

**FLORENCE RURAL FIRE DISTRICT**  
**STANDARD OPERATING GUIDELINES**

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**UPDATED: January 25, 2017**

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1-1	INTRODUCTION	ACKNOWLEDGEMENT OF AUTHORITY

**Acknowledgement of Authority**

The standards and policies herein take effect on the dates posted above each guideline and will remain in effect until amended, suspended, or cancelled by the issuing authority.

These standards and policies are to become a permanent part of the Florence Rural Fire District's Standard Operating Guidelines.

The standards and policies herein were approved February 1, 2017 and implemented March 15, 2017 by the Florence Rural Fire District Board of Trustees and the Fire Chief of the Florence Volunteer Fire Department.

**FLORENCE RURAL FIRE DISTRICT - Board of Trustees**

**Clint Roberts - Chairperson:** \_\_\_\_\_ **Date:** February 1, 2017

**Boyd Lambson - Vice Chairperson:** \_\_\_\_\_ **Date:** February 1, 2017

**Rebecca Ames - Board Member:** \_\_\_\_\_ **Date:** February 1, 2017

**Bonnie Smith - Board Member:** \_\_\_\_\_ **Date:** February 1, 2017

**Charles K. Brewer - Board Member:** \_\_\_\_\_ **Date:** February 1, 2017

**FLORENCE VOLUNTEER FIRE DEPARTMENT**

**Charlie O. Lambson - Fire Chief:** \_\_\_\_\_ **Date:** February 1, 2017

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1-2	INTRODUCTION	PURPOSE & SCOPE

**PURPOSE**

These Standard Operating Guidelines (SOG's) are a set of organizational guidelines that establish a standard of practice and a suggested course of action for emergency response and rescue services as well as creating responsibilities during non-emergency duties, to increase the effectiveness and efficiency of the Fire District.

All items covered herein are to be considered guidelines that are to be followed at all times. The Florence Rural Fire District Standard Operating Guidelines are not designed, nor intended, to limit any employee in the exercise of his/her judgment or initiative in taking the action a reasonable person would take in extraordinary situations based on facts and experiences. Under certain rare, exigent circumstances, it may be necessary to supersede these guidelines and if so, that person must be prepared to explain and accept responsibility for their actions. However, a blanket or intentional suspension, countermanding, or reckless disregard of a procedure is unacceptable. Violations of these guidelines could result in disciplinary action up to and including termination.

These operating guidelines shall not supersede any federal, state, or local law/statute.

**SCOPE**

These Standard Operating Guidelines apply to all members of the Florence Rural Fire District.

All policy statements issued by the Fire Chief are considered amendments to the Standard Operating Guidelines and as such, hold the same authority and scope. Active policy statements may supersede the most current revision of the Standard Operating Guidelines. If no revised Standard Operating Guidelines are submitted, the most current SOG's will remain in effect until an updated version is submitted and approved by the Florence Rural Fire District.

**DEFINITIONS**

For the purpose of the guidelines, the terms: Florence Rural Fire District, Florence Volunteer Fire Department, Florence Fire Department, Florence Fire District, District or Department will be synonyms and shall be defined as the Florence Rural Fire District, located in Florence, Montana, 59833. Any of these terms may be used in this manual.

For the purpose of the guidelines, the term Employee and the term Member, Personnel, or Membership will be synonyms, unless the context otherwise requires, and will refer to any member of the Florence Rural Fire District, Florence Volunteer Fire Department located in Florence, Montana, 59833. The use of the term "employee" does not create an employer – employee relationship unless that relationship is separately established. Ongoing employment or membership is not guaranteed; no property right in employment or membership is established solely by appointment to a position with the District unless otherwise arising by operation of the law.

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1-3	INTRODUCTION	PURPOSE, AUTHORITY & MISSION

**PURPOSE**

The purpose of the Florence Rural Fire District shall be to protect lives and property from injurious effect from fire, hazardous materials, medical emergencies, acts of nature, and all incidents while providing mutual aid/automatic aid within the mutual aid agreements in effect with the surrounding fire and EMS Districts.

**AUTHORITY**

Action of the Florence Community in 1947 resulted in the official creation of the Florence Rural Fire District, to provide fire protection to the citizens. The District is organized under and follows Montana State Annotated codes, County and local codes.

**MISSION STATEMENT**

Florence Rural Fire District is to provide residents, within the established legal boundaries of the Fire District, services supplied by trained volunteer personnel, which may include, but are not limited to, fire suppression, emergency medical aid, rescue and fire prevention with the resources available to the fire district.

**Services Provided**

Florence Rural Fire District personnel are charged with the duties of protecting life and property by the fighting and prevention of fires, emergency medical treatment, and other hazardous tasks. Services provided, when available, by volunteers of the District /District include:

- Fire Suppression The District responds to all fires and related emergency incidents.
- Emergency Medical Services The District shall respond to emergency medical incidents, to provide basic and advanced life support skills when available. The District will provide patient care according to current Montana state protocols and pre-approved offline medical control. The District will operate under the direction of an offline medical control physician. If, for any reason, the current medical control physician is unable to continue providing direction the current EMS Captain or designee will seek out a new medical director as soon as possible and submit to the board for final approval.
- Vehicle/Special Extrication The District is trained and equipped to free victims trapped in vehicles at the scene of a motor vehicle crash, people trapped or entangled as a result of an industrial, construction, or other accident.
- Hazardous Materials Incident response The District responds to all levels of hazardous materials incidents in a coordinated effort with the County Hazardous Response Teams. This would include hazardous atmosphere monitoring such as carbon monoxide or suspicious odors such as smell of gas incidents. The District will shall operate in a support capacity and assist the County Hazardous Response teams as needed.
- Water & Ice Rescue The District has limited training and equipment in responding to emergencies on the waters and ice of the rivers, lakes and ponds within Florence. These types of rescues shall be handled by higher trained and equipped personnel under the District's mutual aid agreements. The Florence Rural Fire District shall operate in a support capacity in this situation.

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- Confined Space Rescue The District shall respond to persons trapped or injured in confined spaces to assess and stabilize the situation to prevent further danger or injury to the public. The Florence Rural Fire District is not trained nor properly equipped to attempt a rescue. These types of rescues shall be handled by higher trained and equipped personnel under a mutual aid agreement. The Florence Rural Fire District shall operate in a support capacity in this situation.
- Trench/Structure Collapse & Rescue The District shall respond to persons trapped due to collapsed earth in trenches or in structures to assess and stabilize the situation to prevent further danger or injury to the public. The Florence Rural Fire District is not trained nor properly equipped to attempt a rescue. These types of rescues shall be handled by higher trained and equipped personnel under a mutual aid agreement. The Florence Rural Fire District shall operate in a support capacity in this situation.
- Fire Prevention & Education The District performs fire prevention or life safety education programs as requested by the community and approved by the District.
- Service Calls The District shall respond to a variety of non-emergency calls for assistance in the community. These incidents include, but are not limited to, animal rescue or removal, lockouts, handicapped person assists, or any other problem that could be considered a safety hazard to the general public.

### **Organizational Structure**

The Florence Rural Fire District is limited to a maximum of forty-five (45) members per decision by the Florence Rural Fire District, Board of Trustees. The District is an all-Volunteer Fire District. The only paid member is the District's part time secretary.

The Florence Rural Fire District operates under an organizational structure, or "Chain of Command" with the Fire Chief being the highest ranking officer in the Fire District. Each position of the District is described below:

**Fire Chief**- The highest-ranking officer in the Fire District and takes direction from the Florence Rural Fire District Board of Trustees. The Fire Chief administers all District policies and procedures, prepares and administers the fire district budget. The Fire Chief also evaluates the needs of the District and plans for the acquisition, replacement and maintenance of facilities, apparatus and equipment. The Fire Chief attends meetings of the Board of Trustees, responds to emergencies within the District as outlined within the Districts SOG's and serves as the District's primary contact in the event of an emergency outside of the district's boundaries in mutual aid assistance.

**Assistant Fire Chief** - The Assistant Fire Chiefs are the second highest-ranking officers in the District and take direction from the Fire Chief. The Assistant Chiefs assist the Chief in administering the policies and procedures of the District and District SOG's. The Assistant Chiefs assist in the management of the day-to-day operations of the District, may be acting Fire Chief in the absence of the Fire Chief and respond to emergencies within the District for incident supervision and/or command. The Assistant Chiefs serve as the District's secondary contacts in the event of an emergency outside of the district's boundaries in mutual aid assistance.

**Captain** - The rank of Captain is the third highest-ranking officer in the District and takes direction from the Fire Chief and Assistant Fire Chiefs. Captains respond to emergencies within the District as a company officer, and are assigned to an incident command role when needed. Captains also share the responsibility for District training as well as assigned additional duties in "Specialty" areas as needed.

**Lieutenant** - The rank of Lieutenant is the fourth highest-ranking officer of the District and takes direction from Chief Officers and Captains. Each Lieutenant assists in managing firefighters and is assigned a specific responsibility such as training, maintenance, orientation, or other duties as assigned.

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**Firefighter / EMT** - Members who are Firefighters may also be trained as EMT's, and will take direction from all Officers, depending upon their assignment.

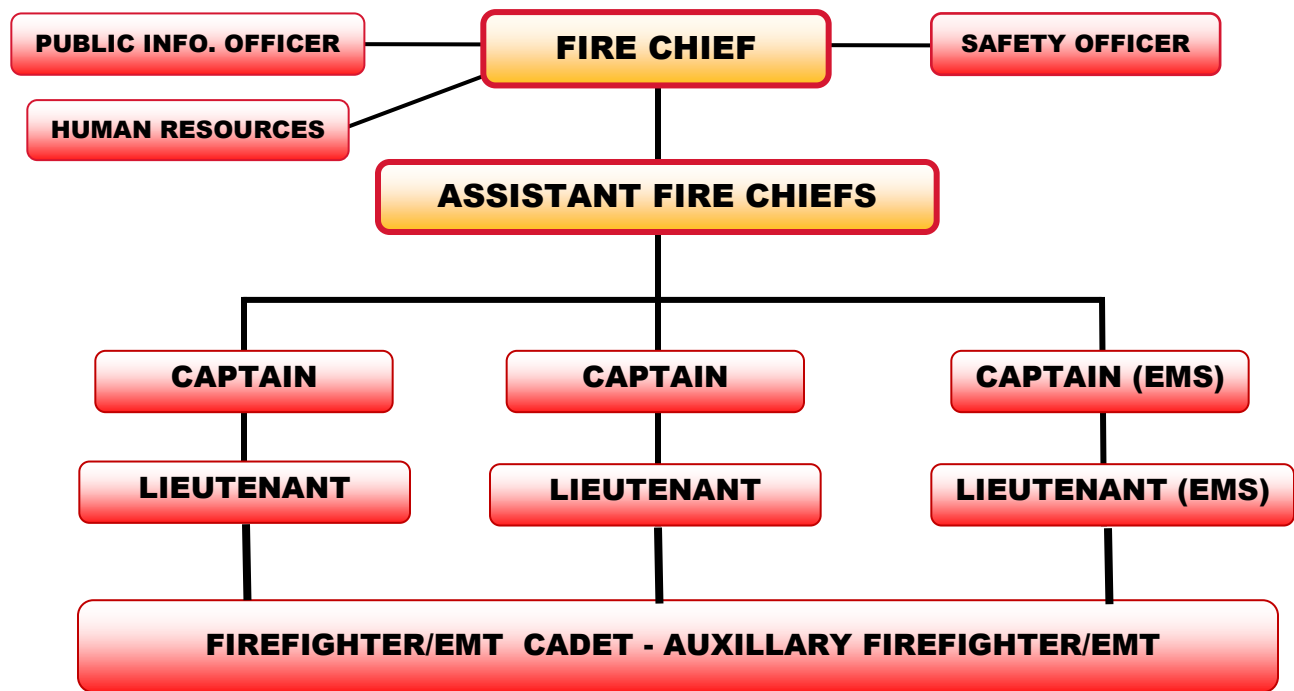
**Auxiliary Firefighter / EMT** - A former member of the department who has left in good standing, who still wants to remain semi active in the District. An Auxiliary member will take directions from all Officers, depending upon their assignment.

**Cadet** - A juvenile member of the District, age 14 -17, and will take direction from all Officers, Firefighters, EMS personnel and Auxiliary Firefighters / EMS Personnel.

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1-4	INTRODUCTION	CHAIN OF COMMAND

**FLORENCE VOLUNTEER FIRE DEPARTMENT**  
**CHAIN OF COMMAND**



*This Chain of Command shall be used at all times for all activities, duties, operations, and administrative items of the District.*

*Firefighters report to a Lieutenant, Lieutenants report to a Captain, the Captains report to the Assistant Fire Chief, who reports to the Fire Chief.*

*Personnel must report to their direct supervisor first and **not** circumvent the Chain of Command. This could result in disciplinary action.*



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1-5	INTRODUCTION	GENERAL ORDERS

**GENERAL OREDERS**

The following general orders are in effect at all times:

1. The Fire District's "Chain of Command" prescribed herein shall be used and followed at all times.
2. All calls for service of the Florence Rural Fire District will be handled by the operations prescribed herein, in a timely manner. All personnel shall display the highest level of professionalism with firefighter safety and public safety in mind at all times.
3. All calls for service shall be considered an emergency and personnel shall respond as such unless otherwise notified or determined by a reliable source.
4. For every incident, the Florence Rural Fire District shall implement and follow the National Incident Management System (NIMS)... The first arriving unit, firefighter, officer or chief officer at any incident shall initiate NIMS and assume Incident Command and remain in command until he/she transfers Command to a more senior firefighter, crew chief, or officer.
5. All vehicles and equipment must be maintained to be considered in service and ready to respond at all times. In the event that equipment is deemed to be out of service, an officer must be notified. That equipment shall be serviced or replaced so it can be placed back into service as soon as possible.
6. All vehicles, equipment, property, personnel, and facilities shall be kept secure and accounted for at all times. District vehicles and equipment must be secure and guarded from theft, vandalism, tampering, or other security issues at all times.
7. The security and integrity of the station must be constantly maintained. Only authorized personnel are to have the code to enter. Non-District personnel are not allowed outside the community areas of the station without prior authorization for security reasons.
8. All medical personnel shall demonstrate competency to the EMS Captain prior to operating at their license level independently in the field. All medical personnel shall demonstrate continued proficiency on a yearly basis. The EMS Captain or Lieutenant may suspend any member's ability to provide medical care under the FVFD at any time until further review has been conducted. The EMS Captain will perform QI//QA on patient care reports to ensure appropriate care is administered. Reports flagged for review may be brought to the attention of the medical control physician who will then determine the next course of action.

**POST-INCIDENT STRESS DEBRIEFING**

Sometimes members deal with traumatic and stressful situations that could affect an individual in many ways both mentally and physically. Any employee can contact the Fire Chief or any fire officer to request a debriefing or utilize any form of employee assistance program for any call they feel necessary at any time without cost or prejudice. Members are encouraged to take advantage of this free and confidential service provided for all personnel whenever they feel necessary for the physical and psychological wellbeing of all personnel involved.

Any ongoing assistance is a free and confidential service provided for all members.

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1-6	INTRODUCTION	USE OF TOBACCO PRODUCTS

**PURPOSE**

To establish a guideline for all members and the public regarding the use of tobacco products.

**SCOPE**

This guideline shall apply to all members of the Florence Rural Fire District.

**GUIDELINE**

Smoking or the use of any tobacco products and/or substitutes is prohibited in any District owned vehicle or inside any District building.

Smoking, or the use of any tobacco products and/or substitutes is prohibited in the presence of the public while in District uniform or anything else identifying you as an official of the Florence Rural Fire District (turn out gear, rescue jacket, etc.). This applies to emergency scenes, training areas, public relations events, public education events, ceremonies, etc.

Smoking or the use of tobacco products and/or substitutes will be permitted only in designated smoking/tobacco use areas. These areas will be kept clean and free from tobacco materials.

All tobacco materials shall be disposed of in an appropriate container.

The designated smoking/tobacco use area at fire station one is outside the building, on the West side of the fire station. This is the only designated smoking area on site. At fire station two, the designated smoking/tobacco use area is outside the building, on the East side of fire station.

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1-7	INTRODUCTION	HARASSMENT & DISCRIMINATION

**PURPOSE**

The Florence Rural Fire District strives to achieve excellence through its members. As such, the District prohibits any sexual harassment; or other harassment of any other type, and strictly adheres to this policy. All allegations of sexual harassment will be fully and discreetly investigated.

**SCOPE**

Florence Rural Fire District is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. FRFD will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. FRFD provides ongoing training to ensure the opportunity to work in an environment free of sexual and other unlawful harassment.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. If you experience or witness sexual or other unlawful harassment at work, report it immediately to a Chief Officer. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any member of the District who becomes aware of possible sexual or other unlawful harassment must immediately advise a Chief Officer, so it can be investigated in a timely and confidential manner. If reporting a harassment incident to a Chief Officer would be inappropriate, then file a report immediately to the District Board Chairperson. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

**Sexual Harassment**

Florence Rural Fire District strives to achieve excellence through its members. As such, the District prohibits sexual harassment; or other harassment of any other type. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

The following examples of sexual harassment are not intended to be exhaustive.

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.

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- Visual conduct that includes leering, making obscene or sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, posters, magazines or caricatures.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal harassment, such as repeated requests for dates, lewd comments, sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, patting, pinching, rubbing or kissing, assaulting, or impeding or blocking movements.

**Nondiscrimination**

Florence Rural Fire District adheres to the nondiscrimination policy and admits qualified individuals to its membership without regard to gender, sexual orientation, marital status, age, race, color, religion, national or ethnic origin, or disability.

**Violations**

Any discrepancies in adherence to this policy shall be brought to a Chief Officer, who will investigate the matter.

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1-8	INTRODUCTION	INFORMATION RELEASES

**PURPOSE**

To establish a guideline for the Florence Rural Fire District for a Public Information Officer (PIO) and how information shall be released to the public during or after an incident. The PIO is to be implemented to relieve the Incident Commander of needing to work with the media, taking him/her away from command responsibilities.

**SCOPE**

This applies to all District members for information release regarding any emergency or nonemergency information, or any other District function or public safety information for release.

**GUIDELINE**

Only the Public Information Officer (PIO), or personnel authorized by the Incident Commander or Fire Chief is allowed to release information to the public. If the Incident Commander has not established a PIO, then the IC shall take that responsibility. If any personnel are contacted by the media, they should be directed to the Incident Commander or Public Information Officer.

**Public Information Officer**

It is the duty of the Public Information Officer to coordinate with Incident Command to formulate information for release to the public and acts as a central clearing point, or liaison between the public and the District for the dissemination of information. The PIO is responsible for meeting with the media and escorting them for taking pictures and film footage without interfering with emergency operations while they are gathering information. The PIO should be prepared to answer questions pertaining to the incident at hand such as hazardous situations, a rescue, outstanding performance of District members, first units arrived, actions taken, etc. The PIO and the Incident Commander will be responsible for formulating any press releases that are required.

It is recommended that the same person be used as PIO whenever possible. This person should exhibit helpfulness and concern towards persons requesting information. He/she can develop a working relationship with members of the media which results in a better understanding between the media and the District. This person shall have good verbal communications skills and be considered a good representative of the District.

**Press Releases**

A press release should be formulated as soon as possible during or after an incident or event; or any general statement regarding information for public safety.

Not allowed for release:

- No names or other identifying information of any victim or suspect.
- No medical history of any victim or employee.
- No cost assessment until reasonably determined.
- No information of types or severity of injuries of any victim or employee.
- No prior criminal record, character, or reputation of any suspect.
- The existence of any confession, admission of guilt, or innocence of any person.
- Personal opinions, rumors, hearsay, or false information of any kind.
- Any information concerning the identity of any person under the age of 18 years.
- The cause, or speculated cause, of a fire should not be released until the investigation is complete.

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Allowed for release:

- Type of incident or event
- Type of occupancy or location
- Generalized location of incident or event
- Time of incident or event
- Cost assessment if reasonably determined.
- Number and type of District vehicles involved.
- Number of District personnel involved.
- Number of injuries and/or deaths involved:
- District Personnel or Civilian
- Number of victims (adults and children) rescued or relocated, sex of victims, and destination transported
- Actions taken by the District.
- Investigation details, **only** with prior approval of the Fire Chief or designee.
- Mutual aid Districts and/or agencies requested to assist.
- Contact names and phone numbers for follow up inquires of information.

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1-9	INTRODUCTION	PHOTOGRAPHY, AUDIO & ELECTRONIC IMAGING

**PURPOSE**

To establish a guideline for the management of photographs and electronic images taken by members of the Florence Rural Fire District , to guarantee professionalism, and protect the privacy rights of District members, patients, fire victims, and the public that we serve.

**SCOPE**

This applies to all District members and all District owned photography, audio and/or video recording equipment, recording media device or any other electronic imaging and/or recording equipment at the scene of any incident, including mutual aid calls for service, and/or any training, official District function, or activity. Violations of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.

**GUIDELINE**

- All scene photography/video shall be for clinical, documentation, investigation, or training purposes only, and conducted by, or at the direction of, Florence Rural Fire District personnel with permission of the Incident Commander.
- All photographs and images containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation. Any images with this identifying information may **not** be released by the District to the public or news media in accordance with HIPAA privacy laws.
- Images with address numbers/information, vehicle plate numbers, mailboxes with identifying information, or any other material that could have names, addresses, phone numbers, or any other identifying information should be avoided unless it is within the course and scope of duties of the employee during an official District investigation.
- Any and all on scene images and/or any other images taken by a member in the course and scope of their employment are the sole property, and under the control, of the Florence Rural Fire District. This includes any and all images inadvertently taken with a member's personally owned camera, cellular phone, Tablet, or other recording media, audio or imaging devices.
- No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced, or otherwise distributed in any manner other than official District business, without prior written permission from the Fire Chief or designee. This prohibition includes the posting of any District photographs on personal internet sites such as, but not limited to, Facebook, Myspace, YouTube, Twitter, other public safety agency websites, or e-mailing to friends, relatives, or colleagues.
- Images taken during training exercises may be, released, used and posted in the above media with prior permission of the Fire Chief or designee however must always remain professional and reflect positively upon the District.
- Personal use of District owned cameras is strictly prohibited.
- Helmet mounted cameras, or any other recording, audio or imaging device, is strictly prohibited without the prior written permission of the Fire Chief or designee.

Violation of this policy, or failure to permit inspection of any device covered in this policy, may result in disciplinary action up to and including termination.

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1-10	INTRODUCTION	SOCIAL MEDIA

**INTRODUCTION**

To endorse the secure use of social media to enhance communication and information exchange, streamline processes; foster productivity with its members. This policy is not intended to limit a member’s freedom of speech or expression, but as the District is a public entity, this policy has been established to protect the rights of this organization, members and the public the district is sworn to protect. This policy is not meant to address one particular form of social media; rather social media in general as technology will outpace our ability to discover emerging technology and create policies governing its use.

Social media provides a valuable means of assisting the Florence Rural Fire District and its personnel in meeting community education, community information, fire prevention and other related organizational and community objectives. This policy identifies possible uses that may be evaluated and utilized as deemed necessary by fire administrative and supervisory personnel. This District also recognizes the role that social media may play in the personal lives of District members. The personal use of social media can have an effect of Fire District members in their official capacity as firefighters. This policy is a means to provide guidance of a precautionary nature as well as restrictions and prohibitions on the use of social media by District personnel.

**GUIDELINE**

**Strategic Policy**

- a. Social media pages shall be designed for the target audience, such as the community, civic leadership, employees or potential recruits.
- b. All District social media sites or pages shall be approved by the Fire Chief.
- c. Social Media pages shall clearly indicate they are maintained by the Fire District, and shall have the district logo and contact information displayed.
- d. District social media content shall adhere to applicable laws, regulations and policies in accordance to district guidelines.
- e. Social media content is subject to open public record laws.
- f. Social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the District.
- g. Social media pages shall indicate that posted comments will be monitored and that the District reserves the right to remove obscenities, off-topic comments and personal attacks.
- h. Social media pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

**Potential Uses:**

Social media is a valuable tool when providing information about:

- a. Road closures
- b. Special events
- c. Weather emergencies
- d. Major ongoing events in the district that affects the entire community.
- e. Major emergencies that affects the community.
- f. Employment / Background checks – For authorized members to conduct a background check on potential members, this District has an obligation to include internet-based content when conducting background investigations of potential new members. Searches should be conducted by Human Resources or with permission from the Fire Chief and only for the purposes of providing possible background material on a perspective candidate.



# **FLORENCE RURAL FIRE DISTRICT**

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### **Approved Personal Use:**

District personnel shall abide by the following when using social media sites:

- a. District personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or in such a way as to cause actual harm or disruption to the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception or the operations of the District.
- b. As public employees, District personnel are cautioned that their speech either on or off duty, and in the course of their official duties that has a nexus to the member's professional duties and responsibilities may not necessarily be protected speech under the First Amendment.
- c. This may form the basis for discipline if deemed detrimental to the District.
- d. District personnel should assume that their speech and related activity on social media sites will reflect upon their position within the District and of this District.
- e. District personnel shall not post, transmit or otherwise disseminate any information to which they have access as a result of their work without written permission from the Fire Chief or designee.

### **Prohibited Personal Use:**

District personnel are cautioned not to do the following:

- a. Display District logos, uniforms or similar identifying items on personal web pages without the prior written permission from the Fire Chief's office.
- b. Post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, fire officer or member of the District without prior written permission for the Fire Chief's office.
- c. Shall not discuss protected or confidential matters of the District including but not limited to:
  1. Matters that are under investigation
  2. Patient and employee information protected by HIPPA/medical confidentiality laws
  3. Personnel matters that are protected from disclosure by law

### **District code of conduct:**

Adherence to the District's code of conduct is required in the personal use of social media. In particular, District personnel are prohibited from the following:

- a. Speech containing obscene or sexually explicit language, images or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or any protected class of any individual.
- b. District personnel may not divulge any information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this District without prior written approval from the Fire Chief's office.
- c. District personnel should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation to include:
  1. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern and would be offensive to a reasonable person;
  2. using someone else's name, likeness or other personal attributes without that person's permission for an exploitative purpose; or
  3. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

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- d. District personnel should be aware that privacy setting and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- e. District personnel should expect that any information created, transmitted, downloaded, exchanged or discussed in a public online forum may be accessed by the District at any time without prior notice.
- f. Members are prohibited from participating in video chat in uniform or any other means which identifies them as a member of the Florence Rural Fire District whether on or off duty, unless authorized by the Fire Chief.

Any member of the Florence Rural Fire District who becomes aware of or having knowledge of a posting or of any website or webpage in violation of the provision of the policy shall immediately notify the Fire Chief's office for follow up action. Violation of this social media policy may result in disciplinary action up to and including termination.

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<b>SOG#</b>	<b>SECTION</b>	<b>GUIDELINE</b>
1-11	INTRODUCTION	COMPUTER & INTERNET USE

**PURPOSE**

To establish guidelines for the use of the Internet by District members

**SCOPE**

This guideline applies to all members of the Florence Rural Fire District and other District computer system users, whether authorized or unauthorized who access and use the Internet.

To the extent that personally owned cellular telephones, personally owned computers and other department used or personally owned electronic devices utilize the District's computer system for access to the Internet, this policy shall be full applicable.

**POLICY**

The Internet can provide the Fire District with critical business advantages as a source of information and research, improved communication, public access and visibility. The Internet presents members with opportunities for easy rapid, efficient communications. The Internet also creates certain risks, including security risks and legal liability. In order for the District to maximize the benefits and minimize the risks, this statement sets policy for Internet access and use by all users of the system.

Users are given District-provided access to the Internet to assist them in the performance of their duties. The Fire District may monitor Internet activity and usage, and therefore, Users should have no expectation of privacy. All records created by Internet use, are property of the Fire District. Users are expected to conduct their electronic communications in a professional, responsible and courteous manner. Misuse of the District's information infrastructure, information technology and electronic communications media including, but not limited to, the unauthorized transmission of confidential or proprietary information, the use of profane, harassing or other offensive language, or other inappropriate uses, may subject the user to discipline, including termination of membership, initiation of civil or criminal action.

**No Privacy Expectation**

The only persons who may access the Internet through the Fire District's infrastructure are authorized Department members, and other such persons as the District may specifically authorize. The Fire District reserves the right to access and disclose, for any purpose, the contents of any Internet messages sent to or received from the District's computer system. All Users, using the District's Internet system, waive any right to privacy in such messages, and consent to their usage being reviewed and disclosed by District personnel. Users of the District's Internet system, understand that they have to privacy expectations in regards to their Internet usage of the District's Internet system. The Fire District may disclose or use any information on the District's computer system for disciplinary action or civil or criminal action.

All User's shall ensure that their use of the District's computer system and Internet system does not compromise the security or integrity of the District's information infrastructure of information technology, networks and computer equipment. Users will not use another member's computer information to gain access to the Internet without that User's consent or with supervisory approval.

No member will allow non-members of the District to access the Internet using a Fire District computer, except as provided by the Fire District's policy.

**Permitted Usage**

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Members are given access to the Internet through the Fire District's infrastructure to carry out Fire District business. All District guidelines, including, but not limited to, the District's guidelines on prohibiting harassment, work-place violence and sexual harassment, apply to a member's access or use of the District's computer infrastructure and Internet. Members must comply with all state and federal laws and regulations applicable to the Internet.

Software for browsing the Internet is provided to Users for District related business. As with the District's telephones, limited incidental personal use that does not interfere with work duties, does not consume significant District resources, does not constitute a use prohibited by this policy and does not interfere with the activities of others may be permitted. More than incidental personal use by any member, may subject that member to discipline or removal of Internet access.

### **Impermissible Uses**

- Violate or infringe on a recognized privilege or the right to privacy.
- Transmit defamatory, false, inaccurate, abusive, profane, threatening, racially offensive, or otherwise biased, discriminatory or illegal material.
- Violate agency or District regulation or policies prohibiting harassment, workplace violence or sexual harassment.
- Violate any local, state or federal law.
- Conduct personal, for profit business activity.
- Solicit for religious, political, charitable or other causes.
- Conduct any non-government related fund raising or public relations activities.
- Gain or attempt to gain unauthorized access to any computer, computer records, data, databases or electronically stored information.
- Violate trademark or copyright laws.
- Knowingly cause the transmission of a program, information, code or command, and as a result of such conduct, intentionally causes damage to a computer.
- Play games on the Internet.
- Engage in instant messaging, streaming media, or streaming video for non-work related purposes.
- To access, download, print or store any information files or services having sexually explicit content.
- Shall not use a password or transmit encrypted data through the District's Internet system, unless that password, key or other means of decrypting the transmittal is available to a supervisor.

### **Software**

- The Fire Chief and / or the Fire Board of Trustees must approve all software installed on the District's computer infrastructure and Internet system.
- All files downloaded, must first be scanned for viruses, using the installed virus detection software

### **Representing the Fire District**

- Members must exercise the same care in posting information to the Internet as they would with any external communication from the Fire District.
- Members shall maintain all proprietary and confidential information in confidence and shall not use the Internet or Fire District's computer infrastructure or technology to access, disclose or distribute such information in an unauthorized manner or attempt to do so.
- Access or use of the Fire District's furnished computer systems, or Internet infrastructure constitutes consent to this policy on an Acceptable Use of the Internet.

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2-1	MEMBERSHIP	MEMBERSHIP PROCESS

**APPLICATIONS**

Florence Rural Fire District has an open application process and is continually accepting applications. An application may be obtained at the Florence Rural Fire District fire station one. Completed applications can be returned to the same place and are to be forwarded to the fire officer in charge.

**PROCEDURE**

1. Once an application is received, the officer in charge shall check to make sure the applicant meets all requirements for initial membership. (see section 2-5)
2. If the applicant meets the required membership standards, the applicant will attend three (3) regularly scheduled training sessions on Thursday nights from 7:00 pm – 9:00 pm. The applicant must attend these meetings within two months from when the application is issued. If three meetings are not attended during these first two months, then the applicant will need to restart the process for membership.
3. Upon completion and documentation of attending three (3) training sessions as described in item 2, an interview will be scheduled and conducted with the applicant. After the interview, and upon initial approval from the Fire Chief, a background check will be completed. The results are forwarded to the Fire Chief for review.
4. Upon approval following the background check, the applicant will take a pre-employment physical and drug screening.
5. The results of the physical are received and reviewed by the Fire Chief. Upon final successful approval, the applicant is advised that the application process is completed and is now a probationary member of the Florence Rural Fire District.

**Probationary Period**

After passing the above steps, a member is on a probationary status for the period of one (1) year from the official date of approval. This probationary period may be extended for any reason at the discretion of the Fire Chief or designee at any time. During the probationary period, membership with the District may be terminated by the District at any time.

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2-2	MEMBERSHIP	MEMBERSHIP REQUIREMENTS

**PURPOSE**

This guideline is to establish minimum requirements of all members in order to be eligible for employment of the Florence Rural Fire District. Each employee shall meet these minimum requirements as listed in this guideline. (Employment in the Florence Rural Fire District may be considered paid, part paid or volunteer, depending upon your assignment.)

**SCOPE**

These requirements shall apply to all members of the Florence Rural Fire District.

**Minimum Requirements**

- Must be a citizen of the United States
- Must be 18 years of age
- Must be a high school graduate or have passed the general educational development test (GED) and have been issued an equivalency certificate by the superintendent of public instruction or by an appropriate issuing agency of another state or of the federal government. Note: Any person who does not have a high school diploma or a GED, must obtain their diploma or GED during the first year as a probationary firefighter (if accepted as a probationary firefighter).
- Must possess a valid Montana driver's license.
- Must be able to pass an employment background history check
- Be able to pass an employment DOT physical and drug screen
- Must domicile (live) within the Fire District, unless otherwise approved by the Fire Chief.
- Must be able to fill the job requirements of the Firefighter job description (see section 2-11).
- Must meet and maintain a minimum of thirty (30) in house or approved training hours each year. For a member to qualify for the Montana PERA, they must have a minimum of 30 training hours each year, with the training hours pertaining to firefighting and being available for all members. Approved hours must be approved in writing by a Chief Officer prior to attending the training. Upon completion of an approved training class, each member is responsible within five working days of attending the class, to submit all papers and documentation on attendance for the hours to be accredited.
- Every Member must respond to a minimum of 27 calls each year. Of which, 14 of those calls must include on scene participation, **NOT** standby status at the station

Any member of the Florence Rural Fire District, with written approval from the Fire Chief, may perform administrative duties for the District. The hours that are spent performing these administrative duties, may be eligible to be accredited as a call for that member after the completion of five (5) hours, and upon written final approval from the Fire Chief. Examples of administrative duties may include; the processing of departmental paperwork, computer data entry, vehicle maintenance, inventory and re-supply of equipment, tool sharpening and maintenance, attending business meetings that are not training oriented, picking up district equipment and supplies from vendors. The Fire Chief will have final say in the determining of what administrative duties will be eligible towards a call for any member of the Florence Rural Fire District

**Leave of absence (Non- Medical)**

Any member may request a leave of absence up to six months in a twelve month period. Any leave of absence over six months, the member shall resign from the District. All requests for a leave of absence will be

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submitted in writing to the Fire Chief's office and will be signed by the member requesting the leave of absence. A member may not take more than one leave of absence in a three (3) year period.

Any member who is terminated for any of the above mentioned reasons only, may, after six (6) months from date of termination, make application to the Florence Rural Fire District, and apply for new membership into the district.

**Leave of absence (Education)**

Any member may request a leave of absence to pursue formal education. All requests for a leave of absence will be submitted in writing to the Fire Chief's office and will be signed by the member requesting the leave of absence.

**Leave of absence (Medical)** See Section 2-8 Light/Restricted Duty

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2-3	MEMBERSHIP	ORIENTATION

**PURPOSE**

This guideline is to establish a uniform standard of training for new members of the Florence Rural Fire District. This standard creates a foundation from which the new member can build on and become familiar with District policies and procedures.

**SCOPE**

This guideline shall apply to all members of Florence Rural Fire District.

**GUIDELINE**

All District members shall be involved in ongoing training and education. All personnel shall have a good understanding of District equipment, for their designated position, and be competent in its operation. Each person shall be responsible to keep proficient in all duties as applicable for their status. All personnel shall be responsible to attend regular trainings and scheduled higher education classes and seminars to do this. From time to time, competency checks will be done to help assure a safe and smooth operating District.

**Mentoring Program**

The District has established a mentoring program that pairs all new recruits with a senior firefighter or officer to mentor them, typically during the time of their probationary period. The assigned mentor has two roles. The first is to help the new employee become familiar with District policies and procedures by completing the Orientation Packet. The second is to answer any questions and to help the new employee along the way in the first few months to adjust to the District and introduce the recruit to the rest of the personnel. This helps the new employee to fit in and encourages team building. It is also a good review for the mentor.

Mentors shall be assigned to new members by the orientation officer. Mentors should lead by example, be very familiar with policies and procedures, and be in good standing with the District. The mentor shall also accept some personal responsibility to assist the new employee in the adjustment of becoming a firefighter.

**Evaluations**

New members shall be evaluated after six (6) months of employment by their assigned squad officers and/or mentor. This evaluation shall serve as a status check for the recruit to show what progress has been made since he/she started and to establish goals for the recruit to strive for. The assigned mentor should be a part of this evaluation process to provide information as to the status of the recruit.

**Orientation Program**

Each new member will be given a rookie book that highlights training guidelines and will familiarize the recruit on policies, equipment, and procedures, that are not covered in the SOG policy manual.

This book will cover the following information, but not limited to:

- Chain of Command both in station and on an emergency scene
- Radios
- Paperwork/Documentation/Record-keeping
- Vehicle Manning & Response Duties
- Riding Assignments
- Equipment Issued



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- Firefighter Safety
- Emergency Medical Services (EMS)
- Vehicle Operations
- Equipment Familiarization

This training time is estimated at 40 hours.

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2-4	MEMBERSHIP	CONDUCT

**PURPOSE**

To ensure orderly operations and provide the best possible work environment, Florence Rural Fire District expects all members to follow rules of conduct that will protect the interests and safety of all members and the District.

**INDIVIDUAL EXPECTATIONS OF CONDUCT**

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of violations that may result in disciplinary action, up to and including termination.

- Theft or inappropriate removal or possession of District property.
- Falsification of records, documents or forms.
- Being under the influence of alcohol or illegal drugs.
- Possession, distribution, sale or transfer or use of alcohol or illegal drugs on district property, while on a call, or while operating a district vehicle or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of district property or private property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules
- Smoking or using tobacco products in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Unauthorized disclosure of medical or confidential information
- Working, attending meetings or functions while under the influence of alcohol or illegal drugs
- Excessive absence without prior notice
- Unauthorized use of District telephones, computers or other District equipment or property
- Violation of personnel policies

**WEAPONS**

Under no circumstances is any employee allowed or authorized to carry or possess a firearm in any District building or District vehicle without the consent of the Fire Chief. Members are allowed to carry a small folding knife or utility knife to facilitate a rescue.

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2-5	MEMBERSHIP	ALCOHOL/CONTROLLED SUBSTANCES

**PURPOSE**

To establish a guideline to ensure no member is impaired by alcohol, controlled substances, or medications any time while on duty.

**SCOPE**

This guideline shall apply to all District members while on duty or on District property.

**GUIDELINE**

**Alcohol, Controlled Substances, and Medications**

All alcoholic beverages, controlled substances, or medications that impair performance are not allowed under any circumstances in any District building or vehicle.

Any member who acts in an official capacity while perceived to be under the influence of a drug, including alcohol, will be relieved of their duties and be suspended from active duty until the incident is reviewed by the Fire Chief and/or designee. All members are subject to a drug screen test at the discretion of the Fire Chief, fire officer, or designee at any time without notice or cause.

No member shall be permitted to drive, operate, or ride in any District owned vehicle while under the influence of alcohol and/or intoxicating substances. (See also MCA 61-8-411 for specific prohibitions for the use of marijuana while operating a motor vehicle)

Any member who is found in possession of alcoholic beverages or other controlled substances while on duty or in District buildings or vehicles shall be relieved of their duties, and shall be suspended from active duty until the incident is reviewed by the Fire Chief and/or designee.

Any member that is found to be possession of any illegal drugs, paraphernalia, or other contraband, or convicted of any related crime(s), shall be subject to discipline up to and including termination.

***Non-compliance could be grounds for immediate disciplinary action.***

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2-6	MEMBERSHIP	MEMBERSHIP DISCIPLINE

**PURPOSE**

This guideline is to establish a standard for discipline of all members of the Florence Rural Fire District. This will establish a basis to deliver discipline when deemed necessary and to define the disciplinary actions available by the Florence Rural Fire District.

**SCOPE**

This guideline will apply to all members of the Florence Rural Fire District.

**GUIDELINE**

Below are the options of discipline that the District Board, Fire Chief, or designee, could exercise if deemed necessary. Florence Rural Fire District utilizes a progressive system of discipline which may start at any point and progress to more serious steps at the sole discretion of the District, Fire Chief or designee. The types of discipline utilized by the District are as follows:

**Verbal Warning**

The problem shall be discussed with the employee, including the expected corrective action. The employee shall be informed the discussion is a verbal warning. The availability of the employee assistance resources should be identified at this time. Documentation must be maintained in the employee personnel file of the specifics of the problem and the corrective action. This documentation shall be signed and dated by both the employee and the Chief. The Chief must state anticipated action if no improvement is seen within a specific time period and must follow up with the employee.

**Written Reprimand**

A written statement of the problem(s) and corrective action shall be prepared and discussed with the employee. The availability of employee assistance resources should be identified at this time. Documentation must be maintained in the employee file of the specifics of the problem and the employee's agreed upon corrective action. This documentation shall be signed and dated by both the employee and the Chief. The Chief must state anticipated action if no improvement is seen within a specific time period and must follow up with the employee. A copy of the written statement is to be provided for District records in the employee's personnel file.

**Suspension**

An employee may be suspended for a period determined by the District Board of Trustees and / or the Fire Chief. Employee assistance resource participation as a condition of continued employment may be appropriate at this time. Documentation must be maintained in the employee file of the specifics of the problem and the corrective action. This documentation shall be signed and dated by both the employee and the Fire Chief. The Fire Chief must state anticipated action if no improvement is seen within a specific time period and must follow up with the employee. A summary of the problem including all pertinent facts, documentation and a return-to-work date will be filed in the employee's personnel file.

**Demotion**

This action may be used when performance is significantly deficient, but other traits and skills are acceptable in another position. Documentation must be maintained in the employee file of the specifics of the problem and the member's corrective action. This documentation shall be signed and dated by both the employee and the Fire

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Chief. The Fire Chief must state anticipated action if no improvement is seen within a specific time period and must follow up with the member.

**Termination**

This disciplinary action will be used when deemed warranted by the Florence Rural Fire District Board of Trustees on the recommendation of the Fire Chief.

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2-7	MEMBERSHIP	PERFORMANCE EVALUATIONS

**PURPOSE**

This guideline is to establish a minimum standard of performance to be a member of the Florence Rural Fire District. This will establish minimum competency levels to maintain in order to continue to be a member in good standing.

**SCOPE**

This guideline shall apply to all members of Florence Rural Fire District. Up to and including Assistant Chief. Evaluations shall be performed annually, typically in the beginning of the year, as to goals and standard for the individual member to accomplish. New members shall be evaluated every six (6) months while on probation.

**GUIDELINE**

Evaluations are performed to give each member an idea and a comparison of their performance and compliance with minimum standards set by the department. These evaluations are a tool to counsel and motivate members to meet / exceed the minimum standards and reach individual objective. The performance evaluations are to improve on department goals, as well as individual goals, to become an outstanding member.

The evaluation uses the following components of job performance for firefighters:

Training Attendance	Initiative
Call Attendance	Quantity of Work
Knowledge of the Job	Attitude towards Safety
Co-Worker Relations	Attitude towards Supervision

Officers are evaluated on the same eight components and also on Leadership / Mentoring and Quality of Work.

If a member fails to maintain the minimum, the member may be placed on probationary status until his/her performance meets the minimum requirements. A probationary firefighter who does not meet or exceed the minimum standard, may be subject to dismissal. Officers are encouraged to motivate the firefighters to raise their performance levels to the requirements.

Copies of evaluations, will be given to each member for their records, and a copy shall be placed in their permanent personnel file.

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2-8	MEMBERSHIP	LIGHT / RESTRICTED DUTY

**PURPOSE**

The purpose of this policy is to establish guidelines for temporary limited term restricted duty assignments and to outline the process and administration of the District's restricted duty program. This policy shall apply to all members.

**SCOPE**

It is the policy of the District, to allow members, when possible, the opportunity to work in a limited term restricted duty assignment, where the employee is unable to perform full and regular duty due to an injury, illness or pregnancy. The availability of limited term restricted duty assignments is exclusively determined by the member's health care professional, and is not intended to constitute a long-term or permanent assignment.

This policy does not limit the rights of members to seek reasonable accommodations as provided under the Americans with Disabilities Act (ADA).

**GUIDELINE**

The District is committed to providing work, when possible, for members who have been restricted by a physician because of an injury, illness or pregnancy. Restricted duty is temporary and all assignments must be within the employee's documented medical restrictions. The District will make every effort to place members in positions within the department. There is no guarantee of restricted duty work. The Florence Rural Fire District may not be able to place members with work restrictions on restricted duty assignments. The amount and type of restricted duty work may vary from time to time based on the changing needs of the patient and if it falls within the physician's prescribed restrictions.

**DEFINITIONS**

- *Restricted duty:* A temporary duty assignment, less arduous than the employee's regular job assignments.
- *Work-related injury/illness:* Any injury/illness that occurs in the course of and arises out of employment.
- *Non work-related injury/illness:* Any injury or illness that does not occur in the course of or arise out of employment.
- *Limited Term Assignment:* A non-permanent assignment of short duration.

**PROCEDURES**

Members who are not on worker's compensation and/or requesting limited term restricted duty shall submit to the Chief's office a form completed by their treating physician covering the nature of the injuries and type of light / restricted duties requested and for how long of a short term time.

Fire Chief's Office shall:

1. Review the request.
2. Determine if there is a restricted duty work assignment that meets the members' skills and medical restrictions.
3. Notify the member of approval or denial of the request.

**ELIGIBILITY**

**Work-related injury/illness**

A member who has suffered a work-related injury/illness is eligible for limited term restricted duty subject to availability of work, skill level, and documented medical restrictions.

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### **Non work-related injury/illness and pregnancy**

A member, who has suffered a non-work-related injury/illness or is pregnant, may be eligible for limited term restricted duty subject to availability of work, skill level, and documented medical restrictions.

The maximum time that a member with a non-work related injury/illness shall be allowed to work on limited term restricted duty is six (6) months (cumulative) in a twelve (12) month period measured from the date that the limited term restricted duty assignment is approved.

The maximum time that a member who is pregnant shall be allowed to work on limited term restricted duty is six (6) months for each pregnancy measured from the date that the limited term restricted duty assignment is approved.

A member who has concluded his/her maximum allowable time on restricted duty assignment and who is not able to return to full duty, will be placed on leave of absence.

### **RESPONSIBILITIES**

#### **Member's Responsibilities**

Any member who has suffered a work-related injury at FRFD is expected to follow their physician's recommendations, medical restrictions, and limitations, at all times. Any member, whether on or off duty, who disregards his/her restrictions or engages in conduct inconsistent with those restrictions may be subject to discipline, up to and including termination.

Members are expected to cooperate fully with the District and return to work on either full duty or restricted duty as quickly as possible.

Members will be required to comply with all other rules and regulations while working on restricted duty assignment.

Members are responsible for furnishing a written updated form from their physician on their medical condition to the Fire Chief's office after each physician's visit or at thirty (30) day intervals from their last physician's visit.

Members will be expected to submit documentation from their physician showing authorization to return to full duty. Members may be subject to a fit for duty evaluation prior to returning to unrestricted duty.

Under no circumstances shall a member perform work that is outside of the physician's listed work restrictions.

#### **Fire Chief's or designee's Responsibilities**

Shall be responsible for assuring that members do not perform work outside of the treating physician's restrictions.

Shall maintain strict confidentiality regarding the employee's injury, illness, pregnancy and/or limitations.

Shall be responsible for verifying physician's recommendations and approving full back to work for each member when fully cleared by their physician



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**STANDARD OPERATING GUIDELINES**

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<b>SOG#</b>	<b>SECTION</b>	<b>GUIDELINE</b>
2-9	MEMBERSHIP	BLOOD BOURNE PATHOGEN EXPOSURE CONTROL

**PURPOSE**

To establish a procedure for all District members to deal with the potential exposure to blood borne pathogens or communicable diseases. Since medical history and examination cannot identify patients infected with HIV or other blood borne pathogens, blood and body fluid precautions should be consistently used for all patients, especially those that the risk of blood exposure is increased and the infectious status of the patient is unknown.

**SCOPE**

This policy applies to all District members that could be involved in any incident dealing with patient handling in any manner, cleaning of equipment used in patient care, or any other incident or circumstances where an employee could come into contact with bodily fluids. Each employee shall be familiar with this policy and shall have required annual refresher training. All new members will receive training prior to being placed on line.

**GUIDELINE**

**Universal Precautions**

Universal precautions are recommended by the Center for Disease Control as a means of protection for Health care providers. Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and use of gloves to prevent gross microbial contamination of hands.

Hand washing facilities may not always be readily available. In such cases, an appropriate antiseptic hand cleaner in conjunction with clean towels or antiseptic towelettes may be used and hand washing should be done as soon as possible. Universal precautions apply to blood and other body fluid containing visible blood.

Blood is the single most important source of HIV, hepatitis B virus and other blood pathogens. Universal precautions also apply to tissues, semen, vaginal secretions and the following fluids: cerebral spinal, synovial (*joints*), pleural (*chest*), peritoneal (*abdominal*), pericardial (*heart*), and amniotic (*fluid around an unborn infant*). Universal precautions also apply to feces, nasal secretions, sputum, saliva, sweat, tears, urine, and vomitus.

Universal precautions should be the minimum precautions for all procedures in an emergency or major traumatic injury. Routine use of appropriate barrier precautions such as gloves and surgical mask should be worn as needed and protective eyewear with face shield should be worn if splashing/spraying of blood or body fluid is likely. Appropriate protective barriers shall be used to prevent exposure to blood, body fluids containing visible blood and other fluid to which universal precautions apply.

From the exposure determination, the appropriate protective equipment such as, but not limited to gloves; gowns; face shields or mask and eye protection; mouthpieces; resuscitation bag masks; pocket masks or other devices should be used.

If an employee temporarily and briefly declines to use personal protective equipment under rare situations, it must be the employee's judgment in that instance that its use would prevent or delay the delivery of health care, which could cause a negative outcome.

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### UNIVERSAL PRECAUTIONS PROCEDURES PERSONAL PROTECTIVE EQUIPMENT

#### **Gloves**

Will be worn when contact with blood and/or body fluids, mucous membranes, or non-intact skin of any patient is anticipated.

Will be worn when handling items or surfaces soaked with blood or body fluids.

Will be worn when cleaning equipment used in-patient handling.

Should be changed between patients.

Should be changed as promptly as possible, if tearing or puncture occurs.

Hand washing should be done after removal of gloves.

They should be discarded in a red Biohazard container if grossly contaminated

#### **Masks & Protective Eyewear**

Should be worn when the possibility of splashes or sprays of blood or body fluids are likely to occur.

#### **Cover Gowns or Aprons**

Should be worn when the possibility of a splash or spray of blood or body fluid may occur.

#### **Hand Washing shall be done**

After removing gloves.

After accidental contact with skin contaminated with blood or body fluids.

After each call that an employee had contact with a patient. After cleaning equipment that was used in patient care.

#### **Needles, Syringes, or other "Sharps"**

Needles and sharps should never be manipulated, bent, or broken.

Should be disposed into a puncture resistant container.

#### **Resuscitation Equipment**

All reusable equipment should be cleaned and disinfected with an approved disinfectant.

### EXPOSURE CONTROL TRAINING

The Florence Rural Fire District shall ensure that training on Exposure Control is provided to the personnel of their District where occupational exposure may occur. Training shall be tailored to the education and language level of the members.

The training shall cover the following:

- A copy of the standard and an explanation of its content
- A general explanation of the epidemiology and symptoms of blood borne diseases
- An explanation of the mode of transmission of blood borne pathogens
- An explanation of the appropriate method for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious material
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment
- Information on the types, proper use, location, removal, handling

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- Decontamination and disposal of personal protective equipment
- An explanation of the basis for selection of personal protective equipment
- Information on the hepatitis B vaccine, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge
- Information on the appropriate action to take and persons to contact in an emergency involving blood or other potentially infectious materials
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be available
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color-coding systems

### **Cleaning and Decontamination of Equipment**

Chemical germicides that are registered with the U.S. Environmental Protection Agency as "sterile" may be used either for sterilization or high-level disinfections. Medical devices that require sterilization or disinfections should be thoroughly cleaned before being exposed to the germicide and the manufacturers' instructions for use of the germicide should be followed. In addition to commercially available chemical germicides, a solution of sodium hypochlorite (household bleach) prepared daily can be used at a mixture of 1:10 dilution of water and bleach.

- Visible materials should be removed with a germicide, then decontaminate with fresh germicidal chemical after cleaning.
- Gloves should be worn during cleaning and decontamination procedures.

### **Cleaning of contaminated clothing**

It is strongly recommended that all clothing materials that are grossly contaminated with blood or body fluids are to be placed in a biohazard bag and identified as to the type of contamination. The bag should be treated as bio-hazard waste and disposed of according to current district medical policy.

### **Environmental waste disposal**

Infectious waste should be decontaminated before disposal in a sanitary landfill. Infectious waste should be placed in plastic garbage bags in the container marked "Infectious Waste - Biohazard". When the container is full, the bag should be taken for disposal.

- Grossly contaminated gloves
- Disposable equipment
- Blood or body fluid soaked materials

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2-10	MEMBERSHIP	SIGNIFICANT EXPOSURE REPORTING

**PURPOSE**

To establish a procedure for reporting a significant exposure to any blood borne pathogen and/or contact with bodily fluids.

**SCOPE**

This guideline shall apply to all District members that come in contact with bodily fluids either through patient care, cleaning or using equipment that was used in patient care, or contact with fluids while performing official duties.

**GUIDELINE**

**Significant Exposure Definition**

- “Significant exposure” means sustained a contact, which carries a potential for transmission of HIV or other communicable disease/illness, by one or more of the following:
- Transmission of blood, semen or other body fluid into a body orifice.
- Exchange of blood during the accidental or intentional infliction of a penetrating wound, including a needle puncture.
- Blood or other body fluid exchange into an eye, an open wound, an oozing lesion, or where a significant breakdown in the epidermal barrier has occurred.
- Exposure to saliva as the result of a bite during the course of which the skin is broken.
- The provision of cardiopulmonary resuscitation (CPR).
- Other routes of exposure as defined by the National Center for Disease Control.

**AIRBORNE BACTERIA**

In the case of possible exposure to AIRBORNE BACTERIA, hospitals have mechanisms in place to initiate an appropriate tracking of all exposed personnel both in the hospital and pre-hospital care providers. The hospital will initiate this tracking mechanism upon receipt of any positive bacteriology or serology reports received from the laboratory, as deemed necessary and where applicable by law.

The hospital shall contact the District of the possible exposure, who shall notify the affected employee(s). The hospital shall advise the appropriate treatment, so medical care can then be initiated at the hospital or by the personnel of their choice.

**Exposure Reporting**

In the case of a significant exposure to BLOOD or BODY FLUIDS, the employee shall upon recognizing the hazard, follow one of the below procedures:

- A significant exposure should be reported immediately after it occurred, or as soon as possible within 24 hours of the incident.
- An officer or senior firefighter in charge of the incident shall be notified, who in turn shall notify the next highest ranking officer of the situation.
- A first report for the insurance company should be filled out as soon as possible so medical care can be initiated immediately.

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- If at the scene, the member(s) shall initiate action by notifying the ambulance staff to notify the receiving physician at the hospital to initiate blood testing procedures of the patient for a significant exposure. The member(s) shall consider themselves and equipment out of service until decontamination is completed.
- If at the station the member(s) should notify the officer in charge of the situation, and they along with the equipment shall be out of service until decontamination of both is completed.
- If at the hospital, the member(s) should notify the emergency room staff as soon as possible to initiate blood testing procedures of the patient for a significant exposure and notify the officer in charge, so that member(s) are logged as "out of service" until decontamination is completed.

**In all cases of suspected exposure**

The affected member, with the help of the officer in charge will complete a full report documenting the nature of the call and how the exposure occurred and any immediate or after care that has been provided, anyone who witnessed the exposure and if there were other members exposed. A report will be required from each member exposed and all witnesses to the exposure. All related medical records of members shall be retained by the District for the duration of membership, plus 30 years.

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2-11	MEMBERSHIP	RESPIRATORY PROTECTION PROGRAM

**PURPOSE**

The Florence Rural Fire District recognizes that occupational respiratory hazards may exist during routine and emergency operations. These hazards can be in the form of harmful dusts, fogs, mists, vapors, fumes, gases, smoke, and airborne diseases. In some cases these hazards may represent an Immediately Dangerous to Life or Health (IDLH) condition.

**SCOPE**

This guideline shall apply to all District members while on duty working in or near an IDLH atmosphere, or any other time the Incident Commander, Incident Safety Officer, fire officer, crew chief or designee determines respiratory protection is required.

**GUIDELINE**

This SOG to be added at a later date.

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2-12	MEMBERSHIP	POSITION DESCRIPTIONS

**PURPOSE**

To establish a guideline that defines the roles and responsibilities of each position of rank within the District. Individual duties are not limited to the duties listed.

**SCOPE**

This guideline applies to all members of Florence Rural Fire District.

**Firefighter**

**General Description**

This position protects life, property, and the environment by performing fire suppression, rescue, emergency and non-emergency aid, hazardous materials, and fire prevention duties.

**Supervision Received**

Works under the close supervision of a fire officer or senior firefighter in the absence of a fire officer.

**Supervision Exercised**

May supervise firefighters in the absence of a fire officer based on seniority or situational training and/or experience.

**Essential Duties and Responsibilities**

The tasks, duties, and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.

- Complies with all District Standard Operating Guidelines and regulations.
- Functions within the National Incident Management and Incident Command Systems.
- Responds to emergency situations with the Department's responsibility and special calls for assistance from other agencies to perform suppression, hazardous materials incident response and rescue duties as part of a fire crew.
- Performs firefighting activities including laying hose, and performing fire combat, containment, extinguishment, and water supply tasks; Performs rescue activities including removal of victims from hazardous locations and extrication of victims from vehicles or other entrapment as part of a fire crew.
- Uses power and hand tools to ventilate burning structures and perform forcible entry.
- Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from a hazardous atmosphere or conditions.
- Provides crowd and traffic control at emergency scenes; assists with salvage, overhaul, cleanup, and evacuation activities as necessary.
- May drive and operate fire response vehicles, upon proper training and authorization.
- Perform the supervision of firefighters or a fire crew with assigned duties in the absence of a fire officer or senior firefighter.
- Assist with documentation of all fire and other emergency incidents and responses.
- Cleans and maintains fire apparatus, equipment, buildings and grounds; tests fire hoses and ladders; maintains emergency response equipment in a constant state of readiness.

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- Conducts fire drills and tests fire hydrants when needed; Prepares pre-fire plans for buildings; participates in fire prevention and fire safety education activities.
- Attends and participates in regular District training, seminars, and meetings in accordance to minimum standards.
- Achieves and maintains the minimum requirement for incident attendance in accordance to minimum standards (see section 2.2).
- Wears required personal protective clothing and equipment including self contained breathing apparatus (SCBA) as required.
- Be able to communicate using two-way communications systems.
- Performs general clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attend meetings, answering the telephone, etc.

### **Minimum Qualifications**

- Must obtain and maintain a valid Montana Driver's license.
- Must be 18 years of age.
- Must have graduated high school or equivalent.
- Must live in the fire district or if you live outside the district, approval must be authorized by the Fire Chief.

### **Special Requirements**

A full disclosure of all convictions is required. Failure to disclose all convictions will result in disqualification. Not all convictions constitute an automatic bar to membership. Factors such as your age at the time of the offense(s) and the recency of the offense(s) will be taken into account, as well as the relationship between the offense(s) and the position applied for. (Any convictions or court records which are exempted from disclosure by a valid court order do not have to be included.)

## **Lieutenant**

### **General Description**

This position participates and supervises the activities of firefighters during firefighting assignments to protect life, property, and the environment by performing fire suppression, rescue, emergency and nonemergency aid, hazardous materials, and fire prevention duties.

### **Supervision Received**

Works under the general supervision of a Fire Captain.

### **Supervision Exercised**

Supervises firefighters and other subordinate positions as assigned.

### **Essential Duties and Responsibilities**

The tasks, duties, and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.

- Complies with all District Standard Operating Guidelines and regulations.
- Functions within the National Incident Management and Incident Command Systems.
- Supervises subordinate personnel through the chain of command during all activities at the fire station, on scene, or any other time members are on duty.



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- Responsible for supervisory duties assigned by superior officers. These duties include instructing; maintaining standards; coordinating activities; allocating personnel; acting on employee problems and complaints; and recommends and/or assists in implementing employee discipline; Ensures subordinates comply with the Standard Operating Guidelines at all times.
- Reviews the work of subordinates for completeness and accuracy; assists in evaluating employee performance; offers advice and assistance as needed. Lieutenants complete the annual performance evaluations of subordinates in their assigned squad.
- Responds to emergency situations within the District's responsibility and special calls for assistance from other agencies, to assist in the direction and performance of suppression, hazardous materials incident response and rescue duties; directs the routes to be taken; and assumes command of all firefighting activities upon arrival, pending the arrival of a superior officer.
- Performs and supervises a fire crew during firefighting activities including laying hose, and performing fire combat, containment, extinguishment, and water supply tasks.
- Receives and responds to public inquires, complaints, and requests for assistance; develops and implements an action plan to mitigate the current situation.
- Performs and supervises rescue activities including removal of victims from hazardous locations and extrication of victims from vehicles or other entrapment.
- Supervises a fire crew in using power and hand tools to ventilate burning structures and perform forcible entry.
- Direct, supervise, and assist a fire crew in the positioning of, and climbs ladders to gain access to upper levels of buildings or to assist individuals from a hazardous atmosphere or conditions.
- Direct, participate in, and supervise crowd and traffic control at emergency scenes; assists with salvage, overhaul, cleanup, and evacuation activities as necessary.
- May drive and operate fire response vehicles in the absence of a competent firefighter.
- Document and complete all necessary reports of all fire and other emergency incidents and responses.
- Supervises and assists the maintenance of fire apparatus, equipment, buildings and grounds; tests fire hoses and ladders; maintains emergency response equipment in a constant state of readiness.
- Conducts fire drills and tests fire hydrants when needed.
- Prepares pre-fire plans for buildings; participates in fire prevention and fire safety education activities.
- Perform all administrative and operational duties assigned by superior officers.
- Assume command of the fire station, equipment, and personnel during any activity in the absence of a superior officer; perform and direct duties on behalf of the Fire Chief in the best interest of public safety, the District and Florence.
- Attends and participates in regular District training, seminars, and meetings in accordance to minimum standards.
- Achieves and maintains the minimum requirement for incident attendance in accordance to minimum standards.
- Wears required personal protective clothing and equipment including self contained breathing apparatus (SCBA).
- Be able to communicate using two-way communications systems.
- Performs general clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attend meetings, answering the telephone, etc.

### **Minimum Qualifications**

- Must obtain and maintain a valid Montana Driver's license.
- Must be 18 years of age.
- Must have graduated high school or equivalent.

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- Must be a member in good standing.
- Must live in the fire district or if you live outside the district, approval must be authorized by the Fire Chief.
- Must have at least three (3) years of service with the Florence Rural Fire District or five (5) years documented service with another fire authority.

### **Special Requirements**

Must meet the minimum requirements for the position of **Firefighter** and have taken Fire Officer 1 training or equivalent or must be obtained within 18 months of appointment.

A full disclosure of all convictions is required. Failure to disclose all convictions will result in disqualification. Not all convictions constitute an automatic bar to membership. Factors such as your age at the time of the offense(s) and the recency of the offense(s) will be taken into account, as well as the relationship between the offense(s) and the position applied for. (Any convictions or court records which are exempted from disclosure by a valid court order do not have to be included.)

Ability to train and supervise subordinate personnel; Ability to communicate effectively orally and in writing; Ability to use sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other members, supervisors, officials, and leaders of other agencies.

Must have a good geographic understanding of Florence and area of responsibility as well as the surrounding area; must be able to read and use maps.

The Fire Chief has final authority and approval to appoint any member to the position of Lieutenant.

### **Captain**

#### **General Description**

This position plans, organizes, and administers all operations of the fire District assigned and/or delegated by the Assistant Fire Chief. This position participates and supervises the activities of firefighters during firefighting activities to protect life, property, and the environment by performing fire suppression, rescue, emergency and non-emergency aid, hazardous materials, and fire prevention duties.

#### **Supervision Received**

Works under the general supervision of the Assistant Fire Chief.

#### **Supervision Exercised**

Supervises subordinate fire officers, firefighters, and other positions as assigned.

#### **Essential Duties and Responsibilities**

The tasks, duties, and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.

- Complies with all District Standard Operating Guidelines and regulations.
- Functions within the National Incident Management and Incident Command Systems.
- Supervises subordinate officers and personnel through the chain of command during all activities at the fire station, on scene, or any other time members are on duty; supervisory duties include instructing; maintaining standards; coordinating activities; allocating personnel; acting on employee problems and complaints; and recommends and / or assists in implementing employee discipline as assigned within the District Standard Operating Guidelines.

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- Assumes command of all administrative responsibilities of an assigned squad of fire officers and firefighters within the chain of command of the District; Assist in carrying out orders, plans, or instructions from the Assistant Fire Chief.
- Assumes the duties and responsibilities of the Assistant Fire Chief in his/her absence as directed or assigned.
- Reviews the work of subordinate fire officers for completeness and accuracy; assists in evaluating employee performance; offers advice and assistance as needed. Ensure the completion of the annual performance evaluations of subordinates in his/her assigned squad.
- Responds to emergency situations within the Department's responsibility, and special calls for assistance from other agencies; May assume Incident Command from a subordinate officer if requested or required.
- Develops and coordinates plans of tactical objectives for rescue, fire suppression, containment, water supply, strategy, and all other operations within the chain of command; Directs the work and assignments of Lieutenants pending arrival of a chief officer.
- Monitors activities of firefighters through subordinate officers in the strategies and tactics, laying of hoselines, placing ladders, ventilation, rescue, salvage and overhaul operations, or any other activity assigned.
- Coordinates activities with other supervisors and exchanges information with officers in other fire Districts, as directed or assigned.
- Receives and responds to public inquires, complaints, and requests for assistance; develops and implements an action plan to mitigate the current situation.
- Performs and supervises rescue activities including removal of victims from hazardous locations and extrication of victims from vehicles or other entrapment.
- Direct, participate in, and supervise crowd and traffic control at emergency scenes; assists with salvage, overhaul, cleanup, and evacuation activities as necessary.
- May drive and operate fire response vehicles in the absence of a competent firefighter.
- Document and complete all necessary reports of all fire and other emergency incidents and responses.
- Supervise the maintenance of fire apparatus, equipment, buildings and grounds; tests fire hoses and ladders; maintains emergency response equipment in a constant state of readiness.
- Prepares pre-fire plans for buildings; participates in fire prevention and fire safety education activities.
- Perform all administrative and operational duties assigned by superior officers.
- Ensures subordinates comply with the Standard Operating Guidelines at all times.
- Assume command of the fire station, equipment, and personnel during any activity in the absence of a superior officer; perform and direct duties on behalf of the Fire Chief in the best interest of public safety, in accordance to District policies and procedures.
- Attends and participates in regular District training, seminars, and meetings in accordance to minimum standards.
- Achieves and maintains the minimum requirement for incident attendance in accordance to minimum standards.
- Wears required personal protective clothing and equipment including self contained breathing apparatus (SCBA).
- Be able to communicate using two-way communications systems.
- Performs general clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attend meetings, answering the telephone, etc.

### **Minimum Qualifications**

- Must obtain and maintain a valid Montana Driver's license.
- Must be 18 years of age.

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- Must have graduated high school or equivalent.
- Must be a member in good standing.
- Must live in the fire district or if you live outside the district, approval must be authorized by the Fire Chief.
- Must have at least three (3) years of service with the Florence Rural Fire District or five (5) years documented service with another fire authority.
- Must have a minimum of two (2) years as a Lieutenant.

### **Special Requirements**

Must meet the minimum requirements for the position of **Lieutenant** and have taken Fire Officer 1 training or equivalent or must be obtained within 18 months of appointment.

A full disclosure of all convictions is required. Failure to disclose all convictions will result in disqualification. Not all convictions constitute an automatic bar to membership. Factors such as your age at the time of the offense(s) and the recency of the offense(s) will be taken into account, as well as the relationship between the offense(s) and the position applied for. (Any convictions or court records which are exempted from disclosure by a valid court order do not have to be included.)

Ability to train and supervise subordinate personnel; ability to communicate effectively orally and in writing; ability to use sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other members, supervisors, officials, and leaders of other agencies.

Must have a good geographic understanding of Florence and area of responsibility as well as the surrounding area; must be able to read and use maps.

The Fire Chief has final authority and approval to appoint any member to the position of Captain.

### **Assistant Fire Chief**

#### **General Description**

This position assists the Fire Chief in all planning, organizing, directing, and administering all policies, operations and activities of the District and to perform all related technical, administrative, and supervisory work as required.

#### **Supervision Received**

Works under the general supervision of the Fire Chief.

#### **Supervision Exercised**

Supervises all fire officers and firefighters, either directly or through subordinate fire officers.

#### **Essential Duties and Responsibilities**

The tasks, duties, and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.

- Complies with all District Standard Operating Guidelines and regulations.
- Functions within the National Incident Management and Incident Command Systems.
- May act as Fire Chief during the absence of the Chief of District, as assigned.
- Assist in planning, organizing, and directing assigned programs and activities of the District;
- Review, evaluate, develop and implement policies and procedures for all District operations.
- Oversee administration of training at all levels to ensure safe and effective operations.

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- Assume command of the fire station, equipment, and personnel during any activity; perform and direct duties on behalf of the Fire Chief in the best interest of public safety, in accordance to District policies and procedures.
- Assist in assuring the Department's compliance with applicable Federal, State and local laws and regulations and standards of safety; Ensures compliance of all Standard Operating Guidelines and regulations of the Employee Handbook; assist the Fire Chief in implementing employee discipline, as assigned.
- Attends relevant operational meetings to ensure District representation; Participates in administrative meetings in the absence of the Fire Chief, or as assigned.
- Responds to emergency calls as necessary; May assume incident command if requested or required; Respond to mutual aid calls of service and act as a liaison between agencies in a unified command system; Assume all administrative duties during an emergency in the absence of the Fire Chief.
- Receives and responds to public and news media inquiries, concerns, complaints and requests for assistance and conducts any and all follow up as necessary.
- May drive and operate fire response vehicles in the absence of a competent firefighter.
- Ensures all necessary reports of all fire and other emergency incidents and responses are completed and comply with standards.
- Attends and participates in regular District training, seminars, and meetings in accordance to minimum standards.
- Achieves and maintains the minimum requirement for incident attendance in accordance to minimum standards.
- Be able to communicate using two-way communications systems.
- Performs general administrative clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attend meetings, answering the telephone, etc.

### **Minimum Qualifications**

- Must obtain and maintain a valid Montana Driver's license.
- Must be 18 years of age.
- Must have graduated high school or equivalent.
- Must be a member in good standing.
- Must live in the fire district or if you live outside the district, approval must be authorized by the Fire Chief.
- Must have at least three (3) years of service with the Florence Rural Fire District or five (5) years documented service with another fire authority.
- Must have a minimum of two (2) years as a Captain.

### **Special Requirements**

Must meet the minimum requirements for the position of **Captain** and have taken Fire Officer 1 training or equivalent or must be obtained within 18 months of appointment.

A full disclosure of all convictions is required. Failure to disclose all convictions will result in disqualification. Not all convictions constitute an automatic bar to membership. Factors such as your age at the time of the offense(s) and when the offense(s) occurred will be taken into account, as well as the relationship between the offense(s) and the position applied for. (Any convictions or court records which are exempted from disclosure by a valid court order do not have to be included.)

Ability to train and supervise subordinate personnel; ability to communicate effectively orally and in writing; ability to use sound judgment in evaluating situations and in making decisions; ability to effectively give and

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receive verbal and written instructions; ability to establish and maintain effective working relationships with other members, supervisors, officials, and leaders of other agencies.

Must have a good geographic understanding of Florence and area of responsibility as well as the surrounding area; must be able to read and use maps.

The Fire Chief has final authority and approval to appoint any member to the position of Assistant Fire Chief.

### ***Fire Chief***

#### **General Description**

Performs professional and managerial work planning and directing the Florence Volunteer Fire Department which includes; fire suppression, emergency medical services, and other emergency services and emergency communications. Serves as the Emergency Services Coordinator and Fire Marshall for the District, works as required.

#### **Supervision Received**

Work is governed by applicable Federal, State and local policies and is performed under the executive direction of the Florence Rural Fire District Board of Trustees.

#### **Supervision Exercised**

Supervises all fire officers and firefighters, either directly or through subordinate fire officers.

#### **Essential Duties and Responsibilities**

The tasks, duties, and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.

- Complies with all District Standard Operating Guidelines and regulations.
- Functions within the National Incident Management and Incident Command Systems.
- Plans, organizes, and directs assigned programs and activities of the District; reviews, evaluates, develops and implements policies and procedures for all District operations, program facilities, equipment and personnel, develops and presents budget requests and formulates policy recommendations; requests adjustments in District budgetary allocations as needed.
- Oversees administration of training at all levels to ensure safe and effective operations.
- Has command of the fire station, equipment, and personnel during any activity; performs and directs duties in the best interest of public safety, in accordance to District policies and procedures.
- Oversees in assuring the Department's compliance with applicable Federal, State and local laws and regulations and standards of safety; Ensures compliance of all Standard Operating Guidelines; Resolves conflicts and provides guidance, coaching and discipline as necessary and in accord with District policies and procedures. Investigates complaints and recommends corrective or disciplinary action or discipline
- Attends relevant operational meetings to ensure District representation; Participates in administrative meetings. Practices effective communication with staff. Fosters a harmonious work environment and effective working relationships within the department. Ensures appropriate workplace behavior that reflects the values of the Florence Rural Fire District.
- Responds to emergency calls as necessary; May assume incident command if requested or required; Respond to mutual aid calls of service and act as a liaison between agencies in a unified command system; Assumes all administrative duties during an emergency. Works cooperatively with other agencies to coordinate optimum levels of service.

# **FLORENCE RURAL FIRE DISTRICT**

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- Receives and responds to public and news media inquiries, concerns, complaints and requests for assistance and conducts any and all follow up as necessary.
- May drive and operate fire response vehicles in the absence of a competent firefighter.
- Ensures all necessary reports of all fire and other emergency incidents and responses are completed and comply with standards.
- Attends and participates in regular District training, seminars, and meetings in accordance to minimum standards.
- Achieves and maintains the minimum requirement for incident attendance in accordance to minimum standards.
- Be able to communicate using two-way communications systems.
- Performs general administrative clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attend meetings, answering the telephone, etc.

### **Minimum Qualifications**

- Must obtain and maintain a valid Montana Driver's license.
- Must be 18 years of age.
- Must have graduated high school or equivalent.
- Must be a member in good standing.
- Must have at least five (5) years of service with the Florence Rural Fire District or five (5) years documented service with another fire authority.
- Must have a minimum of two (2) years as an Assistant Fire Chief.

### **Special Requirements**

Must meet the minimum requirements for the position of **Captain or Assistant Chief** and have taken Fire Officer 1 training or equivalent or must be obtained within 18 months of appointment.

A full disclosure of all convictions is required. Failure to disclose all convictions will result in disqualification. Not all convictions constitute an automatic bar to membership. Factors such as your age at the time of the offense(s) and the recency of the offense(s) will be taken into account, as well as the relationship between the offense(s) and the position applied for. (Any convictions or court records which are exempted from disclosure by a valid court order do not have to be included.)

Ability to train and supervise subordinate personnel; Ability to communicate effectively orally and in writing; Ability to use sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other members, supervisors, officials, and leaders of other agencies.

Must have a good geographic understanding of Florence and area of responsibility as well as the surrounding area; must be able to read and use maps.

The Board of Trustees has final authority and approval to appoint any member to the position of Fire Chief.

### **Safety Officer**

#### **General Description**

The Safety Officer is appointed by the Fire Chief, to monitor and assess safety hazards of unsafe situations at an incident or training function. The Safety Officer reports to the Fire Chief or Incident Commander on an emergency incident. This assignment is performed at a professional level, focusing on the safety aspects of the incident or training scenario, including the welfare of all fire department personnel. When necessary, the Safety

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Officer will recommend corrective actions after an incident or training scenario to the Fire Chief. This position acts as the eyes and ears of the Fire Chief or the IC on matters related to safety. The Safety Officer shall have the authority to alter, suspend or terminate activities at an emergency scene or training exercise when it is judged those activities to be unsafe or an imminent hazard

### **Supervision Received**

Work is governed by applicable Federal, State and local policies and is performed under the general direction of the Fire Chief or Incident Commander.

### **Supervision Exercised**

Not applicable to this position.

### **Essential Duties and Responsibilities**

The tasks, duties, and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.

- Complies with all District Standard Operating Guidelines and regulations.
- Functions within the National Incident Management and Incident Command Systems.
- The Safety Officer shall monitor conditions, hazards and risks, including conducting a 360 – degree primary survey noting accessibility of entry and egress of the incident.
- Ensure that a Rapid Intervention Team (RIT) is available and ready.
- Monitor radio transmission. Be especially alert to unclear, incomplete or missed communications.
- Verify that an accountability system is in place.
- Evaluate traffic hazards and apparatus placement.
- Monitor fire conditions, fire extension, potential for collapse or other event that could pose a threat to personnel or public.
- Confirm that EMS is on scene and ensure the establishment of a rehab area.
- Report status of hazards, risks and conditions to the IC. If an imminent life threatening situation exists **exercise emergency authority to stop, alter or suspend** operations. If this action is taken, report it immediately to the IC.
- The Safety Officer shall be involved in post incident critiques in order to review the safety factors involved in the training exercise or emergency incidents.

### **Minimum Qualifications**

- Must obtain and maintain a valid Montana Driver's license.
- Must be 18 years of age.
- Must have graduated high school or equivalent.
- Must be a member in good standing.
- Must live in the fire district or if you live outside the district, approval must be authorized by the Fire Chief.
- Must have at least three (3) years of service with the Florence Rural Fire District or five (5) years documented service with another fire authority.
- Must have a minimum of three (3) years of experience as a firefighter.

### **Special Requirements**

Must meet the minimum requirements for the position of **Firefighter**.

A full disclosure of all convictions is required. Failure to disclose all convictions will result in disqualification. Not all convictions constitute an automatic bar to membership. Factors such as your age at the time of the offense(s) and the recency of the offense(s) will be taken into account, as well as the relationship between the



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offense(s) and the position applied for. (Any convictions or court records which are exempted from disclosure by a valid court order do not have to be included.)

Ability to communicate effectively orally and in writing; ability to use sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other members, supervisors, officials, and leaders of other agencies.

Must have a good geographic understanding of Florence and area of responsibility as well as the surrounding area; must be able to read and use maps.

The Fire Chief has final authority and approval to appoint any member to the position of Safety Officer.

### **Public Information Officer**

#### **General Description**

The Public Information Officer (PIO) is responsible for managing the public information communications, that promote, enhance and protect the Department's standards and reputation. The PIO acts as the liaison for the Department through varied and integrated use of communication products and services including print publications, the World Wide Web, e-news, and other online communications, social media, traditional media and other related public relations avenues.

The PIO, working under the direction of the Fire Chief, must be able to work independently, balance multiple priorities, be able to respond to and effectively report on incidents and other significant events.

#### **Supervision Received**

Work is governed by applicable Federal, State and local policies and is performed under the general direction of the Fire Chief or Incident Commander.

#### **Supervision Exercised**

Not applicable to this position.

#### **Essential Duties and Responsibilities**

The tasks, duties, and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.

- Complies with all District Standard Operating Guidelines and regulations.
- Functions within the National Incident Management and Incident Command Systems.
- Serve as a spokesperson and main point person on media interactions that impact the Department.
- Engage and Manage media relations to ensure coverage of the Department's activities.
- Prepare press releases, public service announcements, talking pints, speeches, presentations, and any other supporting verbal and / or written communication consistent in the Department's message.
- Participate in the development and management of the Department's electronic communication, such as the Department's website, social media, and news media for the latest news and developments worth sharing with the public.
- The PIO must have a working knowledge of the duties and functions of the Department, and be able to relay this information to the public and to the news media, both in verbal and/or written communication.
- Should have an overall calm demeanor when confronted with stressful and dangerous situations.

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- Be able to work with tools such as computers, printers, copiers, video cameras, digital cameras, tape recorders, etc.
- Use Sound judgment and discretion when representing the Department.
- Prepare video and/or print material for media outreach and for public display.
- Perform other duties as assigned by the Fire Chief.

### **Minimum Qualifications**

- Must obtain and maintain a valid Montana Driver's license.
- Must be 18 years of age.
- Must have graduated high school or equivalent.
- Must be a member in good standing.
- Must live in the fire district or if you live outside the district, approval must be authorized by the Fire Chief.
- Must have at least three (3) years of service with the Florence Rural Fire District or five (5) years documented service with another fire authority.
- Must have a minimum of three (3) years of experience as a firefighter.

### **Special Requirements**

Must meet the minimum requirements for the position of **Firefighter**.

A full disclosure of all convictions is required. Failure to disclose all convictions will result in disqualification. Not all convictions constitute an automatic bar to membership. Factors such as your age at the time of the offense(s) and the recency of the offense(s) will be taken into account, as well as the relationship between the offense(s) and the position applied for. (Any convictions or court records which are exempted from disclosure by a valid court order do not have to be included.)

Ability to communicate effectively orally and in writing; ability to use sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other members, supervisors, officials, and leaders of other agencies.

Must have a good geographic understanding of Florence and area of responsibility as well as the surrounding area; must be able to read and use maps.

The Fire Chief has final authority and approval to appoint any member to the position of Public Information Officer.

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<b>SOG#</b>	<b>SECTION</b>	<b>GUIDELINE</b>
2-13	MEMBERSHIP	UNIFORMS

**PURPOSE**

To establish a set of standards for the issuance and wearing of the Florence Rural Fire District uniform. The intent of this guideline is to outline the appropriate uniform requirements for all members. All District officers are responsible for the enforcement of these guidelines.

**SCOPE**

This guideline shall apply to all members of Florence Rural Fire District. There shall be no variations to this policy without permission from the Fire Chief or designee.

**GENERAL**

- Dress Uniforms will be issued after 12 months on the District. Uniforms will be properly stored and worn only in accordance to policy. Each member will be issued one set of Class A uniforms and one red Class C shirt.
- All uniforms shall be kept clean, neat, and professional at all times. Each employee shall be responsible for cleaning and general care of the uniform. If District issued items are getting worn or are in need of repairs or replacement, an officer should be notified ASAP.
- All clothing and equipment furnished to members shall remain property of the Florence Fire District, and returned upon leaving the District. Members may be held liable for any items lost or destroyed.
- Uniforms shall only be worn for official District functions, or when representing the District during public functions, or any other time specified by the Fire Chief or designee. Note: Acceptable civilian attire can be worn for responding to calls.
- There will be no additions, subtractions or alterations to the uniform without approval of the Fire Chief or designee.
- Uniform shirts shall not be worn in taverns/bars unless your presence is required by your duties.
- Only the approved materials listed in this policy are allowed to be worn on the uniform. No extra pins, patches, emblems, or insignias are allowed without prior approval of the Fire Chief.
- The Fire District issued badge and identification shall only be worn and used while on duty. Any misuse of the badge, other identification, or any misrepresentation of such will be grounds for immediate dismissal. This applies to all t-shirts, jackets, hats or any other clothing with the Florence Rural Fire District identification of any kind issued or purchased by the employee.
- The Fire Chief, or designee, must approve ***BEFORE*** the District name and/or logo is used in or applied to any poster, billboard, fire prevention and/or public education materials, or clothing.
- Only the clothing items listed above are considered the official uniform of the Florence Rural Fire District. Any clothing other than listed above, that has been approved to use the District logo and/or name, cannot be worn in replacement of or worn in addition to the official uniform unless authorized by the Fire Chief or designee.

**UNIFORMS DEFINED**

There are two (2) types of uniforms that are used by the Florence Rural Fire District.

**Class A uniform**

Formal dress uniform worn for formal events as ordered by the Fire Chief or designee. The Class A uniform shall consist of the following items:

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Dress uniform shirt – long sleeve

- Navy blue: Firefighter, Lieutenant, Captain
- White: Assistant Chief, Fire Chief
- Light Blue: Cadet

Black uniform necktie with appropriate tie clasp or pin.

Uniform pants: (EMS pants are NOT allowed)

- Navy blue: Firefighters, Lieutenant, Captain
- Black: Assistant Chief, Fire Chief

Uniform dress shoes, (station/work boots are allowed if cleaned)

Badge, nametag, appropriate collar pins/insignias

### **Class C uniform**

Casual duty uniform worn for duty details or station events as ordered by the Fire Chief or designee. The Class C uniform shall consist of the following items:

Short or long sleeve shirt, sweatshirt, or job/work shirt or polo shirt

Shirt shall have the District logo sewn, silkscreened, or embroidered on left chest FLORENCE FIRE & EMS” sewn, silkscreened or embroidered on back is optional.

Uniform pants: EMS pants and Wildland pants are optional (*if clean*)

Station/work shoes or duty boots

### **District Issued Items**

The District shall issue the following items:

- Badge: appropriate to rank
- Uniform shirt: color appropriate to rank
- Uniform pants: color appropriate to rank
- District patches, Collar pin/insignia: appropriate to rank
- Nametag: color appropriate to rank, Uniform necktie

### **Non-Issued Recommended Items**

- Shoes: black dress shoes or black station/duty boots appropriate to style of uniform worn
- Uniform belt: black

## **REQUIREMENTS**

### **Badges**

Only the District issued badge will be worn unless approved by the Fire Chief or designee.

Color appropriate to rank, cloth badge cadet

- Silver: Firefighter,
- Silver/Gold: Lieutenant, Captain, Safety Officer, PIO
- Gold: Assistant Fire Chief, Fire Chief

Shall be worn above the left chest of the Class A uniform.

Shall not be used or displayed in any other capacity other than for official District business.

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Shall only be worn on the dress uniform shirt.

Members are not allowed to carry a badge in their wallet or by any other means without prior written approval of the Fire Chief or designee.

Members are not allowed to purchase their own badges.

### **Patches**

Only the District issued patch will be worn unless approved by the Fire Chief or designee. The Fire District patch should be sewn on the left and right shoulder, approx. ½ inch from the top of the shoulder seam and centered from front to back.

The District patches shall be worn only on the Class A uniforms shirts. No other patches can be sewn onto the uniform without prior written approval of the Fire Chief or designee.

### **Collar Pins**

Only District issued collar pins will be worn unless approved by the Fire Chief or designee.

Appropriate rank insignia is to be on the front edges of the collar, at a right angle to the bottom of the collar.

Single and double bugles are to be worn at a 45 degree angle to the bottom of the collar with the wide end of the bugles pointing down towards the point of the collar.

The collar pin rank insignia of the District is as follows:

- Fire Chief - 5 gold bugles (scramble)
- Assistant Fire Chief - 4 gold bugles (scramble)
- Public Information Officer - silver "PIO"
- Safety Officer - silver "SO"
- Captain - 2 silver bulges (not crossed)
- Lieutenant - 1 silver bugle (not crossed)
- Firefighter - silver F.D. insignia

### **Nametag**

Only the District issued nametags will be worn unless approved by the Fire Chief or designee. Color should be appropriate to rank: - Gold: Chief, Assistant Fire Chief, Silver: Staff Officers, Firefighters, Cadets, lettering in black. Nametag shall be worn centered at the top of the right chest on the Class A uniform shirt.

### **Uniform shirt**

Uniform shirts shall be one solid color throughout, standard pocket style, cotton/polyester blend.

Only the District approved uniform shirt shall be worn unless approved by the Fire Chief.

Additional shirts may be purchased at the members expense and must have prior written approval from the Fire Chief before being purchased. Shirts purchased must comply with this policy.

Uniform shirts must be kept clean and free of tears, stains and must not be faded. Shirt tails shall be tucked in at all times. All buttons shall be fastened except for the collar button unless a necktie is worn. Shirt color shall be in accordance to rank:

- White: Fire Chief, Assistant Fire Chief
- Light blue: Cadets
- Navy Blue: Firefighters, Lieutenant, Captain, Safety Officer, PIO

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### **Ties**

Shall be black in color regardless of rank.

Shall be worn with the Class A uniform shirt.

Can also be an option for special meetings, public affairs, media interviews, or special functions.

Tie pin/clasps are optional however should not distract from the uniform. Wearing of a tie clasp/pin is subject to the discretion of the ranking or senior officer in charge.

### **Undershirts**

Shall be white in color and worn with all uniforms. (No other colors are allowed).

Shall not be visible outside the uniform shirt except at the collar.

The sleeves of the undershirt must not be lower than the uniform shirt sleeves.

No patterns or colors shall be visible through the uniform shirt or at the collar area.

The collar of the undershirt shall not be stained, faded or stretched out.

### **Class C T-shirts/sweatshirts/duty shirts/polo shirts**

T-shirts/sweatshirts/duty shirts shall be purchased by the District.

The shirt shall have the District patch sewn, silkscreened or heat transferred to the front left chest area and "FLORENCE FIRE & EMS" on the upper center area on the back of the shirt. T-shirts/sweatshirts may be worn with the uniform pants as the Class C uniform, for casual dress for certain activities that do not require the dress uniform shirt.

### **Uniform Pants**

Pants color shall be appropriate to rank.

- Navy Blue: Cadet, Firefighter, Lieutenant, Captain, Safety Officer, Public Information Officer
- Black: Assistant Chief, Fire Chief

Dress uniform pants shall be worn with Class A uniforms. (Jeans are not acceptable).

EMS pants and wildland pants are optional for the Class C uniform.

Pants must be kept neat and free of holes or tears and cannot be in disrepair or faded.

Pant cuff must hang over the top of the shoes when standing.

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<b>SOG#</b>	<b>SECTION</b>	<b>GUIDELINE</b>
2-14	MEMBERSHIP	PAPERWORK AND DOCUMENTS

**PURPOSE**

To establish a guideline for the completion of mandated paperwork and reports in a timely manner, in accordance with Montana State Annotated law and District policy.

**SCOPE**

This guideline shall apply to all members of Florence Rural Fire District.

**GUIDELINE**

It is the policy of the Florence Rural Fire District to make sure that all paperwork and documentation of an incident be completed in a timely manner in accordance to state and district policies.

**RESPONSIBILITIES**

It shall be the responsibility of the Officer in charge of a call, to make sure that the necessary paperwork for each call is completed. After the completion of each call, the run log book will be completed to show the address of the call, nature of call, officer in charge, times, and other information necessary for the call.

A run call report will be completed showing the call information, times, call number, CSF number, and which members responded and on what apparatus. Depending on the type of call, EMS or FIRE, a secondary report will need to be completed.

On all EMS calls, a patient EMS report must be completed on each patient. This EMS report must also be completed for all patients even if they refuse treatment and on calls for lift assists and other non-emergency EMS related calls. **ALL** EMS reports **MUST** be completed within 72 hours of the call by the EMT who treated the patient. This is in accordance with Montana State Code.

EMS reports contain confidential patient information which under Federal laws must be kept secure. It is the responsibility of each EMT to make sure that EMS reports are not left lying around the station. At no time, are EMS reports to be taken home, office or other location away from the station to be completed.

All Fire incidents, including smell of smoke, smoke seen or other fire related incident, needs to have a fire report included. This form needs to document the type of fire, cause of the fire if determined, if smoke alarms were activated, and other pertinent information. If there was no fire, just the smell of smoke or other type of incident, complete the necessary information as indicated. As with EMS reports, all Fire reports will be completed within 72 hours of the incident.

If no secondary report is needed, the Officer in charge may want to document important facts from the call on the back of the incident run sheet. All completed reports will be placed in the locked report box located in the radio room.

Every report prepared, is an official document of the Florence Rural Fire District, and all reports are used to document the actions taken at an incident. These documents are official records and could be used in court or other legal proceedings, and must be written in a clear, accurate manner.

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<b>SOG#</b>	<b>SECTION</b>	<b>GUIDELINE</b>
2-15	MEMBERSHIP	FIREFIGHTER LINE OF DUTY DEATH

**PURPOSE**

There is no other single event that is as powerful or significant to a District or community as a firefighter line-of-duty death. The death of a fellow firefighter presents a very difficult time for the entire community, the Department and the deceased member's family. Any details and arrangements need to be addressed in a very short period of time. Planning is critical to successfully handle a line-of duty death. Of course no one wishes for a line-of-duty-death, however having procedures in place will make it much easier for everyone involved in this time of crisis. This guideline is intended to assist the Florence Rural Fire District in providing consistency within the District in assisting the family and to pay final respects and honors of the fallen firefighter.

**SCOPE**

This policy shall apply to all current firefighters and retired firefighters of Florence Rural Fire District. Defined in this guideline are different levels of honor guard and optional burial rights with options and variations that are available.

**DEFINITIONS**

*Line-of-Duty Death (LODD)* The death of any member of the Florence Rural Fire District while on duty, or while undergoing medical treatment for any injury or disease resulting from such duty, is consider a line-of-duty death.

*Serious/life-threatening injury* any injury sustained in the line-of-duty which is, or may become life threatening or will disable the member for a substantial period.

**GUIDELINE**

**Personal Information Packet**

Only the *Emergency Contact Form* of this packet is mandatory. Members must have a list of contacts on file in the event of an emergency or an on duty injury. If this should happen, the Fire Chief or senior Fire Officer of the District shall notify the contacts listed *in order* of the situation. This list should be reviewed annually, or updated when information changes, to keep the most current information on file.

The rest of the packet is optional, however *highly* recommended. The information provided to the District will be of extreme comfort to the family, and this agency, in fulfilling the member's wishes in case of a line of duty serious injury or death.

The following requirements shall apply to all members:

1. Each employee shall complete a Personal Information Packet. This packet is to be on file for the duration of his/her employment.
2. The completed packet shall be placed in an envelope and sealed. The outside of the envelope shall have the following information:
  - a) CONFIDENTIAL--- OPEN IN EMERGENCY ONLY
  - b) Member's name
  - c) Date of last revision



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3. This information shall be reviewed annually and can be updated at any time by the employee. The information the employee provides in this packet will be viewed and used **ONLY** in the event of a serious injury or death in the line of duty.
4. The envelope shall be placed in the member's personnel file in the office of the Fire Chief. This information will only be accessible to the Fire Chief and if necessary, the appropriate District officers.

### **Firefighter Line of Duty Death**

This policy is to be a guideline in the event of a line of duty death of a firefighter. Personnel on scene should use this guideline to ensure the proper handling of the incident and notifications required.

### **Initial Responsibilities on scene of a LODD:**

The Incident Commander on scene shall ensure the following:

1. Immediately upon becoming aware that a firefighter has been seriously injured, the Incident Commander shall ensure that the necessary means of assistance are provided. The scene shall be secured as to prevent any further injuries or loss of life and a Personnel Accountability Report shall be obtained as soon as possible.
2. On scene firefighting and/or rescue efforts must continue to mitigate the situation. Additional mutual aid companies may be needed to relieve all Florence firefighters and others on the scene due to the high stress of the situation. A chaplain and/or crisis response personnel should be considered and called to the scene to assist with the emotions and stress of personnel working the scene.
3. The IC shall notify the Fire Chief and the Sheriff's Office to initiate the death investigation. The State Fire Marshal's shall be notified as well.
4. If it has been determined that a firefighter has been killed, if at all possible, the area where the death occurred shall be secured for investigation. It should be considered a possible crime scene. If the firefighter has not been transported to the hospital due to resuscitation efforts, the Sheriff needs to be notified to report to the scene immediately.
5. Do not recover or move any items around the victim until the Sheriff has given final approval to do so. Consider these items evidence until further notice.
6. At no time will the injured or deceased firefighters name, radiocall sign/identification, or crew assignment be broadcast over the radio. Radio discretion should be top priority!! Media outlets are listening (*not to mention family and friends of firefighters*) and will report anything they hear which could be misinterpreted and publicly broadcasted as false information.
7. No one is allowed to make phone calls from the scene concerning the LODD without authorization from the IC. A phone call to the firefighter's family/spouse informing them they are ok is permitted with the prior approval of the IC or officer in charge, however, details of the incident shall **not** be discussed. Firefighter's families should be instructed not to contact anyone else or discuss the incident if they are contacted by someone until notifications has taken place.
8. Only the Fire Chief or designee shall release information to the news media. All public and news media shall be kept out of the area.

### **Notification of Board of Trustees**

Upon the death of a District member while on duty, the Incident Commander shall immediately notify the Fire Chief, or designee who will then notify the Board of Trustee Chairman and Vice Chairman.

### **Family Notifications**

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It is essential that family notification occurs as soon as possible. The worst possible scenario is the family being notified of the death of a loved one through unofficial means. This creates unnecessary stress to an already stressful situation and may strain the family relationship with the District.

The firefighter's emergency contact information is the most important item needed at the time of a LODD. Once positive identification of the deceased firefighter has been made, and the Board of Trustees have been notified, the members personal information packet should be reviewed. It will list who needs to be notified in case of an emergency.

1. The Fire Chief and / or the officer in charge shall immediately check the member's personnel file to check their "Personal Information Packet".
2. If the employee has listed special instructions, these instructions shall be followed explicitly according to the member's wishes for all aspects of family notification, funeral arrangements & final wishes.
3. The Fire Chief and/or designee will contact the persons requested by the deceased firefighter to assist in notifying the family. The notification team should be assembled as quickly as possible.
4. All notification team members shall meet prior to arriving at the family's home. The officer in charge shall determine if the team can wait for all to assemble. *Time is critical!!*
5. It will be very hard for the notification team to get to the family before they see or hear of the death from today's state of the art media.

### **Other Notifications**

1. A Public Information Officer (PIO) should be established to deal with the media and should remain the PIO throughout the event.
2. Only after the family has been notified and all family requests have been completed, the Fire Chief may issue a media release of the following information:
  - a) Firefighters name
  - b) Rank
  - c) Company and/or assignment
  - d) Date of birth, dates of starting employment, & dates of promotion (if appropriate)
  - e) Brief summary ending with the death or injury is under investigation
  - f) At no time will personal contact information of the family be released
3. Fire District and law enforcement leaders from around the area should be notified for possible additional support with any part of the planning process or to respond to calls during the funeral ceremony.
4. The National Fallen Firefighters Foundation has established a Local Assistance State Teams
5. (LAST) to assist the District and the families of a LODD. Upon notification from the District, these teams will be deployed to assist with all aspects from helping with arrangements for a fire District funeral with full honors to providing emotional support for the family and District members or filing for Federal, State, and local benefits. The team may be requested by survivors as needed. The Foundations LODD hotline is:  
866-736-5868

### **District Liaison (DL)**

The responsibilities of the Department Liaison may include any or all of the following:

- The desires of the family shall be paramount. They shall be given the fullest respect and be carried out by any means necessary in order to realize these wishes. The DL must be available 24 hours to the family prior to and throughout the funeral.
- Assist the family in dealing with media inquiries.

The DL shall contact the family of the deceased member and, in coordination with the funeral Officer in charge, establish the family's desires as to the District participation in the funeral. He/she shall assist the family in any way for any issue or detail.

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## STANDARD OPERATING GUIDELINES

The DL shall offer the District's services for the following:

1. A formal funeral, at home, funeral home, church or cemetery, involving the use of an engine, active pallbearers, honorary pallbearers and Funeral Detail, color guard, bugler and bag pipes (*This type of honor shall be reserved for those members killed in the line of duty.*)
2. A semi-formal funeral, at home, funeral home, church or cemetery, involving the use of an engine, active pallbearers, honorary pallbearers and Funeral Detail
3. A non-formal funeral, at home, funeral home, church or cemetery, or there being no fire District involvement other than members attending in a passive roll either in the viewing and/or funeral service
4. Private funeral, at home, funeral home, church or cemetery respecting the family's wishes to have no outsider participation at the funeral

NOTE: With the exception of those honors reserved for members killed in the line of duty, any or all of the fire department's honors may be part of a member's funeral ceremony.

The DL shall be in continual communication with the Funeral Officer in charge as he/she arranges for the District's participation.

- Coordination of travel for family members from out of the area.
- Assist with coordination of benefits.

The DL shall coordinate all the special arrangements for a formal funeral:

1. Arrange for an Honor Guard to stand duty during the viewing, minimum of four (4)
2. Arrange for Active Pallbearers: six (6) plus an officer
3. Arrange for necessary equipment
4. Arrange for Honorary Pallbearers (Family, Company Officers, Retirees, etc.)
5. Arrange for Funeral Detail. (All uniformed personnel in attendance)
6. Arrange for bugler, bag pipes, and drum corps for marching procession
7. Arrange for Color Guard
8. Obtain American Flag for casket. (Funeral Fire Chief secures flags for Veterans only)
9. Provide all members of the District with information necessary to carry out their roles in the funeral
10. Survey the area of the funeral and make provisions for placement of all attending units and provide information for map preparation, if necessary
11. Designate an area of assembly for attending Chief Officers and dignitaries
12. Designate an area of assembly for all other District members and visiting firefighters
13. Make sure all uniformed personnel have a black mourning band on their badge and if not, provide them
14. Prepare designated engine with flowers and black bunting if desired. Arrange for all the hose to be stripped off for use in transport of the casket
15. Arrange the proper placement of all vehicles that will participate in the funeral procession
16. Contact law enforcement to arrange traffic control for procession and parking for funeral
17. Arrange a District Photographer to cover the funeral
18. Make necessary media arrangements for during the funeral service, if allowed by family
  - a) At the church where are cameras allowed and what is off limits
  - b) Funeral Home where cameras are allowed and what is off limits
  - c) Cemetery General photo coverage, established limits

**FLORENCE RURAL FIRE DISTRICT**  
**STANDARD OPERATING GUIDELINES**

LODD Checklist

- \_\_\_ Notification of District Chief Officers
- \_\_\_ Radio Discipline Policy
- \_\_\_ Scene Security
- \_\_\_ Notification of local law enforcement agency
- \_\_\_ Firefighters Personal Information Packet Referenced
- \_\_\_ Notification Team Established
- \_\_\_ Notification Team - Verification of Information (*Facts Only*)

Notify the following:

- \_\_\_ Family
- \_\_\_ Fire District Members
- \_\_\_ Local Officials
- \_\_\_ Neighboring Districts
- \_\_\_ Montana State Fire Chiefs Association
- \_\_\_ Order Flags Half-Mast
- \_\_\_ Form LODD Investigation Team
- \_\_\_ Secure firefighters PPE (*turnouts, helmet, boots, gloves, SCBA, PASS Devices, wildland clothing, etc.*) when released by Sheriff's Office.

Contact Support Agencies:

- \_\_\_ CISD Team
- \_\_\_ Montana State Fire Marshal's Office
- \_\_\_ Public Safety Officers Benefit Program
- \_\_\_ USFA / National Fallen Firefighter Foundation

LODD Staff Assignments

- \_\_\_ Funeral Officer in Charge
  - \_\_\_ Public Information Officer
  - \_\_\_ Family Liaison Officer
  - \_\_\_ Church Coordinator
  - \_\_\_ Procession Coordinator
  - \_\_\_ Cemetery Coordinator
- 
- \_\_\_ Prepared Media Release (Only the Facts)
  - \_\_\_ LODD Supply Kit (mourning bands, gloves, bunting, bell, flag, etc.)

# **FLORENCE RURAL FIRE DISTRICT**

## **STANDARD OPERATING GUIDELINES**

*The following is a suggested funeral services protocol for deceased firefighters*

### **Funeral Considerations**

Decisions regarding the funeral are the responsibility of the family and what *the firefighter has listed in the Personal Information Packet*. However, considerations should be given to the family's religious traditions and fire service traditions.

The honors and support provided by the fire District may be affected by circumstances surrounding the death, established District protocols and the classification (type) of death.

### **Classifications:**

- Type I – Death occurs as a result of an on-duty incident or is job related.
- Type II – Death occurs when an active firefighter is off-duty and not relating to any emergency duties.
- Type III – Death pertains to a retiree of the District.

### **Guidelines for the Funeral/Memorial Service**

#### Type I Service - On Duty

All available department personnel are to attend in full class 'A' dress uniform.

All members will wear a black band over their badges from the time the death is announced until 24 hours after the finish of service. The District may choose to have the shroud remain on the badge for thirty day mourning period.

All District flags will fly at half-staff from the time of the death is announced until at least 24 hours after finish of service, and up to one week after death.

All regular uniformed personnel will remain covered while outdoors, except during prayers, and uncovered indoors.

All Honor Guard members will be covered at all times during the performance of their duties.

Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, the District officers, descending in rank, followed by all other members of the home District. Following that will be all visiting uniformed firefighters, from the longest distance traveled to the least traveled. The District Board of Trustees and other dignitaries (from local to most broad (i.e. Federal), will be seated either to the side of all firefighters, or directly behind the home District members.

Upon conclusion of the service, all personnel starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.

The casket will precede the family filing through the assembled firefighters to the Fire Apparatus or Funeral Coach of choice.

Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.

The Pallbearers will then place the casket on the appropriate apparatus, or in the funeral coach, if chosen.

#### Type II Service - Off Duty

All available department personnel are to attend in full class 'A' dress uniform.

All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service, and up to one week after death.

# **FLORENCE RURAL FIRE DISTRICT**

## **STANDARD OPERATING GUIDELINES**

All District flags will fly at half-staff from the time of the death is announced until at least 24 hours after finish of service, and up to one week after death.

All regular uniformed personnel will remain covered while outdoors, except during prayers, and uncovered indoors.

All Honor Guard members will be covered at all times during the performance of their duties.

Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, any District officers who wish to attend, followed by all other members of the District. Following that will be any visiting uniformed firefighters. Any dignitaries will be seated either to the side of all firefighters, or directly behind them.

Upon conclusion of the service, all personnel starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.

The casket will precede the family filing through the assembled firefighters to the Funeral Coach.

Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.

The Pallbearers will then place the casket in the funeral coach.

### **Type III Service - Retiree Death**

All available department personnel are to attend in full class 'A' dress uniform.

All members may wear a black band over their badges from the time the death is announced until 24 hours after finish of service.

All uniformed personnel at the service will remain covered while outdoors, except during prayers, and uncovered indoors.

All Honor Guard members will be covered at all times during the performance of their duties. Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, District officers, all other members of the home District, all visiting uniformed firefighters, and any applicable dignitaries.

Upon conclusion of the service, all personnel, starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, assembling outside in preparation of the passing of the casket.

The casket will precede the family filing through the assembled firefighters to the Funeral Coach.

Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.

The Pallbearers will then place the casket in the funeral coach.

**FLORENCE RURAL FIRE DISTRICT**  
**STANDARD OPERATING GUIDELINES**

**Suggested Services for Funeral Types**

Listed below are the different types of situations and suggested services which may be offered to the family. The Family Liaison Officer should coordinate the arrangements with the family. The most important item in any situation is that the family of the deceased must give prior approval of any, and all, funeral services. Under no circumstances should assumptions be made.

Suggested Options

<b>OPTION</b>	<b>TYPE I</b>	<b>TYPE II</b>	<b>TYPE III</b>
American Flag Presentation	X	X	X
Badge Shrouds	X	X	X
Bagpipers/Drum Corps	X	Optional	Optional
Bell Service	X	X	X
Bugler	X		
Color Guard	X		
Crossed Ladders	X		
Eulogies	X	X	X
Fire Engine Caisson	X		
Fire Service Flags	X	X	X
Flower Unit	X	X	
Honor Guards	X	X	X
Honor Detail	X	X	
Active Member Pallbearers	X	X	X
Station Bunting	X	X	Optional
Vehicle Bunting	X		
Walk Through	X	X	X

**FLORENCE RURAL FIRE DISTRICT**  
**STANDARD OPERATING GUIDELINES**

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<b>SOG#</b>	<b>SECTION</b>	<b>GUIDELINE</b>
3-1	VEHICLES & EQUIPMENT	PERSONAL PROTECTIVE EQUIPMENT

**PURPOSE**

To establish a guideline for the proper use and care of District owned personal protective equipment and/or clothing to comply with National Standards and organizations (NFPA, OSHA, etc.), State Statutes, and applicable County ordinances.

**SCOPE**

This guideline shall apply to all members of Florence Rural Fire District whenever they are working or considered on duty for the District.

**GUIDELINE**

It is the guidelines of the Florence Rural Fire District: to provide Fire, Rescue and Emergency Medical Services to the public without regard to known or potential suspected diagnoses of communicable disease in any patient. Universal precautions will be observed at all times. to provide all employees with the necessary training, immunizations and protective personal equipment. to encourage participation in employee assistance and critical incident stress debriefings (CISD),

**RESPONSIBILITIES**

It shall be the responsibility of each individual employee to wear or use the proper personal protective equipment (PPE) and clothing when and where it is appropriate to do so while on duty. ***On duty*** is defined as anytime a member is doing their normal duties such as responding to calls, doing maintenance, public education, training or any other official Florence Rural Fire District business.

It shall be the responsibility of the District to provide members who work in dangerous environments with personal protective equipment. It is the responsibility of the individual employee to keep this equipment in good working order and be ready for immediate use at all times. If the equipment, either issued or supplied, is missing, broken, worn out, expired, in disrepair, or otherwise not working properly, it is the responsibility of the employee to report this to a superior as soon as possible for repair or replacement.

Each member is responsible to make sure the protective equipment or clothing is worn/used in the proper manner according to Department guidelines as well as the manufacturer's recommended guidelines.

A failure to wear/use the equipment properly could result in injury or even death.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The criteria used to determine the use of required PPE will be as follows:

- Anytime an employee is working in a hazardous environment.
- Eye or face protection shall be used when there is a hazard of flying particles, molten metal, liquid chemicals, acids or caustic liquids, harmful or irritating gases or vapors, or potentially injurious light radiation.
- Head protection shall be used when working in areas where there is a potential for injury to the head from falling objects.
- Protective footwear shall be used when working in areas where there is a danger of foot injury due to falling or rolling objects, or objects piercing the sole, and where there is foot exposure to electrical hazards.



# FLORENCE RURAL FIRE DISTRICT

## STANDARD OPERATING GUIDELINES

- Hand protection shall be used when there is a hazard of skin absorption of chemicals, dermatitis, chemical burns, punctures, abrasions, thermal burns, or harmful temperature extremes.

### SCBA

Self-contained breathing apparatus, including regulators, must be serviced and repaired by qualified persons. Inspection of compressed air cylinders must be done in accordance with *NFPA* regulations.

### TURNOUT GEAR

Each employee shall be issued turn out gear by the District that is compliant with *NFPA* regulations to meet their level of training. All turnout gear remains the property of the Florence Rural Fire District. Any alterations or changes to this gear are strictly prohibited. Each employee is responsible for the care and maintenance of this gear. If gear is missing or broken it should be reported immediately to an officer for repair or replacement.

### HEARING PROTECTION

The District will provide hearing protection where necessary in accordance with OSHA 29 CFR 1910 and *NFPA* regulations. This may include hearing protection provided for each employee, or providing hearing protection in various areas or environments for members to utilize. Areas/tasks where hearing protection may be needed include, but are not limited to, riding apparatus, operating power equipment, maintenance areas, etc.

### EYE PROTECTION

#### Definitions:

- Primary Protector: A device that may be worn alone or in conjunction with a secondary protector.
- Protective Goggle: A protective device intended to fit the face immediately surrounding the eyes. Goggles shall constitute **primary** eye protection.
- Safety Glasses: A protective device, which provides complete eye coverage including side protection intended to shield the eyes from certain hazards. Safety glasses are considered **secondary** protectors.
- Eye shields: A protective device that is attached to the helmet. Eye shields give limited eye and face protection. Eye shields are **not** considered adequate eye protection.
- SCBA Face Piece: The full SCBA face piece shall constitute **primary** protection only when worn with the regulator in place.

Eye or face protection shall be used when there is a hazard of flying particles, molten metal, liquid chemicals, acids or caustic liquids, harmful or irritating gases or vapors, or potentially injurious light radiation.

### BODY SUBSTANCE ISOLATION

The District recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency response, including in station operations. The health and welfare of each employee is a joint concern of the employee, the chain of command, and the District. Although each employee is ultimately responsible for his or her own health, the District recognizes a responsibility to provide as safe a workplace as possible. The goal of this program is to provide all members with the best available protection from occupationally acquired communicable disease.

See section 2-9 for universal precautions procedures for personal protective equipment.

**FLORENCE RURAL FIRE DISTRICT**  
**STANDARD OPERATING GUIDELINES**

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3-2	VEHICLES & EQUIPMENT	EQUIPMENT ISSUED

**PURPOSE**

This guideline establishes standards for District owned equipment issued to individual members.

**SCOPE**

This guideline shall apply to all District members.

**GUIDELINE**

Members may be issued District owned equipment for the purpose of performing his/her job duties. Each individual employee is responsible for the care, maintenance, proper operation and security of any District owned equipment issued to them. Upon termination of employment, the employee shall return all District owned property.

**Pagers and Cell Phones**

- All personnel shall be responsible for the pager that is issued to them.
- Under all circumstances the pager remains the property of Florence Rural Fire District and no modifications or changes will be made unless approved by the District. If a pager malfunctions, report it at once to an officer. The pager is the primary system to know if there is a call.
- Your cellular telephone may also be used to alert you to a call. Please contact an Officer, if you would like that option.

**Radios**

- Radios will be assigned to members at the discretion of the Fire Chief's office. All personnel who are assigned portable radios shall be responsible for the radio, charger, and accessories.
- Members not issued a radio may use a surplus radio kept at each station, and is responsible to return the radio to the proper station.
- Under all circumstances, the portable radio remains the property of Florence Rural Fire District, and no modifications or change will be made unless approved by the District.
- If the radio should malfunction, report it to a fire officer at once.
- Improper use of the radio will not be allowed and anyone doing so may lose the privilege of having a radio.
- All radio transmissions shall be in accordance with FCC regulations. Vulgar language, unnecessary or unprofessional traffic will not be permitted. The use of personally owned radios is permitted with prior written permission of the Fire Chief.

**FLORENCE RURAL FIRE DISTRICT**  
**STANDARD OPERATING GUIDELINES**

**Turnout Gear**

District issued gear shall consist of the following:

STRUCTURE PPE:	WILDLAND PPE:
Helmet	Helmet
Turnout Coat	Shirt
Bunker Pants	Pants
Bunker Boots	Pack
Gloves	Fire Shelter
Hood	Headlamp
Suspenders	Goggles
Goggles	Gloves
Flashlight	

District issued structure PPE turnout gear shall be kept at the fire station unless special permission is granted to take the gear out of the station for classes, cleaning or maintenance. Special permission may be granted by the Fire Chief for officers or certain firefighters to be able to take structure PPE turnout gear home and respond directly from home to calls.

Members are responsible for the maintenance and care of their assigned equipment. Your life may depend on how you take care of your equipment. Equipment must be maintained and cared for as to not cause damage and to ensure long life. Gear should be washed after exposure to products of combustion or every six (6) months, whichever comes first, as needed.

All personnel will be assigned a storage area to store gear. This area shall be kept neat and not interfere with other gear stored in the same area. Only issued items or approved items (e.g., clean change of clothes) shall be displayed or hung in the storage area. Gear will be hung in the assigned storage area as to be used in a timely manner. Gear needs to be organized and taken care of. Members will not at any time, use or wear equipment issued to another District member. Damaged items or missing items need to be reported to an officer as soon as possible for repair or replacement.

Members may not wear, alter or use personally owned gear or personalize District gear without the permission of the Fire Chief or designee.

Members may be issued more or less gear than listed above depending on need.

**FLORENCE RURAL FIRE DISTRICT**  
**STANDARD OPERATING GUIDELINES**

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<b>SOG#</b>	<b>SECTION</b>	<b>GUIDELINE</b>
3-3	VEHICLES & EQUIPMENT	VEHICLE MAINTENANCE

**PURPOSE**

This guideline establishes minimum standards for the proper care and maintenance of all District owned vehicles and equipment.

**SCOPE**

This guideline shall apply to all District members when using District vehicles and/or equipment.

**GUIDELINE**

All vehicles, equipment, tools, and pumps will be checked in accordance with maintenance schedule. This equipment may save your life so it must be kept in good working order. A maintenance schedule has been established for the maintenance and care of equipment.

**Monthly Vehicle/Equipment Checks**

Every month, vehicles and the equipment carried in the vehicle, will be checked, maintained and operated to be sure it is in proper working order.

A *Monthly Vehicle Check Form* will have a checklist of each vehicle's equipment that should be operated and maintained. Check out and fill out vehicle / equipment checks every month.

**FLORENCE RURAL FIRE DISTRICT**  
**STANDARD OPERATING GUIDELINES**

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3-4	VEHICLES & EQUIPMENT	VEHICLE OPERATIONS & RESPONSE

**PURPOSE**

This guideline is to establish minimum standards required by the Florence Rural Fire District for any employee that drives a District vehicle. Florence Rural Fire District has developed this guideline to meet the requirements of the law. Every driver/operator must meet these requirements and understand the risk a driver/operator accepts to ensure safe operation of District vehicles. A guideline must be in place to establish a procedure of training driver/operators before they get in the driver seat.

**SCOPE**

This guideline shall apply to any employee who may be in a position to drive or operate District vehicles in both an emergency mode and non-emergency mode. Every employee shall comply with this guideline before driving or operating any vehicle for any purpose unless under specific and direct orders of a fire officer, Incident Commander or senior firefighter in charge.

**GENERAL RULES**

- No District vehicle shall be taken out of the response district unless on official business or for maintenance. Prior approval of the Fire Chief or designee is required *before* taking a vehicle out of the response district.
- Only Florence Rural Fire District members are authorized to ride in District vehicles. Non-District members may ride with prior approval of the Fire Chief or designee for parades, special details, or special circumstances except for interagency incidents.
- No District vehicle may be used for personal use.
- A vehicle should be staffed with minimum personnel whenever possible. This cannot always happen with driver training, maintenance, etc.
- All personnel on board are required to be seated with seat belts fastened at all times when the vehicle is in motion.
- All vehicles must be maintained to be “in service”, ready to respond to emergency calls at all times unless listed as out of service.
- Any damage or maintenance problems must be reported immediately to a fire officer.

**DEFINITIONS**

**CODE I**

Non-emergency response with no visual lights or audible siren warning systems activated, normal driving obeying all traffic laws and speeds.

For the purpose of this guideline, “**NON EMERGENCY RESPONSE**” refers to all other incidents in which District vehicles are utilized. It would be considered a **CODE I** response.

**CODE III**

Emergency response with visual lights and audible siren warning systems activated, **ONLY** when it is safe to do so, with due regard to other drivers and traffic laws.

For the purpose of this guideline, “**EMERGENCY RESPONSE**” is defined as a response to an incident that is a true emergency where there is an increased likelihood of injury or property loss and requires immediate action. It would be considered a **CODE III** response.

# FLORENCE RURAL FIRE DISTRICT

## STANDARD OPERATING GUIDELINES

### EMERGENCY RESPONSE

Montana State law allows authorized emergency vehicles certain privileges while driving in emergency mode. Emergency vehicles may deviate slightly from the traffic law. See Montana Code 61-8-107 for additional information.

*These provisions do not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all persons and property, nor shall such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others.*

### GENERAL REQUIREMENTS OF DRIVER/OPERATORS

Personnel who drive District vehicles must meet the following regardless if driving in emergency or non-emergency mode:

#### **Minimum requirements**

- Must be 18 years of age
- Must have a valid Montana Driver's license.
- Must be an active member for at least three (3) months.
- Complete the minimum requirements of driver training with an authorized District driver training instructor per vehicle (*some vehicles may vary*)
- Must be approved by an authorized instructor (*Instructors are approved by the Fire Chief or designee.*)
- Must be familiar with vehicle pump operations

#### **ABSOLUTE SOBRIETY IS REQUIRED--NO EXCEPTIONS!**

*(This will be strictly enforced. Non-compliance could be grounds for immediate dismissal.)*

No employee may drive or operate District vehicles if they do not meet these minimum standards unless directed by the Incident Commander, officer in charge, or senior firefighter in charge. To do so could result in disciplinary action up to and including termination.

#### *Driver's License Suspension / Revocation*

Members shall immediately inform the Fire Chief or other Chief Officer in the event their driver's license is suspended or revoked for any reason. Maintaining a valid driver's license is required for membership. Upon such suspension or revocation, the approval to drive all District vehicles shall automatically be revoked and status as a member in good standing with the District shall be reviewed.

### DRIVER RESPONSIBILITIES

- Safe operation of the vehicle at all times
- Be proficient with each individual apparatus driving and pumping characteristics
- Make sure all occupants of the vehicle are seated and seat belted before moving vehicle
- Be sure all doors are closed and items are secured before moving vehicle
- Know the location of the incident and the best possible route to get there BEFORE leaving the station
- Safe placement of the vehicle on scene, preferably on the same side of street if available or to protect the scene if applicable
- Keep track of all equipment removed from the vehicle at an incident and make sure it gets replaced
- Notify the Incident Commander/Officer in Charge immediately if there is a mechanical failure of any kind with the vehicle or any equipment carried in the vehicle.
- After a call, make sure vehicle and equipment is cleaned, checked and is back in service for the next call prior to leaving.

# **FLORENCE RURAL FIRE DISTRICT**

## **STANDARD OPERATING GUIDELINES**

### **DRIVER/OPERATOR TRAINING**

Any employee, who meets the minimum requirements and wishes to be an approved driver/operator of any District vehicle, must make a request to their Lieutenant/superior officer. Perspective driver/operator trainees shall receive approval by the Fire Chief or designee before training begins. Once approval has been granted, the trainee may begin the training program. This program shall be done only by District authorized driver instructors. Each driver instructor shall review the trainee and individually grade them on their performance with each individual vehicle. Once the trainee completes driver training on a certain vehicle, a check form will be completed by the trainee and the instructor shall sign it and submit it to the Fire Chief or designee for final approval.

Trainees shall be evaluated on their performance in two parts, driving and operating the pump. Trainees must show proficiency in both driving and pumping before being approved. Trainees shall take as much time as necessary to accomplish this.

#### **Driver Training**

The minimum training time for each type of vehicle can vary, and is to be determined by the trainee and the driving instructor. The Driving instructor has ultimate final decision on time of training. Upon completion of training, the Fire Chief will give final approval prior to the trainee driving any vehicle solo.

There shall be no driver training after 10:00pm, unless authorized by a Fire Officer.

Each trainee must show competency in the following with each vehicle:

- Left and right hand turns
- Braking reaction times/following distance
- Up shifting/downshifting
- Starting/stopping on a hill
- General steering reactions
- Acceleration and speed control
- Load factors
- Highway driving
- Backing (straight and around corners)
- Night driving
- Diminishing alley
- Pump Operations

#### **Pump Training**

Each trainee shall show proficiency in each apparatus pumping operations.

A trainee has to know the following information of each individual apparatus:

- Vehicle positioning and how to secure vehicle
- Engaging the pump
- Pump intakes and water supply
- Pump discharges, sizes and uses
- Pump panel layout
- Pump capacity
- Basic pumping math
- Drafting

Each trainee must work with their instructors on a one on one basis to become proficient with the pumping operations on each apparatus. Trainees must understand that more hours per apparatus may be necessary to

# **FLORENCE RURAL FIRE DISTRICT**

## **STANDARD OPERATING GUIDELINES**

become comfortable to operate at an incident. The period of training time before being approved is the time to get familiar with the apparatus and the equipment on it. However trainees are expected to take the time necessary to be comfortable operating the apparatus before taking their road test. In the case of engines and tankers, time should be equally divided between each apparatus since each vehicle drives and pumps differently from each other.

### **VEHICLE BACKING**

A spotter will be used whenever a vehicle needs to back up. Sometimes, this cannot be done due to certain circumstances. Drivers should wait for a spotter whenever possible. If a Driver has to move a vehicle immediately, prior to the backing of any District vehicle, the driver/operator should perform a 360-degree circle safety check by walking around the entire vehicle to visually inspect for obstructions at or above ground level that the vehicle may strike. This 360-degree survey may be done from inside the cab if the driver is able to see the entire area behind the vehicle (staff cars or smaller vehicles). The responsibility of any accident shall rest with the driver/operator and he/she may be subject to any and all traffic citations.

#### **Spotter**

Prior to the actual backing of the apparatus, at least one person shall be deployed to the rear of the vehicle as a spotter. The spotter shall stand on the left side (driver side) of the apparatus so the driver and the spotter have eye-to-eye contact via the left outside mirror. Additional spotters may be necessary in certain situations (driver confidence, large crowds, close proximity of obstructions, etc.) If for some reason a spotter is not available, the driver deems it is unsafe or impractical for the vehicle to remain where it is until a spotter is available shall take whatever means he/she deems necessary, according to training and experience, to safely back up the vehicle.

Spotters are responsible for:

- Direction of vehicle while in motion
- Must be aware of obstructions high and low
- Must constantly be looking and listening for people/vehicles that may enter the path of the vehicle and stop the hazard
- Shall maintain visual contact with the driver at all times
- Use standard hand signals to the driver to signal vehicle movement
- At night, shine a flashlight or a rear spotlight on themselves so the driver can see them. **DO NOT** point the flashlight directly in the mirror of the driver.

Drivers are responsible for:

- The driver is responsible for the movement of the vehicle.
- The driver side window shall be rolled down to hear verbal commands if necessary.
- Activate the rear warning lights and/or four way flashers
- Move the vehicle **ONLY** after being directed to by the spotter.
- If the driver loses sight of the spotter, **STOP** the vehicle until the spotter becomes visible again.
- Check the opposite mirror/opposite front corner frequently for obstructions.
- If at any time the driver feels the situation is unsafe, stop the vehicle and make another 360 degree check of the area.
- Back only at idle speed while keeping one foot on the brake at all times.

***Whenever a vehicle is backing up, the visual warning lights shall be activated.***

### **REPORTING OF ACCIDENTS WITH DISTRICT VEHICLES**



# **FLORENCE RURAL FIRE DISTRICT**

## **STANDARD OPERATING GUIDELINES**

Whenever a District owned vehicle is involved in a motor vehicle crash or collides with property, stationary objects, or persons, no matter how minor, this accident must be reported. It is the responsibility of the operator of the vehicle to make sure this report is made.

The following needs to be done in the event of a District owned vehicle accident:

- Take care of any injuries as a result of the accident and request appropriate resources if required
- Complete the information in the vehicle accident packet in each vehicle
- Notify the Incident Commander or Officer in charge immediately if there is mechanical failure or vehicle damage.

The vehicle accident packet in each vehicle should be filled out as complete as possible and turned into the senior officer in charge.

The driver of the apparatus involved may be ordered to do an immediate drug/urine test at the discretion of the senior officer or law enforcement officer investigating the crash. A senior officer must follow District guidelines and document all indicators for reasons to order a drug/urine test. A full report from the senior officer must be submitted along with all accident investigation reports.

Any vehicle that becomes damaged or disabled, regardless of how it occurred or how minor, has to be reported to a Chief Officer immediately at any time. If necessary, the vehicle shall be taken out of service as long as is required to correct the damage or to repair the vehicle.

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3-5	VEHICLES & EQUIPMENT	VEHICLE PARKING ON ROADWAYS

**PURPOSE**

To establish safe parking practices for District apparatus on roadways and highways that will provide maximum scene protection and safety for personnel operating in or near moving vehicle traffic. This guideline will also identify several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment of moving traffic.

**SCOPE**

This guideline will apply to all District members working at a vehicle related incident in or near moving traffic.

**GUIDELINE**

It shall be the guidelines of the Florence Rural Fire District to position apparatus and other emergency vehicles at a vehicle related incident on any street, road, highway or expressway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire District personnel, law enforcement officers, ambulance members and the general public from the hazards of working in or near moving traffic.

**SAFETY**

All emergency personnel are at great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that should be taken by each individual and kept in mind at all times to protect yourself on scene:

- Never trust approaching traffic
- Avoid turning your back to approaching traffic
- Always look before you move
- Always wear Class III high visibility reflective vests.
- Always have an acute awareness of the high risk of working in traffic
- Always wear your helmet
- Work only in the shadow of blocking vehicles and keep all personnel and equipment within this safe working area
- Always consider moving vehicles a threat to your safety and do not trust that motorists will always do what you want them to do. Don't assume oncoming traffic can see you.
- Always look for and keep in mind an "out" to a safe area you can go to in an emergency if a vehicle breaks through traffic control measures and comes into the work area.
- Always look for traffic before opening any door. Avoid stepping out into traffic whenever possible.

**APPARATUS AND EMERGENCY VEHICLES**

There should only be enough emergency vehicles on the roadway to handle the incident. The more vehicles on the roadway the more risk there is to emergency personnel. More vehicles than necessary could also confuse motorists and create a worse situation. Do the job properly with the minimum amount of vehicles and equipment to limit your exposure time. Don't linger, once the job is done, Command should release vehicles to get off the roadway as soon as possible.

The apparatus used to block traffic, should be large enough to protect the entire scene, preferably an engine or a tender. There also should be sufficient emergency lighting, with a traffic advisor if possible, on the vehicle.

**Considerations for Driver/Operators when parking on the roadway:**

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- Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
- Be sure the work zone is big enough to include all damaged vehicles, roadway debris, patient triage and treatment area, extrication work area, personnel and tool staging area, and the ambulance loading zone. It is always easier to pull up closer than backing up.
- Allow apparatus placement to slow approaching motorists and redirect them around scene.
- When practical, position the apparatus in such a manner to protect the pump panel and operator from being exposed to approaching traffic.
- Angle apparatus on the roadway with a “block to the left” or “block to the right” to create a physical barrier between the incident and approaching traffic.
- Set up scene lighting as soon as possible but not to cause oncoming traffic to be blinded.
- All personnel, equipment and patients should be kept in the protected area created by the blocking apparatus.
- Ambulances should be parked within the protected work zone with the rear patient loading doors angled away from the nearest lanes of traffic.
- At intersections, or where the incident may be in the middle lane of the roadway, two (2) or more sides of the incident may need to be protected.

### **Considerations for Incident Command:**

- Whenever possible, all emergency vehicles should stage on the same side of the road as the incident. If the incident occurs on a divided highway, vehicles should park on the same side as the incident as well as block the closest lane for the safe zone.
- *(If the incident is in the median, park on that side and block the left lane. If it occurs on the right side of the road, park on that side and block the closest right lane.)*
- Stage all unneeded emergency vehicles and authorized privately owned vehicles off the roadway on a ramp, crossover, or parking lot.
- Assure that all emergency vehicles on scene are placed within the protected work area.
- Establish sufficient advanced warning and transition area traffic controls upstream of the incident to reduce travel speeds of approaching motorists.
- Use traffic cones, or cones illuminated by flares when appropriate, as soon as possible for traffic control and direction.
- Establish a “Flagger” to monitor approaching traffic and activate a warning for other emergency workers at the scene if the actions of a motorist do not conform to the desired traffic control measures.

### **DIRECTING TRAFFIC**

- Fire District personnel could be called on to assist with directing traffic. If firefighters are asked to help, use the following guidelines:
- Follow the guidelines in the previous section on *SAFETY (safety vest, attitude & awareness, etc)*
- Never trust that motorists will always do what you want them to do.
- Have a pre-determined safety zone to run to if a vehicle should break through the traffic control area and does not do what you want them to do.
- Traffic cones should be placed at intervals upstream of the blocking apparatus with the furthest cone approx. 75ft. upstream to allow adequate advance warning to drivers.
- Use the highway direction (Northbound, Southbound, Eastbound, Westbound) and mile post markers whenever possible to describe relationship or reference points.
- Personnel directing traffic must have a portable radio. Consider using a secondary radio channel for prolonged traffic incidents requiring continuous radio traffic.

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### **Hand Signals**

- Stand in the roadway to be visible yet not in the way of the traffic flow.
- Drop one or two flares or a hand lantern near the person directing traffic for illumination.
- Only one person should be giving hand signals. Multiple people confuse drivers. Stay away from the person directing traffic.
- Over exaggerate your hand signals and be very obvious of what you want the vehicle to do. Use your whole arm to point to a particular direction. Keep your arm in motion until the vehicle acknowledges your request by turning on their turn signal or they make the turn.
- Do not shine flashlights in the driver's eyes. Use the flashlight on the ground to show which direction to turn. Use a flashlight cone or traffic wand whenever possible.

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3-6	VEHICLES & EQUIPMENT	WARNING DEVICES ON PRIVATELY OWNED VEHICLES

**PURPOSE**

The following procedure shall be in force regarding the response to emergency incidents by members authorized by the Fire Chief in their privately owned vehicles (POV's).

**SCOPE**

This policy applies to all authorized members of the Florence Rural Fire District.

**GUIDELINE**

While it is recognized that timeliness in a response to an emergency incident is important, it is imperative that all members understand that their personal owned vehicles (POVs) are not considered emergency vehicles and therefore are not afforded any exemptions of special privileges under Montana State Law.

Therefore, all "letter(s) of authorization for the use of an emergency red warning light on a privately owned vehicle" (POV) which have previously been issued to any member of the Florence Rural Fire District are hereby **revoked**.

When any member responds in his/her POV to an emergency incident, each member must strictly adhere to all applicable motor vehicle laws. Members of the department shall not violate any motor vehicle laws, including, but not limited to;

- Excessive speed.
- Going through red lights, or failing to obey stop signs or yield signs.
- Passing in an unsafe manner.
- Not carrying current, valid driver's license.

Not carrying current, valid liability insurance for the POV being driven to the fire station.

Only members who are authorized to respond directly to the scene of an emergency incident in their privately owned vehicle (POV), may display a red warning light upon their arrival, if the light is needed to ensure scene safety while conducting scene operations.

Violation of this policy can result in disciplinary action up to and including termination.

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4-1	EMERGENCY RESPONSE	STANDING ORDERS for RESPONSE

**GENERAL RESPONSE RULES / STANDING ORDERS**

- All members must comply with the ALCOHOL/CONTROLLED SUBSTANCE Standard Operating Guideline. (*see SOG 2-5*) (See also MCA 61-8-411 )
- All members shall respond to the station unless previously authorized to respond directly to the scene by the Fire Chief. Use of any emergency lighting is prohibited. Driving with hazard lights, flashing headlights, using the horn, or tailgating is not allowed and against the law.
- All Members **MUST** obey all traffic laws while responding to the station.
- All Members **MUST** yield to emergency vehicles while responding to the station.
- Upon arrival on scene, the crew shall stay with their vehicle until given an assignment by the Incident Commander. Once given an assignment, the crew should stay together as a company unless otherwise assigned by the IC. Upon completion of an assigned duty, the crew shall return to their vehicle or to a designated staging area.
- All vehicles have maps or map books in them. Take the time to look up the address location before leaving the station. It takes less time to look up the correct location, before you leave the station than to try to find it when you are lost.

**RESPONDING TO AN ALARM**

**BE PREPARED**

- Dress appropriately. Clothing with offensive, obscene material, inappropriate designs or markings, is not acceptable.
- Dress for the weather. Have extra socks, gloves, hats etc. for extended periods of time out in the elements.
- Know where your clothes, shoes, car keys, radio, pager, etc. are located to help expedite your response. You might want to lay your clothes out at night for easier response.
- Prepare your personal vehicle, in preparation for bad weather. (*snow, frost, freezing rain*)
- Listen to the dispatch information carefully. Be sure to understand the address and main problem and start thinking about how to handle the situation.
- **PARKING AT THE STATION**
- Use the main entrance as the entrance into the parking lot. This will not interfere with emergency vehicles leaving the station.

**INSIDE THE STATION**

- Get into appropriate gear and staff vehicles in an orderly manner.
- Be prepared for sudden changes or orders from officers or senior firefighters Be ready to respond to another alarm.
- All personnel shall have their appropriate gear with them when responding.

**VEHICLE STAFFING**

- Staff vehicles in the proper order for the type of call, as per District Standard Operating Guidelines.
- Do not play favorites. Fighting and/or stalling over a position will not be tolerated.
- All personnel shall be **seated and wear seatbelts.**

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- If you are going to be the driver/operator of the first out vehicle you **MUST** be authorized to drive and operate that vehicle. If you have a problem with driving or pump operations, ask someone else to drive *(If you cannot operate the pump, insure someone on board or on scene can operate it.)*
- Know where you are going *before* you leave the station.
- An officer shall be in the crew chief position whenever possible and/or available. In the absence of an officer, the most senior firefighter should take over as crew chief of the vehicle.
- Do not overload vehicles with personnel. Staffing shall only be enough for each seat belted riding position.

BEFORE LEAVING THE STATION check the following; *(both Driver and Crew Chief)*

- Fasten your seatbelt.
- Fuel, Oil Pressure, Air Pressure gauges look ok.
- Vehicle completes automatic checks.
- Emergency lights on and working.
- Turn headlights on.
- Check personnel, doors, and equipment on the vehicle.
- Make sure there is not an “**Open Door**” indicator light flashing for the vehicle.
- The first unit to respond, tell the Communications Center that you are responding on the radio.
- All other units inform Command that your unit is responding.

AT THE SCENE check the following as appropriate:

- Park vehicle in a safe place.
- Parking shall be in a manner so as to not interfere with incoming emergency vehicles and provide scene safety from oncoming traffic
- Park close to the emergency, but far enough away so the vehicle won't have to be moved in case of a wind shift or be damaged in a sudden structure collapse
- Do not park under power lines.
- Locate your vehicle so a water supply can be hooked up with minimum effort.
- Set parking brake and have vehicle blocked.
- If first at the scene, advise all incoming units of the situation with a first in radio report.
- Responders shall evaluate the situation, and advise incoming units if more help is needed or to be cancelled as soon as possible.
- All personnel not needed shall be released immediately.

AFTER THE CALL

- Make sure all disposable equipment is replaced if not already replaced on scene.
- Make sure all District vehicles and equipment are stored properly, cleaned, put away and ready to respond to the next call.
- If vehicle needs repair clearly mark as out of service and inform an officer.
- Complete all necessary reports and paperwork; replace paperwork for the next call.
- Ensure all station overhead doors and entry doors are secured and lights are shut off.

VEHICLES WITH MECHANICAL FAILURE

Any District vehicle that becomes disabled and not able to proceed will not be left in any manner without advising the officer in charge. If there is no fire officer present, an attempt shall be made to make contact with a fire officer to advise of the situation. In freezing weather the operator of the disabled vehicle shall drain the pump and tank immediately.

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STAND-BY PERSONNEL

When all of the vehicles required for the situation are properly staffed and responding, and if there is no other need for further units on the scene, the remainder of the personnel will stand-by at the station.

Responsibilities of the stand by personnel:

- Monitor the base radio in service, advise the IC the number of personnel on stand-by at the stations.
- Be prepared to staff the next vehicle due to respond in case it is needed on the current incident.
- It is the responsibility of the stand-by crew to respond to another call. Personnel should be ready to handle a second call that may come in.
- The stand-by crew shall do station duties such as sweep the apparatus bays that are empty or take care of other items that need attention. (*sweep, garbage, clean up, rehab supplies, etc.*)
- All necessary incident reports/forms shall be prepared and new ones replaced for the next call.
- Remain at the station within radio contact and be ready to respond until released.

No One is excused unless released by the senior officer at the station or, in the absence of an officer, the officer in charge at the scene.



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4-2	EMERGENCY RESPONSE	MUTUAL AID

**PURPOSE**

The purpose of this guideline is to establish a policy to properly handle requests for District services and/or resources by other agencies outside of the normal response area.

**SCOPE**

This guideline shall apply to all members of the District involved in response.

**RESPONDING TO MUTUAL AID / AUTOMATIC AID REQUESTS**

The Florence Rural Fire District may be called upon by a neighboring agency to assist with personnel or equipment.

When this happens, Florence Fire shall respond only with the resources that are automatically dispatched or requested by the neighboring agency. The senior officer shall link up with the requesting agency's incident commander to form a Unified Incident Command and to assist them to communicate with Florence Fire units. This person should be familiar with basic Incident Command and radio operations to potentially work on several different radio frequencies or be prepared to fill a command role as assigned by their command staff.

All responses by the Florence Rural Fire District shall be by automatic aid dispatch procedures or by request only. When an Incident Commander from another District requires more resources, he/she may call for additional help from neighboring agencies as part of the local mutual aid agreements or on a larger scale by requesting statewide mutual aid. Likewise, when an incident expands beyond the capabilities of Florence, the Incident Commander can request resources from other agencies, either using the mutual aid program or by requesting mutual aid for single resources.

When members respond to these types of calls, report to the Incident Commander before arriving on the scene and request orders. Identify yourself as to District and type of vehicle. For Example: Command, Florence Engine 10-16 approaching the incident, do you have an assignment?

When responding to mutual aid / automatic aid responses, keep in mind that the requesting agency is in command and we will work into their command structure.

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4-3	EMERGENCY RESPONSE	RADIOS

**PURPOSE**

This guideline establishes District radio procedures to allow the safest and most efficient communications possible.

**SCOPE**

This guideline shall apply to all members regarding all radio communication equipment used by the District.

**GUIDELINE**

The Florence Rural Fire District is licensed to operate on certain FCC designated radio frequencies to use to communicate for official business only. The District has been granted permission to use other frequencies by the agencies holding the licenses for them. We can use these frequencies held by other agencies for authorized use only. In the interest of interoperability between agencies, several common frequencies have been issued by the State to use in mutual aid situations or where multiple agencies are working together so they can have a common channel to use.

All radios (vehicles and portables) shall be programmed the same as much as possible.

**Radio Users**

All radio users are expected to know the basics of talking on the radio. Good communication and listening skills are essential. All members are expected to be proficient in working with radio equipment. The radio is very important. Your life or the life of a fellow firefighter may depend on your radio skills.

**Basic** - The radio operator shall:

Be familiar with all radio procedures, protocols, language, and terms.

DO NOT use slang, vulgar, obscene or inappropriate language at any time.

Speak in a clear, calm, and normal voice with normal speaking tone and volume.

No yelling into the radio.

Be professional at all times, avoid radio feedback.

Report any malfunction, damage, or missing parts to a supervisor immediately.

**Vehicle Radios** District members using the radio in any vehicle shall be required to know the above plus:

Be familiar with the radio operations such as the scan, how to change the scan list, and changing radio frequencies.

Monitor the main radio frequency at all times for any traffic.

**Station Portable Radios**

Members will be issued a station portable radio to use when needed, and if portable radios are available. There are several portable radios available for use at each station and in Unit 10-10.

Members that use a portable radio shall be held responsible for the all of the above plus:

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- Maintain constant contact with the radio. Do not leave it in a vehicle, outside, in a public place, or in any area where it may be lost, stolen, or damaged. Make sure it is ready to be used if needed.
- Do not allow the radio to get wet. Most are water resistive but not waterproof.
- Avoid extreme temperatures. Freezing and extremely high temperatures may damage the radio components.
- Treat the radio with respect. Do not drop it. Keep the outside clean and free of dirt, debris, and scratches.
- Radios must not be altered electronically or on the outside in any way without prior approval of the Fire Chief or designee.

### **Base Radio**

The District has a base radio in what is designated the Radio Room. Once all the vehicles are properly staffed, members can monitor the base radio in case additional resources are needed at the incident.

- It will be manned only after all proper vehicles are manned. A trained Cadet could also operate the base radio.
- The Radio Room is to be restricted during operations to keep distractions and noise to a minimum. The only people that should be in the Radio Room are the base operator, an assistant if needed, and persons doing reports.
- Personnel in the Radio Room must shut off radios and pagers to prevent feedback during any base radio transmission.
- The base operator must be prepared and familiar with procedures involving calling the communications center, extra resources, map reading and giving directions, report procedures and radio operations.
- The base shall be cleared only after ALL units have arrived back at the station.

There is one radio at the base station. *The primary radio shall always stay on Florence Fire Tac.* The use of a portable radio is permitted to monitor radio traffic on secondary frequencies. If scanning is not desired, this radio can be placed on a single frequency but shall not be placed on Florence Fire tac to prevent feedback.

The use of plain clear English is to be used at all times. Do not use slang or codes.

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4-4	EMERGENCY RESPONSE	HAZARDOUS MATERIALS

**PURPOSE**

This guide is intended to establish guidelines for response, authorization, and a procedure for a method of handling hazardous materials incident in a safe, effective, and timely manner.

**SCOPE**

This guide covers all members of the District involved in a Hazardous Material response.

**RESPONSE**

The Florence Rural Fire District shall respond to all hazardous material incidents in Florence, for the purpose of evaluation and determining which outside agency needs to be notified to respond. The Florence Rural Fire District shall establish an Incident Command System and be responsible for the incident command on scene.

If the incident or materials involved are outside the operational scope of the District, the Incident Commander shall notify the proper hazardous materials response team for assistance.

**County Response Teams:** There are local teams available from Missoula County resources and the Health Lab in Hamilton.

The Florence Rural Fire District shall secure the area, set-up a safety zone and prepare to assist the incoming hazardous response team. The main purpose is to secure the scene and gather information

**NOTIFICATIONS**

In the event of a hazardous materials incident, the Incident Commander shall notify the County Hazardous Materials Response Team through the Dispatch center.

Other informational resources are:

CHEMTREC 1-800-424-9300--when product is known

National Response Center 1-800-424-8802

Response Equipment

Responding vehicles shall be in accordance to the emergency response procedure in this guideline. Always remember the safety of the vehicle and the crew is top priority. Check the wind direction and speed while responding.

**ARRIVAL ON SCENE**

- Approach uphill and upwind of incident.
- Establish incident command.
- Evaluate the scene from a distance. Identify the product using binoculars with placards on the vehicle, bill of lading/shipping papers, or the driver of the vehicle involved. Secure the scene; limit the number of personnel in the control area to those only with a reason for being there.
- Obtain all available information about the product(s).

**Personnel**

Only properly trained personnel will be allowed to respond and participate in the incident site activities. All other personnel will be used for off-site support service.

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Personnel that are trained in hazardous materials will assist in the operation only to the level of their training.

### **HAZARDOUS MATERIALS AWARENESS**

Personnel trained to the Awareness level can work in only the COLD zone. All personnel trained to awareness level will be used to assist in the perimeter security, evacuation, firefighting activities, setting up zones, and assisting in setting up decontamination. (Decon will be set up *before* any entry is made.)

### **Medical Monitoring**

Provisions for emergency treatment of all personnel shall be established. All personnel involved in site activities shall have base line vitals recorded. All individuals that are in direct contact with the hazardous materials shall be decontaminated before entering the medical treatment area. A Medical Officer shall be established and be responsible for personnel monitoring, patient treatment and decontamination and rehabilitation.

The Medical Officer shall:

- Have been trained to at least the “ Awareness Level”
- Be at least trained to the Emergency Medical Technician level.
- Obtain baseline screening of all personnel involved.
- Obtain periodic medical exams, during the incident.

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4-5	EMERGENCY RESPONSE	WATER RESCUE & RECOVERY

**PURPOSE**

To provide a guideline for safe operations and uniform approach for both the rescuers and the victims involved in the removal of a victim(s) from water using rescue equipment and techniques.

**SCOPE**

This policy shall apply to all Florence Rural Fire District personnel working at a water rescue/recovery operation.

**DEFINITIONS**

- PFD- Personal Floatation Device
- Throw Bag- Special bag of rope, generally 75' of buoyant rope intended for water rescue. After securing one end, the bag can be thrown to a conscious victim

**AT NO TIME, WILL FRFD PERSONNEL ENTER THE WATER OR SWIM OUT INTO THE WATER.**

**WATER OPERATIONS**

Back up personnel will be on both sides of the wazter, when appropriate. Request Mutual Aid if necessary.

Call Search and Rescue.

A lifeline shall be used at all times.

The person in charge will stay in sight of operations at all times.

PFDs must be worn at all times.

No private boats will be allowed in the area without obtaining permission from the officer in charge.

**ICE/COLD WATER OPERATIONS**

As with the water operations, the Incident Command shall remain on shore.

District vehicles are **not** to be taken onto the ice for any reason at any time

Anyone within 10 feet of the water should be wearing a PFD

Anyone working within 10 ft. of open water should be secured by a lifeline

EMS crews should be ready to receive a victim and have any and all equipment necessary ready for use. There should be a warm area ready to receive a victim.

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4-6	EMERGENCY RESPONSE	CARBON MONOXIDE ALARMS

**PURPOSE**

This guideline establishes a standard of response for atmospheric testing and monitoring at incidents involving carbon monoxide (CO) or any other atmospheric alarm.

**SCOPE**

This guideline shall apply to all District members who respond to atmospheric alarms.

**GUIDELINE**

All atmospheric alarms and reports should be considered life threatening to both the occupant and the response team until verified otherwise. Initial responders should take precautions prior to entering a structure. The response to carbon monoxide condition requires specific actions, recommendations, observations and documentation. The primary concern of course is the safety of the occupants and of emergency response personnel.

**Response**

Carbon Monoxide (CO) is an odorless, colorless, and tasteless gas that can be deadly. It is a by-product of combustion. CO reduces the oxygen-carrying capacity of hemoglobin by binding to hemoglobin and preventing the binding of oxygen. The affinity with which CO binds to hemoglobin is more than 200 times that of oxygen.

Many appliances such as furnaces, kitchen stoves, water heaters, etc., can produce carbon monoxide. When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to that of the flu, which may include headache, nausea, fatigue and dizzy spells for low levels and convulsions, unconsciousness, and death for high levels.

First arriving unit assumes command and evaluates the situation.

**Interview the occupant(s) to find information of the following:**

Check to see if everyone is out.

Check to see if anyone has any sudden illness (headache, nausea, flu symptoms, etc.).

Check to see if the residence doors and windows are closed or open.

Advise incoming units of situation and make sure that the test equipment is turned on en route.

**Procedure**

**OPERATE AS IF IT IS AN EXPLOSIVE ENVIRONMENT UNTIL PROVEN OTHERWISE.**

- Turn on the gas monitor and let it ZERO in clean air and do calibration checks.
- Take initial reading just inside the door. If readings are 35ppm (parts per million) or higher, SCBA is required to enter building.
- Begin monitoring the lower levels of the building and then proceed to the higher levels.
- Be sure to check all areas, especially areas that include utility spaces, kitchens, and attached garages.
- CO will seek low levels to accumulate.

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4-7	EMERGENCY RESPONSE	EMERGENCY EVACUATION

**PURPOSE**

To establish the procedure for a quick and safe emergency evacuation of emergency responders operating at emergency incidents or training exercises when conditions rapidly become unsafe.

**SCOPE**

This policy will apply to all District members operating at any emergency scene or training area.

**GUIDELINE**

At an incident or training exercise where activities or conditions are judged by the Incident Commander and/or Safety Officer, or another source, to be unsafe or involve an impending hazard, making it necessary for personnel to be evacuated as soon as possible, the following procedure **SHALL** be followed:

Upon order of the Incident Commander and/or Safety Officer, a verbal order to evacuate a structure announced over the radio three (3) times. All other radio traffic must cease during this announcement.

Immediately upon completion of the evacuation signal, the Incident Commander will call for an Accountability Report of all personnel and units on scene.

At the sounding of the evacuation signal, all personnel shall evacuate the hazard area immediately using ANY MEANS NECESSARY



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4-8	EMERGENCY RESPONSE	MAYDAY FIREFIGHTER DOWN

**PURPOSE**

To establish the training, use, and operation of a uniform way of notifying the Incident Commander and all persons working at a training or incident that a firefighter is in serious trouble and needs immediate help. This policy can reduce the possibility of firefighter deaths and serious injuries by notifying others that a firefighter is in extreme danger and needs assistance before it becomes too late to act.

**SCOPE**

This policy shall apply to all District members working in and around an emergency incident or training ground. To minimize misunderstandings and confusion, the terminology used below is mandatory.

ALL members must be familiar with this terminology and use it exclusively for its intended purpose.

**MAYDAY**

This is an attention getting emergency radio transmission called on the radio by a firefighter that is in imminent danger of serious injury or death and is to be used with serious discretion. The term “**MAYDAY**” must only be used as indicated herein. A “**MAYDAY**” is intended for use in situations where immediate communication is necessary to protect life or prevent serious injury. Whenever a “**MAYDAY**” is called, all communications of that frequency are to cease, only those transmissions between the member initiating the emergency, the Incident Commander or designee, are allowed. This is extremely important to relay vital information for a firefighter rescue or to obtain information on the location of a trapped firefighter. Normal radio traffic may resume after the “**MAYDAY**” **ONLY** after it has been cleared by the Incident Commander.

A **MAYDAY** call is an indication that a life-threatening situation has developed. It may **ONLY** be used in the following situations:

- A structural collapse or partial collapse has occurred
- A firefighter has become unconscious or suffers from a life threatening injury
- A firefighter becomes lost or is trapped
- An officer becomes aware that a firefighter under his/her supervision is missing (if the officer is missing the crew can transmit this message)

A MAYDAY should be given in the following format:

The firefighter declaring the emergency shall call the Incident Commander on the radio as soon as he/she determines that the situation meets the requirements for a MAYDAY. Once this is realized, it is important that the firefighter declare it as soon as possible. The firefighter should use the attention getting phrase **MAYDAY** three times if possible to ensure the emergency traffic is heard.

A MAYDAY should include the following information using the LUNAR acronym:

- **L**ocation of emergency – Where is the distressed firefighter?

What Floor

What Room (*bedroom, kitchen, bathroom*)

Location by direction (*North/South/East/West*)

Side of building (*Side A, B, C, or D*)

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### Initial entrance point

- Unit – What unit on the fireground is the firefighter assigned to?
- Name – What is the name of the firefighter that is in trouble?
- Air Supply – How much air does the firefighter have?
- Resources – What is the problem firefighter is experiencing and what is needed to help?

The Incident Commander shall immediately assign specific crews to assist at the location of the emergency and whatever resources are needed to perform a firefighter rescue.

Personnel that declare a **MAYDAY** should keep calling Command using the word **MAYDAY** until they get a response. **Radio transmissions of regular fire traffic are to be kept to an absolute minimum or the regular fire traffic should switch to another channel.** During the time a **MAYDAY** is called, it is imperative that all firefighters put forth their best efforts to bring a safe and quick ending to the incident. This will only be accomplished by calm, coordinated efforts by all personnel. All personnel must be prepared to respond to any command necessary to fulfill this mission.

When a mayday is called the Rapid Intervention Team (RIT) and command shall operate on the initial fire ground channel. All others shall switch to a new fire ground radio channel determined by the Incident Commander. Only mission essential units should remain on the initial fire ground channel.

During a MAYDAY, all fireground activities should continue. Firefighters need to use the highest discipline to ensure ongoing suppression activities continue unless otherwise directed. Suppression efforts and other activities may benefit the firefighters involved in the emergency and may buy time for the rescue efforts.

The worst case scenario is for all firefighters on the scene stop what they are doing and respond to where a **MAYDAY** was called. This creates freelancing and could result in multiple **MAYDAY**'s declared and further firefighter injuries or death.

### CLEARING A MAYDAY

The firefighters involved shall be taken to the rehab area, checked by EMS personnel and transported to the hospital for evaluation, if needed.

The Incident Commander should immediately conduct a personal accountability report (PAR) and re-evaluate suppression efforts. The Incident Commander shall also make a radio announcement that normal radio traffic and channel assignments may resume.

When activated, the RIT shall operate on the initial fire ground channel. All others shall switch to a new fire ground radio channel determined by the Incident Commander. Only mission essential units should remain on the initial fire ground channel.

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4-9	EMERGENCY RESPONSE	VIOLENT/SUSPICIOUS CALLS

**PURPOSE**

This guideline is for response to calls where a potentially dangerous or threatening situation may exist from a violent individual(s) at the scene of any call of service from the Florence Rural Fire District.

**SCOPE**

This guideline shall apply to all members of District that would be responding to these types of calls.

**POLICY**

A “violent or threatening” individual or incident is defined as any person or incident which is involved in the following types of calls the Fire District may respond to:

- Active Shooter
- Assault / Fight
- Bomb Threats
- Domestic Abuse
- Gunshot Wound
- Suicide
- Stabbing

No employee shall enter the scene of an emergency paged out as any of these types of calls, or any other call where a potential danger exists from violent or uncontrollable individuals until cleared to enter by dispatch or by law enforcement on scene. Absolutely NO CADETS are allowed to respond on these type of calls under any circumstances.

The Incident Commander (IC), senior responder, or first person on scene must make a determination of a staging area that is suitable for all units and all agencies responding. Once a staging area has been established, it must be broadcast to all responding units. All responding units shall respond to the staging area code 1, and remain there until law enforcement or the IC gives the ok to proceed to the scene.

The staging area *MUST*:

- Be a safe distance from the scene as to not pose a threat or harm to responders.
- Be out of sight of the scene, preferably around a corner or a block away.
- Be large enough to support staging for all responding units.

IC RESPONSIBILITIES:

- Preserve any evidence of a crime while performing your normal duties.
- Limit unnecessary personnel from entering the scene.
- Pull responding personnel out of scene if he/she feels the situation has escalated to become violent or threatening and report to the staging area again until the situation is under control.
- Be sure all documentation is complete and accurate including supplemental statements for law enforcement if required.

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4-10	EMERGENCY RESPONSE	LOCK BOX

**PURPOSE**

To provide a guideline for the use of lock box keys or combinations by the Florence Rural Fire District. This policy is designed to maintain the security of the lock box keys or combinations currently in the Department's possession.

**SCOPE**

This policy will pertain to all members of the Florence Rural Fire District.

**GUIDELINE**

Some building designers and owners have decided to install a secure lock box into their building to ensure access to that building by the Fire District.

This is a secure "box" that is accessible from the outside with a key, typically installed in or near the main entryway, commonly referred to as Knox Box. Each box contains all the keys necessary to access that entire building for emergency purposes.

Vehicle key boxes have been installed in Engine 10-16. This box is a secure combination lock box, generally in the area of the Crew Chief area of the vehicle. Inside each key box is a lock box key. This lock box key needs to be secure at all times.

If a lock box key is used, the following must apply:

- The lock box key must be accounted for at all times.
- Only officers know the combination to the vehicle key boxes.
- The Fire Chief can issue keys or combinations to officers at his/her discretion.
- The combination of the vehicle key boxes shall be strictly confidential.
- Only the Fire Chief or Assistant Fire Chief is able to change the combination.
- If a lock box key is used, it is the responsibility of the Officer in Charge or the Crew Chief to make sure the lock box is secured and the key is secured after use and it shall be documented in the written report.
- Gate Codes and lock combinations to private or public lands will be used for official fire district business only, and all codes will be kept confidential.

Any violation of this policy could result in disciplinary action up to and including termination.

If a key is lost or damaged, it must be reported to an officer immediately.

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4-11	EMERGENCY RESPONSE	THERMAL IMAGING CAMERA

**PURPOSE**

The purpose of this policy is to establish a guideline to facilitate the most effective method for deploying the Thermal Imaging Camera (TIC).

**SCOPE**

This guideline shall apply to all members who use the TIC at all structure fires or any other incident where investigation by using the camera would be beneficial to the outcome of the incident.

**POLICY**

The TIC detects heat and infrared images through an environment that cannot be seen with the naked eye and transmits them on a screen to show thermal images. It also has a feature to enhance the thermal image to make it contrast more with the background. The TIC shall be used on all structure fires and/or any other time the Incident Command feels necessary. These could be fire alarms, smoke investigations, hazmat situations, search and rescue, etc. The TIC is located in Engine 10-16 in the driver side front upper compartment. All personnel shall be familiar with the location of the TIC and the operations of it. The Officer/Crew Chief will be responsible for bringing the TIC into the structure and will ultimately decide who will operate the TIC.

Since the Florence Rural Fire District only operates one TIC, care must be taken to use the TIC according to priorities. If performing fire attack and search and rescue duties simultaneously, the camera will need to be given to the search team during their search for victims. The following are the tactical priorities as it relates to camera use:

- 1<sup>st</sup> Priority- Search and Rescue Team
- 2<sup>nd</sup> Priority-Fire Attack Team
- 3<sup>rd</sup> Priority- Rapid Intervention Team
- 4<sup>th</sup> Priority- Salvage and Overhaul Team

Officers/Crew Chiefs should use good judgment in assigning the TIC to get the most beneficial use from it.

**TIC OPERATION**

In moderate to heavy smoke conditions, the TIC allows firefighters to quickly search a smoke filled area. The TIC operator must remember not to move too quickly so that the rest of the team does not get lost in the smoke filled environment. Stay in contact with your team just as you would without the TIC. The TIC has the potential to inspire overconfidence because it allows firefighters to see in an environment that in reality has zero visibility. Firefighters should remember to stay low even if the TIC shows you that most of the heat is at the ceiling level. The possibility of flashover is still very real and very possible. Remember to use the same search techniques as without a TIC.

The TIC allows a two dimensional view of a smoke filled environment. Depth perception is limited. Firefighter operating the TIC should remain low to the ground, scanning the entire area before them. When scanning an area with the TIC begin at the ceiling and end at the floor immediately in front of them. Walking with TIC is discouraged as trip hazards and missing floors may be overlooked. Thermal energy does not have “x-ray” vision and does not travel through walls. A TIC does not allow an area to be viewed, which is behind a wall. If fire is present inside a wall, the TIC will only be able to detect it, if the fire has increased the temperature of the wall

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itself. Fire inside wooden clad walls will be picked up much more quickly than a wall made of concrete. Normal overhaul procedures must be followed in order to locate fire extension.

A human being will not provide sufficient thermal energy to penetrate most standard construction materials or solid items such as furniture. Therefore, it is reinforced that while conducting a search, rescuers must look under and around beds, sofas, and other objects where victims may have hidden to escape the fire.

Water, plastic, window screens and glass are all barriers for the TIC and may cause a reflective image. The team operating the TIC must remember that the image present on the TIC could be a mirror image of themselves or fire behind them being reflected off of glass, plastic or water. To test suspicious images, the crew should wave their arms and determine whether they are seeing their own image.

“White Out” is a condition caused by aiming the unit at a very hot object or flame which caused the TIC’s sensor to become overloaded, and the display to show all white, rendering the TIC useless for a few seconds. To correct the problem, aim the TIC away from the hot source.

When responding to mutual aid calls, only Florence Fire Dept. personnel shall operate the TIC. DO NOT give the TIC to another agency to use. If they need a TIC, the TIC will come with an operator from Florence.

### **CARE AND MAINTENANCE**

When performing routine apparatus checks, the TIC operation should be checked in the following manner:

- Check for cleanliness. If any part of the camera is dirty it may be wiped with a clean, moist cloth. Be careful to use a soft, non-abrasive cloth to clean the lens.
- Turn the TIC on and check for proper operation.
- After each use the TIC should be cleaned and the battery should be swapped out with the one in the charger.
- Be sure the TIC is secured again in the holder.
- Any problems with operation or the batteries should be reported immediately.

The TIC is designed to be used by firefighters in a variety of environments and is very durable. Take care not to excessively abuse the TIC by hitting it against things or dropping it. The TIC is also water resistive; however, avoid submerging it in water or directly spraying the camera with water.

Remember the TIC is a tool just like all the other equipment and may not be suitable for use in each and every situation.

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4-12	EMERGENCY RESPONSE	BOMB THREATS

**PURPOSE**

To establish a guideline for the response to bomb threats or other threats of violence and/or terrorism to assist local law enforcement.

**SCOPE**

This guideline shall apply to all District members who would respond to these types of calls.

**GUIDELINE**

Law enforcement shall be the lead agency and shall be in command of threats of explosives or other means of terrorism or violence. Response to bomb threats or other threats of terrorism shall be in a **non - emergency** mode. A chief/senior officer shall respond to the scene or area of the threat to make contact with law enforcement to coordinate operations. All other units shall stage at the fire station and wait for orders from the Incident Commander. All radio equipment and cell phones will be left in responding vehicles or be shut off, unless they are intrinsically safe radios.

A threat or explosives or terrorism is primarily the responsibility of law enforcement. The Department's role would be primarily support with providing scene security, heavy equipment, lighting, manpower, etc. There could be a need for a search to be conducted for suspicious items. If this is required, it shall be coordinated by law enforcement and participation of District personnel would be **optional**. Absolutely NO CADETS are allowed to respond on these type of calls under any circumstances.

If a suspicious item is located, the District shall assist with scene security and support while law enforcement calls explosives experts to deal with the issue. If there is an explosion of any kind, personnel will respond only after the scene can be secured by law enforcement officials. District personnel shall respond with the utmost sense of caution keeping in mind the possibility of a second device or other possible hazards.

The Florence Rural Fire District personnel shall cooperate and work in conjunction with local, State, and Federal agencies and make every attempt to accomplish what is requested from law enforcement.

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4-13	EMERGENCY RESPONSE	SEVERE WEATHER

**PURPOSE**

To establish standards of response in the event of a severe weather incident in Florence.

**SCOPE**

This guideline shall apply to all District members for any severe weather response.

**SEVERE WEATHER REPORT AND PROCEDURES**

**WATCH**

Weather conditions in the area are capable of producing severe weather or there is a potential for severe weather to develop in the area.

**WARNING**

Severe weather has been confirmed in the area by weather information gathering procedures and is capable of producing damaging winds, heavy rain, hail, lightning, tornadoes, etc.

In the event of a SEVERE WEATHER WARNING issued by the National Weather Service (NWS) for the Florence area, available personnel may standby at the fire station to prepare for any possible responses in the District.

Depending on the situation and the information available at the time, if severe weather is imminent, the senior officer/firefighter in charge, at his/her discretion, may stage units in different areas of the District, in preparation to respond to a disaster and to avoid vehicles becoming damaged or obstructed from having all resources in one area.

**COMMAND POST:**

A command post shall be established at fire station # 1, if possible. If station 1 is not available, then station 2 will be utilized.

Access should be restricted to the Command Post to maintain control unless it is an emergency.

The command post shall be staffed with the following personnel:

- Most senior firefighter/senior officer (*Chief Officer if possible*)
- IC aide/information tracking (*another fire officer if possible*)
- Radio operator
- Call taker/additional aide (*optional*)
- Public Information Officer (*optional*)

**Staging Area**

The staging areas shall be at fire station 1 and / or fire station 2, depending on extent of severe weather conditions. Staging for personnel, vehicles and supplies shall be at both fire stations unless otherwise designated by the Incident Commander. Stage all vehicles and personnel away from any hazards and out of severe weather elements if possible.



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4-14	EMERGENCY RESPONSE	RAPID INTERVENTION TEAM

**PURPOSE**

The purpose of this guideline is to establish the need to have a fully equipped Rapid Intervention Teams (RIT) on scene, in a ready state, to immediately respond to rescue an injured or trapped firefighter throughout an incident. To establish a backup team or identify operational considerations relating to the provision of RIT when deemed necessary by the Incident Commander and/or Safety Officer. This includes, but not limited to: structural firefighting, technical rescue, hazardous materials, or any incident where personnel are operating in an Immediately Dangerous to Life and Health (IDLH) atmosphere.

**SCOPE**

This guideline shall apply to all members of the Florence Rural Fire District operating at any emergency incident or training exercise.

**GUIDELINE**

Terms and Definitions

- **Attack Team:** A team assigned to enter into a structure or hot zone to locate, confine, and extinguish a fire. This team conducts offensive fire activities including search and rescue operations.
- **Backup Team:** A team assigned to support the attack team. The backup team will be fully prepared for emergency rescue, including fully donned protective clothing and SCBA and remain outside the structure or hot zone with a charged hose line to protect the escape route of the attack team. This team also will serve as a rescue team for the attack team prior to the establishment of a RIT.
- **RIT:** A Rapid Intervention Team is a dedicated rescue team whose duties are to assist and/or rescue firefighters in distress on an emergency scene. The RIT shall be on standby, fully prepared for emergency rescue, including fully donned protective clothing and SCBA.
- **IDLH:** An Immediately Dangerous to Life and Health atmosphere is any atmosphere that poses an immediate threat to life, would cause irreversible health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior structure firefighting beyond the incipient stage is considered an IDLH atmosphere.

GENERAL

Fire service personnel are often required to operate in extremely hazardous conditions requiring safety measures that are equal to the hazards encountered. Therefore one simple fact that must be understood is that our personnel may need to be rescued. It is the policy of this District to provide our personnel adequate safety measures when personnel are operating in IDLH atmospheres. The Incident Command shall designate a backup and/or RIT when members are exposed to this environment.

**Assignment of the Backup Team**

No entry into an IDLH atmosphere will be made unless a minimum of five (5) firefighters have assembled on scene.

The only exceptions to this rule are:

1. When there is a life hazard where immediate action could prevent the loss of life, **OR**,
2. When the fire is in the incipient stage

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### **Assignments and responsibilities of the first five (5) firefighters on scene:**

- During interior firefighting operations beyond the incipient stage, the following shall be observed:
- Firefighters shall utilize self-contained breathing apparatus (SCBA) during all interior structure fire operations. Each team (Attack, Backup, and RIT) shall be equipped with a buddy breathing hose.
- Firefighters shall operate in a team (buddy system) of two or more in conditions that may be IDLH, unknown, hazardous or potentially hazardous atmospheres.
- Teams must maintain either direct voice contact, visual or tethered contact with a signal line to one another. Radios are NOT an acceptable substitute.
- Two equally equipped and trained firefighters shall be available prior to the first team's entry to monitor and account for and assist the entry team. (One of the outside team members may be assigned other tasks as long as they are available for immediate backup operations.) The backup team shall operate utilizing the buddy system if required for entry. If the first arriving company(s) does not have sufficient personnel to staff both an attack and a backup team, they shall advise other responding units via radio that they will "delay entry while awaiting a backup team"
- If the backup team is activated for an assignment into the hazardous atmosphere, another team shall be assigned as the next backup team.
- At least one additional member shall be assigned to remain outside the structure fire and monitor the operation. (This duty may be assigned to the pump operator.)

NOTE: *In cases where immediate action is necessary to save lives, firefighters may enter IDLH environments in an effort to rescue occupants in variance to the above conditions. Such deviations from this guideline shall be the exception, not the rule and must be documented as part of the final fire report.*

While waiting for a backup, on scene personnel may complete the following as appropriate:

- Do a full 360-degree walk around assessment of the site,
- Pull both primary and backup lines to the entry point,
- Assess water supply locations,
- Bring appropriate tools to a staging location,
- Ready positive pressure fans for deployment, and
- Other appropriate tasks that do not place the firefighters within the IDLH environment until the backup team is established and in place.

Proper two-way communications is paramount for successful operations. The first arriving officer or crew chief shall assume Incident Command and, after submitting a quality size-up, shall keep responding personnel informed of their needs and actions.

### **Establishing a Rapid Intervention Team (RIT)**

As additional resources arrive on the scene, the Incident Commander may assign a dedicated rescue team whose major function is the rescue of distressed firefighters, if needed.

Basic Concept:

To have at least one dedicated team, backup and/or designated RIT available when the need is identified by the Incident Commander and/or Safety Officer. During the early stages of an incident, the backup team assumes the duties and responsibilities of RIT until the designation of a RIT is made by Command once additional resources arrive on scene. Additional RIT's maybe necessary due to the complexity and or size of the incident.

A structure fire is the most common IDLH where a RIT would most likely be established. There will be other incident types where the Incident Commander may identify the need for a RIT.

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The RIT must be in a state of readiness, including fully donned protective clothing and SCBA, capable of making a rapid entry to an environment to respond to a MAYDAY call and be ready to provide rescue efforts to personnel who are injured, trapped, or missing.

The Team:

- The RIT will be made up of no fewer than two (2) firefighters who are capable of operating without direct supervision.
- The RIT will operate within the Incident Command structure and will be included in the fire ground accountability system, typically designated as “RIT” on the radio.
- Personnel assigned to a RIT shall be equipped with full structural fire protective clothing including SCBA.
- Each member must have his/her face piece with him/her at all times, and it must be in a condition capable of being donned immediately. For incident types other than structure fires, the protective clothing and equipment shall be appropriate for the hazards.
- The Incident Commander will assign a team leader with a radio for each RIT team and the RIT will report directly to the IC or designated Division Officer. Responsibilities: The IC shall assign personnel to form the RIT.
- The IC shall brief the RIT on the chosen strategy for the incident, what has occurred during the attack, operating crew’s locations, other resources available and any pre-plan information.
- The RIT will need to perform its own “walk around” to size up the scene, as it is related to their duties. The team should be looking for potential problems, avenues of escape, points of entry, building construction type, scene conditions, safety hazards, as well as obtaining any other information that contribute to a successful outcome.

Perform duties to aid in RIT and/or increase scene safety including but not limited to:

- Placing ladders for secondary escape routes from upper floors and roofs
- Forcing doors to provide secondary egress
- Placing emergency lighting at points of entry

The RIT will need to assemble essential equipment at a designated location. This equipment must not be used for any other purpose other than to be in the state of readiness for the RIT. The following equipment is suggested to be assembled:

- RIT pack air supply bag containing a complete SCBA set up including mask
- 3 extra SCBA bottles
- 1 ½ charged hose line
- Portable radio for the victim
- Portable hand lanterns for each team member
- Set of irons
- Flat head axe and Halligan tool
- RIT rope bag, as a guide for searches
- Wire cutters
- Portable saw
- Oxygen/EMS equipment/AED
- Blue plastic tarp as the assembly point for tools and equipment
- Thermal Imaging Cameras (TIC)

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### **Activation of the RIT:**

Whenever a firefighter(s) is injured, trapped, unaccounted for, or in any other life threatening situation, the Incident Commander must be notified. Notification shall occur through the of the MAYDAY procedures.

*NOTE: An absent member of any crew will be automatically assumed lost or trapped until otherwise determined to be safe.*

Upon such notification the Incident Commander shall request the next greater level alarm, up to and including mutual aid, and initiate a Personnel Accountability Report (PAR).

The RIT will be sent to the last working area of the crew or firefighter.

When activated, the RIT and command shall operate on the initial fire ground channel. All others shall switch to a new fire ground radio channel determined by the Incident Commander. Only mission essential units should remain on the initial fire ground channel.

All other companies and crews on the fire ground will hold their positions and switch radio channels when the IC assigns it. Personnel should not abandon their position unless conditions or orders from the IC require. *(While the need for firefighter rescue is paramount, other fire scene operations must continue so viable conditions can be maintained to support the firefighter rescue operation. For obvious reasons then, crews cannot freelance.)*

Crews in the immediate area of the firefighter emergency that may be able to make a rescue MUST communicate with the Incident Commander.

The RIT will operate using the "AWARE" principle. The AWARE acronym represents critical needs associated with a firefighter rescue. These are:

- A - Air Provide a redundant air supply.
- W - Water Create a defensible space with water using hoselines, water cans, etc.
- AR - A radio Getting a radio to the victim will help to assess the conditions.
- E - Extrication Extricate the distressed firefighter and treat injuries as appropriate.

The first two components are the most important. Provide a redundant air supply and create a defensible space with water using hoselines, water cans, etc. Meeting these two basic requirements will by valuable time for extrication. The next two letters stand for a radio. Getting a radio to the victim will allow you to assess the condition of the firefighter and to know if they are able to self-extricate. Finally, the last letter stand for extricate, by any means necessary.

RIT will continue to operate in a rescue mode until firefighter(s) are located, assessed, evacuated from the danger, and transferred to medical care, unless conditions prohibit further reasonable rescue attempts or if it is obvious that a successful rescue attempt is not possible. The decision to switch to a recovery mode will only be made by the Incident Commander or the Safety Officer.

### **Deactivation of RIT:**

RIT may be deactivated:

1. After incident stabilization and when there are no existing IDLH atmospheres.
2. After consensus is reached between RIT and the Incident Commander.

The IC shall make the final determination and announce to all companies working on the fire ground that RIT has been deactivated. After deactivation, RIT may be assigned to other normal duties.

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5-1	CADETS	CADET OPERATIONS

**PURPOSE**

This guideline is designed to establish rules and regulations of the operations of the Cadet program at the Florence Rural Fire District.

**SCOPE**

This guideline shall apply to all District members and all Cadet.

**GUIDELINE**

The Cadet Program is a vocationally oriented program that is open to young people ages 14-17, interested in exploring future career opportunities. The Florence Rural Fire District established the Cadet program to assist our young adults in “exploring” a career in the fire service, while installing and developing core values, self-responsibility, and life skills. The Florence Fire District supports and encourages the activities of the Cadet program.

Cadets may perform functions for the Fire District within the limits established by this guideline. They may participate in a wide range of fire and rescue functions as well as fire prevention and other support work that are in compliance with this guideline.

**A perspective new cadet must have a meeting with their parents or legal guardians and the Fire Chief prior to acceptance as a cadet. A signed parent / legal guardian permission form will be completed.**

**GENERAL RULES & REGULATIONS**

Must comply with Florence Rural Fire District rules and regulations at all times.

Cadets must be at least 14 years old and not older than 18 years old.

A Cadet must be able to follow orders.

Cadet are only allowed in the fire station for official business (e.g., training, meetings, calls, and classes).

Cadets may not drive fire apparatus or any other Fire District vehicle at any time.

Upon turning 18 years old, Cadets may apply to become a member of the Florence Rural Fire District. As long as within one year of application they graduate from high school, or obtain a GED.

Cadets must show proof of maintaining acceptable grades in school. Parents will be responsible for monitoring the academic performance of the cadet. Any concerns in regards to the academic performance, the parents will advise the Fire Chief or designee. Providing that academic performance is acceptable and maintained, the Cadet may participate in classroom activities in an appropriate manner, and participate in training in a safe manner.

Cadets are allowed to wear clothing that identifies them as being associated with the Florence Rural Fire District, only after prior approval. Locations to wear this clothing will be limited at the discretion of the Cadet Supervisor or the Fire Chief or designee.

Any equipment issued to a Cadet, is FRFD property and will not be removed from the station without approval.

Cadets are not allowed in stations or at any District training or event or call **after 10:00 P.M. or before 6:00 A.M.**

# **FLORENCE RURAL FIRE DISTRICT**

## **STANDARD OPERATING GUIDELINES**

Cadets that violate any rules or regulations in this guideline may be placed on restriction or suspension at the discretion of the Cadet Supervisor or Fire Chief. If discipline is required, it shall be in accordance to the regulations of the Florence Rural Fire District.

### **TRAINING**

Training shall be done by Fire District personnel and all training records shall be kept on file. After Cadets are trained to District standards, they may respond to emergency calls following this guideline.

### **RESPONSE TO THE STATION**

In the event of an emergency call, Cadets may respond to the station in an orderly manner. Cadets must report to the Fire Station where they are to receive orders and put on their personal safety equipment.

Cadets are **not allowed** to be at the station or any other District training, call or event **after 10:00 P.M. or before 6:00 A.M.** \*Special permission may be granted by the Fire Chief, or senior officer in charge for certain events or activities.

Rides to and from the Cadet Meetings should be pre-arranged before the meeting time. If someone gives a Cadet a ride, or the Cadet drives themselves to the station for a call, they are to park in a manner as to not block parking for firefighters.

If bikes are used as transportation, they must be parked as to not interfere with fire District operations or block any exits. Bikes may not be parked inside of the station.

### **RESPONSE TO THE SCENE**

Cadets are not allowed to respond directly to the scene of any fire or emergency medical call unless accompanied by a regular member.

A Cadet must not be used in place of available fire personnel.

The Incident Commander of an emergency may request the response of any available Cadet to the scene. A Cadet may respond to emergency calls with the following provisions:

- Cadets will be under the supervision and control of the IC or designee.
- Cadets will have limited supervised involvement in actual firefighting.
- Cadets must be seated and wearing seatbelts while riding in any Fire District vehicle.
- If seats are not available, a Cadet must step off an apparatus to make room for a firefighter or regular member of the District.
- Cadets must be supervised when involved in any activity or support work at an incident.
- Cadets must be equipped with gear that meets District standards, so jobs can be performed safely.
- Cadets will have limited supervised involvement in actual control of fire, and will not be exposed to any hazard such as violent patients, traffic hazards or any other hazard in an emergency situation.
- Cadets will have limited supervised contact in patient care or cleaning of equipment used in patient care.
- Cadets have the right to refuse to do anything they feel is unsafe or hazardous.

Once on scene, Cadets may be involved with the following:

- Changing or filling air bottles,
- Dispensing food and drinks.
- Setting up lighting equipment,
- Assist in filling apparatus or setting up a water supply
- Assist in hydrant connections,
- Assist in filling backpack pumps.

**FLORENCE RURAL FIRE DISTRICT**  
**STANDARD OPERATING GUIDELINES**

- Rolling and packing hose,
- Assist in Mopping up of wild land fires under supervision.
- Assist in overhauling and mopping up at a structure fire under supervision.
- Assist with Incident Command functions,
- Assist in any other operation that does not put the Cadet in a hazardous situation or atmosphere.
- Assist in equipment set up, vehicle operations as long as they operate in a safe zone and under supervision.

Cadets may assist with activities around the fire station and with administrative duties as well with the approval of the officer in charge or senior firefighter. These activities include:

- Fire pre-planning including fire prevention inspections,
- All phases of fire prevention,
- Station and vehicle maintenance,
- Assisting at the fire station after an incident,
- Participating in routine or special drills, not involving live fires, (except as noted\*).
- Operating the base station radio.
- May operate pumps, and equipment during supervised training sessions with supervision.

\* Cadets may participate in live fire training ONLY under the supervision of a District approved instructor and with prior approval of the Cadet Advisor(s) and/or officer in charge.