

KCFPD #47
OPERATING GUIDELINES SECTION 4

O.G. 4.1
Alarm Response

1. Responding

Under no condition shall any member place himself, members of the fire department or the public in danger due to excessive speed or reckless operation of fire department vehicles or personal vehicles while responding to an alarm. Members responding to the emergency scene in their private vehicles shall exercise caution and proceed in an orderly and safe manner. Members shall make every effort to ride the apparatus to the scene as to reduce the congestion at the emergency scene. Members who do respond to the scene in their personal vehicles shall park as to not interfere with the access or egress of other emergency vehicles. Once members reach the emergency scene they are to report directly to a line officer for assignment. Under no condition shall any member be allowed to operate any fire department vehicle or respond to an emergency scene while under the influence of alcohol or drugs

- A. All firefighters will respond to their assigned station. The Chief may designate specific firefighters that may respond directly to the incident.
- B. Keep radio traffic to a minimum.
- C. Driving caution, OBEY ALL TRAFFIC LAWS, BE AWARE OF: children and other vehicles, other responding firefighters, especially in the vicinity of the station; responding apparatus; and adjust to winter conditions (black ice, snow, rain, fog, etc.)

2. *Arrival at Station*

- A. Use extreme caution! Considerable congestion and responding apparatus are to be expected.
- B. Secure auto from rolling - set parking brake.
- C. Use your assigned turnout gear. Check your turnouts at least once each week.
- D. Apparatus operators and Company Officers: check maps, routes, and hydrant or other water supply locations. Be certain of route and destination prior to leaving the station or home.

3. Mutual Aid Response

Whenever a request for mutual aid is received, all personnel shall respond to their assigned station.

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When the requested piece of apparatus has a crew *only* that piece of equipment will respond. Additional Firefighters that arrive at the stations, shall remain at the stations for 15 minutes in case of additional requests.

The first firefighter to arrive at the station housing the requested apparatus will notify Fire Dispatch that the unit is on the ramp awaiting manpower. If the specific apparatus requested does not acquire a crew within 6 minutes of the tone out, Fire Dispatch will be notified that the unit is not available due to lack of manpower..

DEFINITION OF A CREW FOR MUTUAL AID:

A crew shall consist of a minimum of two firefighters for the purpose of responding mutual aid. The aid car must have an EMT on board to respond mutual aid. If the mutual aid request is for the rescue truck or the tender to provide off-road capability, and there is already District 47 manpower at the scene, they may respond with one person, but must notify Fire Dispatch that they are responding with one.

If an engine is requested, but does not have a crew, the other engine may respond in its place. Notify Fire Dispatch that you are responding in place of the other engine.

Should manpower be requested, the aid car should be used to transport firefighters in addition to the apparatus requested. Only as an absolute last resort, and only in a manpower requested situation and when directed should firefighters respond in their private vehicles.

Consideration needs to be given to retaining the ability to respond to an emergency in our own District.

The Incident Command shall have ultimate authority to override these guidelines based on circumstances.

3. Size Up

An initial size up should be transmitted upon arrival of a fire scene using the **STOP AND C** method.
S Size **T** Type **O** Occupancy **P** Percent involved **A** Additional information **N** Needs **D** Directions **C** Command

4. Rescue

Rescue is the top priority when you arrive at the fire scene. followed by exposure protection, confinement of the fire, followed by extinguishment and overhaul. With salvage and ventilation being performed as needed. (Acronym = **RECEO VS**) The Incident Command shall attempt to ascertain whether there is any person or persons in the structure and try to pinpoint where they are. The search and rescue team must make a quick and thorough search of the structure. The rescue team shall consist of a minimum of two firefighters.

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5. Vehicle Fires

Upon arrival at the scene of a vehicle fire the engine should be placed no closer than 75 feet away from the auto on fire. In the event a pick-up truck is involved the distance shall be increased to 100 feet. In the event a tractor trailer is involved, first check for placards or indications that hazardous materials are involved. If no hazardous materials are present, then the apparatus should be placed no closer than 120 feet. If hazardous materials are present or suspected, stay up-wind and refer to NFPA Guide to Hazardous Materials carried in each vehicle. Do not position the apparatus near the fuel tanks of the vehicle involved. Full protective clothing including SCBA is required. Attack of the fire shall be made from the front side of the vehicle involved.

6. Auto Accident with Injuries

During an auto accident involving injuries, Incident Command shall be established as soon as possible to coordinate efforts for the incident. If the ranking officer is taking part in patient care, then the next ranking line officer shall assume the responsibilities of Incident Command. Incident Command shall decide when the scene is safe for the EMS personnel to operate near or in the vehicles involved.

7. Chimney Fires

Upon arrival at the scene of a chimney fire the first arriving officer shall size up the scene and provide a short report. Two firefighters shall be in full turnout gear and pull a 1½" attack line at the front door. The line should not be charged or enter the structure, unless directed to do so by Incident Command or visible fire is present inside the structure. To minimize damage all other firefighters shall remain outside the structure (except Officers), until instructed by an officer differently. Chimney Kits, dry chemical extinguishers and PPV should be prepared for use.

8. Structure Fires

All operations shall be a team effort and no person shall ever work as an individual and disregard the SOG/SOPs established by the department. It is the duty of all members to report unsafe operations, unnecessary destruction of property, and to report violations of the departmental rules and regulations. All arson suspected fires shall be reported to a Chief Officer as soon as possible and in the event of a death or excessive injuries or loss, the State Fire Marshall shall be notified immediately. When a fatality has occurred as a result of fire, all efforts shall be made to preserve the scene. If the victim is obviously deceased, then the body shall be covered by salvage covers and left where found until the arrival of the Fire Inspector. The fire scene should be viewed as a crime scene until proven otherwise.

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Regulations:

- Passport Accountability System shall be instituted as soon as possible.
- A minimum of two firefighters shall be maintained when operations occur inside the structure or on the roof. When one of the two firefighters has to leave, both members must exit.
- No firefighter shall exit or leave their team without reporting to the team leader.
- No member shall mount or dismount the apparatus, unless the vehicle is at a full stop.
- No member shall mount the apparatus in a position where they cannot carry out the duties assigned to it unless specifically told to do so by an officer
- All members reporting to the scene in their personal vehicles shall report directly to the officer
- When released from the scene all members shall return to the station to assist in the cleaning and reloading of hose and other tasks required to return the apparatus to an “IN SERVICE” condition
- Any volunteer who wishes/needs to leave must notify the ranking officer..
- When inside a structure and you hear 3 HI/LO sirens and/or three pulses in water pressure on the hose, exit the structure immediately

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O.G. 4.2
ORGANIZING FOR RESPONSE

Pager Location

1. Place your pager or monitor in a place where it can be readily heard throughout your house.
2. When wearing a pager take care not to lose it.

Home to Station

Personal Organization:

1. Hang coveralls or other appropriate response clothing in readily accessible location with slip-on boots, shoes or slippers at hand.
2. Additional necessary items located in standard location:
 - A. Eye glasses
 - B. Penlight
 - C. Radio/pager monitor/Scanner
 - D. Car keys
 - E. Pen and paper

Automobile:

1. Back-in to driveway or garage.
2. On autos parked outside in winter, protect windshield and side windows from frost and ice accumulation.

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O.G. 4.3
VEHICLE Operations

1. Backing Apparatus

Responsibility

It is the primary responsibility of the driver and officer to assure the vehicle is safely moving in a reverse position, to prevent death, injury and property damage.

Regulations:

- When backing the apparatus, there must be a spotter
- When backing, the vehicle will be under the direction of the person at the back of the vehicle, which is in the sight of the driver at all times. If at any point the driver cannot see the spotter stop and wait until spotter is visible.
- Operator will respond to all directions made by the person directing the backing the vehicle. Do not operate the vehicle unless the “backer” is in sight.
- Assure a three-dimensional look while backing to assure overhead obstructions are identified.

2. GENERAL DRIVING REGULATIONS

- Proper distance shall be maintained between moving apparatus to avoid rear-end collisions.
- Right of Way at intersections shall be yielded.
- Any mechanical problem found in any apparatus while in use shall be reported to the Officer in Charge. If in doubt as to any harm being done to the apparatus, stop the vehicle at once.
- Under no circumstances shall any aspect of safety be sacrificed in order to increase the speed of the response.
- Only personnel who have successfully completed and passed the departmental driver/operator training course and EVAP are permitted to operate department vehicles, unless the vehicle is being operated under the supervision of an officer as part of the driver/operator training program.
- The driver shall not move the apparatus until all personnel have their seat belts fastened.
- All audible and visual devices shall be in operation when making an emergency response.
- When responding, department vehicles will maintain the posted speed limit at all times.
- The driver shall always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions.
- When an emergency vehicle must approach an intersection the driver shall come to a complete stop until all other traffic in the intersection has yielded.

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- The sole responsibility of the driver during an emergency response is to drive. The driver shall not operate the radio,lights, sirens or other equipment.
- On approaching the emergency scene all drivers shall watch for emergency vehicles approaching from other directions.
- speed limits, in addition to posted speed limits:
 - 15 mph on any gravel road or driveway
 - 25 mph on any private paved road
 - 10 mph when laying hose with a vehicle
- Drivers shall adhere to EVAP standards.

3. Emergency Vehicle Driver and Accident Prevention Training

Scope: All drivers of department owned vehicles.

The following topics will be covered in the EVAP course:

- Initial training – minimum of 8 hours of classroom/8 hours Drive time
- Know and understand the streets in the jurisdiction - Mapbook
- Traffic laws
- Vehicle dynamics
- Inspection and maintenance procedures
- Safety
- Highway safety
- Apparatus placement
- Competency course
- Over-the-road evaluation
 - Emergency mode
 - Non-emergency mode
 - Training on every vehicle the individual is expected to drive
- Testing – minimum score of 75%
- Refresher training - held every year , each member must recertify every 4 years.
 - Classroom and over-the-road evaluation

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**O.G. 4.4
ACCIDENT INVOLVING FIRE DEPARTMENT VEHICLES**

The following steps should be taken in the event of any accident, regardless of severity:

1. Check for injuries to civilian or fire department personnel and render first-aid as needed.
2. Notify police and fire dispatcher.
 - A. Request an ambulance if civilian or fire department personnel require transportation to a medical facility.
 - B. In all instances a police officer is to be dispatched to the scene.
3. A Chief Officer will be notified as soon as possible.
4. The required accident report will be executed and delivered to the proper authorities as soon as possible.

In the event of an accident involving fire department emergency apparatus engaged in an emergency response, the following additional guidelines are provided.

1. If apparatus and personnel availability permits, another fire agencies company should be immediately dispatched to complete the emergency response.
2. If the lack of immediately available apparatus or personnel (or other aspects of the situation) make it necessary, the involved apparatus company may continue it's response if it is capable of doing so provided there are no serious injuries involved, and there are sufficient personnel to allow continued response while leaving the driver at the scene of the accident with the apparatus.

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O.G. 4.5
TEST DRIVING AND FAMILIARIZATION OF FIRE APPARATUS

Fire apparatus should be driven weekly, approximately 5-10 miles. This distance will be sufficient to warm the engine and mix the lubricants in gearboxes and the bearing surfaces of other mechanical components.

Apparatus should never be started-up for the sake of seeing if it will start and then shut down. When apparatus is started, it should be allowed to warm up approximately 10 minutes. *Caution:* Because of carbon monoxide, hydro-carbons and other noxious gasses, apparatus bay doors must be completely open whenever an apparatus is started or running inside the bay. Apparatus shall be driven out of the station for warm up.

Test driving should be conducted in the response area of the station to which the apparatus is assigned. As a general rule it is not good practice to test drive apparatus outside of a stations initial response area.

No more than one piece of apparatus per station should be on a test drive out of the normal response area of that station at any one time unless all such apparatus is properly manned, including a qualified crew with complete turnout gear, for a direct response to an emergency incident.

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O.G. 4.6
RESPONDING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

A reminder - - DO NOT report to fires, drills, parades or any other activity requiring driving or fire operations while under the influence of alcohol or drugs. Working on department activities with alcohol on your breath does not gain favor with the public and is unacceptable!

We are facing more serious concerns regarding light roof trusses in construction, hazardous environments at alarm scenes, and other dangers that require optimum reaction time. Alcohol and drugs are known to reduce those reaction times, increase stress levels and susceptibility to hypothermic environments.

Responding while under the influence of alcohol or drugs places the safety of all concerned in jeopardy and the department at risk.

Severe Disciplinary action will be taken against any member who responds to an alarm or drill under the influence of alcohol or drugs or is found to have alcohol of their breath.

This Department has a Zero Tolerance Policy for anyone responding to or participating in any Official Department function under the influence of Drug or Alcohol or A.O.B.

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O.G. 4.7
SEATBELT/SAFETY RESTRAINT USE

In order to provide the optimum personal safety for those operating or riding in or on department vehicles or apparatus, this policy is promulgated.

It has been proven that the safe operation of a vehicle or apparatus requires that the operator be properly secured while driving. It is also proven that unrestrained passengers become human missiles during a crash and may cause serious injury or death to others in the vehicle.

As public safety officers, we also have a duty to set an example for those whom we serve by being properly restrained at all times while operating or riding in or on department vehicles or apparatus.

Employees operating or riding in department vehicles or apparatus shall have seatbelts or safety restraints properly secured during the times the vehicle is in operation. The same rule applies to authorized passengers who may not be members of the department.

Riding on the outside of any vehicle or apparatus is strictly prohibited.. Passengers will not be permitted to ride in the back of a pickup truck at any time.

Failure to comply with the provisions of this policy will result in department disciplinary action being taken against those involved.

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O.G. 4.8
DECALS ON PRIVATE VEHICLES

Vehicle decals and license plate tags are provided to all members to promote easy identification to the police department, fire department and the public.

Window decals and license plate tags will be applied as directed by a Chief Officer.

When a member sells the vehicle or leaves the department, the decal and/or tag will be removed by the member.

The window decal and license plate tag are property of the fire department.

A written authorization must be in the vehicle at all times.

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O.G. 4.9
DISPLAY OF WARNING LIGHTS ON PRIVATE VEHICLES

The use of any type of lighting or audible devices when responding to an incident are strictly prohibited. Normal vehicle lights shall be used in accordance with Washington State laws. Hazard or emergency (4-way) flashers may not be used while a vehicle is in motion.

The Chief may, at his discretion, designate individuals that may use green lights as allowed by Washington State law.