

MERCER COUNTY
FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINES



FINAL VERSION

JUNE 2007

Mercer County Fire Protection District

Standard Operating Guidelines

Forward

Introduction

Because of the inherent danger involved in fire and emergency services operations, it is necessary that certain rules and regulations be adopted which serve to remind and guide us toward the mission and purpose of the fire district. Members must realize that SOG's cannot be written to cover every situation that presents. These guidelines have been created to assist officers and firefighters in making decisions that best reflect the three priorities of the fire service: life safety, incident stabilization and property conservation.

Although these guidelines address common situations, it needs to be understood that they exist as guidelines only and the incident commander has the right to modify operations and procedures when required to control the incident. When the incident commander decides to modify an SOG, the decision shall be based on conditions found at that particular incident. Any deviation from the guidelines shall be made on the side of safety for both our personnel and civilians.

Authority

The Fire Chief, under authority of the Fire Board, and in a consensus agreement with the six District Chiefs, has issued these guidelines in an effort to provide for a safe and professional organization, and to assure consistent procedures among all departments within the District. Any changes to these guidelines shall be based on improving safety mechanisms, changes in modern firefighting theory and practice and where required by local ordinance or state / national regulations. In the event any District Chief or the Fire Chief is succeeded, these SOG's shall remain in effect without change unless specifically amended by a consensus of the successor group. All changes shall be made in writing and each member shall receive a copy of those changes.

All officers shall ensure these guidelines are followed. Refusal to follow SOG's or lawful orders shall constitute grounds for disciplinary action.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression - Chain of Command

Purpose: This SOG outlines the chain of command of the Mercer County Fire Protection District.

Command and Control: This SOG is at the direction of the Department Chief and all officers shall require compliance.

1. Appointment:

- A. The Fire Chief shall be appointed by the Board of Trustees of the Mercer County Fire Protection District.
- B. The Fire Chief shall be permitted to appoint support staff to positions and rank as necessary, with approval from the Board of Trustees, to administer and complete the mission objectives of the Fire Protection District.
- C. Each District Chief shall be appointed by the Fire Board. The District Chief shall be in charge of a fire station and its assigned personnel, apparatus and first-in territory.
- B. Each District Chief has the authority to appoint officers to effect the professional operation of the department. These positions shall be filled based on experience, education and time in service.
- C. Each District Chief shall appoint one officer to serve as the training officer. The training officer must be at minimum a Kentucky Certified Level One Fire Instructor.
- D. Each District Chief shall appoint at least one officer to serve as the safety officer. The safety officer shall ensure that all equipment used in fire suppression, rescue or EMS is in working order, not damaged and operated in a safe manner. More than one safety officer may be appointed.
- E. Each District Chief shall appoint one officer to serve as the water supply officer. The water supply officer shall maintain a list of each fire hydrant in his or her response area and each static water source approved for on-site drafting. Records will be kept on hydrant testing and maintenance. Hydrants shall be test at least once annually.
- F. Each District Chief shall appoint one officer to serve as the Driver's Training officer, for the purpose of assuring driver proficiency of new recruits as well as veteran fire personnel. As new apparatus are purchased it is vital that all personnel are familiar with the driving characteristics and pumping functions of the vehicle.

2. Command Officers

- A. The term command officer shall refer to the positions of fire chief, deputy chief, assistant chief, district chief, assistant district chief, captain and lieutenant.

Mercer County Fire Protection District

Standard Operating Guidelines

- Command officers are empowered to command the actions of the fire district and its personnel.
- B. Command of emergency operations shall normally progress upward through the rank structure, up to and including the District Chief. Should the event escalate to multiple alarms, command shall progress up to and include the Chief of the Fire District (at his or her discretion).
 - C. Persons holding the rank of Assistant Chief are in charge of special support functions within the Fire District. These officers do not assume command of a fire or rescue scene unless requested to do so by a District Chief. However, these officers provide immeasurable support in their wealth of knowledge in specialty areas and should be assigned the “Operations” function on incidents involving complex rescues or hazardous materials.

Support Staff and Special Operations

Purpose: This SOG outlines the chain of command of the Support Staff and Special Operations Units within the Mercer County Fire Protection District.

Command and Control: This SOG is at the direction of the Fire Chief.

Function: To assist the command officers and the fire suppression and rescue activities of the Fire District, several support units have been created. Members of each support unit shall be regular members (active firefighters) within the District. Lead members in a support unit will hold rank within the Fire District, but shall not perform command officer functions unless the unit is activated by the ranking regular command officer, normally the District Chief, on scene. In the event the support unit is activated, the unit shall operate within the scope of the Incident Command system. Ranking members of the support unit will guide and direct operational aspects of the emergency until the incident is mitigated.

Content:

1. Appointment

- A. The Fire Chief shall be appointed by the Board of Trustees of the Mercer County Fire Protection District. A duty of the Fire Chief is to support and enhance suppression and rescue preparedness. In that regard, the Fire Chief shall appoint, with the consent of the MCFPD Board of Trustees, certain qualified members to support bureaus and shall also appoint the rank structure within those bureaus.
- B. Support Bureaus include the Technical Rescue Response Team, Hazardous Materials Response Team, Fire Prevention Bureau (Fire Marshal), Operations and Training and Risk Management.

Mercer County Fire Protection District

Standard Operating Guidelines

Incident Command System

Purpose: This SOG states the formal adoption of the National Incident Management System by the Mercer County Fire Protection District. All firefighters will act within the scope of NIMS, locally functioning through the Incident Command System.

Scope: This SOG pertains to all personnel within the Mercer County Fire Protection District.

Command and Control: This SOG is at the direction of the District Fire Chief and each District Chief. The Incident Commander shall have the responsibility for ensuring these guidelines are followed.

The *Incident Command System* provides an incident management tool, which can be utilized on any type or size emergency situation ranging from a minor incident involving only a few companies to a major incident involving several agencies. This policy will cover implementation of the *Incident Command System*, how it will be utilized and a definition of terms being used. The *Incident Command System* will be used on all incidents becoming more formal as the incident becomes more complex. It will be the first arriving firefighter's responsibility to establish the *ICS*. Command will then be transferred to the next higher ranking officer arriving on scene; Optionally, the higher ranking officer may elect to allow the subordinate officer to keep command if the scene is operating well.

DEFINITIONS

COMMAND: Manages the incident including strategic goals and ordering and releasing resources.

OPERATIONS: Directs all incident tactical resources to accomplish goals and objectives developed by *COMMAND*. When the *Incident Commander* establishes an Operations Officer, designated leaders shall communicate with *OPERATIONS* rather than *COMMAND*.

PLANNING: Responsible for the collection and evaluation of information important to the incident, which leads to an action plan.

LOGISTICS: Provides services and supplies needed to support incident tactical operations.

FINANCE: Meets departmental or other agencies fiscal or budget needs.

REHAB: Safe area at the incident site that provides a means for personnel to break from the action and replenish equipment, i.e., SCBA, if needed.

STAGING: A designated area for apparatus and personnel to locate and maintain a state of readiness.

Mercer County Fire Protection District

Standard Operating Guidelines

AGENCY RESPONSE LOCATION: A separate safe area away from the incident where resources can meet and confer such as utilities, media, and other needed agencies.

PUBLIC INFORMATION OFFICER (PIO): A person familiar with the *Mercer County Fire Protection District's* policies and SOG's and incident response that offers information relevant to the incident for the media or interested parties.

SECTOR: An area of operations assigned by the *Incident Commander* or *Operations Officer* responsible for strategy and tactics of a special area of the incident. The street addressed side of the building will be side "A", working clockwise, the left side would be side "B", the rear, side "C", and the right side would be side "D". If the *IC* wanted a *Sector Officer* at the rear of the building, he would utilize this as *Sector "C" or "Rear Sector."*

SAFETY OFFICER: Person designated by the *Incident Commander* responsible for on scene safety of personnel, as well as, the public.

ACCOUNTABILITY (ACT) OFFICER: Person responsible for tracking the location and actions of personnel by use of the status board. This person should be located near the point of entry.

COMMAND POST: An area where the *Incident Commander* can optimally see at least two sides of the incident and where on scene personnel can find and communicate face to face with the *IC*.

LIAISON: Serves as a contact point for all assisting agencies.

BRANCH: The organizational level having functional/geographical responsibility for major segments of incident operations.

The benefits associated with the *ICS* make this an ideal management tool for any incident encountered. Some of these benefits are:

1. **Span of Control;** *COMMAND* will be communicating with three to seven people at any one time. This allows *COMMAND* to develop strategic objectives, assign tactical operations, and receive progress reports.
2. **Safety;** with the *ICS*, companies are given strategic objectives and stay together as a team. When an assignment has or cannot be completed, *COMMAND* is notified and a new assignment is given. This assures that *COMMAND* is aware of what is being accomplished on scene and plans can be adjusted, as needed providing safety to the crews and civilians around the incident. Companies and individuals must use self-discipline and stay with their crews until reassigned by *COMMAND*. The Company Officer will be held accountable for maintaining company integrity. No freelancing.

Mercer County Fire Protection District

Standard Operating Guidelines

3. **Communications;** *COMMAND* communicates with designated leaders, reducing radio traffic. In the event an emergency situation occurs, needless transmissions will not interfere with radio transmissions from *COMMAND*. Companies operating under a *Sector Officer* will normally be able to communicate face to face. If the incident is large or conditions warrant, companies can use their radios to communicate with the *Sector Officer*.

The *Incident Command System* is a long term, all hazard concept for improving incident management. When used correctly, the *ICS* does several things on the scene, including, but not limited to, the following:

- Develops overall action plans.
- Eliminates freelancing.
- Properly places and uses resources.
- Increases firefighter safety.
- Enhances professional image of the fire department.

The *ICS* is designed to begin from the time an incident occurs until the requirement for management and operations no longer exists. The *Incident Commander* can apply equally to the first arriving company up to, and including the Chief of the Department, depending upon the situation. It is important to mention that this basic management system is always present at all incidents. However, the functional and staff positions represent areas of responsibility with pre-established relationships only, not necessarily personnel. At most incidents, all functional and staff responsibilities are carried out by one person acting as the *IC*, with no delegation necessary. In the *ICS*, only one person is in command, therefore, everyone knows who determines the overall strategy. This reduces confusion and increases firefighter safety. As the incident escalates, the system expands, which ensures the span of control is maintained at a manageable level. When arriving on scene, the first arriving company will give “on-scene” and establish Command. If dispatched to Main Street, they would be Main Street Command. All future transmissions to and from this location would be addressed Main Street Command. The *IC* can charge himself with, or delegate the functional areas of the *ICS*. He may choose to delegate an *Operations Officer* or keep them in his scope of responsibility. Once the *ICS* has been instituted, any calls to fire control for additional resources will be made by the *IC*. Once a higher ranking officer arrives on scene, command may be transferred at the discretion of the higher ranking officer or optionally left in the hands of the subordinate officer. As the incident escalates, and additional companies arrive on scene, Command normally transfers to higher-ranking officers. This transfer of Command will be transparent to all companies, as we now will call from Command when needing information, additional resources, etc.

The *IC* should establish a Command Post and, after the initial size-up, remain close to this location. All support personnel will report to the Command Post when summoned to the scene by the *IC*. All other companies responding to a second alarm or greater fire, will report to the staging area and give their passports to the *Staging Officer* for assignment. When the *IC* appoints a functional area of the *ICS* to a specific company or individual, the company or individual shall

Mercer County Fire Protection District

Standard Operating Guidelines

identify themselves as, *Staging, ACT Officer, Back Up, Safety, Fire Attack*, etc. As crews change in and out of a fire scene, it frees the *IC* to think about strategy and tactics rather than the crews' identity in and around the fire scene. The Accountability System will track the identities of the crews for the *IC* by the use of the Status Boards. If an emergency becomes complex and requires the involvement of several agencies or departments, the *ICS* can be further expanded. In this situation, the operations section would be subdivided into levels of responsibilities called *Branches*. Normally a Branch will be under the direction of a Staff Officer, but it can be under the direction of another agency or department. It must be remembered that this expansion of the *ICS* would be used only under the most complex situations. A large scale emergency involving a significant geographical area may require the establishment of a Unified Command.

Mercer County Fire Protection District

Standard Operating Guidelines

Sides of a Structure

Purpose: To establish common terminology to be used when referring to structure reference locations while operating at emergency incidents.

Scope: This SOG shall apply to all members of the Mercer County Fire Protection District.

Command and Control: It is the responsibility of all Incident Commanders and officers to ensure that the use of this terminology is used consistently.

Content

1. This system is to be used while operating at any emergency scene where a building is involved. This system is based on the guidelines established at the National Fire Academy.
2. The exterior sides of any building will be referred to by the letters A, B, C & D.
 - a. The address side of the building will typically be side “A,” although the incident commander shall have final determination based on his or her assessment. The letters will progress clockwise around the structure.
 - b. The left side of the building will be side “B”.
 - c. The rear of the building will be side “C”.
 - d. The right side of the building will be side “D”.
3. The interior will be referred to using the floor number and the phrase “interior.” For example: “Interior command, second floor...”
4. Basements will be referred to simply as “basement.”
5. The roof will be the roof sector.
6. When a fire crew is answering the radio or reporting information they shall respond with their side and/or sector. Example:

Command: “Kirkwood Road command to Engine 5...”

Engine 5: “Engine 5, side “C”...”

Command: “Engine 5 status report...”

OR

Command: “Bushtown Road command to Engine 6, accountability report...”

Engine 6: “Engine 6, second floor interior, 3 crewmembers doing overhaul...”

Mercer County Fire Protection District

Standard Operating Guidelines

Disciplinary Procedures

Purpose: To establish the procedure for disciplining members of the Mercer County Fire Protection District.

Scope: This SOG covers all actions both specific and general that may result in disciplinary action or dismissal.

Command and Control: Disciplinary Procedures shall apply to all members of the Mercer County Fire Protection District:

Content: Disciplinary procedures for fire district members are established in Kentucky Revised Statutes, Chapter 75.130.

1. Except as provided in subsection (5) of this section no member or employee of a fire protection district shall be reprimanded, dismissed, suspended, or reduced in grade or pay for any reason except inefficiency, misconduct, insubordination, or violation of law or of the rules adopted by the board of trustees of the fire protection district, and only after charges are preferred and a hearing conducted as provided in this section.
2. Any person may file charges against a member or employee of a fire protection district by filing them with the secretary of the board of trustees and by delivering or mailing the charges to the principal fire house in the fire protection district. The secretary shall immediately communicate the charges to the board of trustees by mailing or delivering a copy of the charges to each member of the board of trustees within seven (7) days of receipt of the charges at the principal fire house. The chairman of the board of trustees shall, after conducting or having conducted any inquiry or investigation which may be necessary, determine if probable cause appears. The chairman shall prefer charges to the board of trustees against any member or employee against whom probable cause exists, of conduct justifying the dismissal or punishment of the member or employee. If probable cause does not exist, the chairman shall dismiss the charges. All charges shall be written and shall set out clearly the charges made. The person filing the charges may withdraw them at any time prior to the conclusion of the hearing. The charges may then be dismissed.
3. Charges preferred by the chairman of the board of trustees shall be heard by either the full board or a committee consisting of at least three (3) members of the board of trustees appointed by the chairman. At the hearing all charges shall be considered traversed and put in issue, and the trial shall be confined to matters related to the issues presented. Within forty-five (45) days after the charges have been preferred

Mercer County Fire Protection District

Standard Operating Guidelines

by the chairman to the board of trustees, that body, or a committee consisting of at least three (3) members of the board of trustees appointed by the chairman, shall proceed to hear the charges. At least ten (10) days before the hearing the member or employee accused shall be served personally or by registered mail with a copy of the charges and a statement of the day, place, and hour at which the hearing of the charges will begin. The person accused may, in writing, waive the service of charges and demand trial within thirty (30) days after the charges are preferred to the board of trustees.

4. The board of trustees of the fire protection district may summon and compel attendance of witnesses at hearings by subpoena issued by the secretary of that body and served upon the witnesses by any officer authorized to serve court subpoenas. If any witness fails to appear in response to a summons, or refuses to testify concerning any matter on which he may lawfully be interrogated, any District Judge, on application of the board of trustees, may compel obedience by proceedings for contempt as in the case of disobedience of a subpoena issued from the District Court. The member or employee accused may have subpoenaed any witnesses he may desire, upon furnishing their names to the secretary of the board of trustees. The written records of the charges, the hearing, if held, and any other actions or decisions of the board of trustees on the charges shall be kept as an open public record and maintained as required by KRS Chapter 61.
5. When the board of trustees or the chief of the fire protection district has probable cause to believe a member or employee of a fire protection district has been guilty of conduct justifying dismissal or punishment, the board or the chief may suspend the member or employee from duty or from both pay and duty, pending trial, and the member or employee shall not be placed on duty, or allowed pay, until the charges are heard. If the member is suspended, there shall be no continuances granted without the consent of the member or employee accused. If the member suspended is a paid firefighter or an employee, the hearing on the charges shall be conducted within fourteen (14) days after the charges have been preferred by the chairman of the board of trustees.
6. The board of trustees of the fire protection district shall fix the punishment of a member or employee of a fire protection district found guilty, by a reprimand, suspension for any length of time not to exceed six (6) months, by reducing the grade if the accused is an officer, or by combining any two (2) or more of those punishments, or by dismissal as a member or employee of the fire protection district.

Mercer County Fire Protection District

Standard Operating Guidelines

Administration Drug and Alcohol Use on Duty

Purpose: This SOG states that the Mercer County Fire Protection District has a zero tolerance for the use of drugs and alcohol while on duty (emergency & non-emergency runs, training, public education, etc.)

Scope: This SOG pertains to all personnel within the Mercer County Fire District.

Command and Control: This SOG is at the direction of the Fire Board. The Fire Chief, each District Fire Chief and all officers have the responsibility for ensuring these guidelines are followed.

Content:

1. “On Duty” refers to any time a member responds to a call, is at a fire station, is at a fire department sanctioned function or is wearing clothing with a fire department logo.
2. If, while on duty, an individual is found to be under the influence of alcohol or drugs, charges will be filed with the fire board seeking his or her dismissal.
3. Anyone at any level found to be covering up the fact that such behavior is taking place, appropriate disciplinary action will be taken. The severity of the action shall depend on the circumstances of the offense.
4. Any member who, upon a physician’s order, is taking medication which renders him or her unable to safely perform normal duties, shall not respond to any emergency situation until released from the medication.
5. Members will be required to submit to drug and/or alcohol testing at a laboratory chosen by the Mercer County Fire District if there is a cause for reasonable suspicion of substance abuse. Whenever possible, the commanding officer should have the member observed by a second officer (preferably) or a firefighter if another officer is not available before requiring testing. Members who refuse substance testing under these circumstances may be terminated. Circumstances that could be indicators of a substance abuse problem and considered reasonable suspicion are:
 - A. Observed alcohol or drug abuse during a response or on district premises.
 - B. Apparent physical state of impairment.
 - C. Incoherent mental state.
 - D. Marked changes in personal behavior that is otherwise unexplainable.
 - E. Deteriorating work performance that is not attributed to other factors.
 - F. Accidents or other actions that provide reasonable cause to believe the member may be under the influence.

Mercer County Fire Protection District

Standard Operating Guidelines

- G. Alcohol odor on breath, substantiated by two witnesses.

Administration Use of Safety Belts

Purpose: To ensure the safety of anyone riding in a Fire District Vehicle

Scope: This SOG applies to all personnel and is at the direction of the Fire Chief.

Content:

1. This policy provides information whereby any occupant who is either the operator or passenger of any motor vehicle owned by the Mercer County Fire District, is afforded protection from injury due to any motor vehicle accident.
2. This policy applies to all employees of the Mercer County Fire District.
3. It shall be the responsibility and duty of each member to strictly adhere to the procedure outlined in this policy.
4. It shall be the responsibility of each occupant of any motor vehicle owned by the Mercer County Fire District to be safely secured in seat belts before the vehicle is put into operation.

Mercer County Fire Protection District

Standard Operating Guidelines

Administration Smoking Areas Defined

Purpose: To ensure a safe and smoke-free working environment for all members of the Mercer County Fire Protection District.

Scope: This SOG applies to all personnel and is at the direction of the Fire Chief.

Content:

The purpose of this policy is to address the use of tobacco products on property and vehicles owned by the Mercer County Fire Protection District. The term "tobacco products" shall include smoke producing and smokeless products. Mercer County Fire District property shall include all fire stations, support bureaus, administrative offices, training center facilities and all vehicles. This policy is intended to provide a smoke free environment for non-smoking members and a designated smoking area for smoking members.

Smoking on Mercer County Fire Protection District property or in a vehicle owned or operated by the Fire District is prohibited. Smoking is not permitted in any fire station office, classroom, apparatus bay, storage area, vehicle or any other enclosed space. When a classroom activity is in progress and the class moves outside to continue the drill, participants may not engage in smoking.

The US Environmental Protection Agency (EPA) has classified secondhand smoke as a Group A carcinogen, which means that there is sufficient evidence that it causes cancer in humans. Environmental tobacco smoke has also been classified as a "known human carcinogen" by the US National Toxicology Program. Secondhand tobacco smoke contains over 4,000 chemical compounds. More than 60 of these are known or suspected to cause cancer.

U.S. Surgeon General Richard H. Carmona on June 27, 2006 issued a comprehensive scientific report which concludes that there is no risk-free level of exposure to secondhand smoke. Nonsmokers exposed to secondhand smoke at home or work increase their risk of developing heart disease by 25 to 30 percent and lung cancer by 20 to 30 percent. The finding is of major public health concern due to the fact that nearly half of all nonsmoking Americans are still regularly exposed to secondhand smoke.

National Fire Protection Association stance on smoking:

NFPA 1500, Chapter 9, Fire Station Facility Safety: "All fire department facilities shall be designated smoke free."

Mercer County Fire Protection District

Standard Operating Guidelines

Administration **Personal Protective Clothing Policy**

Purpose: To establish the minimum standards for protective clothing

Scope: This SOG will apply to all members of the Mercer County Fire District who engage or are likely to engage in Firefighting and rescue operation.

Command and Control: All officers and responsible for the enforcement of this policy.

Content:

1. All personnel engaged in firefighting activities shall wear full protective clothing, to include: Helmet, Sock Hood, Turnout Coat, Bunker Pants with Knee-High Boots, Gloves and Self-Contained Breathing Apparatus. All protective clothing shall meet or exceed the appropriate NFPA and/or OSHA standards. All firefighters shall be “fit-tested” for SCBA facemask sizing annually.
2. All personnel that engage in vehicle rescue activities shall wear full protective clothing and approved eye protection.
3. All personnel engaged in technical rescue operations shall wear equipment that affords the maximum worker protection while allowing tasks to be completed safely.
4. All personnel using helmets equipped with “Bourke” type eye shields shall wear additional eye protection when engaged in cutting and extrication activities.
5. All personnel must conform to the breathing apparatus policy whenever it may be warranted.
6. It is the responsibility of the Chiefs through the Officers to assure compliance with the above stated policy.
7. Any fire fighter that arrives on the scene without turnout gear will not be permitted into the operational area of the incident.
8. It is the responsibility of each firefighter to report defective equipment to the Safety Officer for repair or replacement.

Mercer County Fire Protection District

Standard Operating Guidelines

Standard Operating Guidelines

Safety Safety Officer

Purpose: This SOG will establish guidelines for the position of Safety Officer during a training exercise or at an emergency incident.

Scope: All fire personnel at the scene shall operate under command at all times and comply with the provisions of this SOG.

Command and Control: This SOG is at the direction of the Fire Chief and is the responsibility of the on-scene Incident Commander and shall be used when the department Safety Officer is not on-scene.

Content:

1. Safety is a function of incident command. The Incident Commander may maintain direct control of this responsibility or may assign it to another person as the incident escalates. The safety officer shall be thoroughly familiar with emergency scene operations, and district procedures. The appointed Safety Officer should wear a designated vest or identifiable apparel if available, with protective equipment that is appropriate for the area that will be occupied. The Safety Officer is free to move around at the scene to monitor all operations. The Safety Officer should communicate all safety concerns through command or the sector officers unless an immediate hazard is observed or suspected.

The following list contains some areas that should be addressed by the Safety Officer.

1. Offensive or defensive operations
2. Use of personal protective gear
3. Rehab of personnel
4. Signs of structural collapse
5. Non-fire hazards such as electricity, natural gas, hazardous materials
6. Emergency evacuation of a structure or area

At all emergency scenes where two or more lines are being used to control the fire, a safety officer must be appointed by the incident commander to ensure the safety of all personnel.

The Safety Officer has the authority to override all decisions made by the incident commanders as long as conditions exist that are hazardous or perceived to be hazardous.

Mercer County Fire Protection District

Standard Operating Guidelines

Standard Operating Procedures

Safety

Emergency Operations/Hazardous Atmospheres

Purpose: The SOG provides methods and information whereby supervisors and firefighters can prevent the exposure of employees to a hazardous atmosphere. Following is a description of atmospheres that constitute a respiratory danger and specific actions to take in order to protect personnel.

Scope: This procedure shall apply to all personnel within the Mercer County Fire District.

Command and Control: It shall be the duty of each employee to strictly adhere to the procedures listed in this SOG. It shall be the responsibility of the incident commander to ensure that correct procedures are used at all times.

Content:

1. HAZARDOUS ATMOSPHERES (IDLH Atmospheres - “Immediately Dangerous to Life or Health”):

Any atmosphere that is dangerous to life or health because it is:

- a. Toxic
- b. Oxygen Deficient
- c. Super Heated
- d. Contaminated by Solids

2. SITUATIONS REQUIRING SCBA USE:

A self-contained breathing apparatus shall be provided for and used by all personnel working in areas where:

- a. The Atmosphere is Hazardous
- b. The Atmosphere is Suspected of Being Hazardous
- c. The Atmosphere May Rapidly Become Hazardous
- d. The Atmosphere is Unknown

Personnel shall continue to wear and use their SCBA until the incident commander declares the area to be safe and gives an order to remove the SCBA.

3. GUIDELINES FOR THE USE OF THE SCBA

1. Personnel using an SCBA shall operate in teams of two or more.

Mercer County Fire Protection District

Standard Operating Guidelines

2. Personnel will be in contact with each other through visual, audible or physical contact, including the use of a safety guide rope to coordinate their activities while in the hazardous atmosphere.
3. When personnel are involved in operations that require the use of the SCBA, a second group of firefighters equal in number to the entry team, shall be assigned to the same entry point with a backup hoseline. The backup team must maintain visual contact with the entry team at all times. The backup team shall not operate in an IDLH atmosphere.
4. Facial hair that interferes with the face-to-face seal or the operation of the exhalation valve on the full-face piece of the SCBA shall not be permitted. Such facial hair includes beards, sideburns, mustaches, long hair or bangs that pass between the sealing surface of the face piece of the SCBA and the face of the wearer.
5. While past practices have allowed those with beards to wear and use SCBA's in IDLH atmospheres, it is now the regulation of the Mercer County Fire Protection District that no member with a beard shall wear an SCBA in or around an IDLH atmosphere. Those members with beards who choose to keep the beard may be allowed other fire ground activities such as driving a tanker, establishing and maintaining the rehab site or other tasks assigned by the incident commander so long as the member is away from the hazard scene.
6. Head coverings, spectacle temple bars or straps or any other protuberance that passes between the sealing surface of the face piece and the face shall not be permitted.
7. Approved corrective glasses may be worn in a manner that does not interfere with the seal of the face piece and the user. Typically these involve commercially modified face pieces from the manufacturer or third party.

REFERENCES

NFPA 1500, Standard of Fire Department Occupational Safety and Health Program
NFPA 1500, 1992 5-3.10.2 Self-Contained Breathing Apparatus
ANSI Z88.2, 1992 Practices for Respiratory Protection
OSHA 29CFR 1910.133 Respiratory Protection

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Accountability System

Purpose: This SOG will outline the components of the Accountability System, types of incidents and the method by which the system is to be implemented, the RIT (*Rapid Intervention Team*) and the maintenance of the system.

Scope: Compliance with this SOG is the responsibility of all firefighters, company officers, command and staff officers and the Incident Commander.

Command and Control: Company officers, command and staff officers, acting officers and chief officers are responsible for the proper compliance of this SOG.

Content:

1. Emergency Response

- A. Each company member, with the exception of the engineer, shall at the beginning of the emergency call, affix their accountability card to the passport on the apparatus they are riding at the time.
- B. When a person's accountability card is placed on the passport, he or she is considered to be "on duty" so far as personnel accountability is concerned and is expected to respond with that apparatus and is expected to remain with other members of this company at all times during the hazard stage of the incident. The member riding in the officer's seat shall hand the passport with accountability cards to the Incident Commander or Accountability Officer. If a member riding in the apparatus is not participating in the IDLH entry, he or she will retain the accountability card and give it to the Incident Commander or Accountability Officer on scene.
- C. The engineer shall place his or her accountability card on the passport holder on the apparatus, not on the passport itself.
- D. Any member arriving on scene POV shall report to the Incident Commander for assignment. He or she may be placed on an entry team, backup team or other function. That firefighter's accountability card will be placed on the corresponding assignment passport.
- E. Each member shall remove his or her accountability card from the passport at the conclusion of the call and affix their accountability card on their helmet.
- F. Relief or support personnel shall follow the same procedure as company members.
- G. Company officers shall surrender their company's passport to the sector officer if the incident is large enough to necessitate the use of sector officers.

Mercer County Fire Protection District

Standard Operating Guidelines

2. **Implementation of the Accountability System**

The Incident Commander shall require the transfer of accountability cards in the following situations:

1. All structure fires where at least one 1 ¾" line or larger is in use.
2. All hazardous materials incidents.
3. At any rescue or recovery operation.
4. At any confined space rescue or recovery operation.
5. At any time the Incident Commander deems necessary.

At all other times, the accountability cards shall remain affixed to the apparatus passport while on an emergency call.

When the transfer of accountability cards is required and a chief officer has not arrived and manpower is limited, the passports will be brought to the engineer of the initial operating engine company to be placed on the Initial Status Board. The chief officer or his representative shall collect the passports as soon as possible after arrival on the scene.

3. **Accountability Initial Status Board**

1. The purpose of the apparatus mounted Initial Status Board is to provide initial arriving companies at a structure fire a method by which they can enter into the accountability system prior to the arrival of a chief officer.
2. As the first engine company arrives and begins operations, the engineer shall, as quickly as possible, record under the passport of that company, the designated hose line that the company placed in operation. For example, if the first arriving Engine Company puts the front crosslay into service and then enters the structure, the passport of the company shall be labeled front crosslay. Each additional company shall have their tag labeled with their present assignment.
3. Upon arrival, the chief officer or designated Accountability Officer shall retrieve the passports from the initial status board and placed on the accountability board. The IC or AO should keep track of time inside for each entry team. Accountability checks should be made at a minimum of ten minute increments during the hazard stage of the incident.
4. Company officers shall be responsible for their crew while working in a hazard area, for maintaining company integrity throughout the incident, and for

Mercer County Fire Protection District

Standard Operating Guidelines

obtaining and surrendering the company's passport to the appropriate officer when moving from sector to sector.

5. The company officer in the first arriving engine company shall advise the other responding units with an initial report and the status of incident command.

Example:

--- Engine 3 is the first unit to arrive at a house fire on Mann's Road ---

"Engine 3 to Harrodsburg"

"Engine 3...."

"Engine 3 is arriving on scene. We have a two-story frame house with heavy smoke and flames visible from a first floor window and door, side "A". Engine 3 is establishing Mann's Road Command...."

"Engine 3 to 301...."

"301, go ahead Engine 3..."

"Engine 3 is making entry through the rear door of the structure with two crewmembers...."

6. At least four firefighters must be on the scene before interior attack operations can take place. The exception to this is when the company officer has reason to believe that a victim may be trapped and there is a reasonable hope of rescue. Fire companies of three may perform duties to include the immediate rescue and to investigate incipient fires.
7. When rescue ends or the fire extends beyond the incipient stage, then interior operations shall discontinue until the appropriate number of personnel are in place to continue the operation.
8. Company officers and firefighters shall maintain constant awareness of the physical condition, position, and function of all personnel working with them and shall use the command structure to request assistance, relief, or re-assignment of fatigued, injured or ill personnel.
9. Company officers and firefighters are responsible for the safety of themselves and other members of their crew and shall always be in contact with each other through one or more of the following methods:
 - A. Voice
 - B. Visual
 - C. Touch

Mercer County Fire Protection District

Standard Operating Guidelines

*If a firefighter becomes lost, disoriented or trapped, he or she shall immediately activate the PASS device and transmit a **MAYDAY** and their location over the radio.*

10. If a company member is in trouble, the remaining crew members and any other personnel in the area shall take the appropriate action to provide direct assistance, call for assistance or go for assistance.

Mercer County Fire Protection District

Standard Operating Guidelines

Evacuation of Personnel from a Hazardous Area or Structure

Purpose: To provide a procedure for evacuating personnel from a structure and procedures immediately thereafter.

Scope: This policy applies to all personnel within the Fire District.

Content:

1. Any person may order, or cause to be ordered, an evacuation of a structure or area.
2. When the evacuation is ordered, all apparatus operators will sound air horns, in unison if possible, one blast every other second for 30 seconds.
3. The Incident Commander shall immediately and concurrently announce over the radio: **All personnel operating at (location) evacuate the structure immediately.”**
4. All fire department personnel must carry a fire department pager or portable radio during all incidents. Any fire personnel entering an IDLH atmosphere must have a portable radio.
5. Upon hearing the evacuation signal, all crews shall evacuate through any means available.
6. All personnel should report to their apparatus and the company officer shall conduct an accountability check.
7. The company officer shall then report the results of the accountability check to the Incident Commander. If a member of the crew is missing the company officer shall report this information in person to the Incident Commander. The name or the unit number of the missing firefighter shall not be given over the radio.
8. At the report of a missing member, the rapid intervention team shall be activated and those procedures followed.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Fire Responses

Purpose: The following policy is designed to effectively handle the increasing number of emergency incidents.

Scope: This SOG pertains to all emergency incidents.

Command and Control: It is the responsibility of the first-in Chief Officer to ensure that this policy is enforced.

Content:

1. For known or reported structure fires, the first alarm assignment will be: Three Engines, Four Tankers, Three Squads, One Mobile Air Unit, One RIT Truck. The second and third-in stations should assure that the tanker is the first apparatus leaving the station in order that an adequate water supply is quickly delivered.
2. Vehicle Fires: One Engine, One Tanker, One Squad
3. Vegetation / Grass Fires: One Engine, Two Tankers, Two Brush Trucks. Based on the dispatch information and climatic data, the Incident Commander may request additional units at his discretion. As a matter of practice, on hot days, days with high winds or high wildland fire danger, additional units should be summoned immediately. Additionally, the IC should quickly determine if potential structure involvement is a possibility.
4. Wildland Fire: One Engine, Two Tankers, Two Brush Trucks. This may be quickly elevated to a structure fire assignment based on reported extent of the fire. Again, the Incident Commander should consider temperature, wind and time of day when making a response decision.
5. IT IS ABSOLUTELY ESSENTIAL THAT AN ACCOUNTABILITY SYSTEM BE ESTABLISHED IMMEDIATELY ON GRASSLAND AND WILDLAND FIRES. THE DANGER OF FIREFIGHTER INJURY OR DEATH EQUALS OR EXCEEDS THE DANGER SEEN IN STRUCTURE FIRES.
6. Second Alarm fires shall receive two additional tankers with consideration given to calling an adjacent county for tanker support.

While it is recognized that members may be forced to drive POV to the scene, it is highly encouraged that each member respond to his or her station to pick up the apparatus. Having to pass the fire to get to the station is one example of why a member may arrive at the scene POV. Members consistently disregarding this guideline may face loss of privileges for an extended period of time.

Mercer County Fire Protection District

Standard Operating Guidelines

EMS First-Responder Calls

Purpose: This SOG contains uniform guidelines to assist MCFPD personnel when responding to requests for assistance at emergency medical scenes.

Scope: This SOG pertains to all personnel within the Mercer County Fire Protection District.

Command and Control: The Incident Commander shall have the responsibility for ensuring these guidelines are followed.

Content:

1. The Mercer County Fire Protection District shall be dispatched on certain emergency medical incidents, to include, but not necessarily limited to: chest pains, difficulty breathing, unresponsive patient, seizures, diabetic emergency, bleeding, trauma...
2. Upon dispatch, the closest rescue truck should respond to the scene and render aid under the guidelines of the District's emergency medical protocols.
3. The responding unit must have at least one (1) person certified as a EMT-First Responder, EMT-Basic or EMT-Paramedic on board in order to respond, unless an EMT has notified the chain of command that he or she is responding POV.
4. Firefighters who are not certified as an EMT-B or First Responder shall not respond POV to the scene on an EMS-assist call, unless an "all-call" is issued by the Incident Commander.
4. Once the patient has been assessed and treatment started, the incident commander should provide the responding Mercer County EMS unit of the patient's general condition.
5. On the arrival of Mercer EMS, MCFPD personnel should assist the EMS personnel in treatment or in moving the patient to the ambulance.
6. The Incident Commander, or his designee, shall complete the Rescue/EMS incident report.
7. The Incident Commander may modify this response regarding personnel as needed for complex assistance calls.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Carbon Monoxide Responses

Purpose: This SOG contains uniform guidelines to assist MCFPD personnel when responding to a Carbon Monoxide incident.

Scope: This SOG pertains to all personnel within the Mercer County Fire Protection District.

Command and Control: The Incident Commander shall have the responsibility for ensuring these guidelines are followed.

Content: Carbon Monoxide is a colorless, odorless and tasteless gas. It is a by-product of incomplete combustion and may come from automobile exhaust, faulty furnaces, kerosene heaters, small engine tools and machinery, fireplaces, or other open flames. (It is almost always present in highly elevated quantities in the overhaul phase of structural firefighting).

1. **Upon receiving a call reporting an activation of a carbon monoxide detector, the dispatcher shall ascertain if anyone present is showing signs of illness, including headache, nausea and decreased level of responsiveness.**
 - A. If no one is ill, the dispatcher shall advise the occupants to evacuate the structure and then dispatch Haz-Mat 1 and the closest engine company.
 - B. If someone is ill or unconscious, the dispatcher shall advise the occupants to evacuate the structure, and then dispatch Haz-Mat 1, the closest engine company and Mercer County EMS.
2. **The first arriving company on scene shall:**
 - A. Implement the Incident Command system, provide for the safety of on-scene emergency personnel and evaluate the situation.
 - B. Provide emergency medical care as needed.
 - C. Ensure that the structure has been evacuated. If emergency rescue is needed for persons down inside the structure, a minimum of two firefighters in full turnout gear wearing an SCBA shall enter the structure and affect the rescue.
3. **Upon Arrival of Haz-Mat 1 (assuming no entry has been made at this point)**
 - A. Two firefighters dressed in full turnout gear with SCBA, will enter the structure with the monitor and evaluate the situation.

Mercer County Fire Protection District

Standard Operating Guidelines

- B. If the monitor reads in excess of 2 PPM, the firefighters will continue to wear the SCBA and attempt to determine the highest reading and try to localize the appliance or other cause of the carbon monoxide production.
- C. If the monitor reading is between 1 and 9 parts per million (PPM), and personnel are unable to determine a source other than a natural gas (or propane) appliance, the structure should be ventilated and the occupant advised to contact the gas company to check the appliances. Fire personnel should remain on scene until the CO reading is "0" PPM following ventilation. The occupant should be advised to call 911 again if the detector should activate once more.
- D. If the monitor reading exceeds 10 PPM and personnel are unable to determine a source other than a natural gas supplied appliance and the structure has natural gas or propane, request the gas company to respond. The gas supply should be shut off at the main valve.
- E. Assigned personnel shall remain on scene until the gas company arrives, and assist if necessary, in determining and implementing corrective action as needed.

Mercer County Fire Protection District

Standard Operating Guidelines

Technical Rescue Responses

Purpose: This SOG contains uniform guidelines to assist MCFPD personnel when responding to technical rescue calls.

Scope: This SOG pertains to all personnel within the Mercer County Fire Protection District.

Command and Control: The Incident Commander shall have the responsibility for ensuring these guidelines are followed.

Content:

1. Technical Rescues shall include, but are not limited to the following: high angle incidents, heavy machinery accidents or entanglement, confined space, trench collapse, building collapse, and water rescue.
2. On dispatch, the MCFPD will respond the closest engine company, the heavy rescue unit and any other special equipment as deemed necessary by the Incident Commander.
3. As multiple persons are frequently needed in such a rescue, consideration should be made to respond additional personnel and resources. All responding units should stage in an area away from the incident, so as not to cause additional collapse or problem at the epicenter.
4. The Incident Commander shall retain control of the scene. However, operational control of the rescue shall be turned over to the Tactical Rescue Chief, Battalion Chief or Rescue Major. All persons shall operate within the chain of command on the rescue incident. It is important that line firefighters not attempt premature rescue if not properly trained, as this may worsen the situation by creating additional victims.
5. Rescue operations shall not commence until an appropriate number of trained rescuers are present on scene, the number to be determined by the ranking tactical rescue team member.
6. No member may enter a body of water for any reason until proper operations have been established.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Vehicle/ Heavy Equipment Extrication

Purpose: Provide a guide for operations at the scene of a vehicle or heavy machinery extrication.

Scope: This SOG pertains to all personnel operating at the scene of an automobile crash and/or automobile extrication training.

Command and Control: It is the responsibility of all members of the Mercer County Fire Protection District to ensure that this SOG is followed.

Content:

Central Communications, being informed of a real or potential vehicle rescue, shall dispatch the following units: the closest fire station and the nearest Heavy Rescue Apparatus. Should the information received indicate vehicle more than simple entrapment, the heavy rescue unit and the technical rescue team should be dispatched. Examples warranting heavy rescue include, but are not limited to: accidents involving heavy equipment, farm equipment, tractor trailers, unstable vehicles down and embankment or in a body of water or several vehicles involved.

The first-arriving fire unit should establish Incident Command and survey the scene. The survey should include the number of patients, differentiating between those trapped and those not trapped. The survey should also include the number and type of vehicles, any fuel or chemical spills or leaks and the potential for or presence of fire. Based on this rapid survey, the Incident Commander may cancel any number of responding units or request additional resources if warranted. The IC should ensure that no additional help or resources will be needed before cancelling any responding units.

All Department personnel shall wear personal protective clothing as required by policy when operating equipment or in the immediate area of operation. The patient should be protected by use of blankets, backboards, or other materials in rent further injuries from glass, sharp metal or other flying debris. A hose line shall be laid and charged. If Company staffing does not permit a safety hose line, an additional engine company is to be requested. The vehicle must be stabilized and secured prior to beginning operations. Downed power lines, leaking fuel, ignition sources (electrical), unstable items against the vehicle or other hazards should be eliminated or controlled prior to beginning extrication operations. Extrication techniques must be performed with the utmost consideration of the patient. Patient immobilization and stabilization, if possible, should be initiated prior to beginning and maintained throughout the extrication operation.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Emergency Vehicle Driving

Purpose: This SOG outlines the procedures under which both fire apparatus and personal response vehicles shall be operated.

Command and Control: This SOG is at the direction of the Chief and all officers shall require compliance:

Content:

1. Eligibility

- A. All personnel must possess a valid Kentucky Drivers License
- B. All personnel must have completed a mandatory emergency drivers training course
- C. All personnel must attend a 4-hour block of driver's continuing education each year
- D. Personnel who do not attend yearly refresher courses shall not be allowed to drive MCFPD vehicles on emergency responses or respond "signal 9" to runs POV.

2. Driver Responsibilities

- A. Ensuring the unit is in full operating condition
- B. Everyone must be seat belted before moving the unit
- C. With the exception of tanker shuttle operations when only one firefighter is shuttling water by himself, no apparatus shall be backed without a ground guide.
- D. Drive the apparatus in such a manner that shows due regard for the safety of the crew and the public
- E. Stop at all traffic control devices and proceed only when it is safe
- F. Yield to other emergency units
- G. Per Kentucky state law, do not pass a school bus with the stop sign extended

3. Each driver shall exercise due regard and give careful consideration to road, weather and traffic conditions and lower speed as needed

4. The officer of the Apparatus is required to order the apparatus to stop and replace the driver if the driver is committing such acts that endanger the crew or the public.

5. If so provided, "Jake-Brakes" or retarders should be disengaged in wet conditions.

6. Personal vehicles, as contained in state law, must have RED lights visible to the front and rear of the vehicle and a siren audible to a distance of 500 feet.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Fire Apparatus Operation

PURPOSE: The purpose of this SOG is to provide for the safe and efficient operation of fire apparatus assigned to the Mercer County Fire Protection District

SCOPE: This SOG shall serve *as a guide* for general operational procedures for apparatus. Individual apparatus will necessarily require additional specific procedures.

COMMAND AND CONTROL: It is the responsibility of all apparatus operators and officers to ensure compliance with this SOG.

CONTENT:

General Guidelines for Apparatus Operations:

- (1) Under the direction of the Chief, driver and crew of fire apparatus shall drive, maintain, clean and attend to the operational condition of the apparatus and all tools, equipment and devices therein.
- (2) Any condition requiring the attention of a service technician shall immediately be reported to the District Chief. Any condition taking an apparatus out of service shall be immediately reported to the District Chief and the Fire Chief.
- (3) Drivers shall at all times exercise due and careful judgment in the operation of engines, pumps, etc., and shall conform to instructions issued regarding the protection of the apparatus.
- (4) No one shall change any clothing or dress while apparatus is in motion
- (5) Drivers shall exercise care and caution in starting and stopping apparatus. Low gear shall be used when starting from a complete stop. In reversing direction, drivers shall bring apparatus to a complete stop before shifting gears.
- (6) Apparatus responding to alarms shall travel at a careful and prudent speed not greater than is reasonable and proper, having due regard for traffic, surface and width of the street and other conditions then existing. Officers and acting officers shall ensure the speed of their apparatus is consistent with the size, weight, and mechanical condition of the apparatus and in no case shall they allow greater speed than will permit the apparatus to be brought to a stop within the assured cleared distance ahead.
- (7) Officers shall hold drivers responsible for any reckless driving. Any reckless acts shall be reported to a chief officer on completion of the call.

Mercer County Fire Protection District

Standard Operating Guidelines

- (8) All warning lights, running lights, headlights and sirens shall be on and in operation while responding to all emergency runs.
- (9) When directed to proceed to an incident using the "silent alarm" procedure, the apparatus shall be driven as in normal driving and not as an emergency response.
- (10) Officers shall proceed with their apparatus to alarms by the most direct route and see that rules governing drivers are enforced. All members of the Fire District shall familiarize themselves with traffic control regulations, traffic congestion, obstacles and other conditions that may cause a delay and shall be authorized to respond for definite cause, by alternate routes, other than the direct route, upon notification of fire control.
- (11) Drivers shall not pass another apparatus of the Fire Department going in the same direction unless signaled to do so, or on orders from the officer on the apparatus to be passed.
- (12) When approaching any intersection with either a changing light or a red light against the apparatus, a stop light or a railroad crossing not equipped with flashing warning gate, the officer shall order his apparatus brought to a complete stop and the apparatus shall not proceed until sure that a safe crossing can be made.
- (13) Full consideration shall be afforded multiple traffic lanes, weather conditions, conditions of streets and roads, and speed of approaching vehicles. When an engine company and any other apparatus approach a corner to turn into the same street, the Engine Company shall have the right of way. When two engine companies arrive at an intersection at the same time, the normal driving rules shall apply.
- (14) Whenever it becomes necessary to back apparatus, drivers shall do so only after having convinced themselves that it can be done with safety. At all times, when backing, a rear guide must be stationed at the rear of the apparatus. Additional guides should be provided when necessary to ensure the safety of personnel and equipment.
- (15) Apparatus shall not be driven over hose lines charged or uncharged unnecessarily, but when unavoidable, cross the hose without running over connecting butts.
- (16) Operators of any apparatus equipped with pump, aerial or service ladders and working at a fire, shall not leave their apparatus unattended, unless so ordered. Drivers shall account for equipment removed from apparatus while working at a fire.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Engine Company Operations

PURPOSE: This SOG will outline the basic fire ground tasks and functions of the Engine Company and is intended to promote safety through standardized operations at structure fires.

SCOPE: This SOG applies to all Engine Company personnel and Command Officers.

COMMAND AND CONTROL: Compliance with this SOG is the responsibility of the Engine Company Officers (including acting), Sector Officers and the Incident Commander.

CONTENT:

1. Fire fighting is a combined effort of multiple companies toward a common goal, the basic element of which is reaching the seat of the fire and extinguishing it. Along with search and rescue, this is the primary responsibility of the Engine Company. Fire control activities include protecting exposures (interior and exterior), confining the fire and extinguishing it. Hose Lays with preconnected lines, supply or relay lines and discharge lines to support master streams, sprinklers, or standpipes may be used.
2. A primary search should be initiated as a part of the initial fire attack during offensive operations and any located victims should be removed. A secondary search should be under taken as soon as possible after the fire is declared under control.
3. Engine Company personnel would normally operate hose lines during coordinated overhaul operations with Aerial Companies.
4. All efforts and practices of this department are geared toward firefighter safety and survival, a primary component of which is firefighter accountability. The personnel of the Engine Company should function as a unit. Working together affords a greater level of safety and accountability than personnel operating separately do. When wearing SCBA in hazardous environments, firefighters shall always work in pairs.

Standard Operating Procedures for First Alarm Engines

First Arriving

The first arriving Engine should respond directly to the scene and position according to pre-fire plan or take the best position to attack the fire. Positioning of apparatus should be flexible in nothing showing situations. If the Engine is the first Fire Department unit on the scene, the Company Officer should establish command, size up the incident, call for needed help, identify

Mercer County Fire Protection District

Standard Operating Guidelines

the appropriate strategy and initiate action. Decisive action may one of but not limited to the following:

- A. Investigating the situation if nothing showing
- B. Offensive-interior attack and search/rescue
- C. Protecting exposures with hand lines, or setting up master streams in obvious defensive situations.

Depending upon manpower and the size up, the first arriving Engine may:

- A. Position directly on a hydrant (if convenient to do so).
- B. Lay supply line
- C. Have the second arriving Engine lay the supply line.

Command should be transferred to a Chief Officer upon his or her arrival and the Engine Company should operate under command until the incident is terminated.

Guide lines for choosing attack lines:

- A. Light-Medium Smoke 1 3/4 Inch Line
- B. Heavy Smoke, Moderate flames – Multiple 1 3/4 inch lines or 2-1/2 inch line, if available.
- C. Commercial, Educational, Healthcare Bldg---- 2 1/2 inch line

The Second Arriving Engine Company should:

- A. Support the operations of the first arriving Engine Company by positioning at the water source, if nearby, in nothing showing situations.
- B. Support of the first arriving Company's attack will mean:
 1. Laying a supply line if needed
 2. Backing up the attack crew by stretching a hose line to protect their route of escape or to cut off fire extension.
- C. The second arriving Engine Company may be directed to supply sprinkler systems, standpipe systems, or master streams.

The Third-In Engine Company should report to the nearest fill site to set a fill point for the tanker shuttle operation.

The RIT Company shall serve as the Rapid Intervention Team (RIT Team)

Multiple or Special Alarm Responses

Engine Companies should respond according to directions given at dispatch or according to the instructions given by command. Otherwise, all responding companies shall report to the designated staging area.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Hose Load Standardization

PURPOSE: This SOG will outline standardization procedures on all engine companies in the Mercer County Fire Protection District.

SCOPE: This SOG pertains to all engine companies and will address 1 3/4-inch pre-connected attack lines and large diameter hose.

COMMAND AND CONTROL: This SOG is at the direction of the Fire Chief. All Officers will ensure that this SOG is followed. Modification of these procedures must have the approval of the Fire Chief. (“consensus group” was stricken)

CONTENT:

1. **REAR PRE-CONNECTS:**

Engine companies shall carry a minimum of 250 feet of 1 3/4-inch hose on the left and right rear pre-connected hose loads. Each skid load shall contain 100 feet of hose.

2. **CROSSLAYS:**

All engine companies with crosslay hose beds shall carry a minimum of 150 feet of 1 3/4-inch hose in each crosslay bed. The top skid shall contain 50 feet.

3. **SUPPLY LINES**

All engine companies shall carry a minimum of 500 feet of 5-inch Supply hose to be located in the center of the hose bed, the rest of the supply hose may be 2 1/2” or 3” hose. The hydrant loop shall be six (6) feet from the butt. All LDH with Storz couplings shall have the hydrant adapter pre-connected. LDH Hose will be added as the budget permits. LDH, or Large Diameter Hose, is defined as 5” diameter hose.

4. **RESCUE PUMPERS**

Any Rescue Pumper with decreased hose bed capacity shall be set up in such a way as to allow the maximum amount of large diameter hose to be carried. Rear pre-connected lines may be eliminated to allow for this. Crosslays will conform to the standard for all engine companies

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Tanker Shuttle Operations

PURPOSE: This SOG outlines the conditions and procedures under which tanker shuttle operations shall be conducted.

SCOPE: This SOG Pertains to all personnel within the Mercer County Fire Protection District.

COMMAND AND CONTROL: The Incident Commander shall have the responsibility for ensuring these guidelines are followed.

CONTENT:

TANKER SHUTTLE CRITERIA:

1. A Tanker Shuttle operation shall consist of using portable drafting tanks in conjunction with fire apparatus designed for water transport to deliver needed water flow to the fire.
2. On the arrival of the first fire department unit, the initial Incident Commander shall make a rapid survey of the scene and determine the need for tanker operations.
3. The need for tanker operations shall be based on one or more of the following criteria:
 - a. Building size and construction
 - b. Exposures
 - c. Fire extent and location
 - d. Road conditions and space available

INITIAL OPERATIONS:

1. The first arriving Engine shall position to allow easy access for shuttle operations, if possible this position should be one that will allow easy access to the fire area.
2. The third-in Engine should be directed to the nearest water source and establish a supply point.
3. All tankers shall report to the dump site and deposit all hard suction and other equipment (Tanks, axes, lines, hard suction, ect.) when called for at the fire scene. The driver and an assistant shall remain with the tanker, all other personnel shall report to the IC for assignment into fire companies.

Mercer County Fire Protection District

Standard Operating Guidelines

4. The Incident Commander shall appoint a Water Supply Officer at the commencement of tanker operations. The water supply officer shall coordinate the tanker operations. He shall monitor all fire ground channels to coordinate operations.
5. Tanker drivers take orders only from the water supply officer.

Fire Suppression

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Stream and Foam Operations

PURPOSE: This standard is designed to be used as a guideline for initial fire stream operations and should be adjusted as conditions at the scene warrant. For more accurate calculations refer to current edition of IFSTA Fire Streams Manual.

SCOPE: This SOG pertains to all personnel with the Mercer County Fire District.

COMMAND AND CONTROL: This SOG is at the direction of the Chief. All staff officers, district officers and company officers will ensure this SOG is followed.

CONTENT:

1. All 1 3/4-inch attack lines 200-feet and 300-feet in length with Combination Fog Nozzles:

Rule of Thumb -1 psi per gallon of water = P.D.P.

EXAMPLE:

Discharge pressure 100 psi = 100 GPM

Discharge pressure 150 psi = 150 GPM

Discharge pressure 200 psi = 200 GPM

2. 5-inch triple duty large diameter hose:

Rule of Thumb - FL =1 psi per 100 GPM per 100-feet of hose.

EXAMPLE:

FL = 1 x 600 GPM x 800-feet hose

FL=1 x6 x8=48 psi

Friction Loss 48psi for this lay

3. All increase/decrease in pressure should be in 20-psi increments

4. Relay Operations (Operations over 50 feet Between Trucks or Supply Points)

A. All relay operations shall be initially set at 100-psi discharge pressure on the relaying engine.

B. All receiving engines intakes should be maintained above 20 psi residual pressure. If intake pressure drops below 20 psi, the supplying engine should *increase* pump discharge pressure accordingly.

Mercer County Fire Protection District

Standard Operating Guidelines

5. Standpipe and Sprinkler System Operations:
 - A. Commercial sprinkler and standpipe systems shall be supplied using supply hose at 100 psi at the fire department connection, and 5 psi shall be added to the initial 100 psi for each floor above the first floor to the fire floor.
 - B. Residential sprinkler systems may be supplied using 1 3/4-inch hose at 100 psi at the fire department connection.

6. Hydrant Operations:
 - A. Anytime a fire hydrant is in operation it shall be fully opened
 - B. During operations the residual hydrant pressure should not drop below 20 psi on the compound gauge.
 - C. After operations, the hydrant shall be fully closed, then opened 1/4 turn to allow for proper drainage

7. Pressure Relief Devices:
 - A. Apparatus pump pressure relief devices shall be set after hose lays are made and water is flowing.
 - B. Relief valves shall be set whenever two (2) or more lines are flowing
 - C. Relief valves shall be turned off and returned to their highest setting at the end of an incident to prepare for the next incident.

8. Appliances

All appliances used in hose layouts (i.e. manifolds, gated wye, master stream devices, etc.), shall be computed *as* having a 15-psi friction loss for each device.

9. Nozzle Pressures
 - A. Fog nozzle hand-line 100 psi
 - B. Fog nozzles master stream 100 psi
 - C. Solid stream tips hand-line 50 psi
 - D. Solid stream tips master stream 80 psi
 - E. Cellar nozzles 100-psi discharge pressure.

Mercer County Fire Protection District

Standard Operating Guidelines

10. Solid Stream Nozzle Flows at 80 psi Nozzle Pressure

<u>Tip Size</u>	<u>Flow Rate in Gallons per Minute</u>
1 1/4-Inch	400 GPM
1 3/8-inch	500 GPM
1 1/2-inch	600 GPM
1 5/8-inch	700 GPM
1 3/4-inch	800 GPM
1 7/8-inch	900 GPM
2 - inch	1000 GPM

11. Maximum Flows for Master Stream Devices:

Truck mounted mode 1,250 GPM
Portable mode (secured) 1,000 GPM

14. Foam use and Operations

- 1) A 6% foam solution is required for Polar Solvents (Alcohols)
- 2) A 3 % solution is used for Hydrocarbons (Gasoline, Diesel, and ect.)
- 3) Inline foam eductors should be set on 6% at all times and changed to 3% if hydrocarbons are encountered
- 4) There can be no more than 200 feet of 1-3/4” hose between the eductor and the nozzle
- 5) The engineer must provide 200 PSI of pressure to the inlet side of the eductor to ensure proper operation.
- 6) The handline must be free of kinks and the nozzle fully open

Foam Rule of Thumb

To determine the amount of foam concentrate needed to control a fire use the following calculations:

- A. Hydrocarbons-----Sq. Ft. of spill area X 5% = Gallons Required
- B. Polar Solvents Sq. Ft. of spill area X 15%= Gallons Required

Vehicle Maintenance Pump Preparation in Freezing Weather

Mercer County Fire Protection District

Standard Operating Guidelines

PURPOSE: The purpose of this SOG is to ensure that front mount and mid-ship mount apparatus pumps are properly protected during freezing weather

SCOPE: The guidelines set forth in this SOG shall be followed: At the onset of subfreezing temperatures and after each use of apparatus during periods of subfreezing temperatures.

COMMAND AND CONTROL: Company officers and acting officers assigned to the apparatus shall be responsible for the compliance to this SOG.

CONTENT:

1. Disconnect all pre-connected booster, 1 3/4-inch hose, and LDH
2. Remove all inlet and outlet caps.
3. Open all suction and discharge valves and drain valves.
4. Apply antifreeze solution to ball valves, clean and dry threads on inlets and outlets and put a small amount of oil or grease on threads. Replace caps.
5. After water is drained from pump and piping, close all valves.
6. Put pump under dry vacuum test.
7. Open booster valve to purge water from piping and other areas in the pump. .
8. Reopen master drain.

Nozzles:

Apply antifreeze solution to ball valves of nozzles and apply a small amount of oil or grease to the threads. Be sure to check gaskets.

Fire Suppression Helicopter Landing Zones

Mercer County Fire Protection District

Standard Operating Guidelines

PURPOSE: This SOG outlines the conditions and procedures under which Helicopter Landing Zone operations shall be conducted.

SCOPE: This SOG Pertains to all personnel within the Mercer County Fire District.

COMMAND AND CONTROL: The Incident Commander shall have the responsibility for ensuring these guidelines are followed.

CONTENT:

1. Some medical emergencies or trauma incidents may create the need for air ambulance transport. When a determination is made that a helicopter is needed, personnel should be assigned the task of creating a safe landing zone for the helicopter.
2. Additional units and manpower shall be requested as necessary.
4. The Incident Commander shall appoint a Landing Zone Officer. This officer will ensure all safety procedures are followed and do all communicating with the helicopter.
5. Once units have arrived at the landing area, the Landing Zone Officer shall ensure the area is free of trees, power lines, stumps and other obstructions.
6. Units shall turn off all warning lights and use the vehicle headlights or hand lights to define an area 100 feet x 100 feet for the landing.
7. When talking the Helicopter in, the Landing Zone Officer shall make the pilot aware of any power lines, trees, or obstructions in the landing area.
8. Personnel shall never approach the helicopter unless signaled to do so by the pilot. Never approach the aircraft from the tail.

**Fire Suppression
Bomb Threats**

Mercer County Fire Protection District

Standard Operating Guidelines

Purpose: It shall be the Mercer County Fire District's policy to respond to incidents involving bomb threats/scares. The guidance provided here focuses on the department responsibility and ability in the command and control of an incident involving such threats.

Scope: This SOG applies to all personnel within the department.

Command and Control: This SOG is at the direction of the Fire Administration and it is the responsibility of all officers to see it is enforced

Content: The District's Hazardous Materials Response Unit shall respond to all bomb threat incidents. The Incident Commander shall also request DES-5 to respond to all bomb threats.

General Division Guidelines:

- A. Respond to the incident scene
- B. Assist in evacuation if applicable
- C. Utilize the departments Incident Command System
- D. Assist in search if applicable
- E. Request assistance of other agencies when needed
- F. Complete appropriate reporting forms

No device or suspected device shall be examined or in any way handled by Mercer County Fire District personnel. In the event a device is found the incident commander shall take the following action:

- 1. Evacuate the area to provide for the safety of all on scene personnel
- 2. Notify the Incident Commander
- 3. Request assistance from the Kentucky State Police
- 4. If the device is determined to be "live" the Incident Commander shall assist KSP and EOD representatives from Fort Knox in protection of the public.

Safety

Members of the Mercer County Fire District shall never attempt to "disarm" or otherwise render safe any device found in our jurisdiction.

**Fire Suppression
Hazardous Material Response**

Mercer County Fire Protection District

Standard Operating Guidelines

PURPOSE: This SOG states the Mercer County Fire Districts response to Hazardous Material Incidents

SCOPE: This SOG Pertains to all personnel within the Mercer County Fire District.

COMMAND AND CONTROL: This SOG is at the direction of the Fire Chief. The Incident Commander shall have the responsibility for ensuring these guidelines are followed.

CONTENT:

DEFINITIONS:

Hazardous Material	Any substance that when released poses a risk to people, property, or the environment.
Hot Zone	An area around the spilled material that is immediately dangerous to life and health.
Warm Zone	An area outside of the hot zone where emergency operations such as decontamination take place.
Cold Zone	The area where no danger exists.
Decontamination	The process by which chemical contaminants are removed from the skin and equipment.

INITIAL OPERATIONS:

1. On receipt of a report of a hazardous materials release, the following units shall be dispatched: the closest engine and squad, the Hazardous Materials Response Unit, DES-5 and Unit 101.
2. The first arriving company shall stop a safe distance away (at least 300 yards) and uphill, upwind, and upstream from the release site or contaminant.
3. Advise Harrodsburg Communications of the following;
 - A. Size and type of release (Cloud, Spill, Ect.)
 - B. Type of container involved and any visible ID markings.
 - C. Victims
 - D. Environmental exposures (creeks, ponds, ect.)
4. The initial IC shall request that the Sheriff's Department close all access to the area and deny entrance

Mercer County Fire Protection District

Standard Operating Guidelines

5. HAZMAT Team from B.E.R.T. (Bluegrass Emergency Response Team) may be called to help mitigate the HAZMAT incident, except for very minor incidents. The nearest HAZMAT hub for the BERT region is in Versailles.

EMERGENCY DECONTAMINATION

1. The first arriving Engine Company shall pull a 1-3/4 inch hand line and charge it.
2. Contaminated patient coming out of the spill area will be instructed to strip
3. Patients should be washed using a gentle fog stream
4. Victims must be kept isolated from others until they can be transported to a medical facility
5. Consideration should be given to contaminated run-off but decontamination must take place.

DEFENSIVE SPILL CONTROL

1. Only technician-level HAZMAT personnel may enter the Hot Zone
2. Crews shall remain in Warm Zone and use materials to perform a defensive perimeter around the spill area
3. After the first dike is built, a second and possibly a third must be built in down hill directions
4. Spill in creeks should be handled with under-flow and over-flow dams and absorbed using spill pads

*** NOTE: This SOG shall be extensively revised when the Hazardous Materials Response Unit is formed and fully trained.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Responding to Biological Terror Incidents

Purpose: This SOG is to be used as a guideline when responding to incidents that present themselves as Biological Terrorism.

Scope: This SOG is at the direction of the Fire Chief.

The Perceived Threat

These guidelines will only be effective against biologic agents.

Incident Types: There are 2 basic incident types

1. A suspicious package
2. A package with a release.

Suspicious Unopened Package Response:

1. Dispatch will notify a chief officer by telephone of the incident. DES-5 should be notified as well.
2. One engine company will respond non-emergency to the scene
3. The on-scene Incident Commander will collect as much history data as possible from the occupant(s) or package recipient.
4. If the package is still sealed and there is no leak or spill evidence, the IC should observe the package for any shipper labels or tracking numbers. If the numbers can be obtained, the shipping agency (FedEx, UPS, DHL) should be contacted in an effort to track down the shipper.
5. If no data can be determined, the package should be treated as a hazardous substance and handled through the Hazardous Materials Team, Law Enforcement and DES.
6. It may be necessary to call B.E.R.T. (Bluegrass Emergency Response Team).

Suspicious Opened Package with Unknown Substance Response:

1. The package should be treated as a Hazardous Materials spill and the incident should be mitigated by the Hazardous Materials Response Unit.
2. Formal Decontamination should be established immediately.

*** NOTE: This SOG shall be extensively revised when the Hazardous Materials Response Unit is formed and fully trained.

Mercer County Fire Protection District

Standard Operating Guidelines

ENTRY TEAM PROCEDURES

DRESSING OUT:

1. Entry teams will be dressed out in teams of two; one team will be for entry and the second team will stand by as backup. Each team must have vital signs taken before and after entry.
2. Team members will begin by placing latex gloves on the hands then donning the chemical Protective Clothing (CPC)
3. Over boots and outer gloves will be placed on and taped with 2 wraps of duct tape making sure there is a seal
4. SCBA and face pieces will be donned
5. Hood will be placed to cover the face piece seal and the area will be taped

THE HOT ZONE

1. Responders will have only 10 Min in the hot zone
2. Entry team will first remove any non-ambulatory victims to the decon line
3. The entry team will then approach the package and spray a full strength bleach solution on any contaminated surface.
4. The package will then be double bagged and passed through the decon line
5. The cleanest entry team member will pass through decon first.
6. The entry team with greater potential for contamination will then pass through.

BACK-UP ENTRY TEAM

1. Backup Entry Team members will be fully dressed but not on air.
2. Backup Entry Team members are ONLY to be used to rescue the Entry Team.

DECONTAMINATION

THE DECON TEAM

1. The Decon Team will be dressed out as the entry teams
2. Decon #1 (DC1) will be placed at the first 2 pools
3. DC2 will be at the end of the decon line

Decon Team Member # 1 (DC1)

- A. this person, using a garden sprayer and a brush, shall clean the person from top to bottom
- B. then the person shall step to the next pool and be washed again

Mercer County Fire Protection District

Standard Operating Guidelines

Decon Team Member # 2 (DC2)

- A. this person shall towel off the victim or responder and assist in removing their suit

DECON FOR VICTIMS

- A. First remove all powder using a towel BLOT DON'T WIPE
- B. Have the victim remove all their clothing
- C. Wet them with water from the sprayer
- D. Scrub them with soap from the bucket
- E. Rinse them in pool # 2
- F. Towel them off and have them move to a contaminated persons area

DECON FOR ENTRY PERSONEL

- A. Have them step into the first pool
- B. Wash them with a 50/50 bleach solution using the garden sprayer
- C. Scrub the suit
- D. Move them to the second pool and repeat
- E. Move to the undressing area
- F. Have them remove one strap of their SCBA and towel that arm off
- G. Remove the other strap and towel that arm off
- H. Towel off the zipper and facial area
- I. Have the entry person hold the SCBA in front of them and unzip the zipper.
- J. Remove the tape around the face piece
- K. Move to the rear and assist the entry man with removing his suit.
REMEMBER—HE ONLY TOUCHES THE INSIDE YOU ONLY TOUCH THE OUTSIDE !!!
- L. Place the suit in a recovery drum and remove the facepiece when outside of the decon line.
- M. Place the SCBA on the ground
- N. Remove the inner latex gloves

DECON FOR DECON PERSONNEL

- A. DC1 moves to pool #2 and decons himself using bleach
- B. DC1 moves to the undress area and undresses the same as “E” through “N” of the Entry Decon procedure
- C. DC2 towels self off and removes equipment fowling the same producer

Mercer County Fire Protection District

Standard Operating Guidelines

Air Cylinder Recharging

PURPOSE: This SOG will outline the correct procedures to recharge air cylinders.

SCOPE: These procedures will apply to the use of the charging station in the cascade fill room

COMMAND AND CONTROL: This SOG is at the direction of the officer-in-charge of the cascade room. All personnel filling air cylinders will follow this SOG.

CONTENT:

CHARGING INSTRUCTIONS:

1. Check Hydrostatic Test date on cylinder:
 - Carbon cylinder (every five (5) years)
 - Composite cylinder (every three (3) years)
 - Hoop wrapped (every three (3) years)
 - Steel (every five (5) years)
 - Aluminum (every five (5) years)
2. Check service pressure rating on the top of or on the side of the cylinder to be charged.

Example:

DOT E-7235 4500 (4500 psi working pressure)
DOT 3 AA 2016 (2016 psi working pressure)

3. Inspect the cylinder for damage.

CAUTION: DO NOT FILL IF CYLINDER HAS CUTS OR GOUGES WHICH CAUSED UNRAVELING OF THE COMPOSITE FIBERS. If there is any doubt about the suitability of the cylinder for recharge, tag out of service, and notify the District Chief of the respective station.

Cascade Fill Procedures for Main Cascade and Mobile Units

1. Open the valve on the #1 supply cylinder. Examine the system Pressure and ensure the regulator gauge reads full (indicated by lining up the arrows)

NOTE: Do not change the regulator gauge without permission from the cascade officer. Doing so may result in over pressurizing the cylinder resulting in failure causing death or serious injury.

2. Place the SCBA Cylinder into the fragmentation cabinet and attach the fill hose to the cylinder. Making sure the bleed valve is closed and the cylinder valve is open.

Mercer County Fire Protection District

Standard Operating Guidelines

3. Close the cabinet if the fill station has an enclosure door.
4. Open the fill station valve slowly so the cylinder fills at a reduced rate
5. If the pressure in supply cylinder one is not enough to fill the SCBA cylinder fully, Shut down supply cylinder #1 and open supply cylinder #2. When the SCBA is full, close supply cylinder #2 valve. Repeat this process with each supply cylinder always starting with #1 and moving toward #4
6. Close the fill stations supply valve and open the cabinet.
7. Open the bleed valves on the fill attachment and remove the cylinder from the cabinet.
8. Once all fill operations are complete; close all supply cylinder valves tightly. Close the blast door on the cabinet. Open one of the fill valves to bleed off the excess air trapped in the system.

Filling the Supply Cylinders

1. Open the valves on the supply cylinders that need filling.
2. Open the valve on the compressor.
3. Press the start button and allow the compressor to fill the system

Filling Mobile Air Units

1. Attach the fill hose to the threaded connection on the truck mounted unit
2. Open used supply cylinders
3. Start the Compressor

Mercer County Fire Protection District

Standard Operating Guidelines

Training

Recruit Firefighter Evaluations/Examinations

PURPOSE: The purpose of this SOG is to outline the examination procedures for recruit firefighters and explain grading values for the examinations

SCOPE: This SOG shall explain the examinations required from the probationary period of recruit firefighters

COMMAND AND CONTROL: Recruit examinations will be developed and administered by the training bureau staff and at the direction of the Assistant Chief in charge of training.

CONTENT:

RECRUIT SCHOOL

REQUIREMENTS: Any firefighter added to the fire district following the merger of the departments in August 2006 shall abide by the recruit standards until becoming certified by the state of Kentucky as a Volunteer Firefighter.

All recruit firefighters shall attend a 20 hour recruit school administered by the Assistant Chief in charge of training. The 20 hour course has been established by the Kentucky Fire Commission as a baseline for volunteer firefighters. This recruit school is in addition to any training received at his or her assigned fire station. Recruit school covers such topics as hose, ladders, forcible entry, SCBA use and pumps.

Additionally, all recruits must complete 20 hours of drivers training prior to being issued a permit to use emergency warning equipment on his or her personal vehicle. The recruit must demonstrate to the Training Chief during the first eight hours of driver's training a comprehension of state laws regarding emergency vehicles. The remaining twelve hours of drivers training shall be conducted at the recruit's firehouse. The driver's training officer at that fire station shall certify that the recruit demonstrates acceptable driving skills based on pre-established guidelines. Regarding driving fire apparatus, no pre-set number of training hours has been established. A firefighter can only be permitted to drive fire apparatus on the approval of the District Chief of the respective fire station. Minimum age requirements per the Fire District's insurance carrier shall apply at all times.

PRACTICAL SKILL STANDARDS: Graded on a pass/fail basis. Any recruit unable to successfully achieve the standard after two attempts will be considered to not have successfully completed the recruit training course.

Mercer County Fire Protection District

Standard Operating Guidelines

CRITERIA FOR PASSING THE PRACTICAL EXAM

1. The failure of a CRITICAL SKILL after two attempts constitutes failure of the practical phase.

Critical skills are:

- A. Properly Pumping Fire Apparatus, including drafting.
 - B. Properly donning SCBA within prescribed time limits.
 - C. Advancing and operation of a 1¾" hoseline and nozzle.
 - D. One-firefighter 24 foot Extension ladder raise and carry.
 - E. Successfully tying a rescue knot, a figure-8 on a bight, and a bowline knot.
2. The failure of any two basic skills constitutes failure of the practical exam. Basic skills include all skills not designated as critical skills.

The Training Chief shall recommend to the Fire Chief one of the following regarding each recruit firefighter:

- 1) The recruit has successfully completed recruit school requirements and that he or she be permanently appointed as firefighter.
- 2) The recruit lacks skills sufficient for immediate progression, but displays determination. In that case the recruit school may be repeated one time.
- 3) The recruit lacks skills, physical ability or cognitive ability to progress to the rank of firefighter. The recruit is recommended for dismissal.

The Fire Chief shall then confer with the Recruit Firefighter's District Chief and the two shall consider the recommendation of the Training Chief. Should the District Chief and the Fire Chief agree that dismissal is in order, this recommendation and all documentation shall be presented to the MCFPD Board of Trustees at their next regular meeting.

Mercer County Fire Protection District

Standard Operating Guidelines

Fire Suppression Training Sessions

PURPOSE: To Establish standards for scheduling and conducting training meetings of the Mercer County Fire District.

SCOPE: This SOG Pertains to all personnel within the Mercer County Fire District.

COMMAND AND CONTROL: This SOG is at the direction of the Fire Chief. All members of the Mercer County Fire District are responsible for adhering to this policy.

CONTENT:

1. Scheduling of meetings;
 - A. Each station may set its own internal training schedule, for members assigned to that station. Each station must have a minimum of two training drills per month.
 - B. Training for members of the Hazardous Materials Response Unit will be determined by the Assistant Chief or Battalion Chief in charge of that unit.
 - C. Training for members of the Technical Rescue Response Unit will be determined by the Assistant Chief or Battalion Chief in charge of that unit.
 - D. Meetings shall begin promptly at the specified times.
 - E. Meeting times and dates may be changed by the Training Officer or a Chief Officer to accommodate specific needs and conflicts.
 - F. A firefighter may only be assigned to one station. The firefighter shall only be paid for drill attendance at his or her home fire station.
2. Attendance required at assigned fire training meetings: Members having more than 4 unexcused absences in any 4-month period will be required to turn in their turnout gear until they are able to make regular training.
3. Members who are unable to attend fire training sessions must call the Training Officer or a Chief Officer and state why they will be unable to attend.
4. Excused absences include but are not limited to: Work, Illness, special family events.
5. All members must attend at least 20 hours of fire training each year. Those without 20 hours who do not have a documented excuse for being absent will be suspended from the roster until the required 20 hours is reached.
6. All Mercer County Fire Protection District firefighters may freely attend any training session sponsored by another station. Any hours accrued during these training events will count toward annual training hour requirements.

Mercer County Fire Protection District

Standard Operating Guidelines

Investigative Unit Fatal Fires

PURPOSE: This SOG will outline the Fire District's responsibilities at the scene of a fatal fire.

SCOPE: This SOG pertains to all members of the Mercer County Fire District

COMMAND AND CONTROL: The Incident Commander will be in charge of the fire scene until the arrival of the Coroner's office. Upon arrival of the Coroner's office, the Incident Commander shall work in conjunction with this official to mitigate the fire scene fatality.

CONTENT: As soon as the fire scene is known to contain a fatality, the Incident Commander shall suspend operations at the earliest time that he deems the area is free from fire and safe to enter. The Incident Commander will then limit access to the scene except for fire crews needed for suppression and EMS personnel needed to confirm death. Entry must be kept to a minimum to maintain scene integrity.

1. The Incident Commander shall promptly notify the Dispatch Center to contact the following agencies and personnel:
 1. The District Chief [first-in district] (if not on scene)
 2. The Coroner's Office
 3. The MCFPD Fire Chief (if not on scene)
 4. The Mercer County Sheriff's Office
 5. Office of the State Fire Marshal
 6. The Kentucky State Police Arson Unit
2. Once notification has been completed, the Incident Commander shall assign a member of the Mercer County Fire District to maintain an entry log of each person entering the fire scene. Each person who enters the scene may be required to submit a written account of his or her activities at the scene.
3. Upon arrival of the Coroner's office, it will be the responsibility of the Mercer County Fire District to work in conjunction with all other agencies at the scene.

Mercer County Fire Protection District

Standard Operating Guidelines

Appointment of Officers

PURPOSE: This SOG will outline the appointment of fire line officers within the Fire District's Chain of Command from Lieutenant up to and including an Assistant District Chief.

SCOPE: This SOG pertains to MCFPD officers.

COMMAND AND CONTROL: This SOG is at the direction of the Fire Chief. All officers of the Mercer County Fire District are responsible for adhering to this policy to ensure that strategies and tactics are consistent throughout the Fire District.

CONTENT: Any member holding rank as of June 1, 2007 shall be "grandfathered" in place and shall not have to meet the Hazardous Materials or Fire Service Instructor qualification requirements as listed. However, any member being newly appointed as an officer or any current officer proceeding up or down in the chain of command after June 1, 2007 shall meet the listed qualifications. For time reference, the newly appointed officer must meet the Hazardous Materials certification requirement within one calendar year from the date of appointment and the Fire Service Instructor qualification must be met within two calendar years of appointment.

PROCEDURE: The District Chief, upon recognizing that an officer vacancy exists or recognizing that an officer's position should be created, shall select an appropriate candidate for appointment to that position, based on previous experience and activities and the potential that the candidate will be able to meet the listed requirements within the specified time frame. The District Chief shall then post the announcement in writing at his or her fire station for review for a period of two weeks. If more than 51% of the members assigned to that station object to the appointment by the end of the two week review, the District Chief shall meet with the station members and arrive at a consensus regarding the officer candidate whether the appointment should be finalized or a new candidate selected. If no objection is raised or less than 51% of the members have objection, the District Chief shall make the appointment finalized and shall report the appointment to the Fire Chief of the MCFPD.

Any officer not meeting the continued requirements of the position as listed shall be reported to the Fire Chief. The Fire Chief may seek, through the Board of Trustees, to remove the officer from rank and return him or her to the status of firefighter. Any officer, because of personal or other extenuating circumstances, may voluntarily give up the officer's position and return to the status of firefighter.

Mercer County Fire Protection District

Standard Operating Guidelines

RANK ARCHITECTURE AND REQUIREMENTS

Fire Lieutenant

- Three years experience with the MCFPD
- Kentucky Certified Firefighter with up to date training hours
- Attains Hazardous Materials Operations Level Certification
- Attends MCFPD Officers Training Sessions on a regular basis.
- Abides by MCFPD Standard Operating Guidelines.
- Has good operating knowledge of his or her assigned apparatus

Fire Captain

- Four years experience with the MCFPD
- Kentucky Certified Firefighter with up to date training hours
- Attains Hazardous Materials Technician Level Certification
- Attends MCFPD Officers Training Sessions on a regular basis.
- Abides by MCFPD Standard Operating Guidelines.
- Has good operating knowledge of all station equipment and apparatus.

Fire Major (Optional)

- Five years experience with the MCFPD
- Kentucky Certified Firefighter with up to date training hours
- Attains Hazardous Materials Technician Level Certification
- Attends MCFPD Officers Training Sessions on a regular basis.
- Abides by MCFPD Standard Operating Guidelines.
- Has good operating knowledge of all station equipment and apparatus.

Assistant District Chief

- Seven years experience with the MCFPD
- Kentucky Certified Firefighter with up to date training hours
- Attains Hazardous Materials Technician Level Certification
- Attends MCFPD Officers Training Sessions on a regular basis.
- Abides by MCFPD Standard Operating Guidelines.
- Has good operating knowledge of all station equipment and apparatus.
- Attends quarterly District Chiefs Meeting in the absence of the District Chief.