

Minot Rural Fire Department Standard Operating Guidelines

Enacted February 2003

Amended October 30, 2003

Amended May 15, 2005

Amended September 24, 2008

Amended December 28, 2011

Amended November 8, 2014

Amended March 24, 2019

DISCLAIMER

The Minot Rural Fire Department enacted the following Standard Operating Guidelines (SOG's). The department, its members or other contributors cannot guarantee that adherence to these guidelines by any other fire department or emergency service organization will result in compliance with any laws, regulations or standards.

The Minot Rural Fire Department cannot guarantee that adherence to these SOG's alone will result in a reduction of occupational injuries, illness or exposures. The guidelines can however, provide part of the framework for an emergency service occupational safety and health program which, when developed comprehensively by and for an individual fire department or emergency service organization, can be designed to achieve this goal.

PREFACE

The following Standard Operating Guidelines were developed to guide members of the Minot Rural Fire Department in the performance of their duties, on and off the incident scene. They are based on the requirements in NFPA 1500 - Standard on Fire Department Occupational Safety and Health Program, and on appropriate federal, state and local regulations.

The SOG's are not part of the department Constitution and By-laws, but may be referred to in them. This is important for a number of reasons. First, the SOG's remain guidelines rather than rigid policies. Second, it allows the SOG's to be recognized as the basis of general rules of conduct expected from all members. Finally, it makes the SOG's the basis of the department's occupational safety and health program.

All department members are required to sign a statement documenting they have received a copy of the Standard Operating Guidelines and have read and understand them.

SAFETY POLICY

The Safety Policy of the department is to provide and operate under the highest possible levels of safety for all members. The prevention of accidents, injury exposures and occupational illnesses are the goals of the department and shall be primary considerations at all times. The concern for safety and health applies to all members of the department and any other persons who may be involved in department functions.

The Safety Policy and Standard Operating Guidelines comprise the framework for the department's occupational safety and health program. The safety and health program will be reviewed by department officers annually and may be revised as necessary. Department members will be notified of changes to the program by way of amendment to the SOG's.

INTRODUCTION AND PURPOSE

Presented on the following pages are the Standard Operating Guidelines (SOG's) of the Minot Rural Fire Department. Unless otherwise stated, the SOG's are applicable to both Station 1 and Station 2. They are to be used as a reference pertaining to department procedures and regulations and to establish behavioral guidelines. The SOG's are intended to assist members accomplish the mission of the department:

“The mission of the Minot Rural Fire Department is to provide superior service to the patrons of the Minot Rural Fire Protection District in an effort to protect their lives, property and environment. The members of the department will accomplish the mission through fire suppression, fire prevention, public education, and emergency/non-emergency response. The department will maintain the highest level of readiness, enabling delivery of firefighting and emergency rescue services in a safe, competent, and caring manner.”

It must be stressed that under all circumstances, common sense must prevail. Emergency response situations are so varied specific rules and regulations cannot always be followed in the strictest sense and may need to be altered according to the incident. The guidelines should be used as a tool to inform members of the direction their decisions and actions should follow.

The members of the Minot Rural Fire Department are a diverse group joined together in a common cause, providing a valued and outstanding service to Minot's rural community. Keep in mind, every member's personal conduct and behavior reflects on the department as a whole. It takes only one thoughtless, careless or selfish act to destroy the excellent reputation established through many years of dedication and hard work. Each of us is ultimately responsible for our decisions.

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DEFINITION OF TERMS

Active Member	A department member at least eighteen (18) years of age, who participates in administrative and emergency response functions.
Administrative Officers	President, Vice President, Secretary, Treasurer, and Director.
Apparatus	A fire or rescue emergency vehicle; such as an engine, tanker, rescue or brush truck.
Associate Member	A department member at least eighteen (18) years of age, who participates in administrative functions.
Biohazard Waste	Any non-reusable supply or equipment that may have come in contact with blood or body fluid. Includes, but not limited to gloves, bandages, airway equipment, etc.
Department	The entire organization which functions to provide fire and life-safety protection.
Firefighter	An individual trained and equipped to respond to emergency incidents and participates in emergency operations.
Incident Scene	The location, including and immediately surrounding any incident at which members of the department are operating, including, but not limited to fire emergencies, vehicle accidents, rescues, cave-ins or collapse incidents, and hazardous material emergencies.
Line Officer	Fire Chief, Assistant Fire Chief(s), Captains, and Lieutenants.
On Call Officer	A line Officer, on call for after duty incidents. The On Call period will last for 7-days, usually from 0600 Sunday to 0559 the following Sunday.
Operational Firefighter	An individual who has attained the level of Firefighter 1 or higher, as certified by the North Dakota Firefighters Association and has shown a proven competency in structural and wild land initial attack and Rapid Intervention.
SCBA	Self-contained breathing apparatus.
Staff Officer	Safety Officer, Training Officer, Fire Prevention Officer
Unit	A staffed piece of apparatus with several firefighters and an officer or crew chief.
Unit Officer	Member in charge of apparatus and its crew, generally a line officer or crew chief.
Working Incident	Any response that requires active interior firefighting, victim rescue, body recovery, or significant citizen evacuation, which results in significant or unusual risk to members?

ARTICLE 1: MEMBERS

Section 1: Instructions for New Members

- 1.1 Newly accepted members must report to the Fire Chief for orientation. They will be briefed by their Company Lieutenant and will receive the department By-Laws, Constitution, Standard operating Guidelines and probationary checklist. Personal protective equipment, pager/charger, and building combination will be issued.
- 1.2 New members are not authorized to use Blue Lights during their probationary period.

Section 2: Obligations of all Members

- 2.1 Read, learn, and practice the department's Standard Operating Guidelines. Be familiar with the department's Constitution and By-Laws.
- 2.2 Recognize the chain of command and how the chain of command functions on and off the incident scene.
- 2.3. Understand the personal responsibilities of a member, such as conduct, attendance at training, drills and meetings, care, use, and maintenance of personal protective equipment; location and use of equipment on apparatus.
- 2.4 Recognize that personal safety is the primary obligation of all members. Report all injuries, illnesses, or exposures resulting from department activities to a line officer or Incident Commander as soon as practical.
- 2.5 Understand the Incident Command (incident management) System used by the department.
- 2.6 Follow Minot Rural Fire Department radio procedures at all times when using two-way portable, mobile, or base station radios. (Article 3 – Section 2)
- 2.7 Recognize the paramount importance of responding to emergency calls.
- 2.8 Recognize the importance of each and every member's role in promoting fire and life safety throughout the community and fire district.
- 2.9 Be familiar with mutual aid and automatic aid procedures.
- 2.10 Promote a positive attitude about the department:

Members shall not make derogatory comments about the department or member to or within hearing distance of any non-member (general public). Comments, questions, or concerns about department policies, procedures, or operations, including SOGs, shall be directed to a line officer or administrative officer.
- 2.11 Firefighters with beards or facial hair at any point where the SCBA face-piece is designed to seal the face, regardless of the specific fit test measurement that can be obtained, shall be prohibited from wearing SCBA during training exercises and emergency incidents. (See Appendix, Section 1)

ARTICLE 2: FIRE STATION REGULATIONS

Section 1: Apparatus, Equipment and Personal Protective Equipment

- 1.1 Apparatus and equipment will remain available for service at all times. Vehicles and equipment will not be moved from the station or from service without the knowledge of a line officer.
- 1.2 Personnel protective equipment will remain at an assigned location in an orderly condition as outlined in Article 5.
- 1.3 Department issued personal protective equipment shall be worn at emergency incidents and training exercises.

Section 2: Offices

- 2.1 Chief of the Department's office: This office is provided in order to conduct the business of the fire department and fire district by the line and administrative officers and is otherwise not available without permission.
- 2.2 Dispatch office: This office is provided in order to be used for dispatching fire and emergency calls. Children are not permitted in this office during emergency operations.

Section 3: Kitchen/Lounge, Meeting Room, Bunk Room, and Apparatus Floor

- 3.1 These areas are available to all members at all times.
- 3.2 Members are responsible for maintaining these areas in a neat and orderly condition at all times. The persons using them will wash dishes. Chairs and table will be straightened and all debris removed from the area by the members using the facilities.
- 3.3 Bathroom and kitchen sinks are not to be used for cleaning contaminated equipment. Cleaning of contaminated equipment will take place in designated decontamination cleaning areas.
- 3.4 The double wash sink in the apparatus room is for cleaning SCBA only. Do not use the sinks for general-purpose washing.
- 3.5 Equipment may not be removed from these areas without authorization of the fire chief or a line officer.
- 3.6 Blankets and pillows, etc. will be neatly folded and placed at the foot of the bunks. Bed linens will be washed, dried, folded and placed at the foot of the bunk by the individual using them, after each use.
- 3.7 Shower supplies are the individual's responsibility.

Section 4: General Conduct and Appearance in the Station and on Apparatus

- 4.1 All members shall abide by the House Rules (See APPENDIX, Section 2).
- 4.2 Conduct and appearance must be befitting the occasion. Unruly conduct will not be permitted. Enforcement will be the responsibility of the department officers.
- 4.3 Members shall not wear on their person, nor carry aboard any apparatus any firearm, weapon or explosive. This rule does not apply to law enforcement officers serving in an official capacity.

Section 5: Visitors

- 5.1 The department prides itself on its hospitality. Do your part to make visitors welcome. Introduce yourself, offer information and encourage visitors to ask questions.
- 5.2 visitors are permitted in the station and in or on apparatus when accompanied by a member. Members are responsible for the conduct and actions of their guests.
- 5.3 Visitors shall not respond to any alarm on apparatus.
- 5.4 Visitors are not permitted in the station between the hours of 11:00 PM and 7:00 AM.

Section 6: Special Staffing of Station

- 6.1 In the event of inclement weather, or a high number of incidents, the OIC may elect to staff the station in order to provide a more rapid response to emergency calls. The OIC will assure that the station is manned with qualified firefighters, based on the type of anticipated call.
- 6.2 If an overnight stay is required, the sleeping quarters will most likely be used. Upon completion of a shift, each firefighter is responsible for making up their assigned bunk and washing any bed linens used.
- 6.3 Firefighters are responsible for providing their own food during their stay at the station.

ARTICLE 3: RESPONSE TO ALARMS. GENERAL CONDUCT AND PROCEDURES

Section 1: Alarm Signals

- 1.1 The primary signal of an emergency is transmitted by Minot Central Dispatch. Signals are received by radio receivers (pagers or portable radios) carried by members. The alarm signal consists of an audio alert tone followed by appropriate voice information as to the location and type of alarm.
- 1.2 A secondary signal of a fire or rescue incident may be made from the radio located in the fire station dispatch office. IamResponding will send a text message to all firefighters who have access to this alerting system.
- 1.3 Pagers will be issued to each firefighter by their company officer. Members are responsible for the care of the pager issued to them.
- 1.4 Officers, and primary responders designated by the fire chief, will be issued a portable radio. Officers and primary responders are responsible for the care of the radio issued to them.

Section 2: Communication and Dispatch

- 2.1 The department communications system is to be used for "official business" only.
- 2.2 The use of obscene language is specifically prohibited.
- 2.3 Dispatchers will document pertinent transmissions.
- 2.4 Pagers and portable radios should be turned off or removed from the dispatch office.
- 2.5 During operations, the dispatch office shall be limited to essential personnel only.
- 2.6 Radio messages will be transmitted in a clear text dialogue.
- 2.7 The first arriving dispatcher will notify Minot Central Dispatch the station is manned for *Minot Rural Fire Department calls only*.
- 2.8 When responding to Automatic and Mutual Aid calls, the dispatcher should attempt to secure the run number from the responsible department.
- 2.9 Dispatchers and firefighters should refrain from releasing information pertinent to the call. All requests for information should be referred to the OIC.

Section 3: Members Response to Alarm Signals

- 3.1 Firefighters shall use the utmost care when responding to the fire station. The use of blue lights on personal vehicles is permitted under the authority of the Fire Chief. Members choosing to operate blue lights must have a signed memorandum of understanding on file with the Fire Chief.

- 3.2 Firefighters reporting to the station shall don personal protective equipment and take a position on the appropriate apparatus responding to an alarm. Probationary firefighters reporting to the station shall don personal protective equipment and stand by for instructions to board responding apparatus.
- 3.3 Line officers reporting to the station shall don personal protective equipment and take a position in the responding apparatus.
- 3.4 In the event that more than one line officer appears to staff a responding unit, the ranking officer shall take the seat. The subordinate officer shall remain to take charge of the next responding unit or may take an assigned position on the first unit.
- 3.5 In the absence of a line officer, a senior firefighter (FF2/FF1) shall take a position in the cab and serve as unit officer of the responding unit.
- 3.6 The first qualified driver to arrive at the station shall take a position at the steering wheel of the responding unit. Other responding drivers should consider standby status on other vehicles due to respond.
- 3.7 Seat belts shall be used in all vehicles. All firefighters on a unit must be seated and belted anytime the unit is in motion. The unit officer shall be responsible for ensuring that all personnel are seated and belted.
- 3.8 The responding apparatus will not leave the station until either the driver or the unit officer repeats the alarm location and nature. The officer and the driver will also know the most direct route to the alarm prior to leaving the station. The unit officer is responsible for operating the tablet in the apparatus.

Section 4: Minimum Staffing for Fire Response

- 4.1 Firefighters shall respond to either Station 1 or Station 2, dependent on gear availability. Location to the incident, manning, and type of alarm shall be considered when dispatching the first response unit.
- 4.2 The first unit will respond when its staffing level consist of a unit officer, driver/operator, and the required operational firefighters, based on the type of alarm.
- 4.2 The driver/operator shall be qualified to operate the vehicle.
- 4.3 If a line officer is not available, a senior operational firefighter (FF2/FF1) may serve as unit officer.
- 4.4 After five (5) minutes has passed from the time of dispatch, the first due unit may respond with less than the minimum staffing with approval of a line officer. The unit officer should consider requesting mutual aid at this time.

4.5 Recommended Staffing for Response Vehicles:

a. Structure Fire

Engine 251

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1
Firefighter 1
OTHER APPARATUS AS REQUESTD BY THE IC

Engine 252

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1
Firefighter 1

Tanker 261

Driver/Operator
Unit Officer or FF2/FF1
Firefighter (Optional)
OTHER APPARATUS AS REQUESTED BY THE IC

Tanker 262

Driver/Operator
Unit Officer or FF2/FF1
Firefighter (Optional)

b. Vehicle Fire

Engine 252

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1
Firefighter

Engine 251

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1
Firefighter

Engine 292 (Manning Permits)

Driver/Operator
Unit Officer or FF2/FF1
OTHER APPARATUS AS REQUESTED BY THE IC

c. Brush Fire

Brush Unit 281

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1

Tanker 262

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1

Brush Unit 282

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1

Tanker 261

Driver/Operator
Unit Officer or FF2/FF1
Firefighter (Optional)

Brush Unit 283

Driver/operator
Unit Officer or FF2/FF1
OTHER APPARATUS AS REQUESTED BY IC

Brush Units 284 and 285

Driver/Operator
Firefighter 1

d. Vehicle Accident (With or Without Injuries)

Engine 252

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1
Firefighter 1
Firefighter

Heavy Rescue 291 (IC Request) **

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1
Firefighter 1
Firefighter

*****Requires a minimum of two auto extrication certified firefighters*****

Engine 292 (Quick Response)

Driver/Operator
Unit Officer or FF2/FF1

*****Requires a minimum of one auto extrication certified firefighter*****

e. Hazard Material Incident

Engine 251 (First Due)

Driver/Operator
Unit Officer or FF2/FF
Firefighter 1
Firefighter 1
Firefighter

Engine 252 (Second Due)

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1

Tanker 261

Driver/Operator
Unit Officer or FF2/FF1
Firefighter (Optional)

Tanker 262 or Brush Unit

Driver/Operator
Unit Officer or FF2/FF1
Firefighter (Optional)

Engine 292 (Manning Permits)

Driver/Operator
Unit Officer or FF2/FF1
OTHER APPARATUS AS REQUESTED BY IC

f. Trash/Dumpster/Small Fire

Engine 252 (First Due)

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1

Tanker 261 or Brush Unit

Driver/Operator
Unit Officer or FF2/FF1
Firefighter 1

Engine 292 (Quick Response)

Driver/Operator
Unit Officer or FF2/FF1
OTHER APPARATUS AS REQUESTED BY IC

g. Automatic Mutual Aid – (Surrey and BurlingtonND)**

Structure Fire

Brush Fire

Engine 252

Tanker 262, 261, or Brush Unit

*****Nature of call will dictate the type of unit response*****

- h. Mutual Aid
AS REQUESTED BY THE RESPONSIBLE FIRE DISTRICT
- i. Service Calls or Medical calls
Unit 252 or Unit 292
- j. Clandestine Drug Labs
AS REQUESTED BY OIC

Section 5: Responsibilities Enroute to the Incident Scene

- 5.1 The driver shall operate the vehicle in such a manner as to effect the most prompt and safe arrival to the incident scene. Safe arrival is the first priority.
- 5.2 The driver shall stop at all negative right-of-way intersections, including stop signs, yield signs, and red traffic lights. The driver may proceed when conditions prove to be safe, but not until the driver can assure control of the intersection when all oncoming traffic will yield the right-of-way.
- 5.3 The driver shall stop at all unguarded railroad crossings to ascertain there are no oncoming trains. The driver may proceed when the way is clear.
- 5.4 The driver shall stop for all school buses when the buses red lights are flashing and may not proceed until the bus driver indicates it is safe to do so.
- 5.5 The driver shall proceed at a speed that is safe for the weather and road conditions, the route of travel, and following all applicable traffic regulations.
- 5.6 Headlights will be used on all vehicles at all times.
- 5.7 The driver shall devote all attention to driving. The unit officer shall operate the radio and handle all other necessary communications.

Section 6; Arrival at the Incident Scene

- 6.1 Officer Responsibilities:
 - a. The unit officer on the first arriving apparatus may assume command of the incident and will determine appropriate actions to be taken.
 - b. The first ranking officer may relieve the unit officer of command and the unit officer may take charge of the apparatus and personnel he originally arrived with. When responding to a mutual aid alarm, the unit officer will report directly to the incident commander or his designee.
- 6.3 If the scene is not secure upon arrival or appears to be hostile, apparatus and crew members shall stage at a safe distance and wait for the scene to be secured by law enforcement officials before proceeding.

Section 7: General Conduct and Procedures on the Incident Scene

- 7.1 All personnel shall operate under the incident command system used by the department.

- 7.2 Firefighters shall only participate in activities for which they are properly trained or equipped for.
- 7.3 Firefighters using SCBA shall work in teams of two (2) or more. Free lancing or operating alone will not be permitted. Firefighters using SCBA shall, to all extent possible, work in teams of two (2) or more. Free lancing or operating alone is discouraged due to the inherent safety risks.
- 7.4 Firefighters should only enter an involved building when the following criteria is met:
 - a. A second charged line is available.
 - b. At least two (2) other firefighter 1s are on scene, capable of performing Rapid Intervention if needed.
- 7.5 Each unit officer shall be responsible for his crew members. Unit officers will ensure crew members are following job assignments in respect to the overall operation.
- 7.6 Upon completion of a job assignment, a crew will make itself available for further assignments.
- 7.7 Generally, the Incident Commander will issue operating assignments through unit officers. It is in order, however, for the Incident Commander to commandeer the services of a firefighter directly when emergency situations require immediate action. The Incident Commander is responsible for notifying the unit officer as soon as practical of a firefighter's reassignment.
- 7.8 Firefighters operating on or adjacent to the roadway shall wear a vest with retro-reflective material:
 - a. Emergency warning lights will remain on, but headlights should be turned off unless they are being used to provide lighting of the incident scene.
 - b. Traffic cones and/or highway flares should be used as an additional safety precaution.
 - c. Apparatus shall be positioned to shield emergency responders from oncoming traffic whenever possible.
- 7.9 When firefighters are operating near railroad tracks, the Incident Commander will notify the dispatcher to advise the railroad authorities of the situation to determine if trains are approaching. Railroad authorities will be notified to stop all train traffic in the area.
- 7.10 Any incident that may be considered a crime scene shall be disturbed only to the extent necessary for life safety and incident stabilization.

Section 8: Use of Personal Protective Equipment (PPE)

All Firefighters, including line officers shall:

- 8.1 Wear appropriate personal protective equipment at all fire and rescue incidents, and during training evolutions at which real or potential hazard exists.

- 8.2 Face shields shall be used and gloves shall be worn whenever the need for eye and hand protection exists, specifically during forcible entry and extrication operations, and when using power actuated tools.
- 8.3 SCBA shall be worn when working in areas where:
 - a. The atmosphere is hazardous.
 - b. The atmosphere is suspected of being hazardous.
 - c. The atmosphere may rapidly become hazardous.
- 8.4 Wear disposable medical gloves during all contacts with injured or ill patients.
- 8.5 Wear eye protection, disposable filter masks and turnout gear or other fluid resistant garments during all contacts with patients when there is a potential for splash or spray of blood or other body fluids.
- 8.6 Wear a disposable filter mask during contact with patients who are coughing or sneezing or give indications that they may have an airborne transmittable disease.
- 8.7 The Incident Commander shall determine when the use of personal protective equipment, including turnout gear, SCBA, and medical protective clothing is no longer needed, based on existing conditions and the possibility of continued hazards.

Section 9: Return to Station Routine

- 9.1 When the Incident Commander determines the services of a unit are no longer needed at the incident scene, he shall direct the unit officer to return the unit to the station.
- 9.2 The unit officer and driver of the returning unit shall determine before leaving the incident scene that all equipment belonging to the unit is on board the apparatus.
 - a. Should it be necessary to leave equipment behind for further operation at the incident scene, it should be explicitly established to whose care the equipment is being left.
 - b. All vehicles will be refueled during the return to the station unless directed otherwise by an officer.
- 9.3 Contaminated equipment, supplies or waste shall be placed in red, leak proof bags for transport for appropriate decontamination or disposal. Do not use biohazard bags for cleaning up regular trash.
 - a. When possible, contaminated waste shall be given to an EMS crew for disposal at a hospital. Other contaminated waste shall be disposed of in a biohazard box at the fire station.
 - b. Contaminated equipment shall be cleaned and disinfected according to the manufacturer's instructions.
 - c. Contaminated turnout gear shall be cleaned and disinfected according to the manufacturer's instructions or the procedure in APPENDIX, Section 3.

- 9.4 The unit officer shall ensure all crew members are seated and belted.
- 9.5 Upon arrival at the station, the crew of a unit shall be responsible for cleaning, servicing and returning to service the apparatus, equipment and personal protective equipment.
 - a. The driver/operator shall be responsible for resupplying the apparatus with necessary equipment in order to be considered back in service. He will provide equipment and water usage to the dispatcher for the incident report.
 - b. It is the driver's responsibility to provide fuel receipts for the incident report.
 - c. Any damage occurring to the apparatus or equipment should be reported in writing to the Fire Chief.
- 9.6 Firefighter Dismissal
 - a. When the unit officer is satisfied the apparatus and equipment has been tended to, he shall notify the Officer in Charge (OIC). The unit crew may be dismissed by the officer in charge.
 - b. Members of a unit, who have completed their return to service detail, may be required in certain circumstances to assist the return to service of another unit.
 - c. In cases where a member's job or family responsibilities justify it, a member may be dismissed from an incident scene or fire station upon consent of the member's unit officer or the officer in charge.
- 9.7 Contacts made by the media (newspaper, radio or television) concerning the incident shall be addressed by the Chief Officer or OIC.
 - a. If a chief officer is not available, advise the media representative the call will be returned as soon as possible. Take a message, including the reporter's name, affiliation and phone number.
 - b. Assure a chief officer is given the message promptly upon his return.

Section 10; Other Than Fire Emergencies

- 10.1 Calls for rescues, hazardous material emergencies, collapse/cave-in emergencies, lost person, drowning incidents and non-typical situations:
 - a. When an alarm is broadcast over the alerting system, firefighters shall respond in conformance with all previous sections of this article.
 - b. Specific guidelines for hazardous material and collapse/cave-in emergencies shall be followed (Sections 12 and 14).
 - c. Response assignments for lost persons, drowning incidents and miscellaneous alarms will be made by the officer in charge.

Section 11: In Station Standby Provisions

- 11.1 Available firefighters and officers who respond to a fire or other alarms, but are not needed on the responding alarm, should remain at the fire station in a standby status, especially if the alarm underway may require the service of additional firefighters or apparatus. All members at the station on standby status shall remain at the station until the officer in charge releases them.

Section 12: Guidelines for Hazardous Material Response

- 12.1 Position apparatus safely with special consideration for the dangerous potential of the product. Typically, the safest position is uphill and upwind.
- 12.2 Give a preliminary report of the situation.
- 12.3 Establish a control zone (HOT ZONE) beyond which entry is restricted.
- 12.4 Designate a staging area for incoming apparatus and assign a staging officer.
- 12.5 Execute only immediate lifesaving rescue, limiting as much as possible, and the endangerment of the health and safety of personnel until the material and hazards are identified.
- 12.6 Identify the product and obtain supplemental information.
- 12.7 Communicate with responding Hazardous Materials Response team officer (if applicable).

Section 13: Guideline for Clandestine Drug Lab Response

- 13.1 Protect Personal Safety:
 - a. Avoid contact.
 - b. Minimize exposure.
 - c. Do not smoke in or near the drug lab.
 - d. Never touch, taste or smell any type of equipment or chemicals, in or near a drug lab.
 - e. Observe from a distance.
 - f. Stay upwind and up gradient.
 - g. Avoid areas of odor, discoloration and visibility impairment.
 - h. Always request assistance.
- 13.2 Protect Public Safety:
 - a. Warn others.
 - b. Isolate area.
 - c. Evacuate immediate area.
 - d. Call for assistance;
 - (1) Ambulance
 - (2) Hazard Materials Team
 - (3) Other emergency agencies as needed.
- 13.3 Secondary Actions:
 - a. Clean debris which may impede response, if it can be done safely.
 - b. Prevent unauthorized scene entry.
 - c. Render first aid.

Section 14: Guidelines for Collapse/Cave-In Response

- 14.1 Position apparatus no closer than one hundred (100) feet from the incident scene. Designate a staging area for incoming apparatus and assign a staging officer.
- 14.2 Locate a job foreman or a responsible eye witness and get as much pertinent information as possible:
 - a. Location and number of victims trapped.
 - b. Length of time since collapse/cave-in occurred.
 - c. How victims are buried or trapped.
- 14.3 Establish a physical barrier for crowd control, with a minimum distance of one hundred (100) feet.
- 14.4 Eliminate sources of vibration. Unless essential, shut off all engines and stop all traffic within five hundred (500) feet.
- 14.5 Execute immediate lifesaving rescue, however, do not under any circumstances, allow personnel to enter the unshored trench if depth is four (4) feet or more.
- 14.6 Communicate with responding collapse team officer (if applicable).

Section 15: Helicopter Landing Zone Guidelines

- 15.1 A Landing Zone Officer will be designated. This person shall be the only person in contact with the helicopter. If the helicopter crew needs patient information, it shall be relayed through the Landing Zone Officer.
- 15.2 The landing zone should be in a clear area on a relatively flat surface. It should not be set on loose materials such as gravel, sand or snow.
- 15.3 The landing zone should be marked with traffic cones at each corner. At night, a light should be placed under each cone to illuminate it. The cone should mark a landing zone area at least one hundred (100) feet by one hundred (100) feet. An additional cone should be placed in the center of the side of the zone from which the wind is coming.
- 15.4 All obstructions, including trees, wires, poles, etc. should be identified and their location relayed to the helicopter by the Landing Zone Officer. The wind direction should also be relayed to the helicopter.
- 15.5 Position fire and EMS apparatus safely with special consideration for the flight path of the helicopter. Typically, the safest position is uphill and upwind. When possible, apparatus should be positioned under wires (wires are invisible to the helicopter from the air).
- 15.6 If an ambulance transports a patient to the landing zone, it should be positioned with the back doors pointing away from the landing zone.
- 15.7 All floodlights, bright lights and emergency warning lights will be turned off when the helicopter approaches to minimize the pilot from being distracted.

- 15.8 At least two operational firefighters shall be in full turnout gear, including SCBA, when the helicopter lands and takes off. The operational firefighters should remain with the apparatus.
- 15.9 Any personnel entering the landing zone area while the helicopter is on the ground should wear head and eye protection. Personnel outside the landing zone should wear head and eye protection during landing and takeoff.
- 15.10 The Landing Zone Officer will notify dispatch when the helicopter has landed and when it has taken off.

ARTICLE 4: USE AND OPERATION OF APPARATUS AND EQUIPMENT

Section 1: On Alarms

- 1.1 All responding apparatus shall be staffed as defined in Article 3, Section 3. Upon arrival, the first unit officer will relay the type of fire, visible conditions and other pertinent information to responding units.
 - a. Crews on Structural Engines will don SCBA before commencing with fireground operations. (SCBAs on Engine 251 and 252 will be donned while enroute).
 - b. Firefighters will remain under the direction of the unit officer with whom they responded, unless they are released by that officer to another detail.
 - c. Unit officers will identify the hose lines to be used during firefighting operations based on the incident and available firefighters.
 - d. Personnel shall not ride on the rear step, hose bed or on top of any apparatus, at any time.
 - e. Personnel shall not ride in the bed of a brush truck in other than off-road, emergency situations, where there is no other feasible means of transportation. If there is a need to transport firefighters in the bed of a brush truck, they shall sit in a position completely inside the bed, as low as possible. The maximum speed of the truck shall not exceed ten (10) miles per hour.
 - f. Driver/operators shall remain with their assigned vehicles at all times.

Section 2: Non-Emergency Situations

- 2.1 Only qualified drivers/operators are permitted to drive and operate department apparatus. All normal traffic laws shall be obeyed.
- 2.2 Training of new driver/operators will be done with the approval of a line officer. A qualified driver will instruct a new driver from the officer's seat.
- 2.3 Apparatus will not be driven without the knowledge of a line officer.

Section 3: Maintenance/Deficiency Reports

- 3.1 Apparatus will be checked upon returning to the station whenever they are moved. The driver/operator is responsible for the check.

- 3.2 The driver will document any mechanical difficulties in the vehicle report and will notify a line officer.
 - a. If a mechanical condition is of a serious nature and the apparatus must be taken off line, the Fire Chief will be notified immediately. The keys will be removed from the vehicle and an OUT OF ORDER tag will be placed on the steering wheel.
- 3.3 Engine retard brakes (Jake Brakes) will be kept in the 'MEDIUM' position when parked on the station. They may be adjusted when the vehicle is in motion at the discretion of the driver.

Section 4: Driver Qualifications

- 4.1 Drivers must be at least twenty-one (21) years of age and possess a valid driver's license in order to drive any fire department vehicle under emergency conditions. Qualifications for driver/operator are described in APPENDIX, Section 4.
- 4.2 Drivers must be at least eighteen (18) years of age and possess a valid driver's license in order to drive any fire department vehicle under non-emergency conditions.
- 4.3 Upon completion of driver/operator qualifications, a line officer or training officer will evaluate the candidate for certification in accordance with APPENDIX, Section 4.

ARTICLE 5: DEPARTMENT ISSUED PERSONAL PROPERTY

Section 1: Turnout Gear

- 1.1 Turnout gear consist of the following items:

Structural:

- a. Helmet with face shield
- b. Pair of structure boots
- c. Bunker coat
- d. Bunker pants
- e. Nomex hood
- f. Pair of structural leather gloves
- g. SCBA face-piece and bag

Wildland/Extrication

- a. Hard hat
- b. Pair of goggles
- c. Pair of leather boots
- d. Wildland pants
- e. Wildland shirt
- f. Nomex hood and shroud
- g. Pair of leather gloves

- 1.2 Turnout gear will be distributed by company officers.
- 1.3 Firefighters are responsible for the care and cleaning of their turnout gear. It should be cleaned and inspected on a regular basis. Members shall not alter turnout gear. Company officers will approve of any repairs required.
- 1.4 All members must wear turnout gear appropriate to the type of activity they are engaged in.
- 1.5 Turnout gear will be donned prior to boarding apparatus (drivers may choose to complete their dressing upon arrival at an incident scene). Coats/shirts must be snapped/buttoned. Hoods must be worn. Helmet chinstraps must be engaged. Gloves will be worn.
- 1.6 Liners in structural turnout gear must be in place whenever the gear is worn.
- 1.7 Turnout gear shall be cleaned in accordance with the manufacturer's instructions. The use of chlorine detergents or bleaches can damage the material of turnout gear. Cleaning instructions are detailed in APPENDIX, Section 3.

ARTICLE 6: INCIDENT MANAGEMENT SYSTEM (INCIDENT COMMAND)

Section 1: Incident Command Procedure

- 1.1 The first arriving line officer or unit officer will size up the incident and establish incident command. A brief description of the type of emergency, degree of involvement, endangered exposures and other pertinent information will be transmitted by radio to other responding units.
 - a. When establishing incident command, the officer should announce who is in charge and provide general or specific location (e.g. "this is Lt. Jones on Engine 251, I will be establishing County Road 19 Command").
- 1.2 Upon arrival of a senior officer, the senior officer will advise the Incident Commander (IC) whether command will be transferred.
 - a. If command is transferred, the new IC will transmit the exchange by radio to all units (e.g. "this is Chief Smith, I will be assuming County Road 19 Command").
- 1.3 The IC will set up a command post and will provide direction pertinent to fireground operations. See APPENDIX 5
 - a. The IC will collect personal accountability tags from responding firefighters.
 - b. Based on the complexity of the incident, the Incident Commander may designate senior officers to command positions within the framework of the Incident Command System.

- 1.4 The IC will identify the strategy and the incident action plan.
 - a. The IC will review and evaluate the incident action plan periodically to determine if strategic goals are being met.
 - b. If the incident action plan is changed during the incident, the IC will communicate changes to all personnel operating at the incident.
- 1.5 The IC and his staff, will determine incident objectives, strategies, and tactics, and will assign crews to specific functions within the Operations Section (e.g. search, rescue, fire attack, water supply). The IC will assign officers to specific geographic or functional areas as necessary, to meet tactical objectives.
- 1.6 The IC will designate an Incident Safety Officer at all working incidents.
 - a. The Safety Officer will have the authority to alter, suspend, or terminate activities which he judges to be unsafe or involve an imminent hazard.
 - b. The Safety Officer will take appropriate action through the IC to mitigate or eliminate any unsafe condition, operation, or hazard that does not present an imminent danger.
- 1.7 The IC will, as soon as practical, assign at least two (2) operational firefighters as a Rapid Intervention Team (RIT). This team will remain at a specific location, ready for immediate assignment by the IC, Safety Officer or Operations Chief, in the event of an emergency at the incident scene.
- 1.8 The IC will appoint, as soon as practical, an Accountability Officer for the collection of personal accountability tags. The Accountability Officer will track all crews operating at the incident scene.
- 1.9 When necessary, the IC will establish a Rehab Area. If medical assistance is required, the IC will solicit an Emergency Medical Service (EMS) to operate the Rehab Area.
 - a. A Rehab Officer will be designated as soon as practical.
 - b. All personnel operating in hazardous areas of the incident scene will be required to rotate through the Rehab Area. The work-to-rehab time ratio will be determined by the IC or the Operations Section Chief, in consultation with the Safety Officer and Rehab Officer.
- 1.10 The IC and Safety Officer will wear vests for easy identification at the incident scene. Other members of the command system may wear vest descriptive of their responsibilities.
- 1.11 Following a working incident, the IC may schedule a post-incident analysis/critique. All personnel involved in the incident are expected to attend.
 - a. The IC will facilitate the post-incident analysis.
 - b. The post-incident analysis will be conducted in a positive manner in an effort to identify strengths, weaknesses, and ways to potentially improve future operations. The intent of post-incident analysis is to identify “lessons learned” and is not to place blame or find fault.

- 1.12 At incidents involving hostile situations, civil disturbances or terrorism, the appropriate law enforcement agency will assume incident command.
 - a. The fire department incident commander will work with the police department IC following the Unified Command System.
 - b. The fire department will remain in charge of all fire department resources.
 - c. When the law enforcement IC determines the scene is secure, the fire department will become the lead agency, if appropriate.
- 1.13 The IC or any senior officer can initiate a Critical Incident Stress Debriefing (CISD). The department Chaplain will be advised when CISD is activated.

ARTICLE 7: TRAINING

Section 1: Department Training and Drills

- 1.1 The Chief will establish an annual schedule for those responsible for setting up training subjects.
 - a. Primary training will be delivered on the second Wednesday of each month.
 - b. Secondary training will be delivered on the last Wednesday of each month, following the department business meeting.
 - c. Additional Training will be delivered as deemed necessary.
 - d. Firefighters are encouraged to attend other local, regional and state fire training.
- 1.2 Operational firefighters must hold a current CPR and Basic First Aid Certification.
- 1.3 Operational firefighters must hold a current Hazardous Materials Awareness Certification.
- 1.4 Firefighters must complete Firefighter 1 Certification within eighteen (18) months of membership to be considered operational.

ARTICLE 8: INJURY AND EXPOSURE REPORTING

Section 1: Notification

- 1.1 Any member suffering an injury or an exposure to blood, body fluids or other potentially infectious material, or potentially toxic material shall notify their unit officer or company officer immediately.
- 1.2 Unit officers or company officers shall report any injury or exposure to the Chief or Safety Officer as soon as possible during an incident.

Section 2: Documentation

- 2.1 The Officer in Charge will complete the appropriate injury/illness or exposure reports and will initiate appropriate follow-up treatment, testing or other action.
 - a. The reports shall be provided to the Chief as appropriate for submission.
 - b. All reports shall be kept confidential.

Section 3: Treatment/Follow-up

- 3.1 The injured/exposed member shall be treated by a physician approved by the Workforce Safety Insurance carrier.
- 3.2 The injured/exposed member will keep the Chief informed about the status of the treatment.
- 3.3 A written "Return to Work" or "Fitness for Duty" statement from a physician may be required at the discretion of the Chief.

APPENDIX

Section 1: Rules on Facial Hair

The National Fire Protection Association and Occupational Safety and Health Administration regulations prohibits the use of Self Contained Breathing Apparatus (SCBA) by personnel with beards or other facial hair that may interfere with the proper seal of a face piece.

With respect to regulating the use of SCBA for protecting employees with beards, 29 CFR 1910.134 (e) (5) (1) contains the statement "Respirators shall not be worn when conditions prevent a good face seal. This prohibition applies to any negative or positive pressure personal respiratory protection device of a design relying on the principles of forming a face seal to perform at maximum effectiveness".

A beard growing on the face at points where the seal with the respirator is to occur is a condition that has been shown to prevent a good face seal. Thus an employer using a SCBA to protect an employee with growth of a beard at points where the SCBA face piece is designed to seal with the face, is violating 29 CFR 1910.134 (e) (5) (i). This is so regardless of what fit test measurement can be obtained. If the beard is styled so no hair underlies the points where the SCBA face piece is designed to seal with the face, then the employer may use the SCBA to protect the employee, however".

Wearers of beards or sideburns and long hair which interferes with the complete and effective seal of an SCBA face piece will be prohibited from participating in any training conducted by the fire department involving the use of breathing apparatus or using such breathing apparatus on the fire ground or other incident scene.

Section 2: House Rules

- a. Alcoholic beverages are not permitted in the fire station or on the building grounds.
- b. All personnel are responsible for keeping the building and grounds clean and orderly.
- c. Anyone using the kitchen must clean the area immediately after each use.
- d. Smoking is not permitted in the fire station. Smoking receptacles are located at the main front door and back personnel door. Smoking materials should be discarded in the receptacles.
- e. Turnout gear and department equipment shall not be removed or borrowed without the permission of the Chief.

Section 3: Cleaning Procedures for Personal Protective Clothing

Protective clothing should be washed separately from other garments. All hooks, eyes and snaps should be fastened and the garment turned inside out, or placed in a large laundry bag that can be tied shut to avoid damage to the wash tub.

The following instructions can be used for cleaning any wash loads in a large capacity (16 gallon) washing machine:

- a. (1) structural coat and pants, without liners
- b. (2) structural coats without liners
- c. (2) structural pants without liners
- d. (2) sets of Wildland gear

Prior to washing, heavily soiled garments should be pretreated using procedures outlined under SPOT CLEANING AND PRETREATING.

WASHING INSTRUCTIONS

- a. While washing machine is filling with hot water, add ½ cup (4 oz.) of liquid oxygenated bleach (DO NOT USE CHLORINE BLEACH) and 1 cup (8 oz.) of detergent.
- b. Fill machine to highest water level.
- c. Add garments to be washed.
- d. Set washing machine for NORMAL cycle.
- e. Machine should be programmed for double rinse. If machine will not automatically double rinse, a complete second cycle can be run without including cleaning additives.
- f. Double rinsing helps remove residual dirt and detergents.
- g. Remove garments from washing machine and dry by hanging in an area with good cross ventilation. DO NOT HANG GARMENTS OVER SCBA CLEANING SINKS.

SPOT CLEANING AND PRE TREATING

Spot Cleaning – Pre-cleaners can be used to clean light spots and stains on protective clothing. Squirt pre-cleaner onto soiled areas. Gently rub fabric together until light foam appears on the surface. Carefully rinse off with cool water.

Pretreating – Apply liquid detergent directly from the bottle onto the soiled areas. Gently rub fabric together until light foam appears on the surface. Place the garment into the washing machine as instructed in WASHING INSTRUCTIONS. Add the remaining amount of detergent into the washing machine.

Heavily Soiled Pretreating – Apply liquid detergent or pre-cleaner onto the stain and surrounding area (wet soak). Using a soft bristle brush, gently scrub the soiled area for about one (1) minute. Reapply liquid detergent or pre-cleaner onto soiled area again. Place garment into washing machine and follow WASHING INSTRUCTIONS.

Section 4: Driver/Operator Certification

Apparatus certification is required so firefighters within the organization can safely and professionally operate all fleet vehicles. The goal of the certification program is to provide members quality training and promote responsible and safe operation of the fleet.

Students receiving instruction will acquire training credit hours toward certification by meeting the criteria set forth in this section. Training hours should be documented by the student and endorsed by the trainer/instructor, using the JPR form. Training records are the students' responsibility and should be copied and safeguarded to prevent loss of accrued training time.

The trainer/instructor must be currently certified on the vehicle they are providing instruction on. It is recommended that students seek training from several trainer/instructors in order to provide a well balanced approach to the overall operation of the apparatus.

A guide will be provided to ensure that the certification testing process is uniform. The guide is also a good tool for students and can aid in their knowledge and the areas they need to focus on with each apparatus. Members utilizing the guide may increase their performance during certification testing and subsequent operations.

The certification process shall be initiated by the member seeking certification. All certifications require the presence and approval of one of the following that will serve as the certification tester;

- a. A line officer (as defined in the definition of terms)
- b. The designated Chief Engineer
- c. The Training Officer

An evaluation form shall be completed by the tester and be forwarded to the Chief. The student may receive a copy of the completed form upon request. Certification IS a separate event and should not be part of scheduled training.

MINIMUM TRAINING REQUIREMENTS

EVOC certification is required. Then class room refresher every (2) years after

Apparatus JPR will be used for each vehicle driving certification.

Section 5: Accountability

Every member of the Minot Rural Fire Department will be issued six (6) Personal Accountability Tags (PAT). Each PAT will be labeled with the department name and the firefighter's individual identification number. Two (2) tags will be attached to the ring on the back of their structural helmet and one (1) tag will be attached to their wild land shirt.

Each vehicle will have a Vehicle Accountability Ring (VAR) tagged and labeled with the vehicle type and number.

An Incident Accountability Board will be assigned to Engine 251.

Each unit officer will be responsible for collecting the PATs from every firefighter riding in a vehicle. The PATs will be attached to the VAR of each unit.

The driver/operator of the first arriving vehicle will assume the position of initial Accountability Officer (AO). The unit officers of all incoming units will be responsible for delivering their VARs to the AO.

The initial AO will deliver all VARs to the first senior officer to establish command and will indicate assignments and location of personnel. The Incident Commander will assign a permanent Accountability Officer as soon as possible. The permanent AO will be responsible for verifying assignments and the location of personnel.

Upon entering a hazardous or dangerous area the Checkpoint Officer will collect the firefighter's remaining PAT. The PAT will be returned when the firefighter exits the hazardous or dangerous area.

During sustained incidents, the MRFD dispatcher will notify the IC to initiate a Personnel Accountability Report (PAR) every thirty (30) minutes (minimum). The IC may also initiate a PAR as deemed necessary or when he no longer has visual contact with working units. Each unit officer or vehicle operator is responsible for the reporting of PAR to the IC. If anyone is unaccounted for, all operations will cease, as long as it is safe to do so. A RIT will be committed to conduct a search and rescue mission. When all firefighters are accounted for, normal operations may resume.

References:
NFPA 100
NFPA 1720

Section 6: Alcohol/Drug Policy

Department members are restricted from participating in any aspect of a fire emergency operation while under the influence of alcohol or drugs (both prescription or over the counter). Activities include, but are not limited to, fire and emergency operations and training. If a firefighter is noticeably impaired due to the consumption of alcohol or drugs, he/she must voluntarily remove himself/herself from the department activity. An officer of the department may have the individual removed from an activity if the officer determines the individual is under the influence of alcohol or drugs and is noticeably impaired. Alcohol shall not be permitted on the premises of any operational portion of the fire department, including, but not limited to the apparatus, apparatus floor, station living areas, etc. Any individual involved in an accident that causes measurable damage to apparatus or property may be required to submit to a blood alcohol test.

Section 7: Social Media Policy

Each member will be required to sign and adhere to the Minot Rural Fire Department Social Media Policy. This policy addresses member's responsibilities regarding use of photo, video, and audio media from fire scenes, as well as the release of this information on social media, which could have an adverse effect on the department. Members' signed acknowledgement will be maintained by the Fire Chief.