

ROUND MOUNTAIN
VOLUNTEER FIRE DEPARTMENT



STANDARD OPERATING GUIDELINES

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GENERAL INFORMATION

FOR THE PURPOSES OF THIS DOCUMENT, THE DEFINITION OF PERSONNEL AND FIREFIGHTER SHALL BE THE SAME.

RULES OF CONDUCT

RULES OF CONDUCT ARE POLICIES THAT GOVERN THE WAY ROUND MOUNTAIN VOLUNTEER FIRE PROTECTION ASSOCIATION (HEREIN REFERRED TO AS RMVFPA) PERSONNEL SHALL CONDUCT THEMSELVES AT ANYTIME THEY ARE DIRECTLY OR INDIRECTLY REPRESENTING RMVFPA. ALL PERSONNEL SHALL READ THESE RULES WITHIN FOURTEEN DAYS FROM THE TIME THEY REQUEST TO BE AFFILIATED WITH RMVFPA. MEMBERS SHALL SIGN A WRITTEN STATEMENT INDICATING THEY HAVE READ AND UNDERSTAND THESE RULES AND ARE WILLING TO ABIDE BY THEM. IF AN INDIVIDUAL VIOLATES ANY OF THE RULES OF CONDUCT, THAT INDIVIDUAL WILL BE REVIEWED BY THE FIRE CHIEF AND, IF APPROPRIATE, THE PERSONNEL COMMITTEE WHO SHALL EFFECT DISCIPLINARY ACTION. ALL COMPLAINTS WILL BE MADE WITHIN (7) DAYS OF THE ALLEGED INCIDENT IN WRITING TO THE MEMBERS APPOINTED TO THAT COMMITTEE WITH A COPY OF THE CHARGES TO THE INDIVIDUAL CONCERNED. THE BOARD OF DIRECTORS WILL RETAIN ALL WRITTEN COMPLAINTS ON FILE. CHARGES OF MISCONDUCT AGAINST THE FIRE CHIEF SHOULD BE MADE IN WRITING DIRECTLY TO THE BOARD OF DIRECTORS FOR DISPOSITION. IF THE OFFENSE OF STATUTORY LAWS IS IN VIOLATION, THE APPROPRIATE LAW ENFORCEMENT AGENCY SHALL ASSUME THE ROLE OF THE PERSONNEL COMMITTEE.

ALL RMVFPA PERSONNEL SHALL:

1. FOLLOW ALL POLICIES, PROCEDURES, AND WRITTEN DIRECTIVES OF RMVFPA.
2. USE THEIR TRAINING AND CAPABILITIES TO PROTECT AND SERVE THE PUBLIC.
3. WORK IN THEIR POSITIONS TO CAUSE ALL RMVFPA PROGRAMS TO OPERATE EFFECTIVELY.
4. ALWAYS CONDUCT THEMSELVES IN A MANNER TO REFLECT CREDIT ON RMVFPA.
5. KEEP THEMSELVES INFORMED AND READY TO PERFORM THEIR JOB EFFECTIVELY.

6. KEEP THEMSELVES PHYSICALLY AND MENTALLY FIT.
7. BE PROTECTIVE OF RMVFPA EQUIPMENT AND PROPERTY.
8. OBEY STATUTORY LAWS.

ALL RMVFPA PERSONNEL SHALL NOT:

1. SOLICIT, RETAIN, RECEIVE, OR EXTORT ANY FEE, PROPERTY, REWARD, GIFT, COMPENSATION, OR FREE SERVICE FROM ANY PERSON OR FIRM IN RETURN FOR ANY SERVICE RENDERED IN THE CONDUCT OF THEIR RMVFPA DUTIES.
2. PURPOSELY DAMAGE OR DESTROY RMVFPA PROPERTY OR EQUIPMENT.
3. REMOVE EQUIPMENT THAT BELONGS TO RMVFPA FROM FIRE STATIONS OR APPARATUS WITHOUT PERMISSION FROM THE FIRE CHIEF.
4. DRIVE OR OPERATE APPARATUS OR EQUIPMENT CARELESSLY OR MALICIOUSLY.
5. CREATE DISSENSION OR DISSATISFACTION AGAINST OR BETWEEN ANY OTHER RMVFPA PERSONNEL.
6. MAKE FALSE OR UNWARRANTED STATEMENTS ABOUT ANY OTHER RMVFPA PERSONNEL.
7. USE ABUSIVE, OBSCENE, INDECENT, OR PROFANE LANGUAGE.
8. FIGHT.
9. USE OR BE UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES, BEBILITATING DRUGS, OR ANY SUBSTANCE THAT COULD IMPAIR THEIR PHYSICAL OR MENTAL CAPACITIES.

ARTICLE I APPLICATION FOR RMVFPA PERSONNEL .

**APPLICANT REQUIREMENTS FOR QUALIFICATION OF PERSONNEL
CERTIFIED IN THE STATE OF ARKANSAS.**

1. AT LEAST 18 YEAR OF AGE.
2. LIVE WITHIN ONE-QUARTER MILE OF RMVFPA 911 DISTRICT BOUNDARIES.
3. POSSESS NO MENTAL OR PHYSICAL DISABILITY THAT WOULD IMPAIR PERFORMANCE.
4. HAVE HAD NO FELONY CONVICTION WITHIN FIVE YEARS PRIOR TO APPLICATION.
5. HAVE CURRENT ARKANSAS DRIVERS LICENCE.
6. HAVE ACCESS TO RELIABLE TRANSPORTATION.
7. NOTIFY RMVFPA OF ANY CHANGES IN DRIVING STATUS.

PROCESS OF APPLICATION:

1. APPLICATION MUST BE MADE ON A FORM PROVIDED BY RMVFPA.
2. APPLICATION MAY BE OBTAINED AT FIRE STATION OR FROM ANY RMVFPA PERSONNEL.
3. APPLICATION MUST BE COMPLETED WITH ACCURATE AND TRUE INFORMATION. ALL QUESTIONS MUST BE ANSWERED.
4. COMPLETED APPLICATION SHALL BE RETURNED TO RMVFPA.
5. APPLICATIONS THAT MEET MINIMUM REQUIREMENTS SHALL BE KEPT ON FILE FOR ONE YEAR AFTER RECEIPT.

CANDIDATE SELECTION:

CANDIDATE SELECTION SHALL BEGIN WHEN THE FIRE CHIEF AND PERSONNEL COMMITTEE DETERMINE PERSONNEL REPLACEMENT OR ADDITION IS NECESSARY.

1. ALL APPLICATIONS OF FILE SHALL BE REVIEWED AND CONSIDERED BY THE FIRE CHIEF AND PERSONNEL COMMITTEE FOR THE PURPOSE OF DETERMINING THE ONE OR MORE APPLICANTS MOST QUALIFIED.
2. A MEMBER OF THE PERSONNEL COMMITTEE SHALL CONTACT THE CHOSEN APPLICANT TO ENSURE HE/SHE IS STILL INTERESTED AND TO UPDATE INFORMATION ON THE APPLICATION.
3. THE PERSONNEL COMMITTEE SHALL ENSURE ALL INFORMATION ON THE APPLICATION IS TRUE AND INVESTIGATE THE REFERENCES AS NECESSARY.
4. THE APPLICANT SHALL COME BEFORE THE FIRE CHIEF AND PERSONNEL COMMITTEE FOR THE PURPOSE OF ORAL INTERVIEW.
5. THE APPLICANT SHALL BE ACCEPTED OR REJECTED AT THIS TIME. ACCEPTANCE ALLOWS THE APPLICANT TO PROCEED TO ORIENTATION.

ARTICLE II FIREFIGHTER CANDIDATE ORIENTATION .

A FIREFIGHTER CANDIDATE IS A PERSON WHO HAS BEEN ACCEPTED AS A POSSIBLE FIREFIGHTER BY THE FIRE CHIEF AND PERSONNEL COMMITTEE.

1. CANDIDATES SHALL RECEIVE A COPY OF RMVFPA SOP'S. THE CANDIDATE SHALL READ THE SOP'S AND SIGN THAT HE/SHE WILL ABIDE BY THE SOP'S. CANDIDATE WILL THEN RECEIVE A MAP BOOK AND A COPY OF THE FIREFIGHTER HANDBOOK MANUAL.
2. THE CANDIDATE IS ASSIGNED TO A PRECEPTOR WHO WILL PROVIDE A ROLE MODEL AND MORAL SUPPORT.
3. THE CANDIDATE SHALL VIEW THE GENERAL ORIENTATION VIDEO, AND THEN VIEW EACH APPARATUS VIDEO. THE CANDIDATE SHALL THEN RECEIVE INDIVIDUAL HANDS-ON TRAINING OF EACH APPARATUS FOR THE PURPOSE OF FAMILIARIZATION.
4. THE CANDIDATE SHALL RECEIVE AN OVERVIEW OF THE DUTIES AND RESPONSIBILITIES OF EACH FIREGROUND SECTOR FROM THE RESPECTIVE SECTOR CAPTAIN.
5. ALL ORIENTATION TRAINING SHALL BE RECORDED ON THE CANDIDATES TRAINING RECORD.
6. AFTER ALL ORIENTATION TRAINING IS COMPLETED, THE CANDIDATE ATTENDS THE NEXT AVAILABLE REGULAR TRAINING SESSION WHERE THE PRECEPTOR INTRODUCES HIM/HER.

ARTICLE III PROBATIONARY FIREFIGHTER

A PROBATIONARY FIREFIGHTER IS A CANDIDATE WHO HAS FULFILLED ALL REQUIREMENTS OF APPLICATION AND ORIENTATION. THE PROBATIONARY PERIOD SHALL LAST FOR SIX MONTHS OR UNTIL SPECIFIED BY THE FIRE CHIEF AND PERSONNEL COMMITTEE.

1. PROBATIONARY FIREFIGHTER SHALL ATTEND 60% OF ALL FIRE TRAINING SESSIONS. INDIVIDUAL TRAINING SHALL BE DONE AS NECESSARY.
2. PROBATIONARY FIREFIGHTER SHALL ATTEND 30% OF ALL FIRE ALARMS AND SHALL OBSERVE ONLY.
3. PROBATIONARY FIREFIGHTER SHALL COMPLETE READING OF THE ESSENTIALS OF FIREFIGHTING MANUAL AND PASS THE MINIMUM COMPETENCY EXAM. IF THE EXAM IS PASSED BEFORE THE END OF THE PROBATIONARY PERIOD, THE PROBATIONARY FIREFIGHTER MAY, UPON FULL AGREEMENT OF THE FIRE CHIEF AND PERSONNEL COMMITTEE, BE PROMOTED TO THE STATUS OF FIREFIGHTER.
4. IF ANY RULES OF CONDUCT ARE BROKEN, THE ADVANCEMENT PROCESS SHALL CEASE AND THE FIREFIGHTER DISMISSED. THE FIREFIGHTER MAY NOT REAPPLY.
5. THE PROBATIONARY FIREFIGHTER MAY NOT PARTICIPATE IN FIREGROUND ACTIVITIES, NOR BE ISSUED PROTECTIVE EQUIPMENT UNTIL STEP 3 OF THIS ARTICLE (PROBATIONARY FIREFIGHTER) IS COMPLETED.

ARTICLE IV

READINESS

A. INDIVIDUAL EQUIPMENT

INDIVIDUAL EQUIPMENT ARE THOSE ITEMS KEPT IN THE POSSESSION OF THE FIREFIGHTER FOR USE IN FIRE SUPPRESSION OR OTHER EMERGENCY, RECEIVING OF OR RESPONDING TO AN ALARM, OR TO OTHERWISE ENHANCE HIS/HER ROLE AS A FIREFIGHTER. IF ANY EQUIPMENT IS DAMAGED DUE TO NEGLIGENCE OR MISUSE, OR IS LOST OR STOLEN WHILE IN THE FIREFIGHTER'S POSSESSION, THAT FIREFIGHTER SHALL BE HELD RESPONSIBLE FOR REPLACEMENT.

B. PERSONAL EQUIPMENT

PERSONAL EQUIPMENT IS INDIVIDUAL EQUIPMENT PURCHASED BY THE FIREFIGHTER AND APPROVED FOR USE BY THE FIRE CHIEF. PERSONAL EQUIPMENT SHALL BE USED IN ACCORDANCE WITH RMVFPA POLICIES AND PROCEDURES. THE INDIVIDUAL TO WHOM THE EQUIPMENT BELONGS SHALL ENSURE THE EQUIPMENT IS PROPERLY MAINTAINED AND KEPT IN READINESS AT ALL TIMES.

C. AVAILABILITY

BECAUSE RMVFPA IS A VOLUNTEER ORGANIZATION WHICH DOES NOT MANDATE SPECIFIC WORKING HOURS FOR ITS FIREFIGHTERS AND BECAUSE AN ALARM MAY OCCUR AT ANY TIME, FIREFIGHTERS ARE CONSIDERED TO BE AVAILABLE ANY TIME THEY ARE IN THE COVERAGE AREA. IF A FIREFIGHTER DOES ACCEPT CERTAIN JOB ROLES THAT REQUIRE A SPECIFIC TIME COMMITMENT (E.G. MAINTENANCE, DISPATCH, TRAINING), HE/SHE MUST BE AVAILABLE TO FULFILL THAT ROLE. EACH FIREFIGHTER SHALL MONITOR HIS/HER ALARM RECEIVER AND BE READY TO RESPOND ANY TIME HE/SHE IS AVAILABLE.

D. TRAINING

SCHEDULED TRAINING SESSIONS SHALL BE HELD AT LEAST TWICE A MONTH. THESE SESSIONS WILL BE ANNOUNCED AT LEAST THREE WEEKS PRIOR. UNSCHEDULED TRAINING SESSIONS SHALL BE ANNOUNCED AS SOON AS POSSIBLE. IF A FIREFIGHTER MISSES A TRAINING SESSION, THAT PERSON SHALL BE RESPONSIBLE FOR FINDING OUT WHAT WAS COVERED. IF A FIREFIGHTER MISSES ENOUGH TRAINING THAT HIS/HER PERFORMANCE AS A FIREFIGHTER IS HAMPERED, HE/SHE MAY NOT BE ALLOWED TO RESPOND TO ALARMS. THE TRAINING OFFICER SHALL KEEP A RECORD FOR EACH FIREFIGHTER. EACH INDIVIDUAL SHALL BE RESPONSIBLE FOR LOGGING HIS/HER ATTENDANCE IN THIS RECORD.

A. COMMUNICATIONS

COMMUNICATIONS IS DISPATCHED TO AN EMERGENCY BY FIRECOM. PAGER, SCANNER OR TWO-WAY RADIO SHALL NOTIFY PERSONNEL OF AN EMERGENCY. RESPONDING APPARATUS SHALL REPORT TO FIRECOM THEY ARE RESPONDING TO THE EMERGENCY. ALL RADIO TRAFFIC SHALL BE SLOW, CLEAR AND LIMITED TO VITAL INFORMATION ONLY. EMERGENCY APPARATUS HAVE RADIO PRIORITY TO FIRECOM. COMMANDING OFFICERS AND THE FIRST TWO INDIVIDUAL UNITS RESPONDING BY RADIO SHALL DO SO ON FIRECOM FREQUENCY. FOR ALL AUTOMATIC AND MUTUAL AID EMERGENCIES, RESPONDING APPARATUS SHALL USE FIRECOM FREQUENCY UNTIL TOLD OTHERWISE.

B. DRIVING PERSONAL VEHICLES

ALL RESPONSE TO ALARMS IN PRIVATE VEHICLES SHALL BE DONE IN A SAFE MANNER, OBSERVING ALL ARKANSAS STATE MOTOR VEHICLE LAWS.

C. EMERGENCY APPARATUS

EMERGENCY APPARATUS RESPONSE SHALL BE IN ACCORDANCE WITH ARKANSAS STATE LAWS REGARDING EMERGENCY VEHICLE OPERATION. ALL EMERGENCY APPARATUS DRIVERS SHALL HAVE A CURRENT ARKANSAS STATE DRIVERS LICENSE. BOTH AUDIBLE AND VISUAL WARNING DEVICES SHALL BE IN USE ANY TIME THE APPARATUS IS RESPONDING IN THE EMERGENCY MODE IN ACCORDANCE WITH ARKANSAS STATE LAWS REGARDING EMERGENCY VEHICLE OPERATION. THE NUMBER OF PERSONS RIDING IN APPARATUS SHALL BE LIMITED TO ONE PERSON PER SEAT AND ALL PERSONS SHALL BE SECURED BY SEAT BELTS. SPECIFIC APPARATUS MAY HAVE SPECIFIC SOP'S REGARDING THE APPARATUS AND IT'S USE. NO PERSONNEL SHALL RIDE ON THE OUTSIDE OF ANY APPARATUS THAT IS IN MOTION UNLESS TO OPERATE EQUIPMENT ON AN EMERGENCY SCENE. PERSONNEL OPERATING ON THE OUTSIDE OF APPARATUS THAT IS IN MOTION SHALL FIRST RECEIVE PERMISSION FROM THE OFFICER IN CHARGE AND SHALL WEAR FULL PROTECTIVE EQUIPMENT. NO APPARATUS SHALL BE BACKED WITHOUT THE AID OF A SPOTTER. THE DRIVER SHALL BE RESPONSIBLE FOR THE PRIOR OPERATION, PLACEMENT AND CARE OF THE APPARATUS UNTIL ITS RETURN TO SERVICE. ANY DRIVER OF APPARATUS THAT IS INVOLVED IN AN ACCIDENT OR MISHAP SHALL COME BEFORE AN ACCIDENT REVIEW COMMITTEE FOR INVESTIGATION AND POSSIBLE DISCIPLINE. NO APPARATUS SHALL OPERATE FOR PURPOSES OTHER THAN TRAINING, FIRE SUPPRESSION, RESCUE OR MAINTENANCE. EXCEPTION BY THE FIRE CHIEF

ONLY. MAINTENANCE AND REPAIR OF APPARATUS SHALL BE PERFORMED BY THE MAINTENANCE DEPARTMENT. ANY PERSONNEL NOTICING PROBLEMS WITH THE APPARATUS SHALL REPORT THEM TO THE COMMANDING OFFICER AND THE MAINTENANCE OFFICER.

D. ORDER OF APPARATUS RESPONSE

1. ON ALL **STRUCTURE** FIRES, THE NEAREST STATION WILL RESPOND THE FIRST DUE OUT ENGINE, FOLLOWED BY THE FIRST DUE OUT TANKER. THE OTHER STATION WILL RESPOND AN ENGINE OR PUMPER. A TANKER FROM THE NEAREST AUTOMATIC AIDE DEPARTMENT WILL ALSO RESPOND ON THE FIRST ALARM. NO OTHER APPARATUS SHALL RESPOND UNLESS SPECIFICALLY CALL FOR BY THE FIREGROUND COMMANDER. THE CAMMANDING OFFICER ON THE SCENE SHOULD ADVISE THE SECOND ARRIVING ENGINE OR PUMPER TO DO ONE OF THREE THINGS:

- A. STAGE AT THE FIRE SCENE TO HELP WITH THE FIRE ATTACK.
- B. CANCEL THEIR RESPONSE AND STAGE AT STATION ONE UNTIL FURTHER NOTICE.
- C. SETUP AT THE NEAREST WATER SUPPLY.

IF A SECOND ALARM IS CALLED, THE APPARATUS REQUESTED SHALL RESPOND.

2. ON ALL **BRUSH** FIRES, THE NEAREST STATION WILL RESPOND A BRUSH TRUCK AND AN ENGINE. A BRUSH TRUCK AND/OR AN ENGINE FROM THE OTHER STATION WILL RESPOND AS NEEDED.

3. ON ALL **MOTOR VEHICLE ACCIDENTS**, THE NEAREST STATION WILL RESPOND THE FIRST DUE OUT RESCUE AND AN ENGINE. ADDITIONAL APPARATUS WILL RESPOND AS NEEDED.

4. ON ALL **VEHICLE** FIRES, THE NEAREST STATION WILL RESPOND AN ENGINE AND RESCUE.

5. **UNKNOWN FIRE**- RESPONSE THE SAME AS FOR A STRUCTURE FIRE.

6. **AUTOMATIC AID** –

- **FAYETTEVILLE**- ENGINE 1001 AND THREE TO FOUR FIREFIGHTERS, ONE OF WHICH SHOULD BE AN OFFICER IF POSSIBLE.

- ELKINS- ENGINE 1002 AND TANKER 1001 FOR STRUCTURE FIRES. BRUSH 1001 AND ENGINE 1002 ON BRUSH FIRES, UNLESS OTHER APPARATUS IS REQUESTED BY COMMAND.
- GOSHEN- ENGINE 1002 AND TANKER 1001 FOR STRUCTURE FIRES. BRUSH 1001 AND ENGINE 1002 ON BRUSH FIRES, UNLESS OTHER APPARATUS IS REQUESTED BY COMMAND.

7. IF **MULTIPLE FIRES** OCCUR WHILE WE ARE ACTIVELY ENGAGED IN FIGHTING A FIRE, ALL STANDBY EQUIPMENT REMAINING AT THE STATIONS WILL BE DISPATCHED WITH ALL AVAILABLE PERSONNEL. ASSISTANCE FROM AUTOMATIC OR MUTUAL AID DEPARTMENTS SHOULD BE REQUESTED AS SOON AS THE NEED IS DETERMINED.

ARTICLE VI

RESPONSE TO ALARM

A. PRIVATE VEHICLES DRIVEN BY PERSONNEL SHALL PARK THEIR PRIVATE VEHICLES PAST THE FIRE SCENE AND, WHEN POSSIBLE, COMPLETELY OFF THE ROADWAY. NO PERSONNEL SHALL BLOCK ANY ROADWAY THAT MIGHT BE USED FOR ENTERING OR EXITING EMERGENCY APPARATUS.

B. APPARATUS STAGING MAY BE CHANGED AT THE FIREGROUND TO ACCOMMODATE SPECIFIC SITUATIONS.

1. **ENGINE**: FIRST ARRIVING ENGINE SHALL STAGE CLOSE ENOUGH TO FACILITATE RAPID DEPLOYMENT OF ATTACK LINES AND PROVIDE SUPPORT FUNCTIONS AND OBSERVATION. APPARATUS SHALL STAGE NO CLOSER THAN TWENTY (20) FEET TO A NOTHING SHOWING FIRE AND NO CLOSER THAN FORTY (40) FEET TO A WORKING FIRE.
2. **TANKER**: SHALL STAGE NEAR THE ENGINE OR PUMPER OR ANOTHER TANKER TO FACILITATE RAPID TRANSFER OR DUMPING OF WATER. TANKERS SHALL STAGE NO CLOSER THAN TEN (10) FEET AND NO FURTHER THAN FORTY (40) FEET FROM THE APPARATUS TO WHICH IT IS SENDING WATER.
3. **BRUSH TRUCK**: DURING BRUSH FIRES, THE BRUSH TRUCK WILL, IF POSSIBLE, ASSUME ATTACK POSITION INSIDE THE BURNED AREA AND MANEUVER INSIDE THAT AREA.
4. **MUTUAL AIDE OR AUTOMATIC AIDE APPARATUS**: FROM ASSISTING DEPARTMENTS SHALL STAGE IN A LOCATION SPECIFIED BY FIREGROUND COMMAND OR A STAGING OFFICER.
5. **AMBULANCE**: SHALL BE STAGED CLOSE ENOUGH TO FACILITATE RAPID ACCESS IF NECESSARY BUT NOT TOO CLOSE AS TO INTERFERE WITH FIREGROUND ACTIVITIES. THE AMBULANCE SHALL NEVER BE STAGED IN A LOCATION IN, WHICH IT MAY BECOME BLOCKED.

ARTICLE VII

CHAIN OF COMMAND

A. FIRE OFFICERS SHALL BE IN ORDER OF RANK: CHIEF, DEPUTY CHIEF, ASSISTANT CHIEF, CAPTAIN, AND FIREFIGHTER.

B. FIREGROUND COMMANDER SHALL BE NAMED ON EVERY ALARM. THE DUTIES OF THE FIREGROUND COMMANDER SHALL BE:

1. CONDUCT SIZE-UP AS OUTLINED IN STANDARD OPERATING PROCEDURES.
2. DEVELOP A PLAN FOR BRINGING THE SITUATION UNDER CONTROL AND IMPLEMENT A PLAN TO REACH THE GOAL.
3. ASSIGN SECTOR HEADS AND INFORM THEM OF WHAT NEEDS TO BE PERFORMED.
4. SUPERVISE ALL SECTORS TO ENSURE THE PLAN IS BEING FOLLOWED.
5. OBSERVE ALL ASPECTS OF THE SITUATION TO CONTINUALLY RE-EVALUATE AND CHANGE THE PLAN AS NECESSARY.
6. ENSURE ALL SECTOR HEADS ARE FOLLOWING RMVFPA POLICIES AND PROCEDURES.
7. REQUEST ADDITIONAL RESOURCES AS NECESSARY.
8. ANNOUNCE BY RADIO AN ALL CLEAR WHEN APPROPRIATE.
9. ANNOUNCE BY RADIO ALL SITUATION UPDATES.

THE HIGHEST RANKING OFFICER ON THE SCENE SHALL ASSUME FIREGROUND COMMAND (FGC.). IF THE SITUATION REQUIRES THE HIGHEST RANKING OFFICER PERFORM FIRE SUPRESSION TASKS OR IS UNABLE TO ASSUME COMMAND, THE NEXT PERSON IN THE CHAIN OF COMMAND SHALL ASSUME FGC. THE PERSON WHO ASSUMES FGC SHALL IMMIDIATELY ANNOUNCES HIS/HER UNIT NUMBER AND HE/SHE IS NOW FGC. THE FGC SHALL HAVE ACCESS TO A RADIO AT ALL TIMES. THE FGC SHALL BE THE ONLY PERSON TO AEM SECTOR HEADS, REQUEST ADDITIONAL RESOURCES OR TO COMMUNICATE SITUATION UPDATES.

C. SECTOR HEADS: SECTOR HEADS ARE GROUPS OF PERSONNEL ASSIGNED TO CARRY OUT CERTAIN TASKS. EACH SECTOR SHALL HAVE A

SECTOR HEAD. SECTOR HEADS SHALL BE ASSIGNED BY THE FGC AND SHALL REMAIN IN THAT SECTOR POSITION UNTIL REASSIGNED BY FGC OR UNTIL HIS/HER SECTOR IS NO LONGER NEEDED. ALL SECTOR HEADS SHALL HAVE ACCESS TO A RADIO AT ALL TIMES.

SECTOR HEADS SHALL:

1. WORK COOPERATIVELY WITH FGC AND OTHER SECTOR HEADS.
2. MAKE ASSIGNMENTS TO PERSONNEL IN HIS/HER SECTOR.
3. ENSURE HIS/HER SECTOR IS FUNCTIONING EFFECTIVELY AND EFFICIENTLY.
4. RESPOND QUICKLY TO ORDERS FROM FGC.
5. ENSURE SECTOR PERSONNEL ARE CONDUCTING THEMSELVES FOLLOWING RMVFPA POLICIES AND PROCEDURES.
6. UPDATE FGC ON PROGRESS OR LACK OF PROGRESS OF SECTOR.

FIREGROUND OPERATIONS SHALL BE DIVIDED INTO SECTORS. ALL PERSONNEL ON FIREGROUND SHALL BE ASSIGNED TO A SECTOR. ONE PERSON SHALL BE ASSIGNED BY FGC TO LEAD ONE OR MORE SECTORS. INTERIOR, WATER, SAFETY AND STAGING SECTORS SHALL BE ORGANIZED AT EVERY ALARM.

A. SECTOR FUNCTIONS

1. **STAGING** SECTORS SHALL BE LOCATED NEAR THE ENGINE OR PUMPER FROM WHICH ATTACK LINES ARE LAID. THIS SHALL BE THE LOCATION FOR ALL UNASSIGNED PERSONNEL TO ASSEMBLE. ALL REQUESTS FOR PERSONNEL TO PERFORM TASKS AND ALL REQUESTS FOR EQUIPMENT SHALL BE MADE TO THE SECTOR HEAD. ONCE THE PERSONNEL HAS COMPLETED A TASK, HE/SHE SHALL RETURN TO THE MANPOWER SECTOR FOR ANOTHER ASSIGNMENT. FOR SAFETY REASONS, IT IS ESSENTIAL THAT ALL MANPOWER PERSONNEL REMAIN IN THE SECTOR LOCATION IF NOT ACTUALLY PERFORMING AN ASSIGNED TASK. AT A LARGE FIRE WHERE APPARATUS MOVEMENT IS RESTRICTED DUE TO LOCATION, THIS SECTOR SHALL BE CREATED AND BECOME RESPONSIBLE FOR THE SMOOTH FLOW OF ENTERING AND EXITING OF APPARATUS AND ENSURE A STAGING FOR EXCESS OR WAITING APPARATUS IS IDENTIFIED AND USED.
2. **INTERIOR** SECTORS SHALL BE COMPROMISED OF PERSONNEL WHO HAVE THE NECESSARY TRAINING AND EXPERIENCE TO OPERATE INSIDE THE HOT ZONE. INTERIOR SECTORS SHALL PERFORM ALL SEARCH AND RESCUE AND FIRE SUPPRESSION INSIDE THE FIRE STRUCTURE. EVERY MEMBER OF THE INTERIOR SECTOR SHALL WEAR FULL PROTECTIVE CLOTHING AT ALL TIMES WITHIN THE STRUCTURE. INTERIOR TEAMS SHALL CONSIST OF AT LEAST TWO FIREFIGHTERS WITH AT LEAST ONE RADIO. THE SECTOR HEAD OR FGC WILL MAKE INTERIOR TEAM ASSIGNMENTS.
3. **WATER** SECTORS SHALL BE COMPROMISED OF ALL APPARATUS DRIVERS AND PUMP OPERATORS IN ADDITION TO OTHER REQUIRED PERSONNEL. WATER SECTOR SHALL BE RESPONSIBLE FOR WATER SUPPLY AND MOVEMENT. A WATER SECTOR HEAD WILL BE DESIGNATED BY FGC OR SHALL BE ASSUMED BY THE FIRST ARRIVING ENGINE OR PUMPER.

4. **SAFETY** SECTOR SHALL BE ASSIGNED AT ALL WORKING FIRES AND OTHER INCIDENTS WHERE FIREFIGHTERS ARE WORKING IN DANGEROUS SITUATIONS. THE SAFETY SECTOR IS RESPONSIBLE FOR CONTINUOUSLY MONITORING ALL FIREGROUND ACTIVITIES, TO ENSURE THAT FIREFIGHTERS ARE PERFORMING THEIR DUTIES IN A SAFE MANNER. THE SAFETY SECTOR ALSO HAS THE AUTHORITY TO CALL FOR AN EMERGENCY EVACUATION OF A FIRE BUILDING.

5. **REHAB** SECTOR SHALL BE COMPROMISED OF AVAILABLE RESCUE PERSONNEL WITH ASSISTANCE FROM THE EMS PERSONNEL. THIS SECTOR SHALL BE LOCATED AT A PLACE AWAY FROM THE MAIN FIREGROUND ACTIVITY. IF NECESSARY, THE AMBULANCE SHALL SERVE AS THE SITE LOCATION. PERSONNEL SENT TO THIS SECTOR MAY NOT LEAVE UNTIL THEY ARE CONSIDERED RECOVERED BY THE MEDICAL PERSONNEL IN THE SECTOR. THIS IS SET UP TO PROVIDE A PLACE FOR TIRED PERSONNEL TO REST, PROVIDE FIRST AID OR MEDICAL ATTENTION, PROVIDE REFRESHMENT AND TO PROVIDE A PLACE FOR A DISPLACED FAMILY TO WAIT IN SAFETY.

6. **CROWD/TRAFFIC CONTROL** SECTOR SHALL ENSURE THE SAFE AND SMOOTH FLOW OF VEHICULAR AND PEDESTRIAN TRAFFIC AROUND THE SCENE. PERSONNEL IN THIS SECTOR SHALL KEEP BYSTANDERS A SAFE DISTANCE FROM THE SCENE AND ROADWAYS ARE KEPT CLEAR. LAW ENFORCEMENT SHALL BE ENLISTED AND ASSISTED WHENEVER NECESSARY TO ADD IN CROWD AND TRAFFIC CONTROL.

ARTICLE IX

FIREFIGHTER SAFETY

A. ZONE RULE: THE ZONE RULE SHALL APPLY AT ALL FIRES. THE ZONE RULE IDENTIFIES THE DANGER AREAS OF THE FIREGROUND AND SPECIFIES THE PROTECTION REQUIRED IN EACH AREA.

HOT ZONE: INSIDE OR ABOVE THE FIRE STRUCTURE. PERSONNEL SHALL WEAR FULL PROTECTIVE CLOTHING INCLUDING SELF-CONTAINED BREATHING APPARATUS (SCBA). PERSONNEL IN THIS ZONE MUST BE IN A TEAM OF AT LEAST TWO PERSONNEL.

WARM ZONE: WITHIN TWENTY FEET OF THE FIRE STRUCTURE. PERSONNEL SHALL WEAR FULL PROTECTIVE CLOTHING.

COLD ZONE: OUTSIDE TWENTY FEET FROM THE FIRE STRUCTURE. NO PROTECTIVE CLOTHING IS REQUIRED IN THIS ZONE UNLESS SPECIFIED BY FGC.

*AUTHORIZED PERSONNEL ONLY SHALL BE ALLOWED CLOSER THAN THE COLD ZONE. ALL PERSONNEL SHALL ENSURE THIS IS ENFORCED.

B. PROTECTIVE CLOTHING: SHALL CONSIST OF:

1. BUNKER COAT MEETING NFPA GUIDELINES.
2. BUNKER PANTS MEETING NFPA GUIDELINES.
3. HELMET MEETING NFPA GUIDELINES. FACE SHIELD WILL BE IN THE DOWN POSITION WHEN OPERATING IN ZONES 1 AND 2.
4. GLOVES MEETING NFPA GUIDELINES. GLOVES SHALL BE WORN ON ANY FIRE SCENE.
5. FIREFIGHTING HOOD MEETING NFPA GUIDELINES. ANYTIME A SCBA IS WORN, A HOOD WILL ALSO BE USED.
6. BOOTS MEETING NFPA GUIDELINES.

ALL PROTECTIVE CLOTHING SHALL BE ISSUED BY OR APPROVED BY RMVFPA. EVERY FIREFIGHTER SHALL HAVE FULL PROTECTIVE CLOTHING. EVERY FIREFIGHTER SHALL KNOW HOW TO DON AND USE PROTECTIVE CLOTHING. PROTECTIVE CLOTHING SHALL BE USED AT EVERY ALARM. PROTECTIVE CLOTHING SHALL BE USED IN ACCORDANCE WITH ALL RMVFPA SOP'S.

C. SELF-CONTAINED BREATHING APPARATUS (SCBA): SCBA SHALL BE WORN WITH THE FACE MASK IN PLACE AND ALL BELTS AND BUCKLES PROPERLY SECURED IN ANY HAZARDOUS ATMOSPHERE OR WHERE THE POSSIBILITY OF A HAZARDOUS ATMOSPHERE EXISTS. ALL FIREFIGHTERS SHALL BE ABLE TO PROPERLY DON AND OPERATE SCBA. SCBA THAT IS DAMAGED OR CONTAINS LESS THAN 1800 PSI SHALL BE REMOVED FROM SERVICE UNTIL REPAIRED, REPLACED OR FILLED.

SCBA SHALL BE USED IN ACCORDANCE WITH RMVFPA SOP'S.

D. GENERAL FIREGROUND SAFETY RULES:

1. RULES OF CONDUCT SHALL BE FOLLOWED.
2. NO ONE SHALL RUN ON THE FIREGROUND.
3. EYE PROTECTION SHALL BE WORN WHEN USING ANY TOOL OR OPERATING A HOSELINE.
4. HOSELINES SHALL HAVE AT LEAST TWO PEOPLE WHEN IN OPERATION.
5. EQUIPMENT SHALL BE CARRIED AND USED IN ACCORDANCE WITH TRAINING GUIDELINES.
6. NO HOSELINE SHALL BE MALICIOUSLY TRAINED ON ANY PERSON.
7. NO FIREFIGHTER SHALL LEAVE HIS/HER POSITION WITHOUT INFORMING HIS/HER PARTNER OR SECTOR HEAD.
8. THE SAFETY OF THE FIREFIGHTER AND ANY ENDANGERED PUBLIC SHALL BE CONSIDERED AT ALL TIMES.

ARTICLE X

SIZE-UP

SIZE-UP SHALL BE DONE BY THE FIRST ARRIVING PERSONNEL AND BY THE FGC. FIRST ARRIVING PERSONNEL SHALL INFORM FGC OF SIZE-UP WHEN FGC IS ESTABLISHED. INITIAL SIZE-UP SHALL GATHER THE FOLLOWING INFORMATION:

1. NUMBER AND POSSIBLE LOCATION OF VICTIMS.
2. SIZE AND TYPE OF CONSTRUCTION.
3. LOCATION AND EXTENT OF FIRE.
4. STATUS OF UTILITIES.
5. EXPOSURES.
6. OBVIOUS HAZARDS.

WHEN INITIAL SIZE-UP IS COMPLETE AND IF APPARATUS OR FGC HAS NOT YET ARRIVED, THE FOLLOWING SHALL BE TRANSMITTED BY RADIO, IF POSSIBLE:

- A. POSSIBLE ENTRAPMENT.
- B. TYPE OF STRUCTURE.
- C. EXTENT OF FIRE (WORKING, FULLY INVOLVED, SMOKE SHOWING).
- D. EXPOSURES.

WHEN FGC OR FIRST ARRIVING APPARATUS IS ON THE SCENE, THE SIZE-UP SHALL BE PERFORMED AGAIN AND THE FOLLOWING SHALL BE INCLUDED:

1. ACCESSIBILITY OF FIRE.
2. NEED FOR VENTILATION.
3. HIDDEN HAZARDS.
4. AMOUNT OF TIME FIRE HAS BURNED.
5. DIRECTION AND SPEED OF FIRE SPREAD.
6. WEATHER FACTORS.

7. CONDITION OF STRUCTURE.

ALL OF THE ABOVE SIZE-UP ITEMS PROVIDE A GUIDELINE TO FOLLOW. PERSONNEL SHALL USE COMMON SENSE AND JUDGEMENT TO CONSIDER HOW THE SITUATION WILL BE HANDLED. A SIZE-UP SHALL BE CONDUCTED AT EVERY ALARM. FGC SHALL USE INFORMATION GATHERED FROM CONTINUOUS SIZE-UP WHEN DEVELOPING A PLAN TO CONTROL THE SITUATION.

ARTICLE XI**TYPE OF ATTACK**

THE ATTACK ON THE FIRE SHALL BE EITHER OFFENSIVE (INTERIOR) OR DEFENSIVE (EXTERIOR). NO COMBINATION OF THE TWO METHODS SHALL BE USED AT THE SAME TIME. NO ONE SHALL BE IN THE STRUCTURE WHEN A DEFENSIVE ATTACK IS IN PROGRESS. THE METHOD OF ATTACK SHALL BE DECIDED BY FGC. ONLY PERSONNEL TRAINED IN INTERIOR FIREFIGHTING SHALL PERFORM AN OFFENSIVE ATTACK. IF THE OFFENSIVE ATTACK HAS BECOME OR WILL BECOME TOO DANGEROUS, ALL PERSONNEL SHALL EXIT THE STRUCTURE IMMEDIATELY. ATTACK ON THE FIRE SHALL BE CONDUCTED FOLLOWING ALL SAFETY RULES.

ARTICLE XII

ATTACK LINES

THE PURPOSE OF THIS POLICY IS TO PROVIDE PERSONNEL WITH A BASE TO WORK FROM. IF FGC OR A SECTOR HEAD DOES NOT SPECIFY THE SIZE, LINES SHALL BE LAID FOLLOWING THIS POLICY. FGC OR A SECTOR HEAD MAY CHANGE THE SIZE OF THE LINE USED FOR THE INITIAL ATTACK. EVERY ATTACK LINE SHALL HAVE A BACK-UP LINE. EVERY ATTACK LINE MUST BE OPERATED BY AT LEAST TWO PERSONNEL. HOSE OPERATORS SHALL FOLLOW ALL POLICIES REGARDING SAFETY. THE FIRST ARRIVING ENGINE OR PUMPER SHALL LAY ATTACK LINES.

1. NOTHING SHOWING OR NO FIRE: ONE 1.75 OR 1.88-INCH PRECONNECT SHALL BE THE ONLY LINE LAID INITIALLY.
2. SMOKE SHOWING OR WORKING FIRE: TWO 1.75 OR 1.88-INCH PRECONNECTS SHALL BE LAID INITIALLY. A 2.5-INCH LINE SHALL BE LAID FOR A HEAVY FUEL LOAD.
3. FULLY INVOLVED: TWO 1.88-INCH LINES SHALL BE LAID INITIALLY WITH SMOOTHBORE TIPS. ONE OR MORE 3-INCH LINES WITH SMOOTHBORE NOZZLES OR A STEPGUN CAN ALSO BE USED.

UNLESS SPECIFIED BY THE NOZZLE OPERATOR, THE PUMP OPERATOR SHALL MAINTAIN THE FOLLOWING PRESSURES BASED ON A 200 FOOT LENGTH:

1. 1-INCH LINE: 150 PSI AND 40 GPM.
2. 1.75-INCH LINE: 170 PSI AND 150 GPM.
3. 1.88-INCH LINE: FOG- 80 PSI AND 160 GPM (CAN BE BE RAISED TO 160 PSI AND 225 GPM).
SMOOTHBORE- 135 PSI.
4. 2.5 OR 3-INCH LINE: FOG- 120 PSI AND 350 GPM.
SMOOTHBORE- 80 PSI.

THE NOZZLE OPERATOR SHALL BE RESPONSIBLE FOR ENSURING THE CORRECT FLOW RATE IS SET CORRECTLY AT THE NOZZLE. FLOW RATES MAY BE ADJUSTED TO FIT THE SITUATION. FGC AND THE PUMP OPERATOR SHALL BE NOTIFIED OF ANY CHANGE FROM THE ABOVE.

THIS SECTION IS TO IDENTIFY A BASIC GUIDELINE FOR WATER SUPPLY FOR STRUCTURE FIRES. FIREFIGHTERS SHOULD USE THEIR BEST JUDGEMENT WHEN MAKING THE DECISION OF WHAT TYPE OF WATER SUPPLY METHOD TO USE. ALWAYS REMEMBER IT IS BETTER TO HAVE TOO MUCH WATER THAN NOT ENOUGH. THE TYPES OF WATER SUPPLY METHODS ARE DEFINED AS FOLLOWS:

DIRECT PUMPING- TANKERS PUMP THEIR WATER DIRECTLY TO THE ATTACK ENGINE. FLOWS UP TO 500 GPM CAN BE ACHIEVED WITH THIS METHOD.

RELAY PUMPING- A SUPPLYLINE IS LAYED TO THE ATTACK ENGINE, FROM A SUITABLE SITE. A RELAY ENGINE THEN PUMPS WATER TO THE ATTACK ENGINE, EITHER FROM A TANKER, HYDRANT, OR DRAFTING FROM A DUMP TANK. FLOWS UP TO 1250 GPM CAN BE ACHIEVED WITH THIS METHOD.

THE FGC SHOULD IMMEDIATELY UPON ARRIVAL MAKE THE DECISION TO REQUEST MORE TANKERS IF NEEDED. IF A FLOW ABOVE 500 GPM IS NEEDED THAN IT WILL TAKE AT LEAST FOUR TANKERS (US, ELKINS, AND GOSHEN) TO SUPPLY THE NEEDED WATER. IF A FLOW OF 750 GPM OR ABOVE IS NEEDED IT WOULD BE NEEDED TO REQUEST ADDITIONAL TANKERS (FARMINGTON OR WHITEHOUSE).

MUTUAL AIDE DEPARTMENT TANKERS ARE AS FOLLOWS.

ELKINS- 1 3,500 GALLON
GOSHEN- 1 4,800 GALLON, 1 2,000 GALLON
FARMINGTON- 1 6,000 GALLON
WHITEHOUSE- 2 3,500 GALLON

LAYING SUPPLYLINES

WHEN LAYING SUPPLYLINES, THE FGC SHOULD MAKE THE DECISION WHETHER TO MAKE A FORWARD OR REVERSE LAY. IF THE DISTANCE BETWEEN THE ATTACK ENGINE AND THE HYDRANT IS MORE THAN 500 FEET, THE SUPPLYLINE SHOULD BE REVERSED TO THE HYDRANT TO ALLOW THE HOSE ENGINE TO RELAY PUMP TO THE ATTACK ENGINE. A HYDRANT VALVE WILL BE PUT ON THE UNUSED 2 ½" DISCHARGE ON ALL FIRE HYDRANTS. THIS ALLOWS FOR A SECOND SUPPLYLINE TO BE LAYED FROM THE HYDRANT WITHOUT INTERRUPTING THE WATER SUPPLY.

ARTICLE XIV**FORCIBLE ENTRY**

FORCIBLE ENTRY SHALL BE PERFORMED ONLY WHEN NECESSARY. FGC MUST APPROVE FORCIBLE ENTRY BEFORE IT IS BEGUN. PERSONNEL SHALL ALWAYS ENSURE THE OPENING IS LOCKED BEFORE BEGINNING FORCIBLE ENTRY. APPROPRIATE TOOLS SHALL BE USED TO PERFORM FORCIBLE ENTRY. IF PERSONNEL CANNOT SEE THROUGH THE OPENING TO BE FORCED, THE PERSONNEL MUST FEEL THE DOOR OR WINDOW WITH UNGLOVED HAND TO DETECT THE POSSIBILITY OF HIGH TEMPERATURE. ONLY PERSONNEL IN FULL PROTECTIVE CLOTHING AND FOLLOWING ALL SAFETY RULES CONCERNING THE EQUIPMENT INVOLVED SHALL PERFORM FORCIBLE ENTRY. IN A FIRE SITUATION, A HOSELINE MUST BE READY BEFORE FORCIBLE ENTRY IS PERFORMED. PERSONNEL SHALL MAKE EVERY EFFORT TO CAUSE AS LITTLE DAMAGE AS POSSIBLE DURING FORCIBLE ENTRY.

A PRIMARY SEARCH SHALL BE PERFORMED WHENEVER POSSIBLE AND SHALL TAKE PRIORITY OVER ALL OTHER FIREGROUND ACTIVITIES. A SECONDARY SEARCH SHALL BE PERFORMED AFTER THE FIRE IS UNDER CONTROL. THE TERM ALL-CLEAR SHALL MEAN NO VICTIMS ARE IN THE STRUCTURE OR VICTIM REMOVAL HAS BEEN COMPLETED. A SEARCH SHALL BE PERFORMED ONLY BY THE INTERIOR SECTOR. SEARCHES SHALL BE ORDERED BY FGC AND THE RESULTS OF THE SEARCH REPORTED TO FGC. IF AN INTERIOR SEARCH IS IMPOSSIBLE, PERSONNEL SHALL SEARCH AS FAR INSIDE THE STRUCTURE AS POSSIBLE FOR REACHABLE VICTIMS.

VENTILATION SHALL BE PERFORMED ONLY BY ORDER OF FGC. ALL PERSONNEL PERFORMING VENTILATION SHALL WEAR FULL PROTECTIVE GEAR.

HORIZONTAL VENTILATION SHALL BE PERFORMED WHEN POSSIBLE. VERTICAL VENTILATION SHALL BE PERFORMED WHEN HORIZONTAL CANNOT OR IS DEEMED INADEQUATE OR WHEN THE POSSIBILITY OF BACKDRAFT OR FLASHOVER EXISTS. PERSONNEL SHALL USE EXISTING OPENINGS WHEN POSSIBLE.

IF VERTICAL VENTILATION IS REQUIRED, ONE LARGE OPENING SHALL BE MADE INSTEAD OF SEVERAL SMALL ONES. THE OPENING SHALL BE AS DIRECTLY OVER THE FIRE AS POSSIBLE. VERTICAL VENTILATION SHALL NOT BE PERFORMED ON AN UNSTABLE ROOF. A ROOF LADDER SHALL BE USED AT ALL TIMES DURING VERTICAL VENTILATION. A HOSELINE SHALL BE READY ON THE ROOF WHILE VERTICAL VENTILATION IS BEING PERFORMED. NO VENTILATION SHALL BEGIN UNTIL ATTACK CREWS ARE READY TO ADVANCE.

ARTICLE XVII PERSONNEL ACCOUNTABILITY SYSTEM .

ACCOUNTABILITY WILL BE KEPT OF ALL PERSONNEL AT EMERGENCY SCENES. ALL FIREFIGHTERS WILL CHECK IN WITH FGC UPON ARRIVAL AT THE SCENE, **BEFORE ENGAGING IN ANY OPERATIONS**. ALL RMVFPA PERSONNEL WILL BE SOLELY RESPONSIBLE FOR MAKING SURE THAT FGC KNOWS THEY ARE ON SCENE AND TO STANDBY AT STAGING UNTIL FGC HAS GIVEN THEM AN ASSIGNMENT.

A. **PERSONAL ACCOUNTABILITY TAG**- EACH FIREFIGHTER WILL BE GIVEN AN ID TAG WITH THE FIREFIGHTER'S NAME PRINTED ON THE TAG. THE TAG IS TO BE PLACED ON THE FIREFIGHTER'S HELMET IN A POSITION THAT IS EASY TO ACCESS. THE TAG IS TO BE GIVEN TO THE FGC IMMEDIATELY UPON BEING GIVEN AN ASSIGNMENT. WHEN THE ASSIGNMENT HAS BEEN COMPLETED THE FIREFIGHTER SHOULD IMMEDIATELY RETURN TO FGC TO EITHER BE REASSIGNED OR GO TO STAGING.

B. **PAR REPORTS**- PAR REPORTS (PERSONNEL ACCOUNTABILITY REPORT) WILL BE REQUESTED AT THE FGC'S DISCRETION. WHEN THE FGC ASKS FOR PAR, ALL SECTOR OFFICERS (INTERIOR, SEARCH, ETC.) SHOULD MAKE SURE THEY HAVE ALL PERSONNEL ACCOUNTED FOR AND REPLY BACK TO FGC THAT THEY HAVE PAR, FOLLOWED BY THE NUMBER OF PERSONNEL THEY HAVE. FOR EXAMPLE IF YOU ARE IN CHARGE OF THE INTERIOR SECTOR AND YOU HAVE THREE FIREFIGHTERS WITH YOU, REPLY, INTERIOR HAS PAR FOUR.

C. **PASS DEVICE**- ALL SCBA ARE EQUIPPED WITH A PASS DEVICE. THE DEVICE SHOULD BE ACTIVATED IMMEDIATELY UPON DONNING THE SCBA. SOME SCBA ARE EQUIPPED WITH A PASS THAT IS INTEGRATED INTO THE PACK. THESE SCBA'S PASS WILL ACTIVATE WHEN THE BOTTLE IS TURNED ON. FIREFIGHTER'S ON THE FIREGROUND SHOULD TAKE CARE TO SILENCE THEIR PASS UPON ACCIDENTAL ACTIVATIONS AND WHEN THE SCBA IS DOFFED BEFORE LEAVING IT.

ARTICLE XVIII FIREFIGHTER MAYDAY SITUATIONS .

ON THE FIREGROUND THERE MAY ARRISE THE NEED FOR A FIREFIGHTER TO SIGNAL A MAYDAY. FIREFIGHTERS SHOULD BE TRAINED ON WHEN TO SIGNAL A MAYDAY CALL. ANYTIME A FIREFIGHTER HAS BEEN INJURED OR SUDDENLY BECOMES DISORIENTED, FOR WHAT EVERY REASON, THE FIREFIGHTER SHOULD PROMPTLY SIGNAL A MAYDAY. THESE SITUATIONS ARE NOT TO BE TAKEN LIGHTLY, BUT AT THE SAME TIME SHOULD NOT BE SOMETHING THE FIREFIGHTER HESITATES DOING IN AN EMERGENCY SITUATION.

THE FOLLOWING IS A GUIDLINE FOR HOW A MAYDAY SHOULD BE GIVEN AND HANDLED.

A. SIGNALING A MAYDAY- WHEN A FIREFIGHTER DECIDES THAT A MAYDAY CALL IS NECESSARY, HE/SHE SHOULD IMMEDIATELY MAKE THE CALL VIA RADIO. ANOTHER TEAM MEMBER THAT NOTICES A FIREFIGHTER IS INJURED OR MISSING CAN ALSO ACTIVATE THE MAYDAY. THE MAYDAY SHOULD BE REPORTED BY SAYING MAYDAY THREE TIMES FOLLOWED BY WHAT THE SITUATION IS (FIREFIGHTER DOWN OR LOST). THE FIREFIGHTER SHOULD REPORT THEIR LOCATION IN THE BUILDING, OR AS CLOSE AS POSSIBLE, SUCH AS THE SOUTHWEST CORNER OR IN THE BASEMENT. THE FIREFIGHTER SHOULD ALSO REPORT THE AMOUNT OF AIR LEFT IN THE SCBA. AS SOON AS THE MAYDAY IS GIVEN THE FIREFIGHTER SHOULD ACTIVATE THEIR PASS DEVICE AND STAY IN THEIR LOCATION UNTIL HELP ARRIVES, USING CONSERVATIVE BREATHING TECHNIQUES.

B. HANDLING A MAYDAY- WHEN A MAYDAY IS REPORTED ALL FIREFIGHTERS SHOULD CEASE ALL RADIO TRAFFIC SO THAT FGC HAS AN OPEN FREQUENCY FOR COMMUNICATION WITH THE FIREFIGHTER. FIRECOM SHOULD BE ADVISED OF THE SITUATION AND REQUESTED TO MOVE ALL OTHER TRAFFIC TO ANOTHER FREQUENCY. NO FIRE ATTACK OPERATIONS SHOULD BE CEASED UNLESS ORDERED BY FGC; THIS IS TO KEEP THE FIRE CONTROLLED OR AT LEAST IN CHECK UNTIL THE FIREFIGHTER CAN BE RESCUED. THE RIT TEAM WILL BE DISPATCHED TO THE LOCATION OF THE DOWNED FIREFIGHTER. NO FREELACING WILL BE TOLERATED DURING A MAYDAY SITUATION, ALL FIRE PERSONNEL NOT ENGAGED IN A TASK WILL REPORT TO FGC, READY TO ASSIST IN THE RESCUE OPERATION. AS SOON AS THE FIREFIGHTER IS LOCATED AND REMOVED TO SAFETY THE FGC WILL DECIDE WHETHER TO CONTINUE AN OFFENSIVE ATTACK OR MOVE TO A DEFENSIVE ATTACK.

ARTICLE XIX RAPID INTERVENTION TEAM

A RAPID INTERVENTION TEAM (RIT) WILL BE PROVIDED AT ALL WORKING STRUCTURE FIRES. THIS TEAM WILL BE USED FOR THE PURPOSE OF RESCUING DOWNED FIREFIGHTERS AND PROVIDING MEANS OF EGRESS FOR THE SAFETY OF INTERIOR FIREFIGHTING CREWS. THE RIT SHOULD BE MADE UP OF ATLEAST TWO FIREFIGHTERS, WITH FULL PPE AND SCBA. THE RIT, IF POSSIBLE, SHOULD INCLUDE AN OFFICER.

A. RIT ASSIGNMENTS- THE RIT IS RESPONSIBLE FOR COLLECTING ANY TOOLS OR EQUIPMENT DEEMED NECESSARY BY THE CREW TO CARRYOUT THEIR ASSIGNMENT WITH A MINIMUM OF A SPARE SCBA W/ MASK, HALIGAN AND A FLAT HEAD AXE. AFTER THE RIT HAS COLLECTED THE NECESSARY TOOLS ONE OF THE CREW SHOULD DO A WALK AROUND OF THE STRUCTURE LOOKING FOR ANY HAZARDS. ON MULTI-STORY STRUCTURES A LADDER SHOULD BE PLACED ON ALL FOUR SIDES, IN THE EVENT OF A FIREFIGHTER NEEDING TO RAPIDLY EXIT THE STRUCTURE. ANY BLOCKED EXITS OR BARRED WINDOWS SHOULD ALSO BE CLEARED. RIT MEMBERS ARE TO BE ENGAGED IN RIT OPERATIONS ONLY AND SHOULD BE READY AT ALL TIMES TO BE ACTIVATED.

B. RIT ACTIVATION- WHEN THE INCIDENT COMMANDER ACTIVATES THE RIT THEY SHOULD BE GIVEN THE LAST KNOWN LOCATION OF THE FIREFIGHTER. THE RIT WILL THEN PROCEED IN THAT DIRECTION BY THE CLOSEST ENTRANCE OR THE HOSELINE THE DOWNED FIREFIGHTER WAS USING. UPON ARRIVAL WITH THE DOWNED FIREFIGHTER THE RIT SHOULD DO THE FOLLOWING:

1. REPORT THE EXACT LOCATION WITHIN THE BUILDING
2. ASSESS THE FIREFIGHTERS RESPONSIVNESS
3. ASSESS THE FIREFIGHTERS SCBA TANK LEVEL
4. SWITCH THE FIREFIGHTER TO SPARE SCBA IF NECESSARY
5. REPORT SITUATION AND ANY EXTRA NEEDS TO COMMAND

WHEN THE FIREFIGHTER HAS BEEN STABILIZED AND IS READY FOR REMOVAL THE RIT SHOULD USE THE CLOSEST AND EASIEST EXIT POSSIBLE. CARE SHOULD BE GIVEN TO FIREFIGHTERS' THAT HAVE BEEN INVOLVED IN FALLS OR COLLASPED BUILDING FOR SPINAL INJURIES. IF CONDITIONS ALLOW, IMMOBILIZE FIREFIGHTERS WITH SUSPECTED SPINAL INJURY.

ARTICLE XX

EMERGENCY EVACUATIONS

DURING THE COURSE OF SOME STRUCTURE FIRES, THERE WILL BE A NEED TO EVACUATE ALL PERSONNEL FROM WITHIN THE FIRE BUILDING. THIS MAY BE DUE TO AN IMINENT COLLAPSE, THE PROGRESS OF THE FIRE, LACK OF A SECURE WATER SUPPLY, ETC. WHEN THIS OCCURS THE FGC WILL MAKE THE DECISION TO CALL AN EMERGENCY EVACUATION. ONLY THE FGC WILL MAKE THE FINAL DECISION FOR AN EMERGENCY EVACUATION.

WHEN THE FGC MAKES THE DECISION TO CALL AN EMERGENCY EVACUATION, HE/SHE WILL MAKE NOTIFICATION, VIA RADIO, TO ALL ON SCENE UNITS OF AN EMERGENCY EVACUATION OF THE STRUCTURE. WHEN THIS IS DONE, THE PUMP OPERATOR OF THE ATTACK PUMPER WILL SOUND THE AIRHORN IN THREE (3) SHORT BURSTS, THREE CONSECUTIVE TIMES. FGC SHOULD ADVISE FIRECOM TO TONE THE ON SCENE DEPARTMENTS, FOLLOWED BY THE MESSAGE OF AN EMERGENCY EVACUATION. IF A FIREGROUND CHANNEL IS BEING USED, THIS SHOULD BE DONE ON BOTH FIRECOM NORTH AND THE FIREGROUND CHANNEL BEING USED.

UPON HEARING THE ACTIVATION OF THE EMERGENCY EVACUATION, ALL PERSONNEL ON THE FIREGROUND SHOULD IMMEDIATELY CHECK-IN WITH THEIR SECTOR OFFICER. ALL SECTOR OFFICERS SHOULD REPORT TO FGC THAT THEY HAVE SAFELY RETREATED FROM THE STRUCTURE. WHEN EVACUATION IS THOUGHT TO BE COMPLETE, A PAR (PERSONNEL ACCOUNTABILITY REPORT) SHOULD BE DONE. NO PERSONNEL WILL RETURN TO INTERIOR OPERATIONS, UNLESS ORDERED BY FGC.

ARTICLE XXI AUTOMATIC AID RESPONSE .

THE RMVFPA HAS AUTOMATIC AID WITH THE FAYETTEVILLE, ELKINS AND GOSHEN FIRE DEPARTMENTS. RESPONSE WITH EACH DEPARTMENT REQUIRES DIFFERENT APPARATUS AND MANNING FOR EACH. THE APPARATUS AND MANNING FOR EACH DEPARTMENT IS AS FOLLOWS.

FAYETTEVILLE

1- ENGINE w/ THREE TO FOUR PERSONNEL

ELKINS CITY

1- ENGINE 1002

1- RESCUE FOR CARRYING PERSONNEL

ELKINS RURAL

1- ENGINE 1002

1-TANKER

GOSHEN

1- ENGINE 1002

1-TANKER

ARTICLE XXII

ACADEMIC LOANS

THE RMVFPA SHALL MAKE LOANS AVAILABLE TO FIRE DEPARTMENT PERSONNEL, FOR THE PURPOSE OF EMERGENCY MEDICAL TECHNICIAN TUITION. SUCH LOANS WILL BE MADE WITH THE FOLLOWING GUIDELINES:

- AMOUNT OF LOAN WILL NOT EXCEED \$1,000.00
- THE LOAN WILL BE REPAYED IN FULL WITHIN 365 DAYS.
- NO MORE THAN \$2,000.00 WILL BE AVAILABLE FOR LOANS DURING THE CALENDAR YEAR.
- ANY FIREFIGHTER WISHING TO APPLY FOR AN ACADEMIC LOAN WILL MAKE A COMMITMENT OF TWO YEARS TO THE RMVFPA.
- IF ANY FIREFIGHTER THAT IS IN THE PROCESS OF REPAYING A LOAN, LEAVES THE DEPARTMENT FOR ANY REASON, HE/SHE WILL PAY THE REMAINING BALANCE IN FULL WITHIN TWO WEEKS OF RESIGNATION.
- IF THE NEED FOR ACADEMIC LOANS EXCEEDS \$2,000.00 IN A CALENDAR YEAR, THE LOANS WILL BE GIVEN BY SENIORITY AND TIME OF SERVICE.

ARTICLE XXIII

RETIREMENT BENEFITS

THE RMVFPA WILL GIVE FIREFIGHTERS', WITH ATLEAST ONE YEAR OF CONSECUTIVE SERVICE TO THE DEPARTMENT, THE BENEFIT OF A RETIREMENT PLAN. THIS PLAN IS THROUGH THE ARKANSAS LOCAL POLICE AND FIRE RETIREMENT SYSTEM (LOPFI).

THE RETIREMENT SYSTEM WILL SUPPLEMENT FIREFIGHTERS' EXPENSES AFTER THEY HAVE REACHED ATLEAST 28 YEARS OF SERVICE OR THE AGE OF 60, WHICH EVER COMES FIRST. THERE ARE CERTAIN REQUIREMENTS FOR FIREFIGHTERS' TO MEET TO JOIN THE RETIREMENT SYSTEM. THE REQUIREMENT ARE AS FOLLOWS:

- ATLEAST 18 YEARS OLD.
- MEMBER OF THE DEPARTMENT FOR ATLEAST ONE CONSECUTIVE YEAR.
- VOTED ON THE DEPARTMENT BY THE PERSONNEL COMMITTEE.
- MAKE 30 PERCENT OF ALL FIRE RESPONSES.
- MAKE 60 PERCENT OF ALL TRAINING SESSIONS.

THE RMVFPA WILL PAY THE MONTHLY FEE FOR EACH FIREFIGHTER THAT MEETS THE REQUIREMENTS TO JOIN. ALL ACTIVE FIREFIGHTERS' WITH THE DEPARTMENT AS OF SEPTEMBER OF 2007 WILL RECEIVE ALL OF THEIR YEARS OF SERVICE TO THE DEPARTMENT TAKEN BACK TO THE YEAR 1981. ALL FIREFIGHTERS' JOINING AFTER THAT DATE MUST MEET THE REQUIREMENTS TO JOIN LOPFI THROUGH THE RMVFPA.

FIREFIGHTER BENEFITS WILL BE SPELLED OUT IN A HANDBOOK DISTRIBUTED YEARLY BY LOPFI.