



Mt Vernon VFD

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April 27, 2005



Mt Vernon VFD

General rules

1. Attend when you are supposed to
2. Do what you are supposed to
3. Act the way you are supposed to
4. Enjoy your time spent in this endeavor

Mission statement

To safeguard the health, homes, and property of the Mt. Vernon community by offering caring, skilled fire protection and related services to our growing and diverse community.

Mt Vernon Community (Volunteer) Fire Department Standard Operating Guidelines and Procedures

Introduction

These standard operating guidelines (SOG/SOP) are established to insure personnel have at their availability a set of guidelines for daily operations. These are not a “cookbook” for how to function during an emergency, rather a basis for conducting ourselves.

During rare occasions it may be necessary to deviate from the SOG. They are that... standard operating guidelines. If a situation is not a “normal” emergency then deviation will, more likely than not, result. If deviation becomes the norm, then our guidelines should be reviewed and appropriate changes made.

Mt Vernon VFD officers should conduct annual review of these SOG’s. In the event of a conflict, the individual SOG may be amended as deemed necessary.

Mt Vernon VFD should, at all times, have the single purpose of providing quality service to the community in their time of need. The National Fire Protection Association (NFPA) has set forth standards for the fire departments to follow. These standards should be the core of our effort and Mt Vernon VFD will attempt to meet or exceed these standards in all applicable cases.

The portions on red pages include those pertaining to life safety. The portions on yellow pages are those which will impact the mission of MVVFD, while the white pages are general information pertaining to day-to-day operations.

A handwritten signature in black ink, appearing to read "Jason Sands".

Jason Sands
Chief/President – Mt Vernon

January 15, 2005

Date

Personal safety

All necessary protective equipment will be worn during training exercises.

Personnel who are impaired from medications, including over-the-counter, or use of alcoholic beverages will not respond to alarms or be present on the scene.

Horseplay in any fashion will not be tolerated.

All injuries / accidents will be reported to the ranking officer as soon as possible.

Necessary medical information will be kept on file for all firefighters, including limitations and chronic conditions.

Personnel directing traffic will wear highly visible clothing, and if necessary will use lighted and reflective items to provide for their safety.

Definition of:

“Full personal protective equipment” or “full protective equipment” includes an SCBA, with an SCBA exclusion being made during wildland fires.

Documentation:

Firefighters are responsible for updating their training sheet when they receive training. Training sheets will be reviewed quarterly to ensure you have met the minimum 1 hour per month of training for ISO and 6 hours per quarter for ACT 833.

The Incident Commander will fill out the proper paperwork for all fires. Report forms are located in each fire truck attached to the clip board. All runs, including dry runs or false alarms, will be documented in the engine’s log book and a report filled out to be turned into NFIRS/AFA.

Fire reports should include: (1) owner’s name (2) owner’s address (3) address incident occurred at (4) reporting party (5) times dispatched, arrived, fire controlled, and last unit cleared (6) action taken (7) property use (8) area of fire origin (9) heat source (10) item first ignited to the best of your ability (11) if wildland or brush fire: how many acres (approximately) (12) cause of ignition to the best of your ability (13) any suppression factors (tree in road, train on tracks, flat tire, et cetera).

Hazmat procedures

Safety is the primary consideration in all responses; however attention to detail is just as important during a hazmat incident. Hazmat calls tend to be a slower response call, are often longer duration than fire calls, and more intensive in manpower and technology.

Hazardous materials are all around us, yet when properly utilized and contained, they are helpful products. It is when these materials jump out of their container and bite us that we must act professionally and in a competent manner to insure the safety of both the public and us.

Firefighters shall obey these basic instructions:

1. Personnel responding to a hazardous materials incident will not under any circumstance enter a hot /warm zone without proper PPE.
2. Personnel will not respond to a call involving a known haz mat without at least Level I training. These personnel will operate only in a supportive function (cold zone only).
3. Personnel with Level II training may assist in the warm zone on decontamination details or other duties as assigned by the incident commander.
4. Personnel with Level III training may actively work to mitigate an incident.
5. Proper coordination with mutual aid organizations is a requirement for safe operations. MVVFD will probably not maintain primary incident responsibility due to the size and scope of most operations.

In a large-scale event, a “Unified Command System” will be utilized, and several agencies will be part of the command staff.

8 steps for Hazardous Materials Operations

1. Isolate
 2. Identify
 3. Evaluate
 4. Choose
 5. Coordinate
 6. Control/ confine
 7. Decontaminate
 8. Termination
1. Isolate and deny entry- road blocks, etc. Locate uphill/upwind.
 2. Identify materials – utilize erg, MSDS, shipping papers, gather info such as quantity, clouds of vapor, etc. Determine decontamination data.
 3. Evaluate- perform scene assessment- note # and location of victims or potential victims, gather weather info, call for haz mat team if necessary and other mutual aid needs.
 4. Choose proper PPE- level a, b, c, or d. At best, structural turnouts will provide level c protection. Personnel entering contaminated areas will have medical monitoring in accordance with 29CFR 1910.120.
 5. Coordinate mitigation efforts with responding agencies
 6. Control/ confine material and resolve situation
 7. Decontaminate personnel, tools, & equipment
 8. Terminate incident; perform critique, cisd if necessary. Prepare equipment for next response.

BLEVE = Boiling Liquid Expanding Vapor Explosion (ADEM Smith = Blast Leveling Everything Very Effectively): This is a type of explosion that can occur when a vessel containing a pressurized liquid is ruptured. Such explosions can be extremely hazardous. When the liquid is water, the explosion is usually called a steam explosion.

A BLEVE can occur in a vessel that stores a substance that is usually a gas at atmospheric pressure but is a liquid when pressurized (for example, liquified petroleum gas). The substance will be stored partly in liquid form, with a gaseous vapor above the liquid filling the remainder of the container.

If the vessel is ruptured - for example, due to corrosion, or failure under pressure - the vapor portion may rapidly leak, dropping the pressure inside the container and releasing a wave of overpressure from the point of rupture. This sudden drop in pressure inside the container causes violent boiling of

the liquid, which rapidly liberates large amounts of vapor in the process. The pressure of this vapor can be extremely high, causing a second, much more significant wave of overpressure (i.e., an explosion) which may completely destroy the storage vessel and project it as shrapnel over the surrounding area.

A BLEVE does not require a flammable substance to occur, and therefore is not usually considered a type of chemical explosion. However, if the substance involved is flammable, it is likely that the resulting cloud of the substance will ignite after the BLEVE proper has occurred, forming a fireball and possibly a fuel-air explosion. BLEVEs can also be caused by an external fire nearby the storage vessel causing heating of the contents and pressure build-up.

Accountability system

MVVFD will utilize a personnel accountability system on all incidents.

Each person will check in with command to receive their assignment. **No one** is to leave the scene without checking out through the commander. **There are no exceptions to this.**

Personnel utilizing SCBA will activate their “pass” prior to entry into a hazardous environment. MVVFD pass devices are automatic in nature and activate when air is applied to the regulator.

Ten (10) minutes into entry using SCBA, the safety officer will perform a personnel accountability report (par) in coordination with the incident commander.

When a low air alarm sounds on SCBA, all members of that team will exit the area together and meet outside the danger zone.

Personnel will be rotated after leaving the hot zone and those leaving the area will report to the rehab area.

In the event personnel are to evacuate an area, a ten (10) second air-horn blast will be utilized followed by three (3) short air-horn blasts. This order will also be transmitted over all radio channels in use. Personnel are to report to the crew leader immediately upon exit for accountability. Command staff will then execute a par.

Personnel lost / trapped or otherwise in a life-threatening situation will be announced by a **mayday** message on the radio, prompting the rapid intervention team to action.

Alarm & dispatch procedures

All radio traffic is to be pertinent to MVVFD functions or general welfare of the public.

Upon toned alarm from dispatch, the fire chief or highest ranking officer will issue instructions on equipment response. Standard dispatch will consist of the following:

For structural alarms:

- 1 engine
- 1 attack

- For vehicle incidents:** 1 engine
1 attack or 1 brush
- For brush fires:** 2 pumping vehicles

If no response is made to alarm tones in a reasonable amount of time, any personnel may answer and dispatch apparatus. MVVFD will react to all alarm tones for their jurisdiction.

Personnel responding to a call will allow the apparatus drivers to check in first, insuring apparatus coverage. It is assumed you are responding from your home unless otherwise stated.

Personnel will not respond to an incident unless requested by dispatch. Any deviation will be at the discretion of the ranking officer on duty. Apparatus will not respond unless toned out, requested by officer, or requested by another department.

When on a scene, all personnel will operate on either the “firefighters talk around” or “tactical” channels. All traffic to dispatch will go through the incident commander unless it is a **mayday** call.

10-codes are no longer utilized. A short phrase or word can suffice and is clearly understood during fire operations. In the event of an on-scene injury, **injury** will be utilized, but **no** traffic containing names, vehicle descriptions, or other information, which would lead to the identification of an injured person, will be given.

Mayday- to be used when personnel are in actual / potentially life-threatening situations.

Priority- is used when a unit needs access to the channel for important information to be transmitted.

Evacuation orders will be broadcast on all channels currently in use.
See also “radio-general”

Bomb threats

Respond to area near scene and stage apparatus. Incident Commander will coordinate fire department actions. Do not approach closer than 2000 ft without law enforcement on scene.

1. Personnel will conduct a search (if needed) with persons who are very familiar with area.
2. No radio traffic should be initiated less than 300 ft from suspected object area.
3. Do not turn on **or** off any devices, light switches, etc.
4. No more personnel than absolutely necessary will be on scene. Remainder of personnel will be at staging area.
5. If suspected object is located, do not touch or tamper with object. Notify law enforcement, evacuate and secure area.

Brush, grass, & wildland fires

Appropriate apparatus will be dispatched depending on threat to life and property.

Arkansas forestry commission will be notified on all calls involving these hazards and **when fires cross property lines.**

First priority will be the safety of lives, with the protection of property following.

Personnel will wear appropriate protective equipment during all operations.

NFPA 1977, standard on protective clothing and equipment for wildland firefighting will be complied with to the fullest extent possible.

All personnel are required to take and pass the AFC course “wildland fire suppression” within 1 year of joining.

All personnel will have an aluminized fire shelter on their person when fighting fires on us government property or at any other time a threat to life may exist. All persons will be trained in the use of these shelters prior to equipment issue. Refresher training will be held each year.

Keep these items in mind:

L-lookout

C-communication

E-escape route

S-safety zone

10 standard fire orders

18 situations that shout “watch out!”

Much of our district is wildland-urban interface (wui) areas. Structure protection may become necessary. Additional training on wildland interface and the “firewise” program is necessary for you to obtain.

Firefighter safety

Protective clothing:

All personnel engaged in emergency operations will utilize full protective equipment.

All protective clothing will comply with applicable NFPA standards.

All protective clothing will be cleaned/ maintained in accordance with manufacturer’s guidelines.

Helmets	NFPA 1972	gloves	NFPA 1973	coats	NFPA 1971
Pants	NFPA 1971	boots	NFPA 1974	SCBA	NFPA 1981

Nomex/kevlar hoods, eye protection, and hearing protection are also standard issue equipment and should be utilized at all opportunities. Eye protection shall comply with ANSI standard z87.1; ear protection shall have a NRR of at least 20; protective hoods will meet OSHA or NFPA standards.

Vehicle operations:

All personnel in apparatus will wear seat belts when the vehicle is in motion.

No personnel will ride on the apparatus. [e.g. fighting brush fires while pumping and rolling]

Headlights will be on while apparatus is on roadway [parked or in motion] for safety.

All apparatus drivers will be 21 years of age.

All operators of apparatus will adhere to Arkansas traffic laws. The use of warning lights / sirens is to request the right-of-way from other traffic. At no time will the apparatus be operated in an unsafe manner. Maximum speed will be dictated by posted speed limits and traffic / weather conditions. Personnel operating privately owned vehicles with emergency warning equipment will follow these guidelines as well. All equipment will comply with Arkansas traffic laws, ACA 27-37-202, and ACA 27-36-304 standards. If you are not capable of meeting these standards fully, you are to obey all traffic regulations and laws.

When an emergency vehicle approaches a stopped bus [church, school, Ark Transportation, et cetera] with red or yellow (orange) lights flashing, the driver of an emergency vehicle shall come to a complete stop and wait for a signal to be given by the bus operator to proceed. If no signal is given to proceed past the bus, the operator of the emergency vehicle must remain stopped to ensure the safety of those entering and/or exiting the bus. The operator of the emergency vehicle shall not pass a bus that has its red lights and/or stop sign on. The operator of the emergency vehicle must wait until the red lights and stop sign are off before proceeding, even if given a signal by the driver to proceed. If given the signal to proceed, the red lights are off, and the stop sign is closed, the emergency vehicle shall not exceed 10 miles per hour until clear of the bus.

When an emergency vehicle approaches a railroad crossing, the emergency vehicle shall come to a complete stop, check both ways by looking and listening, and then proceed if the track is clear. The driver shall not proceed until the track is clear of any vehicle on the railroad tracks.

Caution: The railroad tracks North of Highway 82 West are high speed tracks, with trains running at 70+ miles per hour.

Exception: If a railroad vehicle or train is stopped on the tracks then you may proceed to cross the tracks. An example of this would include a train waiting on the alternate track for the primary train to pass.

Railroad tracks equipped with automatic warning devices. Caution should be made upon approaching these intersections, but stopping is not a requirement with the automatic railroad warning system. On railroad tracks with automatic warning devices, slow to a safe speed at which the operator can come to a complete stop if needed. The emergency vehicle siren should be turned off in a distance before the track where you can listen for the horn (whistle) of a possibly approaching train and be able to stop safely. You shall turn the siren off in a safe distance before the track to listen for this horn (whistle). If you are not able to turn off the siren due to traffic conditions, you must stop and proceed only when the track is clear of any vehicle on the railroad tracks. It is noted that railroad warning systems sometimes fail because they are electronic devices.

Personnel will not drive in such a manner that is endangering the safety and welfare of themselves or others.

Only firefighters will utilize warning equipment on their privately owned vehicles (POV). A POV will not be operated in emergency fashion by anyone other than an authorized MCVFD firefighter.

Firefighter's responding in POV will keep a copy of their insurance on file with the department. It is the firefighter's responsibility to give the department a copy of the insurance when the renewal takes place.

Firefighters will place a copy of their driver's license on file with the secretary. Firefighter's will immediately notify the ranking officer when their driving privileges have been suspending or otherwise taken away.

Absolutely no smoking in any fire department vehicle.

A driver will use a spotter while backing the apparatus. If no spotter is available, then the driver must do a walk-around of the vehicle before backing.

Officer and Driver responsibilities:

- The officer is responsible for the operation of the vehicle and its personnel
- The officer is responsible for following and enforcing policies and procedures. Deploying spotters when backing up or as necessary to allow for safe movement of the vehicle.
- The driver is in control of the vehicle and therefore responsible for its movement. He/she should not move the vehicle until directed by the Officer and when spotters have been deployed in a backing up situation.
- If the driver loses sight of the spotter, he/she shall stop the vehicle until they are back in his/her sight.
- If there is more than one spotter, the driver shall maintain contact with both of them.
- If any time the driver feels the situation is not safe, he/she should stop the vehicle until the situation is corrected. This may mean getting out and physically walking around the vehicle and down the road to where the vehicle is headed.

Spotter's responsibilities:

- The spotter is there to direct the driver while backing up the vehicle.
- The spotter needs to be constantly aware of the surroundings while performing this function.
- The spotter needs to be constantly looking and listening for other vehicles and people that may enter the path of the vehicle that is backing up.
- The spotter must either stop the oncoming hazard or stop the vehicle being backed up.
- The spotter must be aware of objects and direct the driver safely around them.
- The spotter must not only look at ground level for obstructions, but also LOOK UP for overhead hazards. [trees, branches, signs, wires, ladders, et cetera]
- The spotter shall remain in contact with the driver at all times.
- The spotter needs to be in the line of sight of the mirrors of the vehicle being backed up at all times.
- At night, the spotter should position one of the rear spotlights on themselves or use a flashlight to help the driver see them. DO NOT point the flashlight directly in the mirror of the driver as this blinds him/her.
- The spotter shall use hand signals to direct the driver. These hand signals should be somewhat exaggerated so that the driver can be clear as to what the spotter is signaling in the mirror.
- Voice communication between the spotter and driver is also good, but the driver may not hear the spotter over the noise of the vehicle and other background noise.

- The use of portable radios to communicate between the driver and spotter may be beneficial in some circumstances.
- In congested or tight areas, more than one spotter may be necessary.
- In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward.
- Spotters should also be used when going forward in tight areas, to avoid hitting objects. An example would be in the winter when snow pushes cars further into the street.

Structural response

General operations

A minimum one engine and one tanker [until tanker becomes available, use attack] will respond to alarms for residential structure fires. Other apparatus deemed necessary by the ranking officer may supplement these.

The first arriving personnel will provide a situation report consisting of type and size of structure, extent of fire spread, exposure dangers, life threat, and additional pertinent information. Water supply should be located before the arrival of the second apparatus. This person shall be identified as Incident Commander (Incident Commander) until relieved. **Also see SOG for establishing command**

Initial fire attack will be made utilizing no less than 1½” attack lines with personnel in **full** protective equipment.

When an interior attack is made, trained personnel will make entry in full protective equipment. As a minimum, two (2) personnel will enter the structure with an attack line and two (2) additional personnel will standby at the entrance in full protective equipment with tools ready to assist (rapid intervention team or RIT). Team 2 should have an attack line from a source other than the primary engine ready in case primary engine’s pump fails and team inside is left without water. Constant communication will be maintained between crews according to mandated standards to allow for rapid intervention.

If needed, an evacuation signal of a ten (10) second air-horn blast will be utilized followed by three (3) short air-horn blasts. The Safety Officer or Incident Commander will initiate this.

Personnel are to be rotated on interior assignments to allow for rehabilitation of fatigued personnel. Medical monitoring will be provided as necessary. Rehab unit will be placed in an area in the cold zone to allow for easy access by EMS if necessary.

Upon arrival of second and subsequent units, water supply system should be initiated to allow for a minimum uninterrupted flow of 250 GPM for fire attack.

Upon arrival on the fire ground, all personnel will change their radios to “talk around” or “tactical” channel. Any traffic for dispatch unless life-threatening emergency will go through the Incident Commander.

Structure Ventilation

GENERAL: Ventilation is defined as “the systematic removal of heated air, toxic gases, smoke, and other products of combustion from a structure, followed by the replacement of a supply of cooler air, which facilitates other firefighting priorities.” This practice decreases danger to the occupants of a structure and reduces the chances of backdraft, if it is done properly. Unfortunately, this is one of the most under used, misused, and misapplied procedures practiced by fire departments. Inappropriate application of ventilation procedures can cause injury, death, fire spread additional damage, and unnecessary structural damage caused by personnel. On the other hand, proper selection and utilization of procedures and equipment can significantly decrease danger to civilians and firefighters, reduce fire damage, and preserve vital evidence for fire investigators.

TYPES OF VENTILATION PROCEDURES:

Vertical - This procedure primarily concerns the opening of a roof of a structure. Since heat and gases have a natural tendency to rise, this method is often used, as it is a natural means of ridding a structure of unwanted products of combustion. There are no special tools needed since all are included in the basic NFPA 1901 equipment found on an apparatus and are readily available to most departments. Considerations regarding selection of this method should be behavior of smoke, wind conditions, number of stories in the structure, type of roof on the structure, location of the fire, and roof pitch.

Horizontal - This procedure concerns the opening of windows and doors in the walls of structures. In that glass is prevalent in these types of opening, special care must be taken to prevent injury to personnel assigned to this duty. Furthermore, since heat and gases accumulate at the ceiling of rooms, special opening procedures are to be followed to insure that removal of such is accomplished. Considerations that come into play in this method are wind speed and direction, openings in opposite walls, other doors and window that should not be opened and upset the existing air currents, exposures, and weather.

Forced Ventilation - This method is accomplished by the use of fans, smoke ejectors, and fog streams. An important fact to remember is that this method can be used regardless of most of the consideration necessary in selection of horizontal or vertical ventilation. This method works well in both systems, as does the application of fans and fog streams to accomplish this. The use forced ventilation provides greater control of the procedure, faster evacuation of combustion products, and causes less damage. On the other hand, if used improperly, this can cause more extensive damage.

METHOD SELECTION CONSIDERATIONS: The choice of which of the ventilation procedure to be used in a fire situation is critical in determining the success of the suppression effort. The wrong choice can be disastrous, while experience is the best knowledge base in which to rely on, there are some general criteria for method selection. They are:

Extent of Involvement - Is the fire confined to one room? Has fire already extended itself into several rooms throughout the structure? Are multiple stories involved? Has extension occurred to the attic? Has the fire already vented itself upon arrival of apparatus? Are the conditions observed indicative of a backdraft or flashover?

Weather Conditions - What is the speed and direction of the wind? Is precipitation falling, and to what extent? What is the temperature?

Type of Structure - Is the structure residential, multi-family, one-story or multiple-story, apartments, commercial, assembly? What type of materials are used in the construction of the structure?

Attack Posture - Upon arrival, what posture was selected, defensive or offensive? If defensive, don't worry about ventilation. If offensive posture is selected, to what extent is insertion of suppression teams to be allowed?

Structural Integrity - Is the roof beginning to sag or bow? Are the walls buckling and mortar cracking? Is glass still present in the doors or windows? Are there natural chimneys in the structure? Are there adequate openings in the exterior walls?

Personnel Available - How many firefighters are on-scene? How many of the available firefighters have been adequately trained in ventilation tactics? Are there enough firefighters available to perform a given procedure safely in terms of protection of members of the ventilation team and the suppression teams? Are there enough to operate properly?

The questions listed above are not all that must be, at different times, be taken into consideration for method selection. However, they are the more important ones. Additionally, not all can possibly be answered due to the lack of knowledge concerning any given structure. Often, only a good guess is available to the firefighters. A general rule is: if you can't do it properly and safely, DON'T DO IT!

PROCEDURE SELECTION: Presented here are the criteria to be used in the determination process of the selection of each ventilation procedure.

Horizontal:

- (1) Fire has not extended into the attic area of the structure.
- (2) Adequate openings can be made in the walls of the involved part of the structure to allow for a flow-through effect to occur using prevailing winds to force smoke, etc, out of the structure.
- (3) The lay of the structure, or the portion to be ventilated, is in alignment with prevailing winds.
- (4) Exposures are far enough away from the exit opening so as not to be endangered by heat and fire exiting from the structure.
- (5) Window openings should be high and just under the eaves.
- (6) This procedure should always be used in lieu of vertical if there is any concern for the structural integrity of the roof.
- (7) The probability of backdraft should be low in this selection.
- (8) The possibility of fire extension into uninvolved sections of the structure must be taken into account.

Vertical:

- (1) Location of fire should not be on windward side of roof.
- (2) Indicators present of backdraft call for vertical ventilation.
- (3) Must be able to ensure safety of personnel on roof and have all necessary items of equipment for those personnel.
- (4) Material used for roof construction must be such that openings can be made with available equipment and tools.
- (5) Use natural roof openings, if at all possible.

Forced:

- (1) The size of the structure must not be larger than the fan's ability to force air through the structure.
- (2) Adequate opening size for both entrances and exits must be available for the fan to work properly.
- (3) If backdraft potential exists, then vertical procedure must be performed prior to application of the PPV.
- (4) Incident Commander should be relatively sure of where the fire is located in order to guard against extension caused by the PPV.
- (5) Since use of nozzles for ventilation assumes the presence of one or more firefighters inside a structure, safety is priority.
- (6) The PPV air cone should cover the entry opening, and the exit is to be no smaller than the entry opening.
- (7) If at all possible, place the PPV in such a position so as to allow natural ventilation to supplement the PPV's action.
- (8) NEVER introduce the PPV procedure into the structure without first providing an exit for the fire products.
- (9) Sequence shall be to create an exit opening, start the PPV and ensure proper placement, create the entrance opening, then allow the suppression teams to enter with the PPV driving the heat and smoke away in front of the attack teams.

Establishing command

MVVFD uses the National Incident Management System (NIMS) for our command system.

The first arriving firefighter on a scene is the initial incident commander. They **will** advise by radio the following information to all responding units:

- Type and extent of fire / emergency
- Threats to life / exposures
- Hazards on scene
- Staging area
- Water source (if possible)
- Other pertinent information

An example of this size up report for a structure fire may be: “mv05 on scene, single story wood-frame dwelling with smoke from all sectors, flames extending form side door into carport with 2

vehicles in danger. All occupants are out of the structure, hydrant is located at the corner about 300 feet before the scene.”

The ranking officer upon arrival may become the Incident Commander, or they may choose to keep the initial responder as Incident Commander, acting as a consultant. The ranking officer assumes responsibility for the scene after they have been briefed.

The incident commander is responsible for all actions, errors, and omissions that occur during the emergency. It is imperative that all personnel are accounted for and they are briefed on existing / possible hazards, such as an imminent collapse, utility dangers, etc (see Incident Commander definition).

The command post may be a POV, inside a building, tent, or any other location. It should be clearly marked as “command post” with signage, and the use of a **red** flashing light is normally used, also. The Incident Commander will be at the command post, and will remain informed either passively or actively of weather conditions, other agencies needs, and current situation status. The incident command system will be utilized, and at no time should the command post be unmanned. The Incident Commander will interface with leaders of other agencies, the local government, and other representatives, as necessary, but the security of the cp should be maintained to allow a quiet working environment for the Incident Commander to perform. Larger incidents will require the use of additional aid(s) to perform documentation and other administrative functions.

The command post will be identified by a geographic descriptor “Columbia 31 command” to avoid confusion with the radio call sign of “Command” or “Incident Commander”. Dispatch will be notified of incident termination at the conclusion of the incident. The ranking officer will sign the run report; ensuring information is complete and factual. A narrative of the events of the emergency will be included.

Vehicle fire / emergencies

General

The Incident Commander will coordinate fire suppression activities with law enforcement personnel.

In all cases of fire, initial attack will be made with a minimum of one (1) 1 ½ hand line with the apparatus **at least** 100 feet from the vehicle.

Personnel will utilize **full protective equipment** and SCBA.

Large vehicles

One support apparatus will be dispatched on the initial call. Three (3) firefighters will respond in addition to the primary engine and crew.

Minimum attack will be made at least one (1) handline no smaller than 1 ½ with apparatus spotted a safe distance away.

Firefighter safety will be the primary factor for attack strategy. Many items on a vehicle will burn, leak, explode, project, or otherwise injure responding personnel. Bystanders will be kept a safe distance away as well.

A safety zone will be established in areas where active traffic is present to provide safe working environment for personnel. This will consist of, at a minimum, 2 personnel flagging traffic and the deployment of warning devices (cones, flares, barricades, etc.) Apparatus will be used to block traffic to provide for firefighter safety if necessary. Highly visible <class III> garments will be worn if flaggers are not in PPE.

Apparatus maintenance

The fire chief will be notified when any unit is removed from service.

Each apparatus shall have its fuel tank topped off if the gauge reads less than 3/4 full. NEVER place any apparatus in a "ready for call" status if the fuel is less than 3/4 full.

Firefighters rely upon apparatus to perform their work. If the unit is not up to the job, then the firefighters are unable to operate.

It is the responsibility of the **Maintenance Chief** to insure the fleet is operationally ready at all times. The captain may delegate duties to other individuals or businesses to meet this goal.

Maintenance items not determined a hazard to operation will be treated as follows:

When deficiencies are noted, they will be placed in writing and submitted to the **Maintenance Chief**. He will prioritize the items and arrange for corrections to be made. Deviations to this may occur for minor problems (dead battery), but a notation will be placed in the unit's file, outlining the event. A notation on the run log of that unit will also be made.

When maintenance or service is performed on any unit, there will be documentation placed in that unit's file noting the date, service performed, person performing the service, and any other pertinent information. Invoices for parts or services are to be turned in following proper channels.

Preventive maintenance and routine service shall be performed at proper intervals, and records updated accordingly.

- Any items deemed to be a hazard to operation (safety items or severe mechanical problems) will result in that unit being immediately removed from service and items corrected at the earliest possible time.

Persons or businesses performing maintenance will report to the **Maintenance Chief**. The maintenance chief shall inspect the work and annotate the maintenance report with their initials indicating completion. In the event work is not completed on all items, a brief description regarding disposition will be entered on the maintenance log (deferred for part, etc.).

In the event the maintenance chief cannot be reached, you may report the work or problem to the Captain or Chief Officer.

Firefighter rehabilitation

The rehab unit will set up operations in an area safe from fire ground activities and hazards.

All personnel will report to the rehab unit upon exiting a hazardous atmosphere. The medical officer will oversee operations of the rehab unit.

Medical monitoring will take place as necessary, or as required by OSHA 29 CFR 1910.120 for hazmat operations

EMS reporting to the scene will stand by at the rehab unit unless otherwise directed by the Incident Commander.

During prolonged operations, the rehab officer shall provide for the nutritional needs of operating personnel.

The rehab unit will provide for firefighters to rest in a moderately controlled temperature.

The rehab unit will be staged to allow for EMS access in the event patients must be transported from the scene.

The rehab officer will set up the color-coded tarps for SCBA air tanks, assist with reservicing of tanks, and supplement the Incident Commander staff as necessary.

After emptying (2) 30 minute SCBA bottles, you shall rest for 10 minutes. If working for 40 minutes without an SCBA, you shall rest for 10 minutes. During rest, you should replenish at least 12 ounces of water.

Hand tools and powered equipment

Each operator is responsible for the tools and equipment assigned to that piece of apparatus.

Hand tools will be kept in good repair, with discrepancies noted on the vehicle log and reported to the ranking officer. Tool maintenance will be performed in accordance with industry standards.

Tools and equipment will not be loaned outside the department. Exceptions will be to benefit the welfare for the community, or in times of disaster relief. The Fire Chief or Board of Directors can authorize other exceptions.

Portable powered equipment

Many items in our firefighter's bag of tricks are designed to give us maximum efficiency in minimal time. Due to the nature of our business, our demands go from zero to 150% in a matter of seconds. Seconds **do** count. If our equipment is not ready to respond to the need, then we have lost efficiency.

Portable equipment is used for a variety of tasks on the fire ground. These items are often taken for granted until needed and then they do not work. A preventive maintenance plan is necessary to insure our equipment will do what we need it to do when we need it done. The following is to be implemented as standard procedure:

Item	fuel	started	loaded operation
Generator	reg. Gasoline	monthly meeting	january, april, july, october – 10 minutes
Chain saws*	mixed (50:1)	monthly meeting	n/a
Limb saw*	mixed (50:1)	monthly meeting	n/a
Portable pump*	reg. Gasoline	monthly meeting	monthly meeting

After each operation, the fuel will be topped off if needed, the oil level will be checked if applicable and the item will be placed back on the unit in a clean and serviceable condition. The item will be stored in such a manner that it may be quickly and easily removed from the apparatus and placed in service. If an item(s) has been operated prior to the indicated time above, this operational check can be deferred until the next indicated time.

Hose

All hose will comply with **NFPA 1961**, standard on fire hose, and **NFPA 1963** standard for screw threads and gaskets.

Hose will be tested in accordance with **NFPA 1962**, standard for the care, use, and service testing of fire hose including couplings and nozzles.

Hose failing test will be immediately removed from active service.

Each engine will carry at least 1200' of 2 ½" or larger supply line, 400' of 1 ½" or larger attack line, and at least 20' hard suction hose. Additional hose may be carried at departmental discretion.

No attack line smaller than 1 ½" will be utilized in a situation of life threat.

Handline hose should be loaded using the triple-lay method.

Hose will be loaded on apparatus in an efficient manner that will allow for rapid deployment.

Hose should be cleaned as necessary and dried prior to placement on apparatus.

Ladders

MVVFD will comply with the following standards regarding fire ground ladder operations:

NFPA 1931, standard on design of and design verification tests for fire department ground ladders.

NFPA 1932, standard on use, maintenance, and service testing of fire department ground ladders.

* Blades will be sharpened as needed and PPE for operators checked.

** * Pumps will not be operated out of water due to possible internal damage.

NFPA 1901, ladder placement

As a **minimum**, ladders will be tested:

- ❑ Annually
- ❑ Anytime a ladder is suspected of being unsafe
- ❑ After the ladder has been subjected to overloading
- ❑ After the ladder had been subjected to impact loading or unusual conditions of use.
- ❑ After heat exposure
- ❑ After any repairs have been made, unless the only repair was replacement of the halyard.

All assigned personnel will be familiar with ground ladder operations, terminology, and inspections. **OSHA 29 CFR 1926.550** states ladders will be placed no closer than 10 feet from electrical lines carrying 50,000 volts or less. Aluminum ladders are excellent conductors of electricity!

Professionalism and community relations

The public is not aware of fire protection principles and practices on a daily basis. Seldom do they think about response routes, protection boundaries, or a variety of other details that make up a firefighter's mindset. When there is an emergency, they call the fire department and we take care of the problem. What they see when we respond will create a lasting impression on not only those at the scene or along the way, but to their family members, friends, business acquaintances, and others. Your conduct will influence people's opinions in ways we cannot imagine. It is of the utmost importance you are aware of how you present yourself in the public eye. Off-color jokes, horseplay, arguments, and obscenities are a few examples of poor image projected on scenes.

It is each firefighter's responsibility to ensure the community sees only the best, hears only the best, and gets nothing less than the best from us.

Only the Chief or Public Information Officer will release information to anyone. In the event you are requested to provide information to law enforcement, insurance, media, or other persons, approval will be obtained first.

All issues concerning personal matters or discipline are to remain strictly confidential.

All vehicles (departmental and privately owned) are to be operated in a safe manner at all times. "hot rodding", speeding, and reckless driving will not be tolerated.

Pump operations

All personnel operating apparatus will adhere to the SOG's regarding safety, apparatus, and apparatus operator.

Upon arrival at a fire scene, the operator will place the apparatus in a location that is **accessible to the fire, free from overhead dangers, and will allow for rapid egress**. Other factors to be considered will be placement of the apparatus uphill and upwind, in a manner that does not impede traffic flow or may possibly block traffic to allow for scene safety, and allow for adequate water supply.

Operators may respond with apparatus to a scene if they are not familiar with that unit's pump operations, but will have driving experience with that unit prior. All attempts should be made to ensure this does not happen, however.

On arrival, the operator will perform the following:

- Apply parking brake
 - Place fire pump in gear
 - Place wheel chocks
 - Obtain water source
 - Select discharge
 - Charge hose line
 - Estimate friction loss
 - Maintain water supply
- water in
water out
throttle up
pump pressure
monitor operations**

Operator shall notify the Incident Commander of water supply status at no less than $\frac{1}{4}$ tank. The operator will not leave the apparatus unattended during operations except in cases of extreme urgency. The operator will not leave the unit under any conditions if that unit is supporting firefighters in a hazardous situation.

The operator will insure all equipment is replaced prior to departing scene. The fuel status will be monitored and refilled at $\frac{1}{4}$ tank during prolonged operations. The agent tank will be re-supplied prior to placing the unit in the station.

Operator's checks will be made at each meeting and noted on the vehicle log. Discrepancies will be corrected or reported if unable to be immediately resolved.

Water usage will be documented on the vehicle log following each incident.

Lines from hydrants crossing roadways should be protected with hose ramps and traffic cones.

In the event a call is cancelled, the closest unit will proceed to the scene in a **non-emergency mode** to insure fire safety.

SCBA Certified Personnel shall:

- A. Be provided training in the safe operation of SCBA, use and imitations of SCBA equipment, individual limitations, and shall be required to successfully demonstrate their knowledge of such.
- B. Be required to undergo periodic evaluations by the Training Officer to determine their proficiency level of SCBA use, and shall successfully demonstrate their proficiency levels under simulated emergency incident conditions.
- C. Be required to demonstrate, at least annually, knowledge of SCBA equipment operation, safety, Departmental policies and procedures, and facepiece seal techniques.
- D. Be required to demonstrate their ability to recognize and identify potentially hazardous environments, identify the primary gases produced by combustion reactions, and identify the primary characteristics of hazardous gases produced by combustion and by processes other than combustion

- E. Be required to demonstrate their knowledge and understanding of SCBA components and how each operates
- F. Be required to demonstrate the safety features and limitation of SCBA, and donning/doffing techniques of SCBA.
- G. Be required to demonstrate proper techniques of maintenance, inspection, and storage of SCBA and cylinders.
- H. New Personnel - All recruits are required to complete the two basic minimum standards courses. Each student shall demonstrate competence in donning, wearing, operation, and doffing an SCBA. Training shall also include methods of cleaning, refilling of air cylinders, and basic maintenance of SCBA equipment.

SCBA inspections

MVVFD shall provide to all firefighters operating within a hazardous or potentially hazardous environment, approved self contained breathing apparatus (SCBA).

All personnel utilizing SCBA's will have successfully completed necessary requirements for firefighter certification in the state of Arkansas.

Personnel using SCBA will not have facial hair which impedes the face piece seal

SCBA will be inspected at least monthly, after each use, cleaning, and after repair. Repair personnel will be certified as such by approved sources.

Each of the four (4) major component assemblies shall be inspected under the above guidelines for the following:

(Note: personnel shall receive proper training and education on the operation and theory of SCBA in order to perform these inspections.)

- **Backpack and harness assembly**- all straps straight and fully extended; check for damage/ wear/ missing parts.
- **Air cylinder assembly**- visible damage, hydrostatic test date (<5 years), good threaded connections, proper gauge reading (2216 psi @ 70 degrees Fahrenheit), proper valve operation and safety features for valve.
- **Regulator assembly**- proper operation, gauge indicates pressure not more than 10% different from air cylinder, proper operation of low pressure alarm, inspect high pressure hose, visible damage, cleanliness, worn / loose / missing parts.
- **Face piece assembly**- straps on harness fully extended and straight, exhalation valve, face piece seal to face, lens condition, dirt or foreign materials removed.
- **Under no conditions are composite cylinders to be placed in a water bath during refilling operations.**

All supplied breathing air will conform to applicable safety standards.

Standards referenced include:

NFPA 1981
29 CFR 1910.120
29 CFR 1910.134
42 CFR part 84
Ansi anzi 88.2
NFPA 1500

Training

The backbone of all departmental operations is training. At times it may become boring, repetitious, or otherwise not very exciting, but it is an absolute must if we are to function adequately.

It shall be the duty of the chief or designates to insure all personnel are trained to the minimum standards for the firefighter to be certified. These conditions will be met:

Completion of the following five (5) courses within 1 year of joining.

- 1. Introduction to fire protection (Arkansas Fire Academy Firefighter I Module 1)**
- 2. Protective equipment (Arkansas Fire Academy Firefighter I Module 2 or 18)**
- 3. Wildland fire suppression (Arkansas Forestry Commission 4 hour class. 8 hour class is recommended along with the ICS-100)**
- 4. Hazardous materials Level I (Hazmat Awareness)**
- 5. Emergency Vehicle Driving (Arkansas Fire Academy Driver/Operator Module I)**

Meetings will be attempted to be on the third Sunday evening of every month for training and all personnel are expected to attend and train. Circumstances will arise that will not allow this and a letter will be sent out by postal mail and also by e-mail (for those that have e-mail) at least ten (10) days in advance of the scheduled meeting.

In addition, courses will be held at other locations. It is strongly recommended for you to receive all the training you can.

If you attend a training session without your protective equipment, or it is not in a state of readiness, you will not receive training credit for that session.

The training officer will complete all records of training, insure that requirements are met, and outline an ongoing program.

Training credits will be honored if you have transferred from another department upon validation from that department's Chief Training Officer.

No personnel will perform interior suppression activities without completion of the basic classes.

Vehicle accidents

Department vehicles

An automobile accident involving MVVFD personnel or equipment will be treated no differently than any other accident. The first priority will be the safety of those involved and need for medical attention. These guidelines will be followed:

- Insure safety of all involved / obtain medical assistance
- If apparatus is involved, dispatch other apparatus to cover the alarm
- Notify central for law enforcement
- Notify Chief / ranking officer
- Make no statements to anyone except law enforcement regarding accident
- Obtain information from any other drivers involved
- A post accident drug screen will be performed after any accident.
- A written account of the factors involved will be made and submitted to the ranking officer.
- Record all personnel on apparatus, time of accident, and location of accident

Attendance

Training sessions are to be held monthly at a time and date agreed upon by the membership. Attendance is expected of all personnel during this time.

Excused absences will be granted for work, sickness, travel, etc., and should be discussed before meeting time. Minimum attendance is 75%.

In the absence of the Fire Chief, the next ranking officer presides over the meeting.

Training reports will be completed by instructors following each training session and kept on file.

In the event a leave of absence is required, the matter will be brought to the attention of the fire chief and may be discussed with the officers. Decision to turn in equipment will be based on length of absence, availability during absence, and departmental need.

Firefighter candidates

Candidates for the rank of Firefighter will be at least eighteen (18) years of age.

It is preferred to have primary residence within district boundaries, although exceptions may be made.

Operator candidates will be at least 21, possess valid Arkansas operators license and good driving record. A copy of personal insurance information will be on file, and social security number will be obtained for worker's compensation insurance purposes

Candidates for Firefighter will attend meetings within a period set by the department. After required attendance, candidate will be evaluated for interest and conduct.

Candidates will not be issued MVVFD equipment until certified.

A probationary period of three months will be served by the candidate, and upon completion, the officers will again evaluate their performance.

Firefighters on probationary status **will not** operate emergency warning devices of *any* type while operating a privately owned vehicle. This applies to initial probation or disciplinary probation periods.

Officer selection

- The Officer rank in the department will be agreed upon by a panel of Officers in most cases of vacancies.
- Officers shall lead by example, therefore will be held to higher standards than the rank and file Firefighter.
- Selection will be based in the following order: capability, seniority, and initiative.
- The Chief will maintain the authority to veto issues voted on by the Officer's panel.
- The Chief will maintain the authority to fill Officer's positions by appointment.
- An emergency clause shall be in effect enabling the Chief to supersede the standard operating procedures in dire cases. The Chief may be held accountable to the Board of Directors for his actions under these clauses.
- Any newly elected Chief should have at least or obtain in one year: (1) Arkansas Fire Academy Basic Patch (2) CPR/AED (3) Leadership I or Officer I (4) NIMS (5) Wildland Fire Suppression (6) Hazmat Operations (7) Incident Safety Officer (8) Incident Command System (9) Fire Inspection
- Director of First Responders should have at least the following: EMT – Basic. Nothing forbids the director from not being a member of the MVVFD. Members of MVVFD will have preference over non-members. State Fire Board certified firefighters will have precedence over non-certified personnel.

Investigation / smoke scare

When called to investigate situations which involve no fire, but only the threat of such, the following procedure is to be implemented:

A single engine will report to the scene

After the initial unit is rolling, remaining personnel will report to the station to man the remaining apparatus with full crews.

In the event that smoke is showing upon arrival, guidelines should be followed for standard structural response.

Apparatus operator

It shall be the practice of MVVFD to insure all operators of motorized apparatus are capable of performing necessary functions in a timely manner; knowledgeable of Arkansas traffic regulations regarding emergency vehicle operations, and conduct all movements of the vehicle in a safety conscious manner.

To achieve this policy, the following operator training program will be instituted:

The operator candidate will be capable of performing the following tasks:

Operate fire pump from booster tank
“” “” “” “” pressure sources

- “” “” “” “” static sources (drafting)
- Drivers of apparatus must be at least 21 years of age.
- Perform relay operations to re-supply another apparatus
- Perform “tanker shuttle” operations
- Know specifications for water, tank, pump capacity, safe operating ranges for speed, cornering, and braking.

Operators will be capable of handling apparatus in a smooth and safe manner at all times.

Operators will perform apparatus placement exercises to simulate actual conditions expected.

Operators will be knowledgeable of capacities of hose carried

Operators will be knowledgeable in all aspects of pump panel controls and their proper operation.

Operators will insure a copy of their Arkansas driver’s license is on file with MVVFD.

Operators will perform routine maintenance and checks to include, but not limited to: fluid levels, tires, belts, hoses, gauges, meters, lighting, and warning systems.

The following number of training hours will be completed prior to a person becoming a “certified” operator for a piece of apparatus.

Unit	Training hours	
	theory	practical
Engine	4	4
Tanker	2	2
Brush	1	2

Prior to certification, an individual may operate a unit in an on the job training capacity after being initially checked off.

Operators will be in possession of a valid Arkansas operator’s license with a good driving record.

Operators will be at least twenty-one (21) years of age for small apparatus, twenty- three (23) years of age for large units.

Operators will have demonstrated the ability to properly drive, park, pump, inspect, and perform routine maintenance on assigned apparatus.

Each operator will be responsible for all tools and equipment assigned to that unit. The operator will be knowledgeable in operation and maintenance of portable powered equipment assigned to that apparatus. Upon terminating an incident, operators will physically verify the replacement of all items removed during an incident before leaving a scene.

Operators will be knowledgeable in aspects of operating emergency vehicles, be aware of size and weight limitations, and will operate vehicles in a manner so as not to endanger life and property.

Apparatus will be refueled at ¾ tank level or after every incident. The operator will be responsible for maintaining the fuel log and apparatus log.

Operators will maintain a log of water usage on all incidents to the most accurate extent possible.

Apparatus pumps will be tested at least annually and these results will be documented. Officers will be responsible for the readiness of apparatus at their assigned stations. Discrepancies will be immediately corrected if possible, or reported to the ranking officer. Each engine shall be loaded with the following as a minimum:

- 1200 feet 2 ½ or larger supply hose
- 400 feet 1 ½ or larger attack hose
- 20 feet large intake (hard suction)

First responder program guidelines

Purpose

To serve our members and district by shortening response time for patients in need of immediate medical attention and assist EMS agencies with additional manpower when requested.

Definition of a First Responder

Anyone with medical training that responds to an EMS call to provide medical care to a patient.

Requirements

Any MVVFD First Responder will possess and maintain at least an American Heart Association Heartsaver Adult CPR/AED, Child CPR/AED, and Infant CPR Certification and must have completed all required training for Fire Dept. Personnel listed in the training section of this manual.

Certified First Responders must complete an Arkansas Department of Health/Arkansas Fire Academy approved First Responder course and must possess and maintain an American Heart Association BLS for Healthcare Providers certification.

Any Emergency Medical Technician must possess and maintain a valid Arkansas Department of Health Certification and must possess and maintain an American Heart Association BLS for Healthcare Providers certification

Emergency Medical Technician-Paramedic must also maintain an American Heart Association ACLS certification

Any MVVFD First Responder that does not meet the requirements for their certification level will be suspended from their First Response privileges until requirements are met.

Responses

First Responders will ONLY respond to an EMS call if dispatched. Chief Officers or Director of First Response may grant authority to respond to a call not dispatched to.

Failure to comply with this will result in:

First offense- Written warning

Second offense- Written warning and 30 day suspension of first responder privileges

Third offense- Termination from First Responder program.

Responsibilities

All first responders are to adhere to normal fire department response procedures. Once arriving on scene, responding personnel will evaluate the situation, start basic medical treatment (if necessary), and relay needed information to dispatch as soon as possible. At no time will a First Responder move a person, provide care beyond certification level, or direct these actions unless requested by EMS personnel to do so or unless there is imminent, life threatening danger to the person. Once EMS personnel arrive on scene, the First Responder will follow the direction of the EMS crew and not hinder care in any way.

Documentation

All calls for First Responders will be documented on a medical run report. All information regarding personnel responding, times, treatment, or assistance rendered, equipment used, and general outcome of the call will be noted. These run forms will be reviewed by the officer of the day, fire chief, and medical officer. Input may also be requested from the EMS personnel involved.

AED Use

When the AED is needed, any firefighter may respond with it to decrease response time, as long as there is a First Responder also responding to the scene. All personnel responding with the AED must have a valid certification in the use of an AED

NO ONE WHILE DOING BUSINESS OF MVVFD WILL TREAT A PATIENT WITH PROCEDURES OVER THEIR SCOPE OF PRACTICE!!!!!!

Doing so will result in immediate termination from the First Responder Program.

Disciplinary action

All Disciplinary action will be reviewed by the Director of First Response and the Fire Chief.

Participation

Participation in the First Response Program will be agreed on by the panel of officers in most cases.

PFM (pre fire plans)

Pre fire plans are to be completed for each commercial, industrial, or high hazard occupancy. These plans when completed are to be readily available to a Scene Commander for use at an emergency scene. These plans are to be reviewed semi-annually and changes made as necessary. At a minimum, these plans shall indicate the following:

1. Site layout with floor plan of buildings – north shall be indicated as the top of the page unless otherwise noted.
2. Utility d/c locations with special instructions as needed.
3. Unusual entrapment hazards shall be highlighted.
4. Haz mat on site shall be noted, MSDS and tier 2 sheets added as necessary.

5. Overhead obstructions, unusual construction features (false ceilings, multiple rooftops, truss construction).
6. Location and distance of nearest and second nearest water supply.
7. Location of installed protection, detection, and suppression systems. Noting location of alarm panels and FDC.
8. Owner/ occupant emergency contact numbers: normal hours of occupancy, normal occupancy load, location of physically/ mentally impaired occupants.
9. Photographs of location as needed

SCBA compressor

I. Purpose

- A. To promulgate Mt Vernon fire department casualty control bills in accordance with references.
 - (a) NFPA 1500
 - (b) NFPA 1981
 - (c) 29 CFR 1910.120
 - (d) 29 CFR 1910.134
 - (e) 42 CFR part 84
 - (f) Ansi anzi
 - (g) Essentials of fire fighting
 - (h) Bauer compressor instruction manual

II. Cancellation

III. Background

A. Coordinated logical action to combat casualties will decrease personnel injuries and equipment damage. While it is not expected that any checklist or procedure can be devised to combat all situations which may arise during a casualty, the use of checklists and casualty bills will ensure that:

1. Required initial actions are accomplished and performed consistently.
2. Outside agencies and commands are notified in a timely fashion in order to render assistance and satisfy reporting requirements.
3. Required resources are brought into action to control and combat the casualty.

SCBA cylinder filling with high pressure compressor

1. Material required

- A. One complete SCBA cylinder
- B. One complete Bauer compressor

- C. Mt Vernon cascade log sheet
- D. Ink pen
- E. Bauer compressor oil
- F. Fragment-proof fill station with water or with out water
- G. Rag

2. Safety precautions

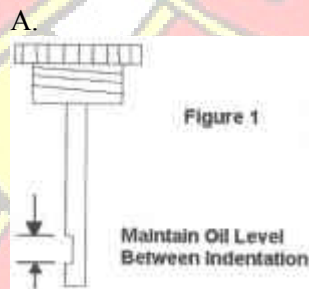
- A. To be used only by qualified personnel
- B. Thoroughly inspect this apparatus prior to use
- C. Under **no** conditions are composite cylinders to be placed in water bath during refilling operations
- D. All supplied breathing air will conform to applicable safety standards and will be analyzed at least quarterly by independent laboratory for certification of purity.
- E. The compressor for the cascade system **will not** be placed in operation if any vehicles are running with 50 feet of the air intake.
- F. Log amount of oil added to the compressor on the Mt Vernon cascade log sheet.

3. Procedures

- A. Check lubrication (oil level) before operating

Warning: do not use unapproved lubricants (oil) in compressor.

- a) For proper lubrication, make sure the oil level
- b) Never surpasses or falls below the indentation on the dipstick.
- c) Dipstick should be fully inserted for proper reading.
- d) Log amount of oil added to the compressor on the Mt Vernon cascade log sheet.
- e) oil consumption is for capitano 0.25 oz./10 operating hours is normal
- f) oil changes should be accomplished every 250 operating hours.
- g) the dipstick socket is also the oil filler.



- B. Fill in date and reading from system power hours gauge (meter) on Mt Vernon cascade log sheet in the start hr. Meter blank. Hours gauge (meter reading should be the same as the end hour meter reading from the last use.
- C. Insure on/off switch is in the off position
- D. Turn circuit breaker on in service panel by door.
- E. Filling an SCBA cylinder from a compressor/ purifier
 - 1. Check the hydrostatic test date of the cylinder. Log hydrostatic test date and tank/ cylinder number on Mt Vernon cascade log sheet.

2. Inspect the SCBA cylinder for damage such as deep nicks, cuts, gouges, or discoloration from heat.
3. Place the SCBA cylinder in a fragment-proof fill station.

Note: If the cylinder is damaged or out of hydrostatic test date, remove the cylinder from service and tag it further inspection and hydrostatic testing.

4. Connect the fill hose to the cylinder
5. Make sure that the hose bleed valve is closed.
6. Open the SCBA cylinder valve.
7. turn on the compressor/purifier
8. Open the fill station valve and begin filling
9. **Note:** the system must be drained of the continuous formation of the condensate that takes place during compression and cooling. Drain all three drainage pressure valves by opening each valve for a few seconds until condensate is fully expelled. Close the valve as soon as pure air comes out. Repeat as often as needed about every 10 to 15 minutes.

Caution: Never attempt to fill a cylinder that is damaged or that is out of hydrostatic test date.

10. Close the fill station valve when the cylinder is full.
11. Close the SCBA cylinder valve. Open the hose bleed valve to bleed off the excess pressure between the cylinder valve and the valve on the fill station.

Caution: Failure to do so could result in o-ring damage

12. Disconnect the fill hose from the SCBA cylinder. Remove the SCBA cylinder from the fill station, and return the cylinder to proper storage.

If this is the last cylinder to be filled:

- A) Drain all three drainage pressure valves by opening each valve for a few seconds until condensate is fully expelled and close it as soon as pure air comes out.
- B) Turn off the on/off switch on control panel.
- C) Log system power meter hour reading in the end hr. Meter blank on the Mt Vernon fire cascade log sheet.
- D) Turn breaker in the service panel to the off position.

F. Filling an SCBA cylinder from a cascade system

1. Check the hydrostatic test date of the cylinder. Log hydrostatic test date and tank/cylinder number on Mt Vernon cascade log sheet.
2. Inspect the SCBA cylinder for damage such as deep nicks, cuts, gouges, or discoloration from heat.

Note: if the cylinder is damaged or out of hydrostatic test date, remove the cylinder from service and tag it further inspection and hydrostatic testing.

Caution: Never attempt to fill a cylinder that is damaged or that is out of hydrostatic test date.

3. Place the SCBA cylinder in a fragment-proof fill station
4. Connect the fill hose to the cylinder.

5. Make sure that the hose bleed valve is closed.
6. Open the SCBA cylinder valve.
7. Open the valve of the cascade cylinder.
8. Open the fill station valve and begin filling the SCBA cylinder.
9. Close the fill station valve when the cylinder is full.
10. Close the SCBA cylinder valve.
11. Open the hose bleed valve to bleed off the excess pressure between the cylinder valve and the valve on the fill station.

Caution: Failure to do so could result in o-ring damage.

12. Disconnect the fill hose from the SCBA cylinder.
13. Remove the SCBA cylinder from the fill station and return the cylinder to proper storage.
14. If this is the last cylinder to be filled close valve of cascade cylinder.

G. Filling an SCBA cylinder from a compressor/purifier and cascade cylinder.

1. Check the hydrostatic test date of the cylinder. Log hydrostatic test date and tank/cylinder number on Mt Vernon cascade log sheet.
2. Inspect the SCBA cylinder for damage such as deep nicks, cuts, gouges, or discoloration from heat.

Caution: Never attempt to fill a cylinder that is damaged or that is out of hydrostatic test date.

3. Place the SCBA cylinder in a fragment-proof fill station.
4. Connect the fill hose to the cylinder.
5. Make sure that the hose bleed valve is closed.
6. Open the SCBA cylinder valve.
7. Turn on the compressor/purifier.
8. Open valve on cascade cylinder.
9. Open the fill station valve and begin filling the SCBA cylinder.

Note: the system must be drained of the continuous formation of condensate that takes the place during compression and cooling. Drain all three drainage pressure valves by opening each valve for a few seconds until condensate is fully expelled and close as soon as pure air comes out. Repeat as often as needed about every 10 to 15 minutes.

10. Close the fill station valve when the cylinder is full.
11. Close the SCBA cylinder valve.
12. Open the hose bleed valve to bleed of the excess pressure between the cylinder valve and the valve on the fill station.

Caution: failure to do so could result in o-ring damage.

13. Disconnect the fill hose from the SCBA cylinder.
14. Remove the SCBA cylinder from the fill station and return the cylinder to proper storage.

15. If this is the last SCBA cylinder to be filled. Operate compressor until cascade cylinders are fully charged.

16. Close valve on cascade cylinders.

a) Drain all three drainage pressure valves by opening each valve for a few seconds until condensate is fully expelled and close it as soon as pure air comes out.

b) Turn off the on/off switch on control panel.

c) Log system power meter hour reading in the end hr. Meter blank on the Mt Vernon cascade log sheet.

d) Turn off breaker in service panel to the off position.



Mt Vernon Fire Department Firefighter Conduct Standards

Revised: November 1, 2004

Policy statement

It shall be the purpose of the Mt Vernon Fire Department Firefighters conduct standards to establish and maintain firefighter conduct standards to which all Firefighters are expected to adhere. These standards are intended to identify common problems associated with Firefighters conduct. When a firefighter has been determined to have violated an identified standard or have engaged in conduct warranting disciplinary action, the Chief and/or an officer's review shall follow principles of progressive discipline unless circumstances clearly warrant a deviation from the procedures established by this policy.

Changes or amendments to this policy will be subject to approval by the MVVFD Board of Directors.

The Mt Vernon Fire Department conduct standards policy and procedures will be administered without regard to race, color, sex, age, religion, national origin or handicap.

Scope:

The Mt Vernon Fire Department Firefighter conduct standards shall be applicable to all firefighters.

Responsibilities:

Firefighters

1. To be familiar with and seek out a clear understanding of the conduct standards.
2. To strictly adhere to the conduct standards.
3. To participate in good faith, in administrative investigations of conduct standards violations.

Chief and other Officers

1. To communicate the conduct standards to all Firefighters.
2. To monitor Firefighter's conduct to determine compliance with the conduct standards.
3. To establish and maintain a professional work environment.
4. To determine the discipline to be assessed when a conduct standard violation has occurred.
5. To administer all conduct standards and disciplinary actions objectively and consistently.

Progressive discipline

Progressive discipline is a positive approach to solving disciplinary problems that appeal to Firefighters' self-respect rather than fear of losing his position with the fire department.

Progressive discipline emphasizes solving problems and encouraging good conduct. The use of discipline is minimized as much as possible with the focus on communicating an expectation of change and improvement rather than an expectation of future problems.

Progressive discipline will apply to problems that Officers identify. However, it is possible that some Firefighters' actions will be of such a serious nature that immediate disciplinary action when justified

will include suspension or termination. In addition, an accumulation of violations of the same or different standards may lead to future disciplinary action up to and including termination.

A. Classification of progressive disciplinary action

1. Verbal warning: a verbal communication informing the Firefighter that he or she has violated a conduct standard and that if such violation is repeated, a more severe disciplinary action will be issued. A notation of the verbal warning will be placed in the Firefighter’s file. In addition, an accumulation of violations of the same or different standards may lead to future disciplinary action up to and including termination.

2. Probation: an action taken to inform the Firefighter that a conduct standard has been violated for the second time within a twelve-month period. This notification must also inform the firefighter that any additional violations of the conduct standards or rules or policies will result in termination. A notation that probation exist will be placed in the Firefighter’s file, also a notation of the date of the action will appear on the attendance record, month by month for the length of probation thereafter.

3. Termination: an action to remove or terminate a Firefighter when the nature of the violation(s) is extreme and or continued affiliation is not in the best interest of the Fire Department. The recommendation of termination of a firefighter should originate from an officer’s review. The decision to terminate must be approved by the Chief. A notation of the termination will be placed in the minutes of the next meeting*; also, a brief explanation why the Firefighter was terminated along with the date of the termination will be documented.

- A. Termination from the Fire Department for gross violation of the conduct standards and/or rules or policies will result in disqualification of that person to return to the department.
- B. The authority to approve a termination will be considered by officer’s review, although the chief will have ultimate authority.

Types of offenses / infractions

1. Attendance

- A. Failure to adhere to established or scheduled training hours. (Reporting for training late, leaving early without checking with the Training Officer or not calling in when missing a training session.

Action to be taken:	three consecutive meetings - verbal warning
	Four “” “” - probation
	Five “” “” - termination

2. Illegal / improper conduct

- A. Reporting on fire scene or training sessions while under the influence of alcohol, illegal drug or legal drugs if they have you impaired in any way.

First offense- termination

- B. Selling, possessing, and/or using alcoholic beverages or illegal drugs at a training session, at the scene of a fire, or at any function which you are representing the fire department.

* Notations only- not to be read in open meeting.

First offense- termination

- C. Being caught selling, possessing or using illegal drugs at anytime.

First offense- termination

- D. Participation in any criminal activity or conviction of any crime.
[Excluding traffic offenses]

First offense- termination

- E. Attempted or actual theft of Department property or any Firefighter's personal property on fire department property.

First offense- termination

- F. Unauthorized possession, abuse or use of fire department equipment, material, property or facilities.

First offense- probation

Second offense- termination

- G. Gambling while on Fire Department property, a fire run, or any other fire department related business.

First offense- termination

3. Personal conduct involving another firefighter of the public

- A. Assaulting or physically attacking any Firefighter or anyone in the general public.

First offense- termination

- B. Fighting or creating a disturbance on Fire Department property, on scene, or during any fire department business. (self defense not included)

First offense- termination

- C. Disobedience or refusal to carry out reasonable work related instructions.

First offense- verbal warning

Second offense- probation

Third offense- termination

- D. Deleted*** see section 7

Failure to accept authority by lack of cooperation with and/or being argumentative to an officer in charge or his designate.

First offense- verbal warning

Second offense- probation

Third offense- termination

- E. The use of profane or abusive language or gestures that threaten, intimidate, coerce or demean a firefighter that may or may not be in the presence of other firefighters, to include conversations over the telephone.

First offense- verbal warning
Second offense- probation
Third offense- termination

F. Discourteous treatment of a firefighter or the public.

First offense- verbal warning
Second offense- probation
Third offense- termination

G. Horseplay that results in harm and/or injury.

First offense- probation
Second offense- termination

4. Negligence

A. Failure to comply with department regulations and good safety practices that result in injury to yourself or others.

First offense- verbal warning
Second offense- probation
Third offense- termination

B. Endangering yourself or others that result in a violation of the law

First offense- termination

5. Ethical conduct

A. Activities that in any way take advantage of your status with the Fire Department, for personal gain or gain of your business.

First offense- probation
Second offense- termination

B. Conduct that represents yourself to be someone you are not.

[E.g. telling someone you are chief when you are not]
First offense- termination

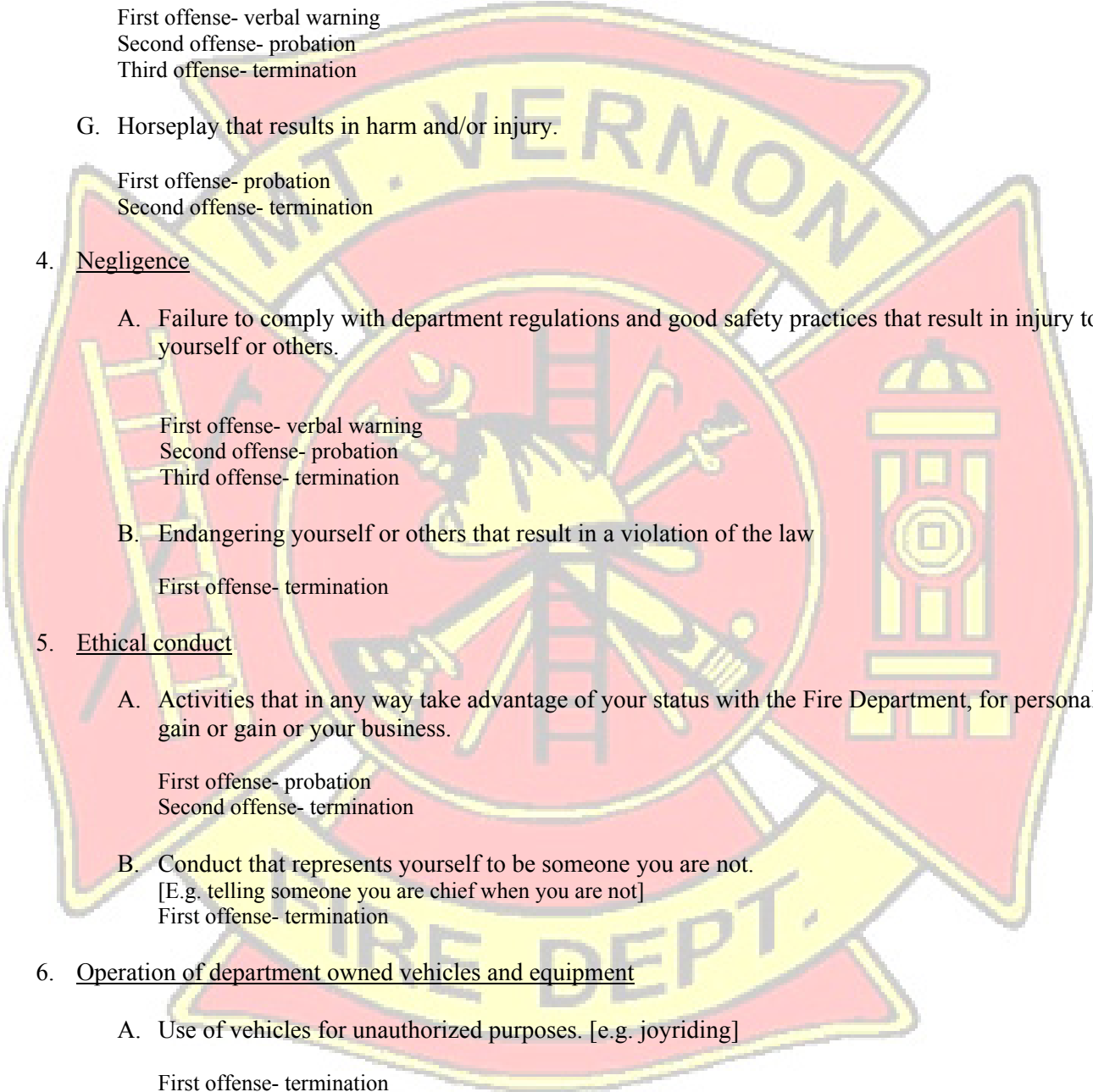
6. Operation of department owned vehicles and equipment

A. Use of vehicles for unauthorized purposes. [e.g. joyriding]

First offense- termination

B. Failure to report an accident or damage to a department owned vehicle or equipment.

First offense- probation
Second offense- termination



7. Insubordination or failure to comply with reasonable directions of an Officer.

First offense-probation
Second offense- termination

8. Other infractions deemed to be detrimental or not in the best interest of the Department and/or its personnel.

Action to be taken: will be dealt with according to
The level of severity.

Note: each incident will be documented and placed in the person's record.

Radio –general info

Radio equipment owned by an individual will not have transmit capability for MVVFD unless granted in writing by the Fire Chief. A copy of the letter will be kept on file, and the individual will be given one as well. This will include the make, model and serial# of the radio. When this person leaves the Department this capability will be removed and the department will be provided written documentation of such.

Code 100 - an on-scene injury

Mayday – firefighter down or imminent danger [e.g. roof starting to collapse]

Radio checks with Central Dispatch center will be conducted in agreement with scheduled times. Following the radio check from Central Dispatch, vehicles out of service and other pertinent announcements will be made by the ranking officer.

RADIO SUB LIST

OLD

10-1
10-2
10-4
10-6
10-7
10-8
10-9
10-19
10-20
10-21
10-23
10-33
10-88
10-97
10-98
10-100

NEW

Unreadable
Loud & clear
Ok/ roger/ affirmative/ copy
Unavailable / Busy
Out of service
In service
Repeat
Enroute / responding*
location
Call
Standby
Mayday / priority/emergency
Advise phone number
On scene
Finished assignment
Crew service

* ENROUTE IS USUALLY USED IN NON EMERGENCY SITUATIONS, AND RESPONDING DENOTES THE UNIT IS RESPONDING TO AN EMERGENCY

Cadet / junior firefighter program

The cadet program is designed to give older teens / young adults the chance to learn about firefighting, obtain training, participate in activities, and in a limited function to respond to emergencies.

The safety of personnel is our utmost concern, especially so with our younger members. The cadet program has its own leader program, and when not on a response the members will answer to them.

Cadets are not to respond to the following calls:

- 1. Auto accidents or fires**
- 2. Any first responder calls**
- 3. Hazmat incidents**
- 4. Any scene known or suspected as being unsafe**

If on a scene listed above, the cadet is to remain in the vehicle they arrived in at all times.

Cadets are allowed to respond to wildland fires and to assist with their extinguishment, may respond to the command post as an aid on larger calls, may respond to structure fires, but cannot enter the “hot” zone during the attack phase. They may assist from the service unit into the hot zone only if no danger is posed to them and they are performing a function such as carrying tools / equipment to

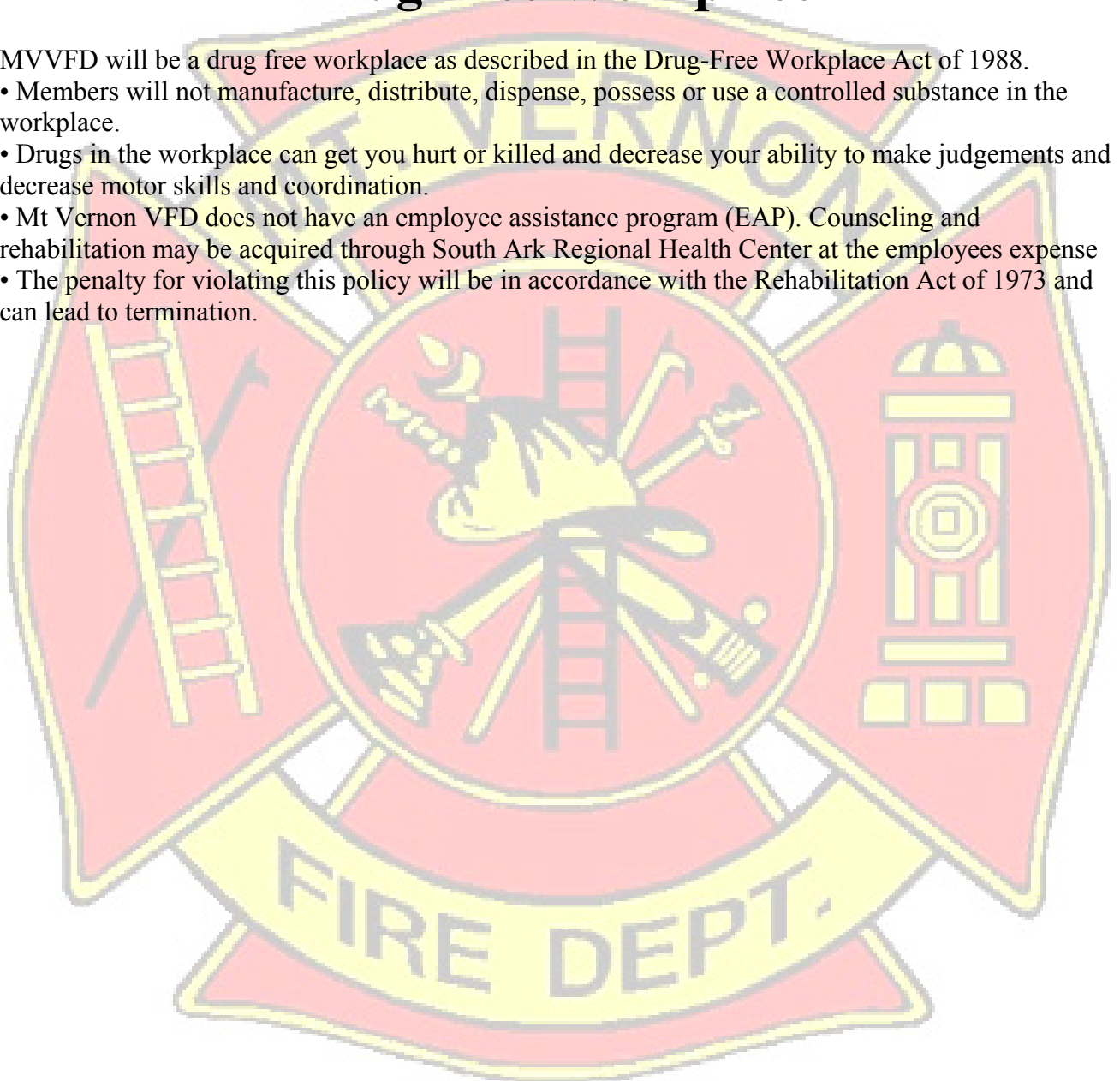
personnel engaged in attack, may change SCBA tanks, etc. The IC maintains authority to move / remove cadets at all times.

Cadets are not to be left at any time without adult supervision whether on a run or at the station.

Drug Free Workplace

MVVFD will be a drug free workplace as described in the Drug-Free Workplace Act of 1988.

- Members will not manufacture, distribute, dispense, possess or use a controlled substance in the workplace.
- Drugs in the workplace can get you hurt or killed and decrease your ability to make judgements and decrease motor skills and coordination.
- Mt Vernon VFD does not have an employee assistance program (EAP). Counseling and rehabilitation may be acquired through South Ark Regional Health Center at the employees expense
- The penalty for violating this policy will be in accordance with the Rehabilitation Act of 1973 and can lead to termination.



SEXUAL HARASSMENT POLICY

Statement of Policy

Sexual harassment violates federal civil rights laws and Department nondiscrimination policy. Mt Vernon Volunteer Fire Department (MVVFD) is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace. Toward this end, all members of the Mt Vernon VFD must understand that sexual harassment will not be tolerated (ZERO tolerance), and that they are required to abide by the following policy.

A working environment includes classroom sessions, training sessions, is not a physical place, and is extended to the place of where the MVVFD employee is (e.g. Forestry service, restaurants while on MVVFD business, et cetera), when acting on behalf of MVVFD. Employees on training trips with other businesses or at fire school (academy) shall follow both this policy and the policy set forth by the business you are attending training with and the fire school (academy) you are attending. Fire schools shall include, but are not limited to, the Arkansas Fire Academy, National Fire Academy, SAU Tech, and Texas A&M.

A. Sexual Harassment Defined

This policy prohibits “quid pro quo” and “hostile environment” sexual harassment as defined below.

1. Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes “quid pro quo sexual harassment” when 1) submission by an individual is made either an explicit or implicit term or condition of employment, or 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting that employee. As defined here, “quid pro quo sexual harassment” normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or it may be indirect when the harasser has the power to influence others who have authority over the victim.

2. Hostile Environment Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute “hostile environment sexual harassment” when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of 1) creating an intimidating, hostile, or offensive work, or 2) unreasonably interfering with another’s work. Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets or requests repeatedly may constitute hostile environment sexual harassment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other education programs and activities, and First Amendment rights apply to the speech of employees. Great care must be taken not to inhibit open discussion, debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a sexual or hostile nature which occurs in the context of educational instruction may exceed the

protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment noted above and 1) is reasonably regarded as non-professorial speech (i.e., advances a personal interest as opposed to furthering the learning process or legitimate objectives of the course), or 2) lacks accepted pedagogical purpose or is not germane to the subject matter.

B. Reporting of Sexual Harassment Allegations

Persons who believe they have been victims of sexual harassment should report the incident(s) immediately to appropriate administrative officials as set forth below. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior.

1. Confidentiality

MVVFD will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on a “need to know” basis.

2. Assurance Against Retaliation

This policy seeks to encourage employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behavior that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by an MVVFD employee or by one acting on behalf of the MVVFD, violates this policy and will result in appropriate disciplinary action.

This sexual harassment policy shall not, however, be used to bring frivolous or malicious complaints against employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

C. Reporting Channels

The following sections identify appropriate sexual harassment resource persons and complaint-receiving officials employees should contact regarding sexual harassment.

1. Responsibilities of Supervisory Personnel

All members of MVVFD community have a general responsibility to contribute in a positive way to a department environment that is free of sexual harassment. Supervisory personnel, however, have additional responsibilities. Supervisory personnel are not only responsible for educating and sensitizing employees in their units about sexual harassment issues, but they are also directed to take all appropriate steps to prevent and stop sexual harassment in their areas of responsibility. Supervisory personnel who are contacted by an individual seeking to file a complaint about sexual harassment in their unit or area of responsibility shall assist the complainant in contacting the appropriate complaint-receiving officials identified below.

2. Employee Complaints

Employees with complaints of sexual harassment against staff should contact the Designated Sexual Harassment Resource Person [Fire Chief or Board of Directors] in their workplace in which the alleged offender is employed. The

name and location of the Designated Sexual Harassment Resource Person can be obtained from the Fire Chief or Board of Directors.

Employees who believe for any reason that they cannot effectively communicate their concern through any of these channels may consult the Arkansas State Police Fire Marshal's Office.

Employees who are victims of sexual assault or sexual harassment may seek advice and referral from South Arkansas Regional Health Center. These offices, which keep all information confidential, neither receive formal complaints nor conduct investigations.

D. Procedures for Handling Complaints of Sexual Harassment

Individuals who believe they are victims of sexual harassment in their working environments are encouraged to respond to the alleged harasser directly, by objecting and by requesting that the unwelcome behavior stop. Individuals may also seek assistance or intervention, short of filing a complaint, from their supervisor or complaint-receiving officials referenced in paragraphs C(1) above.

An initial discussion between the complainant and the complaint-receiving official will be kept confidential to the extent allowed by law, with no formal written record. The complaint-receiving official will explain the options available and will counsel the complainant. If the complainant, after an initial meeting with the complaint-receiving official, decides to proceed, the complainant will be requested to provide a written statement describing the complaint.

Complaints of sexual harassment will receive prompt attention. Complaints may be resolved through the informal or formal procedures described below, and appropriate action will be taken. Informal means are encouraged as the beginning point, but the choice of where to begin normally rests with the complainant. However, if the complaint-receiving official believes that the matter is sufficiently grave because it seems to be part of a persistent pattern, because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then the complaint-receiving official will initiate a formal procedure, or take other appropriate action.

1. Informal Procedures

- a) The complainant may attempt to resolve the matter directly with the alleged offender and report back to the complaint-receiving official.
- b) The complaint-receiving official may notify the alleged offender of the complaint, paying appropriate attention to the need to maintain confidentiality. The complaint-receiving official may take whatever steps short of formal sanctions that he or she deems appropriate to effect an informal resolution acceptable to both parties.
- c) Where the alleged offender is an employee, the complainant and accused may choose to participate in mediation.

If a complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel file. However, the complaint-receiving official will, in the form of a confidential file memorandum, record the fact of the complaint and the resolution achieved. A copy of this memorandum will be forwarded to the MVVFD Board of Directors where it will be retained in confidential files.

2. Formal Procedures

In formal resolution procedures, the written and signed complaint will be directed to the following officials:

- a) If the formal complaint is against an officer, instructional personnel, or other non-chief staff (e.g. Firefighters) then the complaint should be filed with the Fire Chief or Asst. Fire Chief.
- b) If the formal complaint is against a chief officer, it should be directed to the Mt. Vernon Board of Directors.
- c) If the formal complaint is against a person outside the MVVFD (non-employee), it should be directed to the Fire Chief if the behavior is occurring in the work environment.
- d) If conflicts or other problems exist with the Fire Chief, Asst. Fire Chief, or Board of Directors, complaints may be issued to the Arkansas State Police Fire Marshal's Office

The officials listed directly above, or their appointed designees, will conduct whatever inquiry they deem necessary and will arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation will afford the accused an opportunity to respond to the allegations. Those directing investigations will make a record of the case, including a record of their decision, and a copy of that record will be forwarded to the Board of Directors, where it will be retained in confidential files. The complainant and the alleged offender will be notified of the outcome of the investigation; however, that information should be treated by both parties as confidential and private. All records of sexual harassment complaints will be retained by the Board of Directors in confidential files. A complainant not satisfied with the resolution achieved by the formal procedures may discuss the matter further with the Arkansas State Police Fire Marshal's Office.

E. Disciplinary Sanctions

A conclusion that sexual harassment has occurred shall subject the offender to appropriate disciplinary action and may result in warning, suspension, discharge, or dismissal. MVVFD disciplinary procedures are listed in the previous sentence and will be determined on the basis of the facts of each case and the extent of harm to MVVFD's interests.

FORMS AND PAPERWORK

*****FORMS ARE AVAILABLE IN THE OFFICE*****

- | | |
|---|-------------------------------------|
| 50. List of forms | 51. Apparatus run log |
| 52. AFA application | 53. Service record |
| 54. Preventive maintenance checklist | 55. Truck repair request |
| 56. Training documentation | 57. Operator certification |
| 58. AED report | 59. ISO pumper inventory |
| 60. ISO service unit inventory protection | 61. Application for commercial fire |
| 62. Commercial membership checklist (PFP checklist) | 63. MVVFD run report |
| 64. MVVFD equipment inventory | 65. Hydrant test record |
| 66. Ladder test record | 67. First responder report |
| 68. MVVFD application for residential membership | 69. Brush truck inventory |
| 70. Tanker inventory | 71. Cascade log |
| 72. Fuel log | 73. Time report |
| 74. Intentionally left blank | |

Last updated: Wednesday, April 27, 2005

Revision: 04/27/05-A



Mt Vernon VFD

RADIO RESPONSE PROCEDURES

April 27, 2005

On Page:

1) Mt Vernon x to Central, copy (fire) at (location), responding to station
Eg: Mt Vernon 91 to Central, copy house fire at 101 Hwy 344, responding to station
Only one person calls Central, the next person calls the first reporting responder

2a) Mt Vernon x to x, responding to station
Eg: MV92 to 91, responding to station. (MV91) copy 92, responding to station

2b) Mt Vernon x to x, responding to fire
Eg: MV92 to 91, responding to fire. (MV91) copy 92, responding to fire

(alt) MV91 to 92, negative, responding to station for truck 3
MV92 10-4, responding to station to get truck 2
(91) Negative 92, truck 3, tres
(92) copy on truck tres
(2b is like it is to show you the importance of copying... even if both trucks were at the station, just an example)

3) Mt Vernon x to x, taking respond commander
Eg: MV91 to 92, I'm responding to station and assuming incident commander
(MV92) copy 91 on responding and assuming incident commander

CALL YOUR MUTUAL AID EN ROUTE TO STATION FOR STRUCTURE FIRES!!!!
You can always turn them back, but you can never get them there when they aren't coming.

On Mutual Aid Request: (structures fire, etc)

Ask Central to page out the following fire departments:

Rudd's Crossing : tanker

Waldo : tanker

Stamps : tanker

**SET UP YOUR WATER TANK and SUCTION.
GO TO TALKAROUND**

On Mutual Aid Given:

Respond as per on page, but ask Central for commanding officer from requesting fire department, radio them about 2 miles out and ask where they want you to stage at if they have not contacted you yet.

On Person To Person:

Mt Vernon x to x : Mt Vernon x : (traffic)

Eg: MV91 to MV92

MV92 (please refrain from using "go ahead")

(MV91) whatever traffic here EG: give me a call at 693-0000

(MV92) shortly repeat traffic EG: call at 693-0000, copy

Always copy back your traffic, as seen in the on page model so no one gets confused!

These are only models and guidelines, not the cement rules or policy.

It is per POLICY that you shall NOT use your radio to page out the fire department EXCEPT:

1) the repeater is down and you are paging on talk-around

2) Central will not answer you, you have tried to call me one time on the radio (response or not), and it is an emergency situation (fire or tornado). Fire meetings are not emergencies.