



PARADIS VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

EMERGENCY RESPONSE

EMERGENCY RESPONSE PROTOCOLS

I. Purpose and Scope

- a. Collapse Zone:
 - i. A collapse zone is defined as the distance one and one half times the height of the structure in an outward direction from the most exterior walls.
- b. Defensive Attack:
 - i. Exterior Attack; outside the collapse zone.
 - 1. This mode must be announced by the Incident Commander and confirmed by responding apparatus. The defensive mode will be established when the fire building becomes too dangerous to enter and/or if the fire has advanced beyond the ability of responding apparatus to effectively control it quickly. Once the defensive mode is declared, all apparatus and personnel shall position OUTSIDE the collapse zone of the fire building.
- c. Fire Alarm:
 - i. Central 911 Emergency Dispatch center; terminology used in St. Charles Parish to communicate with Fire Dispatcher over radio transmission during routine and/or emergency events.
 - ii. Device used to automatically notify residents of smoke/fire conditions within a structure. A centrally monitored alarm may also notify a 911 dispatch center so that emergency personnel may be dispatched early in the event, even when the structure is unoccupied.
- d. MVA:
 - i. Acronym for Motor Vehicle Accident
- e. OIC:
 - i. Acronym for Officer in Charge.
- f. Offensive Attack:
 - i. Interior Attack; quick, aggressive operations (often referred to as Blitz Attack)
 - 1. This mode is the standard fire-fighting mode in which personnel will initiate an aggressive attack by advancing hose lines inside of the building directly to the seat of the fire. The offensive mode should be the primary mod of attack unless otherwise announced by the Incident Commander at this discretion. The offensive mode assumes that the fire building is relatively safe to enter, both structurally and from a firefighting or hazardous materials perspective.
- g. Primary Search:
 - i. A primary search is the expedient search of the spaces within a structure for an unconscious, stranded, or trapped victim. P.V.F.D. shall conduct RIGHT HAND search patterns when no specific information is given as to the location of possible victims within the structure. If obstructions exist which

prevent a right-hand search pattern from being conducted, the interior team should use their discretion and judgement in conducting the Primary Search and in either case should maintain communication with the Operations Officer/Incident Commander.

- h. Secondary Search:
 - i. A secondary search is defined as a thorough and complete search of a facility, leaving no door unopened and no area unsearched or untouched.
- i. Shall:
 - i. Use of the word “Shall” in these SOGs signifies a strong adherence to what is written; in other words, you should be able to strongly justify why you chose to deviate from the Guideline as written. SOGs making use of the word “shall” would be viewed as “Rules of Operation” that may not apply in every single case, but are not as flexible as in the use of “should”.
- j. Should:
 - i. Use of the word “should” in these SOGs signifies a somewhat less demanding adherence to what is written; in other words, you “should” attempt to follow what is written if there are no other, better options available to you. SOGs making use of the word “should” are valuable tips for operating during response or while on scene, but are not followed in all cases due to extenuating circumstances.
- k. Structure Sectors:
 - i. A-“Alpha” – Address side of structure, as dispatched.
 - ii. B-“Bravo” – Left side of structure when facing Alpha side.
 - iii. C-“Charlie” – Rear of the structure, opposite the Alpha side.
 - iv. D-“Delta” – Right side of structure when facing Alpha side.
 - 1. These abbreviations are used to help personnel determine which part of the structure the Incident Commander is describing when giving orders and/or descriptions.
- l. Unit:
 - i. For the purposes of these guidelines and as stated from this point forward, a “unit” is a member of the department possessing the ability to communicate to the rest of the department and/or the central dispatching center over open radio transmission.
 - 1. This may be in the form of a hand-held portable radio as with Fire-line Officers of the department, or from a mobile radio in the case of department apparatus.
 - 2. Cellular phones are also valuable tools, but they don’t offer the immediate wide-spread communication ability that using a radio affords.
- m. Zone:
 - i. Hot Zone:
 - 1. The area including and immediately surrounding the fire structure, Haz-Mat spill, automobile collision, etc.; where the greatest level of danger to life or limb exists. This is the area of most danger or concern.
 - ii. Warm Zone:
 - 1. Transitional area between the Hot and Cold Zone, progressing to an area of less danger or hazard.
 - iii. Cold Zone:
 - 1. Area beyond the Hot Zone and Warm Zone, which is reasonably safe for human population. This is the area of least danger or concern.

II. General Protocols

- a. Seat Belt Use:

- i. Any driver/operator of a P.V.F.D. apparatus at any time the vehicle is in motion on a roadway (emergency or routine) or any driver of a Personally-Owned Vehicle (POV) that is en route to a dispatched P.V.F.D. emergency call shall fasten their seat belt for the duration of the drive.
 - ii. Any passenger(s) of a P.V.F.D. apparatus at any time the vehicle is in motion on a roadway (emergency or routine) or any passenger(s) of a POV being driven as a response vehicle to or from a P.V.F.D. dispatched emergency call shall fasten their seat belt(s) for the duration of the drive.
- b. Personal Protective Equipment
 - i. Before operating on a roadway or if the potential for operating on a roadway exists (including shoulder of road), P.V.F.D. personnel shall don an ANSI Certified Class II High-Visibility Vest for safety from on-coming vehicle traffic. P.V.F.D. personnel actively engaged in fire suppression activities on roadways should disregard this guideline during the time fire suppression is underway.
 - ii. Members arriving on a scene without a vest available to them should seek out and don a vest as soon as reasonably possible.

III. Structure Fire

- a. Priorities
 - i. Firefighter Safety
 - ii. Life Safety
 - iii. Incident Stabilization
 - iv. Property Conservation
- b. Run Order
 - i. Ladder 617
 - ii. Engine 619
 - iii. Service Unit 629
 - iv. Command Unit
 - v. Maintenance Unit
- c. Operations
 - i. The first arriving unit will communicate to Fire Alarm by radio that they have arrived on scene and will briefly give a scene size-up description including approximate structure size, condition of smoke/fire, the percentage of involvement to the structure, and any known rescue concerns. He should also advise incoming units of any substantial exposures to the fire building.
 - ii. The first arriving unit shall establish Incident Command and assign one or more fire ground channels for operation as needed. All responding units should immediately switch to assigned channel after notifying Fire Alarm of their presence on scene.
 - iii. The first arriving engine should initiate the attack, or if fire cannot be initially confined with water carried onboard, should advise Fire Alarm and incoming units of such condition and locate and establish a water supply source. Attack line(s) shall be first positioned to support rescue/primary search if warranted.
 - iv. The second arriving Engine shall notify the incident Commander of their approach, and unless otherwise directed by the Incident Commander, stand-by at the nearest available water source and await further assignment from the Incident Commander.
 - 1. If no sufficient water supply source is readily available, attack should continue via tank supply of on-scene units or temporary water supply and Fire Alarm should be advised to dispatch mutual aid companies for additional equipment and manpower.
 - 2. In the event that a nearby water supply source is unavailable, a second alarm should be dispatch for Paradis Volunteer Fire

Department for all reserve units capable of shuttling/supplying water to respond.

- v. Two fully outfitted firefighters wearing all PPE including SCBA shall be required for interior offensive attack team(s). No fewer than two firefighters shall be permitted to enter or remain in the structure at any time.
 - 1. If any member of any operating interior team must leave the structure for any reason, the entire team must retreat to the exterior of the structure to re-group and re-enter at a later time, maintaining at least two firefighters per team.
- vi. A second attack line shall be laid as soon as reasonably possible, serving as a rescue line for interior teams.
- vii. At least two firefighters, wearing complete PPE shall be standing by, each donned in SCBA but no consuming air from his bottle. They will serve as a RIT (Rapid Intervention Team).
- viii. No firefighter shall use more than two (2) SCBA bottles without a minimum 15 minute rehab period. All firefighters shall report to their response apparatus for replacement of their air bottle unless other equipment staging arrangements are made on scene.
- ix. No Driver/Engineer or staging officer shall allow a firefighter to continue operating on scene that, in his/her opinion is unfit to return to service.
 - 1. The staging officer or driver/operator shall report this to the Incident Commander and then direct the firefighter to rehab for evaluation.

d. **Primary and Secondary Search and Rescue**

- i. In all fire incidents where the attack operation is offensive mode, the first arriving engine company should properly attack the fire so as to afford maximum survivability to any potential victims.
 - 1. Attack should commence from the unburned area, pushing the fire to already burned area(s) or out of ventilation ports.
- ii. The second engine company should initiate primary search procedures in the fire building and be primarily responsible for the systematic search process within the structure, unless otherwise directed by the Incident Commander.
- iii. When further information as to the whereabouts of possible victims inside the structure is unknown, the primary search team shall follow to the **RIGHT** of each entry. This will allow for ease of finding the search team should a problem occur.
- iv. After the primary search is completed and no victims are found, the primary search team leader shall communicate to the Operations Officer/Incident Commander that the "Primary Search is Complete, All Clear". Should a victim be found at any time during the search, the search team leader shall indicate to the Operations Officer/Incident Commander that a victim has been found. The Operations Officer/Incident Commander shall coordinate an additional search team (manpower allowing) to facilitate rescue of the victim.
- v. When the situation has been effectively controlled within the fire building and the entire building can be thoroughly searched, the Operations Officer/Incident Commander will assign a team to initiate a secondary search. The Operations Officer/Incident Commander shall designate a search team leader who will coordinate the search and report the status.
- vi. Under no circumstances should a search be ordered for a fire building under a defensive attack mode.

e. **Staging**

- i. Arriving firefighters/apparatus who have not been assigned duties by the Incident Commander prior to arrival (via radio) shall report to the staging area for that incident and await an assignment. All non-committed units shall position themselves such that the apparatus may have unrestricted departure in the event of an additional emergency call.

- ii. If Mutual Aid is requested, the Incident Commander should assign personnel (if available), as a Staging Officer, with a radio.
 - iii. All personnel reporting to the scene shall report directly to the pre-established staging area, awaiting assignment from the Incident Commander.
 - iv. A Command Post should be initiated as appropriate with the Incident Commander available. The Incident Commander shall assign a Sector Operations Officer for remote areas of the structure and additional areas of the emergency scene as needed.
 - v. The Incident Commander should request one EMS unit to respond for standby on every structure-fire scene and establishment of a medical rehab and triage on a long-term fire scene.
 - 1. Injured personnel/victims should be evacuated to the triage area, headed by EMS personnel.
 - vi. A scene perimeter should be established by law enforcement personnel with the use of barrier tape well outside the operations area. If no law enforcement personnel are available, the Incident Commander should assign this task to on-scene personnel. These personnel should courteously ask the public to stay behind the tape perimeter that has been established.
- f. **Public Relations**
- i. The News Media should be accommodated in an area outside the defined area of operations. Their inquiries are to be directed to the Incident Commander or his designee.
 - ii. The Incident Commander or designee should never indicate what started the fire. He may give only facts such as the number of committed apparatus, the number of committed firefighters, the correct address of the building involved, and where the fire **appears** to be located within the building.
 - iii. If the Incident Commander does not know for CERTAIN, he shall indicate that further information is forthcoming.
- g. **Reporting**
- i. At a permissible time during or after the completion of the emergency call, the proper paperwork shall be filled out and turned in according to P.V.F.D. procedures.

IV. Structure Fire

- a. **Priorities**
 - i. Firefighter Safety
 - ii. Life Safety
 - iii. Incident Stabilization
 - iv. Property Conservation
- b. **Run Order**
 - i. Reserve Engine/Rescue 611
 - ii. Service Unit 629
 - iii. Command Unit 615
 - iv. Reserve Service Unit 612
 - v. Maintenance Unit 613 (as needed)
 - vi. Engine 614 (as needed)
 - vii. Engine 617 (as needed)
- c. **Operations**
 - i. P.V.F.D. will be dispatched as a primary extrication responder in Fire District #6. P.V.F.D. is responsible for the extrication of victims trapped in perilous situations on an emergency scene.
 - ii. The first arriving unit should communicate to Fire Alarm that they are "on scene" via open air radio transmission, give a scene size-up, including the exact location of the scene, and establish Incident Command.

- iii. If insufficient manpower responds to a scene requiring extrication, the Incident Commander of the extrication incident should notify Fire Alarm to request mutual aid.
 - 1. If the extrication is completed prior to the arrival of mutual aid personnel or the Incident Commander determines that additional personnel will not be needed, he should advise them to cancel their response or slow their response method ASAP.
 - 2. If mutual aid units are needed as First-Due units in District 6 for dispatch to secondary calls during a working event, the Incident Commander of that event should notify incoming Mutual Aid companies of a centrally available staging area from which to stage their equipment for quick response in the district.
- iv. The Incident Commander should personally conduct, or should designate to another responder a full 360° size up of the accident scene. The designee should report findings back to the Incident Commander as appropriate.
- v. The Incident Commander should set up staging and placement of incoming apparatus. Operators of on-scene apparatus should take all reasonable precautions to avoid directing headlights/floodlights/spotlights into oncoming traffic. If the required placement of the apparatus will inevitably cause apparatus headlights to be directed at oncoming traffic, they should be turned off while the apparatus is in operation on a scene.
- vi. Arriving personnel should begin off-loading extrication equipment in a *Tool Staging Area*, (as requested by Incident Commander) designated by a salvage cover placed near the working area of the scene, or an alternate location designated by the Incident Commander.
- vii. At least one attack line shall be deployed to the accident scene and charged for fire safety with adequate slack hose to facilitate operation anywhere on the scene.
- viii. In the event that EMS Units have a delayed response time, the Incident Commander should determine if Helicopter Patient Transport is needed on the accident scene. He should advise Fire Alarm as such.
 - 1. The Incident Commander should assign a Sector Officer of the LZ (landing zone). The LZ officer and crew should ensure the exact location of the LZ by use of the GPS (Global Positioning System) if available. Coordinates should then be radioed to Fire Alarm.
 - 2. The Incident Commander shall assign/dispatch one pumper specifically to support the LZ Operation.
- ix. The Incident Commander should, at his discretion, designate one firefighter fully outfitted in turnout gear as the Operations Officer of the extrication operation.
- x. The personnel working within the “hot zone” shall be fully outfitted in turnout gear. SCBA may be required, at the discretion of the Operations Officer/Incident Commander.
 - 1. During Extrication operations, “Full Turn-Out Gear” shall include:
 - a. Helmet
 - b. Eye-Protection
 - 1. Goggles
 - 2. Safety Glasses
 - c. Nomex Hood (at discretion of Incident Commander/Operations Officer)
 - d. Bunker Coat (Extrication Jacket may be substituted at the discretion of the Incident Commander/Operations Officer)
 - e. Bunker Pants

f. Firefighting Boots

- xi. The Incident Commander should utilize law enforcement personnel for setting scene perimeters for safety of the public.
- xii. Victim assessment should be performed by fire department personnel fully outfitted in turnout gear. If EMS personnel are available, they should perform victim assessment if appropriate protective clothing and equipment is provided. Certified medical personnel should gain access to the vehicle to maintain life safety for the victim as well as reassure the victim of the proceedings on scene.
- xiii. Entrapped victims shall be covered with blankets and tarps to ensure the protection of already open wounds from flying glass and debris. The rescue personnel inside the vehicle should also be covered with blankets to ensure their safety.
- xiv. Upon completion of the extrication operation, the Incident Commander shall inform Fire Alarm that "extrication is complete".
- xv. After completion, all extrication/rescue equipment should be returned to its appropriate storage compartment.

d. **Reporting**

- i. At a permissible time during or after the completion of the emergency call, the proper paperwork shall be filled out and turned in according the P.V.F.D. procedures.

V. Hazardous Materials

a. **Priorities**

- i. Firefighter Safety
- ii. Life Safety
- iii. Incident Stabilization
- iv. Property Conservation

b. **Run Order**

- i. Reserve Engine/Rescue 611
- ii. Service Unit 629
- iii. Command Unit 615
- iv. Maintenance Unit 613 (as needed)
- v. Reserve Service Unit 612 (as needed)
- vi. Engine 614 (as needed)
- vii. Ladder 617 (as needed)

c. **Operations**

- i. Fire Alarm shall notify the St. Charles Parish Emergency Operations Center (EOC) of the reported situation.
- ii. Personnel
 - 1. All responding personnel must possess a minimum of Haz-Mat Awareness Level certification by an accredited authority (LSU, DOT, State Police, etc.).
 - 2. All personnel who do not possess this Haz-Mat certification shall respond to a station as stand-by personnel. They may be moved up to staging at a later time at the discretion of the Incident Commander.
- iii. The first arriving unit should remain at a defensive position (preferably 1000+ foot distance from the scene) and as upwind of the incident as possible. The apparatus operator/officer shall radio Fire Alarm, advising that they are "on scene" and give a brief scene size-up including the type of container (truck, train, disposal, etc.), whether fire is involved or is impinging on the container, whether there is a vapor cloud, if any injuries also utilize the North American Emergency Response Guidebook (ERG) for immediate handling of the situation.

- iv. The Incident Commander shall determine the materials involved through the use of placarding or an interview with the operator of the vehicle or container owner. Verification should begin immediately through Fire Alarm/EOC, who will coordinate with CHEMTREC and the company controller.
 - 1. The Incident Commander should request Fire Alarm to contact Louisiana State Police Haz-Mat Team for response or suggestion of handling the situation.
 - v. No personnel shall be allowed entry into an area without first determining what materials are involved and without approval from the Incident Commander. All personnel shall be equipped with SCBA and fully outfitted in turnout gear.
 - vi. The Incident Commander should determine the need for evacuation of surrounding areas and/or closing of roadways. Local, State, and Federal law enforcement shall be utilized to accomplish this objective as well as available fire personnel.
 - vii. All Hazardous Materials Incidents shall be handled in a Defensive Mode unless otherwise ordered by the Incident Commander.
 - 1. Unmanned means of attack shall always be considered first. Firefighter Safety is the primary concern.
 - viii. If an offensive attack on the Haz-Mat related fire is warranted, only fully outfitted personnel shall be permitted entry to the Hot Zone with fully functioning SCBA. Two additional rescue firefighters shall be fully outfitted with SCBA and a charged rescue line.
 - ix. Once the incident is stabilized and on-scene operations have completed, the Incident Commander shall advise law enforcement to reopen roads and allow repopulation of the affected area(s).
- d. **Reporting**
- i. At a permissible time during or after the completion of the emergency call, the proper paperwork shall be filled out and turned in according to P.V.F.D. procedures.

VI. Emergency Medical Calls

- a. **Priorities**
 - i. Firefighter Safety
 - ii. Life Safety
 - iii. Incident Stabilization
 - iv. Property Conservation
- b. **Run Order**
 - i. Service Unit 629
 - ii. Command Unit 615
 - iii. Reserve Engine/Rescue 611 (as needed)
 - iv. Maintenance Unit 613 (as needed)
 - v. Ladder 617 (as needed)
 - vi. Engine 614 (as needed)
 - vii. Reserve Service Unit 612 (as needed)
- c. **Scope of Practice**
 - i. The P.V.F.D. EMS program as an entity will exist under the direction of its Medical Director.
 - ii. Individual medics are under the direction of the P.V.F.D. EMS Officer.
 - iii. Basic first aid and life support will be provided, consistent with the scope of practice of the certified First Responder, Emergency Medical Technician-Basic, and St. Charles Parish Fireman's Association Medical Guidelines.
- d. **Operations**
 - i. Personnel
 - 1. All personnel providing patient care must be at a minimum CPR/AED certified. A minimum of one person per call must be a certified First

- Responder. Certified First Responders have priority over those only CPR/AED certified.
- ii. **POV Response**
 - 1. Emergency Response will be governed by call priority. Officer in Charge may communicate the mode of response after the call is dispatched.
 - iii. **Apparatus Response**
 - 1. Service Unit 629 should respond if certified medical personnel trained to the level of at least EMS First Responder are available at the station.
 - 2. If a unit trained to at least the level of EMS First Responder arrives on scene and requests that 629 respond without certified First Responders, then non-medically certified members may respond this apparatus to the scene of the call.
 - 3. Service Unit 629 should respond to all calls at private residences unless extrication is necessary. Reserve Engine/Rescue 611 and Service Unit 629 should respond to all MVAs and to any situation requiring extrication and ample manpower.
 - iv. **Communication**
 - 1. The Government Common radio frequency will be used to relay information to responding EMS units. If necessary, Fire Alarm will request that the responding EMS Units switch to the Government Common channel. Proper medical terminology will be used whenever possible to relay patient information. No personal or identifying information (name, initials, etc.) will be given via open-air radio transmission.
 - v. **Documentation**
 - 1. All Medical reports shall be written on P.V.F.D. medical forms. One form may be given to EMS personnel on scene and another will be filed in a secured location at the fire station.
 - vi. **Supplies**
 - 1. Certain supplies, such as bandages, oxygen masks, etc. will be restocked on a call-by-call basis by the responding EMS Service. If unable to restock on scene, extra supplies will be available at the fire station. It is the Medical Responder's duty to restock medical inventory after each call and keep a list of supplies used from the fire station and also those needed to be obtained from an EMS Service.
 - vii. **Canceling EMS Units**
 - 1. If a patient refuses transport and treatment prior to the ambulance arriving, the EMS First Responder should advise EMS personnel of such information.
 - 2. The EMS First Responder will advise EMS personnel via open-air radio of the patient's condition, including vital signs and any complaints/mechanism of injury. It will then be left to the EMS personnel's discretion whether to continue their response to the scene or cancel their response.
 - 3. P.V.F.D. shall not cancel incoming EMS Ambulance Units or EMS Personnel.
 - viii. **Attire**
 - 1. Turnout gear shall be taken, but not necessarily worn, on every EMS call. Everyday professional attire is preferred for medical calls at private residences. If clothes are dirty or excessively worn, wear turnout gear.
 - ix. **Personal Protective Equipment/Body Substance Isolation (BSI)**

1. Medical gloves shall be worn by personnel providing patient care on all medical calls and in any situation where any personnel may be exposed to or come into contact with blood and/or body fluids.
- x. Motor Vehicle Accidents
 1. A minimum of one EMS First Responder (if available) should stay with the patient(s) at all times to assess any change in patient status.
 2. Higher Level Medical Personnel shall assume responsibility for patient care upon arrival to the scene.
- xi. Landing Zone (LZ)
 1. An Engine shall be dispatched/assigned specifically to any LZ operation.
- xii. Personal Information Protectional (HIPPA)
 1. No patient information shall be shared with anyone other than those directly involved with the patient care. This is to ensure the patient's right to privacy and to conserve his/her personal dignity.
- xiii. Responsibilities
 1. It is responsibility of each Medical Responder to relate any problems or concerns with an emergency call to the Chief, Assistant Chief and/or EMS Officer.
 2. It is the joint responsibility of the Chief, Assistant Chief, and EMS Officer to ensure all personnel are in compliance with the above guidelines and all certifications are kept current and on file with the department.
- xiv. Reporting
 1. At a permissible time during or after the completion of the emergency call, the proper paperwork shall be filled out and turned in according to P.V.F.D. procedures.

VII. Grass/Trash Fires

- a. **Priorities**
 - i. Firefighter Safety
 - ii. Life Safety
 - iii. Incident Stabilization
 - iv. Property Conservation
- b. **Run Order**
 - i. Engine 614
 - ii. Reserve Service Unit 612
 - iii. Command Unit 615
 - iv. Service Unit 629 (as needed for rehab)
 - v. Reserve Engine/Rescue 611 (as needed)
 - vi. Ladder 617 (as needed)
- c. **Operations**
 1. The first arriving unit on scene will contact Fire Alarm, establish command, give a brief description of the incident, and notify Fire Alarm whether any other equipment will be necessary.
 2. If the scene involves a grass fire off of a roadway, care should be taken as to the condition of the ground. The driver shall decide whether the apparatus can be taken off the road. The Incident Commander shall make the ultimate determination.
 3. Structures and personal property should be protected as a priority.
 4. When all visible fire is extinguished, personnel should check all burned areas for "hot spots" and possible rekindles by raking and overturning logs or other items burned. A Thermal Imaging Camera may also be a helpful tool at this stage.
 5. If the fire is very large and covers many acres of land, Fire Alarm should be notified with such information, and notification and dispatch of mutual aid companies should be considered.

d. **Reporting**

1. At a permissible time during or after the completion of the emergency call, the proper paperwork shall be filled out and turned in according to P.V.F.D. procedures.

VIII. Residential and Commercial Fire Alarms

a. **Priorities**

- i. Firefighter Safety
- ii. Life Safety
- iii. Incident Stabilization
- iv. Property Conservation

b. **Run Order**

- i. Ladder 617
 - ii. Engine 614
 - iii. Service Unit 629
 - iv. Command Unit 615
1. ****If an alarm dispatch is upgraded to a confirmed structure fire, refer to response procedure for Structure Fires (section II).****

c. **Operations**

1. Fire Alarms at commercial occupancies shall require automatic dispatch of neighboring Automatic-Aid Department(s) in accordance with St. Charles Parish Dispatching Protocol.
2. Unconfirmed fire alarms at commercial occupancies shall require automatic dispatch of neighboring Automatic-Aid Department(s) in accordance with St. Charles Parish Dispatching Protocol.
3. The first arriving unit shall give a brief size-up of the emergency scene and structure and establish Incident Command.
4. If the homeowner/business owner approaches the Incident Commander and advises a false alarm, and there is no evidence to the contrary during scene size-up, the Incident Commander shall, at his discretion, cancel all units except the first-due pumper. That apparatus will continue, routine response, to complete a report.
5. If there is no one at the residence, the Incident Commander and personnel will conduct a thorough 360° walk-around and check all readily accessible windows for heat and signs of smoke. Use of a Thermal Imaging Camera is preferred if available.
6. If it is discovered that an alarm resulted due to a true emergency, the call will then be upgraded to a confirmed structure fire. In the case of residential fire alarms, Automatic Aid Departments shall be dispatched at this point.
7. If the Fire Alarm call is dispatched along with a burglar alarm, the Incident Commander will designate a staging location away from the scene until Sheriff's Office deems it safe to continue.
8. P.V.F.D. will not cancel response to a fire alarm at the request of a Sheriff's Deputy or any other personnel unaffiliated with the department. *OIC can override this guideline at any time.*
9. If the fire alarm has a signal type control panel, personnel will check the panel and visually locate the alarm trouble for verification.
 - a. P.V.F.D. shall not "reset" an active alarm code under any circumstances. An active alarm may be "silenced", but the active alarm state should be maintained.

d. **Reporting**

- i. At a permissible time during or after the completion of the emergency call, the proper paperwork shall be filled out and turned in according to P.V.F.D. procedures.

IX. Vehicle Fires

a. **Priorities**

- i. Firefighter Safety
 - ii. Life Safety
 - iii. Incident Stabilization
 - iv. Property Conservation
- b. **Run Order**
 - i. Reserve Engine/Rescue 611
 - ii. Reserve Service Unit 612
 - iii. Service Unit 629
 - iv. Command Unit 615
 - v. Maintenance Unit 613
 - vi. Engine 614 (as needed)
 - vii. Ladder 617 (as needed)
- c. **Operations**
 - i. First arriving unit shall give a brief scene size-up and establish command.
 - ii. First arriving personnel shall position their equipment as to protect personnel from any oncoming traffic.
 - 1. When using pumping apparatus with side mount pump panels, the pump panel should be faced away from oncoming traffic if at all possible.
 - iii. P.V.F.D. personnel shall wear their department issued High-Visibility Vest while operating on roadways (even if traffic has been shut down). There are also vests assigned to each seated position of all fire apparatus, as well as extra vests in Service Unit 629.
 - 1. Vest should not be worn when personnel are engaged in the direct suppression of fire. Vest material is not flame-retardant, and may pose a hazard to personnel under these circumstances.
 - iv. Firefighters on an attack line shall be donned in SCBA at all times unless otherwise authorized by Incident Commander.
 - v. Second arriving piece of equipment (if needed) should be positioned on the opposite side of the emergency scene when possible to protect on-scene personnel from traffic approaching from the other direction.
 - vi. If there is an excessive amount of gasoline present, a vapor suppression operation with the use of foam may be necessary.
 - vii. Extenuating Circumstances
 - 1. Personnel should always keep in mind that emergency dispatching may not be completely accurate; a call dispatched as a vehicle fire may include an 18-wheeler with haz-mat concerns, farm equipment, etc.
 - 2. A vehicle fire can also evolve into more than a vehicle fire. For example, a car on fire inside a garage, or near a structure. At the first sign of special extenuating circumstances at the scene of a dispatched vehicle fire, Fire Alarm should be notified, and the Structure Fire Run Order should be followed (as outlined in Section II).
 - a. If the scene evolves from a vehicle fire into a more involved event, Fire Alarm should re-dispatch P.V.F.D. with details of the upgraded event, as well as any Automatic-Aid departments related to that event.
 - 3. If multiple exposures to the vehicle fire cause additional concern that connate be mitigated within an expedient amount of time by extinguishing the source of the fire itself, consideration should be given to dispatching mutual aid companies.
- d. **Reporting**
 - i. At a permissible time during or after the completion of the emergency call, the proper paperwork shall be filled out and turned in according the P.V.F.D. procedures.

X. Vehicle Accidents (MVA)

a. Priorities

- i. Firefighter Safety
- ii. Life Safety
- iii. Incident Stabilization
- iv. Property Conservation

b. Run Order

- i. Reserve Engine/Rescue 611
- ii. Service Unit 629
- iii. Command Unit 615
- iv. Maintenance Unit 613
- v. Reserve Service Unit 612 (as needed)
- vi. Engine 614 (as needed)
- vii. Ladder 617 (as needed)

c. Operations

- i. P.V.F.D. will respond to all MVA's within the district when dispatched.
- ii. P.V.F.D. personnel shall wear their department issued High-Visibility Vest while operating on roadways (even if traffic flow has been shut down). There are also vests assigned to each seated position of all fire apparatus, as well as extra vests in Service Unit 629.
- iii. The first arriving unit shall give a brief size-up of scene (heavy or minor damage to involved vehicles) and establish Incident Command.
- iv. Full protective gear shall be worn unless authorized not to do so by the Incident Commander.
- v. First arriving unit shall position their equipment as to protect themselves from any oncoming traffic.
 1. When using pumping apparatus with side-mount pump panels, the pump panel should be faced away from oncoming traffic if at all possible.
- vi. Second arriving piece of equipment (as needed) should position on the opposite side of the emergency scene when possible to protect personnel on scene against traffic from the opposite direction.
- vii. If there is significant damage to the vehicle where the vehicle is not safely drivable, P.V.F.D. policy is to cut/disconnect negative (ground) battery cable.
- viii. P.V.F.D. will not wash fluids off the roadway under any circumstances. However, we can assist with cleanup by using absorbent materials or other means.
- ix. During P.V.F.D. response to an MVA with no injuries or entrapment, the priority of P.V.F.D. personnel shall be to check for potential of fire ignition and spread. Also, attention should be paid to possible safety concerns to other personnel on scene (wrecker service, SCSO, EMS, etc.). Once completed and law enforcement personnel no longer needs assistance with traffic control, P.V.F.D. will terminate command and return to quarters.
- x. MVA rollovers will require P.V.F.D. to maintain presence on scene until the vehicle is up-righted, due to dangers imposed by a vehicle in an upside-down position.

d. Reporting

- i. At a permissible time during or after the completion of the emergency call, the proper paperwork shall be filled out and turned in according to P.V.F.D. procedures.

XI. Automatic/Mutual Aid Response (Response outside of District 6)

a. Priorities

- i. Firefighter Safety
- ii. Life Safety
- iii. Incident Stabilization
- iv. Property Conservation

b. Run Order

- i. Reserve Engine/Rescue 611
 - ii. Command Unit 615
 - iii. Maintenance Unit 613
 - iv. Reserve Service Unit (as needed)
 - v. Service Unit 629 (Reserve Service Unit 612 should remain in district)
 - vi. Ladder 617 (Reserve Engine/Rescue 611 should remain in district)
 - vii. Engine 614 (Reserve Engine/Rescue 611 should remain in district)
- c. **Operations**
- i. General Guidelines:
 - 1. P.V.F.D. will always attempt to respond to calls for Automatic/Mutual Aid, but will do so only when a reasonable level of protection remains to cover District #6.
 - a. Consideration should be given to dispatching neighboring mutual aid departments as stand-by personnel during P.V.F.D. response for Automatic/Mutual Aid.
 - 2. The most Senior Officer or Firefighter in service at the time of dispatch will oversee and supervise the response as the Coordinator of the Automatic/Mutual aid response of P.V.F.D.
 - 3. The Coordinator of Automatic/Mutual Aid may respond directly to the scene and maintain radio communications with responding Automatic/Mutual aid companies.
 - 4. Any Paradis member living outside of District #6 must receive written permission from the Fire Chief to respond directly to calls for Automatic/Mutual Aid in neighboring departments. This privilege can be revoked at any time.
 - ii. Mutual Aid to District #2 (Luling VFD)
 - 1. All available P.V.F.D. personnel should respond to Station 61 to assemble a coordinated response.
 - 2. As soon as a substantial crew responds to Station 61, the operator of the responding apparatus should advise the Automatic/Mutual Aid Coordinator and await assignment.
 - iii. Mutual Aid to Districts #7 and #9 (Des Allemands VFD, Bayou Gauche VFD)
 - 1. All available P.V.F.D. personnel should respond to Station 61 to assemble a coordinated response.
 - 2. As soon as a substantial crew responds to Station 61, the operator of the responding apparatus should advise the Automatic/Mutual Aid Coordinator and await assignment.
- d. **Reporting**
- i. At a permissible time during or after the completion of the emergency call, the proper paperwork shall be filled out and turned in according to P.V.F.D. procedures.

XII. These guidelines are meant to be used as a starting point (default mode of operation) and should be used to facilitate efficient response to the various types of situations that Paradis Volunteer Fire Department may be called upon to respond and mitigate. These guidelines are not necessarily concrete rules, and some flexibility should be expected in order to properly assess and respond to the fast-paced, ever-changing environment of an emergency scene. The discretion and judgement of knowledgeable and well-trained personnel is crucial to the operation of our organization, but always remember that the safety of our personnel is paramount.

Member's signature on Page 17 of this document declares acknowledgement of these guidelines. It will be retained by the administration of Paradis Volunteer Fire Department and kept in member's personnel file.