

Minot Rural Fire Department Standard Operating Guidelines

Enacted February 2003

Amended October 30, 2003

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 from 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. 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, emergency response and non-emergency response. The department will maintain the highest level of readiness, enabling delivery of fire fighting 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 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 is 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 in or collapse incidents, hazardous material emergencies
Line Officer	Fire Chief, Assistant Fire Chief, Captain and Lieutenant
Operational Firefighter	An individual who has attained the level of Firefighter 1 or higher, as certified by the North Dakota Firefighter's Association and has shown a proven competency in structural and wildland 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. Instruction 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. Obligation of all members

- 2.1 Read, learn and practice the department Standard Operating Guidelines. Be familiar with the department 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 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.
- 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:
 - a. Members shall not make derogatory comments about the department or member to or within hearing distance of any non-member (general public).
 - b. Comments, questions or concerns about department policies, procedures or operations, including the SOG's, shall be directed to a line officer or administrative officer.
- 2.11 Firefighters with beards or facial hair at any point where the SCBA facepiece is designed to seal with 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 Personal 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
 - a. 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
 - a. 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, 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 cleaning/decontamination areas.
- 3.4 The double wash sink in the apparatus room is for cleaning SCBA only. Do not use these sinks for general-purpose washing.
- 3.5 Equipment may not be removed from these areas without authorization of the fire chief.
- 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.
- 3.7 Shower supplies are the individual member'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 11:00pm and 7:00am.

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 the station is manned with qualified firefighters, based on 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 PROCEDURE

Section 1. Alarm Signals

- 1.1 The primary signal of an emergency is transmitted by from 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 the 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.
- 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 will be issued a portable radio. Officers are responsible for the care of the radio issued to them.

Section 2. Communications 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 Upon termination of a call, the last dispatcher to leave the station will notify Minot Central Dispatch.
- 2.9 When responding to Automatic or Mutual Aid calls the dispatcher should attempt to secure the run number from the responsible department.
- 2.10 Dispatchers or 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 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.
- 3.2 Firefighters reporting to the station shall don personal protective equipment and take a position on appropriate apparatus responding to an alarm.

- 3.3 Line Officers reporting to the station shall don personal protective equipment and take a position in the responding apparatus.
 - a. In the event 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.
 - b. In the absence of a line officer, a senior firefighter (FF2-Ess. 4) shall take a position in the cab and serve as unit officer of the responding apparatus.
- 3.4 The first qualified driver to arrive at the station shall take a position at the steering wheel of the responding apparatus. Other responding drivers should consider standby status on other vehicles due for response.
- 3.5 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 all personnel are seated and belted
- 3.6 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.

Section 4. Minimum Staffing for Fire Response

- 4.1 The first due unit will respond when its staffing level consists of a unit officer, driver/operator and the required operational firefighters based on the type alarm.
- 4.2 The driver/operator must be qualified to operate the vehicle and be firefighter 1 certified.
- 4.3 If a line officer is not available, a senior operational firefighter 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 minimum staffing, based on the judgement of the unit officer. The unit officer should consider requesting mutual aid at this time.
- 4.5 Recommended staffing for first due vehicles:
 - a.

<p><u>214 – Engine</u> driver/operator firefighter 2 – unit officer firefighter 1 firefighter 1 firefighter 1</p> <p><u>212 – Tanker</u> driver/operator firefighter</p> <p><u>210 – Equipment Van</u> driver/operator firefighter(s)</p>	<p><u>216 – Engine</u> driver/operator firefighter 2 – unit officer firefighter 1</p> <p><u>218 – Tanker/Brush Unit</u> driver/operator firefighter 2 – unit officer firefighter (optional)</p> <p><u>219 – Quick Response Unit</u> driver/operator firefighter 2 – unit officer firefighter</p>
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OTHER APPARATUS AS REQUESTED BY IC

- b. Vehicle Fire
214 – Engine
 driver/operator
 firefighter 2 – unit officer
 firefighter 1
- 216 – Engine
 driver/operator
 firefighter 2 – unit officer
 firefighter 1

OTHER APPARATUS AS REQUESTED BY OIC

- c. Brush Fire
211 – Brush Unit
 driver/operator
 firefighter 2 – unit officer
 firefighter 1
- 218 – Tanker/Brush Unit
 driver/operator
 firefighter 2 – unit officer
 firefighter 1
- 217 – Brush Unit
 driver/operator
 firefighter 2 – unit officer
 firefighter 1
- 219 – Quick Response Unit
 driver/operator
 firefighter 2 – unit officer
 firefighter 1
- 212 – Tanker
 driver/operator
 firefighter

OTHER APPARATUS AS REQUESTED BY IC

- d. Vehicle Accident (WITH OR WITHOUT INJURIES)
216 - Engine
 driver/operator
 firefighter 2 – unit officer
 firefighter 1
 (minimum of 2 auto extrication certified)

OTHER APPARATUS AS REQUESTED BY OIC

- e. Hazardous Material Incident
214 – First Due Engine
 driver/operator
 firefighter 2 – unit officer
 firefighter 1
 firefighter 1
 firefighter 1
- 216 – Second Due Engine
 driver/operator
 firefighter 2 – unit officer
 firefighter 1
- 218 – Tanker/Brush Unit
 driver/operator
 firefighter 2 – unit officer
 firefighter
- 212 – Tanker
 driver/operator
 firefighter
- 210 – Equipment Van
 driver/operator
 firefighter(s)
- 219 – Quick Response Unit
 driver/operator
 firefighter 2 – unit officer
 firefighter 1

OTHER APPARATUS AS REQUESTED BY IC

- f. Trash/Dumpster/Small Fire
219 – Quick Response Unit
 driver/operator
 firefighter 2 – unit officer
 firefighter 1
- 218 – Tanker/Brush Unit
 driver/operator
 firefighter 2 – unit officer
 firefighter 1

OTHER APPARATUS AS REQUESTED BY OIC

- g. Automatic Mutual Aid
218 – Tanker/Brush Unit
driver/operator
firefighter 2 – unit officer
firefighter 1
- h. Mutual Aid
AS REQUESTED BY RESPONSIBLE FIRE DISTRICT
- i. Service Calls or Special Incidents
AS DIRECTED BY OIC
- j. Clandestine Drug Labs
AS REQUESTED BY OIC

Section 5. Responsibilities En Route 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.
- 5.5 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.
- 5.6 The driver shall proceed at a speed that is safe for the weather and road conditions, the route of travel, following all applicable traffic regulations.
- 5.7 Headlights will be used on all vehicles at all times.
- 5.8 The driver shall devote all attention to driving. The unit officer will operate the radio and handle all other necessary communications.

Section 6. Arrival at the Incident Scene

- 6.1 Officer's Responsibilities
 - a. The unit officer of the first arriving apparatus will assume command of the incident and will determine appropriate actions to be taken.
 - b. The first ranking officer will relieve the unit officer of command. The unit officer will take charge of the apparatus and personnel he originally arrived with.
 - c. When responding to a mutual aid alarm the unit officer will report directly to the incident commander or his designee.
- 6.2 The members comprising the crew of an apparatus will be ready to exercise the operations indicated by the unit officer and shall not leave the apparatus without orders.
- 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 Procedure on the Incident Scene

- 7.1 All personnel shall operate under the incident management 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.
- 7.4 Firefighters will enter an involved building only when the following criteria are met:
 - a. A charged line is available.
 - b. At least two (2) other firefighter 1's are on the 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 assignment.
- 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 garment 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 added 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 hazards exist.

- 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 or extrication operations and when using power actuated equipment.
- 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.

This shall include: areas of active firefighting; areas above a fire; incidents including gas leaks or fuel spills; hazardous material incidents; vehicle fires; where invisible contaminants or products of combustion are present; at rescue incidents below ground level and in areas which are or may be oxygen deficient.

- 8.4 Arm the personal alert (PASS) device attached to the SCBA harness at the time the SCBA face piece is donned.
- 8.5 Wear disposable medical gloves during all contacts with injured or ill patients.
- 8.6 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.
- 8.7 Wear a disposable filter mask during all contact with patients who are coughing or sneezing or give indication that they may have an airborne transmittable disease.
- 8.8 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 the driver of a returning unit shall determine before leaving the incident scene that all equipment belonging to the unit are 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.
- 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 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 crew of a unit shall take position on the apparatus and assume responsibilities for safety comparable to those observed on response. The unit officer shall ensure all crew members are properly 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 unit officer shall be responsible for re-supplying the apparatus with necessary equipment in order to be considered to be 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 Chief.
- 9.6 Firefighter's Dismissal
 - a. When the unit officer is satisfied the apparatus and equipment have been tended to, he shall notify the Officer in charge. 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 the fire station upon consent of the member's unit officer and the officer in charge.
- 9.7 Contacts made by the media (newspaper, radio or television) concerning the incident shall be addressed by a 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 other 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 11 and 13).
 - 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 units, 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 life saving rescue, limiting as much as possible, and the endangerment of the health and safety of personnel until the material involved 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. Guidelines for Clandestine Drug Lab Response

- 13.1 Protect Personal Safety
 - a. Avoid contact
 - b. Minimize exposure
 - c. Do not smoke in or near drug lab
 - d. Never touch, taste or smell any type of equipment or chemicals in or near a drug lab
 - e. Do not enter an unknown environment
 - f. Observe from a distance
 - g. Stay upwind and up gradient
 - h. Avoid areas of odor, discoloration and visibility impairment
 - i. Always request assistance
- 13.2 Protect Public Safety
 - a. Warn others
 - b. Isolate area
 - c. Evacuate immediate area
 - d. Call for assistance:
 - Ambulance
 - Haz Mat Team
 - Other emergency agencies as needed
- 13.3 Secondary Actions
 - a. Clear 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:
 - location and number of victims trapped
 - length of time since collapse/cave-in occurred
 - 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 life saving rescue, however, do not, under any circumstance, 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 up 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 cones should mark a landing zone area of 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. Crew members on Structural Engines will don SCBA before commencing with fireground operations. (SCBA on Engine 214 will be donned while in route).
 - 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 vehicle at all times.
- 1.2 The Operations Officer will determine whether positive pressure ventilation (ppv) should be implemented in a fire attack situation.
 - a. The Operations Officer will advise the unit officer at which entrance the ppv fan should be positioned.
 - b. The Operations Officer will assure there is an appropriate ventilation exhaust point.
 - c. The unit officer will assure the fan is properly placed and started in coordination with the crew entering the structure.

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 retarding devices (Jake Brakes) will be kept in the “MEDIUM” position when parked in 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 to drive any fire department vehicle under non-emergency conditions.
- 4.3 Upon completion of driver/operator qualifications, a line officer will evaluate the candidate for certification.

ARTICLE 5. DEPARTMENT ISSUED PERSONAL PROPERTY

Section 1. Turnout Gear

- 1.1 Turnout gear consists of the following items:
 - a. Structural
 - 1 helmet with face shield
 - 1 pair of rubber boots
 - 1 bunker coat
 - 1 bunker pants
 - 1 nomex hood
 - 1 pair of structural leather gloves
 - b. Wildland
 - 1 hard hat
 - 1 goggles
 - 1 pair of leather boots
 - 1 wildland pants
 - 1 wildland shirt
 - 2 pair of leather gloves
- 1.2 Turnout gear will be distributed by the 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

Section 1. Incident Command Procedures

- 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 the general or specific location (e.g. “this is Lt. Jones on Engine 214, I will be establishing County Rd 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 Rd 19 Command”).
- 1.3 The IC will set up a command post and will provide direction pertinent to fireground operations.
 - 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 the strategic goals are being met.
 - b. If the incident action plan is changed during the incident, the IC will communicate the changes to all personnel operating at the incident.
- 1.5 The IC, and his staff, will determine tactical objectives and will assign crews to specific functions within the operation (e.g. search/rescue, fire attack, water supply). The IC will assign officers to specific geographic 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. 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 Operations 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 vests descriptive of their responsibilities.
- 1.11 Following a working incident, the IC will 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 disturbance or terrorism, the appropriate law enforcement agency will assume incident command.
 - a. The fire department incident commander will work with the law enforcement 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 Firefighters responding to vehicle accidents must hold a current North Dakota Auto Extrication Certification.
- 1.3 Operational firefighters must hold a current CPR and Basic First Aid Certification.
- 1.4 Operational firefighters must hold a current Hazardous Material Awareness Certification.
- 1.5 Firefighters must complete Firefighter 1 Certification, Essentials 4, 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 and Safety Officer as soon as possible during an incident.

Section 2. Documentation

- 2.1 The Safety Officer 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 Worker's Compensation carrier.
- 3.2 The injured/exposed member will keep the Chief and Safety Officer 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 of the Chief or Safety Officer.

APPENDIX

Section 1. Rules on Facial Hair

The National Fire Protection Association and Occupational Safety and Health Administration regulations prohibit 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)(i) 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 an 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 interfere 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

1. Alcoholic beverages are not permitted in the fire station or on the building grounds.
2. All personnel are responsible for keeping the building and grounds clean and orderly.
3. Anyone using the kitchen must clean the area immediately after each use.
4. Smoking is not permitted in the fire station. Smoking receptacles are located at the main front door and north personnel door. Smoking materials should be discarded in the receptacles.
5. 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 1 structural 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

1. While washing machine is filling with hot water add 1/2 cup (4 oz.) of liquid oxygenated bleach (DO NOT USE CHLORINE BLEACH) and 1 cup (8 oz.) of detergent.
2. Fill washing machine to highest water level.
3. Add garments to be washed.
4. Set washing machine for NORMAL cycle.
5. Machine should be programmed for double rinse. If the machine will not automatically double rinse, a complete second cycle can be run without including cleaning additives. Double rinsing helps remove residual dirt and detergents.
6. 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 PRETREATING

Spot cleaning – Pre cleaners can be used to clean light spots and stains on protective clothing. Squirt pre cleaner onto the soiled areas. Gently rub fabric together until a 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 a 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 (soak well). Using a soft bristle brush, gently scrub the soiled area for about 1 minute. Reapply liquid detergent or pre cleaner onto soiled area again. Place garment into washing machine and follow WASHING INSTRUCTIONS.

DO NOT USE CHLORINE BLEACH ON PROTECTIVE CLOTHING

Section 4. Driver/Operator Certification Requirements

THIS SECTION IS UNDER CONSTRUCTION

Section 5. Accountability

Every operational member of the Minot Rural Fire Department will be issued three (3) 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 214.

An Incident Accountability Board will be assigned to each Senior Officer (101, 102 and 103) and will be carried in their p.o.v.'s.

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 Office (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. If anyone is unaccounted for, all operations will cease, as long as it is safe to do so. At least one *Rapid Intervention Team (RIT)* will be committed to conduct a search and rescue mission. When all firefighters are accounted for, normal operations may resume.

During wildland fires, the MRFD dispatcher will notify the IC to initiate a PAR, every thirty (30) minutes (minimum). The IC may also initiate a PAR as deemed necessary or when he no longer has a 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 an 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.