

Index

Section 1: Constitution & By-Laws

Rules Governing Election of Officers

Section 2: Department Policies

- Court Compensation Policy
- Drug & Alcohol Policy
- Fire Prevention Plan
- Hose Testing Procedure
- Hurricane Guidelines
- Hydrant Inspection Procedure
- Highway Safety Vest Policy
- Removal from Rolls
- Rules and Regulations
- Station Use Policy

Section 3: Purchasing Procedure & Expenditures

Section 4: Standard Operating Guidelines

Administration

Number	101.00	Title & Validity
	101.01	Standard Operating Guidelines Procedure

Command

Number	200.00	Command Procedures
	210.01	Welfare of Victims
	210.02	Fire Cause Investigation

Safety

Number	300.00	Fire Ground Safety
	301.00	Self Contained Breathing Apparatus

301.01	Protective Clothing
301.02	Protective Clothing Maintenance
302.00	Driver Safety
302.01	Vehicle Backing
303.00	Safety Officer

Medical

Number	400.00	Medical Calls & Fire Ground Injuries
	450.00	Medical Squad
	450.10	Medical Squad Protocols

Tactical

Number	501.00	Apparatus Placement
	502.00	When to Summon Addition Resources
	503.00	Fire Ground Factors
	503.10	Tactical Priorities
	503.20	Fire Control
	503.21	Fire Control - Offensive Operations
	503.22	Fire Control - Defensive Operations
	503.31	Fire Control - Support Activities
	503.32	Property Conservation
	503.33	Fire Stream Management
	505.00	Hazardous Material Response Guidelines
	506.00	Hazardous Materials
	506.10	Hazardous Material - Special Considerations
	508.00	Mutual Aid Response

Personnel

Number	600.01	Members Wishing to Join
	603.11	Background Checks
	604.10	Department Uniforms
	605.40	Achievement Awards
	606.10	Pregnant Members
	607.00	Drug & Alcohol Policy

Vehicle Operations

Number	701.05	Apparatus Response
	701.10	Fire Apparatus Driver Certification
	701.20	New Driver Certification
	701.30	Driver Operator Practical Demonstration Checklist
	702.10	Use of Department Vehicles
	702.20	Chief Vehicle Guidelines
	702.30	Accident Involving Department Vehicles
	704.00	Apparatus Checks
	705.00	Fueling of Vehicles
	706.00	Responding in Personal Vehicles

Communications

Number	800.00	Radio Communications
	800.01	Radio Communication Usage

Miscellaneous

Number	901.00	Meetings
	902.00	Press Releases
	903.01	Fire Fighters Response
	904.00	Red Light Usage
	905.00	Issuing Of Equipment
	905.10	Storing of Bunker Gear
	906.00	Pager Testing
	921.00	Pre-plans
	961.00	Station #32 Exercise Room

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 101.00

Title, Validity & Purpose

These standard operating guidelines constitute Fire Protection District #3 policy and procedures manual. Standard operating guidelines are a set of organized directives that establish a standard course of action for the department to increase the effectiveness and safety of the emergency response team.

It is difficult to operate consistently and effectively without such standard operating guidelines, particularly on the scene of a complex emergency. Standard guidelines allow the department to develop a course of attack before the emergency; this is one of the most effective elements of pre-emergency planning.

Successful command and operating activities require the integrated efforts of the entire team which is, in turn, organized and mobilized under a strong central plan. While the actions of the individual at the emergency scene are important, emergency operations are done collectively.

The department is committed to use standard operating guidelines on all emergency incidents, all of the time. Applying these guidelines to everyday, routine business develops a set of regular habits for the individual and for the team.

Standard guidelines help make a variety of decisions before the emergency, that structure how the organization will react. This allows the incident commander to concentrate on the critical rather than the routine decisions. The incident commander can not make the critical decisions if he or she has to decide where everyone will park and how they should talk on the radio.

This manual also includes administrative rules which help the department function in a smooth and effective manner outside of the emergency situation. These administration rules address personnel and maintenance manners.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Enforcement of these procedures is primary an education process. The manual itself serves as a training tool for the new recruits and as a reference book for the seasonal firefighter. The best procedure for enforcement of these guidelines is positive feedback and acknowledgement of a good performance. Recognition of positive experiences creates an atmosphere, which motivates everyone to use the next opportunity to apply the procedure again.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

Number: 101.01

Initiation of a Standard Operating Guideline

The purpose of implementing Standard Operating Guidelines is a dynamic process. The procedures are developed, trained on, implemented and then evaluated. If necessary, the guideline is modified and the process begins again.

Process:

Any member of the department may initiate a new Standard Operating Guideline or propose a revision to an existing guideline. The Chief or President shall receive proposed changes or new guidelines and present them to the Board of Directors for their recommendation. The format of document will be in a manner to explain why the guideline or change should be considered.

After review by the Board of Directors, The guideline will be presented to the membership for consideration. The vote must be a majority of voting members present to have included into the Standard Operating Guidelines manual.

After adoption, the new guideline will be distributed to all members of the department.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

Number: 200.00

Command: Command Procedure

The effective functioning of the fire department units and personnel at operating incidents requires clear decisive action on the part of an Incident Commander. This guideline identifies the best practice in establishing Incident Command and operating an effective command post. It also fixes responsibility for the Command function and its associated duties on one individual at any time during the operations.

The Incident Commander is responsible for the command function at all times during an incident. As the identity of incident command changes, through transfers of command, this responsibility shifts with the title. The term “Command” in the S.O.G. refers jointly to both person and the function.



Command Procedures are designed to accomplish the following:

- **Fix the responsibility for command on a certain individual through a standard identification system depending on the arrival sequence of members, units, and officers.**
- **Insure that strong, direct and visible command will be established as early as possible in the operation.**
- **Establish an effective framework outlining the activities and responsibilities assigned to command.**
- **Provide for a system for the orderly transfer of command to subsequent arriving officers.**

Command is responsible for four basic fire ground objectives:

- 1. Provide for the safety and welfare of fire fighting personnel.**

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

- 2. Remove endangered occupants and minor first aid treatment for the injured.**
- 3. Stop the fire and or remove the hazard.**
- 4. Conserve property after the fire control has been achieved.**

Command is responsible for the following functions as required by the circumstances of the situation:

- ❖ Assume and confirm command and take an effective position.**
- ❖ Rapidly evaluate the situation (size-up).**
- ❖ Initiate, maintain and control the communication process.**
- ❖ Identify the overall strategy, develop an attack plan and assign units.**
- ❖ Develop an effective scene organization**
- ❖ Provide continuing command within the framework of Standard Operating Guidelines.**
- ❖ Coordinate the transfer of command, as required.**
- ❖ Request and assign additional resources as required.**
- ❖ Return companies to service and terminate Command.**
- ❖ Document all activities.**

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

All of these functions are responsibilities of Command, whether or not Command is transferred from one individual to another. The following functions must be addressed immediately from the initial assumption of Command.

Initial Report

The first person assuming Command shall transmit a brief initial radio report including:

- 1) Unit identification on the scene, confirming assumption of command and location.**
- 2) Building description (occupancy, size, arrangement, construction and address), or incident description.**
- 3) Obvious fire / hazard conditions.**
- 4) Action taken (brief description)**
- 5) Any obvious safety concerns.**

The terminology used in this report shall be in the form of clear text. (10 codes should be avoided).

Radio Designation

The radio designation of Command or I/C shall be used.

Command Options

In cases when the initial arriving officer is a Command officer, efforts should automatically be directed towards

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

establishing a Command Post and fulfilling the listed Command functions.

Locating The Command Post in a location which provides appropriate workspace, lighting, communication equipment, materials, reference items, and limited isolation from distractions will make Command more effective. The Incident Commander will state the location of the Command Post and wear the appropriate Command vest (if available).

Modes of Command

Command is initially assumed by the first arriving unit requiring that member to decide on an appropriate commitment for his unit. The unit will fall into one of the following modes listed below:

- 1) Nothing Showing Mode: These situations generally require investigation by the first arriving unit while holding others in staging at a distance. Normally an officer should accompany the unit to check while utilizing a portable radio to command the incident.**

- 2) First Attack Mode: Situations which require immediate action to stabilize the situation, such as interior fires in residence, apartments or to small commercial occupancies, medical care, require that the member quickly decide how to commit his unit. Where fast interior attack is critical, utilization of portable radio will permit the necessary involvement in attack without neglecting command responsibilities. This mode should not last more than a few minutes and will end with one of the following:**

A. Situation is stabilized.

B. Command is passed to the next arriving unit.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

C. A Command Officer arrives and command is transferred.

D. Situation is not stabilized and the unit must withdraw to the exterior and establish a Command Post.

3) Command Mode: Situations that require a strong command by virtue of the size of the fire, the complexity of the incident, potential of the occupancy or the possibility of extension require strong, direct overall command from the onset. In such cases, the first arriving unit will initially assume the Command Position and maintain that position until relieved by a Command Officer. A tactical worksheet is recommended to be utilized to assist in managing these situations.

The member assuming command has a choice of modes and degrees of personal involvement in the attack, but continues to be fully responsible for the identified task assigned to the Command position. In all cases, the initiative and judgment of the Commander are of great importance. The modes identified are not strict rules, but general guidelines to assist the Command in planning appropriate actions.

Transfer of Command:

The first arriving unit will automatically assume Command and will retain Command except for the following conditions:

- Command does not have the knowledge or experience**
- Ranking officer does not agree with the decisions of Command.**

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

- **Command wishing to transfer Command.**
- **Ranking officer takes command due to the type and complexity of the incident.**

Within the chain of command indicated above, the actual transfer of Command will be regulated by the following procedure:

- 1) The Officer assuming Command will communicate with the person being relieved by radio or preferably face-to-face on arrival.**
- 2) The person being relieved will brief the officer assuming Command indicating the following:**
 - A. General Situation Status**
 - 1) Fire / hazard location, extent, conditions**
 - 2) Effectiveness of control efforts**
 - 3) Safety considerations**
 - B. Deployment and assignments of operating companies.**
 - C. Appraisal of needs for additional resources at the time.**
- 3. The person being relieved should review the tactical worksheet with the command officer. This sheet provides the most effective framework for Command transfer as it outlines the location and status of resources in a standard form that should be well known to all members.**

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

Command officers should eliminate all unnecessary radio traffic while responding unless such communications are required to insure that Command functions are initiated and completed. This requires the person initially in command to give clear on-the-scene report and continues to give updated progress reports as needed.

The arrival of a ranking officer on the fire ground does not necessarily mean Command has been transferred to that officer. Command is transferred only when the outlined communication function have been completed.

The response and arrival of a ranking officer on the fire ground strengthens the overall Command function. All officers will exercise their command prerogative in a supportive manner that will insure smooth transition and the effective on-going function of Command.

The person relieved will be utilized to best advantage by the officer assuming Command.

In cases where an individual is effectively commanding a tactical situation, and is completely aware of the location and function of operating companies and the general status of the situation, it may be desirable for that person to continue in an active command role. In these cases, the arriving Command officer may assume a supportive role in the overall Command functions. Command will be considered to be transferred within this context by virtue of the Command officer being involved in the Command process.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

Command Structure

It is the responsibility of Command to develop an organizational structure, using Standard Operating Guidelines to effectively manage incident operations. The development of the organizational structure should begin with the implementation of the initial tactical control measures and may continue through a number of phases, Depending on the size and complexity of the particular situation. The objective must be to develop the Command organization at a pace which stays ahead or even with the tactical development of companies.

The basic configuration of a Command structure includes three levels:

- Strategic Level – overall incident control**
- Tactical Level – Direction of sectors and functions**
- Task Level – Company activities**

The Strategic Level

This involves the overall command of the incident and includes establishing major objectives, setting priorities, allocating resources, predicting outcomes, determining the appropriate mode of operations (offensive or defensive) and assigning specific objectives to the tactical level units.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

The Tactical Level

This includes intermediate level officers directing activities toward specific objectives. Tactical level officers including sector officers are in charge of group resources operating in an assigned area or providing special functions at the scene of an incident. The accumulated achievements of tactical objectives should accomplish strategic level objectives.

The Task Level

This level refers to those activities normally accomplished by individual companies or specific personnel. Task level activities are routinely supervised by company officers. The accumulated achievement of task level activities should accomplish tactical objectives.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

Number: 210.01

Command Responsibilities – Welfare of Victims

It is the policy of the department to deal with the welfare of the citizens affected by fire or other incidents. It is common for those involved with fire to need assistance with temporary housing, clothing, food, and other necessities, Since the department is not equipped to fill these needs, it is important that we coordinate the efforts of those agencies that can render the needed assistance.

It is extremely important in most situations, particularly those involving injury or death, to provide for both the physical and emotional welfare of the victims and their relatives and friends. At every incident department personnel should be aware of the needs of all concerned and attempt to deal with them effectively, compassionately, and in a supportive manner. The details and extent of department involvement is discretionary and depends highly on the particular circumstances of each incident. The policy guidelines are to provide as much assistance as possible within the capabilities of the department.

Command must deal with the immediate physical and emotional needs of the affected citizens at the scene of the incident. A welfare sector may be established by Command whenever the need for this type of assistance is indicated.

At any incident where individuals or families are displaced from their dwelling, Command will determine the need for temporary shelter, clothing and other assistance. When those needs are indicated, Command shall instruct communications to notify the Red Cross of the situation (This notification should be

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

made as soon as possible after the incident has been stabilized).The communication center will contact Red Cross and provide Command with an estimated time of arrival (ETA) for a representative to respond to the scene.

The Red Cross representative shall report to Command upon arrival at the scene, Command shall notify welfare sector officer (if established) that these personnel are on scene and coordinate their contact with the victims. In most cases, the welfare of the individual are assumed by the Red Cross. If needed fire department personnel shall continue to assist as long as necessary.

It is an objective of the department that fires and other emergencies will not displace residents from their homes. If possible, the damaged building should be left in a condition where residents can safely return to the building. The structure stability of the home must adequately assessed before the occupants are allowed to return. Also, Command must take into consideration the fire investigation, inclement weather, utilities and occupant's ability to cope with the situation before making recommendations.

The occupant has the right to return home, after the investigation is complete, even if Command believes that it is inappropriate. In these situations, Command must advise the residents of the potential hazards and situations which may affect their comfort and document the conversation in the fire report.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

Number: 210.02

Fire Cause Investigation

It is the responsibility of Command to provide for cause investigation of every fire incident causing injury or property damage. This must be accomplished after fire control activities and before taking salvage and overhaul actions, which could hinder the investigation. There is a responsibility to attempt to determine fire cause in all cases, not only when arson is suspected. The lessons learned in cause determination of accidental fires will be related back to a national database and will be used to prevent future fires.

The Investigation

The ranking officer shall have the responsibility of investigating any fires which caused damage or injury. If a fire scene is determined to be of a suspicious nature then a representative from the State Fire Marshals' office will be called.

Destruction of Evidence

The misconception that evidence is destroyed in a fire has been the reason many incendiary fires have never been brought to the attention of the courts.

Evidence is not destroyed in fires, except in rare cases; the form, shape, color, size and weight are certainly altered, but it can still be identified and placed in proper perspective.

Fire departments must protect the scene from damage during fire fighting:

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- ❖ **Extinguishment - evidence can be washed out the door with misuse of fire streams.**
- ❖ **Overhaul - The most damaging time for evidence.**
- ❖ **Salvage – This operation should not be too thorough until the investigation phase is completed, except to diminish the eventual loss.**

The Firefighters Role in the Investigation

- 1. First responding fire fighters often provide key information to successful fire investigators.**
- 2. First arriving personnel are the only individuals who see the exact condition at this point in time.**

Fire fighters should:

- a. Check with Command before overhaul**
- b. Overhaul carefully**
- c. Use care in application of water**
- d. Report all findings of evidence, cause, unusual circumstances to Command.**
- e. Protect and preserve evidence**
- f. Establish barricades**
- g. Guard evidence**

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- h. Prevent unauthorized persons from entering the building (including firefighters)**
- i. Keep fire building under control of fire department**
- j. If no investigator is present – perform above duties and seek assistance.**
- k. Refer all questions to Command**

Fire fighters should not:

- a. Contaminate the fire scene**
- b. Cross examine possible suspects**
- c. Make accusations**
- d. Give personal opinions**
- e. State a possible cause**
- f. Make a statement in jest**
- g. Give a statement to the media**

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

Number: 300.00

Safety procedures – Fire Ground Safety

Tactical positioning

Positioning of operating companies can severely affect the safety / survival of such companies. Personnel must use caution when placed in the following positions:

- ✓ **Above the fire (floors / roof)**
- ✓ **Where fire can move in behind them**
- ✓ **Where sector cannot control position / retreat**
- ✓ **When involved with opposing fire streams**
- ✓ **Combining interior and exterior attack**
- ✓ **With limited access – one way in / out**
- ✓ **Operating under involved roof structures**
- ✓ **In area containing hazardous materials**
- ✓ **Below ground fires (basement, etc.)**
- ✓ **In areas where a back draft potential exist**
- ✓ **Above / below ground rescue**

The safety of firefighting personnel represents the major reason for an effective and well-timed offensive / defensive decision and

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

the associated write-off by Command. When the rescue of savable victims has been completed, Command must ask:

“Is the risk to my personnel worth the property I can save?”

When operating in a defensive mode, operating positions should be as far from the involved area as possible while still remaining effective. Position and operate from behind barriers if available (fences, walls, etc.) The intent is for personnel to utilize safe positioning where possible / available. In an effort to safe guard against sudden hazardous developments such as back draft explosion, structural collapse, etc.

When operating in an offensive mode, be aggressively offensive. An effective, coordinated interior attack operation directed toward knocking down the fire eliminates most eventual safety problems.

Due to the inherent hazards of the immediate fire or incident scene, efforts will be made by Command to limit the number of personnel on the fire ground to those assigned to a necessary function. All personnel shall be:

- ❖ Positioned in staging**
- ❖ Assigned to a task or operating within a sector**

Having completed an assignment and no other assignment is available within that sector – crews should be assigned to a resource, staging or rehabilitation sector until such time as they can be reassigned to an operating sector or released to in-service status.

The intent of the guideline is top minimize fire ground confusion / congestion and to limit the number of personnel

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

exposed to fire ground hazards to only those necessary to successfully control the operation. Individuals or crews shall be restricted from wandering about the fire ground or congregating in nonfunctional groups. If personnel have not been assigned to a sector or do not have a necessary staff function to perform, they shall remain outside of the fire ground perimeter.

When it is necessary to engage personnel in exceptionally hazardous circumstances (ex., to perform rescue), Command will limit the number of personnel exposed to an absolute minimum and assure that all feasible safety measures are taken.

In extremely hazardous situations (flammable liquids, LP Gas, hazardous materials, etc.), Command will engage only an absolute minimum number of personnel within the hazard zone. Unmanned master streams will be utilized wherever possible.

In situations where crews must operate from opposing or conflicting positions, such as front vs. rear attack streams, roof crew vs. interior crews, etc., utilize a radio or face-to-face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injuries. Command should notify sector officers or company officers of opposing or conflicting operations.

Ground crews must be notified and evacuated from interior positions before elevated master streams go into operation.

Do not operate exterior streams, hand lines, master streams, etc. into an area where interior crews are operating. This procedure is intended to prevent injuries to personnel due to stream blast and the driving of fire and /or heavy heat and smoke onto the interior crews.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

When laddering a roof, the ladder selected shall be one which will provide 2' to 3' above the roof line. This shall be done in an effort to provide personnel operating on the roof with a visible means of egress.

If possible, when laddering buildings under fire conditions, place the ladders near building corners or fire walls as these are generally more stable in the event of structural failure.

When operating either above or below ground level, establish at least two (2) separate escape routes / means where possible, (such as stairways, ladders, exits, etc.), preferably at opposite ends of diagonal corners of the building or separated by considerable distances.

Many safety principles revolve around action that takes place within the fire ground perimeter or on the fire ground.

For the purpose of Hahnville Volunteer Fire Department, all fire fighters at the scene of an incident shall:

- a) Report to incident command or staging (if set up) upon arrival to fire ground**
- b) Wear protective gear and S.C.B.A. unless otherwise instructed.**
- c) Be assigned to a specific task or sector before leaving Command or staging.**
- d) All others should remain outside of the fire ground area.**

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

Sectors

The safety of firefighting personnel represents a major reason for fire ground sectorization, Sector commanders must maintain the capability to communicate with forces under their command so that they can control both the position and function of their companies. (An example of sector chief within Hahnville Volunteer Fire Department would be an Assistant Chief whom is responsible for the front & left side or the back and right side).

Rehabilitation

In an effort to regulate the amount of fatigue suffered by fire ground personnel during sustained field operations, sector officers should frequently assess the physical condition of their assigned personnel. When crew members exhibit signs of serious physical or mental fatigue, the entire crew should be assigned to rehabilitation sector from their sector officer. The company officers request shall indicate the crew's position / condition, etc. and shall advise as to the need for a replacement crew. Individual crews shall not report to rehabilitation sector unless assigned by the incident commander. Crew members should report to and remain intact while assigned to rehab.

It is the ongoing responsibility of Command to summoned adequate resources to tactical situations to effectively stabilize that situation and to maintain adequate resources during extended operations to complete all operational phases.

If rehabilitation feels an individual is not capable of continuing on the fire ground due to his condition, the fire fighter will remain in rehab until such time they feel he can be released. If medical attention is needed for the fire fighter, the ambulance will called and an evaluation performed on the fire fighter to determine if he should be taken to the hospital for further

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

treatment. A fire fighter requiring additional medical treatment at a hospital will not be allowed to respond to any additional responses for a minimum of 48 hours after he is released from the hospital. The fire fighter must obtain clearance from the officer in charge of department prior to responding.

Structural Collapse

In recent times, structural collapse has been a leading cause of serious injury and death to fire fighters. For this reason the possibility of structural collapse should be a major consideration in the development of any tactical plan.

Structural collapse is always a possibility when a building is subject to intense fire. In fact, if fire is allowed to affect a structure long enough some structural failure is inevitable.

Regardless of the age and exterior appearance of the building, there is always the possibility that a principal structural supporting member is being seriously affected by heat and may collapse suddenly inflicting serious injury to the fire fighters.

In a tactical fire involved building, the roof is the most likely candidate for failure; however failure of the roof may very likely trigger a collapse of one or more wall sections. This is especially true if the roof is peak or dome type which may exert outward pressure against both the bearing and non-bearing walls upon collapse. In multi-story building or building with basements, the floor section above the fire may collapse if supporting members are directly exposed to heat and flames.

A knowledge of various types of building construction can be invaluable to the fire department officer from a safety

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

standpoint as certain types of construction can be expected to fail sooner than others.

(For Example) Under fire conditions light weight truss and bar joist construction can be expected to fail after minimal fire exposure.

Structures have been known to collapse without warning but usually there are signs which may tip off an alert fire officer. Action might be taken to avert any imminent hazard.

Tell Tale Signs

- ❖ Cracks in exterior walls**
- ❖ Bulges in exterior walls**
- ❖ Sound of structural movement – creaking, groaning, snapping, etc.**
- ❖ Smoke or water leaking through walls**
- ❖ Flexible movement of any floor or roof where fire fighters walk**
- ❖ Interior or exterior bearing walls of column – leaning, twisting or flexing**
- ❖ Swaging or otherwise distorted roof lines**

The following construction features or conditions have been known to fail prematurely or to contribute to early structural failure when affected by fire.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

Contributing Factors:

- **Parapet walls**
- **Large open (unsupported) areas – supermarkets, warehouses, etc.**
- **Large sign marquees – which may pull away from weakened walls**
- **Cantilevered canopies – which usually depend on the roof for support and may collapse as the roof fails**
- **Ornamental or secondary front or sidewalls – which may pull away and collapse**
- **Buildings with light weight truss, bar joist, or bow string truss, roofs**
- **Buildings supported by unprotected metal – beams, columns, etc.**

Buildings containing one or more of the above features must be constantly evaluated for collapse potential. These evaluations should be of a major consideration toward determining the tactical mode (Example) Defensive vs. Offensive attack

It is a principal command responsibility to continue evaluation and determine if the fire is tenable for interior operations. This on-going evaluation of structure / fire conditions requires the input of a company officer advising their sectors and of sectors advising command of the conditions in their area of operation.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

Structures of other than fire protected /heavy timber construction are not designed to withstand the effects of fire and can be expected to fail after approximately twenty minutes of heavy fire involvement. If after 10-15 minutes of interior operations heavy fire conditions still exist, command should initiate a careful evaluation of structural conditions, and should be fully prepared to withdraw interior crews and resort to a defensive position.

If structural failure of a building or section of a building appears likely, a perimeter must be established a safe distance from the area which may collapse. All personnel must remain outside this perimeter.

Evacuation

Interior fire fighting operations should be abandoned when the extent of the fire prohibits control or the structure becomes unsafe to operate within. When such conditions make the building untenable, evacuate, regroup, account for personnel, re-communicate, and redeploy.

Our primary concern, when a hazard, which may affect the safety of personnel, becomes apparent, is the welfare of those personnel. In an effort to protect personnel who may suffer the adverse effects on such hazards such as structural collapse, explosion, backdraft, etc., a structured method of area evacuation must be utilized, one which will provide for the rapid / effective notification of those personnel involved, and one which will be able to accurately account for those personnel.

The method of evacuation selected will vary depending on the following circumstances:

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- ◆ **Immanence of the hazard**
- ◆ **Type and extent of hazard**
- ◆ **Perception of the area affected by the hazard**

The “Emergency Traffic” announcement is designed to provide immediate notification for all fire ground personnel of a notable hazard that is either about to occur, or has occurred.

The use of “Emergency Traffic” should be initiated only when the hazard appears to be imminent. The use of “emergency Traffic” announcement shall be immediately followed by a long uninterrupted blast, 10 to 15 seconds in length, of the air horns on the apparatus.

Any member has authority to utilize the “Emergency Traffic” announcement when it is felt that a notable danger to personnel is apparent; however considerable discretion should be applied to its use – “Emergency Traffic” announcements become ineffective if over used.

When an imminent hazard has been realized, the “Emergency Traffic” process should be initiated. Usually either a company officer or sector officer will be the initiator. The initiator should describe the apparent hazard and order a positive response, usually to evacuate a particular area or section, according to the scope of the hazard.

If possible, the sector officers of the area to be evacuated should request an acknowledgment of the “Emergency Traffic” traffic order; company officers shall assemble their crews and promptly exit to a safe location, where the company officer will again account for all crew members. Shortly after the evacuation

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

order, sector officers shall begin the process of accounting for all evacuated crews. When all affected crews and crew members are accounted for, the evacuation process is complete. At this time a more specific determination as to the reality / extent of the hazard can be made and efforts initiated to re-deploy / redirect attack forces.

Building evacuation generally involves a shift from offensive to defensive as an operational strategy. In such cases, command must develop a corresponding operational plan and must communicate that plan to all operating elements. This can

be a difficult shift to complete, as units are committed to positions in an offensive manner. It is extremely important that everyone get the word that a shift in strategy has been made.

Hazards noted of a less than imminent nature should usually be handled by a consultation of command, sector officers and / or the safety officer, company officers, or outside agency authorities. These officers or specialist should make a determination as to the nature and possible effect on the suspected hazard, and advise command so that a more knowledgeable decision as to the proper course of action can be made.

Search & Rescue

Search and rescue should be performed according to an effective, well-planned procedure, which includes the safety crew personnel.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

Prior to entering the search area, all search team members should be familiar with a specific plan including the overall objective, a designation of search area, individual assignments, etc. This may require a brief conference among the crew members before entering the search area to develop and communicate the plan.

Individual search activities should be conducted by two or more members where possible.

Company officers must maintain an awareness of the location and function of all members with their crew during search operations.

If search teams are operating without a hose line, life lines should be used.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 301.00

Safety Procedure – Self Contained Breathing Apparatus

It is the policy of Fire District #3 that all personnel expected to respond and function in areas of atmospheric contamination, shall be equipped with a Self-Contained Breathing Apparatus (S.C.B.A.) and trained in its proper use and maintenance.

Each S.C.B.A. will be visually inspected before use by the user and given a thorough check at the monthly equipment check.

If a S.C.B.A. is found to be functioning improperly, it shall be taken out of service, red tagged, reported and replaced immediately.

The intent of the S.C.B.A. policy is to avoid any respiratory contact with products of combustion, superheated gases, toxic products, or other hazardous contaminants.

The use of breathing apparatus means that all

The use of breathing apparatus means that all personnel shall have face pieces in place, breathing air from the supply provided. Self Contained Breathing Apparatus shall be used by all have face pieces in place, breathing air from the supply provided. Self Contained Breathing Apparatus shall be used by all personnel operating:

- In a contaminated Atmosphere**
- In an atmosphere which may suddenly become contaminated**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

- **In an atmosphere which is oxygen deficient**
- **In an atmosphere which is suspected of being contaminated or oxygen deficient**

This includes all personnel operating:

- **In an active fire area**
- **Directly above / below an active fire area**
- **In a potential explosion or fire area, including gas leaks and fuel spills**
- **Where products of combustion are visible in the atmosphere, including vehicle fires and dumpster fires.**
- **Where invisible contaminants are suspected to be present (ex. Carbon Monoxide during overhaul)**
- **Where toxic products are present, suspected to be present, or may be release without warning.**
- **In any confined space, which has not been tested to establish respiratory safety.**

In addition to the above, S.C.B.A.'s shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances only, the S.C.B.A. may be worn with the face piece removed. The wearing of the S.C.B.A. in these conditions provides that it will be immediately available for use if conditions change or if

Hahnville Volunteer Fire Department

Standard Operating Guidelines

personnel are to enter an area where the use of S.C.B.A. is required.

Premature removal of S.C.B.A. must be avoided at all times. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases S.C.B.A.'s must be used or the atmosphere must be changed.

In routine fire situations, the decision to remove S.C.B.A. shall be made by the sector officer, with approval from Command, based on an evaluation of conditions. Prior to removal, fire areas must be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.

If there is any doubt about the respiratory safety, S.C.B.A. use shall be maintained until the atmosphere is established to be safe by testing. Safety officer shall be responsible for this determination. This is required in complex situations, particularly when toxic materials may be involved.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 301.01

Safety Procedure – Protective Clothing

The following are the department guidelines for wearing protective clothing. These policies apply to all members, Line or Staff.

Definition

**Full Protective Clothing – Helmet with face shield, turnout coat and pants, boots and approved gloves.
(Structural fire fighting includes Nomex hood)**

Full protective gear shall be worn when fighting fire. The Incident Commander may relax policy depending on situation.

EMS responses for extrication shall require full protective gear as defined above and may include rubber gloves depending on the situation.

EMS responses by the Medical Squad for medical emergencies, shall require appropriate personal protective equipment, as outlined in their training, required to safely handle incident.

Full turn-out gear is required when performing the following actions:

- ❑ Operating on the fire ground**
- ❑ Performing Auto Extrication**
- ❑ Operating any forcible entry tools**

Hahnville Volunteer Fire Department Standard Operating Guidelines

- **As determined by the incident commander for personnel safety**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 301.02

Safety Procedure – Protective Clothing – Maintenance

The purpose of this procedure is to set standards for the maintenance of protective clothing (Bunker Gear).

Each member of the fire department is responsible for the cleaning, care and maintenance of all issued protective equipment. The individual member is responsible for obtaining repairs or replacement items through the Assistant Chief.

All protective gear shall be of a type and kind issued by the department. Items shall not be worn that have not been issued by the department.

Helmets:

Helmets shall be maintained reasonably clean with proper logo and name in place. Face shield, chinstrap and suspension shall be in good condition.

Cleaning:

- ❖ **Helmets should be cleaned with hot tap water and mild (household) detergent.**
- ❖ **The following is a list of additional cleaning materials, which may be used to clean stubborn dirt and smoke stains from the helmet:**
 - **Isopropyl Alcohol**
 - **Windex (regular w/o Ammonia)**
 - **Dishwashing Detergent**
 - **Dupont Wash-Wax**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

➤ **Jeweler's polish for face shield scratches**

❖ **The use of other materials such as strong (Industrial strength) detergents, solvents, petroleum products, etc. will damage the shell and face shield.**

Repair of Helmets

Repair:

- **Missing nuts on face shield adapters**
- **Face shield excessively scratched**
- **Chin strap and assembly broken or torn**
- **Helmet liner worn, shredded, split or cracked**
- **Webbed suspension broken**

Replace:

- **Split / cracked/ scratched face shield**
- **Helmet with visible cracks**
- **Helmet wrapped from heat exposure**
- **Helmet exposed to mist or fumes, which are known to weaken Polycarbon.**

Note: All items constructed from thermoplastics are susceptible to ultraviolet and chemical degradation. When the helmet loses its surface gloss and the surface begins to flake away, this chemical degradation has occurred. During inspections, helmets will be checked for these conditions and the shell will be replaced immediately if they are evident.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Nomex Hood

Cleaning - use warm water and any mild detergent

Replace:

- **Holes in hood**
- **Hoods which are not fire department approved**
- **Hoods stretched out of shape**

Gloves

Cleaning - Use warm water and mild detergent

Replace:

- **Stitching worn or rotten**
- **Glove insulation is worn through**
- **Leather split**
- **Holes in gloves**
- **Gloves which are not fire department approved**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Turnout coat & Pants

Cleaning:

Liners and shell can be washed with mild detergent and water

Heavily soiled spots can be removed with general spot cleaners

Do not use bleach or detergents with whiteners or brighteners

Repairs:

- ❖ **All repairs requiring stitching must be made with nomex thread**
- ❖ **Broken snaps**
- ❖ **Rivets pulled loose from fabric and from the objects they secure**
- ❖ **Suspenders, snaps, and leather eyes which are broken or elongated**
- ❖ **Stitching missing**
- ❖ **Holes or rips in shell or garment**
- ❖ **Frayed or worn collars**
- ❖ **Ripped Liners**
- ❖ **Reflective stripes which are cracked or torn**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Replace:

- ❖ **Coats & pants on which the stitching is damaged beyond repair**
- ❖ **Coats & pants on which fabric is worn**
- ❖ **Coats & pants soiled to the point they cannot be cleaned or saturated with oil, tar, etc.**

Boots:

Cleaning – use warm water and any mild detergent

Repair:

- ❖ **Felt lining which has come loose from the top of the boot**
- ❖ **Boot loops broken**

Replace:

- ❖ **Any boot with holes in sole or cuts in body of boot**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 302.00

Safety Procedure – Driver Safety

It is the responsibility of the driver of each fire department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the Louisiana motor vehicle statutes. The statutes provide specific legal exceptions to regular regulations which apply to fire department vehicles only when responding to an emergency incident. Emergency response does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its operation at all times.

The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of way from other drivers, based on their awareness of the emergency vehicle presence. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.

When emergency vehicles must travel in center or oncoming traffic lanes, the maximum permissible speed shall be 20 mph.

Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way, drivers shall not exceed posted speed limits.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign) they must come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.

When approaching a negative right-of-way intersection (red light, stop sign) the vehicle shall come to a complete stop and may proceed only when the driver can account for all incoming traffic in all lanes yielding the right-of-way.

Emergency response is authorized only in conjunction with emergency incidents. Unnecessary emergency response shall be avoided. In order to avoid any unnecessary emergency response, the following rules shall apply.

- When the first unit reports on the scene with “nothing showing” or an equivalent report, all additional units shall continue the emergency, but shall not exceed the posted speed limit.**
- The first arriving unit will advise additional units to respond non-emergency whenever appropriate and as soon as possible.**

Drivers shall avoid backing whenever possible; where backing is unavoidable, backing S.O.G.'s (Number 302.01) shall be used.

All members are required to use seat belts at all times when operating a department vehicle. Anyone riding as a passenger in a department vehicle is also required to use seatbelts. The driver will confirm that all personnel and riders are on-board, properly attired, with seatbelts fastened, before the vehicle is permitted to move.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

All personnel shall ride in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle. Exceptions shall be made for personnel only during participation in parades. These exceptions apply only after the truck is at the parade site and ready to begin the route.

The unique hazards of driving on or adjacent to the fire ground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected.

Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front of or behind a moving vehicle.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted flood lights and any other lighting available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear bunker gear for visibility. Traffic vests may also be worn in lieu of bunker gear if directing traffic.

If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.

The driver of the vehicle is responsible for the safety of all vehicle operations and managing compliance of this procedure.

Hahnville Fire Department vehicle shall be operated in a manner that provides for the safety of all personnel and property. Safe arrival shall always have priority over unnecessary speed or reckless driving en route to an emergency incident.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Prompt, safe response shall be attained by:

- ❖ **Leaving the station in a standard manner:**
 - ✓ **Quickly mounting apparatus**
 - ✓ **All personnel on board, seated and seat belts attached**
 - ✓ **Station doors fully opened**
- ❖ **Driving defensively and professionally at reasonable speeds**
- ❖ **Knowing where you are going prior to exiting the station**
- ❖ **Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner.**

Fast response shall not be attained by:

- ❖ **Leaving quarters before crew has mounted safely and before station doors have opened completely**
- ❖ **Driving too fast for conditions**
- ❖ **Driving recklessly or without regard for safety**
- ❖ **Taking unnecessary chances with negative right-of-way intersections**
- ❖ **Intimidating or scaring other drivers**

Hahnville Volunteer Fire Department Standard Operating Guidelines

Emergency response review:

- **Maximum speed is 15 mph over posted speed limit**
- **Traveling in center or oncoming traffic lanes – max 20 mph**
- **Traveling in center or oncoming lanes – complete stop at all traffic lights / stop signs**
- **Posted speed limit when entering intersections with green lights**
- **Complete stop at all red lights and stop signs**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 302.01

Vehicle Backing

Purpose: Prevent accidents and to insure proper technique when backing department vehicles

- **The driver of the vehicle is responsible for the vehicle and its safety**
- **The driver will use spotters available when backing up. The driver will also use spotters when negotiating forward turns with restrictive side clearances or where height clearances are uncertain.**
- **If there are no spotters available, the driver will dismount the vehicle and make a complete and make a complete 360 degree survey around the vehicle to determine if there are any obstructions present. The driver will also check to see that all compartment doors are shut and that all portable equipment is properly stowed.**
- **Spotters will not ride the tail board while backing the vehicle**
- **When vehicles must be backed where other traffic exist, the vehicle's emergency light will be operating.**

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”	Document Number: 303.00 PAGE 1 OF 8 DATE EFFECTIVE: 7/6/16			
	NAME: Safety Officer Procedures		SUPERSEDES: N/A	
	Membership Approval Date	7/6/2016	Revision No.	0

Hahnville Volunteer Fire
 Department

Safety Officer Procedures

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: 303.00 PAGE 3 OF 8 DATE EFFECTIVE: 7/6/16			
NAME: Safety Officer Procedures	SUPERSEDES: N/A			
	Membership Approval Date	7/6/2016	Revision No.	0

SUBJECT: SAFETY PROCEDURES

IT IS THE POLICY OF THE HAHNVILLE VOLUNTEER FIRE DEPARTMENT TO PROVIDE AND OPERATE WITH THE HIGHEST POSSIBLE LEVELS OF SAFETY AND HEALTH FOR ALL MEMBERS. THE PREVENTION AND REDUCTION OF ACCIDENTS, INJURIES AND OCCUPATIONAL ILLNESSES ARE GOALS OF THIS FIRE DEPARTMENT AND SHALL BE PRIMARY CONSIDERATIONS AT ALL TIMES. THIS CONCERN FOR SAFETY AND HEALTH APPLIES TO ALL MEMBERS OF THE DEPARTMENT AND TO ANY OTHER PERSONS WHO MAY BE INVOLVED IN THE FIRE DEPARTMENT ACTIVITIES.

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”	Document Number: 303.00 PAGE 4 OF 8 DATE EFFECTIVE: 7/6/16		
NAME: Safety Officer Procedures	SUPERSEDES: N/A		
	Membership Approval Date	7/6/2016	Revision No. 0

SUBJECT: SAFETY GUIDELINES

1. THE FIRE CHIEF SHALL APPOINT A DESIGNATED SAFETY OFFICER.
2. THE SAFETY OFFICER SHALL HAVE AND MAINTAIN A KNOWLEDGE OF CURRENT CODES, STANDARDS, LAWS, HAZARDS, PRINCIPLE TECHNIQUES AND FACTORS AND KNOWLEDGE OF THE HVFD GUIDELINES.
3. THE NORMAL ROLE OF THE SAFETY OFFICER SHOULD BE TO OPERATE A SAFETY SECTOR AT EMERGENCY INCIDENTS.
4. THE SAFETY OFFICER SHALL ACT AS A CLEARING HOUSE FOR INFORMATION AND TRAINING PROGRAMS RELATED TO OCCUPATIONAL SAFETY AND HEALTH.
5. THE SAFETY OFFICER SHALL HAVE AND MAINTAIN A KNOWLEDGE OF CURRENT POTENTIAL SAFETY AND HEALTH HAZARDS INVOLVED IN FIREFIGHTING AND OTHER RELATED ACTIVITIES.
6. IT SHALL BE THE INCIDENT COMMANDER’S RESPONSIBILITY TO DESIGNATE A HIGHLY KNOWLEDGEABLE FIREFIGHTER AS A SAFETY OFFICER, WHENEVER THE APPOINTED SAFETY OFFICER IS NOT AVAILABLE.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"		Document Number: 303.00		
		PAGE 5 OF 8		
		DATE EFFECTIVE: 7/6/16		
NAME: Safety Officer Procedures		SUPERSEDES: N/A		
		Membership Approval Date	7/6/2016	Revision No.
				0

SUBJECT: SAFETY GUIDELINES (SAFETY OFFICER'S RESPONSIBILITIES)

1. THE FIRE CHIEF SHOULD DEFINE THE ROLE OF THE SAFETY OFFICER IN THE ENFORCEMENT OF RULES, REGULATIONS AND STANDARD OPERATING PROCEDURES.
2. THE SAFETY OFFICER SHOULD INVESTIGATE, OR CAUSE TO BE INVESTIGATED, ALL INJURIES, ILLNESSES, EXPOSURES, AND FATALITIES INVOLVING HVFD MEMBER(S) AND ALL ACCIDENTS INVOLVING HVFD APPARATUS, EQUIPMENT OR FACILITIES. HE OR SHE SHOULD KEEP RECORDS OF ALL INVESTIGATIONS AND SHOULD DEVELOP AND SUBMIT CORRECTIVE RECOMMENDATIONS RESULTING FROM THESE INVESTIGATIONS TO THE FIRE CHIEF.
3. THE SAFETY OFFICER SHOULD IDENTIFY AND ANALYZE HEALTH AND SAFETY HAZARDS AND SHOULD DEVELOP CORRECTIVE ACTIONS TO DEAL WITH THESE HAZARDS.
4. THE SAFETY OFFICER SHOULD ENSURE THAT RECORDS ARE MAINTAINED ON:
 - A. FIRE DEPARTMENT SAFETY AND HEALTH POLICIES
 - B. PERIODIC INSPECTION AND SERVICE TESTING OF APPARATUS AND EQUIPMENT.
 - C. PERIODIC INSPECTION AND SERVICE TESTING OF PERSONAL SAFETY EQUIPMENT.
 - D. PERIODIC INSPECTION OF DEPARTMENT AUTHORIZED PERSONAL PURCHASED SAFETY EQUIPMENT
5. THE SAFETY OFFICER SHOULD MAINTAIN RECORDS OF ALL RECOMMENDATIONS MADE AND ACTIONS TAKEN TO IMPLEMENT OR CORRECT SAFETY AND HEALTH HAZARDS OR UNSAFE PRACTICES.
6. THE SAFETY OFFICER SHOULD MAINTAIN RECORDS OF ALL MEASURES TAKEN TO IMPLEMENT SAFETY AND HEALTH PROCEDURES AND ACCIDENT PREVENTION METHODS.
7. THE SAFETY OFFICER SHOULD DEVELOP AND MANAGE AN ACCIDENT PREVENTION PROGRAM.
8. THE SAFETY OFFICER SHOULD ISSUE A REPORT TO THE FIRE CHIEF IMMEDIATELY FOLLOWING HVFD ACCIDENTS, INJURIES, ILLNESSES, DEATH AND EXPOSURES AND INSPECTIONS.

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: 303.00 PAGE 6 OF 8 DATE EFFECTIVE: 7/6/16		
NAME: Safety Officer Procedures		SUPERSEDES: N/A		
		Membership Approval Date	7/6/2016	Revision No.
				0

9. THE SAFETY OFFICER SHOULD REVIEW SPECIFICATIONS FOR NEW APPARATUS, EQUIPMENT, PROTECTIVE CLOTHING AND PROTECTIVE EQUIPMENT FOR COMPLIANCE WITH APPLICABLE SAFETY STANDARDS.
10. THE SAFETY OFFICER SHOULD ASSIST AND MAKE RECOMMENDATIONS REGARDING THE TESTING OF NEW EQUIPMENT.
11. THE SAFETY OFFICER SHOULD ASSIST AND MAKE RECOMMENDATIONS REGARDING THE SERVICE TESTING OF EXISTING FIRE DEPARTMENT APPARATUS AND EQUIPMENT TO DETERMINE ITS SUITABILITY FOR CONTINUED SERVICE.
12. THE SAFETY OFFICER SHOULD DEVELOP, IMPLEMENT AND MAINTAIN A PROTECTIVE CLOTHING AND PROTECTIVE EQUIPMENT PROGRAM. HE OR SHE SHOULD PROVIDE CRITERIA FOR PERIODIC INSPECTION AND EVALUATION OF ALL PROTECTIVE CLOTHING AND EQUIPMENT TO DETERMINE ITS SUITABILITY FOR CONTINUED SERVICES AND REPORT RECOMMENDATIONS TO THE FIRE CHIEF.
13. THE FUNCTIONS OF THE SAFETY OFFICER AT A HVFD EMERGENCY INCIDENT SHOULD BE INTEGRATED WITH THE COMMAND STRUCTURE. THE SAFETY OFFICER SHOULD REPORT TO THE INCIDENT COMMANDER AND, WHEN NECESSARY, THE SAFETY OFFICER SHOULD EXERCISE HIS OR HER AUTHORITY AS DEFINED BY THE CHIEF.
14. THE SAFETY OFFICER SHOULD BE INVOLVED IN THE PROCESS OF POST INCIDENT CRITIQUES IN ORDER TO REVIEW THE SAFETY FACTORS INVOLVED IN EMERGENCY INCIDENTS.
15. THE SAFETY OFFICER SHOULD BE CAPABLE OF IDENTIFYING CRITICAL INCIDENT STRESS AND MEMBERS AFFECTED BY CRITICAL INCIDENT STRESS. HE OR SHE SHOULD MAKE RECOMMENDATIONS TO THE CHIEF THAT CRITICAL INCIDENT STRESS DEBRIEFING BE CONDUCTED AS SOON AS POSSIBLE.
16. THE SAFETY OFFICER SHOULD ENSURE THAT TRAINING SAFETY PROCEDURES RELATING TO HVFD OPERATIONS AND FUNCTIONS IS PROVIDED TO HVFD MEMBERS. TRAINING SHOULD ADDRESS RECOMMENDATIONS ARISING FROM THE INVESTIGATION OF ACCIDENTS, INJURIES, ILLNESSES AND EXPOSURES AND THE OBSERVATION OF INCIDENT SCENE ACTIVITIES.
17. THE SAFETY OFFICER SHOULD PROVIDE SAFETY SUPERVISION AT ALL TRAINING ACTIVITIES, INCLUDING ALL LIVE BURN EXERCISES.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: 303.00 PAGE 7 OF 8 DATE EFFECTIVE: 7/6/16		
NAME: Safety Officer Procedures	SUPERSEDES: N/A		
Membership Approval Date	7/6/2016	Revision No.	0

18. THE SAFETY OFFICER SHOULD DEVELOP AND DISTRIBUTE SAFETY AND HEALTH RELATED MATERIALS FOR EDUCATION OF HVFD MEMBERS.
19. THE SAFETY OFFICER WILL CHAIR A SAFETY AND HEALTH COMMITTEE TO BE COMPOSED OF EQUAL NUMBER OF FIRE OFFICERS AND FIREFIGHTERS. THE SAFETY OFFICER, FIRE PREVENTION OFFICER AND EMS OFFICER SHALL BE STANDING MEMBERS ON THE SAFETY AND HEALTH COMMITTEE.
20. THE SAFETY AND HEALTH COMMITTEE IS REQUIRED TO MEET A MINIMUM OF ONCE A QUARTER (THREE MONTHS). HOWEVER, COMMITTEE MEETINGS SHOULD BE HELD AS OFTEN AS NECESSARY.
21. THE SAFETY OFFICER, ALONG WITH THE HEALTH COMMITTEE, SHOULD INSPECT ALL HVFD FACILITIES AT LEAST QUARTERLY. INSPECTIONS SHOULD BE DOCUMENTED AND RECORDS KEPT. ONE COPY OF THE INSPECTION FORM WILL GO TO THE FIRE CHIEF.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: 303.00 PAGE 8 OF 8 DATE EFFECTIVE: 7/6/16		
NAME: Safety Officer Procedures	SUPERSEDES: N/A		
Membership Approval Date	7/6/2016	Revision No.	0

SUBJECT: SAFETY GUIDELINES (SAFETY OFFICER) AUTHORITY OF SAFETY OFFICER

1. THE SAFETY OFFICER SHOULD HAVE THE RESPONSIBILITY TO IDENTIFY, MONITOR AND CAUSE CORRECTION OF HEALTH AND SAFETY HAZARDS.
2. THE SAFETY OFFICER SHOULD HAVE THE AUTHORITY TO CAUSE IMMEDIATE ACTION OF THE CORRECTION OF ANY HEALTH AND SAFETY HAZARD.
3. AT AN EMERGENCY INCIDENT, WHEN ACTIVITIES ARE JUDGED BY THE SAFETY OFFICER TO BE UNSAFE AND TO INVOLVE AN IMMINENT HAZARD, THE SAFETY OFFICER SHOULD HAVE THE AUTHORITY TO ALTER, SUSPEND OR TERMINATE THOSE ACTIVITIES. THE SAFETY OFFICER SHOULD IMMEDIATELY INFORM THE INCIDENT COMMANDER OF ANY ACTIONS TAKEN TO CORRECT IMMINENT HAZARDS AT AN EMERGENCY SCENE.
4. WHEN NON – IMMINENT HAZARDS IDENTIFIED AT AN EMERGENCY INCIDENT, THE SAFETY OFFICER SHOULD DEVELOP ACTIONS TO CORRECT THE SITUATION WITHIN THE ADMINISTRATIVE PROCESS OF THE FIRE DEPARTMENT. HE OR SHE SHOULD HAVE THE AUTHORITY TO BRING NOTICE OF SUCH HAZARDS TO THE FIRE CHIEF.
5. THE SAFETY OFFICER SHOULD SUBMIT RECOMMENDATIONS ON OCCUPATIONAL SAFETY AND HEALTH PROBLEMS TO THE FIRE CHIEF.
6. THE SAFETY OFFICER SHOULD PROVIDE INFORMATION AND ASSISTANCE TO OFFICERS AND FIREFIGHTERS IN SURVEYING FIRE DISTRICT NO. 3 TO IDENTIFY AND REPORT SAFETY AND HEALTH HAZARDS THAT COULD HAVE ADVERSE EFFECTS ON HAHNVILLE VOLUNTEER FIRE DEPARTMENT OPERATIONS.
7. THE SAFETY OFFICER SHOULD MAINTAIN A LIAISON WITH HAHNVILLE VOLUNTEER FIRE DEPARTMENT OFFICERS REGARDING RECOMMENDED CHANGES IN EQUIPMENT, PROCEDURES AND RECOMMENDED METHODS TO ELIMINATE UNSAFE PRACTICES AND REDUCE EXISTING HAZARDOUS CONDITIONS.
8. THE SAFETY OFFICER SHOULD MAINTAIN A LIAISON WITH EQUIPMENT MANUFACTURERS, STANDARDS - MAKING ORGANIZATIONS, REGULATORY AGENCIES AND SAFETY SPECIALISTS OUTSIDE THE HAHNVILLE VOLUNTEER FIRE DEPARTMENT, REGARDING RECOMMENDED CHANGES IN EQUIPMENT AND PROCEDURES AND RECOMMENDED METHODS TO ELIMINATE UNSAFE PRACTICES AND REDUCE EXISTING HAZARDOUS CONDITIONS.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 400.00

EMS – Medical Calls and Fire Ground Injuries

Purpose: To define the policy for medical incidents involving the department.

- 1) The injured person, if in immediate danger due to surrounding, will be moved to a safe location using the knowledge of fire fighters present at scene. If a member of the Medical Squad is available the patient will be turned over to the squad for emergency treatment, stabilization and packaging for transfer to medical facility. If no squad member is available; the fire fighters will do what they can until medical attention can arrive, providing they do not exceed their level of training on file with the Hahnville VFD.**
- 2) The Incident commander shall be notified of the person injured, incident leading to injury if known and extent of injuries.**
- 3) Command shall request an ambulance to be dispatched if not already on scene**
- 4) Once the ambulance arrives on scene, they will take control of the patient treatment with assistance from medical squad if needed.**
- 5) If the patient is a fire fighter, the medical squad member or a fire fighter will either follow or accompany the injured to the hospital and keep Command abreast of the injured fire fighters condition.**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 450.00

Medical Squad

OBJECTIVE

Provide medical assistance, as requested, to the residences of Fire Protection District #3.

Provide medical assistance to Fire fighters, as requested, by Incident Command.

Leadership

**Under direction of the elected medical officer
(Internal QA, Interface with Medical Director, Maintenance, Operation &
Repair of Equipment, Record Keeping, Interface with State EMS)**

Report to Fire Chief

Squad Membership

Members meeting the requirement of the Louisiana Bureau of EMS and up-to-date Emergency Medical Responder certification.

Squad Members Training Requirements

**State Required Training
American Heart CPR OR Equilvant**

AED

Hahnville Volunteer Fire Department Standard Operating Guidelines

Department Required Training

Blood Borne Pathogens

Patient confidentiality

Obtain & Maintain First Responder Certification

Skills review on AED every 6 months

Response

Respond as request by Fire Dispatch for Medical Assistance through paging system.

Respond with Rescue Truck.

No transports allowed in personal vehicles or fire department equipment.

Responsible for retrieval of equipment utilized on patient.

Squad responsible for making call of additional assistance if needed.

Additional Responsibilities

Restocking / reordering of expendable items used.

Cleaning & disaffecting of all equipment used.

Completion of reports for State EMS & Fire Department as required including downloading of data from AED data chip.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 450.10

Medical Squad Protocols

THE FOLLOWING GUIDELINES IS FOR USE BY THE
FOLLOWING MEMBERS OF THE ST CHARLES PARISH
FIREMAN ASSOCIATION CONSISTING OF THE
FOLLOWING FIRE DEPARTMENTS:

KILLONA VOLUNTEER FIRE DEPARTMENT
LULING VOLUNTEER FIRE DEPARTMENT
HAHNVILLE VOLUNTEER FIRE DEPARTMENT
NORCO VOLUNTEER FIRE DEPARTMENT
ST ROSE VOLUNTEER FIRE DEPARTMENT
PARADIS VOLUNTEER FIRE DEPARTMENT
DES ALLEMANDS VOLUNTEER FIRE DEPARTMENT
EAST ST CHARLES VOLUNTEER FIRE DEPARTMENT
BAYOU GAUCHE VOLUNTEER FIRE DEPARTMENT

CRAIG PETIT ASSOCIATION PRESIDENT

DATE

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Table Of Contents

St Charles Parish Fireman Association Guidelines	01
General Treatment Protocol	02
Respiratory Distress Protocol	03
Severe Anaphylaxis Protocol	04
Unconscious or Altered Mental Status Protocol	05
CHF & Symptomatic Hypertension Protocol	06
Acute Myocardial Infarction Protocol	07
Seizure Protocol	08
Hypovolemic Shock Protocol	09
Burn Protocol	10
Poisoning Protocol	11
Trauma Protocol	12
AED Protocol	13

ST CHARLES PARISH FIREMAN'S ASSOCIATION **STANDARD OPERATING GUIDELINES**

1. The following guidelines are to be used by the NREMT's as Protocols for the treatment of patients by members of the St Charles Parish Fireman's Association in St. Charles Parish. The intent of these protocols are not to be used as standing orders but will follow the standard etiology of the injuries / illnesses contained in these protocols.
2. It is the goal of this department to provide the highest quality of care to all patients. In this regard, all patients shall receive the level that is required. The highest level medic shall ultimately be responsible for the patients care.
3. The medics of St Charles Parish Fireman's Association will be responsible for obtaining adequate patient rapport, implementing patient care set by the protocols, insuring patient confidentiality and relaying the patient information to the proper higher ranking health care providers upon their arrival. The senior first responder EMT Basic will be responsible for completing an accurate patient report, maintaining patient confidentiality and turning in the paperwork to the EMS officer or fire chief of your department
EMS officer who will intern review and keep the records on file.
4. All medical calls are to be handled at a minimum of a code 2 response. Once a medic arrives on scene it is the responsibility of that individual to determine the code at which other personnel are to respond.
5. First Responders will be required to follow their level of training obtained in their class. At no time will the first responder be allowed to operate as a NREMT Basic or outside their scope of practice.

GENERAL TREATMENT PROTOCOL

It is the purpose of this protocol to allow for the continuing care for all patients treated by the St Charles Parish Fireman's Association Medical Team

1. Always do a scenes survey, assessing for safety hazards to you or to your patient.
2. Initial assessment.
 - General impression
 - Level of responsiveness
 - ABC's
 - Treat life-threatening injuries
 - Patient priority
3. Focused examination
 - Base line vitals
 1. Repeat vitals every 5 min. for unstable patient and every 15 min. for stable patients
 - SAMPLE history
 - Determine either focused physical exam or rapid trauma assessment
 2. Focused physical exam/ OPQRST
 3. Rapid trauma assessment/ D-CAP-BTLS
4. Ongoing assessment
 - Repeat initial assessment
 - Repeat vitals as per patient's condition
 - Reassess any interventions
 - Deliver patient report for transfer of patient care to
 - proper higher ranking health care providers/ EMS

RESPIRATORY DISTRESS PROTOCOL

The following is the recommended treatment for all patients presenting with respiratory distress:

Treatment

1. Initial assessment
2. Administer oxygen
3. For asthma patients the EMT may assist the patient with up to three doses of their prescribed inhaler
4. Focused examination
5. Ongoing assessment

SEVERE ANAPHYLAXIS PROTOCOL

This is the recommended treatment for patients that present with respiratory distress and urticaria due to an allergic reaction and is presenting with some or all of the following:

1. Dysphagia
2. Chest tightness
3. Hypotension
4. Pruritis

Treatment

1. Initial assessment
2. Administer oxygen
3. Focused examination
4. The EMT Basic may assist the patient with their prescribed Epi-Pen
5. Ongoing assessment

UNCONSCIOUS OR Altered Mental Status PROTOCOL

All patients that present with unconscious or altered mental status should be treated as follows:

Treatment

1. Initial assessment
2. Administer oxygen
3. Focused examination
4. Detailed assessment investigating possible causes of mental status change
5. Check blood sugar
6. If trauma is suspected maintain cervical spine immobilization and secure the patient to the LSB with appropriate cervical collar
7. Maintain the patient's airway at all times
8. Ongoing assessment

CHF & SYMPTOMATIC HYPERTENSION PROTOCOL

For patients presenting with **symptomatic** hypertension with a diastolic over 120mmhg and/or CHF, the treatment is as follows:

Treatment

1. Initial assessment
2. Administer oxygen
3. Focused examination
4. If patient is presenting with chest pains, the EMT Basic may assist the patient with their prescribed nitroglycerin
5. Ongoing assessment

ACUTE MYOCARDIAL INFARCTION PROTOCOL

The following protocol is for all patients presenting with signs / symptoms consistent with a myocardial infarction, ie:

- Heavy retrosternal chest discomfort or aching discomfort to their arm, jaw, neck, back, or shoulder
- Nausea, vomiting, diaphoresis
- Epigastric discomfort
- Acute onset of dyspnea

Treatment

1. Initial assessment
2. Administer oxygen
3. Focused examination
4. If the patient is experiencing any discomfort, and is not **hypotensive** the EMT may assist the patient with one of their nitroglycerin tablets (1/150gr.) sublingual every five minutes and titrate to termination of discomfort or a maximum of three doses. Monitor BP every five minutes.
5. Ongoing assessment

SEIZURE PROTOCOL

If a patient present with active seizure activity or in a postictal state the treatment is as follows:

Treatment

1. Initial assessment
2. Maintain airway
3. Administer oxygen
4. Protect the patient from injury, treat trauma as soon as possible
5. Focused examination
6. Ongoing assessment

HYPOVOLEMIC SHOCK PROTOCOL

The following should be done for the symptomatic hypovolemic patient. It is the purpose of this protocol to adhere to the guidelines of BTLS.

Treatment

1. Initial assessment
2. Administer oxygen
3. Control any major hemorrhage including treatment of open chest wounds
4. If mechanism of injury indicates, secure the patient to the LSB
5. Keep the patient covered to prevent any heat loss
6. If systolic BP drops below 100mmhg and no trauma is suspected elevate patient's lower extremities, if trauma is evident and the patient is on the LSB elevate the lower portion of the spine board once the patient is immobilized
7. Focused examination
8. Ongoing assessment

BURN PROTOCOL

The following protocol is for all burn patients:

Treatment

1. Initial assessment
2. Maintain airway
3. Administer oxygen
4. Apply dressing as follows:
 - Dry Dressings
 1. 1st degree open / closed
 2. 2nd degree closed
 - Saline Soaked Sterile Dressings
 1. 2nd degree / opened
 2. 3rd degree open / closed
5. Focused examination
6. Ongoing assessment

POISONING PROTOCOL

For all patients presenting with possible poisoning

Treatment

1. Initial assessment
2. Maintain patients airway
3. If determined necessary administer oxygen
4. Focused examination
5. Obtain information on the substance or substances in question associated with the poisoning
6. If necessary contact the Poison Control Hotline at 1-800-256-9822
7. Ongoing assessment

TRAUMA PROTOCOL

For all patients associated with trauma related injuries:

Treatment

1. Initial assessment
2. Administer oxygen
3. For patients requiring spinal immobilization from a seated position the Kendrick Extrication Device (KED) may be used by the NREMT Basic. Once the patient is extricated from the sitting position the patient must then be put and secured to the LSB if applicable.
4. A traction splint may be used by the NREMT Basic for patients with mid-shaft femur fractures, as long as, there are no contraindications associated with the patient's injuries.
5. For patients requiring treatment for bleeding wounds and shock treat all life threatening arterial bleeds first. Cover wound with direct pressure, elevate, and if necessary use proximal pressure point. Bandage with a pressured dressing. Cover the patient to prevent heat loss. Elevate lower extremities if the patient's systolic blood pressure is less than 100mmhg.
6. Focused examination
7. Ongoing assessment

AUTOMATED EXTERNAL DEFIBULATOR (AED) PROTOCOLS

This protocol is designed for the use of the AED in the event of cardiac arrest

Treatment

1. Initial assessment
2. If the patient is unconscious pulseless, and or apenic initiate CPR until the AED is assessable
3. Administer CPR and deliver shocks via the AED as per American Heart Association CPR and Heartsaver guidelines
4. Intubate with Combitube, or King's tube when necessary
5. Focused examination
6. Ongoing assessment

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 501.00

Tactical Guidelines – Apparatus Placement

Fire fighters operate with a natural inclination to drive apparatus as close to the fire as possible. This often results in positioning of apparatus that is both dysfunctional and dangerous. The placement of all apparatus on the fire ground should be a reflection on the following:

- **Guidelines for first arriving company**
- **Staging procedure**
- **Direct order fro command**
- **Conscious decision on the part of the driver operator based on existing or predictable conditions**

Effective apparatus placement must begin with the arrival of the first units. The placement of the initial arriving engine, and rescue should be based upon initial size-up and general conditions upon arrival. First arriving companies should place themselves to maximum advantage and go to work; later arriving units should be placed in a manner that builds on the initial plan and allows for expansion of the operation.

Avoid “belly to butt” placement on the fire ground. Do not drive all fire apparatus directly to the fire. Later arriving companies should stage a minimum of one block short of the immediate fire area, and remain uncommitted until ordered into action by Command. Company officers should select staged positions with a maximum of tactical options.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

In large, complex and lengthy fire ground operations additional companies should be staged consistent with level 2 staging procedure. Under these procedures, Command communicates directly with the staging officer for the additional resources required on the fire ground.

Command must maintain awareness that access provides tactical options and that the immediate fire area can quickly become congested with apparatus. The officer must regard apparatus on the fire ground into two categories:

- ❖ Apparatus that is working**
- ❖ Apparatus that is parked (Parked and out of the way – should be in staging area)**

Maintain an access lane down the center of the street when ever possible.

Think of fire apparatus as an expensive exposure: Position working apparatus in a manner that considers extent and location of the fire and a pessimistic evaluation of fire spread and building failure. Anticipate the heat which may be released with a structural collapse. Apparatus should generally be positioned at least 30 feet away from involved building even when nothing showing. Greater distances are indicated in many situations.

Beware of putting fire apparatus in places where it cannot be repositioned easily and quickly – particularly operations positions with only one way in and out (Ex.) yards, alleys, driveways, etc.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Beware of overhead power lines when positioning apparatus. Do not park where lines may fall.

If apparatus does become endangered, operate lines between it and the fire while you reposition it. When you move it -move it to a position that is safe. It is dysfunctional to move an apparatus several times through out the progress of the fire.

Take maximum advantage of good operating positions and “build” the capability of units assigned to these effective positions. The initial arriving pumpers should be placed in “key” positions. These positions should offer maximum fire attack access to the fire area and be supplied with large diameter pump supplied lines as quickly as possible. Subsequent arriving companies can operate the hose lines from these apparatus. Place the “key” companies first – before later arriving units block access.

Key tactical positions should be identified and engines placed in those locations with strong water supply. The water supply should be at least one pumped line to an engine on a hydrant or porta-pond(drafting). When high volume is indicated, two pumped supplied lines should be provided. The forward engine can distribute the water supply to a variety of hand lines, master streams, or devices.

Take full advantage of hydrants close to the fire before laying additional supply lines to distant hydrants.

A pumper hooked close to the fire can usually supply two “forward” pumpers in attack position.

Secondary hydrants should be used to obtain additional water supply if the demand exceeds the capability of the closest

Hahnville Volunteer Fire Department

Standard Operating Guidelines

hydrant. Draft operations necessitate increase awareness and placement of apparatus.

Take advantage of the equipment on apparatus already in the fire area instead of bringing in more apparatus. Connect extra lines to pumps which already have good supply lines instead of making “daisy chain” supply line connections.

Do not hook up to hydrants near the fire building where structural failure or fire extension will jeopardize the apparatus.

Fire hose soon limits the general access as the fire ground operations get older. Command and sector officers must direct apparatus to important positions as early as possible. Lines should be laid with attention to access. Try to lay lines on the same side of the street as the hydrant and cross over near the fire.

Spot the Command Post in a manner that will allow maximum visibility of the fire building and surrounding area and the general effect of the companies operating on the fire. Command position should be easily and logical to find and should not restrict the movement of other apparatus.

Rescue units should be spotted in a safe position that provide the most effective treatment of fire victims and fire fighting personnel, while not blocking movement of other apparatus or interfering with fire fighting operations.

Rescue units must also provide ambulance access to the treatment area for situations involving patient transportation.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 502.00

Tactical Guidelines – When to Summon Additional Resources

The decision required providing for adequate resources are an important factor in effective fire ground management. Command must balance the tactical problems with the resources required to handle those problems and stay ahead of the situation through effective forecasting. Beware of “crisis Management”: Situation grows at a rate faster than the response rate to that situation – Command end up with an out of control situation and inadequate resources to control it.

Many times command will reach a point where command begins to debate whether to call additional resources or not – in such cases call for it. If the extra resources in not needed, it can easily be put back in service.

When to call for additional resources:

- **If any situations are anticipated as described below, additional resources should be called immediately.**
- **Actual or potential fire situations exist and the life hazard exceeds the rescue capabilities of initial alarm companies.**
- **The number, location and condition of actual victims exceeds the rescue / removal/ treatment capabilities of companies.**
- **An actual or potential fire situation exists and the property protection demand (both internal and external) exceeds the fire control capabilities of initial alarm companies.**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

- **Fire conditions become more severe or the situation deteriorates significantly**
- **All companies have been committed and the situation is not controlled**
- **Forces are depleted due to exhaustion or injury or are trapped or missing; Command must forecast the effect the fire will have on personnel and provide for the support of such personnel in advance.**
- **Command runs out of some resources (men, water, equipment, command, etc.)**
- **There is evidence of significant fire but companies are unable to determine the location and extent**
- **The commitment of companies is not effective**
- **Companies cannot effectively perform early salvage operations**
- **Situation becomes so widespread / complex that Command can no longer effectively “cope” – the situation requires large command organization and more sector functions.**
- **Command instinctively feels the need to summon additional resources – (Don’t disregard fire ground hunches)**

It is the continuing responsibility and function of command to determine the resources required to control the situation and to provide for timely call for additional resources required. The early call for additional resources will tend to consistently save the day.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Command must be aware of both capability and response time of additional resources and effectively integrate these facts into calls for additional resources.

Some tactical situations move slowly, while some move very quickly. Command must call for additional resources at a rate that stays ahead of the incident. Some situations require the categorical call for additional alarms or upgrading and assignment upon knowledge of particular characteristics or conditions; in other situations, command will initiate some fire control activities, ask for reports and, based upon receipt of bad news, will call for additional resources.

When calling for additional resources, command must build a corresponding command organization – structure to manage that additional resource. Command can not encounter a big fire situation, call additional resources, and then expect to efficiently manage the additional resource in a single command mode.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 503.00

Tactical Guidelines –Fire Ground Factors

Fire ground factors offer a standard list of basic items command must consider in the evaluation of tactical situations. This list should provide command with a “checklist” of the basic items that are involved in size-up, decision making, initiating action, review, and revision of the fire ground.

The effective command officers can only deal with a limited number of factors of any kind on the fire ground. Within the framework of that limitation, the identification of critical factors is extremely important. All the factors are not critical fire ground factors that are not critical in any one tactical situation. Command must identify the critical fire ground factors that are significant in each tactical situation – the list of factors offers a framework for that process.

Many times we begin operations before adequately considering the critical fire ground factors. Size-up is a conscious process involving the very rapid but deliberate consideration of the critical factors and the development of a rational plan of attack based on those conditions. Attack is many times an instinctive action-oriented process that involves taking the shortest and quickest route directly to the fire. Action feels good in fire ground situations while thinking delays action. Beware of non-thinking attack situations and non-thinking attackers! Sensual fire fighting is dangerous fire fighting.

Fire ground factors represent an array of items that are dynamic during the entire fire ground process. The relative importance of each factor necessarily changes throughout that time frame. Command must continually deal with these changes

Hahnville Volunteer Fire Department

Standard Operating Guidelines

and base decisions on factor information that is timely and current. Beware of developing an initial plan of attack and sticking to that same initial plan throughout then fire, even though conditions continue to change. Effective fire operations require attack plan revisions that continually reconsider fire ground factors based upon information feedback.

In critical fire situations, Command may develop an initial plan for initial attack based on incomplete evaluation of fire ground factors. In such cases, efforts must continue throughout the operation to improve the information on which those decisions are based. Command will seldom operate with complete information during initial operations.

The effective management of each fire ground factor requires Command to apply a somewhat different form of information management (vision, recon, preplan) to each factor. This is particularly true between the major categories of factors. Command must deal with each factor in the most effective manner.

Most tactical situations represent a complex problem with regard to how command deals with fire ground factor information. There are factors that can be determined from a command position on the outside of the structure and other factors that can only be determined from other operating positions – both outside and inside the structure. Fire ground intelligence available to command is developed utilizing an overlapping variety of information management factors and forms. These forms of information management revolve around the three basic information factors:

A. Visual factors – These factors include those obvious to visual observation and those absorbed subconsciously. This visual information is categorized as the type that can normally be

Hahnville Volunteer Fire Department

Standard Operating Guidelines

gained by actually looking at a tactical situation from the outside. This form of intelligence involves the perceptive capability of command.

B. Reconnaissance Factors – These factors include information that is not visually available to Command from a position on the outside of a tactical situation and must be gained by actually sending someone to check-out, go-see, look-up, research, advise, call, go-find, etc.. This generally involves Command making a specific assignment and then receiving information – oriented report.

C. Preplanning and Familiarity Factors – These factors include the intelligence that is gained from formal pre-fire planning and general informal familiarization activities.

Such intelligence increases the information initially available to Command from outside of the tactical situation. This information provides command with intelligence that would otherwise have come from a reconnaissance report or might not be available.

The following are fire ground factors, which should be evaluated by Command as they pertain to each tactical situation. They can be obtained by using the above information management factors.

Building

- **Size**
- **Roof type (Bowstring, bar joist, etc.)**
- **Interior arrangement / access (stairs, halls, elevators)**
- **Construction type**
- **Age**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

- **Condition – faults / weaknesses**
- **Value**
- **Compartmentation / Separation**
- **Vertical –Horizontal opening, shafts, channels**
- **Outside opening – doors and windows / degree of security**
- **Utility characteristics (Hazards / controls)**
- **Concealed Spaces / Attic characteristics**
- **Exterior Access**
- **Effect the fire has had on then structure (at this point)**
- **Time projection on continuing fire effect on building**

Fire

- **Size**
- **Extent (% of structure involved)**
- **Location**
- **Stage (Inception – flashover)**
- **Direction of Travel (Most dangerous)**
- **Time of involvement**
- **Type and Amount of Material involved – structure / interior / finish /contents / everything**
- **Type and amount of material left to burn**
- **Products of combustion liberation**

Occupancy

- **Specific occupancy**
- **Type-group (Business, public assembly, institutional, residential, hazardous, industrial, storage, school, etc.)**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

- **Value characteristics associated with occupancy**
- **Fire Load (size, Nature)**
- **Status (Open, closed, occupied, vacant, abandoned, under construction)**
- **Occupancy Associated characteristics / hazards**
- **Type of contents (Based on occupancy)**
- **Time – As it affects occupancy use**
- **Property conservation profile susceptibility of contents to damage**
- **Need for Salvage**

Life Hazard

- **Number of Occupants**
- **Location of occupants (in relation to the fire)**
- **Condition of Occupants (By virtue of fire exposure)**
- **Incapacities of Occupants**
- **Commitment required for search and rescue (men, equipment, & command)**
- **Fire Control required for search & rescue**
- **Needs for EMS**
- **Time estimate of fire effect on victims**
- **Exposure of spectators / control of spectators**
- **Hazards to fire personnel**
- **Access rescue forces have to victims**
- **Characteristics of escape routes / avenues (Type, safety, fire conditions, etc.)**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Arrangement

- **Access, arrangement & distance of external exposure**
- **Combustibility of exposures**
- **Access, arrangement & distance of internal exposures**
- **Severity and urgency of exposures (fire effect)**
- **Value of exposures**
- **Most dangerous direction – avenue of spread**
- **Time estimate of fire effect on exposures (Internal & External)**
- **Obstructions to operations**
- **Capability / limitations on apparatus movement and use**

Resources

- **Personnel and equipment on scene**
- **Personnel and equipment responding**
- **Personnel and equipment available in reserve or in staging**
- **Estimate of response time for additional resources**
- **Condition of personnel**
- **Capability & willingness of personnel**
- **Capability of command personnel**
- **Availability of hydrants**
- **Supplemental water sources**
- **Adequacy of water supply**
- **Built-in private fire protection (Sprinkler, standpipe, alarms)**
- **Outside agencies resource and response time**

Hahnville Volunteer Fire Department Standard Operating Guidelines

Other Factors / Conditions

- **Time of day / night**
- **Day of week**
- **Seasonal**
- **Special Hazards by virtue of holidays & special events**
- **Weather (wind, rain, heat, cold, humid, visibility)**
- **Traffic conditions**
- **Social conditions (strike, riot, mob, rock festival)**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 503.10

Tactical Guidelines – Tactical Priorities

Tactical priorities identify the four separate tactical functions that must be complete in order to stabilize any fire situation – These priorities also establish the order in which these basic fire ground functions must be performed.

These functions should be regarded as separate, yet interrelated, activities which must be dealt with in order. Command cannot proceed on to the next priority until the current function objective has been completed.

Basic tactical priorities are as follows:

- ✓ **Firefighter safety & survival**
- ✓ **Rescue**
- ✓ **Fire Control**
- ✓ **Property conservation**

***Firefighter Safety and Survival* – The use of S.O.G.'s and safety of assignments given to firefighters.**

***Rescue* – The activities required to protect occupants, remove those who are threatened and to treat the injured.**

***Fire Control* – The activities required to stop the forward progress of the fire and to bring the fire under control.**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Property Conservation – The activities required to stop or reduce additional loss to property.

The objectives of the four tactical priorities are reflected in the following benchmarks of completion:

- ❖ **Rescue – Primary search (“Primary search complete”)**
- ❖ **Fire Control – Under control**
- ❖ **Property Conservation – Loss stopped**

All three tactical priorities require somewhat different tactical approaches from both a command and an operational standpoint.

While command must satisfy the objective of each function in its priority order, command must, in many cases. Overlap and “mix” the activities of each to achieve the current benchmark. Notable examples are the frequent need to achieve interior tenability with active / extensive fire control efforts before getting on with primary search, or the need to initiate salvage operations while active fire control efforts are being extended.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Number: 503.20

Tactical Guidelines – Fire Control

It is the S.O.G. to attempt to stabilize fire conditions by extending whatever possible an aggressive well-placed and adequate offensive interior fire attack with whatever resource and action is required to reduce fire extension and to bring the fire under control.

A critical command decision (both initial and on-going) relates to the offensive / defensive mode of the situation:

- ❖ Offensive Strategy – Interior attack and related support directed at quickly bring the fire under control.
- ❖ Defensive Strategy – Exterior attack directed to first reduce fire extension and then to bring the fire under control.

Command must define Offensive v/ Defensive mode based on:

- Fire extent
- Structural conditions
- Ventilation profile
- Rescue ability of occupants
- Resources

Hahnville Volunteer Fire Department Standard Operating Guidelines

Basic Offensive plan:

- ❖ Take Command
- ❖ First line - fast, aggressive interior attack
- ❖ Provide support activities (ie. ventilation)
- ❖ Do primary search
- ❖ Second line - Back-up first line / cover opposite side
- ❖ Pump water
- ❖ Quickly evaluate and react

Basic Defensive Plan:

- ❖ Take Command
- ❖ Evaluate fire spread / write off lost property
- ❖ Identify key tactical positions
- ❖ Prioritize fire streams
- ❖ Provide big, well placed streams
- ❖ Pump water
- ❖ Quickly determine need for additional resources
- ❖ Surround & drown

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 503.21

Tactical Guidelines – Fire Control – Offensive Operations

Many times offensive / defensive conditions are clear cut and command can quickly determine the appropriate strategy. In other cases, the situation is marginal and command must initiate an offensive interior attack, while setting up defensive positions on the exterior. The effect on the interior attack must be evaluated and the attack abandoned if necessary. Mode changes can develop almost instantly or can take considerable time; command must be aware and responsive to such mode changes.

Command must consider the most dangerous direction and avenues of fire extension particularly as they affect rescue activities, confinement efforts, and exposure protection. Command must allocate resource based on this fire spread evaluation.

In some cases, the most effective tactical analysis involves an evaluation of what is not burning rather than what is actually on fire. The unburned portion of the structure represents where the fire is going and should establish the framework for fire control requirements.

Offensive fires should be fought from the interior- unburned side (interior capability is the principal offensive strategy factor).

Initial attack efforts must be directed toward supporting primary search the first attack line must go between the victims and the fire to protect avenues of escape.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Determine fire location and extent before starting fire operations (as far as possible). Do not operate fire streams into smoke.

Command must not lose sight of the very simple and basic fire ground reality that at some point the fire forces must engage and fight the fire. Command must structure whatever operations are required to put water on the fire. The rescue / fire control / extension / exposure / problem are solved in the majority of cases by a fast strong, well-placed attack.

Effective fire control requires that water is applied directly on the fire or directly in the fire area. (Fire streams can be bounced off roofs and operated into smoke all night and the fire will progress until it runs out of fuel.)

Command must establish an attack plan that overpowers the fire with actual water application.

Where fire involve concealed spaces (attics, ceiling areas, construction voids, etc.), it becomes very important that companies open-up and operate fire streams into such areas. Early identification and response to concealed -space fires can save the structure. Officers who hesitate to open up because they don't want to beat up the building may loose the structure.

Command must consider 7 sides (or sectors) of the fire: front, back, both sides, top, bottom, and interior.

Where the fire is sizable, establish a safe and remote position from which to begin operations - then move in on the fire.

Hahnville Volunteer Fire Department Standard Operating Guidelines

The basic variables relating to attack operations involve:

- ❖ Location / position of attack**
- ❖ Size of attack**
- ❖ Support functions**

Command develops an effective attack through the management of these factors.

Time becomes an extremely important factor with regard to attack operations. The bigger the attack, the longer it takes to get it going. The more attack is oriented to an interior position, the longer it takes. Command must balance and integrate size and position with fire conditions and resources.

Tactical realities many times require that pure placement principals are violated. Such violations generally relate to the factor of time vs. pure placement. When such principals are violated, command must implement back-up action to cover the "uncovered" area(s). Violation of placement principals must be a conscious decision.

Lacking direction, when fire is showing, companies will many times lay hose and put water on the fire utilizing the fastest, shortest methods everyone wants to go to the flame. This is referred to as the "candle moth syndrome."

An attack from the burning side generally will drive the fire, smoke and heat back into the building and drive the interior fire control forces out of the building.

The fastest application of water on a fire is generally from

Hahnville Volunteer Fire Department

Standard Operating Guidelines

the outside at the point where the fire is burning out; however, it is the very worst application point most of the time.

When fire is venting out of a building and not affecting exposures, let it burn out and advance an interior attack line from the unburned side since it is probably venting in the proper direction. It requires discipline on the part of attack forces to do so and not to submit to "candle moth" temptations. Command must develop and communicate a fire control plan of attack that first stops the forward progress of the fire and then brings the fire under control. In large complex fires, command will not immediately have adequate resources to accomplish all of the attack needs. Command must prioritize attack efforts, act as a resource allocator and determine the level of resources that will eventually be required. Accurate forecasting of conditions by command becomes critical during this initial evaluation process.

Command must make critical decisions that relate to cut-off points and must develop fire control strategy pessimistically. It takes a certain amount of time to "get water" and the fire continues to burn while the attack is being set up. Command must consider where the fire will be when attack efforts are ready to actually go into operation; if misjudged, the fire may burn past the attack (cut-off positions. Don't play "catch up "with a fire that is burning through a building: project your set-up time, write - off lost property and get ahead of the fire. Set up adequately and overpower it.

Don't put water into burned property, particularly where there is unburned property left to burn. Many times fire streams are directed into property that is already lost, often at the expense of exposed unburned property. Write-off property that is already lost and go on to protect exposed property based on the most dangerous direction of spread. Do not continue to operate in positions that are essentially lost.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 503.22

Tactical Guidelines – Fire Control – Defensive Operations

The decision to operate in a defensive mode indicates that the offensive attack strategy has been abandoned for reasons of personnel safety, and the involved structure has been conceded as lost (written off).

The announcement of a change to a defensive mode will be made as "emergency traffic" and all personnel will withdraw from the structure and maintain a safe perimeter. Crew officers will account for the safety of all personnel and advise command of evacuation completion.

Interior lines will be withdrawn (or abandoned if necessary) and repositioned when changing to a defensive mode. Lines should not be operated directly into doorways or windows but should be backed away to a position which will protect exposures.

All exposures, both immediate and anticipated, must be identified and covered. The first priority in defensive operations is to protect exposures.

The second priority may be to knock down the main body of the fire. This may assist in the protection of exposures but does not replace it as a first priority.

Master streams are generally the most effective tactic to be employed in defensive operations. For tactical purposes, a standard master stream flow of 750 gpm should be the guideline.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Adjustments may be made upward or downward from this figure but it is very significant in the initial deployment of master streams.

When the exposure is severe and water is limited, the most effective tactic is to put the water on the exposure.

Once exposure coverage is established, attention may be directed to knocking down the main body of fire and thermal-column cooling. The same principals of large volume procedures should be employed.

The completion of bringing the fire under control is reported utilizing the standard radio reporting terms: "fire under control". It is the responsibility of command to transmit this report. This time will be recorded by dispatch.

Fire under control means the forward progress of the fire has been stopped and the remaining fire can be extinguished with the on-scene resources; it does not mean the fire is completely out.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 503.31

Tactical Guidelines – Support Activities

Tactical support activities are those functions that assist active fire control and rescue operations. They generally include forcible entry, ventilation and the provision of access. Most confusion on the fire ground is the result of lack of such support functions and does not generally relate to a breakdown of basic water application activities. Command must cause these support functions to be completed in a timely and effective manner - he / she must support the end of the nozzle. We lose most often because of a lack of support, not a lack of water.

You ventilate a building principally for two reasons:

- ✓ To prevent mushrooming**
- ✓ To gain (and maintain) entry**

Vertical ventilation, as close to directly over the fire as possible, is the most effective form of ventilation in working interior fire situations.

The timing of ventilation becomes extremely important and must be coordinated with fire attack activities - ventilation should be provided in advance of attack lines. Portable radio communications between roof sector and command facilitate this interaction.

Fires will naturally burn out of holes in roofs, regardless if you cut the hole or if the fire does. If the fire burns through the roof (Defensive Ventilation), it will generally do so in the best

Hahnville Volunteer Fire Department

Standard Operating Guidelines

location - directly over the fire. If the roof sector cuts the roof, they must locate ventilation holes in a manner that will support rescue activities and fire confinement. If vent holes are cut in the wrong places, the fire will naturally be channeled to them and expand loss.

When you cut a hole in a roof, cut a big one.

We ventilate to alter interior conditions. The best operating position to determine if a building requires ventilation, along with location and timing of that ventilation, is the inside sector. Interior and roof forces must communicate in order to coordinate the effort effectively.

Do not operate hose lines, particularly elevated master streams, down ventilation holes. Be cautious of hoses lines to roofs - "candle moth" syndrome tends to overpower personnel operating on roofs when fire and smoke come out vent holes. Operate roof lines only for the purpose of protecting personnel and external exposures unless command orders a coordinated roof attack. Effective topside ventilation will tend to keep roofs intact longer and roofs condition necessary becomes extremely important to ventilation activities. If roof crews cannot get on the roof to ventilation because of advance fire, command had best begin to react in marginal offensive defensive terms. Hose lines crews can probably get inside and stay inside longer than ladder crews can stay on the roof. Axiom: it is better to abandon the building a bit too soon rather than a bit too late.

Forcible entry involves a trade-off in time versus damage; the faster you force - the more damage you do. The more critical the fire, the fire is progressing and you must go in and attack from the unburned side, don't waste time trying to pick the locks - bash the doors.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

The provision of access many times will determine if the fire is cut off and extinguished or not. These access-oriented activities generally involve pulling ceiling, opening up concealed spaces and voids, and the activities required to get fire attack efforts in to operate on hidden fire. Such operations beat up the fire building and must be done in a timely, well-placed manner. In such cases, do not hesitate - if you size up fire working inside a concealed space, get ahead of it, open and cut it off.

Beware of the premature opening of doors, holes, access efforts, etc. Before lines are placed and crews ready to go inside. Good timing requires effective communications between engine and command.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 503.32

Tactical Operations – Property **Conservation**

It is standard procedure to commit whatever fire ground resource is required to reduce property loss to an absolute minimum. Activities relating to effective property conservation require the same early and on-going command functions and aggressive action as both rescue and fire control. All members are expected to perform in a manner that continually reduces loss during fire operations.

When a fire is out, shut down the fire streams. Early recognition that the forward progress of the fire has been stopped is an important element in reducing loss. The earlier the salvage operations begin, the smaller the loss.

When basic fire control has been achieved, command must commit and direct companies to "stop loss" activities. These activities generally include:

- Evaluating damage to overall fire area.**
- Evaluating the salvage value of various areas.**
- Forecasting the personnel and equipment that will be required.**
- Committing the required companies to salvage operations.**
- Reducing hose lines from fire control functions to salvage functions.**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

In cases where there is an overlapping need for both fire control and salvage to be performed simultaneously and where initial companies are involved in fire fighting while salvage remains undone, request additional resources and commit the additional companies to salvage functions.

Commit the same emphasis and sector command to property conservation activities as were devoted to rescue and fire control.

Be aware that personnel involved in rescue and fire control operations are generally fatigued by the time property conservation functions must be undertaken - this can result in injuries and substandard work. Evaluate the condition of personnel and replace them with fresh troops if needed.

Early adequate fire ground lighting; both interior and exterior lighting can be advantageous in assisting in property conservation. Be cautious of hoses lines to roofs - "candle moth" syndrome tends to overpower personnel operating on roofs when fire and smoke come out vent holes. Operate roof lines only for the purpose of protecting personnel and external exposures unless command orders a coordinated roof attack. Effective top side ventilation will tend to keep roofs intact longer and roofs condition necessary becomes extremely important to ventilation activities. If roof crews cannot get on the roof to ventilation because of advance fire, command had best begin to react in marginal offensive / defensive terms. Hose lines crew's can probably get inside and stay inside longer than ladder crews can stay on the roof. Axiom: it is better to abandon the building a bit too soon rather than a bit too late.

Forcible entry involves a trade-off in time versus damage; the faster you force - the more damage you do. The more critical the fire, the fire is progressing and you must go in and attack from the unburned side, don't waste time trying to pick the locks -

Hahnville Volunteer Fire Department

Standard Operating Guidelines

bash the doors.

Combined with early aggressive ventilation, reduces fire loss and increased safety.

The provision of salvage functions must be integrated into the cause determination phase and secondary search. When fire control becomes stable, withdraw fire control companies and let the fire investigators develop a plan. Beware of personnel who want to quickly shovel out the evidence with the debris.

Much of the property conservation profile of a building can be identified during pre-fire planning activities. Command must consider this profile in developing and extending a plan of attack.

When a situation makes complete and final overhaul and salvage difficult, command may assign personnel to provide a fire watch over the affected property. The basic responsibility of a fire watch is to guard against rekindles and to maintain property protection. As an alternative, command may direct units to return to the scene periodically to check on conditions.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

NUMBER 503.33

TACTICAL OPERATIONS - FIRE STREAM MANAGEMENT

The following items represent an index of the Tactical effectiveness of hose line:

- ❖ Size**
- ❖ Placement**
- ❖ Speed**
- ❖ Mobility**
- ❖ Supply**

These factors also represent the options involved in fire stream management.

Basic Hose Line Placement

When in the offensive attack mode, hose lines should be advanced inside the fire building in order to control access to halls, stairways, or other vertical and horizontal channels through which people and fire may travel.

- The fire stream is placed between the fire and persons endangered by it.**
- When no life is endangered, the first stream is placed between the fire and the most severe exposure.**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

- **Second line is taken to secondary means of egress (always bear in mind the presence of personnel operating in opposing positions).**
- **Additional lines cover other critical areas.**
- **Whenever possible, position hose lines in a manner and direction that supports rescue activities, begins confinement, and protects exposures.**

It is the responsibility of the pump operator to assure the engine is provided with its own uninterrupted, adequate supply of water. "Provided" in this case does not mean he / she must necessarily lay the line or that they must pump it. It is their responsibility to get water into their pump, by whatever means that are appropriate. If there is any doubt, lay your own line or establish a draft operation.

Hose line judgments generally involve the trade-off of time verses pure tactical placement; if a tactical placement principle is violated, back-up action must be taken.

Use the size of hose line that will eventually be required from the beginning; if you need a big line provide it from the onset. If there is any doubt from the beginning, go to the next larger size hose line. If a small line is used for a fast attack, consider backing it up with a larger line.

When you make a decision on what size fire stream to apply, select the size that is actually required. Beware of automatically going for the size you most often use or the size that is fastest/easiest - we trend to rely on one size fire stream and hose size.

When you change commitment from offensive to defensive

Hahnville Volunteer Fire Department

Standard Operating Guidelines

mode and pull hand lines out of the fire building, do not continue to operate them as hand lines convert them to exterior master streams. Give priority to water supply and application. The operating positions of such streams must also be evaluated - do not continue to operate into burned property.

Fire control forces must consider the characteristics of fire streams:

Choose the proper nozzle and stream for the task.

- **Solid stream: More penetration, reach, and striking power. Less steam conversion**
- **Fog: More gross heat absorption / expansion. Shorter reach**
- **1 3/4" lines: speed, mobility and variable volume, depending on pump pressure with automatic nozzle.**
- **2 1/2" lines: higher volume for knockdown. Slow / difficult to move**
- **Master Stream: mostly stationary, slow to set up - maximum water.**

Offensive attack activities must be highly mobile - as their movement slows down, they necessarily become more defensive in nature and effect. Many times effective offensive operations are referred to as "aggressive".

Offensive attack positions should achieve an effect on the fire quickly consequently, back-up judgments should also be developed quickly. If you apply water to an offensive attack position and the fire does not go out - react!!

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Back it up or re-deploy.

Beware of hose lines that have been operated in the same place for long periods. Fire conditions change during the course of the fire operations (most things will only burn for a limited time) and the effect of hose line operation must be continually evaluated. If the operation of such lines become ineffective, move adjust, or redeploy them.

Beware of the limitations of operating nozzles through holes. The mobility of such streams is necessarily limited and it is generally difficult to evaluate their effectiveness. Sometimes you must breach walls, floors, etc., to operate realize the limitations of such situations.

Consider that hose lines pump as much air as they pump water (particularly fog streams). Think of them as fans when making line placement judgments and use the fan characteristics in a manner that provides for confinement and reduce loss.

If you commit attack crews to inside operations, do not operate exterior streams into the same building - particularly elevated streams. Do not combine interior and exterior attacks in the same building. It may be necessary to coordinate pulling crews out of the building while an exterior heavy streams knockdown in made. Know when to shut down nozzles - many times continuing operations of large streams prevent entry and complete extinguishment. Do not operate fire streams into smoke - fire location must be determined before water can be effectively applied.

If an exterior stream is used, use a big one. Straight bore

Hahnville Volunteer Fire Department

Standard Operating Guidelines

tips provide better penetration for heavy streams.

Companies operating hand lines should not engage in laying any more hose. They are required to operate their own lines.

The more pumped water, the higher the overall attack capability.

Maintain control of key water supplies - be certain that pumpers are assigned to such key water supplies to provide most effective fire stream operation. Beware of numerous unpumped supply lines instead of fewer pumper lines.

Have attack lines ready during forced entry operations. Attack crews should be fully protected and supervised before forcible entry is effected.

Company officers must assume responsibility for the effectiveness of their fire streams. Such officers must maintain an awareness of where fire streams are going, their effectiveness and then report the general operational characteristics back to the sector officer or command. Company officers must be aware that nozzle diameter adjustment or nozzle tip reduction may be necessary in order to provide an effective stream.

Elevated master streams are particularly useful and effective when operated on large open-type fires. A good rule is that you have written off the building (or a portion) when you initiate elevated master stream operations and you are essentially in a defensive mode. Ground crews should be advised before ladder pipes go into operation. Elevated master streams are available through mutual aid.

Do not apply water to the outside of a roof and think you

Hahnville Volunteer Fire Department Standard Operating Guidelines

are extinguishing the fire. Such water applications may offer effective exposure protection; but, if part of the roof is intact, it will shed water just like it was built to do and will prevent water from reaching the seat of the fire. This is particularly true of elevated master stream operations.

Do not operate fire streams down ventilation holes during offensive operations, this reduces the effect of ventilation and may seriously endanger interior attack crews.

On the fire ground everyone wants to hold a line of their own - be careful who has water from the standpoint of type of company position and function. Command must maintain an awareness of the position and functions of hand line operations.

Hahnville Volunteer Fire Department Standard Operating Guidelines

NUMBER: 505.00

Hazardous Material Response Guidelines

The main purpose of this guideline is to assure no harm or injury is caused to a fireman and to protect the residents of fire district 3 to the best of Hahnville Vol. Fire Departments' ability. This procedure is not intended to over rule common sense or the extent of training of the person in command.

In the event of an incident involving hazardous material the person in charge will initiate the following steps. As always the first person on the scene is the person in command until a fire line officer arrives and chooses to assume control. Information should be obtained as soon as possible as to wind direction, chemical involved, etc. and any other information which would be readily available.

Note: Any tank truck incident, train incident or auto - truck incident could be a hazardous material problem if the container is leaking. No fire fighters' life will be risked to save the life of another person unless it can be done safely and without risk to the firefighter. Rescue will only take place after the proper equipment is available and the people trained in hazmat incidents arrive to carry out the rescue.

- ✓ Stop all fire fighters and vehicles approximately 1/2 mile from the incident.**
- ✓ Using the binoculars located in rescue 319, try to determine**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

what type of chemicals is involved. If possible try to locate driver of vehicle and ascertain chemical he is carrying. He may have the shipping papers on him.

- ✓ **Have the Emergency Operations Center activated and have them notify all necessary agencies required by the state law and any other affected agencies which need to know about the incident.**

- ✓ **Using all resources available, attempt to find out what type of hazards the fire fighters will be exposed to if the area is entered.**

- ✓ **Evacuation of affected area must be considered after the hazards are known. The safety of the fire fighter must remain the top priority at all times. The fire department may be asked to assist the St. Charles Sheriff Office in carrying out the evacuation. The sheriff office personnel should be given the hazards involved also.**

- ✓ **Containment of spill must also be considered. Have E.O.C. contact the parish for sand to contain the spill in the ditches if possible. Also a front end loader may be required, depending on location of diking, to aid in containment.**

- ✓ **Once evacuation and containment is considered, then the Incident Commander should only take actions required to ensure the safety of the firemen on the scene and surrounding districts until qualified personnel arrive on the scene. Some decisions may require enlarging the evacuation area for safety, relocating the command post or reducing the number of people on the scene to ensure their safety.**

Radio communications should be kept to a minimum so communications can take place with agencies involved.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Our normal policy would be to wait until qualified Haz-mat teams could arrive and carry out the actual handling of the materials.

Refer to additional topics on Haz-mat for some tactical guidelines if further action is required.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

NUMBER: 506.00

TACTICAL PLANS - HAZARDOUS MATERIALS

This plan provides a basic philosophy and strategic plan for hazardous materials situations. All Hahnville Fire Departments' standard operating guidelines, unless superseded by a specific part of this plan, remain in effect for hazardous materials incidents. Our basic considerations at a hazardous material incident should include size-up, evacuation of residents and containment if possible without risking the safety of our fire fighters.

If possible, we will provide for the safety of the people in our fire district and stand by (if practical) until the owners and shippers respond to the incident. The local hazardous material teams from industry can be contacted for additional direction if needed.

Hazardous materials incidents encompass a wide variety of potential situations including fires, spills, transportation accidents, chemical reactions, explosions and similar events. Hazards involved may include toxicity, flammability, radiological hazards, corrosives, explosives, health hazards, chemical reactions, and combinations of factors. This plan provides a general framework for handling a hazardous materials incident, but does not address the specific tactics or control measures for particular incidents.

Every field incident presents the potential for exposure to hazardous materials and the products of combustion of an ordinary fire may present sever hazards to personnel safety.

This procedure is specifically applicable to known hazardous materials incidents, but it does not reduce the need for appropriate

Hahnville Volunteer Fire Department

Standard Operating Guidelines

safety precautions at every incident. The use of proper turnouts and S.C.B.A.'s whenever appropriate and the utilization of all standard operating procedures on a continuing basis is the starting point for this plan.

First arriving unit

The first arriving officer will establish command and begin a size - up. The first unit must consciously avoid committing itself to a dangerous situation. When approaching, slow down or stop to assess any visible activity taking place. Evaluate effects of wind, topography and location of the situation.

Command will advise all other units to stage until instructed to take specific action. Units must stage in a safe location, taking into account wind, spill flow, explosion potential and similar factors in any situation.

Size - up

Command must make a careful size - up before deciding on a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area, but this should be done with an awareness of the risk to fire department personnel, and taking advantage of available protective equipment.

The objective of the size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. Hazardous materials incidents require a more cautious and deliberate size-up than most fire situations.

Avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted companies at a safe

Hahnville Volunteer Fire Department

Standard Operating Guidelines

distance.

Identify a hazardous area based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident and degree of risk to unprotected personnel. Take immediate action to evacuate and / or rescue persons in critical danger if possible, providing for safety of rescuers. (See evacuation sector)

The major problem in most cases is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markers, and shipping papers, refer to pre-fire plans, and ask personnel at the scene (plant management, responsible party, truck drivers, fire department specialist). Utilize reference materials carried on apparatus and have dispatch contact other sources for assistance in sizing up the problem (Chemtrec, other agencies, fire department specialists, manufactures of materials, etc.).

Action plan

Based on the initial size-up and any information available, command will have to formulate an action plan to deal with the situation.

Most hazardous materials are intended to be maintained in a safe condition for handling and use through confinement in a container or protective system. The emergency is usually related to the material escaping from the protective container or system and creating a hazard on the exterior. The strategic plan must include a method to get the hazardous material back into a safe container, dispose of it, neutralize it, or allow it to dissipate safely.

The specific action plan must identify the method of hazard control and identify the resources available and/or required to accomplish this goal. It may be necessary to select one method over another due to the

Hahnville Volunteer Fire Department

Standard Operating Guidelines

unavailability of a particular resource or to adopt a "holding action" to wait for needed equipment or supplies.

As a general policy, the hazardous materials response team will be assigned to any situation involving direct contact with hazardous materials.

The action plan must provide for:

- ❑ Safety of citizens**
- ❑ Safety of firefighters**
- ❑ Evacuation of endangered area, if necessary**
- ❑ Control of situation**
- ❑ Stabilization of hazardous materials, and/or**
- ❑ Disposal or removal of hazardous material**

Avoid committing personnel and equipment prematurely or "experimenting" with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or expert help.

Control of hazardous area

A hazardous material incident has two zones associated with the scene, similar to a fire. There are the hazard zone and the evacuation zone.

Hazard zone

The hazard zone is the area in which personnel are potentially in immediate danger from the hazardous condition. This is established by command and controlled by the fire department. Access to this area will be rigidly controlled and only personnel with proper protective equipment and an assigned activity will enter. All companies will remain intact in designated staging areas until assigned. Personnel will be assigned to monitor entry and exit of all personnel from the hazard zone. The hazard

Hahnville Volunteer Fire Department

Standard Operating Guidelines

zone should be geographically described to all responding units, if possible. (An entrance / exit sector may be established to control access to the hazard zone and maintain an awareness of which personnel are working in the area.)

Responsibility for control of personnel in this zone includes not only Fire department personnel, but any other who may wish to enter the hazard zone (police, press, employees, tow truck drivers, ambulance personnel, etc.). Command is responsible for everyone's safety. (See safety procedures, personnel identification system)

Evacuation zone

The evacuation zone is the larger area surrounding the hazard zone in which a lesser degree of risk to personnel exists. All civilians would be removed from this area. The limits of this zone will be enforced by the sheriff's department and/or be based on distances and directions established in consultation with command. The area to be evacuated depends on the nature and amount of material and type of risk it presents to unprotected personnel (toxic, explosive, etc.).

In some cases, it is necessary to completely evacuate a radius around a site for a certain distance (i.e. potential explosion).

In other cases, it may be advisable to evacuate a path downwind where toxic or flammable vapors may be carried (and control ignition sources in case of flammable vapors). (Reference: evacuation sector)

Note: When toxic or irritant vapors are being carried downwind, it may be most effective to keep everyone indoors with windows and doors closed to prevent contact with the material instead of evacuating the area. In these cases, companies would be assigned to patrol the area assisting citizens in shutting down ventilation systems and evacuating persons with susceptibility to respiratory problems.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

In all cases, the responsibility for safety of all potentially endangered citizens rests with command.

Use of non-fire department personnel

In some cases, it may be advantageous to use non-fire department personnel to evaluate hazards and perform certain functions for which they would have particular experience or ability.

When such personnel are outfitted with breathing apparatus, chemical suits, etc., they must be made aware of the functions, limitations, and safety precautions necessary for their use. Fire department personnel with the necessary protective equipment must closely monitor and/or accompany such personnel for safety.

Be aware that command is responsible for the safety of all personnel involved in any incident.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 506.10

Tactical Plans - Hazardous Materials- Special Conditions

General factors to consider:

Due to the wide variety of situations fire department personnel may encounter in dealing with hazardous materials, these considerations will not attempt to provide specific guidelines on any one individual chemical or situation and are not listed in any priority.

It is imperative that the first arriving fire department unit determine what hazardous material (s) is involved, and how much, prior to taking action to stabilize the incident.

Entering the scene to make positive identification may be a considerable risk. The danger of explosions, leaking gas and poisoning may be great.

Action taken prior to determining the product involved may be totally wrong and may severely compound the problem.

Transportation emergencies are often more difficult than those at fixed locations. The materials involved may be known, warning signs may not be visible, or obscured by smoke and debris, the driver may be killed or missing. D.O.T. hazardous materials marking systems are inadequate because some hazardous materials in quantities up to 1000 lbs. do not require a placard and there may be combinations of products involved with only a "dangerous" label showing. Sometimes only the most evident hazard is identified, while additional hazards are not labeled.

The following items may be significant to consider at any hazardous materials incident. (Not all will be significant at any particular

Hahnville Volunteer Fire Department

Standard Operating Guidelines

incident) .

- 1) Cooling containers.**
 - a) Use adequate water supply.**
 - b) Apply heavy streams to vapor**
 - c) Use unmanned streams.**
 - d) Use natural barriers to protect personnel.**

- 2) Remove uninvolved materials.**
 - a) Move individual containers.**
 - b) Move tank cars away from flame.**
 - c) Cool containers before moving.**

- 3) Stop the leak / Haz-mat team functions**
 - a) Close valves.**
 - b) Place plug in openings.**
 - c) Place container in upright position.**
 - d) Use water spray to approach leak.**

- 4) Apply diluting spray or neutralizing agent**
 - a) Dilute water - soluble liquids.**
 - b) Flush corrosives to reduce danger.**
 - c) Use spray streams to absorb vapor.**
 - d) Use water with caution on some materials.**

- 5) Construct dams, dikes or channels**
 - a) Direct running liquid away from exposures.**
 - b) Control run off from corrosive materials.**
 - c) Use sand or dirt.**

- 6) Remove ignition sources**
 - a) Start down wind.**
 - b) Eliminate all sources of heat, spark, and friction.**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

7) Call for additional resources when their need is only anticipated. The actions taken by the incident commander in the first few minutes of an incident affects the outcome more than any other single factor.

These include:

- 1. Fire department personnel with particular experience or knowledge.**
- 2. Haz mat team.**
- 3. Authorities in charge of landfills and dumps where hazardous materials may be disposed.**
- 4. Commercial chemical experts with experience in handling and disposing of most common chemicals.**
- 5. Pesticide consultants and disposal teams with equipment to clean - up agricultural chemical spills.**
- 6. Personnel from county, state and federal regulatory agencies. These personnel should be contacted for incidents involving transportation of hazardous materials.**
- 7. Railroad information numbers.**
- 8. Tank truck companies with defueling capability (in case carrier involved in incident has none).**
- 9. Radioactivity and military weapons emergency contacts.**

Hahnville Volunteer Fire Department Standard Operating Guidelines

NUMBER: 508.00

MUTUAL AID OPERATIONS

When the Hahnville Volunteer Fire Department is requested for mutual aid, the request should be made by the officer in charge of that fire district. An attempt should be made at the time of the call to find out what is needed (manpower, equipment or both).

Upon receipt of a mutual aid request, the system shall be activated and all firefighters asked to report to the station. The officer in charge shall make the determination of which vehicles and personnel shall respond to the neighboring department for assistance.

While enroute to the scene, the officer in charge should make radio contact with the incident commander and obtain direction as to the best possible response route to take and the placement of equipment when it nears the scene. Keep in mind the radio traffic should be brief as not to tie up the fire ground frequency.

Upon arrival at the scene of a mutual aid request the officer in charge of Hahnville Volunteer Fire Department firefighters shall proceed to the Incident Commander for directions and shall deploy manpower as directed by the incident commander. The officer in charge should remain at Incident Command Post until the completion of alarm or until Hahnville fire fighters are released from the scene.

Hahnville Volunteer Fire Department Standard Operating Guidelines

NUMBER: 600.01

MEMBER WISHING TO JOIN

Any person wishing to join the Hahnville Volunteer Fire Department should obtain a copy of the application form and complete the form thoroughly. There are two places for a signature and both must be signed and dated before being turned in to the department.

A minimum of three references is requested.

The potential member must attend 3-Business meeting before being considered for membership. At the third business meeting, the candidate will be escorted outside while the membership discusses the potential member and hears any recommendations.

A vote by secret ballot vote will then be taken to decide if the potential member should be allowed to join the department.

The member, not to be embarrassed by results of vote, will be notified after the meeting has ended by the Secretary of the voting results.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Number: 603.11

Background Checks

All potential members applying for any position on the Hahnville Volunteer Fire Department will have a background investigation check and their driving record checked.

Any information from the background check will be brought to the attention of the member when that applicant is being considered for probationary status. Each applicant will be reviewed and discussed on an individual basis.

Any information found on the background check that the board finds questionable is sufficient enough reason for the membership to be denied a position with the Hahnville Vol. Fire Department. An applicant may be present at their review, at the officers request, to explain any questionable information.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: 604.10 PAGE 1 OF 16 DATE EFFECTIVE: 8/5/15		
NAME: Uniforms Standards	SUPERSEDES: N/A		
	Membership Approval Date	8/5/15	Revision No. 1

Hahnville Volunteer Fire
 Department

Uniform Standards

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"		Document Number: 604.10		
		PAGE 3 OF 16 DATE EFFECTIVE: 8/5/15		
NAME: Uniforms Standards		SUPERSEDES: N/A		
		Membership Approval Date	8/5/15	Revision No. 1

Purpose:

The purpose of this standard is to ensure the uniform and professional appearance of all members of the fire district. The fire service uniform is a symbol of a proud and respected profession and should be worn as such. Officers are to ensure the uniform and professional appearance of the members at all times.

Description of program:

1. Eligibility for Department provided Class A and B Uniform:

All active and junior members in good standing that have completed 1 year with HVFD shall be eligible to obtain a Class A and B Uniform provided at no cost to the member by the department.

2. Eligibility for Department provided Station Uniform:

All active and junior members in good standing that have completed 1 year with HVFD and meet the requirements establish below shall be eligible to obtain a Station Uniform provided at no cost to the member by the department.

Requirements for Station Uniforms

- 50% calls and training - (2) polo's, (2) pair of pants, (1) set of boots and (1) belt.
- 25% calls and training - (1) polo, (1) pair of pants, (1) set of boots and (1) belt.

3. All support and junior members in good standing that have completed 1 year with HVFD and have attended 50% meetings shall be eligible to

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: 604.10		
		PAGE 4 OF 16 DATE EFFECTIVE: 8/5/15		
NAME: Uniforms Standards		SUPERSEDES: N/A		
		Membership Approval Date	8/5/15	Revision No. 1

obtain the polo shirt of the Station Uniform at no cost to the member by the department.

Hygiene and General Appearance and Actions:

Personal hygiene, grooming, appearance and acceptable / respectful actions are every member’s responsibility, at all times, but especially when wearing the uniform or other identifiable gear or clothing of the fire department.

Failure to maintain good personal hygiene, grooming appearance, and acceptable/respectful actions when wearing the uniforms of the fire department could be viewed as a violation of this department standard.

Personnel in uniform should be newly shaven and any facial hair should be neatly trimmed.

It is the responsibility of each member having a uniform to maintain, clean, launder, and care for it (prevent loss, abuse, or damage). If returning a uniform, all pieces, including jacket, shirts, pants, belt, hat, tie, shoes, badges, etc. are to be returned. Only award medals/ribbons, and membership ribbons may be kept by the member. Long service or outstanding service members may, with the approval of the Department Board of Directors be laid to rest in the fire department uniform.

Appearance and care of uniforms:

1. Uniforms shall be neat, clean and wrinkle free
2. Faded and worn uniforms should be replaced and not worn
3. Uniforms which are recommended to be dry cleaned, shall not be washed.
4. Shoes are to be shined.
5. Personnel names and company assignments shall not be written on the outside of the garment.
6. Shirt tails shall be worn inside the trousers at all times.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"		Document Number: 604.10		
		PAGE 5 OF 16		
		DATE EFFECTIVE: 8/5/15		
NAME: Uniforms Standards		SUPERSEDES: N/A		
		Membership Approval Date	8/5/15	Revision No.
				1

7. Uniform shirts will be fully buttoned except for the collar button when the tie is not being worn.
8. All positions that require collar insignia shall display the insignia appropriately

Uniform Classification:

Class A – Full Dress Uniform:

The full dress uniform of the Hahnville Volunteer Fire Department will consist of the following apparel items:

1. A firefighter's bell crown cap.
 - a. Black cap for firefighters.
 - b. Silver hat band with silver FD buttons for firefighters.
 - c. Gold hat band with Gold FD buttons for officers.
 - d. Round silver center firefighter's insignia for firefighters.
 - e. Round Gold center firefighter's Insignia for officers.
 - f. White cap for the present Chief and Assistant Chiefs, and all past Chiefs (not past assistant chiefs).
 - g. All white caps to have gold hat bands with gold FD buttons and gold center insignia with 4 bugle insignia for present asst. chiefs and 5 bugle insignia for the present and past chiefs.
2. A black clip-on or 4-in-hand / Windsor knotted tie without a tie tack.
3. A white long sleeve shirt and a white short sleeve shirt (2 shirts). The shirts are to have pleats sewn into the design and are to have the American flag sewn onto the right sleeve and the Hahnville Fire Department patch sewn onto the left sleeve.
4. A black leather 1 ¾" wide belt with a simple silver rectangular buckle, simple gold rectangular buckle for chief, assistant chief and officers (to be supplied by the individual firefighter / officer).
5. Highly polished black shoes (giving a patent leather appearance).

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: 604.10		
	PAGE 6 OF 16 DATE EFFECTIVE: 8/5/15		
NAME: Uniforms Standards	SUPERSEDES: N/A		
	Membership Approval Date	8/5/15	Revision No.
			1

6. Black socks (to be supplied by the individual firefighter / officer).
7. Black pants and jacket. The jacket is to be a single breasted design that is black. The jacket is to have 1 row of 4 silver buttons on the front. Present Chief, Assistant Chief, Officers and past Chiefs (not past assistant chiefs) will have 1 row of 4 gold buttons on the jacket front. Gold rank braids are to be sewn on both sleeves (near the wrists) displaying the appropriate rank for present chief officers and past chiefs (not past assistant chiefs).

CLASS A UNIFORM ACCESSORIES / MEDALS / ETC.

1. Personal jewelry and accessories to be worn with the uniform should be limited to glasses (with corrective lenses) and sun glasses, wrist watches, and personal rings.
2. Dangling earrings should not be worn with the uniform.
3. Fire department breast badges that are authorized to be worn on the left breast of the uniform are:
 - a. Present fire chief, assistant chief and officers should wear the proper gold breast badge for their position.
 - b. Past Hahnville Chiefs will wear the gold badge of a past fire chief.
 - c. Firefighters will wear the silver breast badge.
4. Name tags should be worn on the right breast of the uniforms white shirt. The name tab should be the same color (gold or silver) as the breast badge that is being worn.
5. Valor and Meritorious Service Medals should be worn on the right breast of the Class A uniform, with the top of the medals ribbon located horizontal and at a height that is collinear with the V made by the jacket lapels when fully buttoned.
6. Firefighters and Officers collar pins are to be worn on both sides of the shirt collar.

Class B – Dress Uniform:

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”	Document Number: 604.10		
	PAGE 7 OF 16 DATE EFFECTIVE: 8/5/15		
NAME: Uniforms Standards	SUPERSEDES: N/A		
	Membership Approval Date	8/5/15	Revision No.
			1

The CLASS B uniform consists of the CLASS A uniform MINUS the formal navy blue double breasted jacket. When wearing the CLASS B uniform, the chief or the officer in charge of the fire department will specify whether the navy blue tie will be worn for the specific event. The chief or the officer in charge will also specify whether the long sleeve or the short sleeve shirt will be worn.

1. The CLASS B uniform will consist of:
 - a. The correct color bell crown cap with the appropriate insignia for the member’s rank.
 - b. If the shirt is to be worn without the tie (by order of the chief or officer in charge – for a specific occasion), a white crew neck tee shirt is to be worn under the uniforms shirt.
 - c. Black pants
 - d. The black belt, shoes, and socks.
2. The breast badge will be worn on the left side of the shirt, and the name tag will be worn on the right side of the shirt centrally located 1/4 inch above the right pocket and centered over the pocket. The collar insignia are also to be worn with the CLASS B uniform.
3. Award medals will not be worn on the CLASS B uniform, however the ribbon that signifies the member is the recipient of a medal will be worn on the right breast, with the ribbon(s) located ¼ inch above the name tag and centered on the name tag.
4. The order of the award ribbons is: Medal of Honor over Valor, over Distinguished Service, and over Life Saving. The higher medal(s) are to be worn to the member’s right of the lower award(s) on the uniform.

Class C – Station Uniform:

The Station Uniform will consist of following:

1. A Tru-Spec 24/7 Cotton polo shirt # 4412, Navy color or equivalent.
2. A Tru-Spec 24/7 tactical #074-247/C/N 100% cotton Dark Navy color pants or equivalent.
3. 5.11 ATAC Black 6 inch boots, or equivalent.
4. Propper Core 360, 1 ½ inch wide nylon belt, or equivalent.

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: 604.10 PAGE 8 OF 16 DATE EFFECTIVE: 8/5/15		
NAME: Uniforms Standards		SUPERSEDES: N/A		
		Membership Approval Date	8/5/15	Revision No.
				1

Clothing Accessories

The normal issued department Tee’s dark blue long or short sleeve with screen printed will be issued to members as normal, (2) per year.

Optional Job shirt (not supplied by the department) can be purchased by the member, but must meet the following requirement.

5.11 Navy ¼ zip job shirt will have Fire over Rescue on the left breast and Hahnville Vol. Fire Department on the right breast. The breast sticking will be yellow. The back of the job shirt will have HVFD appliqué red inner with white outline.

Supplemental Program

1. 50% calls and Training

Option 1 – If at least (1) presentable station wear uniform is available the member that meets the requirements can opt for direct fire fighting equipment (i.e. – radio strap, goggles, tool, job shirt that meets department standard, etc.) at a maximum of \$300.00. Equipment must be approved by the Board before purchase is made.

Option 2 – The member that meets the requirement and selects (1) polo and (1) pair of pants the member can opt for direct fire fighting equipment (i.e. – radio strap, goggles, tool, job shirt that meets department standard, etc.) at a maximum of \$150.00. Equipment must be approved by the Board before purchase is made.

2. 25% calls and Training

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: 604.10		
		PAGE 9 OF 16		
		DATE EFFECTIVE: 8/5/15		
NAME: Uniforms Standards		SUPERSEDES: N/A		
		Membership Approval Date	8/5/15	Revision No.
				1

Option – If at least (1) presentable station wear uniform is available the member that meets the requirements can opt for direct fire fighting equipment (i.e. – radio strap, goggles, tool, job shirt that meets department standard, etc.) at a maximum of \$150.00. Equipment must be approved by the Board before purchase is made.

No other use of Hahnville patch or Hahnville logo or Hahnville Volunteer Fire Department name is permitted other than above or use on personnel articles of clothing except with the approval of the Hahnville Volunteer Fire Department Board of Directors. Department awards, example 100 alarm awards, long or special service one time awards are not limited to the above.

In all cases the use of the above clothing accessories will not bring questionable behavior, actions or conduct that reflect unfavorable on the Hahnville Volunteer Fire Department. Members violating these guidelines will be subject to discipline and or removable from the department.

Cost, maintenance and use of the uniform:

The class A, B uniform supplied by the department may only be worn or used at department events as called for by the Chief or Officer in charge by any member in good standing for official ceremony's, parades, wake details, etc. The uniform may not be used/worn by family members, friends or acquaintances for any reason.

The station uniform is to be used at any department detail, drill, meeting, training event or call to duty and is not to be used as members every day clothing including boots for non-department use.

Normal use as defined on page one is the member's responsibility and expense.

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"		Document Number: 604.10	
		PAGE 10 OF 16 DATE EFFECTIVE: 8/5/15	
NAME: Uniforms Standards		SUPERSEDES: N/A	
	Membership Approval Date	8/5/15	Revision No. 1

Upon leaving the Fire Department, resignation, expulsion , moving out of the area etc. all department issued uniform and accessory except award medals, ribbons or past Chief badges will be returned to the department. Long service (in excess of 20 years) outstanding service members or members no longer able perform the duties required may with department board of directors approval retain their uniform and accessories.

Class A Uniform:

Dress Shirt (White)

Dress Pants



Class A Coat

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: 604.10	
		PAGE 11 OF 16 DATE EFFECTIVE: 8/5/15	
NAME: Uniforms Standards		SUPERSEDES: N/A	
	Membership Approval Date	8/5/15	Revision No. 1



Bell Cap



Chief Officer



Firefighter (Officers Gold Band)

Belt

Hahnville Volunteer Fire Department, Inc “PROTECTION OF LIFE AND PROPERTY”		Document Number: 604.10 PAGE 12 OF 16 DATE EFFECTIVE: 8/5/15	
NAME: Uniforms Standards		SUPERSEDES: N/A	
	Membership Approval Date	8/5/15	Revision No.
			1



Silver or Gold Buckle

Tie



Flat black (no silk)

Dress Shoes



Class B Uniform:

Dress Shirt (White)

Dress Pants

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"		Document Number: 604.10	
		PAGE 13 OF 16 DATE EFFECTIVE: 8/5/15	
NAME: Uniforms Standards		SUPERSEDES: N/A	
		Membership Approval Date	8/5/15
		Revision No.	1



Belt



Silver or Gold Buckle

Tie, if required

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"		Document Number: 604.10	
		PAGE 14 OF 16 DATE EFFECTIVE: 8/5/15	
NAME: Uniforms Standards		SUPERSEDES: N/A	
		Membership Approval Date	8/5/15
		Revision No.	1



Flat black (no silk)

Dress Shoes



Class C Uniform:

Polo Shirt



Pants

Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"		Document Number: 604.10 PAGE 15 OF 16 DATE EFFECTIVE: 8/5/15	
NAME: Uniforms Standards		SUPERSEDES: N/A	
	Membership Approval Date	8/5/15	Revision No.
			1



Boots



Belt



Optional Job Shirt (Not supplied by the department)



Hahnville Volunteer Fire Department, Inc "PROTECTION OF LIFE AND PROPERTY"	Document Number: 604.10		
	PAGE 16 OF 16 DATE EFFECTIVE: 8/5/15		
NAME: Uniforms Standards	SUPERSEDES: N/A		
	Membership Approval Date	8/5/15	Revision No. 1

Insignia:



Chief

Assist. Chief

Rank Strips:



5 Strips per sleeve for Chief

4 Strips per sleeve for Assist. Chief

Service Cross



5 Years of Service



10 Years of Service



30 Years of Service



35 Years of Service

Hahnville Volunteer Fire Department Standard Operating Procedures

NUMBER: 605.40

ACHIEVEMENT AWARDS

PARTICIPATION AWARDS

The Hahnville Volunteer Fire Department shall give to its members a participation award for the years of service given to the Hahnville Vol. Fire Department.

The awards shall be as follows:

- * 3 year service pin**
- * 5 year service pin**
- * 10 year service pin**
- * 15 year service pin**

No pin is given for any of the below service awards

- * 20 year plaque or Firefighter choice - \$100 Max**
- * 25 year watch (\$150 Value)**
- * 30 year (firefighter choice - \$200 Max)**
- * 35 year (firefighter choice - \$300 Max)**
- * 40 year (Firefighter Choice - \$400 Max)_**

Hahnville Volunteer Fire Department Standard Operating Procedures

The time frame shall start with the date voted in the organization. The installation date shall be used as the cut off point for the year. (The year must have been made before the installation date in order to receive the pin that year. For example- a member joins the department on Jan 28,1988 and will attend an installation which is scheduled for January 15,1991. The member will not receive a 3 year service pin because he did not complete the time requirement before the installation. His three years will be met on January 28) .

Eligibility requirement for service pins

Any member of the Hahnville Volunteer Fire Department shall be eligible to receive the service awards providing he is an active member and has remained in good standing with the Hahnville Fire Department.

Hahnville Volunteer Fire Department

Standard Operating Procedures

NUMBER: 606.10

PREGNANT MEMBERS

- ❖ **Studies have shown that potentially harmful pre- natal factors exist in the work - place, depending on the specific work assignment. The possibility of exposure to infectious disease, toxic materials or excessive physical exertion must be considered. Another important consideration is the above normal levels of fatigue inherent with most pregnancies, potentially affecting the member's level of safety consciousness.**

- ❖ **Although it may be difficult to precisely determine the effects of various factors on the physical well -being of the member and the unborn child, it is reasonable to establish a time - frame indicating when the member will either be reassigned to a non-hazardous job or take authorized leave. The decision as to when a member should be reassigned or go on leave will be determined considering the member's current assignment.**

- ❖ **A pregnant member assigned to a position requiring response to Emergency incidents presents a high risk for injury to herself, the unborn child or other members. Therefore, upon being informed by her physician that she is pregnant, she must notify the fire chief indicating the expected date of delivery. A pregnant female member assigned to an emergency response position will be reassigned to non - emergency response duties prior to the second month (60 days) of pregnancy.**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 607.00

DRUG & ALCOHOL POLICY

No member of the Hahnville Volunteer Fire Department, under the influence of drugs or alcohol, will be permitted to make any emergency dispatches.

- **No member shall consume or make visible any alcoholic beverages or illegal substances at any Fire Station, or any Fire Ground, or Training Operations.**
- **The Officer-in-charge will take the appropriate actions on the fire scene and bring the charges to the Board of Directors to discuss; then their suggestions will be brought to the membership for disciplinary actions.**
- **It is the intent of this policy to keep the Hahnville Volunteer Fire Department in the highest standards that can be set forth by our profession. We must recognize the responsibility and obligation to conduct our personal and professional life with scrupulous attention to the trust and confidence required by this Community and Organization.**

This organization intends to ensure a safe and productive environment. Accordingly, policy prohibits being under the influence, use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or other wise legal but illicitly used substances by any member while on Fire Department business or premises. This includes prescribed and/or over-the-counter drugs not being used for their intended or authorized purpose and/or abusive use of alcohol.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Fire Fighter requiring hospital care:

If a fire fighter is injured or requires medical attention, as determined by medical personnel, at the local hospital as a result of a departmental activity, testing will be performed to determine if firefighter is under the influence of drugs or alcohol. A member identified to be tested will be requested to sign a written consent to the test procedures and to the restricted release of test results.

Failure to sign written consent will result in immediate suspension for a minimum of 12 months or termination from the fire department, as determined by the Board of Directors. Use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal, but illicitly used substances will result in immediate suspension for a minimum of 12 months or termination from the fire department, as determined by the Board of Directors.

If a member's test result is confirmed to be positive, the member will immediately be suspended for a minimum of 12 months or terminated from the fire department as determined by Board of Directors. If suspended, the member may also be required to participate in follow-up activities, which may include further evaluation, treatment and/or counseling once returning to duty. Additionally, the member will be subject to unannounced substance abuse testing during the 12 month period following his/her return to duty. A member who fails to follow the requirements of this policy will be subject to disciplinary action up to and including termination of membership.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Department Activity Complaint:

The Board of Directors, upon a confirmed complaint of violation to this policy, may take disciplinary action against a member. The Board of Directors shall decide disciplinary action using the following scale as a minimum guide: First offence, 30 days suspension, second offence, 90 days suspension, third offence, 1 year suspension. Offenses include, but are not limited to intoxication or use of controlled substances (drugs), including the use of intoxicants at a fire or medical call or attending a fire or medical call with the smell of alcohol on clothes or breath.

Termination:

Termination from the department shall require a 2/3 majority vote of members present at a special business meeting called to discuss the incident. All voting concerning this policy, either by the Board of Directors or the membership, shall be by secret ballot, no exceptions. A suspended or terminated member shall turn in all Hahnville Volunteer Fire Department property immediately.

Hahnville Vol. Fire Department Standard Operating Guidelines

Number: 701.05

Apparatus Response

When responding to a dispatch of the Hahnville Vol. Fire Department with-in our fire district, it shall be the policy to respond with 1 engines and a service truck to all reported calls. Engine 311 shall be the primary response vehicles along with Unit 319. (Additionally, Unit #321 will respond if the dispatch is a reported structure fire, electrical emergency on a structure, smell of smoke in a residence or a fire alarm.)

Engine 316 is designated as a reserve unit and should not respond unless one of the primary engines is incapacitated or the emergency dictates the need for the additional engine.

Only Unit #318 with manpower will respond to mutual aid responses unless directed otherwise by HVFD Fire Line Officer. (Exception – Killona Area Response – Equipment required to handle dispatch shall respond as necessary.)

Rescue #319 shall only leave the area if dispatched by the communications center for a rescue type call or specifically requested by Command.

Hahnville Volunteer Fire Department Standard Operating Guidelines

NUMBER: 701.10

FIRE APPARATUS DRIVER CERTIFICATION

Purpose:

The purpose of this sop is to insure the safety of members and citizens of the district by establishing minimum requirements for drivers of fire apparatus.

Prerequisites:

- **The candidate must have some knowledge in pump operations.**
- **The candidate must have a valid Louisiana driver's license and a current copy shall remain on file. (It is the drivers responsibility to ensure current copy is on file)**
- **The candidate must have an acceptable driving record, which will be reviewed prior to certification.**
- **The candidate will demonstrate knowledge of the resources of the district including all apparatus, their functions capacities and any special equipment they carry. A copy of this information will be given to the candidate prior to testing to serve as a study guide.**
- **Driving age requirement shall be between 21 and 65**
- **The candidate will demonstrate a general knowledge of street locations within the fire district.**

Certification:

A member will be classified as a type 1, 2 or 3 drivers. The following table states the requirements for each type.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Type 1 Driver	Type 2 Driver	Type 3 Driver
More than 2 years experience driving large trucks	More than 1 year but less than 2 years experience with large trucks	Less than 1 year of driving experience with large trucks
copy of a valid Louisiana drivers license on file with department	copy of a valid Louisiana drivers license on file with department	copy of a valid Louisiana drivers license on file with department
Completed defensive driving course and certified through VFIS (certificate on file w/ Department	Been through the Driving obstacle course but have not been certified through VFIS	Have not been through the driving obstacle course
Very knowledgably in pump operation (Fire Line Officer certified)	Some knowledge of pump operation - can operate with minimum lines out	very little knowledge of pump operation - no experience operating pump
Fire line certified in driving ability with fire district	Fire line certified in driving ability with fire district	Fire line certified in driving ability with fire district
No tickets of any kind on driving record for past 5 years	No moving violations on record for past 5 years	moving violation on record with in last 2 years
Excellent knowledge of equipment located on truck & proper operation	Know where better than 50% of equipment is located and good operation knowledge of equipment	Only can locate minimum equipment and not very familiar with its operation
Good working knowledge of communication skills and radio system on apparatus	does a fair job with Radio & Communication Skills	trouble handling radio
Age requirement between age 21 and 65	Age requirement between age 21 and 65	Under age of 21 (with officer present)
operates pump at scene of a complicated fire/ very experienced	can operate pump with a few hand lines flowing water/ some experience	very little knowledge of pump/ very little experience
Knowledge of streets in fire district	Some Knowledge of streets in Fire District	Very little knowledge of streets in Fire District
Ability & knowledge of hydrants and types of lays used	can perform a hydrant lay/ truck connection but still need practice with hose lays	lacks knowledge of hydrants and types of lays

Hahnville Volunteer Fire Department Standard Operating Guidelines

- **The evaluator evaluating the candidate will complete the Driver Operator Practical Demonstration Checklist (SOP #701.30) indicating that the candidate has displayed an adequate knowledge of the apparatus.**
- **The evaluator will then take the candidate on the evaluation drive. The candidate will demonstrate the ability to safely drive in all areas requested.**
- **The evaluator will then forward the signed documentation to the training coordinator for his approval.**
- **The training coordinator will forward the documentation to the chief for his approval. The chief will keep a record of certified drivers and the apparatus they are certified on. (Note: No driver is considered certified until the Chief signs off on the documentation and adds the candidate to the list of approved driver)**

Recertification:

The need for recertification will be up to the Chief's discretion. If a driver's ability is in question the member will recertify or loose their driving privileges.

Suspension of driving privileges:

- ❖ **Driving privileges may be suspended at any time by a ranking officer, if a driver's ability is substandard, their driving record changes, or their Louisiana driver's license is suspended or revoked.**

Hahnville Volunteer Fire Department Standard Operating Guidelines

Denial of driving privileges:

A driver whose record shows any one of the following conditions is not acceptable and will not be permitted to drive. This includes violations in personal vehicle while not engaged in department activities as well as violations in department vehicles.

All of the following are considered serious violations

- **Driving while intoxicated**
- **Driving while under the influence of drugs**
- **Negligent homicide arising out of the use of a motor vehicle (gross negligence)**
- **Operating a Vehicle without a license**
- **Using a motor vehicle for commission of a felony**
- **Aggravated assault with a vehicle**
- **Operating a vehicle without the owner's authority (grand theft)**
- **Permitting an unlicensed person to drive**
- **Reckless driving**
- **Speed contest**
- **Hit and run driving.**

Driving privileges will also be revoked if any of the following apply:

- 1) One or more serious violations in the past three years**
- 2) Three or more accidents, regardless of fault in the last three years**
- 3) Four or more moving violations in the last three years**
- 4) Any combination of accidents and moving violations equal to four or more in the last three years.**

Hahnville Volunteer Fire Department Standard Operating Guidelines

Additional requirements:

Members under the age of 21

Due to the lack of general driving experience and considering the amount of training and related activities - NO junior fire fighter under the age of 18 will ever be allowed to operate (drive) an emergency vehicle of the Hahnville Volunteer Fire Department during emergency situations. They may be allowed to operate during training activities providing they are a licensed driver.

2. Between the ages of 18 and 21, any candidate who has exhibited exceptional abilities with their personal driving (no more than 2 class "B" and no class "A" violations), may become an emergency vehicle operator trainee. The individual will remain on the trainee list until their 21st birthday.

The trainee's driving of emergency vehicles shall be limited to training and non-emergency situations. If an emergency situation occurs, and there is not a certified operator over the age of 21 available and the trainee has been certified, and then the trainee may operate the emergency vehicle with the permission of the officer in charge.

Hahnville Volunteer Fire Department Standard Operating Guidelines

NUMBER: 701.20

NEW DRIVER CERTIFICATION

Purpose:

The purpose of this SOG is to insure the safety of members and citizens of the district by establishing minimum requirements for new drivers of fire apparatus.

Prerequisites:

- **The candidate must have knowledge & demonstrate his ability in pump operations.**
- **The candidate must have a valid Louisiana driver's license on file.**
- **The candidate must have an acceptable driving record, which will be reviewed prior to certification.**
- **The candidate will demonstrate knowledge of the resources of the district including all apparatus, their functions, capacities and any special equipment they carry. A copy of this information will be given to the candidate prior to testing to serve as a study guide.**
- **Driving age requirement shall be between 21 and 65**
- **The candidate will demonstrate a general knowledge of street locations with in the fire district**

(There will be no exceptions to the above requirements)

Certification:

All new fire department drivers/operators are required to

Hahnville Volunteer Fire Department Standard Operating Guidelines

acquire a minimum of 40 hours of entry-level driver/operator training before being allowed to drive fire apparatus vehicles or operate the pump on a fire apparatus during emergencies.

(Exception: If the new member can present previous records documenting the above training in the fire service this requirement may be waived by the Fire Chief)

Suspension of driving privileges:

- ❖ Driving privileges may be suspended at any time by a ranking officer, if a driver's ability is substandard, their driving record is poor, or their Louisiana driver's license is suspended or revoked.**

- ❖ Driving privileges will be reviewed by the board of directors if the driver is involved in an accident while driving a fire department vehicle.**

Denial of driving privileges:

A driver whose record shows any one of the following conditions is not acceptable and will not be permitted to drive. This includes violations in personal vehicle while not engaged in department activities as well as violations in department vehicles.

All of the following are considered serious violations

- Driving while intoxicated**
- Driving while under the influence of drugs**
- Negligent homicide arising out of the use of a motor vehicle (gross negligence)**

Hahnville Volunteer Fire Department Standard Operating Guidelines

- **Operating a Vehicle without a license**
- **Using a motor vehicle for commission of a felony**
- **Aggravated assault with a vehicle**
- **Operating a vehicle without the owner's authority (grand theft)**
- **Permitting an unlicensed person to drive**
- **Reckless driving**
- **Speed contest**
- **Hit and run driving.**

Driving privileges will also be revoked if any of the following apply:

- 1) One or more serious violations in the past three years**
- 2) Three or more accidents, regardless of fault in the last three years**
- 3) Four or more moving violations in the last three years**
- 4) Any combination of accidents and moving violations equal to four or more in the last three years.**

Additional requirements:

Members under the age of 21

Due to the lack of general driving experience and considering the amount of training and related activities - NO junior fire fighter under the age of 18 will ever be allowed to operate (drive) an emergency vehicle of the Hahnville Volunteer Fire Department during emergency situations. They may be allowed to operate during training activities providing they are a licensed driver.

2. Between the ages of 18 and 21, any candidate who has exhibited exceptional abilities with their personal driving (no

Hahnville Volunteer Fire Department Standard Operating Guidelines

more than 2 class "B" and no class "A" violations), may become an emergency vehicle operator trainee. The individual will remain on the trainee list until their 21st birthday.

The trainee's driving of emergency vehicles shall be limited to training and non-emergency situations. If an emergency situation occurs, and their is not a certified operator over the age of 21 available and the trainee has been certified, and then the trainee may Operate the emergency vehicle with the permission of the officer in charge.

HAHNVILLE VOLUNTEER FIRE DEPARTMENT

Number: 701.30

Driver Operator Practical Demonstration Checklist

The following checklist must be completed with Training Coordinator or a qualified driver operator assigned by the Fire Chief.

1. Perform the following inspections without assistance:

- Identify all Gauges _____
- Battery Check _____
- Braking System _____
- Coolant System _____
- Electrical System _____
- Fueling _____
- Hydraulic Fluids _____
- Oil Levels _____
- Tire Care _____
- Steering System _____

2. Demonstrate the proper operation of the generators on each apparatus. _____

3. Demonstrate putting the **apparatus** into the pump mode **and the ability to pump water from the apparatus if applicable.** _____

4. Demonstrate the operation of the relief valve **if applicable.** _____

5. Demonstrate parking and backing of the apparatus. _____

6. **Complete the 12 hour VFIS Defensive driving course** _____

Obtain 2 hours driving time on each **Apparatus**. All hours must be documented below and signed by Training Coordinator or qualified driver operator assigned by the Fire Chief.

APPARATUS	DRIVE TIME	DATE	EVALUATOR

Upon completion of driver/operator, training the Fire Chief must sign this form. After obtaining approval from the Fire Chief, you may respond in **that apparatus** as a driver operator. This document will be recorded and placed in your personal training folder.

Member	Date	Training Coordinator	Date
Approved Evaluator	Date	Fire Chief	Date

Hahnville Volunteer Fire Department Standard Operating Guidelines

NUMBER: 702.10

USE OF DEPARTMENT VEHICLES

All department vehicles are for department use.

- **Vehicles are only to be driven under the following conditions:**

- A. Emergency response**
- B. Testing of equipment**
- C. Training of personnel**

Exceptions to the above conditions (i.e. Parades, fire prevention for schools, etc.) can be made at the discretion of the chief.

- **Unit #318 is to be used for conduction of department business (department errands, transportation to training, etc.). Any other use must be cleared through the chief.**
- **Only certified drivers may drive a vehicle to an emergency situation.**
- **A member training on a vehicle must have a certified driver with him in case of an emergency. Uncertified drivers may only drive the vehicle with permission of an officer and again only in the company of a certified driver.**

Requirements for becoming a certified driver - see driver training S.O.G.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

- **Returning a vehicle to service immediately upon return from a call:**
 - **Fill water tanks.**
 - **Refill gas tanks if below 3/4 full.**
 - **Reload hose bed.**
 - **Clean and replace nozzles, check gallon setting and pattern setting.**
 - **Refuel auxiliary pumps, generators, saws.**
 - **Check primer oil.**
 - **Check radiator water.**
 - **Check crankcase oil in truck, pumps, etc.**
 - **Check batteries.**
 - **Clean windshields and rinse vehicle if necessary.**
 - **Check for missing or damaged equipment - report any problems**
 - **Insure radio channel is set to common frequency.**
 - **Master switch and any auxiliary electronic equipment are switched off.**
 - **Replace all supplies including oxygen.**

Hahnville Volunteer Fire Department Standard Operating Guidelines

NUMBER: 702.20

Chief's Vehicle Guidelines

Vehicle is to be operated by Hahnville fire fighters or any other fire fighter providing they are covered under the same insurance company as Hahnville VFD.

Vehicle to be used within the parish by the ranking officer at his discretion.

Use of vehicle outside the parish is allowed when conducting fire department related business.

All travel by fire department personnel on fire department will be top priority for vehicle use.

The unit will respond directly to all of Hahnville Vol. Fire Department emergency scenes.

Vehicle will be maintained by the individual operating the vehicle and billed to the fire department.

Vehicle will be temporarily assigned to the ranking fire line officer as long as he/she is remaining within the parish; this includes travel to and from work providing that they can respond to emergencies during working hours.

Fuel shall be acquired as necessary from competitive service stations located in the area. The operator should try and attain the cheapest price of fuel. All fuel shall be placed on Fire

Hahnville Volunteer Fire Department Standard Operating Guidelines

Department Credit Card.

All requests for the use of the department vehicle shall be made through the ranking fire officer.

Any damage to the vehicle shall be reported to the ranking officer immediately and it shall be that officers' responsibility to take the necessary action required.

Any traffic violations acquired by the driver of the vehicle shall Be the sole responsibility of the driver and not Hahnville vol. Fire Department.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 702.30

Accidents Involving Department Vehicles

If you are involved in an accident:

- a) Stop immediately**
- b) Check for Injuries**
- c) Summon assistance if necessary**
- d) Render first aid if needed.**
- e) Notify communications of incident and notify an officer of the department.**
- f) Do not allow the involved vehicles to be moved until law officers arrive.**
- g) Record names and license plate numbers of involved vehicles and witnesses.**
- h) Wait for proper authorities (i.e., Sheriff, State police).**
- i) Do not admit guilt or sign anything other than an official police report.**
- j) Complete a significant incident report.**

Hahnville Volunteer Fire Department Standard Operating Guidelines

Accident investigation team:

The accident investigation team will be composed of two Firefighters not connected with the incident, plus the chief or an Assistant Chief and the President of the department.

Accident investigation:

- ❖ After being involved in an accident, a driver is automatically suspended from driving until an investigation is conducted.**
- ❖ An investigation team will meet with the department vehicle driver, and any witnesses available, within seven days.**
- ❖ The accident investigation team will decide on disciplinary action, if any, as soon as possible.**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

NUMBER: 704.10

APPARATUS CHECKS

A standardization of fire apparatus maintenance is necessary to assure that the apparatus is prepared for emergency operations.

Each month the following items should be checked to ensure all equipment is operating properly. Additionally, these items should be checked after each call where the equipment is used, to ensure it is back in service:

- **Vehicle fuel.**
- **Water tank level.**
- **Scba, air level and components.**
- **Hose bed condition.**
- **Vehicle oil and water levels.**
- **Portable equipment fuel and oil levels.**
- **Visual examination of all equipment.**

Each month a vehicle inspection forms shall be completed to ensure each area of the emergency response vehicle has been checked and is ready for service.

Annually inspections and oil changes will be scheduled and conducted by an outside facility.

Hahnville Volunteer Fire Department

Standard Operating Procedures

Number: 705.00

Fueling of Fire Trucks

If the need arises for fuel during non-emergency conditions, the following procedure shall be followed:

The truck operator shall acquire a charge card from the Fire Chief or Officer in command. The operator will respond to a station located in the area and fuel the necessary vehicles. Each vehicle's fuel should be placed on individual tickets which allow us to track how much fuel and date fueled was added for each truck. The fuel ticket should have the truck number somewhere on the ticket so it can be identified. The operator shall sign his name on the ticket and turn the ticket in when he turn in the credit card to the officer.

In emergency conditions (during fire fighting) the above can be followed if the truck can be removed from service for fueling. If removal from service is not possible, then the officer in charge should activate the mutual aid agreement with Jackie Bee. Have the dispatcher request the type of fuel by calling Jackie Bee and advise of your location and approximate amount of fuel needed.

The dispatcher should also be told what type of tank he will need to fill (saddle tank or a tank mounted under the body). If filling a tank mounted under the body, Jackie Bee can not pump directly from his truck to the tank – his pump capacity is to great for the hose and opening on the tank. We will have to develop another method of getting the fuel from the truck into the tank.

Keep in mind the truck will have to be accessible to the fuel truck or we will have to carry fuel to the truck.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Number: 706.00

Responding in Personal Vehicles

All fire fighters responding to either the fire station or to a scene in their personal vehicle shall maintain the vehicle in proper operating condition.

The vehicle shall have a valid State inspection sticker.

The operator of the vehicle shall maintain the required insurance on the vehicle.

The operator of the responding vehicle shall not exceed the speed limit and shall obey all rules of the road as specified by state law.

The responding fire fighter shall maintain a copy of his current valid driver's license on file at the fire station.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Number: 800.00

Radio Communications Guidelines

The Hahnville V.F.D. communications system is to be used for fire department business only.

All activation of pagers shall be coordinated with the Communication Center.

No obscene or profane language will be tolerated.

Communications will be made in clear text (No 10 codes)

All dispatches will be made on the Common dispatch frequency 154.085

Hahnville V.F.D. will utilize 154.340 as their primary fire ground frequency

A nightly pager test will be conducted by the St. Charles Communications Center every night at 1800 hours.

Hahnville Volunteer Fire Department Standard Operating Guidelines

Number: 800.01

Radio Communication Usage

The following identification numbers are assigned for radio traffic:

Officers:

**Hahnville 301 Fire Chief
Hahnville 302 Assistant Chief
Hahnville 303 Assistant Chief**

Other numbers for officers may be assigned at Chief's discretion.

Truck Assignments:

Hahnville Engine 311	Ferrara Freightliner 1250 gpm
Hahnville Engine 321	Ferrara Freightliner 1250 gpm
Hahnville Rescue 319	Hackney Rescue/ Salvage
Hahnville Reserve 316	Quality Cab-over 1250 gpm
Hahnville Hose Tender 329	Sterling Hose Tender
Hahnville Medical 318	Ford F-350

All units shall identify themselves by designed unit number when going in service, arriving on scene, departing scene, arriving back in quarters, or communicating with dispatch or each other.

Dispatcher will acknowledge the responding unit by number, and confirm message by repeating traffic.

Hahnville Volunteer Fire Department Standard Operating Guidelines

NUMBER: 901. 00

MEETINGS

Business meeting of the Hahnville Volunteer Fire Department shall take place on the first Wednesday of the month unless a holiday is in conflict. If a holiday conflicts with the meeting date it shall be move to the following Wednesday. All business meeting shall begin at 7:00 p.m. And will be proceeded by a meal provided by the department.

Training meeting shall take place on the following Wednesdays' followed by Monday's for the remainder of the month unless a holiday is in conflict, at which time the acting chief may elect to reschedule or cancel the training session. The firemen's' association sponsored training or LSU sponsored training may also be substituted for the department training nights.

Special Business meeting may be called by the President. An announcement shall be made at least 24 hours in advance and will state what will be the topic of the Special Meeting. Only the topic announced may be discussed at the meeting. More than one topic can be discussed at a special meeting providing the announcement has been made advising all members of the topics.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 902.00

Press Releases

Supplying information: Release of information concerning an incident is the responsibility of the acting chief. No member will address the media unless approved by the officer in charge.

At the scene of an emergency or after an incident, it is the responsibility of the Incident Commander or designee to supply information as it is requested by the media. Reasonable courtesy shall be extended.

Names of juveniles (under 18) involved in incidents will not be released to the press. Information on medical condition shall not be released to the press.

Requests to photograph station activities or personnel not engaged in emergencies by members of the press shall be at the discretion of the officer in charge. Formal feature type activities shall be cleared through the chief.

The Chief / president shall approve for release any publication of written materials or requests from TV or radio stations for interviews which relate to the administration, policies or general operations of the fire department.

Any fires or incidents deemed "under investigation" will be identified as such and requests from the press for comment will be referred to the chief or sheriff.

Members phone numbers and addresses will not be released without permission from that member.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

NUMBER: 903.01

FIRE FIGHTER RESPONSIBILITIES

- **Upon the knowledge of an alarm, the fire fighter should keep calm and proceed with caution attempting to keep their mind on what they are doing at all times. It is recommended for the fire fighter keep his pager handy so he can hear the communications taking place while enroute and at the emergency scene.**
- **The fire fighter should respond directly to the fire station for all responses unless he must pass the incident to get to the station. All speed limits and rules of the road must be obeyed. Excessive speed is not acceptable and will be addressed by the sheriff office if necessary.**
- **The chief or an assistant chief shall proceed to the emergency scene to begin size-up, locate the water supply, clear the road for incoming emergency vehicles and determine what equipment (trucks, manpower, equipment) will be needed for the emergency. The officer shall also be responsible for directing the incoming vehicles to the locations desired. It shall be the person in charge responsibility to appoint a temporary safety officer until the captain (appointed safety officer) arrives on the scene.**
- **The fire fighter (if possible) shall dress out in protective gear either before leaving the station or enroute. Dressing out enroute shall only be allowed when in a fully enclosed cab.**
- **The fire fighter upon arrival on the scene shall be dressed out in their fire fighting gear which should include the**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

following:

- ✓ **Bunker coat & pants**
- ✓ **Boots**
- ✓ **Helmet**
- ✓ **Nomex hood**
- ✓ **Nfpa approved gloves**
- ✓ **Msa air pack (if incident requires)**
- ✓ **Pal 5 alert device**

The fire fighter should then report to staging (if set up) or the incident commander and remain their until given a task to carry out. Under no circumstances should a fire fighter take action with out the incident commander requesting the task. Failure to comply with the chiefs' request could result in dismissal from the Hahnville Vol. Fire Department.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

NUMBER: 904.00

RED LIGHT AND SIREN USAGE

- ❖ **The permission of the fire chief shall be obtained before installing red lights or sirens on personnel vehicles for use when responding to fire calls.**
- ❖ **The use of red lights and sirens when responding to the scene of an alarm is the responsibility of the fire fighter. The Hahnville Vol. Fire Department does not issue lights or sirens to fire fighters. The fire department will not issue authorization letters for fire fighters wanting to use lights or sirens.**
- ❖ **It shall be the fighters' responsibility to notify their insurance company of any red light or siren usage when responding to an emergency.**
- ❖ **Red lights and sirens shall be utilized only within our fire district. The use of red lights and sirens are not allowed in other fire districts unless authorized by the fire chief.**
- ❖ **Motor Vehicle Laws**
The most significant risk associated with allowing volunteers to respond in their personal vehicles is that they may operate them as if they are emergency vehicles. All too often, this leads to accidents. While motor vehicle laws vary from state to state, all states address this issue similarly: personal vehicles are not emergency vehicles and are not permitted the same, if any, exemptions to motor vehicle laws. For example, while licensed emergency vehicles are allowed to exceed the

Hahnville Volunteer Fire Department

Standard Operating Guidelines

posted speed limit, move against the normal flow of traffic and proceed through a negative intersection control device, personal vehicles driven by volunteers are required to obey the state motor vehicle code.

❖ Courtesy Lights

Some motor vehicle codes address the use of blue or red courtesy lights.” Basically, these are a visual request asking other drivers to allow you to pass them upon your approach. They are not a demand for right of way, nor do they permit the driver to illegally pass or speed up to overtake any vehicle.

❖ Hahnville V.F.D. will also follow the established guidelines printed below as established by our insurance carrier (VFIS) as to the usage of red lights and siren usage.

1. Volunteers responding in personal vehicle must obey their state motor vehicle code with respect to courtesy light and siren privileges.

2. Courtesy lights must not be used by volunteers as a license to operate their personal vehicles as if they are emergency vehicles. All courtesy lights should be approved by the chief of the department and a written permit issued. The permit should include the “rules of the road” that apply.

3. Volunteers responding in personal vehicles should never exceed the posted speed limit.

4. Volunteers responding in personal vehicles should come to a complete stop at all stop signs and red traffic signals and must wait for normal right of way before proceeding.

5. Individual volunteers must have personal auto liability insurance with appropriate liability limits that protect not only the volunteer but also the department.

Hahnville Volunteer Fire Department Standard Operating Guidelines

- ❖ **Complaints concerning improper actions of fire fighters not following procedure shall be brought to the chief in writing. The chief shall request a board of directors meeting to discuss disciplinary action concerning the fire fighter. The disciplinary action could include removal from the Hahnville Fire Department.**

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number 905.00

Issuing of bunker gear and communication equipment

The fire chief shall designate an officer to issue bunker gear and communication equipment. This may be the same person or it may be two different people.

The fire fighter will not be issued any equipment until he is accepted by the membership. It shall be the discretion of the fire chief whether or not to issue gear before the end of the probation period. If gear or communication equipment is issued, the fire chief may impose some restrictions until the probationary period has been completed.

Gear and communication equipment will be issued as available. A fire fighter may have to use older gear or communication equipment until such equipment is replaced.

The issuing of new gear and communication equipment shall be distributed using the criteria of most active, first in fire fighter unless specifically ordered for an individual.

Hahnville Volunteer Fire Department

Standard Operating Guidelines

Number: 905.1

Storing of Bunker Gear

The storing of bunker gear shall be covered under the following

Topics:

Wet gear

- **Wet bunker gear should not be stored. Wet gear will mildew, stain and dry rot rendering the gear useless. The wet gear should be hung up either at home or the station and allowed to dry completely. Remove any wet articles from the pockets also such as gloves or towels. Also assure the boots are inverted so they can dry thoroughly. After the gear is dried, it can be stored as department policy allows.**

Dry / clean gear

- **Dry / clean gear should be placed in the equipment bag issued and stored either in you personnel vehicle or can be stored in the storage rack designed for this purpose.**

Dirty gear

- **Any gear contaminated with dirt or other materials should be washed using a mild soap and water. The garment should then be hung up so it can dry thoroughly. Notification should be given to the person handling the equipment so a set of replacement gear can be used.**

Hahnville Volunteer Fire Department Standard Operating Guidelines

If bunker gear is heavily contaminated, arrangement can be made at a local cleaner to have your gear washed. Please check with the person in charge of the gear before taking it to a cleaner. Improper cleaning techniques can cause the gear to loose the fire retardability.

Hahnville Volunteer Fire Department Standard Operating Procedures

Number: 906.00

Pager Testing

- **The operation of the paging system is an important part of the response plan for Hahnville Volunteer Fire Department. For this reason, the testing of the pager system shall take place each night at 1800 hours (6:00 p.m.). The testing shall be performed by the St. Charles Parish Communications Center located on Joe Louis Lane.**
- **If a pager does not sound at the designated time, the fire fighter should report the problem to the person in charge of communications immediately.**

Hahnville Volunteer Fire Department Standard Operating Guidelines

Number: 921.00

Pre-Fire Planning

The fire fighters draw the outside perimeter of building with the measurements of building shown.

The fire fighters locate the nearest hydrant to be used for the building and reference on the drawing with measurement to structure. The utilities are located and referenced on the drawing.

The fire fighters also visit the interior of the building and draw any hazardous areas which firemen should be aware of. The rear of the form including contact number should be filled out.

After the above is completed, if feasible, pictures of the exterior of the building, the utilities, hydrant location, and area's which fire fighter should be alerted of should be taken .

The drawing is orientation to north and placed into the appropriate location in the manual for ease of locating during an emergency.

Any special hazards shall be discussed during a training session with firefighters to bring them up to date of specific hazards associated with the structure.

The department shall routinely use pre-plans in their training drills.

Station #32 Exercise Room Guidelines

Station #32 Exercise room is available for all firefighters and their immediate family providing a senior firefighter in the family is present. No family members shall be left unattended. Any firefighter with children under the age of 15 who desire to use the equipment shall get prior approval from the Chief or President.

HVFD strives to maintain the equipment in proper working order. Any issues with the equipment should be directed to the chief at 504-559-8737.

The fire department is not responsible for sanitizing the exercise equipment. It is recommended that all equipment be sanitized prior to and after use.

There are no set hours for use on equipment. If utilized after dark, it is recommended for individuals to lock the entry door for your security and protection. An alarm can be heard in the weight room when the main entry door is opened.

Water

Bottled water is provided in the small refrigerator located in the exercise room. Replacement water is located in the downstairs store room. Firefighters are asked to help keep water stocked in the refrigerator.

Lockers

Some lockers are made available for firefighters working out in the exercise room. Lockers are not provided for family members who are not a member of the department. Locks may be placed on lockers for security reasons. Names shall be placed on lockers. Any lockers left unused for an extended period of time will have the locks and contents removed so other people may utilize the space. No valuables should be left in lockers when firefighters are not in the facility.

Showers

Shower facilities are available for all workout participants. Please assist the department in keeping this area clean and free from debris. Firefighters must supply their own towels and supplies for showers.

Multimedia equipment

All multimedia equipment in the exercise room may be utilized. Any issues with this equipment should be directed to the chief. Pornography shall not be allowed at any time.

Telephone

A telephone is provided at Station #32 both downstairs and in the weight room. Firefighters are reminded that this is for local calls only.

HVAC Unit

All firefighters are reminded that this is an exercise room. During the process of exercising, workouts are designed to make a person burn off calories. During this process a person is going to sweat.

Please do not lower the A/C units to the lowest setting or raise the heat to the highest setting. The HVAC unit should not be adjusted unless someone has violated this guideline and moved the setting and has forgotten to reset it back to a normal setting (Winter – 65 degrees and Summer- 72 degrees). If there are any issues with the HVAC, please make the Chief aware of them.