members. This guideline provides the Chain of Command, the qualifications to become a Fire Department Officer or acting officer, and the steps that are required to remove or appoint an officer.

2. Chain of Command

- A.** The department's organizational structure is designed in a way that establishes a Chain of Command, which is presented below by rank.

- 1.** Chief (White Helmet)
- 2.** Assistant Chief (White Helmet)
- 3.** Captain (Black Helmet w/ White Shield)
- 4.** Lieutenant (Black Helmet w/ Red Shield)
- 5.** Safety Officer (Black Helmet)
- 6.** Engineer (Black Helmet)
- 7.** Firefighter II (Black Helmet)
- 8.** Firefighter I (Black Helmet)
- 9.** Firefighter (Black Helmet)
- 10.** Prob. Firefighter (Red Helmet)
- 11.** Junior Firefighter (Yellow Helmet)

- 12.** This structure will be used for all operations of the department; however, in some situations and incidents every level of officer or position of firefighter may not be present.

- 13.** There shall be one (1) Chief, one (1) Assistant Chief, two (2) Captains, and two (2) Lieutenants.

3. Qualifications for Fire Officer Positions

A. Lieutenants

- 1.** Qualified members running for Lieutenant shall have current and up to date North Carolina Firefighter Level I Certification, Qualified by Department Guidelines to operate all equipment, and Hazardous Materials Operations Certifications.

B. Captains

- 1.** Lieutenants or qualified members running for Captain shall have at least two (2) years in grade as a Lieutenant with current and up to date North Carolina Firefighter Level II Certification, North Carolina Driver Operator Certification, Hazardous Materials Operations Certification, and Qualified by Department Guidelines to operate all equipment. The 2 years can be nonconsecutive years, but must be in 1 year terms, unless appointed to fulfill a position by the Chief.

C. Assistant Chief

- 1.** Captains or qualified members running for Assistant Chief shall have two (2) years time in grade as a Captain with current and up to date North Carolina Firefighter Level II Certification, North Carolina Driver Operator Certification, Hazardous Materials Operations Certification, and Qualified by Department Guidelines to operate all equipment. The 2 years can be nonconsecutive years, but must be in 1 year terms, unless appointed to fulfill a position by the Chief.

4. Fill In or Acting Officer

- A.** In the situation of events that there are not enough fire officers on a scene or during training, then the highest ranking officer may designate a certified/qualified firefighter as a fill in or acting officer. Usually this position will be used to designate a leader among a team of firefighters. This position will only be for the duration of the current circumstances.
 - 1.** Qualifications for the acting officer position shall always start with seniority and also include personnel that have previously served as an officer or at the North Carolina Firefighter Level 1 Certification.

5. Removal of a Fire Officer

- A.** Any officer elected or appointed may be removed by the grievance committee or Fire Chief whenever in their judgment it will be for the best interests of the department.

6. Appointment of a Fire Officer

- A.** The Chief of the department can at appoint at anytime a member to fulfill a vacant fire officer position to carry out the duties and responsibilities for the remainder of the term if they meet the qualifications for that office.

XII. Firefighter Levels

1. Scope and Purpose

- A.** All persons that are interested in becoming a firefighter within the Claremont Fire Department will go through an application process which will then be followed by different firefighter levels. This guideline provides the process of becoming a member as well as the minimum time frame and requirements that must be met in order to successfully move up within the firefighter ranks.

2. Firefighter Applicant

- A.** An applicant must be present at all meetings that concern their membership.
- B.** An applicant that is recommended and approved by the grievance committee shall then be presented to the Fire Department membership to be accepted by a majority vote of the members present at the meeting to become a candidate on at least a ninety (90) day probationary period.

3. Firefighter Candidate

- A.** During the Firefighter Candidate's probationary period, the following guidelines shall be adhered to.
 - 1.** Learn and become familiar with the Fire Department By-Laws and Standard Operating Guidelines.
 - 2.** Participate in meetings and drills held at the Fire Department and begin taking North Carolina Firefighter Level 1 & 2 classes.
 - 3.** Candidates **WILL NOT** be allowed to engage in any firefighting operations.
 - 4.** Respond routine traffic to the station only, not to the scene of any incident or calls.
- B.** At the end of the probationary period, if the candidate has been active and in good standing they shall be presented by the grievance committee to the Fire Department membership to be accepted by a majority vote of the members present at the meeting to become a probationary firefighter of the Fire Department.

4. Probationary Firefighter

- 1.** The probationary firefighter shall further continue a (9) month performance evaluation review period, which may include meetings with the grievance committee and/or Chief to monitor their participation in training, meetings, and response to calls.
- 2.** Within the extended nine (9) month performance evaluation review period the probationary firefighter may be immediately dismissed from the department for any reason by the grievance committee or Chief.
- 3.** If the probationary firefighter has completed interior firefighter requirements then they may operate at that level.
- 4.** At the end of the nine (9) month performance evaluation review period, if the probationary firefighter has been active and in good standing they shall be presented without a vote to the Fire Department membership as to what their Firefighter Level is depending on their level of training and/or certification.

5. Exterior Firefighter

- A.** May assist with exterior fire operations only, and shall not be permitted to perform any ventilation or overhaul operations.

6. Interior Firefighter

- A.** Upon successful completion of the following North Carolina Firefighter Level 1 classes, a member of the department will then be classified as an Interior Firefighter. Classes are not required to be completed in any certain order.

- 1.** Fire Department Orientation & Safety
- 2.** Fire Behavior
- 3.** Personal Protective Equipment
- 4.** Ladders
- 5.** Ventilation
- 6.** Forcible Entry
- 7.** Fire Hose, Streams, & Appliances
- 8.** Portable Fire Extinguishers
- 9.** Overhaul
- 10.** Water Supplies
- 11.** Hazardous Materials to the Operations Level

- B.** No member will be permitted to engage in any live burn exercises until they have successfully completed the above classes.
 - C.** Interior Firefighter can perform all firefighting functions on a fire ground.
 - D.** Completion of the above classes does not mean training is over. These are the minimum requirements to be considered an Interior Firefighter with the Claremont Fire Department. The Fire Department encourages all members to further their training whenever possible.
- 7.** Firefighter Level 1
 - A.** Any member that is North Carolina Firefighter Level 1 Certified will hold this classification within the department.
- 8.** Firefighter Level 2
 - A.** Any member that is North Carolina Firefighter Level 1 & 2 Certified will hold this classification within the department.
- 9.** Transfers From Other Departments
 - A.** Firefighters that have served with other departments will be allowed to transfer training records from that department. They should be submitted to the Training Officer.
 - B.** The Training Officer will evaluate the records and assign a firefighter level based on their training that will take effect after their time as a Firefighter Candidate.

XIII. Qualifications For All Drivers and Vehicle Classifications

1. Scope and Purpose

- A.** This guideline will provide members the general qualifications that have to be met for all vehicles within the department as well as how the vehicles are classified within the department.

2. General Requirements for All Driver/Engineers

- A.** All Drivers/Engineers start out as a Driver Trainee.
- B.** Driver Trainee has to be cleared by a Chief Officer on a piece of apparatus, once cleared an individual is then classified as a Driver/Engineer for that piece of apparatus.
- C.** Must be at least twenty-one (21) years old
- D.** Must possess a current and Valid North Carolina Driver's License

3. Vehicle Classifications

- A.** Vehicles at the Fire Department are classified as:
 - 1.** Fire Engine (All Engines)
 - 2.** Support Apparatus (Brush Truck, Service Truck)
 - 3.** Personnel Apparatus (Pickup, Chief's Vehicle)
 - 4.** All classifications have certain qualifications that must be completed.

XIV. Driver Trainee Qualifications By Vehicle Classifications

- 1. Scope and Purpose**
 - A.** The purpose of this guideline is to provide members the basic qualifications to begin the driver training program.

- 2. Fire Engine**
 - A.** Must meet general Driver/Engineer requirements
 - B.** Successfully Completed the North Carolina Driver Operator Classes listed:
 - 1.** Emergency Vehicle Driver
 - 2.** Intro to Pumps

- 3. Support Apparatus**
 - A.** Must meet general Driver/Engineer requirements

- 4. Personnel Apparatus Qualifications**
 - A.** Must meet general Driver/Engineer requirements

- 5. Driver and Driver Trainee Exceptions**
 - A.** Support and Personnel Apparatus may be used by any Driver Trainee for call and/or Training use; **HOWEVER**, if Emergency Vehicle Driver has not been completed, than the driver can only respond **ROUTINE TRAFFIC.**

XV. Driver/Engineer Qualifications By Vehicle Classifications

1. Scope and Purpose

- A.** This guideline is to provide members in the driver training program the final qualifications in order to be checked off as a Driver/Engineer.

2. Fire Engine

- A.** Must meet general Driver/Engineer requirements.
- B.** Successfully completed the North Carolina Driver Operator Classes listed:
 - 1.** Emergency Vehicle Driver
 - 2.** Intro To Pumps
 - 3.** Basic Pump Operations
 - 4.** Pump Hydraulics
- C.** Completed a total of twenty (20) hours of training on that particular piece of apparatus to be cleared by a Chief Officer.
 - 1.** Ten (10) hours will be of pumping the apparatus
 - 2.** Five (5) hours will come from daytime driving
 - 3.** Five (5) hours will come from nighttime driving
- D.** Each Driver Trainee's training will be completed under the supervision of an Officer or Engineer that has been cleared for at least two (2) years on that particular piece of apparatus.
- E.** After completing the mandatory training time, all Driver Trainees must complete and pass both a written and practical test.
 - 1.** The written test will consist of information about the apparatus, operating guidelines, and pump discharge pressures.
 - 2.** The practical portion of the test will consist of driving to intersections throughout the district and being able to pump different fire ground scenarios.
- F.** If the Driver Trainee fails the written or practical test an additional five (5) hours of operational time must be performed before the Driver Trainee can retest.

3. Support Apparatus

- A.** Must meet general Driver/Engineer requirements.
- B.** Successfully completed the North Carolina Driver Operator Emergency Vehicle Driver.
- C.** Completed a total of ten (10) hours of training on that particular piece of apparatus to be cleared by a Chief Officer.
 - 1.** Seven (7) hours will come from driving the apparatus
 - 2.** Three (3) hours will be of operating apparatus specific equipment.
- D.** Operation of Specific Equipment should include:
 - 1.** Brush Truck – Pump Operation, tank filling, use of the wench.
 - 2.** Service Truck – Operation of the Generator and the SCBA Fill Station.
- E.** Each Driver Trainee's training will be completed under the supervision of an Officer or Engineer that has been cleared for at least two (2) years on that particular piece of apparatus.
- F.** After completing the mandatory training time, all Driver Trainees must complete and pass both a written and practical test.
 - 1.** The written test will consist of information about the apparatus, and operating guidelines.
 - 2.** The practical portion of the test will consist of driving to intersections throughout the district and being able to operate specific equipment.
- G.** If the Driver Trainee fails the test an additional two (2) hours of operational time must be performed before the Driver Trainee can retest.

4. Personnel Apparatus

- A.** Must meet general Driver/Engineer requirements
- B.** Successfully completed the North Carolina Driver Operator Classes listed:
 - 1.** Emergency Vehicle Driver
- C.** Driver Trainee must pass a practical driving test that will consist of driving to intersections throughout the district.

XVI. Handline Operations and Fire Hose Friction Loss

1. Scope and Purpose

- A.** Driver/Engineers have to take into consideration many things that will affect the overall pump discharge pressure to ensure that the fire attack team has enough water to safely do the job. This guideline shall be used to provide Driver/Engineers with pump pressures and friction losses to quicken their ability to begin flowing water on an emergency scene.

2. Selection and Pump Discharge Pressure of Handlines

A. 1 ¾" Bumper and/or Jumpline

- 1.** The standard pre-connected bumper and/or jumpline for the Claremont Fire Department is a 1 ¾" 100' line flowing 95 GPM. This bumper and/or jumpline shall be utilized for all trash, vehicle, brush, and other such fires outside of and away from structures. In no case shall a bumper and/or jumpline be utilized for any interior structural fire attacks.
- 2.** Unless advised differently, the Driver/Engineer shall pump the 1 ¾" bumper and/or jumpline at **110 PSI**.

B. 1 ¾" Speedlay Attack Lines

- 1.** The standard pre-connect fire attack handline for the Claremont Fire Department is a 1 ¾" 200' line with a selectable gallon nozzle preset at 150 GPM. This handline shall be utilized for all interior structural fire attacks.
- 2.** Unless advised differently, the Driver/Engineer shall pump the 1 ¾" fire attack handline at **140 PSI**.

C. 2 ½" Attack Lines

- 1.** The 2 ½" attack handline is generally utilized for exterior fire attacks on very large fires and then usually if 1 ¾" lines are not going to be efficient. The 2 ½" handline may be utilized as deemed appropriate by the officer or Incident Command.
- 2.** The nozzle pressure required for a 2 ½" handline shall be **100 PSI** for fog nozzles and **50 PSI** for smooth bore nozzles.

3. Hydraulic Calculations and Friction Loss Standards

A. Nozzle Pressures

1. All Fog Nozzles (Handlines and Master Streams) **100 PSI**
2. Smooth Bore Handline Nozzle (with 1", 1 1/8", 1 1/4") **50 PSI**
3. Smooth Bore Master Stream Nozzle (with 1 1/4" – 2") **80 PSI**

B. Appliances

1. Appliances are considered as **ANY** device that water passes through such as siamese, wyes, deluge sets, and a ladder pipe. Elbows or other thread changing adapters that are the same size **ARE NOT** to be classified as an appliance.
2. Friction loss for any appliance will be **10 PSI** per appliance and shall be added into the total pump discharge pressure.

C. Standpipes

1. Standpipes will be calculated at **25 PSI** for the system and **5 PSI** per floor of elevation.
2. For every floor below grade subtract **5 PSI**.

D. Sprinkler Systems

1. **COMMERCIAL** sprinkler systems will be calculated at a standard of **150 PSI** for the system unless otherwise specified at a particular facility.
2. **RESIDENTIAL** sprinkler systems will be calculated at a standard of **100 PSI** for the system unless otherwise specified at a particular facility.

E. Calculating Elevation

1. Elevation will be calculated at the following for increases and decreases:
 - a. **5 PSI** additional for every 10 foot increase in elevation.
 - b. **5 PSI** deducted for every 10 foot decrease in elevation.

F. Friction Loss for additional hose lines

- 1. Loss for 1 ¾" Hose in 100' Lengths**
 - a. 20 PSI** for 150 GPM
- 2. Loss for 2 ½" Smooth Bore Handline in 100' Lengths**
 - a. 10 PSI** – 200 GPM – 1" Tip
 - b. 15 PSI** – 250 GPM – 1 1/8" Tip
 - c. 20 PSI** – 300 GPM – 1 ¼" Tip
- 3. Loss for 2 ½" Smooth Bore Master Stream**
 - a. 5 PSI** – 500 GPM – 1 3/8" Tip
 - b. 10 PSI** – 600 GPM – 1 ½" Tip
 - c. 15 PSI** – 800 GPM – 1 ¾" Tip
 - d. 20 PSI** – 1000 GPM – 2" Tip
- 4. Loss for 2 ½" Hose in 100' Lengths**
 - a. 35 PSI** – 400 GPM
 - b. 55 PSI** – 500 GPM
- 5. Loss for 3" Hose in 100' Lengths**
 - a. 5 PSI** – 200 GPM
 - b. 10 PSI** – 300 GPM
 - c. 15 PSI** – 400 GPM
 - d. 20 PSI** – 500 GPM
- 6. Loss for 5" Hose in 100' Lengths**
 - a. 4 PSI** – 1000 GPM
 - b. 5 PSI** – 1100 GPM
 - c. 6 PSI** – 1200 GPM
 - d. 7 PSI** – 1300 GPM
 - e. 8 PSI** – 1400 GPM
 - f. 9 PSI** – 1500 GPM
 - g. 10 PSI** – 1600 GPM
 - h. 11 PSI** – 1700 GPM
 - i. 12 PSI** – 1800 GPM
 - j. 13 PSI** – 1900 GPM

4. Pumping Foam

1. Around the Pump Foam System

- a. Deploy a speedlay or jumpline that is no longer than 200' and has foam flowing capabilities.
- b. Select foam percentage.
- c. Use a nozzle with correct foam eductor tubing, and make sure the GPM on the nozzle matches the GPM of the eductor.
- d. Pump the foam line at **200 PSI**.

2. Inline Foam Eductor

- a. Build a foam line using a 50' piece of 2 1/2" hose connected to the discharge side of the pump.
- b. Connect the eductor, select foam percentage, and then no more than 150' of 1 3/4" hose. (Foam Line shall be no longer than 200')
- c. Use a nozzle with correct foam eductor tubing, and make sure the GPM on the nozzle matches the GPM of the eductor.
- d. Pump the foam line at **200 PSI**.

5. General Pump Operation Rules

1. Always remember to maintain a minimum of **20 PSI** of residual pressure on the intake gauge when a pressurized water source is being used. If the residual pressure drops below **20 PSI** than you shall notify Incident Command.
2. Notify Incident Command if your pump discharge pressure will meet or exceed **200 PSI**.
3. On multiple line devices (gated wyes, siamese), friction loss will be calculated for one line only. This line shall also be the longest line and the line that has higher required pressure.
4. Pump discharge pressure will include the sum of the nozzle pressure, friction loss for hose, friction loss for appliances, elevation, sprinkler, standpipe systems, or any factor that would cause a loss in pressure.

XVII. Fire Engine Floor Test

1. Scope and Purpose

- A.** The purpose of this guideline is to ensure that all Driver/Engineers that are floor testing the pumping apparatus are testing with consistency and so that problems with a pump may be quickly identified.

2. Primer Test

- A.** Drain all water from the pump using master pump drain and opening all intake valves on apparatus. Ensure all bleeder valves are bled as well.
- B.** Remove suction caps from both sides of the apparatus, inspect gaskets, and flip over and/or grease if needed.
- C.** Remove intake strainers and inspect for debris. Small wire brushes may be used to clean the intakes of debris. Grease intakes valves if needed.
- D.** For multi-stage pumps, operate swing-check valve located towards the front of the apparatus by placing a long handle in the intake and removing the water from behind the swing check valve.
- E.** After the pump is drained, replace all intake strainers and caps, if applicable, and close master pump drain.
- F.** Crank the engine. Pump should not be in gear.
- G.** Throttle engine to at least 1200 to 1500 RPM. If apparatus is equipped with a fast idle switch, engage it.
- H.** Remove a 2½" discharge cap and open the discharge valve.
- I.** Place the palm of your hand over the discharge to seal it.
- J.** Activate the primer. A slight resistance should be felt. Never activate the primer for longer than 30 seconds.
- K.** Remove your hand and an inward rush of air should be heard and felt.
- L.** If the test fails, retry the test. If it fails for a second time document the findings on the truck check sheet and notify the Chief and Captain of Equipment.

M. Throttle apparatus down or disengage the fast idle switch.

3. Seals and Packing Test

A. Remove all discharge/intake caps and/or hose connections that can be reached, and ensure all valves are closed.

B. Throttle engine to at least 1200 to 1500 RPM. If apparatus is equipped with a fast idle switch, engage it.

C. Activate primer until the compound gauge reads 20 to 22 inches of mercury or 30 seconds, whichever comes first. Never activate the primer longer than 30 seconds. If unable to pull to 22 inches, check all valves and retry. If still unable to pull to 20 inches, document the findings on the truck check sheet and notify the Chief and Captain of Equipment.

D. Throttle apparatus down or disengage the fast idle switch.

E. Shut down the apparatus.

F. Begin a 5 minute check for seal and pump tightness by walking around the apparatus and listening for leaks and observing the compound gauge. No more than 10 inches of mercury should be lost in 5 minutes.

G. After 5 minutes, open the tank to pump valve to allow the vacuum to help prime the pump. Then open a 2½" discharge until a solid steady flow of water is flowing.

H. Start the engine and engage the pump.

I. Activate primer if needed to remove any residual air left in pump. The pressure gauge should indicate pressure.

J. Slightly open tank fill valve and the pump-cooling valve to circulate water during the rest of the test to ensure that the pump doesn't overheat.

K. If the test fails, retry the test. If it fails for a second time document the findings on the truck check sheet and notify the Chief and Captain of Equipment.

4. Changeover Valve Test (multi-stage pumps only)

A. With the pump engaged, place the pump in Volume Position.

- B.** Throttle up to 100 PSI.
- C.** Note the RPM.
- D.** Throttle down the engine.
- E.** Switch pump to Pressure Position.
- F.** Throttle back up to the same RPM.
- G.** Gauge should be reading approximately twice the reading as it was in the Volume Position, 200 PSI.
- H.** If the test fails, retry the test. If it fails for a second time document the findings on the truck check sheet and notify the Chief and Captain of Equipment.

5. Relief Valve

- A.** Throttle up to 150 PSI.
- B.** Operate the relief valve. Operate until a slight drop in pressure is noted, (no more than 20 PSI) on the master pressure gauge. Then turn back approximately ½ to 1 turn and relief valve should be set.
- C.** Throttle up slightly to ensure that the relief valve absorbs the excess pressure.
- D.** Throttle down the engine.
- E.** Disengage the relief valve. This should only take about 6 or 7 turns on the relief valve. It is not required to wind the relief valve all the way back in.
- F.** Throttle back up past the original setting of the relief valve, (approx 30 PSI) to ensure that the relief valve did not stick in the open position.
- G.** Throttle down the engine, take the apparatus out of pump gear, and close all valves.
- H.** If the test fails, retry the test. If it fails for a second time document the findings on the truck check sheet and notify the Chief and Captain of Equipment.

6. Pressure Governor Test

- A.** Ensure the apparatus is in pressure mode and throttle up to 150 PSI.
- B.** Slowly open the tank fill valve. Do not open the valve more than ¼ way.
- C.** Note the RPM and slowly close the tank fill valve.
- D.** There should be a slight drop in the RPM denoting that the engine is compensating.
- E.** Slowly open the tank fill valve. Do not open the valve more than ¼ way.
- F.** There should be a slight rise in the RPM denoting that the engine is compensating.
- G.** Throttle down the engine, take the apparatus out of pump gear, and close all valves.
- H.** If the test fails, retry the test. If it fails for a second time document the findings on the truck check sheet and notify the Chief and Captain of Equipment.

7. Preparing and Returning the Apparatus for Use

- A.** Once procedures have been completed, ensure the following:
 - 1.** Tank is full.
 - 2.** All valves are closed and hoses, caps, and strainers are replaced.
 - 3.** Primer oil is full. (if applicable)
 - 4.** Grease pump. (if applicable)
- B.** Once the floor test procedures are completed, reengage the pump to ensure the pump has water on it and that it is in a readiness state.
- C.** If any testing procedure fails, retry the test. If it fails for a second time document the findings on the truck check sheet and notify the Chief and Captain of Equipment.

XVIII. Incident Command and Management System

1. Scope and Purpose

- A.** The purpose of this guideline is to describe parts of the National Incident Management System (NIMS) and the Incident Command System (ICS) that is to be used to be used by the Claremont Fire Department on all incidents that the department participates in no matter the size.

2. Incident Management System

- A.** The Incident Management System is a system used for the effective management of any incident operation.
- B.** It is flexible enough to be used on any incident ranging from a small grass fire or traffic accident to a large structure fire. Not every function is necessary on every incident.
- C.** The Incident Management System is based on the division of areas, tasks, and responsibilities.
- D.** Members should be familiar with the entire Incident Management System.

3. Establishment of Incident Command

- A.** The role of the Incident Commander should be assumed after the completion of an initial size up, by the first member with radio communication on a scene.
- B.** The member that establishes Incident Command will notify communications, announce that command has been established, announce the location of command, and who is in command.

4. Transfer of Command

- A.** Any member may initially serve as the Incident Commander. Command may be transferred to an officer upon their arrival on the scene.
 - 1.** This depends upon the size of the incident and incident circumstances.
- B.** The transfer of command must be made face to face and all units advised of the change of command.

- C.** A brief detail of the initial situation, actions taken and effectiveness, and current situations and planned actions to be taken, will all be included.
 - D.** A listing of the current resources in use and anticipated needs, and the Personnel Accountability System should also be transferred.
 - E.** A Chief Officer may choose to serve as an advisor and allow the Incident Commander to remain in the position to gain experience.
- 5. Command Staff Functions**
- A. Incident Commander**
 - 1.** Incident Commander shall develop and overall strategy and attack plan and assign units to operations.
 - 2.** Incident Commander is ultimately responsible for the incident operations, outcome, and safety.
 - 3.** Incident Commander shall appoint any Command Staff or General Staff Functional Position when it is necessary to maintain the span of control at an incident scene.
 - 4.** Incident Commander shall develop an effective incident organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographic and functional sectors.
 - 5.** Incident Commander is responsible for completing an incident action plan for any incident that requires one which is to include any incident involving haz-mat or that last more than one operational period.
 - B. Liaison Officer**
 - 1.** Liaison Officer will be a point of contact for representatives from other agencies.
 - 2.** Liaison Officer will report to the Incident Commander the resources available from other agencies, and keep the Incident Commander informed of any special needs, or needs for additional resources at an incident.

C. Public Information Officer

- 1.** Public Information Officer will develop accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest.
- 2.** Public Information Officer will be the point of contact for the media and other governmental agencies which desire information directly from the incident.
- 3.** Only those members designated by the Chief of the Fire Department or Incident Commander will talk to the media and will only release information that has been approved to be released.

D. Safety Officer

- 1.** Safety Officer will have knowledge and experience in all aspects of the incident.
- 2.** Safety Officer will assess hazardous and unsafe situations at the incident, and develop measures for assuring personnel safety.
- 3.** Safety Officer will have emergency authority to stop any unsafe acts.
- 4.** Safety Officer will ensure that all personnel involved in the operation at an incident be dressed in the proper protective clothing for the operation.

6. General Staff Functions

A. Operations Section Chief

- 1.** Operations Chief will have knowledge of and be responsible for the direct management of all the incident tactical activities.
- 2.** Operations Chief shall coordinate activities with the Incident Commander.
- 3.** Operations Chief shall build an effective organizational structure and provide tactical objectives through the use of Branches, and Divisions/Groups or Sectors.

4. Operations Chief shall keep the Incident Commander informed of the progress of the incident, and suggest changes in the incident action plan if necessary.

B. Planning Section Chief

1. Planning Chief shall evaluate current strategy and plan with the Incident Commander to refine and recommend any needed changes to plan with Operations input.
2. Planning Chief shall maintain resource status and evaluate for future resources and maintain personnel accountability.
3. Planning Chief shall evaluate tactical priorities, critical factors, and safety.

C. Logistics Section Chief

1. Logistics Chief shall arrange to provide medical aid for incident personnel and manage Responder Rehab.
2. Logistics Chief shall obtain specialized equipment or expertise, and provide any other logistical needs as required by Incident Command during an incident.
3. Logistics Chief shall provide and manage needed supplies, equipment, food, and secure any needed fixed or portable facilities that may be needed during an operation.

D. Finance / Administrative Section Chief

1. Finance/Administration Chief shall procure services and/or supplies from sources within and outside the department as requested by Incident Command (coordinates with Logistics).
2. Finance/Administration Chief shall keep documentation for possible cost recovery for services and/or supplies for operations during an incident.

7. Incident Division Locations

A. An incident will be divided by divisions and other predetermined locations.

1. **Water Supply** – Location of a static source or tanker staging area.

2. **Staging** – Filled with resources ready to be used and is positioned out of activity but close enough to quickly fill request.
3. **Rehab** – Resting place for personnel may have EMS and/or Rescue
4. **Division A** – This will be the **ADDRESS SIDE** of an incident
5. **Division B** – This will be the to the **LEFT** of Division A
6. **Division C** – This will be the to the **REAR/OPPOSITE** of Division A
7. **Division D** – This will be the to the **RIGHT** of Division A
8. **Interior** – This will be inside an incident, respective to a division
9. **Exterior** – This will be outside an incident, respective to a division
10. **Roof Division** – This will be roof.

8. Incident Division Officers

A. Division Officers

1. Present in and in charge of a division, responsible for accountability and safety of members working in the division.

B. Water Supply Officer

1. Establishes and operates water supply operations when the incident involves tanker shuttles, multiple hydrants, or relay pumping.

C. Rehab Officer

1. Establishes and operates rehabilitation area for firefighters and other emergency personnel involved in incident.
2. Will provide area away from incident for rest, refreshment, and medical monitoring or treatment.
3. May require medical assistance from EMS/Rescue.

D. Staging Officer

1. Fills request of the Incident Commander and maintains adequate resources according to needs.
2. Responsible for notifying Incident Command or Operations of the resources available in staging at all times during the incident and for requesting additional resources for the staging area if necessary.

XIX. Incident Priorities, Operations, and Objectives

1. Scope and Purpose

- A.** There are many priorities that must be taken into consideration on fire incidents in order to accomplish effective management and successful scene operations. This guideline provides a description of these fire ground priorities as well as overall incident objectives.

2. Incident Priorities

A. Rescue

- 1.** Rescue may be a difficult and complex task, requiring other operations to be conducted prior to or in conjunction with the efforts of the rescue team. Forcible entry, ventilation, fire containment, and search operations are frequently needed to access the structure, enter the interior, and locate the victim. Ladders or other means may be needed to reach the victims. There may be situations when rescue is impossible due to fire conditions.

B. Exposure protection

- 1.** Exposure protection is the second priority. Fog fire streams should be directed onto the threatened structures to cool them and prevent them from becoming involved. Hand lines or master streams may be used to complete this task.

C. Fire Control or Confinement

- 1.** Fire Control and/or Confinement to stop the progress of the fire past its present involvement. This may be done by exposure control, removal of fuel, and/or fire attack.

D. Salvage and Overhaul

- 1.** Salvage and Overhaul are two separate but important duties often carried out immediately after the fire is controlled. Salvage is conducted to prevent further damage to the building and its contents from water or weather. Overhaul is conducted to insure that no fire is concealed in walls, floors, ceilings, or other voids. A thermal imaging camera should be used to speed up overall operations.

E. Safety

1. Safety is always a top priority of all personnel. Anyone on the scene should notify the Incident Commander immediately of any hazardous condition. If unsafe conditions such as possible explosion or collapse exist, the **EVACUATION SIGNAL** will be sounded. All apparatus on the scene will sound **ONE LONG BLAST** on the air horn. All personnel will evacuate the structure or area as quickly and safely as possible.

3. Incident Operations and Objectives

A. Incident Operations will follow the Incident Command and Management System.

B. The first arriving member, officer, or apparatus will set up Incident Command and an operational radio channel to be used.

C. Size up should include:

1. Check for trapped or injured victims
2. Type of structure
3. Conditions that are showing
4. Potential hazards

D. Incident Commander will be responsible for:

1. Properly position apparatus, attack lines, and/or master stream devices to protect exposures, facilitate search and rescue, extrication, and/or control fire.
2. Establish water supply
3. Appoint or select a safety officer, if needed
4. Setting up Divisions and/or Sectors
5. Call for mutual aid, if needed
6. Appoint or select a water supply officer, if needed
7. Notification of additional agencies or personnel, if needed
 - a. Law Enforcement
 - b. Fire Marshal's Office, Emergency Management, DOT
 - c. Auxiliary members
8. Assemble fire attack/search team and safety team
9. Conduct primary search for victims and perform rescue if necessary
10. Obtain/assist with medical treatment of victims
11. Confine and extinguish fire
12. Ventilate to improve interior conditions

13. Protect exposures
14. Secondary Search, Rescue, and Treatment of victim
15. Raise ladders
16. Ventilation
17. Check fire extension
18. Provide relief for first-in personnel
19. Control utilities (**DO NOT PULL ELECTRICAL METERS**)
20. Provide lighting
21. Provide support activities (SCBA cylinder change)
22. Cancel units that are not needed
23. Return mutual aid as soon as possible
24. Salvage and Overhaul
25. Secure the area
26. Ensure that proper investigation is in place

XX. Accountability System

1. Scope and Purpose

- A.** The purpose of this guideline is to insure that all members understand the operation of the department's accountability system while operating on an emergency incident or at training sessions.

2. Accountability Tags

A. Issued Accountability Tag

- 1.** Members will be issued one accountability tag that will be attached to the ring on the rear brim of their helmet when not being used.
- 2.** Each members' tag will be of one color with their first two initials and last name. The bottom of the tag will list the certifications that are held by the member, only the highest certifications in each class will be on the tag.

3. Team Tag Colors, Titles, and Certifications

a. Colors and Associated Titles

- i.** Red - Officers
- ii.** Green – Interior Firefighters
- iii.** White – Exterior Firefighters
- iv.** Blue – Junior Members
- v.** Yellow – Team Tags with Designated Team Number
- vi.** Orange – Mutual Aid Department with Name
- vii.** Purple – EMS and Rescue

b. Certifications

- i.** FF1 – Firefighter Level 1
- ii.** FF2 – Firefighter Level 2
- iii.** D/O – Driver/Operator
- iv.** A/O – Aerial/Operator
- v.** EMT – Emergency Medical Technician
- vi.** ERT – Emergency Rescue Technician
- vii.** HZA – Haz-Mat Awareness
- viii.** HZO – Haz-Mat Operations
- ix.** HZO – Haz-Mat Operations Plus

B. Using the Accountability Tag

- 1.** Each member shall put their member tag on one of the two designated Yellow Team Tags on the apparatus while en route or upon the arrival of an emergency incident or scene, so teams can be established.
- 2.** Driver/Engineers operating the apparatus will have their tags attached directly to the accountability board and not to a Yellow Team Tag.
- 3.** Team member size should be two (2) to six (6) members, with the optimal number of members being four.
- 4.** Team tags with the members tags will stay on the apparatus upon arrival at a scene until the accountability board is set up.

3. Accountability Board Operations

- A.** All personnel shall be tracked on a scene with the accountability board.
- B.** Teams of firefighters will be marked with the yellow team tags and a team number for reference and communication purposes.
- C.** Individual apparatus operators or members filling command staff positions will have their member tag attached directly to the accountability board.
- D.** Team leaders shall notify the accountability/staging officer or command when their team has moved to another part of a scene, rehab, or staging.
- E.** Unassigned teams will remain in staging until they are assigned a task.
- F.** After an incident all members shall be responsible for getting their accountability tag back for use on the next incident.

4. Personnel Accountability Report (PAR)

- A.** An accounting of all personnel called a PAR must be conducted any time there is a doubt or a possibility that a member may be unaccounted for.
- B.** The accountability/staging officer or command will call out on the radio to each team number and/or leader to ask for a total account of personnel.
- C.** Any discrepancies with a PAR count shall further undergo an investigation immediately to find which member(s) is unaccounted for.

XXI. Two-In, Two-Out

1. Scope and Purpose

- A.** To establish standard operating guidelines that will serve to provide a safe working environment for all members and to reduce the risk of injury or death as a result of department operations at emergency incidents. This guideline will serve to comply with the 2-In, 2-Out provisions in the OSHA Respiratory Protection Final Rule (29 CFR Part 1910).

2. Two-In, Two-Out

- A.** The first arriving officer shall determine if the incident involves an "IDLH atmosphere". At no time shall individuals enter an IDLH atmosphere independently. Teams of at least two (2) SCBA equipped personnel with full PPE shall be required for entry into such an atmosphere at all times.
 - 1.** IDLH is an Immediately Dangerous to Life and Health atmosphere (IDLH); i.e., interior structure fire, confined space, toxic, or oxygen deficient environments. This includes environments with the potential to become an IDLH atmosphere.
- B.** In fire situations, it will be necessary for the Incident Commander to determine if the fire is in the developing stage. A team of at least two (2) qualified firefighters may take action to extinguish a developing fire without the establishment of an initial Rapid Intervention Team (RIT).
- C.** If the presence of an "IDLH atmosphere" has been determined, and there are less than five (5) qualified firefighters on the scene, the members shall wait until at least five (5) qualified firefighters are assembled on the scene before initiating operations within the IDLH atmosphere.
- D.** Until five (5) firefighters are assembled, operations outside of the IDLH atmosphere can and shall begin immediately.
 - 1.** Such operations outside can include, but are not limited to: establishment of water supply; exterior fire attack; establishment of a hot zone; utility control; ventilation; placement of ladders; forcible entry; exposure protection; and any other exterior operations deemed appropriate by the Incident Commander.
- E.** Once there are at least five (5) qualified firefighters on a scene the following shall happen.

1. Two (2) qualified firefighters equipped with SCBA and PPE may begin operating within the IDLH atmosphere as the **ENTRY TEAM**.
 2. Two (2) additional qualified firefighters shall be equipped with SCBA and PPE outside the IDLH atmosphere to serve as the **STANDBY TEAM** who will provide initial rapid intervention team (RIT) functions.
 3. One (1) person shall be present who will maintain operation of the fire engine and pump.
 4. The two (2) members of the **ENTRY TEAM** who operate within the IDLH atmosphere shall maintain communication with each other through visual, audible, physical, and/or safety guide rope in order to coordinate their activities at all times, and be in close proximity to each other to provide assistance in case of an emergency.
 5. Radios should be used for fire ground communications, including communications between interior and exterior teams. They cannot, however, be the sole tool for accounting for one's partner during interior operations.
- F.** The two (2) members of the **STANDBY TEAM** can consist of the Incident Commander and/or other qualified firefighters provided that their primary focus is to be properly equipped with SCBA and PPE so they are ready to perform a rescue from within the IDLH atmosphere.
1. No one shall be permitted to serve as a standby member when other activities to which they are engaged inhibit their ability to assist in performing a rescue, or are of such importance that they cannot be abandoned without placing other firefighters in danger.
- 3.** Two-In, Two-Out Exceptions
- A.** If upon arrival at a fire emergency, if members find a fire in its beginning stage, extinguishment of such a fire shall be permitted with less than five persons on the scene.
 1. Extinguishment of outside fires such as dumpster, brush, or automobiles, shall be permitted with less than five persons.
 - B.** If upon arrival at the scene, members find an imminent life-threatening situation or probable life threatening situation where immediate action may prevent the loss of life or serious injury, such action shall be

permitted with less than five persons on the scene when the probability of a rescue is made in accordance with normal size-up indicators and fire ground evaluation factors.

- 1.** The Incident Commander shall evaluate the situation, considering the occupancy, time of day, day of week, reports from persons on the scene, and signs that persons may be inside the structure, etc.
 - 2.** Entry may be considered if signs indicate a probable victim rescue. In the absence of clear signs or a report from a responsible person on the scene that people are in the structure, it is to be assumed that no life hazard exists and interior attack shall not be initiated until the minimum five (5) persons arrive on the scene.
- C.** If members are going to initiate actions that would involve entering an "IDLH atmosphere" because of a probable or imminent life-threatening situation where immediate action may prevent the loss of life or serious injury, and personnel are not on the scene to establish an initial rapid intervention team, the members should carefully evaluate the level of risk that they would be exposed to by taking such actions. In all cases a minimum of two (2) people shall form the initial **ENTRY TEAM**.
- D.** If it is determined that the situation warrants immediate intervention and five (5) people are not on the scene, the Incident Commander shall notify all incoming units of the actions to be taken.
- E.** Should the Incident Commander on the scene deviate from this guideline, the actions taken shall be documented on the fire incident report. The narrative of this report shall be completed by the Incident Commander and outline the reasons, rationale, justification, and end result of the deviation from this standard operating guideline. All information in the report shall be of enough depth so as to provide a comprehensive understanding of the actions taken.

XXII. Rapid Intervention Team

1. Scope and Purpose

- A.** The purpose of this section is to provide standard operating guidelines with regards to Rapid Intervention Teams and utilization of such teams, which provide quick intervention for firefighters that become entrapped or otherwise need emergency assistance at all working fires and to comply with the National Fire Protection Association's Occupational Health and Safety Standard, 1500.

2. Rapid Intervention Team (RIT) Functions

- A.** Early in an incident, rescue can be performed by a **STANDBY TEAM**.
- B.** As the incident progresses to the point of more than one (1) interior team, an identified and dedicated Rapid Intervention Team shall be established and positioned immediately outside the IDLH atmosphere.
- C.** This team shall be fully outfitted with protective clothing and SCBA with the air mask in a ready to don position, a portable radio, and other required rescue equipment with the possibility of a charged hose line.
- D.** Both team members will be dedicated to perform rescue and shall not be assigned other duties, unless a replacement team member is assigned.
- E.** If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the Incident Commander shall establish the necessary number of rapid intervention teams so that rescue can be accomplished without a deployment delay.
- F.** In the event that the Incident Commander orders a building evacuation, a personnel accountability report (PAR) shall be immediately taken after the building has been evacuated. The RIT shall remain in place for immediate activation should a team or member fail to report during the PAR.

XXIII. MAYDAY – Firefighter Emergency

1. Scope and Purpose

- A. Firefighting is an **ULTRAHAZARDOUS UNAVOIDABLY DANGEROUS ACTIVITY** which has the potential for anything to go wrong at anytime. The term "MAYDAY" shall be used only when personnel are in immediate life-threatening situations. The following guideline presents actions that should be taken during a MAYDAY Operation.

2. Transmitting a "MAYDAY"

- A. In the event that you become lost, disoriented, trapped, or injured:
 - 1. Stay put, if conditions are tolerable.
 - 2. Manually activate the PASS devices to the ALERT mode.
 - 3. Transmit "MAYDAY, MAYDAY," say team number or member name, and repeat "MAYDAY, MAYDAY."
 - 4. If no reply is received within five (5) seconds, repeat the above transmission. In the instance that a firefighter's "MAYDAY" isn't heard push the Orange Emergency Button on the radio.
 - 5. Once making contact with Incident Command, give your name, team number, officer name, assignment, injuries, air supply remaining and last **known** location. Also give any other condition reports.
 - 6. Begin survival tactics: conserve air, begin skip breathing, make noise and use a hand light to signal within the surrounding area. If possible, sprawl arms and legs out in order to make a larger target to find. Listen for approaching rescue teams.

3. Managing a MAYDAY

- A. If a "MAYDAY" transmission is received, the Incident Commander shall institute the following actions immediately.
- B. Change the strategy to a high priority rescue effort. Activate the Rapid Intervention Team (RIT) in the last known area of the victim or in the area of highest probability and create a new backup RIT. Accurate information must be obtained quickly and relayed to the Incident

Commander as to the member's last observed location. All units should search their immediate area where they are assigned, but should not abandon their assignment.

- C.** Incident Command shall coordinate with the Accountability Officer and initiate a PAR to determine which member(s) is missing.
- D.** The Incident Commander should assign and move all personnel not directly involved in rescue operations to a different fire ground radio channel to give the victim priority radio access.
- E.** A supervisor and safety officer should be assigned to the rescue effort. Strong discipline must be exercised in order to ensure a safe and effective rescue effort. All personnel must resist the urge to freelance and take chances they would not take as if the victim were not a member.
- F.** Request an alarm for mutual aid for additional fire personnel and at least one more ALS ambulance.
- G.** Continue firefighting operations unless absolutely necessary to abandon. Withdraw is a judgment call based on the circumstances at the time. This may be the only accurate way to account for all incident personnel. If the member is to survive, the fire must be kept out of the rescue area. Reinforce the firefighting effort whenever possible.
- H.** When the member is located, the Incident Commander is to be notified who shall relay this information to all units. Depending on the situation, units may resume previous tactical operations.
- I.** Appropriate measures to effect the removal of the member from the hazard zone are to be implemented.
- J.** The rescue of a member is one of the most stressful tasks an emergency responder can face. The Incident Commander must be mindful of the rescuers' overall mental and physical reactions to the situation and be prepared to take actions to prevent rescuers from becoming victims by providing frequent crew rotations for rehab and regular PAR checks.

XXIV. Ventilation

1. Scope and Purpose

- A. Ventilation plays a very important part in extinguishing a fire by reducing heat and increasing visibility. However, for ventilation to be effective, it must be done properly. A structure can be vented in one of three methods such as Horizontal, Vertical, Forced, or a combination there of.

2. Horizontal Ventilation

- A. Horizontal ventilation is accomplished by using existing wall openings such as windows and doors. Full turnout gear will be worn when performing this activity. The most commonly used tools for this type ventilation are pike poles and axes. **Evaluate** the situation before pursuing this type ventilation as to reduce the risk of a backdraft explosion.

3. Vertical Ventilation

- A. Vertical ventilation means opening the roof. When vertical ventilation is needed, the following guideline will be followed:
 - 1. Personnel will be in full turnout gear including SCBA.
 - 2. On pitched roofs the roof ladder will be used and you should also sound the roof for stability.
 - 3. On flat roofs, sound the roof with an axe or pike pole for stability and look for signs of weakness i.e. bubbling tar, sags, etc. If not stable, notify Incident Command and abandon operations.
 - 4. A charged attack line will be used to cover the ventilation crew, and water will not be flowed into any ventilation hole.
- B. Placement of the vent hole is very important. Improper placement can spread the fire and cause greater property loss. The hole should be placed at the highest point of the roof near the seat of the fire.
- C. Once the ventilation hole position has been determined, the ventilation saw should be used if possible. If not, axes can be used to achieve the same goal. The vent saw is equipped with a depth gauge and carbide tipped chain. The amount of time that the roof is structurally sound is unknown; don't take time to remove shingles, cut through them. If the

roof is constructed of some material other than wood, the K-12 rescue saw should be used. Once the hole has been cut, a pike pole should be used to puncture the ceiling to release the heat, smoke, and gases.

- D. Unless otherwise specified by Incident Command, on residential structures, one (1) 4' by 4' hole will be cut. On commercial and industrial type buildings, one (1) 8' by 8' hole will be cut. Reminder: No one is going to measure a ventilation hole, just make sure it is large enough to do the job.
- E. Always look for vents or skylights already on the roof that can be opened to reduce damage and speed up ventilation operations.

4. Forced Ventilation

- A. Forced ventilation is accomplished by using Positive Pressure Ventilation fans, electric exhaust fans, or fog streams.
 - 1. Positive Pressure Ventilation fans should be placed approximately 6 – 8 feet from the doorway and angled to cover the entire doorway opening. Use your hand to feel around the doorway to check for proper seal.
 - a. When clearing a structure with a Positive Pressure fan, only clear **one room at a time**. Once a room is clear, shut the door and proceed to the next room.
 - 2. Electric exhaust fans can be used to pull toxic gasses and smoke out of a structure. Electric exhaust fans are not as effective as positive pressure fans, but can be placed inside of the structure.
 - a. For electric exhaust fans to be effective place them high in a doorway.
 - 3. A Fog nozzle can be used for ventilation after the initial knockdown of a fire, but should not completely replace other methods of ventilation on the fire ground.
 - 4. To accomplish forced ventilation with a fog nozzle position the nozzle about two (2) feet inside the window. Slowly open the nozzle to spray water outside the window and then turn the nozzle to a fog position, but do not allow water to hit on the inside of the structure. The draft created by the stream will pull the smoke and gases from the structure.

XXV. Hazardous Materials Response

1. Scope and Purpose

- A.** It is the intent of this guideline to provide members of the clarifications of their duties at hazardous materials incidents based upon their level of training per OSHA 1910.120(q)(6) and rules that shall be adhered to the when the Claremont Fire Department responds to haz-mat incidents.

2. No Hazardous Materials Certification

- A.** Members less than the Awareness Level shall report to the station.

3. Awareness Level

- A.** Members at the Awareness Level should have understanding of what hazardous substances are and the ability to recognize the presence of, and possibly identify hazardous substances in an emergency and the risks associated with them in an incident.
- B.** Members at the Awareness Level responding to an incident shall report to Incident Command or staging upon arrival.
- C.** Members at the Awareness Level shall go no further than the cold zone designated by Incident Command, and will not be allowed to engage in any offensive or defensive actions.

4. Operations Level

- A.** Members at the Operations Level are able to take a defensive action without actually trying to stop the release.
- B.** Members who are performing the defensive operations have the primary function of containing the release from a safe distance, keep it from spreading, and prevent/protect exposures.
- C.** Operations Level members should be able to perform basic control, containment and/or confinement operations such as building dikes, dams, trenches, and apply zip-zorb, within the capabilities of the available resources and personal protective equipment.
- D.** Operation members should also be able implement basic decontamination procedures and containment of decontamination.

5. Operations Plus Level

- A.** Members at the Operations Plus Level are able to take an offensive action at a Haz-Mat incident where hydrocarbon fuels are leaking from a tank or tanks that hold hydrocarbon fuel which is used to propel the vehicle on which the tank is located.
- B.** If a hydrocarbon fuel or any other substance is coming from a tanker, box truck, or railcar, Operations Plus Level personnel are not qualified to attempt to stop the leak.
- C.** Operation Plus members should be able to perform control, containment, or confinement operations for gasoline, diesel fuel, propane and other hydrocarbon fuels within the capabilities of the available resources and personal protective equipment.
- D.** Proper decontamination and containment of decontamination shall be set up for those who have engaged in offensive actions for hydrocarbon fuels.

6. Technician and Specialist Level

- A.** Members who have a level of hazardous materials training that exceeds the Operations Level or Operations Plus Level may take offensive actions at a haz-mat scene when they are working with personnel from the county haz-mat unit that withhold the same certification or higher.
- B.** No member shall operate at the Technician or Specialist Level solely.

7. Notification of Other Agencies and County Haz-Mat Team

- A.** Incident Command may call for the county Haz-Mat Team or truck if extra materials, personnel, or equipment are needed.
- B.** If there is more than five (5) gallons of substance spilled at an incident, Catawba County Emergency Management shall be notified and it will then be their decision to call in other agencies or clean up crews.

8. Contamination of Equipment and/or Clothing

- A.** If the equipment you are using or your protective clothing becomes contaminated, Incident Command will be notified and then will then set up a decontamination area sufficient to handle the clean-up.

XXVI. Gas Leaks (Natural Gas, Propane, Liquid Propane, ETC.)

1. Scope and Purpose

- A.** This guideline is designed to provide the basic functions that should be followed on the initial response and working scene of gas leaks.

2. Zone Setups and Incident Safety

- A.** The first arriving apparatus or officer will determine the location of the leak and the wind direction, if present.
- B.** Contact should be made with the Communications Center to get information on wind direction, humidity, temperature, and etc, if possible.
- C.** Apparatus and personnel will then be directed to stage a minimum of 100 feet uphill and upwind of the leak site.
- D.** A "hot" zone of 50 feet in all directions will be established, within which no one will be allowed to enter, unless absolutely necessary for rescue or preservation of human life.
- E.** All persons will be ordered out of the 100-foot warm zone.
 - 1.** Only qualified fire personnel properly equipped with full Personal Protective Equipment (PPE), including Self-Contained Breathing Apparatus (SCBA), will be allowed inside the warm or hot zone.
 - 2.** No apparatus will be allowed in the warm zone, including apparatus or vehicles from other agencies, unless deemed safe by gas personnel.
- F.** The Hot, Warm, and Cold Zones can be adjusted accordingly.

3. Combustible Gas Indicator (CGI)

- A.** The combustible gas indicator will be calibrated well outside of the leak area in known clean air.
- B.** The indicator will be used to determine if the hazard extends beyond the initial hot zone, if so the hot zone will be enlarged to include the new hazardous area(s).

- C.** Gas company personnel will be allowed to operate on the scene according to their protocol.

4. Hose Lines and Water Supply

- A.** Fire Department personnel will stand ready on a charged hose line of sufficient size to provide protection and rescue capabilities while personnel are in the warm or hot zones working.
- B.** Only firefighters certified with haz-mat operations are to be staffed on charged hose lines at gas leaks.
- C.** If a charged hose line is to be deployed a water supply should be established, preferably with Large Diameter Hose (LDH).

XXVII. Landing Zone Operations

1. Scope and Purpose

- A.** Fire department personnel will be used to set up landing zones when requested by EMS or Rescue and this guideline will provide the criteria for a landing zone, landing zone operations, and landing zone command.

2. Landing Zone Criteria

- A.** Should be clear of debris, obstacles, and power lines.
- B.** Should be a paved parking lot or short grass field and at least 100' x 100'.
- C.** Should be walked and all loose trash and debris picked up.
- D.** Coordinates should be confirmed with the handheld GPS and the Communications Center.

3. Landing Zone Command

- A.** Use radio channel assigned by Catawba County on a mobile radio.
- B.** Landing Zone Command will be in completely closed vehicle and only one person will be on the radio with the helicopter pilot.
- C.** Give a brief, but detailed landing zone description that includes the size, topography, hazards, landing zone markings, and reference points.
- D.** Notify helicopter of hazards near landing zone, and relate hazards to the helicopter's position, not your position.

4. Helicopter Landing

- A.** For landing zones that are on dust or dirt the area needs to be watered down prior to arrival of the helicopter.
- B.** Public will need to be kept back 300'.
- C.** Apparatus will need to be kept back 100'.
- D.** A fire crew should be on the apparatus with full PPE and SCBA, ready to go incase of an incident with the helicopter landing.

E. After the helicopter's landing, place a tail rotor guard 50' away from tail rotor at the 7 O'clock position.

5. Approaching the Helicopter

A. All members must make contact with pilot before advancing.

B. Helmets must be worn with chinstraps attached.

C. Do not touch the helicopter.

D. Stand in the landing zone until pilot acknowledges that you're leaving and exit the landing zone the same way you entered.

XXVIII. Personnel Injuries

1. Scope and Purpose

- A.** The purpose of this guideline is to ensure that all personnel know the proper procedures to report personal injuries at anytime while performing duties of the Claremont Fire Department.

2. Type of Injuries and Reporting Injuries

- A.** Any injuries no matter how minor must be reported to an officer immediately. The Fire Chief shall also be notified of all injuries.

3. Documentation of Injuries

- A.** All injuries shall be followed up with a summary of **ALL EVENTS** that led up to an accident. This information must include, but not be limited to, the date, time, and activity being performed.
- B.** Within twenty-four (24) hours or the next business day any member that has been injured shall report to City Hall to fill out a worker's compensation injury form.
- C.** Injuries and claims that are not reported within the time allowed may be disapproved by the insurance carrier of the City of Claremont.

4. Treatment of Injuries

- A.** Members with ambulatory injuries will be transported to a hospital.
- B.** Members with non-life threatening/serious injuries shall have approval before being treated by a medical facility that has been designated by the City of Claremont.
- C.** For all Fire Department related injuries the City of Claremont is to be used as the employer and main medical provider.