Section 1
Introduction to the SOP Manual

Chapter 1-1: Purpose and Intent of this Manual

These Standard Operating Policies and Guidelines were developed by and specifically for the Pewee Valley Fire Protection District of Oldham County, Kentucky. They are based on many different reference sources including standards developed by NFPA, OSHA, NIOSH, KRS and other agencies. Reference also comes from standards already developed and practiced successfully by other fire departments, as well as the previous experience of PVFD itself.

The purpose of this manual is to serve as a learning guide and a written record of how the PVFD is organized and how PVFD accomplishes its mission. These documents are not intended to be written in an absolute context. Policies and procedures related to the fire department are constantly evaluated as they are applied. They are changed as necessary to reflect changes that affect the PVFD and to better fit the PVFD based on experience with their use.

This book contains 2 kinds of documents: Policies and Guidelines. Policies are written to be administrative in nature and deal mainly with how the department is organized or the intended behavior of the personnel of the department. Policies are relatively rigid in nature, since they are often based upon regulations that the PVFD is bound to follow by law.

Guidelines are written to be a general guide to explain the way PVFD accomplishes different parts of its mission, or to show how the PVFD carries out the rules set forth in its Policies. Therefore, guidelines are more flexible in their application than policies.

It is impossible to document every possible way to accomplish every aspect of how to run a fire department. The Guidelines are intended to show the most common or most effective known way to accomplish a goal. They account for the most common occurrences related to a subject. They should be followed until and unless a situation occurs that would cause an unwanted result if the specific details of the Guideline were to be followed. In this case, the situation must be handled based on the following*: What must be done to deal with the situation while trying to meet the intent of the Guideline, and what would a reasonable person do in this situation?* Common sense must always be applied when carrying out the details and intent of any policy or guideline. However, failure to follow the SOP or SOG without a valid reason may be grounds for disciplinary action.

Each chapter of this book is written as a stand-alone policy or guideline dealing with a particular subject. Related chapters are grouped together in sections. Previously created documents that support or clarify a chapter are added as an appendix within the relevant section.

The male pronouns shall be used throughout this book to refer to either the male or female gender unless a proper name is being referenced.

Chapter 1-2

Standard Operating Policy for

Effective 12-01-04 **Definitions Used in the SOP/SOG Manual** rev. 04/26/06

1. Purpose

This SOP provides definitions to terms that are used throughout the SOP/SOG manual. Terms that are specific to a policy or guideline will be defined within that chapter.

2. Scope

This SOP applies to the readers of the PVFD SOP/SOG manual.

3. Definitions

Administration: The Board of Trustees, Chief Officers, and other PVFD members who hold an administrative position related to the context where this word is used. Generally, this term refers to the Fire Chief and his staff officers.

ANSI: American National Standards Institute. A private, non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system. ANSI's consensus standards do not carry the weight of law unless adopted as such by a legal body or regulatory agency.

Board of Trustees: The governing body of the fire protection district, as established by KRS Chapter 75.

Chief Officer: A line officer with the rank of Assistant Chief, Deputy Chief, or Chief.

Company Officer: The person in charge of a small group of firefighters, usually the crew assigned to one apparatus. This person may or may not be a line officer.

Explorer: A person under age 18 who participates in the PVFD Explorer Program, which is administered through the Boy Scouts of America.

Fire Department: The operational unit of the fire protection district that executes the tasks of fire prevention and suppression.

Fire Protection District: The legal entity established by KRS Chapter 75 in order to provide fire protection services to a legally defined territory. This body has the legal authority to collect tax revenues for the purpose of providing fire protection.

Fireground: The area of fire department operations related to an incident scene. The areas where fire crews need personal protective equipment for safe operations usually determine the fireground boundaries.

First Responder: A PVFD member that is trained to KY State standards for EMS First Responder, EMT, or Paramedic, that participates in the PVFD First Responder Program.

Health & Safety Officer (HSO): The person assigned to the administrative role dealing with health, safety and industrial hygiene issues related to the PVFD organization. This

is a permanently assigned position, unlike the Incident Safety Officer, which is assigned at time of need.

HIPAA: Health Information Portability Accountability Act. A federal law that requires privacy and security for any personal health information that is collected by PVFD or its members. HIPAA also requires that PVFD maintain confidentiality of patient information during incidents, and that such information shall only be shared with other PVFD personnel or health care providers on a need-to-know and confidential basis.

ICS: Incident Command System. A management system used to coordinate the activities necessary to control emergency incidents. The ICS is expandable to allow for control of incidents of any size, complexity, or duration.

KRS: Kentucky Revised Statutes. The laws of the Commonwealth of Kentucky.

Liaison: A person assigned to represent PVFD when dealing with another agency or act as an information conduit between PVFD and another agency. Liaison positions can be permanent appointments or temporary assignments during incidents.

Line Officer: A firefighter who has a permanently assigned rank as part of the PVFD operational chain of command.

Medical Surveillance Officer (MSO): A staff officer that is responsible for administration and record keeping related to firefighter health, fitness, and respiratory health programs as required by NFPA 1500. The duties of the MSO may be performed by the SSO. The MSO is also responsible to secure PVFD personnel health records in accordance with federal HIPAA requirements.

Member: A person who has been approved by the Chief for membership as a firefighter and is currently in good standing with the PVFD.

NFPA: National Fire Protection Association. This organization produces consensus standards related to various aspects of the fire service. These standards only carry the weight of law if adopted as such by a municipality. However, the standards are commonly used as reference by the legal system when determining proper procedures.

NIMS: National Incident Management System. A federally mandated command and control system for organizing response to large emergency incidents. The operational aspects of NIMS are the same as ICS, except for a few differences in terminology.

NIOSH: National Institute of Occupational Safety and Health. An agency that produces technical guidelines related to occupational safety and health topics. NIOSH also investigates occupational accidents and injuries for the purpose of determining ways to prevent a similar occurrence in the future. NIOSH recommendations do not carry the weight of law unless adopted by a legal body or regulatory agency.

OSHA: Occupational Safety and Health Administration. Kentucky has a state OSHA organization, whose regulations and authority mirrors or exceeds federal OSHA requirements. OSHA regulations carry the weight of law.

PVFD: Pewee Valley Fire Department. This refers to the whole of the organization of administrators, officers, firefighters, and other members of the department, as appropriate in the context where used.

Safety Officer: A firefighter who has been assigned to the role of Incident Safety Officer.

Incident Safety Officer: The ICS position responsible for oversight of the safety aspects of an incident scene. This is the only ICS position that can countermand the orders of the Incident Commander or any other ICS position if necessary to avoid a potential safety problem.

SOP: Standard Operating Policy.

SOG: Standard Operating Guideline.

Staff Officer: A person, other than a board member, who has an assigned position, related to a non-fire aspect of the PVFD organization. These positions do not carry fire line rank or authority, except if the subject of the position relates to activities that may occur on a fireground. In that case, only a Chief Officer holds greater authority related to the specific position.

Chapter 2-1
Standard Operating Policy for
Effective Draft **Mission Statement and Goals of PVFD** rev. 02/22/05

1. Purpose

This SOP outlines the overall purpose and goals of the Pewee Valley Fire Department. In general terms, this is why we exist and how we try to accomplish our goals.

2. Scope

This SOP applies to all personnel associated with the PVFD organization in any capacity, including firefighters, officers, administrators, and board members.

3. Introduction

The Pewee Valley Fire Department was created to provide an organized way for the citizens of Pewee Valley to protect themselves from the dangers of fire. As years have progressed, the duties of PVFD have broadened to include areas such as fire prevention, non-fire rescue, and responding to a variety of other hazardous situations when citizens don't know where else to turn for help. It is important for everyone to know the mission and goals of PVFD, so that as time goes by and we face new challenges, we won't lose sight of why we are here.

4. Mission Statement

The mission of the Pewee Valley Fire Protection District is to protect life and property from fire and other emergencies by providing trained personnel and resources in the most effective manner possible.

5. Goals of the PVFD

The following are the goals of the PVFD. These goals are statements of how we intend to carry out our mission statement, and what we want to accomplish.

1. Provide fire prevention and protection equipment and trained personnel of the highest possible caliber.

2. Understand and appreciate the concerns of the citizens we protect.

3. Utilize our funding in the most prudent manner possible, to provide the most effective service possible with the most efficient use of money and other resources.

4. Prepare ourselves to handle future emergencies while maintaining full preparedness to deal with hazards we already recognize.

5. Involve the public in the operation of the PVFD organization as much as possible, so they can share ownership in the responsibilities, duties, and rewards of being part of PVFD.

Chapter 2-3

Standard Operating Policy for

Effective Draft **Organization of PVFD** rev. 04/26/06

1. Purpose

This SOP describes how the Pewee Valley Fire Protection District and the Pewee Valley Fire Department are formally organized.

2. Scope

This SOP applies to all members of the PVFD organization, including firefighters, officers, board members, and anyone else affiliated with the PVFD.

3. Introduction

The Pewee Valley Fire Protection District (PVFPD) is a legal body organized according to the rules of KRS Chapter 75. The Fire Protection District covers a legally defined territory (district) that includes the City of Pewee Valley, and has the authority to assess and collect tax revenue for the purpose of providing fire protection services to the protected district.

The Pewee Valley Fire Department (PVFD) is the operational unit of the Fire Protection District that executes the tasks of fire prevention and fire protection. The fire department originated as a division of the city government of Pewee Valley. In later years, the fire department was separated from city government and became an independent organization. This allowed the fire department to create a tax-derived funding system and to establish a service area beyond the city boundaries.

4. Board of Trustees

The Board of Trustees administers the Fire Protection District. There are seven trustees that serve four-year terms. The Oldham County Judge-Executive appoints three of the trustees who are confirmed by the Oldham County Fiscal Court. Two trustees are elected by PVFD firefighters from within the fire department. The property owners of the Fire Protection District elect two trustees. The terms of the Board members are staggered so that not all terms expire at the same time. The elections for Board members are administered by the Board and occur separate from other county elections.

The Board utilizes four officer positions for its administration: Chairman, Vice Chairman, Secretary, and Treasurer. Each of these officers has duties related to running the Board. The Board is responsible for oversight of the Fire Chief, who is the administrative head of the Fire Department. The Chief is responsible for daily Fire Department activities and budget preparation.

5. Fire Department Organization

The Fire Department is the operational arm of the Fire Protection District. The Fire Chief is the top administrative officer of the Department and determines how the Department will be organized to accomplish its mission of fire protection. The Chief determines how other officers of the department are chosen: either by election or appointment. These officers assist the Chief with organizing and leading the members of the Fire Department to complete the tasks associated with providing fire protection.

PVFD currently uses a paramilitary rank structure to organize authority and responsibility during emergency incidents. Rank is assigned based on leadership ability and seniority of members. Responsibility and authority for non-incident functions of the Fire Department are assigned using staff positions and corresponding job descriptions. The authority of staff positions does not carry over into the rank structure. However, only Chief Officers are authorized to override the decision-making ability of staff positions as it relates to that position.

Standard Operating Policy for

Effective Draft **Job Descriptions** rev. 04/26/06

1. Purpose

This SOP explains the titles and descriptions of the line and staff officer positions within the PVFD. Other specific job functions that relate to PVFD personnel are also explained here.

2. Scope

This SOP applies to all PVFD personnel.

3. Introduction

The tasks necessary to operate the fire department are divided and delegated among the people who have the ability to complete them. Staff titles and job descriptions are created to define who is responsible for each task and what is expected for proper completion of the task. Staff positions may be combined and accomplished by a limited number of people. Staff positions, or specific parts of a staff position, may be delegated to another person. The staff officer positions are not tied to rank. Instead, they are assigned based a person's abilities related to the position.

Rank assignment is reserved for *line officers*, since their function is based on fireground organization and personnel leadership. Line officers are chosen based on their incident management skills, leadership, and experience.

4. Job Descriptions

Staff Positions

Health & Safety Officer (HSO)

This is the person assigned to the administrative role of dealing with health, safety and industrial hygiene issues throughout PVFD. This is a permanently assigned position, unlike the Incident Safety Officer, which is assigned at time of need. The duties of the Health & Safety Officer are as follows:

- Creation and implementation of a comprehensive health & safety program in accordance with NFPA 1500
- Monitor and assess safety risks to PVFD and implement actions to minimize them.
- Serve as the PVFD Medical Surveillance Officer and Respiratory Health Administrator as required by NFPA and OSHA or delegate these positions to another person.

Medical Surveillance Officer (MSO)

This person oversees the PVFD firefighter wellness and medical screening programs and maintains the confidential health records kept by PVFD. This position may be part of the duties of the HSO or another position, or may be a stand-alone position. This person is responsible for compliance with HIPAA requirements as they relate to PVFD member health records.

Fleet Supervisor

This person is responsible for maintaining PVFD's response equipment in working order. This position is also responsible for training personnel in equipment use and maintenance. The Fire Chief appoints the Fleet Supervisor. Knowledge required and duties include:

-Administration of a comprehensive apparatus training program
-Administration of a comprehensive apparatus maintenance program
-Principles of hydraulics, including detailed use of formulas
-Emergency and preventive maintenance
-Research and development of ideas to improve operations

Interior Facilities Supervisor (IFS)

The Interior Facilities Supervisor (IFS) is in charge of maintaining the interior areas of the station that are not directly associated with fire suppression. This includes the kitchen, meeting room, offices (where access is granted), restrooms, and foyer area. The following are the tasks of the IFS:

- Maintain a schedule of users of the meeting room, and post a calendar showing its use.
- Contract and coordinate with the public for use of the meeting room and facilities.
- Clean, or coordinate the cleaning of, the restrooms, hallways, kitchen, utility room, and meeting room (related to normal use of these facilities).
- Maintain the stock of cleaning supplies.
- Act as the liaison between PVFD and public users of the meeting facilities.

Exterior Facilities Supervisor (EFS)

The Exterior Facilities Supervisor (EFS) is in charge of maintaining the grounds around the station. The following are the tasks of the EFS:

- Mow the yard, or contract to have the yard mowed on a regular basis.
- Plan and plant flowers and shrubs as appropriate to keep the property attractive.
- Make provisions to have snow removed from the lot and front ramp.
- Attend to any other outdoor maintenance issues as necessary

Personal Protective Equipment Supervisor (PPES)

The Personal Protective Equipment Supervisor (PPES) is in charge of issuing and maintaining the stock of turnout gear and other uniform items. The tasks of the PPES are as follows:

- Issue turnout gear and uniforms to all eligible personnel
- Track the use, maintenance, cleaning, and inventory of turnout gear components
- Keep a database of all turnout gear, including its serial numbers, brand, date of service, location.
- Maintain a stock of extra turnout gear and uniform components as needed.
- Inspect all issued PPE on a periodic basis and repair as necessary.

Breathing Apparatus Supervisor (BAS)

The Breathing Apparatus Supervisor (BAS) is in charge of keeping PVFD's fleet of SCBA and related equipment ready for use. The tasks of the BAS include:

- Maintain records of inventory and maintenance for all SCBA, air cylinders, masks, and related equipment.
- Make sure the breathing air compressor is kept in proper condition, including having it inspected, serviced, and the air quality checked on a regular basis by a certified technician.
- Assist the HSO with respiratory health compliance as required by NFPA 1500 and OSHA CFR 1910.134.

Training Coordinator

The Training Coordinator is responsible for the oversight of PVFD's firefighter training program. The tasks of this position are as follows:

-Creation and administration of a comprehensive firefighter training program.
-Verifying that PVFD's training program accomplishes all state and federal mandates related to firefighter training.
-Overseeing a pool of instructors to conduct training sessions.
-Maintaining all necessary records related to firefighter training.
-Creating a schedule of training sessions, including securing training instructors and materials for training sessions.
-Advising firefighters of their status in the PVFD training program.

Mapping Supervisor

The Mapping Supervisor is responsible for the following:
-Creating and updating maps of the PVFD district to be used in all response vehicles.
-Keeping mutual aid maps up-to-date

Water Supply Supervisor

The Water Supply Supervisor is responsible for the following:
-Maintaining a record of all hydrants in the PVFD district, including their location, test history, service status, and flow capacity.
-Acting as a liaison to the Louisville Water Co. and Shelby Co. Water District
-Consulting with developers and Oldham Co. Planning & Zoning Office on placement of hydrants and water supply requirements.

Public Information Supervisor

The Public Information Supervisor is responsible for the following:
-Providing announcements and advertising PVFD events through news media outlets
-Serving as the liaison between the Fire Department and media outlets during non-incident times and events, and during incidents when available
-Training other PVFD members in how to be a P.I.O. during incidents

Fire Prevention Supervisor

The Fire Prevention Supervisor is responsible for the following:
-Acting as the liaison between the Fire Department and: The public; State Fire Marshal's Office; Developers; County Code Enforcement Office in fire prevention matters.

Public Education Supervisor

The Public Education Supervisor creates and conducts training sessions to teach the public about fire safety and the role of the PVFD. This position is also responsible for making sure that all requests for fire safety training are accomplished, including activities related to Fire Prevention Week.

Line Positions

Firefighter (FF)

A firefighter is a person who has met the minimum requirements to be a KY state certified volunteer firefighter, and has been approved to participate in fire suppression activities by the Fire Chief. The duties of a PVFD firefighter are as follows:

- Understand the concepts and techniques used by PVFD to control fires and other emergencies, and to practice fire prevention.
- Work within the chain-of-command to execute the tasks of fire and life safety control.
- Respond to the station, staff the apparatus, and assist other members with incident related tasks.
- Attend all necessary training sessions in order to remain current on PVFD performance standards.

Fire Apparatus Operator (FAO)

This is a person who has met the minimum levels of performance to drive and operate an apparatus according to the PVFD SOP on Apparatus Operator Training.

Engineer

An engineer is a FAO who has met all requirements to drive, operate, and pump all PVFD apparatus proficiently according to the PVFD SOP on Apparatus Operator Training, including successful completion of the PVFD Engineer Test.

Sergeant

This is an Engineer with at least 3 years of successful apparatus operation experience who is preparing for the position of Lieutenant. The duties of a Sergeant are as follows:

- Thoroughly understand all firefighting and rescue operations and techniques used by PVFD.
- Thoroughly understand the operation and basic maintenance of all PVFD equipment.
- Be able to calculate complex hydraulic problems on the fireground using only the chart posted by each pump panel.
- Be able to organize complex water supply operations such as drafting, relay pumping, and other seldom-used hose operations.
- Act as the Company Officer in the absence of a Line Officer.

**PVFD currently does not utilize the Sergeant Position*

Lieutenant

The rank of Lieutenant is the first official line officer position. A Lieutenant should have already mastered all previous positions, and should be proficient at the techniques and tasks of firefighting and equipment operation. The duties of a Lieutenant are as follows:

- Act as a company officer during incidents and training sessions.
- Oversee the personnel in his command during the execution of their duties and tasks.
- Provide guidance and leadership to the personnel in his command to assist their learning, performance, and safety.
- Take a position in the ICS system as needed to assist with scene organization and incident control.
- Receive orders from superior officers and execute the orders appropriately.
- Assist the command staff with accomplishing the tasks of running the Fire Department.

Captain

A Captain is a line officer who serves primarily as a company officer, but is expected to be able to occupy a command position if needed. Therefore, the role of Captain is the same as a Lieutenant, with the added emphasis on the ability to lead personnel, organize scene operations, and fill command roles as required.

Major

A Major is a line officer who may be utilized either as a company officer or as a command officer. The duties of a Major are as follows:

- Take a position during incidents as either a company officer or command officer as needed.
- Receive strategic orders from the command staff and direct the completion of tactical fireground operations.
- Understand and practice the concepts of scene safety and ensure that those in his command do the same.
- Assist the Chief Officers with accomplishing the tasks of running the Fire Department.

Battalion (or Division) Chief (BC)

A Battalion Chief is a command officer that is permanently appointed to organize a specific performance area of the Fire Department. Examples of performance areas include: a personnel platoon, training bureau, response district, maintenance, etc.
* *PVFD currently does not utilize this position.*

Assistant Chief (AC)

An Assistant Chief (AC) is a command officer who fills a role in the top leadership of the Fire Department. The duties of an AC are the same as a Major, with greater emphasis placed on scene organization, developing strategy, safety, and incident management. An AC also assists the Chief of Department with establishing goals and long range planning for the Fire Department.

Deputy Chief

The Deputy Chief is an Assistant Chief who is expected to fill the role of Chief of Department in his absence.

Chief of Department

The Chief of Department (Fire Chief) is the highest-ranking line or staff position. He is ultimately responsible for ensuring that fires are prevented, extinguished, and investigated. During incidents, the Fire Chief shall utilize a chain-of-command to organize the scene, ensure public and firefighter safety, and accomplish the tasks necessary to control the situation.

The Fire Chief establishes the goals and long range plans of the Fire Department. He also oversees the expenditures of the department and prepares a yearly budget for the operation of the department. The Fire Chief appoints staff and line officer positions, as he deems appropriate to assist with organizing the department and accomplishing the tasks of running the department.

Chapter 3-1

Standard Operating Policy for

Effective 12-01-04 **Requirements for Volunteer Firefighter Membership** rev. 05/27/04

1. Purpose

This SOP details the prerequisites and ongoing requirements for volunteer firefighter membership in the PVFD.

2. Scope

This SOP applies to all PVFD volunteer members or prospective members.

3. Introduction

PVFD utilizes volunteer staffing to accomplish its mission of fire protection. The personnel who are allowed to participate as members of PVFD must show they are of sound mental, physical, and ethical aptitude. This is due to the fact that the PVFD's mission of fire protection requires its members to have a high degree of public trust.

4. Prerequisites for Membership

All prospective members to the PVFD must fill out an application that lists pertinent background information. The information contained in this application is solely for the use of PVFD, and shall not be distributed or displayed to any party outside the administration of the PVFD. The only exception is that the information shall be forwarded to a local police agency, which will perform a background check on the prospective member. If the prospective member's background check reveals evidence of felony conviction or an obvious falsification on the application, the person shall be denied membership.

The following are the prerequisites for membership as a volunteer firefighter:

1. Be at least 18 years of age.
2. Completed, or in process of completing high school degree or GED.
3. No felony convictions or pending felony court action
4. No excessive traffic violations or misdemeanor convictions for theft
5. Must hold and maintain a valid KY driver's license
6. Must not be retired due to a Worker's Comp related injury
7. Must pass PVFD basic health physical
8. Must not have a known personality conflict that would interfere with completion of PVFD duties
9. Must not hold any other position that would pose an ethical conflict with completion of PVFD duties
10. Must live within the PVFD district, or close enough to respond to the station in a reasonable time.
11. As an alternate to #10, may work within the PVFD district if employer will grant leave to make fire runs.
12. As an alternate to #10, may agree to spend at least 24 hours per week within the PVFD district available for fire runs.

5. Acceptance to the PVFD

Once a member is accepted into the PVFD, they shall serve a one-year probationary period. During this time, the member is expected to learn about the organization through training and interaction with other members. If at any time during the probationary period the Chief or his officer staff determines that the new member is not interacting or participating well, the new member may be asked to improve or leave the organization.

At the completion of the probationary period, the Chief and his staff shall evaluate the new member according to how he has performed and interacted. If the new member is found to be acceptable, his membership will become official. If not, the member may be asked to show improvement, and the probationary period will be extended as the officers see fit. The new member may also be asked to leave the organization if the officers do not see hope for improvement. The rejected member may reapply for membership only after waiting for at least six months. He shall then repeat the application process from the beginning.

6. Transfer Firefighters

If a firefighter with previous experience on another department wants to join PVFD, he may do so according to the following guidelines. The transfer firefighter must meet the requirements for a new member and be able to document his previous training and experience. The transfer firefighter must be previously certified as a KY State or IFSAC level 1 or 2 firefighter. He must also have at least 2 years experience with the previous agency. If these requirements are not met, the transfer firefighter must meet the requirements of a new PVFD firefighter.

If the transfer firefighter remains active with another volunteer fire department near PVFD, the firefighter may be asked to cease such activity if it creates a conflict of time or interest with the PVFD. Failure to do so may cause the PVFD to ask the firefighter to resign, or may also be grounds to withhold promotion in the PVFD.

A transfer firefighter will serve a probationary period the same as a new member, except the probation shall only last six months. During this time, the firefighter must learn the specific details of PVFD's organization and operations. If the probation is completed successfully, the transfer firefighter shall become an official member, with credit awarded for all documented previous training.

7. Continuation of Membership with PVFD

Membership with PVFD is considered ongoing for a member in good standing provided the member meets the following requirements:

1. Attend at least the minimum of trainings and incidents as detailed in the PVFD attendance policy.
2. Show progress in achieving higher status in the KY State training system.
3. Do not suffer any disciplinary action that would warrant termination.
4. Do not fail to meet any of the prerequisites for membership.

The PVFD reserves the right to repeat law enforcement background checks throughout the member's tenure with PVFD. If the background check reveals felony convictions or excessive traffic violations that were not reported to PVFD by the member, the member shall be subject to discipline and/or expulsion.

8. Instructions for New Members

New members shall be issued a copy of the SOP and SOG manual, a building key, pager, and issued turnout gear after the Chief accepts their application. The issued equipment may be withheld until the new member has attended enough training sessions to warrant their issue. New members shall not be permitted to respond to emergency calls until they have reviewed the policies, guidelines, and apparatus with the Line Officers, and have been given permission by the Chief.

9. Obligations of All Members

The following are the basic obligations for all members to achieve satisfactory service with the PVFD:

1. Read, learn, and practice PVFD policies and guidelines.
2. Recognize that safety is the primary obligation of all members.
3. Become familiar with the PVFD organizational structure and how it relates to the community and government.
4. Recognize and obey the chain of command, both in Line functions and Administrative functions.
5. Understand personal responsibilities of a firefighter such as conduct; ethics; attendance at training, incidents, and other functions; care, use, and maintenance of personal protective equipment and department apparatus.
6. Recognize the importance of responding to any emergency call.
7. Understand the Incident Management System used by the PVFD.
8. Recognize the importance of each member's role in promoting fire and life safety.
9. Represent and promote the interests of the PVFD in a positive manner.

10. Termination of Membership

If a member is terminated it will be done with a written notice from the Chief or the Board of Trustees. The terminated member must return all issued PVFD property within 1 week. The member must also return all items purchased by the member that have the PVFD name, patch or logo on them. The member may ask for reimbursement for the cost of these items.

Termination of membership shall be done in compliance with the provisions of KRS Chapter 75. This action shall only be done after an investigation of an offense committed by the member shows that this action is necessary.

11. Resignation of Membership

If a member in good standing resigns from the department, they must do so with a written notice delivered to the Chief or the Board of Trustees. The member will then make arrangements with the Chief for the return of all issued PVFD property. The Chief may allow the member to keep certain items that bear the PVFD name, patch, or logo. If the member wishes to return items that were purchased that bear the PVFD name, patch, or logo, they may do so and be reimbursed for their cost.

Chapter 3-2

Standard Operating Policy for

Effective 01-01-05 **PVFD Members' Code of Conduct** rev. 10/21/04

1. Purpose

This SOP outlines the basic rules of conduct to be followed by all PVFD members while participating with or representing PVFD.

2. Scope

This SOP shall apply to all personnel who may be representing PVFD in any official capacity.

3. Introduction/Background

It is necessary for the Fire Department to operate in an orderly fashion, with a membership that can be relied upon do perform their duties with the proper regard for ethics, discipline, and conduct. Therefore, this SOP is written to serve as a guide to the general rules and behaviors that all members should follow. It is important to note that this SOP is not just a list of specific rules to follow, but should also provide examples of the type of behavior that PVFD members are expected to follow.

4. General Rules of Conduct

1. Always treat the public served with due respect.
2. Always work to accommodate the needs of the public.
3. Always treat each other with due respect.
4. Respect the Chain of Command, and use it properly.
5. Do not engage in activities that would bring disrespect to you or the PVFD.
6. Avoid situations that give the appearance of impropriety.
7. Do not taunt, harass, or assault other members or the public.
8. Do not engage in physical violence, other than defense of yourself or defense of another.
9. Do not allow disorders or disagreements to escalate to violence.
10. Take responsibility for your own actions, and those for whom you are responsible.
11. Do not allow anyone to threaten or harm anyone in your command.
12. Do not steal from the public or the Fire Department.
13. Assume ownership in the mission and equipment of the PVFD, and treat both with respect.
14. Take pride in the mission and activities of the PVFD, and do not let anyone berate you or the PVFD.
15. Take pride in your appearance and behavior. Do not let rudeness, vulgarity, poor hygiene, or poor appearance affect others' view of you or the PVFD.

Chapter 3-3

Standard Operating Policy for

Effective 01-12-05 **Ethics, Non-Discrimination, and Sexual Harassment** rev. 10/21/04

1. Purpose

This SOP states PVFD's goal and intention to operate in an ethical and non-discriminatory manner toward the public served and the members of the PVFD.

2. Scope

All members of the PVFD including officers, firefighters, board members, Civilian Corps, and anyone else representing PVFD in an official capacity shall abide by this SOP.

3. Introduction

PVFD is organized to accomplish a mission of fire and life safety protection to the residents and visitors of the Pewee Valley area. In order for PVFD to successfully complete this mission, the public that it serves must place a high degree of trust in the PVFD organization. Therefore, the PVFD and all of its members must behave in a manner that will not cause the public to doubt the goodwill or professionalism of the PVFD. The bond of trust necessary for PVFD to function also exists between the PVFD organization and its members and between the members as well.

4. Ethics Policy

The following statements shall apply to all members of PVFD, or anyone representing PVFD in an official capacity.

1. Members of the PVFD shall conduct themselves in a manner that does not cause a conflict of interest, or perceived conflict, between the PVFD and the public.

2. If a potential conflict of interest arises, the member shall notify the Chief or Board of Trustees of such at the earliest opportunity.

3. The member and the PVFD staff shall work to remedy the conflict or remove the member from the situation.

4. If an officer or director encounters a conflict of interest during an event that they are supervising or controlling, they shall recuse themselves or pass control to another PVFD member.

5. Members shall not demand or insinuate want of gratuity of any sort for performing an official PVFD function.

6. Members may accept gifts for services performed only on behalf of the entire PVFD and only at the insistence of the gift giver. Such gifts shall not be in the form of money, unless the gift giver makes the gift to a charity recognized by PVFD.

7. No PVFD member shall be in possession of cash used for PVFD purposes or collected for charity greater than $300 without a witness except as follows:

- -The member is the Treasurer or his designated agent.
- -The money is known to be in the member's possession and shall be accounted at a later time.
- -The money is being collected for charity and the member has not had reasonable opportunity to deliver the money to a collection point.

8. If a question regarding an ethics situation arises, the Chief and the Board of Trustees shall review the situation and determine the proper course of action.

5. Non-Discrimination

Membership and participation in the PVFD is open to all citizens who meet the requirements for membership. Membership shall not be denied or otherwise based upon a person's race, creed, color, or religion. Members of the PVFD shall serve the public equally, regardless of the race, creed, color, or religion of the public.

Members of the PVFD have a duty to the PVFD and the public to accomplish the mission and goals of the PVFD without undue influence from the member's personal beliefs. If a member holds personal beliefs or convictions that conflict with the mission or tasks of the PVFD, the member must make this known to the Chief. The PVFD shall work to accommodate this situation, while still accomplishing the mission of the PVFD. If a reasonable solution cannot be reached, the member may be asked to resign from the PVFD.

6. Sexual Harassment

PVFD members shall not engage in sexual harassment toward other PVFD members or the general public. Sexual harassment is defined as actions or statements of a sexual nature, knowingly performed that cause another person to suffer embarrassment or feel threatened. This policy and definition applies to members of both sexes.

7. Investigation and Enforcement

The Chief or the Board of Trustees shall receive any questions or complaints regarding this policy or allegations of non-compliance. The complaint must be put forth in writing no more than 2 weeks after the time of occurrence.

The complaint will be read and discussed by the Chief and Board during an executive session at the next regular Board meeting. They shall then investigate the complaint and notify the person filing the complaint of their course of action. The investigation shall allow the accused an opportunity to defend himself and allow both the accuser and accused to submit evidence and witnesses. Both parties may utilize legal counsel for this process. If legal counsel is used, it shall be paid for by the party being represented. Both parties must also acknowledge to the Fire Chief and the Board that they understand this policy.

After the Chief and Board reach a conclusion, they shall make the complaint and their findings public via a presentation at a Board meeting. This presentation shall also be entered into the minutes of the meeting. The Chief and Board shall also announce the actions taken to remedy the complaint. At no time during this process shall the identity of the person filing the complaint or the accused be publicized. Likewise, the Chief and Board shall make all efforts to prevent retaliation against the complaining member or the accused member.

If at any time during this process the Chief, Board of Trustees, complaining member, or accused member think that the complaint warrants formal discipline, they may request that the complaint be addressed as an official charge to be filed according to the rules in KRS 75.130.

Chapter 3-5

Standard Operating Policy for

Effective 01-12-05 **Drug, Alcohol, and Tobacco Use** rev. 10/12/04

1. Purpose

This SOP details PVFD's policy related to members who use drugs, alcohol, or tobacco products.

2. Scope

This SOP applies to all PVFD personnel.

3. Introduction

PVFD personnel are called upon to perform critical and life saving tasks. To do this safely and effectively, all personnel must be able to perform with physical and mental clarity. PVFD members must also be of the highest ethical standard, to assure public trust. For these reasons, it is imperative that PVFD members do not allow the use of controlled substances of any sort to alter their ability to think and act clearly.

4. Tobacco Use

The following are PVFD's rules related to the use of tobacco products while performing official PVFD functions.

1. No PVFD member under age 18 may use tobacco products during PVFD functions or on PVFD property.
2. Use of tobacco products is prohibited during PVFD training or incidents except during designated break times and locations.
3. Smoking is prohibited in all areas of the station except the bays.
4. Smokeless tobacco use is permitted in the station under the following conditions only:
   - -Spit canisters must be solid or opaque
   - -Spit canisters must be in the possession of the user at all times
   - -Spitting must not be disruptive to any ongoing event
   - -Spitting is not allowed on floors, any paved areas, or near any station doors
5. No tobacco use is allowed in PVFD vehicles at any time.
6. Used tobacco products shall be disposed of in appropriate receptacles, not thrown on the floor or ground.

5. Prescription Drug Use

The following are PVFD's rules related to the use of prescription drugs.

1. PVFD members who are taking prescription drugs that may alter their mental clarity or sobriety shall take temporary leave from all PVFD activities that are unapproved according to the prescription directions or their physician's orders.
2. PVFD members affected by rule 1 (above) must present a doctor's release to the Fire Chief before returning to full duty.
3. PVFD members shall not use a prescription drug unless the member has obtained a current prescription for the drug.

6. Illegal Drug Use

No PVFD member shall use or possess illegal drugs at any time.

7. Alcohol Use

The following are PVFD's rules related to the use of alcohol.

1. No PVFD member under age 21 may consume alcohol at any time.
2. Alcohol shall not be consumed on PVFD property except for designated special events where fire protection coverage has been previously arranged.
3. If rule #2 (above) is implemented, alcohol shall be served and consumed in a discrete manner, with no labeled containers displayed in public view.
3. Members who have consumed alcohol shall remain off duty until sober. Therefore, PVFD members shall never drive a vehicle (personal or PVFD) while intoxicated.
4. Members who consume alcohol at PVFD events (on or off PVFD property) where alcohol is allowed shall not let excessive drinking cause them to behave improperly. If a member becomes intoxicated and displays bad behavior, they shall immediately be escorted home.
5. A person's demeanor and actions shall determine if they are considered intoxicated. At no time should a situation escalate to the point where a PVFD member's sobriety must be checked by the police with a breath analyzer.

8. Enforcement and Penalties

The penalties for violation of this SOP shall be outlined in the PVFD SOP on disciplinary procedure. Penalties shall escalate with the severity and number of occurrences of the offense.

It is the responsibility of all PVFD members to assist in the enforcement of this SOP by promptly reporting any suspected offense through the Chain of Command to a Chief Officer. The Chief Officer shall investigate all reports, utilizing at least one additional Line Officer to verify the validity of the complaint. These officers shall decide the necessary course of action to mitigate the immediate situation, and begin the disciplinary process outlined in the SOP on disciplinary procedure.

Chapter 3-6

Standard Operating Policy for

Effective 01-19-05 **Disciplinary Procedure** rev. 10/15/04

1. Purpose

This SOP outlines the process to be used for administering disciplinary actions to PVFD members.

2. Scope

This SOP applies to all PVFD members.

3. The Discipline Process

Discipline is not to be considered the same as punishment. The purpose of the disciplinary procedure is to cause a change of behavior in order to correct an improper action committed by a person. If discipline is administered properly, the member being disciplined will learn a lesson and their mistake will not be repeated. As stated before, this is not the same as punishment. The phrase "learn a lesson" means just that. It does not mean that a member who makes a mistake should be punished or harmed in order to "teach a lesson".

The disciplinary process is used in an incremental way. This means that the severity of the disciplinary action will escalate in steps based on the severity and number of occurrences of the offense. For offenses that occur greater than 3 times, the penalty for the 4th and greater offenses will be a repeat of the 3rd offense penalty, subject to the rules as outlined later in this SOP.

Disciplinary actions are documented in each individual's personnel file. This file is accessible only to Chief Officers and the individual upon request. This file is updated throughout the individual's tenure with PVFD. Disciplinary documents are kept or removed based on the level of the discipline and when the discipline occurred.

During times where the ICS system is in effect, the discipline procedure is initiated by the Line Officer who is directly responsible for the member in need of discipline. During non-incident times, the disciplinary procedure is initiated by the Line Officer who witnesses the offense, or who is first called upon to deal with the situation. This Line Officer must investigate and evaluate the situation. The officer will enact the lowest level of discipline that corresponds to the offense and that the officer thinks will handle the situation. If time permits, the officer should consult another Line Officer to confirm the best course of action to take.

During PVFD incidents, if a member commits an act that will jeopardize the safety of the operation at hand, an officer may enact the clause of "*Immediate Remedy*". This means that the member who committed the offense may be removed from the scene until such time that the offense may fully investigated. If the offending member resists the Immediate Remedy action, the Line Officer shall immediately notify the next highest Line Officer in the chain of command. The offending member shall then be escorted from the scene by their Company Officer and be sequestered until the emergency incident is under control. If Immediate Remedy is enacted, the highest-ranking PVFD officer on the scene will be consulted to decide the proper course of discipline after the incident is over.

4. Definitions

Verbal Threats or Harassing Statements: Statements, including written, e-mail, or page messages, that seriously alarm, annoy, intimidate or harass a person or which could cause a reasonable person to suffer mental distress; or threats to commit any act likely to result in substantial damage to property.

Insubordination: Actions or statements which reflect a member's refusal to be supervised including, but not limited to, direct refusal to obey a supervising officer's order or deliberate failure to follow directions and instructions.

Freelancing: Deliberately performing actions outside of the directions of the chain of command, especially during PVFD incidents. Abandoning an assignment before completion without cause for safety reasons shall be considered a form of freelancing.

Misconduct: Improper behavior that would be recognizable by a prudent person which is not specifically addressed in PVFD policy. The behavior must be shown to be detrimental to tangible items or events or detrimental to the mission and stature of the PVFD.

5. Levels of Disciplinary Action

1. *Coaching and Counseling*: This is the process of having a discussion with the member in order to bring an offense to their attention. This is essentially a focused training session. Coaching and Counseling is used as a first step for dealing with minor offenses. Coaching and Counseling sessions shall be documented by placing a note in the member's personnel file. The note shall remain for one year from the date of occurrence. Individual Coaching and Counseling sessions should not be considered formal discipline. However, 4 Coaching & Counseling sessions on the same subject within 1 year will cause the 4th to be upgraded to an oral warning.

2. *Oral Warning*: An oral warning is the first level of formal discipline for relatively minor offenses. The Line Officer giving the warning should inform the member in private that they are receiving an oral warning and the member is being given the opportunity to correct the problem. The oral warning should be documented by the Line Officer with a note that will stay in the member's personnel file for 2 years from the time of occurrence. The note must state the following:

- -Date of occurrence of problem
- -Brief description of problem, including list of witnesses
- -Date when oral warning was issued
- -Corrective action or suggestions given to prevent future problem
- -Signature of warned member to acknowledge they understand and concur with the note

3. *Written Reprimand*: Written reprimands are used when a member disobeys repeated oral warnings, or for more severe first offenses. Reprimands will remain in the member's personnel file permanently. The officer issuing the reprimand must document it by writing a narrative with the following information:

- -Date of occurrence of problem
- -Description of problem, including list of witnesses and witness statements
- -Date when reprimand was issued
- -Corrective action or suggestions given to prevent future problem
- -Signature of warned member to acknowledge they understand and concur with the narrative.

4. *Suspension*: A suspension is imposed for severe infractions of rules or for violations occurring after the member has received oral warnings or written reprimands and has failed to correct the error or improve the behavior. This discipline should be applied after

a thorough evaluation of the circumstances by those in the member's chain of command at the time of the occurrence.

The Fire Chief shall determine the length of the suspension based on the nature of the violation. The minimum suspension is 24 hours. The maximum suspension is one month. If 3 suspensions are given to a member for the same type of offense within 1 year, the third suspension will be upgraded to dismissal.

5. *Dismissal*: A dismissal is used for the most severe violations of PVFD policies or procedures, or for cases in which a member refuses to correct behavior despite prior disciplinary action or for cases where a member commits more than one type of serious infraction. This punishment represents the judgement of the administration of PVFD that the member cannot be rehabilitated. Once a member suffers dismissal, they are barred from any future involvement with the PVFD.

6. Violations and Disciplinary Actions

Failure to report a suspended or revoked driver's license
1st: Written reprimand 2nd:15 day suspension 3rd: Dismissal

Driving a PVFD vehicle with suspended or revoked license
1st: 15 day suspension 2nd: Dismissal

Misdemeanor theft of PVFD property (< $300.)
1st: Written reprimand and restitution 2nd: 15 day suspension and restitution
3rd: Dismissal

Felony theft of PVFD property (> $300.)
1st: 30 day suspension and restitution 2nd: Dismissal

Intentional destruction of PVFD property or equipment
1st: 30 day suspension and restitution 2nd: Dismissal

Unauthorized use of PVFD equipment or property
1st: Coaching & Counseling 2nd: Oral warning
3rd: Written reprimand

Violent behavior, throwing objects at others, or fighting with weapons
1st: Dismissal

Violent behavior, verbal threats or fighting without weapons
1st: 15 day suspension and mandatory EAP counseling 2nd: Dismissal

Attending a PVFD incident while intoxicated by alcohol or a legal controlled substance
1st: Written reprimand 2nd: 15 day suspension and mandatory EAP counseling
3rd: Dismissal

Attending a PVFD incident while intoxicated by illegal drugs or driving PVFD apparatus while intoxicated
1st: 15 day suspension and mandatory EAP counseling 2nd: Dismissal
Possession of illegal drugs or drug paraphernalia on PVFD property
1st: 15 day suspension and mandatory EAP counseling 2nd: Dismissal

Possession or intoxication by alcohol of a member under age 21 on PVFD property
1st: Written reprimand 2nd: 15 day suspension 3rd: Dismissal

Freelancing

1st: Oral warning	2nd: Written Reprimand	3rd: 5 day suspension

Insubordination

1st: Written reprimand	2nd: 10 day suspension	3rd: 30 day suspension

Failure to follow established safety procedures or use required safety equipment

1st: Oral warning	2nd: Written reprimand	3rd: 5 day suspension

Failure to follow mandatory safety procedures or regulations, creating an immediately dangerous situation

1st: Written reprimand	2nd: 10 day suspension	3rd: Dismissal

Misconduct

1st: Oral warning	2nd: Written reprimand	3rd: 5 day suspension

Chapter 4-1

Standard Operating Policy for

Effective 01-19-05 **House Rules** rev. 10/12/04

1. Purpose

This SOP details specific rules related to the PVFD station, equipment, and activities occurring at PVFD.

2. Scope

This SOP applies to all PVFD members.

3. House Rules

1. Disorderly conduct, horseplay, and vulgarity will not be tolerated by members or visitors to the PVFD.
2. Only PVFD members and guests accompanied by PVFD members are allowed in the bay area except during PVFD public functions.
3. PVFD equipment or facilities shall not be used for personal use without prior permission of a Chief Officer.
4. Anyone using the station meeting area must clean it immediately after use.
5. Station items such as tables, chairs, etc. shall not be removed from the station without prior approval of the Fire Chief or the Interior Facilities Coordinator.
6. No one is allowed to spend the night on PVFD property without prior permission of a Chief Officer.
7. All members shall work to keep the building and grounds clean an orderly.
8. Turnout gear shall not be used for non-PVFD activities without prior permission of a Chief Officer.
9. All members shall work to keep the station secure at all times.
10. The last person to leave the station shall turn off all lights and make sure all doors are locked.
11. Cigarette butts, tobacco spit, and chewing gum are not to be placed on floors, lawns, or outside areas.
12. Tobacco products shall not be used during training or meetings other than at designated break times.
13. If you make a mess, you are responsible to clean it up.
14. PVFD members are responsible for the conduct of their guests.
15. Washing POVs shall not be done with PVFD supplies, and not without the prior permission of a Chief Officer.
16. No hazardous waste, chemicals, or excessive dirt shall be flushed into the station drainage system.
17. Apparatus shall not be left outside during inclement weather to facilitate a personal use of the station without prior permission of a Chief Officer.

Chapter 4-2

Standard Operating Guideline for

Effective Draft **Uniforms, Grooming & Hygiene** rev. 02/01/08

1. Purpose

This SOG details the items that PVFD members will wear as a uniform and how they will be worn. Also addressed in this SOG are basic standards of grooming and hygiene.

2. Scope

This SOG applies to all PVFD members while they are representing PVFD.

3. Introduction

A uniform is worn to show that members have a common identity in an organization. It also symbolizes the pride a member has in the organization, and shows civilians that they should respect the formality of the organization. The type of uniform varies with the formality and ceremony that is occurring when the uniform is worn. Formal occasions call for formal uniforms. Informal or chore-oriented occasions call for uniforms that are made for these types of activities.

PVFD members wear uniform apparel to distinguish them from civilians or members of other agencies while the member is performing PVFD duties. Likewise, if a PVFD member is wearing any clothing items that bear the PVFD logo, it is assumed that they are representing PVFD.

PVFD members must use good grooming and hygiene practices at all times. Failure to do so will cause other people to have a negative perception that will affect the reputation of the member and their association with PVFD.

4. Class A uniform

The class A uniform is to be worn during ceremonial occasions or when a member is representing PVFD in a formal manner. It consists of the following items:

-Hat: FDNY bell style dress cap, white top for Chief officers,
Navy top for Company Officers and firefighters
Decorative chinstrap; gold for officers, silver for firefighters
Hat badge with rank-appropriate symbol; gold bugles for officers, silver FD scramble for firefighters

-Pants: Dark navy, polyester blend with 4 pockets
Pressed-in crease on each leg front and rear

-Shirt: Officers: White, polyester blend, long sleeved
Firefighters: Light Blue, polyester blend, long sleeved
Epaulets on top of shoulders
Sewn-in military creases
Metal buttons with FD scramble on buttons
Silver buttons for firefighters, gold buttons for officers
Metal pin-on badge, nametag, collar brass,
PVFD patch sewn on left shoulder
US flag sewn on right shoulder

-Undershirt: White, poly/cotton blend T-shirt
*V-cut T-shirt is acceptable, Tank Top is not allowed

-Tie: Dark navy

-Shoes: Black, low-cut or chukka, plain-toe, high gloss

-Socks: Black, ankle-length

-Blouse/Jacket: Dark navy, polyester blend, must match pants, suit length
Double Breasted
Epaulets on top of shoulders
Metal buttons with FD scramble on buttons
Silver buttons for firefighters, gold buttons for officers
Metal pin-on badge, nametag, collar brass, EMS rank
PVFD patch sewn on both shoulders
Rank-specific gold bands circling each cuff
Chief: 5 wide bands
Deputy Chief: 4 wide bands
Asst. Chief: 3 wide bands
Major: 1 wide & 1 thin band
Captain: 2 thin bands
Lieutenant, Fire Marshal, Chaplain: 1 thin band
Gold years-of-service bars sewn onto outside of left sleeve, mid-way between cuff and elbow, each bar represents 5 years of service (including time outside of PVFD)

5. Class B uniform

The class B uniform is worn for semi-formal occasions such as outside meetings or classroom trainings. It consist of the following items:

-Pants: Dark navy, poly/cotton blend with 4 pockets
Pressed-in crease on each leg front and rear

-Shirt: Dark navy, poly/cotton blend, must match pants
Epaulets on top of shoulders
Sewn-in military creases
Sewn-on badge, nametag, collar brass, EMS rank
PVFD patch sewn on left shoulder
US flag sewn on right shoulder

-Undershirt: Dark navy, poly/cotton blend

-Shoes: Black, low-cut, plain-toe, medium gloss or
Black, work boot (any height), plain-toe, solid black sole, medium gloss

-Socks: Black, ankle-length (for low-cut shoes)
Black or white, ankle-length (for use with boots)

6. Class C uniform

The class C uniform is to be worn during events where PVFD recognition is appropriate and the member will be engaging in light work. Examples include weekly

training sessions, fund raising events, etc. The class C uniform consists of the following items:

-Pants: Option 1: Dark navy, poly/cotton blend with 4 pockets
Pressed-in crease on each leg front and rear
Option 2: Dark navy, BDU style, 100% cotton or poly/cotton blend

-Shirt: Beige pullover with collar, short sleeves, 3 button V-neck
PVFD logo embroidered on left chest

-Undershirt: White, poly/cotton blend; or no undershirt
If no undershirt, the pullover should have the bottom button fastened

-Shoes: Black, low-cut, plain-toe, medium gloss or
Black, work boot (any height), plain-toe, solid black sole, medium gloss

-Socks: Black, ankle-length (for low-cut shoes)
Black or white, ankle-length (for use with boots)

7. Class D uniform

The class D uniform is designed for use during PVFD events that involve heavy work or the likelihood of getting dirty. Examples include hands-on training, weekly truck checks, and events occurring during hot weather. It is most important for this uniform to be comfortable and functional. The following are the components of a class D uniform:

-Pants: Option 1: Dark navy, poly/cotton blend with 4 pockets
Pressed-in crease on each leg front and rear
Option 2: Dark navy, BDU style, 100% cotton or poly/cotton blend
Option 3: Blue jeans (for very informal occasions only)
Option 4: Shorts, dark navy, straight leg, poly/cotton blend or 100% cotton, leg length of shorts must be equal or lower than fingertips of wearer when arm and fingers are fully extended next to wearer's side

-Shirt: T-shirt with PVFD patch screened on left chest, dark navy or ash gray shirt color

-Undershirt: n/a

-Shoes: No set standard

-Socks: No set standard

8. Outerwear

PVFD uses several types and styles of outerwear, including sweatshirts, job shirts, and casual jackets. All of these are suited for use with any class of uniform except Class A.

9. Grooming and Hygiene

Proper grooming and hygiene are as important to the public's perception of PVFD and the firefighter as the uniform itself. Therefore, PVFD members should not let their personal appearance degrade their uniform presence. The following basic rules

are to ensure that neither the PVFD nor the individual member suffers a negative opinion from the public or other members due to poor grooming or hygiene.

1. All members shall bathe as necessary and be free from unpleasant body odor. Members may wear cologne/perfume as long as it is not overpowering. Underarm odor, regardless of the member's cultural background, shall not be acceptable.
2. Members shall wear their hair so that it does not interfere with the use of SCBA. Hair must also be able to be fully covered by the PPE hood in a timely manner.
3. No beards or facial hair that interferes with the SCBA mask seal are permitted.
4. Teeth shall be brushed regularly, and the member shall strive to keep their breath odor-free.
5. Members shall wear their uniform clean and free from stains or excessive wrinkles.
6. Members shall wear their uniform shoes clean and polished.
7. Members may wear facial make-up as long as it does not interfere with the SCBA facepiece seal, and is compatible with the seal material.
8. Members may wear visible piercings in their ears only. Earrings must not be ornate, and must not interfere with the use of PPE.
9. Members may not wear any other pins or symbols as part of their PVFD uniform without the approval of a Chief Officer.

Chapter 4-4

Standard Operating Policy for

Effective 01-19-05 **Use of Personal Vehicle for PVFD Responses** rev. 4/27/04

1. Purpose

This SOP covers the responsibilities of firefighters while responding to PVFD incidents in their personal-owned vehicle (POV).

2. Scope

This SOP applies to all PVFD personnel. Emergency equipment (flashing red lights and siren) mounted on the POV is not a requirement for a firefighter to be bound by this SOP.

3. Introduction

PVFD relies on personnel to respond to the station in their POV as quickly as possible when we are dispatched to emergency incidents. When responding to the station (or directly to the incident, as detailed below) it is imperative that PVFD personnel do so in a safe manner.

Special rights are granted to emergency vehicles by state law (contained in KRS 189). However, that does not allow personnel to act without due regard for the safety of everyone on the road. A vehicle that does not have proper emergency equipment on it is not considered an emergency vehicle, and shall not be driven as such. Driving in a reckless manner, with or without emergency equipment, is grounds for PVFD discipline as well as punishment through the legal system.

PVFD members are required to maintain their own insurance coverage on their POV that will cover their liability during PVFD responses.

4. Flashing Lights and Siren

The Chief may grant permission for PVFD members to use emergency equipment on their POV while responding to PVFD incidents. This is a granted privilege that can be revoked at any time if the Chief has evidence that it is being abused. Abuse includes driving in a reckless manner, using emergency equipment at inappropriate times, or having improper equipment on the POV. The right may also be revoked if the Chief has evidence that the member's POV is not kept in road-worthy condition. When a POV has emergency equipment in use, it is considered an emergency vehicle. As such, the driver is bound by the same duties as if the POV was a fire truck.

To be eligible for a flashing light and siren permit, the following conditions must be met:

-New firefighters must be on the dept. for at least 1 year.
-Transfer firefighters must be on the dept. for at least 6 months. This requirement may be waived if the member's previous experience can be verified by PVFD.
-The firefighter must complete a defensive driving course approved by PVFD.
-The firefighter's vehicle must pass an inspection by PVFD to verify compliance with this SOP.

To be approved for PVFD responses, all emergency vehicles must have the following equipment, at a minimum:

-Flashing red light(s) visible in all directions for at least 500' during normal conditions.
-Siren audible at least 500' to the front during normal conditions.

Additional lighting may be added to enhance the vehicle's visibility. Emergency lights must not be mounted in a manner that impedes other drivers' ability to see and recognize the normal signal and brake lights of the emergency vehicle.

5. Responding to the Station

When PVFD is dispatched to an incident, all firefighters that are not part of the PVFD command staff shall respond to the station to staff apparatus. The only exception is if the firefighter must first pass the scene, and the firefighter can be of immediate assistance. In this case, the firefighter must stop and render aid as appropriate. If additional firefighters are in the same situation, they should stop only if needed, then continue on to the station as soon as possible.

Before responding to the station, firefighters must listen to the dispatch and know the following:

-What is the nature of the run?
-Where is the run?
-Is this an emergency response?

Then, the firefighter should respond to the station in the appropriate manner.

6. Responding Directly to the Scene

Only authorized personnel should respond directly to emergency scenes in their POV. Authorized uses include command officers, first responders, and firefighters who are forced to stop at a scene and render aid.

Vehicles that are used for first response or command use must be maintained in a manner that will present a positive public image. First responder vehicles must have appropriate emergency equipment, since they will be required to make code 3 runs. If a POV does not meet this standard, the first responder shall use 8499 (or 8498 in its absence).

7. Code 3 Driving

Firefighters respond to the station either "Code 1" or "Code 3". Code 1 means non-emergency. No lights or siren are to be used. All traffic laws must be obeyed, since this is the same as normal daily driving. Using only emergency lights and no siren is called "Code 2", and is prohibited for anyone except an ambulance that is transporting a patient.

Code 3 means emergency response. This means red lights and siren must both be used. During Code 3 responses, the firefighter must use all necessary caution to avoid causing an accident. Traffic laws and signals may be disregarded in accordance to KRS 189, only while the firefighter uses due regard for the safety of everyone on the road. PVFD firefighters shall not use excessive speed or drive in a manner that creates undue risk to anyone. Failure to follow these precautions will cause the firefighter to be held liable for causing traffic accidents.

8. Driving while Impaired

PVFD personnel shall not operate vehicles if they are impaired by alcohol, drugs (prescription or otherwise) or any other condition that may affect their ability to control a vehicle. Therefore, a firefighter who is intoxicated shall remove their self from duty until sober. Failure to do so will be grounds for disciplinary action.

Chapter 8-1

Standard Operating Policy for

Effective Draft **PVFD Training Program** rev. 10/09/05

1. Purpose

This SOP describes PVFD's program for training civilians to be KY State certified firefighters and for maintaining their certification.

2. Scope

This SOP applies to all personnel who participate in PVFD fire suppression related activities and are listed on the roster of active firefighters or recruits.

3. Introduction

The KY State Fire Commission mandates that firefighters meet certain training requirements to be considered certified to state standards. Fire departments must have an adequate roster of certified firefighters to maintain their status as a recognized, legitimate organization. Failure to do so can mean a loss of state funding, ISO accreditation, and could potentially expose the fire department to liability claims from the public.

PVFD has an established training program for its members that provides the necessary training hours and topics to become state certified and to maintain certification. This training program is important not only for compliance with state standards, but to ensure that PVFD personnel can provide the highest possible level of protection to their community and skills to safeguard each other while on the fireground.

The training provided by PVFD is designed to comply with any relevant federal or state standards. Emphasis is also placed on providing training that will prepare personnel for passing IFSAC certification tests.

4. Description of PVFD Training Program

PVFD's training program is divided into four categories: Recruit Training, Firefighter Training, Officer Training and Specialty Training.

Recruit Training is designed to provide an untrained civilian with the necessary information to become a state certified level 1 volunteer firefighter. This consists of 150 hours of instruction divided among several categories as determined by the State Fire Commission.

Firefighter Training is designed to provide level 1 certified firefighters with the necessary topics and hours to maintain their certification and to work toward becoming a level 2 state certified firefighter. Level 2 certification is obtained after completing 400 hours of instruction divided among specified topics as determined by the State Fire Commission. This is also the minimum training level necessary to be recognized as a career firefighter by the State Fire Commission.

Officer Training is designed to prepare level 2 firefighters for moving into leadership roles in the fire department. There is currently no mandated state standard for officer training requirements.

Specialty Training is the program that provides training to PVFD personnel in topics that fall outside the scope of basic firefighting but are important to the mission of the fire department.

5. Training Schedule and Attendance

PVFD currently conducts 3-hour training sessions every Wednesday evening. Alternate training sessions are also conducted during the day on selected Saturdays and other days as needed. There are at least 150 hours of training made available during the Wednesday evening sessions per year.

As part of the requirements of being a PVFD firefighter, it is expected that all personnel shall attend all weekly training sessions and any specially called sessions. However, the PVFD realizes that other priorities may prevent a firefighter from attending all training sessions.

The following attendance guidelines are intended to allow a balance between a firefighter's other priorities and their commitment to being a PVFD firefighter. Firefighters who do not follow these guidelines will be asked to evaluate their commitment to the PVFD. Failure to follow the guidelines may signal the need for a leave of absence, and it can be considered grounds for dismissal.

6. Training Attendance Policy

1. Recruits who have not achieved Level 1 firefighter certification or firefighters who have less than 300 total training hours must obtain at least 113 training hours per year, from PVFD training or from outside training sessions approved by the PVFD training staff. This equates to attending 75% of regular PVFD training sessions.

2. Firefighters who have greater than 300 total training hours and are level 1 certified firefighters must obtain at least 75 hours of training per year, from PVFD training or from outside training sessions approved by the PVFD training staff. This equates to attending 50% of regular PVFD training sessions.

3. Firefighters whose schedules do not allow for attending Wednesday evening training sessions on a regular basis must consult the training staff to arrange for alternate training sessions and hours. An individualized plan may be arranged to accommodate this situation and meet the intent of this policy.

4. If a firefighter has a temporary schedule change/conflict that will cause him to fail to meet the minimum requirements of this policy, the firefighter must notify the Training Bureau in writing as soon as the conflict becomes known. In this case, a temporary exception to this policy may be granted as described in item #6-3 above.

5. The PVFD training staff will evaluate the training participation level of all fire suppression personnel on a semi-annual basis. At mid-year, if a firefighter's year-to-date attendance percentage is deficient, the training staff will notify them. The firefighter will then have 6 months to improve their percentage.

At the end of each calendar year, the total hours earned and attendance percentage for each person will be calculated. If the firefighter has not met the requirements of this standard, they will be notified that they are in non-compliance.

7. Non-compliance with Training Standards

1. If a member has not met the aforementioned training requirements, he will be notified by the Chief or his designee. Once the member has been notified he will be placed on non-suppression status until he meets with the Chief or his designee to discuss the non-compliance reasons and proposed solutions.

2. If mandated requirements are not met within the next120 days (reviewed monthly) following the meeting with chief or his designee, the member will be required to take a

leave of absence for no less than three 3 months. If the member in non-compliance holds a line officer rank, that rank shall be forfeited.

3. Following a mandatory leave of absence for training attendance reasons, the member shall meet with the chief or his designee to discuss a comprehensive attendance plan, which shall include a minimum compliance period for training attendance prior to the member again gaining suppression status.

4. Failure to comply with the aforementioned Standards will result in member termination.

Chapter 8-6

Standard Operating Policy for

Effective 4-1-03 **Apparatus Operator Training** rev. 12-03-07

1. Purpose

This SOP outlines the PVFD's program for training fire apparatus operators (FAOs). Included in this SOP are titles and descriptions for each position in the progression of training and operation of fire apparatus. Each person who wants to participate must demonstrate their proficiency in each area. The Fleet Supervisor reserves the right to accelerate the training of members who consistently demonstrate outstanding proficiency. Members who exhibit marked decay of their proficiency, or fail to perform to acceptable standards for their next level, may be reverted to their previous position until their deficiencies are corrected.

Certification of each position is considered on-going, as long as the following criteria are met by each person:

-Proficiency is demonstrated through successful operation of equipment, at the respective rank level, at least three times annually, during actual incidents or training evolutions. Peer review by an engineer or higher will serve as the judge for this.

-If the FAO has not had opportunity to complete the previous requirement, they may be given an annual driving and operating competency test by the Fleet Supervisor or an officer. Successful completion of this test will complete their yearly requirement.

-Driver does not take leave from the department, or have consecutive absences, totalling greater than 3 months.

2. Progression of Training

Before a candidate begins the driver training process, the following pre-requisites must be met:

If the candidate is a current PVFD firefighter, they must be a level 1 firefighter, with at least 2 years on the department. The training officer must verify that this requirement is met.

If the candidate is a transfer to PVFD from another department, they must be a level 1 firefighter with at least 3 years previous experience. They must also have at least 6 months time served in PVFD as a firefighter. The candidate must receive clearance from the training officer and Chief after completion of the dept. physical and background check.

All candidates must not posess any physical or mental condition that would impair their ability to safely operate fire apparatus or equipment. Once the above conditions are met, the candidate's training will progress through the following steps. The titles are listed along with the description, requirements and duties of each position.

I. **Fire Apparatus Operator (FAO)** This person has met the minimum levels of performance to drive and operate an apparatus. This includes safe driving, knowledge of truck specific operations, pumping by using the SOP, ready-state servicing of apparatus, and use of all equipment on the apparatus. Certification is done one truck at a time.

II. **Engineer** This person has met all requirements to drive, operate, and pump all PVFD apparatus proficiently. Training must have been completed in the use of specialized equipment, such as foam systems, rural water supply equipment, and aerial devices. Engineers are responsible for assisting in the training of new drivers, and peer review of other drivers and engineers. This position includes knowledge in the following areas:

Preventive maintenance
Performing as the apparatus officer
Pre-plans as they relate to apparatus operations
Complex pumping scenarios
Diagnosing apparatus problems
Mutual Aid response guidelines

Operation of all equipment on the apparatus

III. **Fleet Supervisor** This is the person who is responsible for overall service of the apparatus and fire equipment. The Fleet Supervisor is an engineer who has demonstrated proficiency in apparatus operation and maintenance, and personnel leadership and instruction. This person will know the requisite theory and sources of information related to apparatus operation and maintenance. This position will be appointed by the Chief. Knowledge required and duties include:

Administration of a comprehensive apparatus training program
Administration of a comprehensive apparatus maintenance program
Principles of hydraulics, including detailed use of formulas
Emergency and preventive maintenance
Research and development of ideas to improve operations

3. Classifications and Requirements for Training

Training will be divided into the following four categories, based on a person's previous experience. Each candidate for training will be evaluated by the Fleet Supervisor and the dept. officers, and assigned the driver and pump operator status that best applies to them. The candidate's training will then be executed accordingly. If a candidate is assigned an "experienced" status and does not demonstrate it, they will be reverted to the "new" status requirements.

1. New Driver: This is a person who has no significant previous experience, either in the fire service or from other sources, in driving large trucks. This person must complete all required hours of training for each apparatus.

2. New Pump Operator: This is a person who has no significant previous experience in operating fire pumps or other fire equipment . Completion of all required pump training hours is required, and may be expanded if necessary until the person can demonstrate adequate proficiency at pump and equipment operation.

3. Experienced Driver: This is a person who has significant experience in driving large trucks, either in the fire service or from another source. The person must be able to verify this experience and must exhibit it during apparatus driving exercises. The driving hourly requirements may be shortened for this person, as long as the person and their trainers are comfortable with the person's abilities.

4. Experienced Pump Operator: This is a person who has significant experience in operating fire pumps and other apparatus equipment. The person must be able to verify this experience, and exhibit it during apparatus operations. The pumping hourly requirements may be shortened for this person, as long as the person and their trainers are comfortable with the person's abilities.

4. Hourly Requirements for Each Apparatus

This is the minimum of hours that a "new" driver or pump operator must complete before being eligible to be tested and authorized to operate the apparatus. These hours may be increased if the trainers feel that the person needs more time to learn. The hours may be decreased if the Fleet Supervisor and the dept. officers concur that the person has demonstrated excellent proficiency.

-8431: 5 hours day driving, 4 hours night driving, 4 hours pumping and tool operations

-8432: 5 hours day driving, 4 hours night driving, 4 hours pumping, including drafting

-8433: 5 hours day driving, 4 hours night driving, 4 hours pumping, including drafting

-8455: 5 hours day driving, 4 hours night driving, 4 hours pumping, 4 hours aerial ops

-8467: 5 hours day driving, 4 hours night driving, 4 hours pumping, including drafting, foam operations, and water shuttling

-8476: 4 hours day driving, 3 hours night driving, 2 hours pumping

5. Cross-Training on Apparatus

Time spent training on one apparatus may be credited toward time spent on another, due to similarities in the trucks and the skills required to operate them. The following list outlines the cross-training credit for each apparatus.

Certified Driver of:	Gets Credit for:
8431	2 day hours driving on 8433, 2 hours night driving on 8433 2 hours pumping on 8433
8432	2 day hours driving on 8467
8433	2 day hours driving on 8431, 2 hours night driving on 8431 2 hours pumping on 8431
8455	2 day hours driving 8431 or 8433, 2 night hours driving 8431 or 8433 2 hours pumping 8431 or 8433
8467	2 day hours driving on 8432
Any of the above	2 day hours driving 8476, 2 night hours driving 8476

6. Critical Failure of Eligibility to Drive

If a driver, of any rank, commits a knowingly reckless act while operating PVFD equipment, they will lose all driving priviledges. Other discipline may also be administered by the dept. officers. Driving priviledges will only be restored after the person has rectified the situation with the dept. officers and Fleet Supervisor, and they feel comfortable with returning the driver's status.

If a driver is involved in an at-fault incident while operating PVFD equipment, they will be placed on leave from driving until the incident can be reviewed. The driver will regain their status after completing remedial training, at the discretion of the dept. officers and the Fleet Supervisor.

If a driver training candidate commits a serious, unsafe act while operating PVFD equipment, they may be required to complete remedial training, or may be terminated from the driver training program, depending on the severity of the incident.

7. Testing and Certification of Fire Apparatus Operators

After completing required training hours as prescribed above, FAO candidates will be tested on their ability to drive, pump, and operate all apparatus systems. This will be done after training is completed on each apparatus. The test format will not be standardized, to prevent undue repetition. However, all tests will follow the basic format, and cover the relevant sections of, the latest NFPA 1002 standard on fire apparatus driver/operator qualification. The test will be administered by a PVFD officer or the Fleet Supervisor.

After completion of the first test, a verification test will be administered by a PVFD officer other than the one giving the original test. If the officer giving the second test has no concerns, the candidate is then considered fully qualified and certified to operate the apparatus. The certification will remain in effect subject to the details listed in section 1.

8. Certification as an Engineer

In order to become an Engineer, a candidate must be certified on all PVFD apparatus, and have at least 3 years total experience in fire apparatus operation. They must also take a written and practical test that covers the various aspects of the Engineer job description, as listed in section 2. The test will be created and administered by the Fleet Supervisor. FAOs who hold the title of Engineer at the time of the implementation of this SOP will be grandfathered, as long as they can demonstrate that their skills substantially meet the intent of the Engineer job description.

Chapter 9-2

Standard Operating Guideline for

Effective Draft **Lockout/Tagout** rev. 08/01/05

1. Purpose

This SOG explains the concept of Lockout/Tagout, including its purpose and how it applies to PVFD operations.

2. Scope

This SOG applies to all PVFD firefighters or other personnel who may be involved in work on projects that involve the need to render safe energy sources in order to do the project safely. This includes work that may occur as part of an emergency incident or non-incident projects.

3. Introduction

OSHA CFR 1910.147 requires industry to have a procedure for rendering safe powered equipment before service or other work is done where the equipment operates. This is to ensure that the equipment cannot accidentally become powered, energized, or operated by another person while someone is working in the equipment's danger zone. It is the responsibility of the employer to implement the policy/procedure. It is the responsibility of the employee to use the procedure.

In industry, a formal Lockout/Tagout procedure involves the use of locks and tags to mark and ensure that equipment is kept de-energized. PVFD is not bound by law to abide by this standard, but its understanding and use is beneficial for PVFD personnel to maintain safety. PVFD's Lockout/Tagout program will use locks and tags as much as possible, given the circumstances at hand. During emergency incidents, there may not be enough time or personnel available to use locks or tags. This is why it is imperative that all personnel understand the importance of this program and strictly adhere to it. Failure to do so could mean injury or death.

4. Definitions

-Lockout: To isolate a machine from its energy source(s) using mechanical devices that prevent the machine from becoming energized. A lockout "lock" may include a device that physically prevents a person from operating the controls or power source of the machine.

-Tagout: To post conspicuous signs ("tags") to notify people that a machine and its energy sources are de-energized and must remain so until the tag is removed. The tag must have the identity of the person who placed it.

-Machine Danger Zone: The area(s) in, on, near, or in the path of a piece of powered equipment, which if a person enters while the machine is powered, could cause injury or death to the person.

-Power Sources: Any source of energy that may cause a machine to operate, or is a product of the machine while it is operating including: electricity, stored pressure, mechanical power, stored mechanical energy, gravity, heat, chemicals, etc.

5. PVFD Lockout/Tagout Rules

1. PVFD personnel shall avoid working in the danger areas of machines, equipment, or other energized items if at all possible.

2. If work must be done in a Machine Danger Zone, all reasonable precautions shall be taken to prevent accidental operation of the machine or uncontrolled energy release.

3. If such work must be done, it will be planned prior to being done, and be done with due haste to minimize the exposure to potential danger.

4. When work is done in areas where moving parts may injure a person, a mechanical blocking device shall be used to prevent the machine from moving.

5. When work is to be done near electrical equipment, it must first be de-energized, bled of residual power, and tested to make sure it is dead.

6. Any machine controls that are not under the immediate supervision of the person doing the work must be locked and tagged to prevent operation by other people.

7. During emergency incidents, if a machine control can't be locked out, it must be tagged and monitored by a dedicated guard. The guard must be in constant contact with the person doing the work and the IC. The guard shall only operate the controls upon direct, confirmed orders of the person doing the work and the IC. If more than one person requests the guard to secure the controls, the guard shall not re-energize or change the controls until he receives confirmed approval from ALL people who asked him to de-energize it. The IC shall also keep a list of all people who have requested the guard to secure the control. The machine shall not be re-energized or have the guard leave his post until ALL people that requested it to be secured have confirmed with the IC AND the guard that they no longer need the machine secured.

8. Any time there is a change in status of the power or energy sources to a machine, all personnel present shall be notified before the change occurs. It must be verified that all personnel are aware of the pending change, and that everyone is in a safe position prior to the change.

9. During a structure fire, the presence of electrical power to a structure shall not impede fire attack unless it is obvious that the fire cannot be safely attacked without first removing the electricity. In normal fire situations, it shall be a priority to secure the building's utilities as soon as possible by shutting off main disconnect switches, valves, or breakers. Unless there is a compelling need for security of the electrical power, it shall not be necessary to lockout/tagout or post a guard in these situations.

10. Only the person who de-energized the machine has the authority to re-energize it, and only after receiving approval from ALL who asked for it to be de-energized.

6. Basic Steps to Lockout/Tagout for Fire Dept. Use

1. Locate and identify all sources of power or potential energy that are part of the machine.

2. Notify all affected personnel that the machine will be de-energized.

3. De-energize the machine and bleed off any stored or residual power. Place mechanical blocking devices as needed.

4. Place a lock and tag, or post a guard as appropriate at all power sources.

5. Test to make sure the machine is de-energized.

6. Do the work.

7. Inspect the work area to make sure the machine can be safely re-energized.

8. Notify all affected personnel that the machine will be re-energized.

9. After approval from all supervising personnel, re-energize the machine.

Chapter 9-5

Standard Operating Guideline for

Effective 01-25-05 **Operations during Inclement Weather** rev. 05/24/04

1. Purpose

This SOG outlines the considerations and procedures necessary for operations during severe weather.

2. Scope

This SOG applies to all PVFD personnel.

3. Background

Two basic categories will be used to define severe weather: Summer Storms and Winter Storms. "Summer" Storms can be present during any time of the year. The hazards associated with summer storms include lightning, flooding, high wind, heavy rain, hail, and tornadoes. Extreme heat is not necessarily a part of "storms", however it will be grouped here since it occurs in the summer months.

Winter Storms only present a problem when freezing occurs. Snow, Ice, Freezing Rain, and extreme cold are the dangers here.

4. Summer Storms

The following are precautions necessary for each element of a summer storm.

- *Lightning*: Avoid use of ground or aerial ladders if a storm is approaching or has very recently passed. Lightning can be present far ahead or behind of storm clouds. As soon as lightning is seen within five miles, remove persons from aerial or ground ladders. Lower the aerial if at all possible. When storm conditions are present, the aerial operator must make sure that personnel stay a safe distance from the truck. They should either be fully inside the truck or 10 feet away. If tools are being gathered from the truck, it should be done with great haste, and only if necessary.

If lightning is within five miles, roof operations should be discontinued and personnel removed from the roof. Personnel or equipment should not be gathered close to trees, utility poles, or other tall objects. Seek shelter inside a building or inside the truck cab.

how to check the distance of lightning When you see a lightning bolt, count how many seconds elapse until you hear thunder. 1 second equals 1/5 mile, or 5 seconds equals a mile.

- *Flooding*: The most common hazard with flooding is poor driving conditions. During flood conditions, plan a route to the fire scene that will avoid low-lying areas. Reduce the speed of the truck on wet roads or suspected wet roads. The Jake Brake should be used in the low setting if roads are *wet*. If water is covering the road, the Jake Brake should be turned off. Driving or wading through deep water should be avoided, unless a true emergency exists. Do not drive through water if any of the following are present:

-Depth greater than 2' or above the exhaust pipe -Strong Current
-Unknown road location or condition. -Large debris in the water

Personnel operating near flooded creeks must use extra caution. Do not go near areas that have a risk of falls into water. If you must work on slopes above creeks, use a tether line and have a person watching your movements. Refer to the SOP on water rescue for further instruction related to flooding.

- *High Wind*: During windy conditions, avoid driving near trees if possible. Be prepared for limbs or power lines to fall into the roadway. As you drive, scan for objects that may

blow into your path. Decrease your speed and concentrate on controlling your vehicle, since wind can cause sudden changes in vehicle direction.

When on scene, survey for trees, power lines or other objects that may cause problems from the wind. Do not park near trees or power lines. Personnel should use eye protection when exposed to high wind.

- *Heavy Rain*: The most common hazard with heavy rain is poor driving conditions. Decrease your vehicle speed as much as necessary to allow adequate visibility and to prevent hydroplaning. Be prepared for flooded areas and obstacles in the road. Use the same precautions as for flooding. Keep headlights on low beam, and turn off white warning lights on the front of the truck.

- *Hail*: The only way to stay safe from hail is to stay in quarters if at all possible. Command officers should reduce response to unconfirmed emergencies such as alarm soundings until the storm has passed. If you must go out, take the following precautions: Drive slowly, since hail build-up will decrease traction and falling hail may damage your windshield. Always wear a helmet during hailstorms to prevent injury. This includes while riding in a vehicle that is caught in a hailstorm. Keep in mind that hail is an indicator of a storm that is very likely to produce a tornado.

- *Tornadoes*: If a tornado warning is issued during a fire incident, all personnel should be notified immediately. The IC shall request periodic updates from OCD as to the location of the storm. If a funnel cloud is tracking toward the area, all crews should immediately find a shelter area and prepare to go there. A person should be appointed to monitor the sky for the funnel cloud, and notify all units by radio if it is seen. Any units not on scene or not in use should return to the station and seek shelter.

If a fire run is dispatched during a tornado warning, all apparatus will remain in quarters unless the run is of a very serious nature. If the run is a confirmed fire or rescue, normal rolling procedure will be used, unless modified by a command officer. All crews shall use extreme caution while responding, and be prepared to find immediate shelter.

****Shelter areas****: Persons in the station during a tornado warning should seek shelter in the interior of the building, away from windows or loose objects. Personnel on apparatus should don their turnout gear. If a funnel cloud is imminent, the apparatus should stop. Each person should find a ditch or low lying area and lay in it, face down, until the tornado passes.

- *Extreme Heat:* During periods of extreme heat, personnel should pre-hydrate. This means drinking as much water as possible *over a period of time before* a fire. When crews go into rehab at a fire, each person should drink as much water as possible to replenish lost water. Avoid drinking soft drinks or caffeinated drinks during a fire. Sports drinks or water with lemon juice are highly recommended.

Whenever there is a working fire during extreme heat, the IC shall secure extra crews to spread out the workload. Crews should be rotated through rehab more often to allow them time to cool down. Rehab should be set up in a shady, breezy area. Do not rely on truck air conditioners to cool personnel. The IC may request a TARC bus for rehab if necessary.

A person should be appointed to supervise rehab. Their duties will include: Liaison with EMS to check firefighters; assist firefighters in cooling down and changing air cylinders; secure drinks and a hoseline; account for all crews in rehab.

Crews should shed turnout gear as soon as it is no longer needed. All personnel should be alert for signs and symptoms of heat stress.

5. Winter Storms

Winter storms are usually insignificant until the temperature drops below 20 degrees for an extended period of time. This is when snow and ice build-up is most likely to become a problem.

Personnel should prepare for winter work by dressing in layers before responding to fires. They should also drive cautiously on slick roads. Care should be used on slick surfaces to avoid falling. Each station officer shall make sure that entrances to the station are kept clean. It is recommended that each pumper carry a pail of ice-melt to scatter on high traffic areas of the scene. Oil-Dri can then be scattered to improve traction.

Tire chains shall be applied at the discretion of the station officers. Apparatus drivers shall turn off the Jake Brake when driving on icy roads. Drivers shall avoid quick starts or stops, and reduce travel speed. The top speed for apparatus with tire chains is 35mph. When roads are ice covered, all unconfirmed fire runs shall be made by the first due pumper only. All other apparatus shall remain in quarters until the IC advises.

When the temperature stays below 20 degrees for longer than one day, pumper discharges shall be drained and RV antifreeze applied to the valve and connection threads. The rest of the pump shall be left wet.

Apparatus should not be washed if the temperature is below 20 degrees. If washing is done, all door seals must be thoroughly dried to prevent sticking closed due to ice.

If 8476 is used as a service vehicle during extremely cold weather, the pump, booster reel, and piping must be fully drained. The pump gauge must be wrapped with towels to insulate it from freezing. The Indian tank must also be removed from the truck.

At a fire scene, the following precautions should be taken to deal with extreme cold weather:

-Apparatus drivers should keep their cab warm for returning crew members.
-Pumpers not being used for pumping shall have their pumps engaged, and circulate water through their tank at idle.
-Avoid flowing water on walking or driving surfaces.
-Assign a person to clean off snow covered walkways and driveways, especially if they are on a hill.
-Keep water flowing through hoselines until they are taken up.
-If master streams are in use, put a tarp over truck cabs that may become ice covered.
-If aerial master streams are in use, exercise the aerial periodically to prevent ice build-up. Operate the aerial fully retracted if possible. Drain the aerial waterway as soon as it is shut down.
-Avoid climbing on an ice covered ladder.
-Do not lay tools down where they may become covered by snow, or freeze to the ground.
-Personnel in rehab should try to become dry, and avoid becoming sweaty
-Turnout gear shall be left on unless it can be placed in a well-heated area while not being worn.

Chapter 9-6

Standard Operating Policy for

Effective Draft **Respiratory Health Program** rev. 01/30/07

1. Purpose

This SOP covers the policies and practices that PVFD will use to protect the respiratory health of members while they are engaging in PVFD related activities. This program is designed to meet the requirements of OSHA 29 CFR 1910.134, NFPA 1500, and NFPA 1852.

2. Scope

This SOP applies to all PVFD personnel that engage in firefighting activities and to other PVFD staff who are in the immediate area of PVFD activities that may contain respiratory hazards. It is the responsibility of PVFD to ensure that all personnel are trained and have proper respiratory equipment available for use. It is the responsibility of all PVFD personnel to understand the purpose of this policy and to adhere to its instructions to safeguard their own health.

3. Introduction

The term "respiratory health" refers to keeping a person's airway and lungs safe from airborne dust, toxins, or poisons. The lungs and airway are easily exposed and easily damaged when exposed to harmful foreign agents. Such exposures can cause acute symptoms such as the inability to breathe or immediate damage to the respiratory system. Since the respiratory system is not easily cleansed of inhaled foreign particles, chronic damage such as cancer and other debilitating diseases is possible when harmful agents are inhaled. The most effective way to deal with respiratory injury is to be proactive in its prevention.

Lifestyle choices can also have an effect on respiratory health. Smoking is known to adversely affect respiratory health, and is strongly discouraged by PVFD. PVFD members should not engage in work or hobbies outside PVFD that involve airborne contaminants without proper respiratory protection. Such activities can have adverse effects on a member's ability to use PVFD's respiratory equipment.

4. Definitions

Air-purifying respirator: A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Demand Respirator: An atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

High Efficiency Particulate Air (HEPA) filter: A filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter.

Immediately Dangerous to Life or Health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Personal Protective Equipment (PPE): The ensemble of garments and equipment that are worn by personnel to protect them from hazards. PPE is selected based on the hazards present. During routine firefighting, PPE is assumed to mean the complete outfit of turnout gear and the use of SCBA when respiratory hazards are present.

Pressure Demand Respirator: A positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation. Modern SCBA are an example of this.

Qualitative Fit Test: A test of the user's ability to keep an effective seal between the face and facepiece, measured by the user's ability to smell a known odorant due to leakage of the mask seal.

Simple Face Mask: A facemask that is designed to provide protection from airborne dusts and particles. Simple masks are not designed to provide eye protection or protection from the most virulent chemicals or toxins.

5. PVFD Respiratory Protection Policy

1. All PVFD firefighters shall use respiratory protection equipment whenever they are performing PVFD functions in the presence of respiratory hazards or suspected hazards. The level of protective equipment to be used shall be based upon the hazard. Such equipment shall be used until it is determined that the hazard is no longer present.

2. Whenever possible, PVFD firefighters shall attempt to stay out of areas that contain respiratory hazards, or minimize their exposure to such hazards. This is especially true of support personnel that are not actively involved in controlling an emergency incident.

3. PVFD personnel shall not enter any IDLH atmosphere without using a SCBA. Teams of at least 2 personnel per team shall make such entries. Entry teams must have radio or visual contact with the Incident Commander outside the IDLH area. See SOP chapter 10-7 for further clarification. For IDLH atmospheres other than routine fires, entry shall not be made until it is determined that the PPE (especially SCBA) in use will provide appropriate protection.

4. SCBA shall be used whenever any of the following conditions are present:
   - Smoke
   - Super heated air
   - Airborne toxins
   - Unknown air quality
   - Atmosphere may suddenly become toxic or IDLH
   - Oxygen level below 19.5% or above 22.5%
   - Lower Explosive Limit (LEL) above 10%

5. All PVFD firefighters who use SCBA must meet the following requirements:
   - Must be trained in the use and care of SCBA, including emergency procedures.
   - Must be trained to understand and recognize respiratory hazards.
   - Must pass an annual physical that checks for suitability of respirator use.
   - Must be fit with a properly sized SCBA mask, and undergo annual qualitative fit testing.
   - Must not wear facial hair that interferes with the facepiece seal.
   - Must not wear glasses that interfere with the facepiece seal.

6. PVFD firefighters may use simple facemasks during overhaul and other dust-producing activities as long as the only uncontrolled respiratory hazard present is non-toxic particulate matter or dust.

7. During EMS incidents, PVFD personnel shall use HEPA masks if it is suspected that TB, Influenza, or other potential airborne pathogens may be present.

8. PVFD's Health & Safety Officer (HSO) shall fulfill the role of the Respiratory Program Administrator, as required by OSHA in 1910.134. The medical records that are required by this program shall be secured by the HSO and PVFD Medical Surveillance Officer to ensure their privacy. Some of the other duties of this position may be delegated to the Breathing Apparatus Supervisor (BAS).

6. SCBA Use and Maintenance

All PVFD firefighters shall be trained and participate in the proper use and basic maintenance of SCBA. This includes cleaning, refilling, inspecting for damage and proper operation. The only invasive repairs to be performed by PVFD personnel are as follows:

-Replacement of PASS system batteries
-Replacement of O-rings at cylinder connection fittings
-Replacement of harness components

A SCBA technician must perform all other repairs. The SCBA must be inspected and service tested after any repairs are performed.

The BAS shall keep records of the following information related to SCBA.

-Inventory of all SCBA and air cylinders, including serial numbers and service dates.
-Record of all repairs made to SCBA or cylinders.
-Air quality tests and compressor service.

All SCBA shall be inspected at least monthly and after each use. The inspection shall check for the following items:

-All components (including mask) are present, clean, and undamaged
-Air cylinder is full
-All warning systems function properly and have adequate battery life
-Regulator controls function properly
-Complete unit is stored in proper position, straps out, ready for next use

Each firefighter is issued their own SCBA mask. Masks shall not be shared unless both members agree prior to the use, and both members use the same mask size.

PVFD SCBA equipment is not to be used for non-PVFD functions unless a Chief Officer grants prior approval.

7. Breathing Air Supply

The breathing air compressor and cascade system used by PVFD is maintained to the standards required by NFPA and OSHA. The compressor manufacturer determines the service intervals. Air quality is checked every 6 months. The BAS is responsible to ensure that this is done.

PVFD personnel shall not use the system until they have been properly trained. The training shall cover the following items:

-Operating the compressor and condensation drains
-Operating the fill station and regulator
-Filling SCBA cylinders and cascade cylinders
-Cascading the air supply
-Inspecting cylinders to be filled
-Safe filling techniques

Chapter 9-8

Effective DRAFT Standard Operating Guideline For rev. 03/15/07

PERSONAL PROTECTIVE EQUIPMENT (PPE)

A. Purpose

This SOG summarizes information relating to the use and maintenance of PPE.

B. Scope

All suppression personnel are responsible for maintaining the clean, ready state of their PPE. Line officers are responsible for completing the periodic inspections as addressed herein. The Safety Equipment Officer (SEO) is responsible for ensuring that each firefighter has issued to them a properly fitting, safe set of PPE. The SEO is responsible for maintaining an adequate inventory of PPE to outfit each member, plus enough to immediately replace worn, contaminated, or damaged items on at least 10 complete sets.

C. Introduction

Each firefighter who is qualified to perform fire suppression shall be issued a complete set of PPE by the SEO. The following are the items that make up a set of PPE: **Helmet with face shield or goggles, Hood, Coat, Pants, Boots, Gloves**. Each of these items must meet or exceed requirements of the current edition of NFPA 1901 at the time of purchase, and must be maintained to meet the same standard.

Individuals may purchase and use their own PPE items provided the items meet or exceed PVFD specifications and relevant NFPA standards. Personal items damaged while in use with the PVFD will be repaired or replaced as if they were PVFD items, provided the damage was not intentional and the cost does not exceed normal price for purchase of a new PVFD supplied item.

D. Use of PPE

PPE issued by PVFD is intended for use only during PVFD sponsored events. This includes fires, training, or other activities at PVFD or where PVFD has been invited. Use of PVFD equipment for non-PVFD activities must be approved by one of the following: SEO, assistant chief, deputy chief, or chief.

Each firefighter's PPE is to be stored at the station, ready for use. This requirement is waived for persons staffing direct response vehicles, or with specific permission from a Chief Officer. Personnel shall not use any one else's PPE without their prior permission.

The following is a summary of instructions for care of PPE

D.1. Before the run:

1. Make sure all your gear is clean. Clean it in an approved washer as needed. Allow all items to dry thoroughly.

2. Store gear so that it is easy to put on in a hurry. Check it periodically to make sure it has no cuts, holes, breaks, etc. If an item is broken or missing, report it to the SEO immediately.

3. DO NOT store gear in direct sunlight, or air dry it in the sun!!!

4. For additional information, refer to the instruction sheet posted in the gear room or consult the SEO.

D.2. During the run:

1. Always use the right gear for the job. For structure fires, you MUST wear boots, pants, coat, hood, helmet, and SCBA until a PVFD officer tells you it is safe to wear less. Eye protection and exam gloves must be used during auto wrecks, in addition to other gear.

2. On all fire runs, you must be dressed with at least bunker pants and coat before getting in the truck. Helmets are not required to be worn in enclosed truck cabs.

3. You must have all gear on - including SCBA - within 10 seconds after you are asked to get off the truck at a fire.

4. SCBA masks should not be donned until you are at the location where you will need to go on air (usually the door to the building), to prevent fogging of the mask. You should be able to don the mask and be ready for entry in 10 seconds or less.

5. SCBA will be worn on all fire runs except field fires and rescues. The 2nd arriving engine at auto rescues will have SCBA on as they staff a fire safety hose line.

6. Avoid exposing yourself to unnecessary heat, flame, jagged edges, etc. that will damage your gear.

7. On EMS runs, each responder will wear at least a shirt, jacket, or hat that identifies them with the fire dept, long pants, and closed toe shoes. If a responder does not have that, they will wear turnout coat, pants or both as necessary. Exception is granted to off-duty personnel who arrive first on scene of an incident*, before* it is dispatched. In this case, the person shall not enter unsafe areas of the scene until they have the proper PPE to do so. All EMS work will be done wearing exam gloves. If an EMS scene contains other hazards that would pose a risk to a responder in normal clothing, additional PPE shall be used to protect from the hazards. Some examples are as follows:

Hazard	Additional PPE needed
Jagged edges	Turnout Gear
Airborne disease	HEPA mask
Falling objects	Helmet
High pressure lines	Turnout Gear
Hot objects	Turnout Gear
Body fluid splatter	HEPA mask, eye protection, gown or turnout gear

D.3. After the run:

1. Clean off gross amounts of grime at the scene. This includes your SCBA.
2. Clean your boots before entering the station.
3. Make sure you have all your PPE, and that it is undamaged. This includes SCBA.
4. After the trucks and other equipment are back in service, clean your PPE and inspect it again. Clean your PPE as per the instruction sheet posted in the gear room. Hang wet gear so that it will air dry without becoming sour or mildewed.

E. Service and Maintenance of PPE

The SEO is responsible for the maintenance of PPE. Problems with PPE should be reported immediately to the ranking station officer, then to the SEO. The SEO will

make arrangements to remedy the problem. Do not attempt to repair damaged PPE without the permission of the SEO.

All PPE shall be inspected at least twice per year, and after each laundering. Inspectors must be trained in this task by the SEO. The inspection method is outlined on the inspection sheet.

Chapter 10-1

Standard Operating Policy for

Effective 01-25-05 **General Fire Strategy & Tactics** rev. 11/14/04

1. Purpose

This SOP details the general principles of strategy and tactics to be used to control fire incidents.

2. Scope

This SOP applies to all PVFD firefighters and officers.

3. Introduction

In order to put out fires in the most efficient and safe way possible, all firefighters must know how and why fireground decisions are made. All fire incidents are different in their exact details, but they share general behaviors. Therefore, a standardized approach to organizing a fire scene is helpful to make sure all necessary details are addressed, and all firefighters and officers know what will be expected of them.

4. Size-Up

Size-up is the first step in determining how to control a fire. It is the process of obtaining as much information as possible about the incident - before the run, during the response, and when you first arrive at the fire scene. When the first officer arrives on scene, a report is given that summarizes what is known about the incident up to that point. The size-up provides a starting point to determining strategy and tactics, and provides everyone else with a picture of what is going on.

The size-up report of the first arriving officer (who may be the officer riding the first arriving fire apparatus) should contain the following details.

-Address of the incident
-Brief description of the building including: number of stories, construction type, occupancy
-Brief description of fire conditions
-Statement of first actions to be taken
-Who is in command

5. Incident Command Considerations

Command of the incident shall be governed by the principles of the Incident Command System. Initial command will begin with the officer of the first arriving company. It shall automatically pass to the first arriving command officer, if the command officer arrives first, or soon after the first fire company. If the first command officer will be significantly delayed, the officer of the first arriving company shall identify their self as Command and begin making assignments to other companies. All further transfers of command shall be done after a briefing between the officers involved. The transfer of command shall then be communicated to all personnel.

6. Scene Survey

The first unit to arrive will begin a scene survey based on the nature of the dispatch and conditions seen when arriving on scene. The purpose of the survey is to gather as much detail about the scene as possible for determining the best way to handle the incident. One of the following three modes of operation will be selected, and the survey made accordingly.

1. <u>Investigation mode</u>: If there is nothing showing on arrival, check the scene

based on the nature of the dispatch. Be prepared in case the situation escalates.

2. Offensive mode: This is where a working fire is evident or strongly suspected.
   - -Look at the whole scene, including making a walk around the building, if possible. Identify pertinent construction features and access points. Identify immediate hazards to firefighters and civilians on the scene.
   - -Determine the possibility of a rescue. If people are trapped in multiple areas, determine the priority for their rescue.
   - -Identify other knowns and unknowns: fire type, extent, and location; resources needed; potential for hazardous materials to be involved.
   - -Form an action plan (strategy), set up a formal ICS structure, then assign tactical tasks to FD crews.

3. Defensive mode: This is where the fire is too advanced to allow interior firefighting.
   - -Survey the same as if in Offensive mode, then include the following:
   - -Evaluate the potential for exposure problems or collapse.
   - -Evaluate the need for additional water supplies.
   - -Determine a location where the fire can be stopped.

7. Strategy and Tactics

It is impossible to condense all the possibilities for different strategies and tactics into one SOP. Strategy is a broad, overall goal to be accomplished. Tactics are the measurable steps taken to accomplish a strategy. For all fires, the strategy shall be based on accomplishing the following priorities in their order:

1. Life Safety (of all people on the scene)
2. Incident Stabilization
3. Property Conservation

Once a basic strategy is decided, tactics are implemented to accomplish the strategy. Tactics shall be based on the following list of priorities, in their order:

1. Rescue/Evacuation
2. Exposure control
3. Confinement of fire
4. Extinguishment
5. Overhaul

*Ventilation and Salvage may occur at different times, based on the incident. They should always occur as soon as practical.

8. Pre-assigned Tasks

Some of the common tactics and tasks necessary to control a fire can be determined before the incident occurs. Some of these can be performed without waiting for a direct command to do so. These are referred to as *automatic actions*, since fire crews know to do them without being told to do so. Automatic actions must only be taken if the following conditions are met:

- -It is an obviously needed action
- -You are the crew in the best position to do it
- -Performing the action automatically will not pose a safety concern
- -You communicate your action to the Incident Commander

The following statements are automatic actions that have been pre-planned as part of PVFD's normal fire control strategy and tactics.

1. The first engine company to arrive at a fire scene will position itself to be the attack pumper. This is usually just past the front of smaller structures. This also means leaving room for an aerial truck at its most usable location. On large structures with nothing showing, the first engine will go to the front door, where the crew will begin their investigation. The driver should prepare to move the engine if necessary for better line placement.

2. The second engine company will go to the closest hydrant, or siamese connection if the building has one. This company will stand prepared to lay a supply line or supply the building fire protection system. If a working fire is evident, this company should connect to the siamese, then notify the IC when they are ready to charge it.

The second engine should also pay attention to selecting a supply line route that is the shortest, with minimum traffic disruption. This may mean approaching the scene from an alternate direction.

3. The third engine company will go to the second closest hydrant and stand by to lay another supply line if necessary. On sprinklered buildings, this will usually mean laying a supply line to the attack engine. Quite often this engine will be moved up to the scene to perform other functions if a second supply line won't be necessary.

9. Standard Tactics

The following statements define standard tactics that will be used by PVFD to control structure fires.

1. Interior fire attack will not begin until there is a staffed safety line deployed. The safety line must be of equal or greater length and flow capacity than the line it protects. The safety line may be left dry, for mobility, or charged if needed. The only exceptions to this rule are as follows:

- There is a confirmed rescue, where the time needed to deploy the safety line will hamper the rescue attempt
- The fire is still in the incipient stage, and SCBA are not yet needed

The crew staffing the safety line will serve as the level 1 RIT team until relieved of this responsibility by another crew (see PVFD RIT SOP).

2. Positive Pressure Ventilation (PPV) will be the method of choice for ventilating smoke from structures. PPV shall not be used if it will hamper fire attack or potentially cause a backdraft explosion or unwanted fire spread. PPV shall be established at the same entrance used by the attack crews, with a vent exit established ahead of the attack crew in the previously burned area of the structure.

3. Fires shall be approached and attacked from the unburned area of the structure, in order to push fire and smoke back toward the burned area, thus minimizing further damage. However, some real world factors will affect the possibility of doing this.

If any of the following situations occur, the best option for entering the structure is to go in the front door.

- Heavy smoke throughout the building, with no obvious indication of the fire's location
- Obstacles blocking immediate access to the door at the unburned side

4. The combination direct-indirect attack method will be the preferred method of extinguishing fires. This means utilizing a modified fog stream to control flame spread above the base of the fire without upsetting the thermal balance, then switching to a straight stream to attack the base of the fire.

5. The indirect method of fire attack shall only be used when there is adequate ventilation established ahead of the attack crew, and the steam and air currents created from the indirect attack will not harm the attack crew or fire victims, push the fire into unburned areas, or upset the thermal balance in the fire area.

6. All attack lines shall enter the structure from the same side, to prevent opposing hose lines from pushing smoke and flames toward other crews. There are only 2 exceptions to this rule:

-Crews on opposite sides of the fire are working in areas with adequate ventilation, and can use hoselines without risk of harming the crews on the other side of the fire. This usually occurs with exterior defensive attack.

-Crews approach the fire from different locations (usually at right angles to each other), but push the fire toward a common location. This is called a "flanking attack".

7. Interior search in smoke filled areas shall only be done by crews that have a charged hoseline or a search rope with them. Areas likely to have fire involvement must have a hoseline. Areas remote from the fire area may be searched with the search rope.

8. Roof ventilation shall be done using a crew of at least 2 people in full gear and SCBA. The work will be done while within reach of a roof ladder laid on the roof, and with a staffed protection line nearby on the ground (or on the roof if it is a flat roof). The protection line shall not be directed into the vent hole unless necessary for firefighter rescue.

Chapter 10-2

Standard Operating Guideline for

Effective 01/01/06 **1st Alarm Structure Fire Response** rev. 02/28/05

1. Purpose

This SOG details how PVFD will organize and control 1st alarm structure fires. Structure fires that escalate to greater alarms or fires that occur in mutual aid areas shall first be handled according to this SOG, unless specific other arrangements are made and communicated to all personnel in advance.

2. Scope

This SOG applies to all PVFD firefighters and line officers.

3. Response

All structure fire responses shall include at least 3 command units. This number may be reduced for alarm soundings, or other runs that have a high probability of being false. Responses shall also include at least 3 apparatus of the following types:

2 pumpers to act as engine companies

1 pumper, ladder, or rescue to act as a truck company

The Response Guide posted at the station shall determine the order of response for each unit. Command or Company Officers may alter this order if necessary for a particular incident.

If the minimum number of apparatus (as specified above) is not readily available from PVFD, or if there is a significant chance of the incident escalating beyond the first alarm, mutual aid shall be requested or a second alarm shall be declared as soon as this information is known.

Automatic mutual aid responses to neighboring districts for structure fires shall include one command unit, and the apparatus specified on the Response Guide. Other apparatus shall have crews assigned, but shall not respond until requested.

The first arriving pumper shall position at the fire scene to be the primary attack unit. Their placement must not hinder the placement of an aerial truck, if one is responding. The second pumper will position at the closest hydrant, or at the siamese connection. The third pumper will position at the second closest hydrant. All other apparatus will stage near the scene and be placed as needed.

4. Size-Up

The first arriving unit shall give a radio report detailing what the situation appears to be. This size-up should be made of short, concise statements that are easy to understand over the radio, and should include the following details:

-Address of the incident

-Brief description of the building including: number of stories, construction type, occupancy

-Brief description of fire conditions

-Statement of first actions to be taken

-Who is in command

Some examples of size-up reports are as follows:

"Unit 8433 is on scene at 412 LaGrange Rd, with a one story commercial building. There is light smoke showing from the roof. 8433 will begin evacuating the building. 8433W is LaGrange Rd Command"

"Unit 8402 is on scene at 308 Oak Terrace, with a two story frame house, working fire on the second floor. 8402 will be Oak Terrace Command."

"Unit 8433 is on scene at 7400 Friendship Dr, with a one story frame nursing home, nothing showing. Building has not been evacuated. We will be investigating. 8433W is Friendship Dr Command."

5. Strategy & Tactics

Structure fires shall be controlled in accordance with the PVFD SOP on General Fire Strategy & Tactics.

6. Firefighter Safety

All fires that pose an increased risk to firefighter safety shall require the use of a RIT team and observance of the KYOSHA rule on 2in-2out, in accordance with the PVFD Rapid Intervention Team SOP. The crew staffing the safety line shall serve as the RIT team/2-out until another crew is designated as the RIT team. A Safety Officer shall be appointed to monitor all offensive or defensive fire scenes.

Utilities serving the fire building shall be secured as soon as possible. Firefighters shall disconnect electricity via circuit breakers or disconnect switches only. LG&E or KU shall be requested if meters or high lines require disconnection.

Offensive, interior fire attack shall be made with no more than one attack line until a positive water supply is established. In areas without hydrants, the same applies until there is at least 1000 gallons of tank water connected and available for use. The only exception is when there is a confirmed rescue requiring immediate entry.

A safety line shall be pulled and staffed after the first attack line is pulled, and before a second attack line is pulled. The safety line may be left dry until needed, for mobility. If the scene is too big for the safety line to reach all areas, additional safety lines will be placed accordingly. Safety lines must remain staffed until the fire is under control. Each safety line must be of equal or greater length and flow capacity than the line it backs up.

7. Secure the Scene

Before a fire scene is returned to the control of its owner or occupant, The IC shall order an inspection by members of PVFD. The inspection shall check for the following:

- No hazards are left which could injure a civilian. Barricade any areas unsafe for entry.
- The fire is not likely to rekindle.
- All fire department equipment is accounted for.
- The building is secured from trespassing and weather damage as much as possible.

The owner or occupant shall then be briefed as to the condition of the property. Any potential hazards shall be pointed out. Utilities shall be reactivated as much as possible without affecting the fire area.

If the scene is turned over to another agency such as Police or Investigators, they must be specifically informed that they are responsible for leaving the scene safe for civilians.

If there is a chance of rekindle, the IC shall assign crews to return to the scene and inspect it on a regular basis. The inspections shall be done every few hours until the threat of rekindle has passed.

Chapter 10-3

Standard Operating Guideline for

Effective **Automatic Aid for Structure Fires** rev. 04/26/06

1. Purpose

This SOG details how PVFD will respond to requests for automatic aid on structure fires or structure-related incidents such as alarm soundings.

2. Scope

This SOG applies to all PVFD firefighters and line officers.

3. Response

Automatic Aid is defined as a request for mutual aid that is pre-planned and dispatched at the same time as the initial incident dispatch. Automatic aid responses to neighboring districts for structure fires or related incidents shall include one command unit and the apparatus specified on the Response Guide. Other apparatus shall have crews assigned, but shall not respond until requested.

4. Command and Control

When PVFD provides mutual aid to another department, PVFD units shall work seamlessly within the command structure of the home fire department. The home department shall also recognize PVFD's command structure and shall utilize PVFD resources appropriately.

PVFD shall only take command of an incident in another district when a PVFD unit is first on scene, or the home department requests that PVFD take command. In either case, the PVFD commanding officer shall keep the responding officers of the home department informed as to the actions being taken. At first available opportunity the PVFD commanding officer shall confer in person with the ranking officer of the home department and make arrangements to turn over control of the incident to the home department.

If the home department requests, PVFD may maintain control of the incident until its completion and send a copy of the KYFIRS report to the home department for their records. This usually occurs when the home department is too busy with other incidents to respond.

5. Strategy & Tactics

Structure fires shall be controlled in accordance with the PVFD SOP on General Fire Strategy & Tactics unless or until such time that the home department requests PVFD resources to be used in a different way.

The home department may pre-plan a special request from PVFD such as always providing water supply, RIT, or another specific action. PVFD shall honor such requests as long as the action fits properly into the best course of action for the specific incident. If conditions call for a deviation from the pre-planned action, the PVFD crew shall make that known to the IC.

At no time shall PVFD units deviate from PVFD SOPs or SOGs in any way that will cause a safety concern. Orders to do so shall be denied and referred to the Incident Safety Officer and the ranking PVFD officer on scene.

Chapter 10-5

Standard Operating Guideline for

Effective 4-1-03 **Rural Water Supply** rev. 08-19-04

1. Purpose

This SOG details how PVFD will handle water supply for fires in areas without hydrants. Since this situation usually occurs in rural areas, the various water supply options are grouped under the name of "rural water supply".

2. Response

PVFD and its surrounding departments assign map box numbers that end in "T" to areas without hydrants. PVFD members should be aware of areas within the district that require tankers, even though hydrants are present. Persimmon Ridge is an example of this. For these areas, the response order for apparatus is as follows: **8433, 8467, 8431, 8432, 8476, 8498**. Station officers may alter this order if they are aware of additional information that would necessitate it. If 8467 is requested for mutual aid on structure fires, it will respond with 8433.

3. Scene Set-Up

The first arriving command officers and the officers of 8433 and 8467 must examine the scene and determine the best way to set up a water delivery system. If a working fire exists, a Water Supply Officer (WSO) should be appointed immediately to organize this. Special attention must be given to the following:

-Placement of the supply engine and portable tanks that won't block roads
-Creating an easy, safe route for tankers to fill and dump
-Finding an appropriate staging location for other apparatus
-Setting up a pumping relay if necessary
-Safe operation of apparatus if they must drive off of roadways

4. Water Supply Strategy & Tactics

The following are the standard options for water supply in a rural setting. The WSO, in consultation with the Incident Commander, should decide quickly which option will work best, and organize the appropriate crews to set it up. It is a very good idea to let all crews know via radio which option is being used. This allows all incoming units to begin positioning themselves accordingly.

1. Nursing the attack pumper

In this set-up, the tanker (or another pumper) places their unit close to the attack pumper. A short 2 ½" line is laid to connect the two units. The tanker off-loads its water into the tank of the attack pumper. When the tanker is empty, the line is disconnected from the tanker, and it goes to refill. Another tanker (or pumper) then connects to the supply line and repeats the process.

This set-up works best for small fires that will not require more water than what is carried in 2 apparatus tanks. It is also used for nuisance fires, where continuous, fast supply is not necessary.

2. Water shuttling

In this operation, the attack pumper is set up to draft from a portable tank. Tankers then dump their water into the portable tank and leave to be refilled. The attack pumper keeps its tank full as a safety buffer. It is also a good idea to have the second arriving pumper position near the attack pumper, and connect a supply line between the two. The second pumper then becomes an additional back-up water supply.

3. Rural Hitch

This operation is a variation of water shuttling, and is the most common way shuttling is accomplished. In this set-up, the attack pumper lays its own supply line from the dump site to the scene. The second arriving pumper connects to the end of the supply line and begins pumping its tank water to the attack pumper. The second arriving pumper is now referred to as the *supply pumper*. Meanwhile, the tanker sets up a portable tank next to the supply pumper and dumps its water.

As soon as the tanker is empty, it leaves to be refilled. When the supply pumper has emptied its tank, they shut down and switch to drafting from the portable tank. If the supply pumper's suction hose is connected through an intake valve, the transition to drafting should be done as soon as there is water in the portable tank. The supply pumper then resumes pumping to the attack pumper, while refilling its own tank. The supply pumper's tank is then left full as a safety buffer. As additional tankers arrive, they dump their water into the portable tank.

If necessary, a second portable tank can be placed next to the first to provide for additional water storage. In this case, the tankers should dump into the second portable tank. A jet siphon is placed between the two tanks to allow the supply pumper to move water from the second portable tank into the first.

4. Relay Pumping

Relay pumping is used when there is a good hydrant or static water source available, but it is greater than 1000' from the scene. The exact details of a relay set-up must be determined at the time of the incident. However, the basic set-up of a pumping relay is as follows:

1. The attack pumper positions at the scene.
2. Additional pumpers lay a supply line from the scene to the water source.
3. Pumpers are placed every 1000' in the supply line, set up to pump the line toward the scene.
4. The pumper at the water source is the first to pump into the line, and the last to shut down when done. This should also be the pumper with the highest gpm rating.
5. The Rule of Thumb for pumping a relay is as follows:
   - Each pumper starts pumping at 150 psi, while maintaining 50 psi on the intake.

5. Drafting from a Static Source

Drafting from a static source can be used if the source can be safely reached, and will provide adequate water. Small streams may be dammed up to provide a place to draft. Swimming pools may be used if they are accessible. However, pools may be damaged by the drafting operation, so this should be a last resort.

When a drafting operation is completed, all equipment that received water from the static source must be fully flushed with hydrant water. It is also a good idea to back-flush the supply pumper to clean its impellers.

6. Low Flow Fill Site

In Tanker Shuttle operations where the nearest hydrant has a low flow, the fill rate from the hydrant may be improved using the following set-up. This operation assumes that an appropriate dump site has already been established, and there is another portable tank available. The goal of this set-up is to use a portable tank at the fill site to supplement the hydrant flow when tankers are being filled via a pumper. The hydrant then refills the portable tank when tankers are not being filled.

1. Position a pumper at the fill site hydrant to accomplish the following:
   - Roadway is kept as open as possible
   - Portable tank is next to the fill site pumper's intake
   - Fill site pumper can connect to the hydrant using an intake other than the one next to the portable tank

2. Connect one pumper intake to a drafting hose that is placed in the portable tank. Connect the other intake to the hydrant and charge the hydrant.

3. Connect a hose to the discharge of the fill site pumper that will be used to fill tankers. This will be referred to as the *fill hose*.

4. Engage the pump and leave it running at idle. Open the intake valve on the hydrant line (and drafting line, if so equipped) and let the hydrant back-fill the portable tank.

5. As tankers arrive, connect them to the fill hose, open the appropriate valves and raise the throttle on the fill site pumper. Pump the fill hose at 100 psi or less until the tanker is full.

6. Return the pumper throttle to idle and shut the discharge valve.

7. When the next tanker arrives, go to step 5 and repeat the process.

Since PVFD pumpers are currently set up to take hydrant water in on the right side only, the best way to accomplish the above set-up is as follows:

1. Position the pumper on the edge of the road so that the hydrant is on the left side, and is in line with the front bumper of the pumper.

2. Set the portable tank in the grass on the left side of the pumper, close to the pump panel.

3. Use the soft suction 5" hose and make-up section to connect to the hydrant. Keep the hydrant hose as close to the pumper as possible to keep the road clear.

Chapter 10-7

Standard Operating Guideline for
RAPID INTERVENTION TEAMS AND PERSONNEL ACCOUNTABILITY

effective 1/1/03 rev. 04/12/07

1. Purpose

This SOG is intended to outline PVFD's procedure for assuring firefighter safety while operating in hazardous emergency environments. Specifically addressed in this SOG is the preparation and response for emergencies that involve firefighters while they are operating at an incident scene. Guidance for these procedures comes from NFPA 1500, OSHA CFR 1926, Working Fire TM, and other relevant information sources.

2. Background

Due to the dangerous nature of fire and rescue activities that a fire department is called upon to handle, it is vitally important that there are safety measures in place to deal with emergencies involving firefighters working on an incident scene *before* such an emergency occurs. The type or size of the incident will determine the appropriate level of preparedness. The tactical assignment created to deal with firefighter emergencies is referred to as a

Rapid Intervention Team (RIT)

3. Definitions

The following terms will be used throughout this standard, and should be included in actual use of the standard.

Accountability Officer = a person assigned to keep track of the working locations of all crews on the fire scene, using the accountability tags assigned to each firefighter and crew.
Entry team = a crew of at least 2 firefighters that is working on the fireground.
Fireground = *incident action area* of a fire scene.
Firefighter emergency = unsafe condition caused by the original incident that has trapped, injured, or otherwise caused harm to firefighters operating on the fireground.
IC = Incident Commander
IDLH = Immediately Dangerous to Life & Health; conditions that pose an immediate threat to health, or would cause irreversible adverse health effects. The following are considered IDLH environments:

- -Structure fire, beyond the incipient stage
- -Oxygen level below 19.5% or above 22.5%
- -Lower Explosive Limit (LEL) above 10%
- -Toxic atmosphere in excess of the Permissible Exposure Level (PEL)
- -Confined Space, or any other situation recognized to be unstable which could cause injury or death

Incident = the original emergency situation which PVFD was called to control.
Incident action area = any area of an incident that requires personnel to wear PPE for safe operations. During a Haz-Mat, this is the same as the **Hot Zone.**
Level 1 RIT = The initial crew (of at least 2 people) assigned to begin the process of establishing RIT, and fulfilling the 2-in/2-out requirement.
Level 2 RIT = The team of at least 4 people whose duties are to track and rescue, if necessary, emergency personnel working on the fireground.
MAYDAY = The term used to signal that a firefighter emergency has occurred, and the person reporting the MAYDAY needs immediate assistance.
PAR = Personnel Accountability Report; A process of checking the welfare of each crew, and having the crew leader report back with their location, status, and number of people.
PPE = personal protective equipment. PPE required to be worn will depend on the type of incident, the function of the person, and the location of the person on the scene.

RIT = Rapid Intervention Team; The generic term for a group of at least 2 persons with the training, tools, and PPE necessary to perform rescue of firefighters from any part of the incident action area.
RIT Crew = 2 people working together as half of a RIT Team.
RIT Equipment = The desired equipment to be gathered and placed on stand-by for use by the RIT team. Equipment includes: RIT kit, secured handline, portable radio for each RIT crew, forcible entry tools, large handlight, TIC, stokes basket.
RIT Group Leader = The officer whose sole function is to command the RIT team(s). The RIT Group Leader reports directly to Command in the ICS chain of command.
RIT Kit = A kit containing a complete SCBA, search ropes, flashlight, hauling equipment, and hand tools, used for initial response to a firefighter in distress.
Safety Officer = A person assigned to monitor the overall incident from the safety perspective. This person must have a thorough understanding of fire department operations, building construction, effects of fire, and concepts of assuring the safety of all personnel on a fire scene. The safety officer has the authority to point out safety problems and halt any activity that compromises the safety of personnel or civilians.
TIC = Thermal Imaging Camera

4. 2 in / 2 out rule

State OSHA law requires that any time a fire crew enters a hazardous environment, there must be at least 2 persons outside the hazard area, immediately ready for rescue of firefighters. During structure fires, the benchmark for the need of 2 in/ 2 out is the use of SCBA. If SCBA is needed to enter the building, the rule is in effect.

According to the OSHA rule, if the IC and pump operator are geared up for entry into the hazard area, they may be counted as the RIT. PVFD will avoid using this method unless necessary. <u>No PVFD member should be considered for use in the RIT if they are performing another essential function</u>. Likewise, RIT members will not perform other activities that may impede their ability to immediately engage in RIT functions. The only exception to this is when there is a *known* rescue situation, and there are not yet 4 firefighters on scene. In this case, entry to the IDLH area may be done without the RIT in place.

If entry is made before the RIT is in place, the Incident Commander MUST report to OCD that there is a rescue situation. After the incident is over, the IC must also prepare a written report of the situation and why the entry without RIT was necessary.

5. ICS Chain of Command for RIT and Team designations

The RIT is considered a “group” in the ICS system. For radio use, the leader of the RIT will be designated “RIT leader”. RIT leader will report directly to "Command". If multiple RIT teams are established, they will be designated “RIT team A”, “RIT team B”, etc. If the scene is divided into divisions, a RIT team will usually be needed for each division. The letter assigned to each RIT team should correspond to the division where it is originally staged. Since multiple RIT teams may be established in the same division (or at the same point of entry), the RIT leader MUST be the only person to assign RIT team identities, to prevent duplication. RIT leader must coordinate these assignments with the Accountability Officer as well. Each RIT team reports to "RIT leader". Each part of the RIT will receive direction only through this chain of command.

To keep radio traffic clear, the letters used to designate the sides of the incident should be stated along with their “radio letter alphabet word”. “A” is Alpha, “B” is Bravo, “C” is Charlie, “D” is Delta. For example, a RIT team on side A would be
“RIT team A- Alpha”.

6. Description of RIT team establishment

Level 1 RIT will be established before fire crews enter any IDLH environment. The level 1 RIT will deploy an uncharged safety line, if one has not yet been established. The Level 1 RIT will then stand ready with full PPE, RIT kit, and basic tools, waiting for more personnel to establish Level 2 RIT. Personnel for level 1 RIT will usually be from a PVFD crew. As soon as Level 1 RIT is established, the IC shall notify OCD by radio of such.

Level 2 RIT will be established as soon as there are enough crews on scene to do so. Level 2 RIT will usually be accomplished using a crew from a mutual aid fire department. Level 2 RIT will be made of 4 person *teams*, split into 2 person *crews*. The teams will be identified using a *letter* to identify the team and a *number* to identify each crew within the team. For example, RIT team A “alpha” will consist of RIT crew A1 or “alpha 1”, and RIT crew A2 or “alpha 2”. The letter used may correspond to the side of the structure or division where the RIT team is staging (see section 5). All RIT crews must have at least 2 people and a radio.

If the fireground is very large, a RIT team will be deployed to monitor each area of entry into the fireground. This usually occurs when the scene is divided into multiple divisions.

The RIT teams will track the entry and exit of crews operating in their area unless and until the Accountability Officer assumes this task. The RIT teams shall also monitor the radio and scene for signs of trouble. All RIT teams will report to the RIT group leader, referred to on radio as "RIT Leader". As soon as Level 2 RIT is established, the IC shall notify OCD by radio of such.

The first level 1 and level 2 RIT teams will begin their assignment by reporting to the command post, unless given a different assignment. After briefing with the IC, the RIT team should perform a size-up of the scene and obtain more equipment that they think they may need. RIT equipment should then be staged on a tarp near the area where it is likely to be used. RIT team(s) may be utilized to perform non-essential fireground tasks such as obtaining equipment or raising ladders, as long as the activity does not prevent the team from being able to immediately go into action if needed.

7. RIT deployment

The RIT will only be deployed on orders from the IC. If the RIT is called into action, a backup RIT will be established from available personnel. If further RIT teams are needed, this re-establishment will continue so that there is always a RIT team available for deployment. The situations that would prompt the deployment of the RIT are: a MAYDAY call, an entrapment witnessed by the RIT team, or a PAR that reveals a missing person.

When called to action, the RIT leader will confer with the Accountability Officer to determine the last known location of the crew in distress. A RIT crew will then be dispatched to search for the missing/distressed crew, using the most direct route possible. When the RIT crew finds the other crew, they will assess what is needed. The second RIT crew will then enter the scene, following the search rope laid by the first crew, with the requested equipment. If there is any threat of fire involvement, another crew will be ordered to advance the safety line to the emergency area to protect the crews and the search line. If the rescue process will be long, the IC will have fire crews switch their radios to a different channel for operations, leaving those involved with the rescue on the original operations channel.

8. MAYDAY Procedure

If a firefighter or crew becomes trapped, lost, or injured and they are in need of emergency assistance, they shall initiate the MAYDAY procedure. The crew in trouble shall calmly announce "MAYDAY, MAYDAY, MAYDAY" over their radio. They shall then contact the IC and describe the situation and their location to the best of their ability. If the distressed crew does not know their location, they shall describe the route they used to enter the scene. The crew shall then manually activate their PASS alarms so that searching crews can find them. If the distressed crew is lost, they shall stay still in a safe area and await the search crew. If a MAYDAY is enacted, the Accountability Officer shall immediately perform a PAR check to verify that all other personnel are safe and accounted for. When the RIT crew finds the distressed crew, they shall silence their PASS alarms and contact the RIT leader with a situation update

9. Identity of Persons Involved in a Firefighter Emergency

As soon as a firefighter emergency develops, the IC should send the Safety Officer and the RIT leader to the area of the incident to determine the identity of the persons or crews involved. The purpose of this is to verify that the roll call is accurate, and that an emergency situation *does indeed exist*. It may be necessary to announce the name of the missing firefighter(s) on the radio so that everyone on the fire scene knows exactly who is missing. If another crew locates the named firefighter(s), they must notify RIT leader so that the RIT operation can be focused in the proper direction or cancelled as appropriate. If the identity of the missing person(s) can't be established at the scene, the ring of tags from the crew's truck will be obtained to verify who is part of that crew.

10. Other Crews Operating During Use of the RIT

If the RIT is called into action at an incident, other crews working at the scene SHALL NOT abandon their tasks to assist the RIT until ordered to do so. If a sudden event endangers a crew, the affected crew shall immediately attempt to move to a safe area and contact Command if further assistance is needed. The IC should immediately dispatch the RIT and perform a PAR of all crews on the scene. The IC will then reassign crews performing non-essential tasks to aid the RIT. Additional personnel will be moved from staging to fill vacated positions on the fireground and form more RIT crews. Crews in rehab shall then immediately replace staging personnel. Additional resources shall also be requested from OCD as needed.

11. Safety Hose Line

The second crew to arrive at a structure fire scene will immediately pull and man a second hose line, designated the "safety line". This crew will function as Level 1 RIT until relieved of RIT responsibility by the IC. *Interior* fire attack will not begin until this safety line is in place. The safety line will be charged at the discretion of the line's officer when positive water supply is established. The line may also be left dry, for mobility. Without positive water supply, the line *will not be charged* unless it is specifically needed.

12. Training Necessary for RIT Members

RIT members for a fire incident must have previous firefighting experience before being placed in this role. They must also have training in the following: fire control, ventilation, forcible entry, rescue, self rescue, firefighter rescue, ICS, building construction. Therefore, RIT members should be certified firefighters, with at least 2 years experience. Since RIT activities are very physically demanding, RIT personnel must have good strength and stamina.

RIT members for non-fire incidents must have had training specific to the type of situation encountered. Examples include complex auto rescue, trench rescue, low or high angle rope rescue, water rescue, electrical emergencies, EMS mass casualty incidents, and hazardous materials incidents.

13. Accountability Control of Personnel on Fireground

In order to easily account for the location and status of all personnel on the fireground, the following procedures shall be used. Each firefighter has issued to them 2-accountability "tags", to be stored on their turnout gear. Each time a run is made, both tags from each person will be given to their truck officer. The officer will place the tags on two rings that show the truck number. One ring will be left at the truck. The driver's tags should be placed with the tags that have the unit number and say "driver". The truck officer will take the second ring of tags to the person controlling entry to the scene (see section 14).

If an event occurs that may cause injury or entrapment of firefighters, the status of each crew will be checked by the IC (using the Accountability Officer) over the radio. Examples include building collapse, explosion, change from offensive to defensive (esp. use of the evacuation tone), long absence of communication with a crew, etc.

When an accountability check (PAR) is requested, all crews should cease unnecessary radio communication. The IC (or the Accountability Officer, if one has been appointed) should announce that "A PAR check is being done". Each crew leader should then check the status of each member of their crew. The IC will then call each crew on the radio. The crew leader shall respond that the crew is "PAR", and give the number of people in the crew, and their location. If

the crew is not intact, the crew leader shall report this, and immediately begin a search for the missing person. The RIT will then be deployed to find the missing person.

If an incident becomes so severe that the entire scene must be abandoned, the IC shall find a safe meeting location and request all crews to report there. A PAR check shall then be done face-to-face with each crew. Examples include: large explosion, toxic gas release, tornado, uncontrollable wildfire, etc.

14. Entry and Safety Control of Large Incidents

During large incidents with multiple points of entry, the IC may request each RIT team to serve as the Accountability Officer for their division. This will be done through the use of each crew's accountability tag ring. Each crew entering the division shall give their tag ring to the RIT team assigned to that area. The tags shall be placed in a safe location near that point of entry. It is suggested that a road cone be placed to mark the location of the tags. When a crew leaves the hazard area, they should immediately retrieve their tag ring. Each crew should enter and leave through the same entry point if possible.

In addition to personnel tracking, RIT teams should also observe their area for safety problems. If a problem is noted, the safety officer should be requested to address the problem.

15. Readiness of Personnel in Rehab

Crews sent to Rehab should retain their readiness to work. Before going to rehab, each crew shall refill their SCBA. They shall then report to rehab and keep their gear and SCBA readily available. Personnel should not wander away from rehab in case they are needed for emergency service. As soon as crews are refreshed, they shall report to staging for additional assignment. There should never be more than two crews in rehab at any time.

16. RIT Operations on the Fireground (outline)

A. RIT Preparedness

1. Members wear full turnout gear and SCBA
2. Focus on possible firefighter rescue situations
3. Have the following tools in hand: irons, lights, radios, RIT Kit, TIC
4. Have the following tools readily available: vent saw*, closet/pike pole, K-12, porta power, handline *not the same one being used for firefighting

B. RIT Stand-by Location
1. RIT Leader maintains visual/verbal contact with Command Post/IC
2. RIT teams maintain view of their incident action area
3. Stay out of the way of other operations
4. Maintain team discipline

C. RIT Assignments
1. Team leader identified/liaison with IC
2. Pull and man safety line, if not already done
3. Team gathers needed tools
3. Team assesses fireground
   a. entrances and exits
   b. available ladders
   c. available hoselines
   d. location of EMS stand-by crew
4. Evaluate building construction concerns
5. Monitor radio/scene
6. If special operation, discuss special needs

D. RIT Deployment
1. Mayday call
2. Witnessed entrapment
3. PAR check does not locate a crew/person

E. RIT Termination
1. Only after IC approves termination and:
2. After incident is declared “controlled” and:
3. After life hazards to firefighters are under control
4. Team may then be reassigned as needed

17. Typical Timeline for RIT Operations

A. 1st officer arrives on scene
1. Initial size-up completed and transmitted to OCD.

2. Scene survey done, and entry points selected.
3. Placement and assignment given to first arriving pumper.

B. 1st pumper arrives on scene, and becomes the "attack pumper"
1. Crew deploys first attack line, and begins set-up of ventilation.
2. If there is a delay in arrival of 2nd company, other exterior preparations are completed, such as deploying safety line and gathering RIT tools.
3. If hydrant is close to attack pumper, driver and crew connect supply line.

C. 2nd pumper arrives on scene
1. Crew establishes supply line, or supply to siamese.
2. Crew deploys safety line, and becomes Level 1 RIT crew. *OCD is notified* INTERIOR ATTACK MAY NOW BEGIN.

D. 3rd pumper arrives on scene
1. If building is sprinklered, 3rd engine will establish supply line to attack engine, if not already done.
2. Crew is assigned to staff additional attack line or perform truck work as needed.

E. 4th company (engine or other apparatus) arrives on scene
1. Crew becomes Level 2 RIT team
2. Crew gathers additional tools as needed and confers with IC (see section 16). *OCD is notified that Level 2 RIT is in place*
3. Crew of 2nd engine (Level 1 RIT crew) may be reassigned as needed, or used to form another Level 2 RIT team.

F. Deployment of additional officers
1. 2nd officer to arrive confers with 1st officer, then assumes either Operations or Command position.
2. 3rd officer to arrive assumes Safety position, and begins role of Accountability Officer. Safety will delegate the role of Accountability to the next available officer or unassigned firefighter.
3. Additional ICS positions are staffed as needed.

G. Deployment of additional fire companies
1. Additional crews report to Command Post, or Staging Area if established.
2. Additional crews are assigned as needed based on incident.

Chapter 11-2

Standard Operating Guideline for

effective **Automobile Rescue** rev. 10/21/04

1. Purpose

This SOG details how PVFD will handle rescues caused by auto accidents. This includes accidents involving cars, trucks, or any other mobile equipment found on roadways.

2. Scope

This SOG applies to all PVFD personnel.

3. Response

At least 2 command officers will respond directly to the scene. Fire apparatus will respond in the following order: 8431, 8433, 8432. The first arriving unit should determine if an alternate approach route is necessary for apparatus to access the scene.

If there is doubt as to the exact location of the incident, the command units will go in different directions as appropriate to find the incident. 8431 will proceed to the dispatch location. All other units will stage in the area of the dispatch location, until the incident is found or they are called upon to search another area.

4. Incident Command System

The Incident Command System (ICS) and its subdivisions shall be utilized as appropriate during all incidents. For minor incidents, only the appointment of an Incident Commander (IC) is necessary. If the incident is major, or has the potential to rapidly escalate, a Safety Officer shall be appointed. This includes situations where the scene is spread over a large area that can't be supervised by the IC from one position. If the incident is large, complex, or involves coordination with other agencies, an Operations Officer shall be appointed to organize the fire department's tactical considerations. The IC may also appoint an Operations Officer at any time he deems it beneficial.

Major incidents may be organized by assigning *division* officers to handle specific locations, such as: "8431A, you are Division 1, in charge of all activities on the red van. 8432A, you are Division 2, in charge of all activities on the car at the bottom of the hill".

Incidents may also be organized using ICS *groups* to execute tasks. For example: "8431, you are extrication group. 8432, you are stabilization group". These groups would move throughout the scene, performing their assigned tasks.

Each position in the ICS system should report only to the position that is directly above them. Only the IC or his designee should be in contact with OCD. The Safety Officer and fire crews may also contact each other directly, when necessary to address safety concerns. Failure to follow this hierarchy can lead to conflicting orders and freelancing.

5. Scene Survey

The first unit to arrive shall assume command and begin a scene survey as follows:

-Look at the whole scene: Identify possible hazards to rescuers, patients, and by-standers. Make sure the scene is safe before entering it. As other units arrive, assign them to perform outer and inner circle surveys.
-Identify known and unknowns: # patients, resources needed, priority of patient care and removal. Evaluate the potential for hazardous materials to be involved.
-Form an action plan (strategy), set up a formal ICS command structure, then

assign tactical tasks to FD crews.

-Place apparatus so that 8431 is as close as possible, and road is barricaded to allow safe working area. If possible, do not close both lanes or both directions of an Interstate or heavily congested road.

6. Stabilize the Scene

Secure any immediate scene hazards. Render aid to patients. Stabilize the extrication area. Address the following issues as they apply:

-Crib the vehicle

-Establish a tool staging area

-Remove glass from all work areas

-Assign someone to monitor and assess trapped patients. If there are 3 or more patients, a liaison shall be appointed to receive information from the EMS commander and relay it to the Operations Officer and the IC.

-Immobilize the patients and protect them from extrication operations. Establish cervical spine stability as soon as possible and maintain it through the incident. DO NOT use your PPE as a patient protection device.

-Secure the auto battery as soon as possible (note also if air bags are not deployed)

-Assign a crew to staff a protection handline, wearing full turnout gear and SCBA.

7. Separate the vehicle from the patient

As soon as the survey and stabilization are complete, then begin the extrication process. Constantly evaluate progress. Tactics may need to be changed. The following tactics should be known to all firefighters, at a minimum:

-Creating a purchase point with the Halligan tool or spreader tips
-Removing doors with the spreader or cutter
-Roof Flap and Total Roof Removal
-Dash Roll
-3rd Door Conversion
-Noah's Ark

8. Secure the Scene

Remove the patients and place them in the care of EMS crews. Assist EMS as needed. If there were fatalities cover them and limit access to the area. After the extrication is complete, put all equipment back in service. Account for all items used. Do not leave any hazardous condition at the scene. Perform a final survey before leaving. Address the following issues:

-Turning over the scene to the police or the wrecker driver
-Mitigation of automotive fluids or biohazards
-Marking biohazard areas with caution tape

Chapter 13-3

Standard Operating Guideline for

Effective 1-25-05 **Carbon Monoxide Responses** rev. 8/19/04

1. Purpose

This SOG details how PVFD will handle responses to carbon monoxide detector alarm soundings or leaks of carbon monoxide (CO).

2. Scope

This SOG applies to all PVFD personnel.

3. Background

CO is an odorless, colorless, tasteless gas that is produced by incomplete combustion. CO is slightly lighter than air, and is combustible at very high concentrations. CO is a chemical asphyxiant. This means that CO will chemically react with the hemoglobin in the human bloodstream, preventing the proper intake of oxygen. CO exposure at low concentrations for short time periods will not cause harm. However, the human body cleanses itself of CO very slowly. Therefore, low level exposures that last a long time or high doses in a short time period will cause CO to accumulate in the body. This leads to CO poisoning. The length of time necessary to show signs of CO poisoning decreases as the concentration of the exposure increases.

CO is measured in parts per million (ppm). The following exposure levels are taken from NIOSH guidelines, and will be used to guide PVFD's response to CO:

Up to 35 PPM : Exposure for 8 hours at a time without ill effect.
200 PPM : The maximum level of exposure for any length of time.
1200 PPM : IDLH level, exposure at this concentration will produce an immediate life threatening situation

The symptoms of CO poisoning are as follows:

Low Level Poisoning	Moderate to High Poisoning	Extreme Poisoning
- Flu-like symptoms	- Light Headedness	- Vomiting
- Mild headache	- Headache	- Unconsciousness
- Mild nausea	- Nausea	- Cardiac Arrest
- Shortness of breath	- Dizziness	

4. Alarm Sounding - no reported illness

If PVFD is dispatched to a report of a CO alarm sounding, with no reported illness, the response shall be considered non-emergency. One or more command units, along with 8433 and 8431 will respond code 1. 8432 will be staffed, but will remain in quarters until requested. 8433 and 31's crews do not need to don SCBA.

The first unit to arrive will interview the occupants to determine that everyone is out of the building, and no one is experiencing symptoms of CO poisoning. When 8433 arrives, they shall set up the combustible gas indicator (meter) and zero it in fresh air. The crew shall then take the meter to the door of the occupancy and take a reading. If the reading is less than 35 PPM, the crew should then enter the structure and check each area within it, using the meter. If the reading is 35 PPM or greater, the crew should use SCBA while doing this investigation. Potential sources of CO should then be sought out and checked. LG&E should be requested to respond if there is any reading greater than zero and the source is not obvious.

5. CO leak or CO alarm with occupants reported to be sick

If PVFD is dispatched to a CO leak or CO alarm with occupants feeling ill, the response shall be considered an emergency. At least 2 command officers will respond directly to the scene. Fire apparatus will respond in the following order: 8433, 8431, 8432. Firefighters shall don SCBA and be prepared to use them if needed.

The first unit to arrive will interview the occupants to determine that everyone is out of the building, and what symptoms the occupants are exhibiting. If occupant(s) are exhibiting symptoms of CO poisoning, oxygen shall be administered at 15 lpm via non-rebreather mask. OCD should be contacted to confirm that EMS has been notified, and a patient size-up shall be given to them.

When 8433 arrives, they shall use their meter to check the structure for the source of the problem, and to verify that the structure is vacated. LG&E should be requested to respond if there is any reading greater than zero and the source is not obvious. If the CO level in the structure goes above 35 PPM, personnel should breathe from their SCBA.

After initial readings have been taken throughout the structure, ventilate the structure using electric fans. Begin investigating for the CO source. If the CO level is greater than 100 PPM, initial ventilation can be done with PPV fans, then finished with electric fans.

6. Investigating for the CO source

When checking for the source of CO in a structure, you must first rule out nuisance sources such as a vehicle running in the garage, smoke in the air from open burning, or an unvented space heater. Fuel burning appliances should then be checked to make sure their vents are drafting properly. It may be necessary to operate the appliances one at a time to determine if they are working properly. On furnaces, if the vent is drafting properly, check the air coming from a register. If the CO level rises at the register when the furnace is running, the furnace probably has a cracked heat exchanger.

7. Notification to the occupant of what was found

When PVFD's inspection of the structure is complete, the results should be told to the occupant. The occupant should then take action based on the results as follows:

0 reading by our meter: PVFD did not find evidence of a problem, check the batteries, or replace the detector if necessary, as it may be defective. Call us back if anyone experiences symptoms of CO poisoning.

10 ppm or less: A minor problem exists. Consult LG&E to have them verify our reading and check further for the source of the problem. If the source is obvious, contact the appropriate Service Company (plumber, HVAC). Stay out of the structure if possible. If not, only occupy the structure with the windows open. Do not spend the night in the structure until the problem is remedied.

11 to 35 ppm: A significant problem exists. Consult LG&E to have them verify our reading and check further for the source of the problem. If the source is obvious, contact the appropriate Service Company (plumber, HVAC). Do not occupy the structure for greater than a few minutes at a time until the problem is remedied.

Greater than 35 ppm: A serious problem exists. Consult LG&E to have them verify our reading and check further for the source of the problem. If the source is obvious, contact the appropriate Service Company (plumber, HVAC). Do not occupy the structure at all until the problem is remedied.

Chapter 13-4

Standard Operating Guideline for

Effective 1-1-04 **Firefighting Operations Using Class B Foam** rev. 8-07-03

1. Purpose

This SOG covers the strategy and tactical considerations for using foam to suppress a class B fire.

2. Scope

This SOG applies to all officers and firefighters that may assume the role of acting officer.

3. Definitions

Foam concentrate: The raw material used to create foam, carried in pails or bulk storage tanks

Foam solution: The mixture of foam concentrate and water

Finished foam: The final product made from agitated foam solution that is applied to the fire

4. Background

PVFD has a portable foam eductor and at least 2 pails of foam on each fire engine. The foam carried on the engines is Aqueous Film Forming Foam- Alcohol Resistant (AFFF/ATC, or AR/AFFF).

The tanker has an around-the-pump foam proportioning system that is connected to a 45-gallon foam storage tank. The concentrate carried on the tanker is F-500. The tanker also carries several extra pails of F-500 and AFFF/ATC in the hosebed.

AFFF/ATC and F-500 both control class B fires, but they must be used in slightly different ways. AFFF/ATC must be applied to create an uninterrupted barrier between the fuel and air, using the roll, bank, or rain-down methods only. **AFFF/ATC** must be proportioned at **3% for hydrocarbons and 6% for polar solvents** or unknown hydrocarbons. Runoff of AFFF/ATC and flammable liquid may also create an environmental hazard.

F-500 can be used with the same nozzle tactics as if the fire was a class A. F-500 can be injected or mixed into the flammable liquid without negative results. The white plume created during F-500 application is primarily just steam, which helps to smother the fire. **F-500** is proportioned at **1% for all hydrocarbons or polar solvents**. F-500 is biodegradable, and helps minimize environmental hazards from the flammable liquid. F-500 has a 15-year rated life span, and is not corrosive to plumbing.

AFFF/ATC and F-500 concentrates can't be mixed together, but finished foam made from each may be used at the same time. If this is done, the tactics used with the F-500 must be the same as those used with AFFF/ATC.

5. Response

Various incidents may require the use of foam. However, the most likely incidents will be traffic accidents or train wrecks involving spilled petroleum products. Apparatus response should be as per the response sheet for the type of incident dispatched. If the dispatch or other information indicates that a flammable spill has occurred, 8467 should respond directly after the first engine. All units should try to position so that they are uphill and upwind from the spill area. Consideration must also be given to stopping the spill from affecting exposures, or running into the sewer system.

6. Mutual Aid Responses with 8467

If mutual aid is given by PVFD for a foam incident, 8467 and 8433 will respond as a 2-piece company. This SOG shall be the basis for actions by PVFD personnel at such mutual aid incidents. PVFD personnel shall not engage themselves in operations that will place them in unreasonable danger, or that violate the intent of this SOG. Otherwise, PVFD crews shall work within the ICS structure as requested.

7. Scene Organization

The first arriving officer shall survey the scene and begin organizing it according to the following guidelines. All personnel must be aware of these guidelines, and know how the guidelines affect their individual actions on the scene.

1. Gather information:
   - What is burning?
   - Can scene be safely approached by fire crews?
   - Is there a rescue or immediate life hazard problem?
   - Where are the exposure and runoff areas?
   - If this is a chemical fire, will runoff create more hazard than smoke from controlled burning?
   - Is mutual aid needed?

2. Form an attack plan. Pay special attention to the following:
   - Safe approach by fire crews
   - Fire spread and contamination from runoff
   - Adequate water supply
   - Adequate amount of foam on hand *before* attack
   - Method of controlling fire and confining spill using least foam possible

3. Gather resources
   - Adequate foam concentrate
   - Adequate water supply
   - Additional resources such as Haz-Mat team, EPA, Coast Guard, EMA,

4. Implement attack plan
   - Use water streams where possible to provide exposure protection and fire control
   - coordinate foam attack to maximize effectiveness
   - do not use water streams in areas of foam use (prevent wash-off of foam blanket)

5. Evaluate results and revise plan as necessary

8. Calculating Quantity of Foam Concentrate and GPM Needed

Before fire suppression using foam can be successfully implemented, two items must be addressed. First, water fire streams must be used as much as possible to control exposure fires, thereby minimizing the amount of foam needed for use on the burning liquid. Second, the quantity of needed foam concentrate and its flow rate must be established, and that quantity must be in place before the attack begins.

To determine the needed amount of foam concentrate, the area of the spill or fire surface must be estimated. *Length of spill x width of spill = Area of spill*. The area is then multiplied by the following factor, to determine the gpm needed to control the fire. This gpm requirement is multiplied by the percentage of foam concentrate used and the result is the amount of foam concentrate needed for the *initial* attack.

Area x gpm factor = gpm foam fire stream needed (Q_{ffs})

Q_{ffs} x concentrate eduction % = Gallons of foam concentrate needed per minute

Type of Spill	% AFFF Needed	% F-500 Needed	gpm factor
Hydrocarbon	3%		.1 gpm/sq. ft
Polar Solvent	6%		.2 gpm/sq. ft
All types		1%	.2 gpm/sq. ft

Example 1:

There is a fire due to a leaking gasoline tanker. The exact type of fuel is unknown, so it is assumed to involve polar solvents. The length of the spill is approximately 100'. The width of the spill is approximately 40'. It is decided to use AFFF/ATC as the foam concentrate.

The amount of AFFF/ATC concentrate needed is as follows:

100' x 40' = 4000 square feet = Area of spill

4000 x .2 = 800 gpm foam fire stream needed (Q_{ffs})

800 x .06 = 48 gallons of foam concentrate needed *per minute*

NFPA 11 requires that a successful foam fire attack be sustained for at least 15 minutes. With this in mind, the above example would need 48 x 15 (720) gallons for a successful sustained attack.

To simplify these calculations, use the following chart when determining ***the total amount of foam concentrate needed for a sustained attack.***

Type of Spill	Foam Quantity Factor*
Hydrocarbon	.05
Polar Solvent	.2
Any F-500 use	.03

*Note: these numbers are rounded up for ease of calculation

Foam Quantity Factor x Spill Area = Total foam concentrate needed for sustained attack.

In example 1, this would be .2 x 4000 = 800 gallons AFFF/ATC foam concentrate.

Example 2:

You have a fire involving spilled acetone that is 20' long and 80' wide. You decide to use F-500 to extinguish the fire.

The area of the fire is 20' x 80' = 1600 square feet

The total F-500 concentrate needed is .03 x 1600 = 48 gallons

9. Recovery of Expenses

Any time an incident is declared to be a Haz-Mat, provisions exist to allow for the reimbursement of expenses by the responding agencies. Therefore, PVFD staff must keep track of all items used by all agencies present. This information should be coordinated with the head of the responding Haz-Mat team, or the highest ranking person representing the local EMA.

Chapter 14-6

Standard Operating Guideline for

Effective 01/01/06 **Train Derailment Incidents** rev. 02/01/08

1. Purpose

This SOG details how PVFD will organize and control train derailment incidents. This does not include vehicle vs. train accidents if there is no derailment involved.

2. Response

The first alarm assignment will consist of 2 engine companies, 1 aerial truck or quint, 1 foam unit (8467) and 3 command officers, at a minimum. All other PVFD units shall be staffed and respond as available. If the minimum units are not readily available from PVFD, mutual aid shall be requested from Middletown and South Oldham as needed.

The first engine company and the command officers shall respond to the dispatch location. All other units shall stage in the area of Hwy 146 & Foley Avenue, and prepare to move where needed. This will be the level 1 staging location. The command officers shall send units to each side of the incident to evaluate the situation, and determine the size of the scene. If the scene cannot be immediately accessed on all sides by PVFD units due to blocked crossings, consideration shall be given to requesting mutual aid companies to respond to the inaccessible area(s) as needed.

3. Size-Up

The first arriving unit shall give a radio report detailing what the situation appears to be. This size-up should include the following details:

-Geographic description of the derailment location
-Brief description of approximately how many rail cars are involved, and if any are tank cars or the engines
-Brief description of rescue possibility
-Brief description of fire possibility
-Brief description of smoke or plumes present, and possibility of a Haz-Mat
-Initial location of command
-Who is in command

4. Resources Needed

As soon as the IC completes the size-up, the following agencies should be requested by OCD to respond to the command post location. These people will form the Unified Command, and begin forming an action plan for mitigating the incident. They will also gather any additional agencies and resources as needed.

-CSX representatives, including Railroad Police
-Oldham County EMA supervisor
-Oldham County Police supervisor
-Oldham County EMS supervisor

The train crew and all shipping papers, including the train consist should be brought to the command post as soon as possible. These papers should be in the possession of the conductor, who rides in the engine with the engineer.

5. Incident Command Considerations

Command of the incident shall be governed by the principles of the Incident Command System. As soon as possible, the IC shall appoint a safety officer and division leader to manage each geographic area of the incident. They shall be assigned ICS titles that reflect their area of control, such as "West Division Operations" or "West

Division Safety" or "Ash Avenue Division Operations", etc. Each division leader shall conduct a scene survey as outlined in section 6, and report it to the IC.

While PVFD is waiting for the Unified Command to be established, the IC shall appoint a safety officer to oversee the whole scene (Safety). The IC and Safety will determine the immediate rescue and evacuation needs and assign units to handle this via the appropriate division leaders. An overall scene operations officer (Operations) and Accountability officers will be appointed as soon as staffing becomes available.

Accountability officers shall be appointed by each division leader to monitor their area if the overall Accountability officer cannot gain immediate access to that area to oversee it. As the incident escalates, the IC will appoint personnel to fill additional ICS staff roles as needed.

Second Alarm and Level 2 Staging

If the scene survey shows the incident to be larger than can be handled with the first alarm assignment, the IC shall request a second alarm to be dispatched. The department(s) sending second alarm units should be chosen based upon best access to the scene and special resources needed.

The second alarm units should be directed to a level 2 staging area away from the immediate area of the scene. If units in level 2 staging cannot access all divisions, a level 2 staging area shall be established for each division. If more than one level 2 staging location is used, the locations will be referenced by the division in which they are established. The first arriving officer to the staging area shall become the staging officer. All further units responding to the incident shall first report to level 2 staging, then move up as assigned. Each staging officer shall keep at least one engine company, one rescue or truck company, and one command officer available at level 2 staging until the incident is declared controlled. As resources are used, the staging officer should contact OCD (or Jefferson County MetroSafe as appropriate) directly to request additional units.

Command Post and PIO

The IC shall determine a suitable location for a command post based on the location of the incident, wind direction, and need for prolonged operations. Consideration should be given to establishing an Emergency Operations Center at the PVFD firehouse if possible. The IC shall appoint a Public Information Officer (PIO) and establish a media response location as soon as practical to relay information to the news media.

6. Scene Survey

The IC and division leaders shall survey the scene from their location and try to determine the following:

-Which crossings are blocked, and what is the best access route to this area
-Where are the train engines and the crew
-Are any people in immediate danger due to extrication or Haz-Mat
-Is there a fire or Haz-Mat obviously present
-Based on what is seen, what is the potential for a Haz-Mat release
-Considering the wind direction and hazards present, is this area safe for F.D. operations
-What is the best way to divert traffic and provide an escape route for civilians
-What areas downwind need immediate evacuation or protection
-What responder resources are needed at this site

7. Strategy & Tactics

Due to the vast number of possibilities that can occur during a derailment, it is impossible to pre-plan exactly how each incident will be handled. The following are the general steps that will be taken to control the incident.

Establish scene safety
-Determine the safe areas of operation for F.D. crews, and establish perimeter control zones and access check points.
-Prevent further exposure of civilians to hazardous areas of the scene.

Perform immediate rescue and first aid
-Determine who needs rescue, and prioritize their removal from the scene.
-Remove the worst injured and greatest number of patients from the scene to a safe area as quickly as possible
-Establish triage area(s) and move injured or contaminated patients to these locations.
-Render first aid and/or field decontamination to patients based on their triage priority.

Protect people in exposure areas
-Evacuate down wind or exposure areas based on the hazards at the scene.
-Determine the need to protect civilians in place.
-Provide staffing to control access of civilians to exposure areas.

Perform extended operations
-Extricate badly entrapped patients.
-Deploy fire control teams as needed.
-Organize a Haz-Mat team response
-Assess the rest of the people removed from the scene for haz-mat exposure or injury and treat as necessary.
-Create a roster of civilians affected by the incident, and their disposition from the scene.
-Establish a shelter location for evacuated civilians.
-When possible, perform a secondary search of the evacuated/protected areas to verify all civilians are gone/indoors as required.
-Provide updates to the media about what is going on, and what the F.D. needs the public to do in order to stay safe.
-Prepare to turn over control and responsibility for clean up to the railroad

8. Disposition of the Incident

The Unified Command will determine short term and long term objectives for controlling the incident, and relay this information to all responders and the news media. Once the goals and a time frame have been established, PVFD command staff shall begin making arrangements for continued staffing and their needs.

The railroad should make necessary arrangements for clean up and support of extended operations. The role of PVFD will then become an assisting agency, while railroad personnel execute operations to control the incident. PVFD command personnel shall be present during any decision making process that involves PVFD personnel. PVFD shall relinquish overall command of the incident only after consultation with the rest of the members of the Unified Command, and another agency formally assumes responsibility for the incident. Regardless, PVFD command staff shall maintain authority and control over any PVFD resources used, including personnel.

Chapter 14-8

Standard Operating Procedure for

Effective 02-01-07 **Activation of the Kentucky Division of Emergency Management (KyEM)** rev. 01/18/07

1. Purpose

This SOP is designed to provide guidance about when and how the county and state KyEM offices are to be notified about emergency events that occur in Pewee Valley's district.

2. Scope

All PVFD response personnel must understand this policy. The person acting as Incident Commander (IC) during any of the qualifying types of incidents is responsible for notification and updates to the KyEM about the event.

3. Introduction

The Kentucky Division of Emergency Management (KyEM) is the organization that serves as a coordinating link between Federal and State assistance agencies and the public and first responders that are dealing with a large-scale emergency incident. The KyEM system must be activated for local emergency response agencies (such as the fire department) to be able to summon assistance and resources that are beyond local capabilities. KyEM notification is also necessary to begin the process of disaster recovery for affected citizens.

KyEM has 14 area offices that link the State office to each county's Emergency Management Director. Oldham County is part of Area 6. The Area 6 office is in Louisville.

4. Notification Process

To activate the EM system, the Incident Commander should call OCD by radio and request that the county EM Director be notified about the event. The EM Director should then contact the IC or respond to the scene and determine what resources are needed, then notify the KyEM Duty Officer and have a state incident number generated. In the event that the county EM Director is not available to contact the State Duty Officer, the IC must call by telephone and initiate this process. The phone number for the KyEM Duty Officer is **1-800-255-2587**.

A monthly summary of incident response must be sent to the area manager. The county EM Director is responsible for this. If the IC made contact with the State Duty Officer directly, the county EM Director must be made aware of this, so the incident can be included in the monthly summary.

5. Qualifying Events

Any time an incident occurs that meets any of the following criteria, the KyEM Duty Officer must be notified. The KyEM Duty Officer will assist in determining if a state incident number is required or if other resources are needed.

A. School bus accident with injuries (no minimum size)
B. Diesel fuel spills greater than 75 gallons
C. Gasoline spills greater than 25 gallons
D. Any spill threatening a waterway
E. Bomb threats
F. Search and Rescue missions lasting over 4 hours
G. Missing Alzheimer patients
H. SARA Title III events
I. Events requiring contact with the Governor's office (more than 5 homes involved)

J. Severe weather events causing significant problems including damaging winds, heavy rains with flooding, significant snow or ice storms, and tornadoes
K. Major power outages
L. Evacuations
M. Earthquakes
N. Train derailments
O. Aviation accidents
P. Major urban fires
Q. Industrial fires or explosions
R. Public utilities fire or explosion (does not include transformers on poles)
S. Terrorist or WMD incident
T. Any transportation accident involving large quantities of propane, natural gas, diesel fuel, aviation fuel, kerosene, or other volatile fuel (greater than 55 gallons, except diesel which is 75 gallons)
U. Any medical event reported by local health departments to include “white powder” incidents
V. Outbreaks of foreign animal diseases
W. Closing of a major road that lasts greater than 1 hour

Chapter 15-1

Standard Operating Guideline for

Effective 4-1-03 **Operating Fire Apparatus** rev. 11-08-04

1. Purpose

This SOG covers the duties of Fire Apparatus Operators (FAOs) for driving or operating apparatus, and for keeping the apparatus ready for service.

2. Scope

This SOG applies to all PVFD drivers or operators, regardless of rank.

3. Introduction

All FAOs must have training in the use of the apparatus in accordance with the PVFD SOP on Apparatus Operator Training. FAOs must always be aware of traffic laws, dept. SOPs, environmental conditions, and any other factors that affect the safe operation of apparatus. FAOs must always use due regard for safety when driving, especially while responding to an incident.

4. Before Apparatus Leaves

Before leaving the station on a run, the driver must know what the incident is, where it is, and what is the best route to get there. As soon as the driver gets in the truck, it may be started and warmed up. The truck shall not move until the officer is in, and all passengers have acknowledged that they are ready to go.

All efforts should be made to have the truck loaded with an adequate number of firefighters, and a balance of experience. If it becomes evident that there will not be at least 3 firefighters on the truck, the driver should wait a reasonable length of time to see if more arrive. This is especially true for all apparatus other than the first out. The preferred crew is 4 or 5 firefighters (total) on each pumper. If there is not an officer available for the run, the driver will either select a competent firefighter to ride as officer, or hold the truck until an officer arrives. Another firefighter shall not countermand the driver's selection without the approval of the driver. All drivers and officers must give consideration to making sure that all needed apparatus have a driver. Therefore, do not load up the first-out truck with several drivers and leave the rest of the fleet abandoned.

5. Responding to Incidents

Once the apparatus is on the road, the driver should concentrate on driving, and leave the siren and radio control to the officer. The officer should confirm that the driver knows where to go and navigate as necessary. The officer should also find the water sources closest to the incident and be prepared to use them as appropriate.

On apparatus equipped with auxiliary braking (Jake Brake on 8431), the system should be used in the low setting on wet roads and turned off when roads are icy or snow covered.

When responding to an emergency incident, fire apparatus shall have all warning equipment in use or have none at all. Code 2 response (red lights only, no siren) is not permitted.

There is no official speed limit for fire apparatus while on an emergency run. However, road and environmental conditions will dictate what speed is safe. Stop signs and red traffic signals must not be disobeyed. Driving must be done in a manner that allows for civilians on the road to maintain their safety. The apparatus driver must always be in control of the truck and drive as such.

6. On-Scene Operations

Each apparatus must be properly placed on the scene based on the nature of the run and the function of the apparatus. Drivers should keep this in mind for all apparatus, not just theirs. On structure fires, pumper drivers must give consideration for the best placement of an aerial truck, and position their pumper accordingly.

The driver should position their truck so that firefighters have a safe area to work without undue risk from other autos. This may mean shutting down the road if necessary. Road closure should be avoided if there is a risk of accidents caused by traffic congestion. If closure is necessary, it should be coordinated with the police. The road may be reopened only after the Incident Commander gives approval. Do not accept such an order only from the police.

While at a fire scene, drivers should minimize apparatus lights that interfere with visibility. General scene lighting should be done as soon as possible. Trucks that are not in use and not needed to provide warning lighting may be shut down, unless it is extremely cold.

Drivers should keep track of all equipment removed from their truck. Before leaving the scene, the driver should make sure all equipment is returned, or accounted for. The driver should also walk around their truck and make sure it is ready to move, checking doors, lights, and ladders as necessary.

7. Backing Apparatus

All trucks that have a rear blind spot require the use of a ground guide while they are being backed up. Before a truck is backed, the driver must be aware of where the truck needs to go. The driver must also have eye contact with the ground guide at the rear of the truck. If the driver loses sight of the ground guide, the driver should immediately stop until the ground guide returns to view.

If a truck must be maneuvered in a tight space, ground guides should be placed to watch each area of the truck. The ground guides should communicate with the driver using hand signals only, unless a collision is imminent. Then the ground guide should yell "STOP" to the driver in addition to giving a hand signal. All other personnel on or near the truck should be quiet during such maneuvers.

8. Returning Apparatus to Service

Before returning to the station, the driver should check if the truck needs fuel. If so, the driver and officer should immediately make arrangements to fill it.

When the truck returns to the station, the driver and crew should clean and service all equipment used. If any equipment is missing, damaged, or does not function, it should be immediately reported to the truck officer and to the Fleet Supervisor. If the crew can repair the equipment, they should do so. If not, take the equipment out of service and note it on the bulletin board. If SCBA are washed, they should be placed back in the truck cab and all doors should be left open for drying. Otherwise, doors should remain closed.

Trucks that are ready for service should be left with the headlights on and all windows rolled up. The truck radio should be on channel 1. Portable radios should be left in their charger, on channel 5.

Chapter 15-4

Standard Operating Guideline for

Effective 1-5-05 **Fire Extinguisher Use and Maintenance** rev. 12/06/04

1. Purpose

This SOG details how PVFD will use and maintain its fleet of fire extinguishers, to meet the intent of NFPA 10.

2. Scope

This SOG applies to all PVFD personnel who have been trained to use fire extinguishers.

3. Definitions

-Agent = The material contained in an extinguisher that is applied to a fire.

-ABC agent = Monammonium Phosphate powder, with silica added to make the agent flow freely. This agent has a yellowish color.

-BC agent = Sodium Bicarbonate powder, with silica added to make the agent flow freely. This agent is bright white.

-CO_2 = Carbon Dioxide. This agent is a pressurized gas that stores in liquid form. When it is discharged, CO_2 returns to the gas state, cooling very rapidly. CO_2 is a simple asphyxiant, meaning it physically displaces oxygen in the air. CO_2 extinguishes fire by cooling and smothering it. It is also electrically non-conductive, so it can be used on class C fires. CO_2 dissipates quickly unless it is discharged into an enclosed space. Since it is heavier than air, it can accumulate in low-lying enclosures.

-Dry Chemical = ABC or BC agent

-Dry Powder = An agent, in powder form, used to extinguish fires in combustible metals (class D fires). Met-L-X is the most common brand of dry powder. Dry powders are usually composed of salts.

-Halon (or halogenated agent) = A group of agents that are made of a chemical mixture that displaces oxygen. Halon 1211 and 1301 were once the most popular types (the number refers to the chemical composition of the agent). Halons are being removed from use because they deplete the ozone layer and produce toxic by-products when used to extinguish fire. Halons leave no residue, so they are useful on electronics or other sensitive equipment. There are other agents being developed to replace Halon. FM-200 and Inergen are now the most common Halon replacement agents. These agents are found in fixed systems for enclosed computer or electronic labs, and occasionally in portable fire extinguishers. Special care must be taken to avoid breathing by-products from a fire extinguished with Halons.

-Pressurized-at-use = An extinguisher that has the agent stored in a non-pressurized container, and a CO_2 cartridge attached to it. The extinguisher is activated when the user discharges the CO_2 cartridge into the agent container. The extinguisher's discharge hose has a valve on the end that allows the user to aim, start, and stop the agent flow.

-Stored pressure = An extinguisher that has a pressure charge inside the agent

container at all times. In PW, foam, or class K extinguishers, the charge is 100 psi air pressure. In dry chemical or dry powder extinguishers, the charge is nitrogen or Class D breathing air, usually at 195 psi. In CO_2 extinguishers, the agent is compressed to 1800 psi. A pressure gauge is mounted on all stored pressure extinguishers except CO_2 to show that the extinguisher is charged. CO_2 extinguishers must be weighed to verify they are fully charged.

-Pressurized Water (PW) = An extinguisher with a stainless steel (silver) shell that contains 2½ gallons of water under pressure.

-Foam extinguisher = An extinguisher that contains a mixture of water and foam as its agent. Any foam extinguisher that PVFD would have would be a PW that has AFFF or F-500 foam concentrate added. An air aspirator may also be attached to the end of the discharge hose.

-Wet Chemical = Potassium Acetate agent, class K extinguisher. This agent is stored in an extinguisher that looks like a PW, but has a wand with a head that produces a mist. Wet chemical agent is used for cooking oil fires, especially commercial deep fryers.

4. Background

PVFD has a fleet of portable fire extinguishers for use in emergency response and for general fire safety. Use of fire extinguishers as part of a fire department response requires the same techniques and precautions as if a civilian was using the extinguisher. Firefighters who may use an extinguisher in a civilian setting must not forget their limitations, since they will not have protective clothing or a back-up crew present.

All extinguishers owned by PVFD shall be marked "PVFD #" near the top of the body of the extinguisher. Extinguishers assigned to apparatus shall also have the unit number written on them. Extinguishers shall also have the date of manufacture and the last hydro-test date written on the front, bottom of the extinguisher body.

The Fleet Supervisor keeps a master list of all PVFD extinguishers. The list shows the extinguisher location, type, PVFD number, and hydro test dates.

5. Classes of Fire

Fire Class	Type of material burning	Proper extinguishing agents
A	Ordinary Combustibles (wood, paper, plastics)	Water, ABC dry chemical Foam,
B	Flammable Liquids	ABC or BC dry chemical Foam, CO_2,
C	Energized Electrical Equipment	ABC or BC dry chemical CO_2, Halons, remove power
D	Combustible Metals	Dry powder, cover in dirt
K	Cooking Oils & Fats	Wet chemical

6. Use of Fire Extinguishers

Civilian Use of Extinguishers

If an extinguisher is to be used in a civilian setting (fire dept. is not on scene), or by a civilian, the following steps should be followed:

1. Notify all people present that there is a fire. Pull fire alarm box if present. Assign someone to call the fire department. If no other person is present, call the fire department BEFORE using a fire extinguisher.

2. Make sure the building is being evacuated.

3. Obtain a fire extinguisher. Make sure it is ready for service, and is the proper type of extinguisher for the fire class.

4. Make sure you have a clear escape path behind you. Approach the fire and use the PASS method to extinguish the fire.

Pull the pin, and test the extinguisher to make sure it works.

Aim the extinguisher at the base of the fire.

Squeeze the valve handle to discharge the agent.

Sweep the stream across the base of the fire.

When the fire is out, or the extinguisher is empty, *back away* from the fire in case it flares up. If one extinguisher does not control the fire, abandon the fire and exit the building, shutting any doors behind you.

<u>Alternate Extinguishing Methods/Agents for Kitchen Fires</u>

Fires occurring on stovetops can be extinguished successfully with the following home remedies:

-Cover the pan with a lid and LET IT SIT! Moving a burning pan is extremely dangerous.

-Pour a copious amount of baking powder or salt onto the fire.

NEVER USE FLOUR OR SUGAR to extinguish a fire. They are combustible, and can cause the fire to flare up or explode if conditions are right.

<u>Fire Department Use of Extinguishers</u>

If a fire extinguisher is used by a firefighter as part of a fire response, use the following steps:

1. Advise other companies of the type, size, and location of the fire.

2. Make sure the building is being evacuated, and provisions are made to back up the fire extinguisher attack with a handline if necessary.

3. Select the proper type of extinguisher for the class of fire.

4. Make sure you have a clear escape path behind you. Approach the fire and use the PASS method to extinguish the fire.

Pull the pin, and test the extinguisher to make sure it works.

Aim the extinguisher at the base of the fire.

Squeeze the valve handle to discharge the agent.

Sweep the stream across the base of the fire.

When the fire is out, or the extinguisher is empty, *back away* from the fire in case it flares up. If one extinguisher does not control the fire, back out and shut the door. Prepare for a handline attack.

7. Inspection, Maintenance, and Service Intervals

Inspection

All fire extinguishers assigned to apparatus shall be inspected any time the apparatus is inspected, but no less than once per month. Station extinguishers shall be inspected on the first Wednesday of each month. Inspection consists of checking for the following:

-Extinguisher is present, clean, and undamaged
-Tamper tag and pull pin are in place, and gauge shows full

Annual Maintenance

All fire extinguishers shall undergo "maintenance" annually. Maintenance consists of checking the following items:

-Extinguisher is present, clean, and undamaged
-Tamper tag and pull pin are in place, and gauge shows full
-On dry chemical or dry powder units, invert the extinguisher to fluff the agent
-The extinguisher is not out of date for hydro-test or 6 year service
-Service tag is marked to show date of last annual maintenance

Service

Carbon Dioxide: CO_2 extinguishers are hydro-tested every five years. They are also tested for electrical non-conductivity through the hose and horn assembly. The tester will affix a tag to the hose to verify the electrical test.

PW (or any other extinguisher with a stainless steel shell): are hydro-tested every 5 years.

All other extinguishers: ABC, BC extinguishers have mild steel shells that must be hydro-tested every 12 years. Stored pressure dry chemical or dry powder extinguishers must undergo a "dump test" every 6 years to make sure the agent will expel properly. After this test, the valve assembly is rebuilt and the extinguisher is recharged.

Pewee Valley Fire Department
Apparatus Response Order

Rev. 02-01-08

Structure Fire	8455	8433	8431	8432	8498	8467	8476
Structure Fire – "T" box	8433	8467	8431	8455	8432	8498	8476
Structure – Alarms etc. Alarm sounding, smoke odor in bldg Fire - type unknown	8455	8433	8431	8432			
Rescue	8431	8455	8433	8432	8498	8476	
Vehicle Fire	8431	8433	8467				
Haz-Mat Incl. Train derailment	8431	8433	8455	8498	8467		
Field/Brush Fire	8433	8476	8467	8431	8432	8498	
Trash Fire	8433	8476	8467				
Smoke Odor in Area	8455	8433	8431				
Wires Down	8433	8431	8498				
Other Service Calls	officer's call as situation dictates						

Mutual Aid Responses

All Depts: Alarm Sounding	8433			
All Depts: Lap-In	8433			
All Depts: Tanker Request	8467	8433		
All Depts: Field Fire	8433	8476	8467	
All Depts: 2nd Alarm	same response as if in PVFD district			
All Depts: Specfic Request	send ONLY the unit(s) requested			
M-Town: Structure Fire	8433	others as requested by IC		
SOFD: Structure Fire	8433	8455	8431	others as requested by IC
WFD: Structure Fire	8433	8455	8431	others as requested by IC

Pewee Valley Fire Department
Apparatus Response Order

Rev.06-03-08

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Field/Brush Fire	8433	8476	8467	8431	8432	8498	
Trash Fire	8431	8433	8466	8467			
Smoke Odor in Area	8455	8433	8431	8432			
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Other Service Calls	officer's call as situation dictates						

Mutual Aid Responses

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MUTAL AID ITEMS MAY CHANGE

Pewee Valley Fire Department Civilian Corps

What is the Civilian Corps?

The Civilian Corps is a branch of the Pewee Valley Fire Department, made up of members who have 3 basic things in common:

1. Have an interest in the safety of the community and themselves
1. Want to assist the Fire Department, but are not able (or don't want to) fight fires
2. Want to be part of the social network of people involved with the Fire Department

The activities that the Civilian Corps participate in are really only limited by the imagination and interest of the members. The following is taken from the constitution and by-laws of the Civilian Corps.

Section 1. -- **The mission of the PVFD Civilian Corps is to provide aid and assistance to the firefighters of the Pewee Valley Fire Protection District through non-fire suppression activities that promote the interests of the Fire District, enhance civil emergency preparedness, and show appreciation of the efforts of the Fire Department.**

Section 2. -- The objectives of the Civilian Corps are as follows:

- To plan and perform activities that promote emergency or disaster preparedness for the community
- To plan and perform activities that promote appreciation of the efforts of PVFD members
- To provide refreshment, rehabilitation, and support services as needed to firefighters while working at PVFD fires or other PVFD events
- To assist the PVFD firefighters and administration with the annual Crusade for Children fund raiser
- To assist the PVFD administration in executing an annual awards/appreciation banquet for the membership of the PVFD
- To assist the PVFD with any other non-firefighting projects as requested by the PVFD administration

Who are the members of the Civilian Corps?

Anyone who has an interest in helping the Fire Department can be a member of the Corps. There is even a junior membership for those under 18 who wish to participate. Junior members must be directly affiliated with a firefighter or adult Corps member. Is this a ladies only group? Definitely not!

Why should I become a member of the Corps?

The most important reason to join the Corps is to help the Fire Department keep the community safe. However, the Corps is also about having fun and making new friends.

What do I do to learn more, or become a member?

To learn more, call the station at **241-0025** and ask to speak to someone about the Civilian Corps. You can also stop by on Wednesday evenings at 7pm (PVFD's fire training night) and ask us about the Corps. To become a member, we will ask you to fill out an application, so we can contact you with all the details.

Thank You!

The PVFD Civilian Corps

Pewee Valley Fire Department Civilian Corps

CONSTITUTION

Article I.
Name and Definitions

Section 1. -- This organization shall be formally known as the Pewee Valley Fire Department Civilian Corps.

Section 2. -- The following nomenclature shall be used throughout this document:

--Civilian Corps is an abbreviation of Pewee Valley Fire Department Civilian Corps. The abbreviations *PVFD CC or Corps* are recognized for the same purpose, and for daily usage.

--Board is an abbreviation for the Pewee Valley Fire Protection District Board of Trustees.

--He or Him is used to refer to either gender nonspecifically, unless a proper name is being referenced.

--PVFD is an abbreviation for Pewee Valley Fire Department, which refers to the whole of the organization of firefighters, administrators, Board of Trustees, and Civilian Corps, as appropriate in the context where used.

--Year -- The Civilian Corps' official year shall coincide with the fiscal year of the Pewee Valley Fire Protection District Board of Trustees. All time references shall be in accordance with this unless specifically referring to calendar year related events.

Article II.
Mission and Objectives

Section 1. -- The mission of the PVFD Civilian Corps is to provide aid and assistance to the firefighters of the Pewee Valley Fire Protection District through non-fire suppression activities that promote the interests of the Fire District, enhance civil emergency preparedness, and show appreciation of the efforts of the Fire Department.

Section 2. -- The objectives of the Civilian Corps are as follows:

- To plan and perform activities that promote emergency or disaster preparedness for the community
- To plan and perform activities that promote appreciation of the efforts of PVFD members
- To provide refreshment, rehabilitation, and support services as needed to firefighters while working at PVFD fires or other PVFD events
- To assist the PVFD firefighters and administration with the annual Crusade for Children fund raiser
- To assist the PVFD administration in executing an annual awards/appreciation banquet for the membership of the PVFD
- To assist the PVFD with any other non-firefighting projects as requested by the PVFD administration

Article III.
Officer Selection

Section 1. -- The officers of this organization shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2. -- All officers shall hold their offices two (2) years, or until their successors are chosen. Officers shall be elected by ballot at the annual election meeting, which will be the first meeting held in the month of September. The elections shall take place as follows:

1. Nominations will be accepted three weeks prior to the election. Nominations will be accepted for two weeks. At the end of the nomination period, each candidate shall write a brief statement detailing their qualifications and desire to hold the office. These statements shall then be posted conspicuously in the fire station for all members to review. The third week will be a dead week and no nominations will be taken, to allow ballots to be printed. Write-in votes will be accepted.

2. A formal ballot will be taken of the whole membership of the Civilian Corps that are present at the annual election meeting, and the candidate receiving the highest number of votes shall be declared elected.

Section 3. -- No person shall be eligible to hold office unless he has been a member of the organization for at least one year. The term of membership is not required to be immediately prior to the election.

Section 4. -- No member shall hold two offices in the organization at the same time. No member shall hold the same office for more than 2 consecutive terms. There is no limit on the total number of terms a member may serve in any position.

Section 5. -- Any vacancy among the officers of this organization shall be filled for the unexpired term at the first regular meeting after the vacancy occurs, or at a special meeting called for that purpose. Nominations for the position will be accepted from the membership present at that meeting. The members present will then cast ballots, and the person with the most votes shall be declared elected. The ballots will be counted by the vice-president, and witnessed by the secretary and treasurer.

Section 6. -- Officer elections shall be staggered, so that there are always 2 incumbents in office at any time to provide guidance to newly elected officers. In even years, the president and secretary shall be elected. In odd years, the vice president and treasurer shall be elected.

Section 7. -- In the event that the number of Corps members drops to less than 8, the sections of Article III shall be changes as follows:

Section 1: The President, in consultation with the remaining officers, may appoint interim officers to fill positions that are vacant at that time. The duties of multiple offices may be combined as necessary. The interim slate will remain in effect until the next regular election cycle where at least one member is nominated for each regular office.

Sections 2,3,4,5 -- These sections shall be suspended until the next regular election cycle where at least one member is nominated for each regular office.

Article IV.
Duties of the Officers

A. President

It shall be the duty of the president to: preside at all meetings of the Corps; to call special meetings whenever he shall deem it for the interest of the Corps, or to do so upon the written request of five members; to appoint all committee chairmen unless otherwise provided; enforce the constitution and by-laws and as far as possible see that all members are justly and impartially treated. He shall not vote on any question, except the election of officers and members, unless in case of equal division, when the president's vote shall decide the question. He shall be governed by parliamentary usages and shall have general supervision of the affairs and business of the Corps. The president shall, either personally or through an appointed delegate, represent the Corps at all functions where the Corps is expected to be represented officially.

B. Vice President

It shall be the duty of the vice president to perform all the duties of the president in his absence; keep a correct roll of all members of the Corps and provide a copy thereof to the president, Fire Chief, or Board as needed; notify all members of regular or special meetings when ordered to do so by the president; keep the roll calls of members present at all meetings and official Corps events; and notify each new member of his/her election. It will also be the vice president's responsibility to be the liaison between the Corps officers and committee chairmen, if deemed necessary.

C. Secretary

It shall be the duty of the secretary to keep a true record of proceedings of all Corps meetings in a book for that purpose; to read the minutes of the previous meeting at the next regular meeting of the Corps; to conduct all correspondence of the Corps under the direction of the president; to read all communications; and to maintain a copy of the Corps' constitution and by-laws. He shall keep on file all documents belonging to, or relating to the business of, the Corps. He shall post the minutes of the last business meeting of the Corps on a bulletin board in the fire station, no later than two weeks after the meeting. The posted minutes shall remain in place until the posting of minutes for the next meeting. In case of sickness or absence he shall have the record books at the meeting place for meetings, and appoint a temporary delegate to fill his role.

D. Treasurer

It shall be the duty of the treasurer to receive all moneys collected by the Corps and give a receipt for same if necessary; deposit all moneys received by him in appropriate accounts designated by the Corps and the Board, the money deposited in such account(s) to be withdrawn only by checks or drafts signed by the president or treasurer under their official titles; pay all bills due for the Corps or delegate them to the Board Treasurer in a timely manner; to keep a correct account of all receipts and disbursements in suitably prepared books; render a monthly written report of the financial condition of the Corps to the president for his report to the Board, including all receipts and disbursements since the previous report, and shall render a like report at any other time when requested by the Corps, Fire Chief, or Board to do so.

E. Fire Officer Liaison

The Civilian Corps shall have a liaison to the firefighters and officers of the fire department. The liaison will be an officer of the fire department chosen by the Fire Chief. The Liaison shall assist the Corps with its initial founding and then assist with coordinating activities occurring between the firefighters and the Corps. The Liaison shall receive all requests directed to the firefighters or administration by the Corps, and

relay the same to the Chief and his staff. The Liaison shall represent the interests of the Corps during officer meetings. The Liaison shall not vote on Corps matters.

F. Officer Delegates

If an officer of the Corps is unable to attend an event where their presence is required, they shall appoint a temporary delegate to serve in their place. Delegates shall not have voting powers.

G. Committee Chairs

It shall be the duty of the chairperson of each committee to assure completion of the tasks assigned to the committee by the Corps. He shall call meetings by contacting members at least one week in advance if possible, and confirm that members received said notice. It will also be his responsibility to document and report on committee progress to the vice president and the Corps. The committee chair or his delegate must be in attendance at any events that fall under the direction of the committee. If a committee chair is aware of a previous schedule conflict at the time of his appointment, he shall not accept the chairmanship.

Article V.
Membership

A. Adult Membership

Section 1. -- Adult membership in the Civilian Corps is open to anyone age 18 or over who has an interest in supporting the goals of the Corps. Direct affiliation through a PVFD firefighter is not required for membership.

Section 2. -- A person wishing to become a member must fill out an application for that purpose. The information in the application shall only be used by the PVFD for the purposes of contacting the individual or performing a background check if deemed necessary.

Section 3. -- A person wishing to become a member must be of good character, and must not have any serious felony convictions. A background check may be completed through the local police department to verify this.

Section 4. -- Prospective members shall complete a six month probationary period, where the membership will observe how the new member interacts with the Corps and department as a whole. At the end of 3 months, the Corps officers and the Fire Officer Liaison shall evaluate the prospective member. During the initial 3 months, if a majority of the officers of the Corps and the Fire Officer Liaison think the new member will not be a positive asset to the PVFD, the following protocol will be enacted:

1) At the end of 3 months, a person delegated by the officers will notify the prospective member of the negative interaction and give them the remainder of the probationary period to improve. The Secretary shall record the notification.

2) At the end of the probationary period, the Corps Officers and Fire Officer Liaison shall again evaluate the prospective person. If improvement has not occurred, the President will ask the new member to leave the organization.

If the probationary period is completed successfully, the new member shall be granted membership in the Corps.

B. Junior Membership

Section 1. --Junior membership is open to anyone below age 18 who has an interest in supporting the goals of the Corps. Direct affiliation through a PVFD firefighter or adult Corps member is required for membership.

Section 2. Junior members must be supervised at all times by a mentoring adult in the Corps. The mentor shall make sure that the junior member's involvement in the Corps does not create a detriment to the junior member or the Corps.

Section 3. -- Prospective members shall complete a six month probationary period, where the membership will observe how the new member interacts with the Corps and department as a whole. At the end of 3 months, the Corps officers and the Fire Officer Liaison shall evaluate the prospective member. During the initial 3 months, if a majority of the officers of the Corps and the Fire Officer Liaison think the new member will not be a positive asset to the PVFD, the following protocol will be enacted:

1) At the end of 3 months, a person delegated by the officers will notify the prospective junior member of the negative interaction and give them the remainder of the probationary period to improve. The Secretary shall record the notification.
2) At the end of the probationary period, the Corps Officers shall again evaluate the prospective person. If improvement has not occurred, the President will ask the new member to leave the organization.

If the probationary period is completed successfully, the new member shall be granted membership in the Corps.

Article VI.
Duties of Membership

Section 1. --It shall be the duty of all members to make all reasonable efforts to attend all the functions of the Civilian Corps; attend all regular and special meetings; participate in activities and chores; and to promote the Corps and PVFD.

Section 2. --If a member is absent, without making prior notice of their absence, for a period of 3 months more, it shall be assumed that they are no longer interested in being a member of the Corps. In this case, the president shall contact the member by telephone or in person and confirm their commitment to being in the Corps. Letters or e-mails shall not be used to confirm a member's commitment to the organization. If the member cannot be reached, fails to give valid excuse for the absence, or fails to attend any additional Corps events without valid excuse, they shall be declared resigned from the Corps, as if they completed Article VII, section 1. The secretary shall make record of such at the next regular meeting of the Corps.

Article VII.
Resignations, Leave of Absence, Reinstatements

Section 1. -- All resignations of members shall be made in writing and presented at a regular meeting, and if approved by a majority of the members present, shall be accepted. All property in the possession of the resigning member belonging to the Corps or the PVFD shall be returned at that time.

Section 2. -- Any member whose resignation has been accepted by the Corps and who wishes to be reinstated shall make written notice of such to the Secretary. It will be

proposed at the next regular meeting or special meeting called to transact general Corps business, and if a majority of the members present concur, they will be reinstated. Any member who has been expelled from the Corps for violations against the Corps or PVFD must have their reinstatement approved by the Fire Chief and Board.

Section 3 -- Any member may request a leave of absence as the member deems necessary. Request for the leave shall be submitted to the officers and documented by the Secretary. All property in the possesion of the member granted a leave of absence belonging to the Corps or PVFD shall be returned at that time, or may be kept in the member's posession if the Corps Officers deem it to be beneficial. Reinstatement may be done at any time by making a request to the President or Vice president. Upon reinstatement all previously issued property shall be returned to the member.

Article VIII.
Impeachments

Any officer of the Civilian Corps may be impeached for malfeasance or misfeasance of office according to the following protocol.

1. Written charges must be made and signed by at least 3 Corps members. The charges must relate to those listed in Article IX, section 2.
2. The charges must be filed with the Secretary, who will forward the charges and all other correspondence related to the matter to the remaining officers and Fire Officer Liaison. If the charges involve the Secretary, the President shall receive the charges and fill the secretary's role in handling the matter.
3. The charges shall be served upon the officer in writing, and the officer shall have at least 10 days to file a response in writing to the Secretary.
4. A Board of Review consisting of the remaining officers and Liaison shall investigate the charges within 2 weeks and allow the accused to appear before them and make a defense.
5. The Board of Review shall report their findings at the next regular meeting, or at a meeting called for that purpose. The Board of Review must issue their report within 30 days of the filing of the response by the accused.

If the charges are sustained, the accused may be suspended, removed from office, or expelled from the Corps by the board of review. The decision of the board of review is subject to an appeal to the PVFD Board of Trustees.

Article IX.
Discipline and Expulsions

Section 1. -- Any member may be expelled by a two-thirds (2/3) vote by written ballot of the members present at any regular meeting, provided the accused has been served a copy of charges made against him at least two (2) weeks prior to the meeting, and an opportunity was given to the accused to appear and offer a defense at the meeting. If at least 3 members present at this meeting request an investigation, a Board of Review shall be established to investigate the matter. The Board of Review will consist of the Corps officers and Fire Officer Liaison. This Board of Review will conduct an investigation, including interviewing the accused and others as deemed necessary.

Within 30 days the Board of Review shall present their findings to a meeting of the Corps membership. The membership shall then vote on expulsion as detailed above.

Section 2. -- The following charges are worthy of discipline and possible expulsion:

A. The member committed an act that caused a violation of the ethics or trust of The Civilian Corps or PVFD.
B. The member committed theft of Corps or PVFD money or property.
C. The member willfully committed an act that endangered the safety of another person while performing a Corps duty.
D. The member engaged in physical violence, other than self defense or defense of another, while performing a Corps duty.

Article X.
Amendments

Section 1. --This constitution shall not be altered or amended except by a two thirds (2/3) vote of the members present at a regular Corps meeting, provided that written notice of the proposed change or amendment shall have been given and laid upon the table at a regular meeting of the Corps held at least one month previous and that such notice shall designate at which meeting the membership shall consider and vote upon the change.

Section 2. -- Amendment to the chain of authority used by the Corps shall only be done with the consent of the Fire Chief and the Board.

Section 3. -- The constitution and by-laws shall be reviewed for accuracy once every five years. The last revision was completed in_____.

BY-LAWS

Article I.
Meetings

Section 1. -- The time and location of the annual election, regular meetings of the Civilian Corps, and special meetings as are called for the transaction of Corps business, shall be decided by the president. Once established, the time and date for regular business meetings shall remain constant, except as listed in section 3 of this article. If an officer can't be present for a meeting, they shall appoint a delegate to serve in their place. At the time of implementation of these by-laws, the regular meetings are scheduled for the first Tuesday of each month, held at the firehouse.

Section 2. -- The annual election meeting of the Corps shall be held on the first regular meeting date in the month of September.

Section 3. -- Whenever a regular meeting falls on a holiday, the president may elect to hold the meeting on another prescribed date, or cancel it. In such a case, the president shall give notice of the change to all members at least one week in advance of the new meeting date. A notice of the change shall be posted in the fire station at least one week in advance of the new meeting date.

Section 4. -- Special meetings for the transaction of any business may be held at any time on the call of the president as provided by section A of article IV of the constitution.

Section 5. -- Five members or a simple majority of total membership (51%), whichever is greater, shall constitute a quorum and provide power to transact business at any regular or duly called special meeting of the Corps.

Section 6. -- The recommended order of business for all regular meetings shall be as follows:

1. Roll call
2. Reading of previous minutes
3. Treasurer's report
4. Reports of committees
5. Old or unfinished business
6. New business
7. Open floor
8. Training
9. Adjournment

Article II.
Ballots

Section 1. -- Balloting for the election of officers shall be done with formal written ballots, and members shall be permitted to cast their votes in secret.

Section 2. -- No person whose membership has been suspended in any way shall be eligible to vote.

Article III.
Attendance Roster

Attendance will be taken at every official Corps meeting or function. The roster sheets will be kept by the vice president until the end of the year. The roster will be the official record of attendance.

Article IV.
Regulation of Meetings

Section 1. -- After a meeting has been called to order by the presiding officer, the members shall be seated and observe common courtesy for the duration of the meeting.

Section 2. -- Every member, prior to speaking shall raise their hand and wait to be recognized by the presiding officer. Once recognized, they may speak. The presiding officer shall decide the order of call should more than one person wish to speak. The presiding officer shall make all reasonable effort to allow anyone wishing to speak on a subject to do so. If it becomes obvious that such discussion ceases to be productive, the presiding officer may terminate further discussion and ask that a motion be made on the subject, or that members do further research on the subject and bring it back to a later meeting.

Section 3. -- The presiding officer shall state every motion coming before the meeting and ask for a member to second the motion. If there is no second, the motion shall be declared null. If the motion is seconded, the presiding officer shall then ask the membership if there is any further discussion about the motion, and allow members to speak about the motion.

After this discussion, the person presenting the motion may propose an amendment to the motion, if so desired. The amended motion must then be re-stated by the presiding officer, and seconded again as if a new motion. This process is repeated until there is no further discussion. The presiding officer shall then call for a vote. On general business items, a voice vote shall be sufficient, with the number of yes and no votes recorded if there are any no votes. If any Corps officer or the Liaison believes the motion to be of critical importance to the Corps, he may request a roll call vote of members present. The secretary shall then record the vote of each member, including the member's name.

Section 4. -- Amendments to motions previously approved will be handled as if it is a new item.

Article V.
Interpretation of By-Laws

Section 1. -- These by-laws shall not be altered or amended except by the process described in article X of the constitution.

Section 2. -- Should any dispute arise regarding the intended meaning of these by-laws or the constitution, the true meaning shall be decided by the president, subject to an appeal to the Liaison. Such decisions shall be entered in the minutes as a precedent for the future.

Article VI.
Government and Chain of Authority

Section 1. -- Roberts' Rules of Parliamentary Procedure is hereby adopted as reference for the government of all meetings of the Civilian Corps.

Section 2. -- The chain of authority and responsibility of the Corps shall be as described below. All appeals shall be made using this chain of authority.

A. The membership of the Corps answers to the governance of the officers of the Corps as detailed in article IV of the constitution.
B. The president of the Corps is responsible for overall governance of the normal affairs of the Corps.

C. The officers of the Corps answer to the governance of the fire chief and his staff, via the officer liaison.
D. The Board of Trustees shall oversee the governance of the fire chief and his staff.

Article VII.
Initial Enactment and Laws Repealed

It is understood that the Pewee Valley Fire Department Civilian Corps is a newly formed institution, with no previously existing structure or rules to encumber the implementation or execution of this constitution and by-laws. The Fire Officer Liaison is granted the authority to initially implement the details of this document in the manner most appropriate for the start-up of the organization. This may mean suspending some of the details of the constitution or by-laws until the Corps has been sufficiently staffed and organized. This constitution and by-laws shall be initially enacted through executive

order of the fire chief, effective September 1, 2004. This document was last revised in August 19, 2004.

Pewee Valley Fire Department

Standard Operating Guideline for

Effective Draft **High Rise Structure Fire Response** rev. 03/22/04

1. Purpose

This SOG details how PVFD will organize and control fires occurring in high rise structures. For the purpose of this SOG, a high rise is defined as a building that is four stories or greater in height.

2. Response

Fire incidents in high rise structures will be dispatched the same as any other structure, unless a pre-plan is in effect for the specific structure. All high rise fire responses shall include at least 3 command units. First alarm responses shall also include at least 3 apparatus of the following types:

2 pumpers to act as engine companies

1 pumper, ladder, or rescue to act as a truck company

The Response Guide posted at the station shall determine the order of response for each unit. Command or Company Officers may alter this order if necessary for a particular incident.

Responses to high hazard structures may also include units from mutual aid departments. In this case, the mutual aid units will respond in addition to the units listed above.

The first arriving pumper shall position at the fire scene to be the primary attack unit. Their placement must not hinder the placement of an aerial truck. The second pumper will position at the closest hydrant, or at the siamese connection. The third pumper will position at the second closest hydrant. All other apparatus will stage near the scene and be placed as needed.

Automatic mutual aid responses to neighboring districts for high rise structure fires will be the same as any other structure response, which is one command unit, and the apparatus specified on the Response Guide. Other apparatus shall have crews assigned, but shall not respond until requested. Apparatus placement on mutual aid incidents should take the building's pre-plan into consideration. However, all companies must be prepared to operate in different positions based on their arrival time, as specified above.

3. Size-Up

The first arriving unit shall give a radio report detailing what the situation appears to be. This size-up should include the following details:

-Address of the incident

-Brief description of the building including: number of stories, construction type, occupancy

-Brief description of fire conditions as seen from outside

-Statement of first actions to be taken

-Who is in command

4. Incident Command Considerations

Command of the incident shall be governed by the principles of the Incident Command System. Initial command will begin with the officer of the first arriving company. It shall automatically pass to the first arriving command officer, if the command officer arrives first, or soon after the first fire company. If the first command officer will be significantly delayed, the officer of the first arriving company shall identify their self as Command and begin making assignments to other companies. All further transfers of command shall be done after a briefing between the officers involved. The transfer of command shall then be communicated to all personnel.

Floors in the fire building will be referred to as ICS divisions that correspond to the floor number or name. For example, floor 2 = *division 2*; mezzanine = *mezzanine division*; etc.

If divisions must be established for activities occurring on the exterior of the building, the divisions shall be referenced using the side on which they occur, and the phrase "exterior". For example; a division established on the exterior of side 3 will be referred to as "exterior division 3".

5. Scene Survey

The first unit to arrive will begin a scene survey based on the nature of the dispatch and conditions seen when arriving. One of the following three modes of operation will be selected, and the survey made accordingly.

1. Investigation mode: If there is nothing showing on arrival, check the scene based on the nature of the dispatch. Be prepared in case the situation escalates.

   -The first arriving crew should check the alarm *enunciator panel* and tell all responding units what it shows. They should then proceed to the alarm location to investigate. The next arriving company or officer should stand by at the *main alarm panel* with a radio and be prepared to operate the panel as needed.
   -Civilians should be kept from entering the building until the scene is verified to be safe. If the investigating crew finds smoke or fire, the next company should begin evacuation of the structure. The mode of operation shall immediately switch to Offensive, as listed below.
   -If the alarm shows multiple locations, each should be checked, starting with the lowest level indicated. Additional crews should be requested to assist with this. Beware, as this is an indicator of a possible working fire.
   -Each crew entering the structure shall have the following equipment with them, at a minimum: Full PPE and SCBA on and ready to use; high rise hose pack; irons set; flashlight; extinguisher.
   -Elevators shall only be used if the fire crew has phase 2 control of the car. Crews shall exit the elevator at least 2 floors below the alarm location, then use the stairs.

2. Offensive mode: This is where a working fire is evident or strongly suspected. In this case, a second alarm should be requested immediately.

   -The first arriving crew shall check the alarm enunciator panel, and tell all responding units what it shows. They shall then proceed to the fire floor and begin evacuating the floors above that location. Before searching, they shall check the smoke and fire conditions at the doorway to the fire floor WITHOUT ENTERING and make a report to the IC. If there is significant smoke or visible flame, the IC shall immediately request a third alarm. If there is still visibility at head level on the fire floor, the crew may enter the floor and evacuate as much as possible. If conditions become untenable before additional crews arrive for fire attack, the floor shall be abandoned and evacuation continued on the floors above the fire floor.

   -The second arriving crew shall support the sprinkler and standpipe system, then make sure the ground floor lobby and stairways are being evacuated as efficiently as possible. They shall also arrange a holding area away from the building for evacuated civilians. This crew will then be in position to set up ground level PPV of the stairways when needed.
   -The third arriving crew shall take the necessary equipment to establish Level 1 RIT, including a high rise hose pack, and go to the floor below the fire. They will establish the Attack Staging Area, at the stairway door directly below the entrance to the fire floor.

-The fourth arriving crew shall go to the attack staging area and deploy 2 hose lines: one for attack and one for a safety line. The fourth crew can then enter the fire floor and assess the situation, using the RIT team to staff the safety line.

-The fifth arriving crew shall report to the forward staging area, and prepare to search the floor above the fire with a hoseline, then work upward.
-If the fire is not immediately controlled with one attack line, the incident shall progress to Extended Operations, as described in section 7.

3. Defensive mode: This is where the fire is too advanced to allow interior firefighting on the fire floor.
   -Survey the same as if in Offensive mode, then include the following:
   -Evaluate the potential for exposure problems or collapse.
   -Evaluate the feasibility of conducting a primary search on floors above the fire.
   -Determine a location where the fire can be stopped.
   -Determine the need to abandon the building and evacuate all fire personnel.

6. Strategy and Tactics Considerations

The scene will be organized based upon accomplishing tactical priorities and continuing the actions that were initiated in the size-up. The overall goal is to establish a forward operations area just below the fire floor, where rescue, fire control, and support activities can be coordinated and carried out effectively. To achieve this goal, there must be an efficient movement of personnel and equipment from ground level to the fire area, while accomplishing evacuation of civilians from the structure.
Special emphasis must be placed on minimizing firefighter fatigue during travel to the forward operations area. There must also be careful coordination of rescue, fire attack, and ventilation to minimize life loss and the spread of fire and smoke further through the building. During all interior activities, it is paramount that firefighter safety be considered, especially escape routes, safe havens, and availability of personnel and equipment to rescue firefighters in distress.

7. Scene Layout Definitions

The following are the different parts of a high rise fire scene, and the activities associated with each:

-Floors above fire floor: These are the floors which must be searched and evacuated as soon as possible. If the building is unoccupied, entry to these floors by fire crews is not permitted if there is significant smoke or visible fire on the fire floor and the RIT team is not yet established. If there is significant smoke and heat on any of these floors, they shall not be entered without an attack line.

-Fire Floor: The floor where the fire is located. This and all floors should be designated by their floor number, since the fire may spread to more than one floor.

-Attack staging area: The floor immediately below the fire is where crews will stage before entering the fire floor or floors above. This is the last area fire crews may occupy without having a RIT team deployed. All personnel in this area must have all PPE, including SCBA, on and ready to use.

-Forward operations area: This term is used to refer to the overall area where forward fire control activities are occurring, including staging areas, command post, rehab, etc, inside the building on floors immediately below the fire.

-Forward command post: This is a command post that is located 2 floors below the fire floor. The forward operations officer, forward accountability officer, and forward safety officer are located here. All command and control related to operations on or above the fire floor will occur here.

-Forward staging area: This is a staging area that is located 2 floors below the fire floor. If there is not adequate room on this floor for both staging and forward command, staging shall be moved to 3 floors below the fire floor. In forward staging, there should be at least 2 crews ready for action at all times until the fire is controlled.

-Forward rehab area: This is a rehab area that is located 2 floors below the fire floor, near the staging area. If the staging area is moved due to lack of space, the rehab area should be moved with it. When crews leave the fire floor, they should report to the forward rehab area for rest, water, and new air cylinders. If crews need further rehab, they should be moved to the Outside Rehab Area, and replaced with a fresh crew.

-Stairway support group: Each floor of the building shall have a crew assigned to it that will move equipment up and down the stairway, from their floor to the floor above. Crews that are walking to the forward operations area should let the stairway support group carry their equipment (other than PPE). All equipment should be relayed in this fashion, to prevent firefighter fatigue. If the elevators are used for fire service, stairway support shall focus on moving equipment from Forward Staging to floors above that location.

-Elevator support group: If it is determined that the elevators can be utilized to safely move personnel and equipment, a crew shall be assigned to coordinate the loading and use of the elevator cars. One person shall be assigned to each car to operate the car and assist with loading and unloading. Each car operator shall have a radio. A member of Lobby Control shall have radio communication with the elevator group to coordinate loading of the cars at the lobby level. The "Elevator Group Leader" shall take a position at the forward staging area and coordinate car usage with Lobby Control. The elevators shall be referred to by their car identifier (a letter or number). If the cars are not already identified, such identification shall be assigned to them. The car operators shall have full turnout gear and SCBA on while operating the car. Equipment and personnel should be delivered to the Forward Staging Area, then move upward via the stairs. If Elevator Group Leader and Forward Operations Officer determine it is safe for the cars to pass the fire floor, the cars may be used to assist with evacuation and personnel movement to floors above the fire. No personnel shall travel above the forward staging area in an elevator without full PPE and SCBA on and ready to use - including mask. Elevator cars shall not stop or open on the fire floor or the floors immediately above or below.

-Stairway PPV group: The crew assigned to provide PPV in the stairways shall accomplish it in the following manner:
1. Attempt to use the building's HVAC system to pressurize the stairways and exhaust through the roof. Coordinate this activity with the building facility supervisor, if possible.
2. Set up tandem PPV fans at the base of each stairway, blowing upward.
3. If the building has roof hatches in the top of any of the stairways, send a crew to open them as soon as possible.
4. If the fire is not vented through a window on the fire floor, a stairway with a roof hatch may be used as a vent exit. If this is done, a crew must be sent to this stairway to open the hatch, then make sure the stairway is evacuated to below the fire floor, and all stairway doors in this path are closed.
5. If there are no roof openings available for ventilation and the fire is not vented on the fire floor, windows on a floor immediately above the fire floor may be removed to provide a vent exit. This must be carefully planned, to prevent unnecessary fire or smoke spread. After these windows are opened or removed, the vent crew must open doors in

the same stairway at the fire floor and vent exit floor, and make sure no stairway doors are open elsewhere that lead to the vent exit floor.

-Main command post: The overall command of the incident shall be coordinated from a location away from the fire building. The Incident Commander, Scene Operations Officer, Scene Safety Officer, and any other ICS staff positions not listed as part of the forward operations command structure shall operate from this location.

-Lobby control: An accountability check point shall be established at the ground floor lobby. All personnel entering the structure must first check in with lobby control, who will record their identity and destination/assignment. Accountability tags shall be kept by the crew, who will give them to the forward accountability officer when they reach the forward operations area. If any personnel do not have their accountability tag, they shall not enter the structure until a tag has been assigned to them. All crews that exit the building must notify lobby control that they have left, and what their destination is. Lobby Control shall coordinate ground level use of the elevator system with Elevator Group Leader, who is located at the Forward Staging Area.

-Safe haven: An area inside the fire building that is close to the fire area where a crew can quickly go in case of emergency. To be a safe haven, the area must have the following:

- -Be large enough to hold the entire crew
- -There is fresh air available
- -The area can be safely occupied for at least 10 minutes without concern of smoke or fire

Usually, the only safe haven areas are the stairways and floors below the fire. If crews operating on floors above the fire find a place to establish a safe haven, they should mark the location and notify Forward Operations of its location.

8. Rapid Intervention during high rise incidents

High rise fire scenes pose significant difficulties to accomplishing OSHA's mandated 2in/2out rule. In order to abide by this rule and provide firefighter safety measures without jeopardizing timely fire attack, the following procedures will be used to establish Rapid Intervention Teams (RITs).

Level 1 RIT Crew

The third crew to arrive at the Forward Operations Area shall deploy a safety line and will become the Level 1 RIT crew. Their primary purpose is to meet the requirements of 2in/2out and protect crews as they begin fire attack and operations at or above the fire floor.

Level 1 RIT shall be established at each point of entry (different stairwell) onto the fire floor before crews enter at that location, or go to floors above the fire floor. Level 1 RIT crews need 2 people per crew at a minimum. Level 1 RIT crews shall remain in place for the duration of the incident, or until Forward Operations determines they are no longer needed.

Each Level 1 RIT crew shall be identified by their company number, then the term RIT. For example, if Engine 4 is assigned to be a Level 1 RIT crew, they shall become "Engine 4 RIT" and shall use this identity on the radio for the duration of the assignment. They shall also notify Forward Accountability that they are now a Level 1 RIT crew. Level 1 RIT crews shall answer to Forward Operations until the RIT Leader position is established.

Level 2 RIT Team

The Level 2 RIT team shall be composed of 2 RIT crews, with at least 2 personnel on each crew. The Level 2 RIT crews shall be identified in the same manner as Level 1, with the company identification followed by "RIT". They shall notify Forward

Accountability that they are now a Level 2 RIT crew, and what crew will be paired with them.

If the Level 2 RIT has unhindered access to multiple stairwells from the Attack Staging Area, one RIT team may cover these areas. If this is not the case, a Level 2 RIT team must be established at each point of entry. Forward Accountability must be made aware of this situation and what RIT crews are staffing each entry point.

The level 2 RIT team's company officer shall assume the position of "RIT Leader". RIT Leader shall oversee the establishment of the RIT teams and direct them when called to action. After the teams are in place and prepared, RIT Leader shall report to Forward Operations and confer with him about the fire attack operations. RIT Leader does not enter the fire floor if a RIT crew goes into action.

RIT crews shall assist fire attack teams at their location with tasks such as flaking hose, but shall not engage in activities that will impede their ability to immediately go into action to rescue a firefighter in distress. RIT crews shall only receive direction from RIT Leader.

The level 2 RIT team(s) shall stage at the Attack Staging Area, with the following equipment in hand:

-Thermal Imaging Camera
-Search rope
-1 extra SCBA
-Forcible entry and pry tools (including long pry bars and rabbit tool kit)
-Tool sled

The Level 2 RIT team(s) shall examine the Attack Staging Area floor, to gain information about the building layout. They shall then stand prepared for firefighter rescue. RIT crews only enter the fire area if a crew declares a MAYDAY, or RIT Leader calls on them to find a missing firefighter.

9. Firefighter Safety

All offensive or defensive mode fires shall require the use of a RIT team, in accordance with the PVFD Rapid Intervention Team SOP, and as described above. The crew staffing the safety line shall serve as the level 1 RIT team until another crew is designated as the RIT team. A Forward Safety Officer shall be appointed to monitor all offensive or defensive fire activities from the forward operations area, and a Scene Safety Officer shall be appointed to monitor the overall scene from the main command post, located outside of the structure.

Utilities serving the building and fire floor shall be secured as soon as possible. Firefighters shall disconnect electricity via circuit breakers or disconnect switches only. LG&E shall be requested if meters or high lines require disconnection. If possible, the building facility supervisor should be consulted to coordinate control of all utilities, including electricity, ventilation systems, and fire pumps.

Offensive fire attack shall be made with no more than one attack line until level 2 RIT is established, and there is at least 1 free crew in the forward staging area. The only exception is when there is a confirmed rescue requiring immediate entry to the fire floor.

A safety line shall be deployed and staffed at the same entry door as the first attack line, and before a second attack line is deployed. The safety line shall be charged and ready before the attack line enters the fire floor. The safety line shall not enter the fire floor unless requested by the attack line for emergency assistance.

If multiple points of entry to the fire floor are used, additional safety lines and RIT teams will be placed accordingly. Attack lines entering the fire floor from different areas must be carefully coordinated to prevent each line from pushing fire and smoke toward the other crews. If possible, all attack crews should enter the fire floor from the same side of the building. Safety lines must remain staffed until the fire is under control. Each safety line must be of equal or greater length and flow capacity than the attack line it is protecting.

10. Engine Company Tactics

The following are the basic types of engine company operations that will occur and the most common way they are carried out. Other companies may also perform some of these operations, depending on their arrival time to the scene. Therefore, all personnel should be familiar with the different types of company operations, regardless of the type of apparatus on which they arrived.

A. Initial attack and safety line placement: Attack lines will be deployed from a standpipe connection close to the fire floor. If the standpipe is located in the stairwell, the first attack line and safety line should be connected at the fire floor via a wye or water thief. Each line shall be at least 100' long, with consideration given to extending the line as necessary to reach all parts of the fire floor. The lines should be flaked out going up the stairway one floor, then back down, with the nozzles staged at the entrance to the fire floor.

If the standpipe cabinets are located within the floors (outside of stairwell) and are not readily accessible due to smoke or fire, the first hoselines should be connected at the floor below the fire. In this case, each line will need at least 150' of hose. The hoses are then flaked as described above.

B. Second attack line placement: The second attack line to be deployed should be connected at the next available standpipe connection above the fire floor. A wye or thief should also be used at this location, to allow additional line connection if needed. If the initial safety line is expected to cover the second attack line, it must be long enough to reach the same area as the second attack line.

C. Water supply to the building's fire protection systems: The sprinkler and standpipe connections should be supported by a pumper as soon as possible. This is usually done by the second arriving engine company. The sprinkler system gets first priority in being supported, followed by the standpipe. Each system should be supplied with at least 150 psi plus 5 psi per floor above the 1st. The pumper supplying these systems should be dedicated to this purpose, with no other lines supported by it. It is not recommended to use a quint to supply the siamese connections, since this may eliminate proper aerial placement.

D. Water supply to the attack engine: If an engine or quint is used to provide attack lines directly from the apparatus, another engine company should provide a supply line to the attack engine from a hydrant other than the one used by the pumper supplying the siamese.

11. Truck Company Tactics

Truck company operations such as ventilation, rescue, forcible entry, salvage, and overhaul will be much more difficult to accomplish in a high rise building, due to the limited working space, lack of access from outside, and lack of quick access to adequate personnel. The two most important truck company tasks to accomplish are the fast and efficient evacuation of civilians, and effective ventilation.

A. Aerial ladder placement: During high rise operations, aerial placement shall be made depending on the following criteria:

- Can the aerial be used effectively for access to upper floors or the roof, including for immediate rescue?
- Is the aerial master stream needed for attack from outside, or exposure protection?
- Can the aerial be placed near the building entry point to provide easier access to tools and equipment?

-Where is the best location to place the aerial to protect it from the collapse zone?

On most rectangular buildings, the best placement for an aerial is to have the turntable at the building corner. This allows the truck to be relatively protected from wall collapse, and allows the aerial to access 2 sides of the structure. For odd-shaped buildings, placement must be made based on the building shape, in addition to the criteria listed above. Use of the aerial's pre-piped waterway as an alternate standpipe should only be considered as a last resort, since this ties the aerial to one location and endangers it if fire conditions deteriorate.

B. Ventilation: Ventilation is one of the most important aspects of high rise fire control, and is one of the most difficult tasks to accomplish. Careful coordination is necessary to provide adequate fresh air to support rescue and fire control efforts (see sections 7 & 8). Positive pressure must be maintained in the stairwells to prevent smoke from exiting the fire floor. A direct vent exit path must be established to minimize smoke spread. If possible, the smoke should be vented from a window on the fire floor. This may mean removing a window on the fire floor by swinging a heavy tool into it from the window of the floor above.

C. Rescue: The first companies to arrive at the fire floor must size up the situation, then immediately begin to remove as many civilians from the fire area, and areas above, as quickly as possible. Crews should not place themselves in an IDLH area until level 1 RIT is established.

12. Defensive or Evacuation Mode Operations

If the IC determines that fire crews are not able to gain control of the fire in a reasonable amount of time using the available resources, the mode of operation shall switch to either "Defensive" or "Evacuation". The following criteria shall be used to determine which mode to use, and when to change modes.

1. Crews can't enter fire floor due to extreme heat and fire.
2. 3 large diameter handlines can't control the fire after 20 minutes.
3. The fire is spreading upward faster than can be controlled with available handlines.
4. The building presents signs of structural weakness.

During High Rise incidents, Defensive mode shall mean that the fire floor(s) are not safe to enter at all. In this case, all operations above the fire floor(s) shall be abandoned. All efforts shall be focused on deploying enough handlines and ventilation to regain control of the fire, starting at the lowest fire floor and working upward. This may also mean deploying large diameter handlines through windows from the standpipes of exposure buildings. If this mode is successful, Forward Operations shall notify the IC, and the mode will switch back to Offensive. If Defensive operations are not successful in a reasonable time, consideration must be given to changing to Evacuation mode.

Evacuation mode means that there appears to be no safe or effective way to continue firefighting operations inside the structure. Once declared, this mode shall not be reversed. If the IC determines that this is necessary, Fire Control shall be asked to sound the evacuation signal, and all crews shall immediately leave the building with due haste. Tools and equipment (other than PPE) shall be left in the building. All companies shall be ordered to evacuate to a safe haven outside of the collapse zone. The Scene Accountability Officer shall account for all personnel face-to-face. Any other buildings located within the collapse zone shall be evacuated immediately.

13. Secure the Scene

Before a fire scene is returned to the control of its owner or occupant, The IC shall order an inspection by members of PVFD. The inspection shall check for the following:

-No hazards are left which could injure a civilian. Barricade any areas unsafe for entry.

-The fire is not likely to rekindle.

-All fire department equipment is accounted for.

-The building is secured from trespassing as much as possible.

The owner or occupant shall then be briefed as to the condition of the property. Any potential hazards shall be pointed out. Utilities shall be reactivated as much as possible without affecting the fire area. If there is any doubt about this, the facility supervisor shall be given the responsibility for reactivating the utilities.

If the scene is turned over to another agency such as Police or Investigators, they must be specifically informed that they are responsible for leaving the scene safe for civilians.

If there is a significant chance of rekindle, the IC shall assign crews to return to the scene and inspect it on a regular basis. The inspections shall be done every few hours until the threat of rekindle has passed.

If there is any doubt as to the structural integrity of the building, a building inspector shall be requested to respond to the scene and determine the proper course of action for securing or barricading the building. No civilians shall enter the building until the inspector determines that it is safe to do so.

PEWEE VALLEY FIRE DEPARTMENT
INCENTIVES AND INCENTIVE PAY POLICY

POLICY BACKGROUND:

The purpose of this policy is to provide the details of incentive pay made payable to the members of the Pewee Valley Fire Department ["PVFD" or "the Department"]. This policy will provide for quarterly incentive pay [paid in the month subsequent to the end of the calendar quarter] based on a points system as further discussed below.

SCOPE OF POLICY:

This policy applies to all Members, which includes the Command Staff, Officers, Firefighters, Auxiliary Members and Board of Trustee Firefighter Representatives.

MONIES ALLOCATED TO INCENTIVE PAY:

Each fiscal period, the Board of Trustees will review the recommendation for the monies to be allocated for incentive pay, which will be made during the annual budgetary process. The Treasurer, assisted by the Chief of the Department, will provide for the recommendation and is subject to change as necessary by the Board of Trustees.

POINTS SYSTEM:

Points will be awarded as follows:

	Points Per Instance	**Required Documentation**
Runs:		
Fire Run	1	Sign In Sheet
EMS Run	1	Sign In Sheet
Training:		
Regularly Scheduled Wednesday Training [AM or PM]	1	Sign In Sheet
External Training	1	Certificate
Fire Schools [e.g., JCFS]	2	Certificate
Public Relations:		
Public Education Seminar or Demonstration *	2	Sign In Sheet
Other:		
External Meetings or Events [e.g., OCFCA, OCFIA] #	1	Sign In Sheet
Severe Weather Standby	1	Sign In Sheet
Board of Trustee Meetings	1	Minutes

Points will accumulate beginning on the first day of the calendar quarter. To qualify each instance for points, the aforementioned documentation must be obtained and submitted to the appropriate parties [e.g., training certificates to the Training Officer]. The documentation must be submitted within 2-weeks of the activity for consideration. The activity must be inputted into Firehouse Software, which will be completed on a quarterly basis by an individual designated by the Chief. In the event documentation is not submitted within this 2-week period, the event will not qualify for point accumulation.

For points to be accumulated for the items noted above with an asterisk [*], those events must receive pre-approval from the Chief to be considered. This approval [documented via an email from the Chief or a signature from the Chief on the documentation] should be submitted as additional consideration along with the required documentation as noted above.

For points to be accumulated for the items noted above with a pound [#], those Members must be the appointed designee with that organization [which is determined by the Chief] to be considered.

The compilation of the points by Member will be completed by an individual as appointed by the Chief of the Department. Once the compilation of points has been completed, this individual will submit the summary schedule to the Chief for his approval, which must be completed prior to the payment of incentive pay.

CALCULATION OF INCENTIVE PAY:

It should be noted that the Chief and the Deputy Chief are not eligible for incentive pay and for purposes of calculating the incentive pay for other Members, their accumulated points would be excluded from the total number of points accumulated.

By way of example, the incentive pay per point [after the exclusion of the Chief and the Deputy Chief's accumulated points] will be calculated as follows:

Annual budgeted monies for incentive pay	$	40,000.00
Number of calendar quarters		4
Quarterly incentive pay total	$	10,000.00
Number of points accumulated in Q3 201X		750
Number of points accumulated in Q4 201X		800
Number of points accumulated in Q1 201Y		1,000
Number of points accumulated in Q2 201Y		600
Incentive pay per point in Q3 201X	$	13.33
Incentive pay per point in Q4 201X	$	12.50
Incentive pay per point in Q1 201Y	$	10.00
Incentive pay per point in Q2 201Y	$	16.67

The incentive pay per point for each quarter is then multiplied by the number of points accumulated by the Member to calculate the incentive pay per Member. This amount would represent the gross incentive pay, which is then submitted to a third-party payroll processor for purposes of calculating required payroll taxes.

The net incentive pay will be issued to each Member and reported on Form W-2 on an annual basis for purpose of individual tax purposes. Form W-2s will be mailed to all Members using the address on file for the Member. It is the Member's responsibility to update their personal records with the Chief or his designee to ensure they receive their Form W-2. All payroll taxes to governmental agencies will be the responsibility of the Department.

MINIMUM POINT REQUIREMENT:

To ensure that all Members contribute to the overall mission of the Department, each Member is required to accumulate at least 15 points per quarter. Members that do not achieve 15 points per quarter in two consecutive quarters must schedule a meeting with the Chief.

It should be noted that members on formal leave of absences [which are approved by the Chief of the Department] are not subject to the minimum point requirement considerations as noted herein. However, Members of formal leaves of

absence also cannot be considered for incentive pay once their leave has been granted. If the Member takes a leave during the quarter they will receive their points and related incentive pay for the time in which they were in an active status. They will not be penalized for not making the minimum required points.

MONITORING OF MINIMUM POINT REQUIREMENT:

The monitoring of the minimum point requirement is ultimately the responsibility of the Chief of the Department.

PEWEE VALLEY FIRE DISTRICT

PROCUREMENT AND PURCHASING POLICY
SMALL PURCHASE PROCEDURES

Purpose:

The purpose of this policy is to give guidance to all employees with respect to making purchases for and on behalf of the Pewee Valley Fire Department and to insure appropriate budget control and accountability within the department consistent with KRS 45A.385. The Department is a responsible facilitator in the use of public funds and in that role, strict adherence to this policy by its employees is required to preserve the necessary trust between the community and its service personnel.

It shall be the responsibility of each employee having purchasing authority from the Chief or the Board to become familiar with this policy. To accomplish this goal, a review of the Procurement Policy will occur during one firefighter training session per year and be an agenda item on the Board of Trustee calendar in the month of July yearly.

Scope:

All procurement in the Pewee Valley Fire Department, both budgeted and unbudgeted, shall be in strict accordance with the policies set forth in the Pewee Valley Procurement and Purchasing Policy, the Pewee Valley Standard Operating Procedures Manual, and the Kentucky Revised Statutes 45A.345 to 45A.460, the Kentucky Model Procurement Code for local public agencies.

Procedure:

The following table outlines the various spending thresholds within the Pewee Valley Fire Department and details the process necessary for approval or presentation. Invoice, payment and other documentation will follow the procedures set forth by the Pewee Valley Fire District Financial Policy.

- $0 - $1,000 — email quote to chief, or deputy chief in chief's absence, for approval. Email serves as written documentation to be printed, signed by the chief and kept with all quotes and invoices for item.

- $1,001 - $10,000 — three (3) price quotes in writing from various vendors. If the employee is unable to obtain a bid from three vendors, the employee shall note this on the lowest bid and submit to the Board for approval.

- $10,001 - $20,000 — at least three (3) formal bids required; however, as some items specific to the fire service may be distributed and/or manufactured by only one vendor per state, one single bid

may be accepted by the Board if documented. The Board of Trustees has the right to accept or reject any bid and is under no obligation to choose the lowest bid, but rather may choose the lowest and best. Sealed bids will follow the mandates of KRS75 and KRS 45A.365.

Exceptions:

In the event of the need for emergency maintenance or repairs, the requirement for obtaining three quotes or bids will be waived. It will, however, be necessary to follow the procedure stated above for purchases under $1,000 and obtain the approval of the chief through email with a printed and signed copy of the approval filed with all invoices for the item.

Further, items purchased under a valid vendor contract do not require three quotes or bids. Vendors with whom Pewee Valley Fire District has entered into a contract for hardware and/or services will determine the best way to meet our needs through their service and pricing.

Pewee Valley Fire Department
Pump Reference Sheet

rev. 6-16-03

Hose Load	**Pump at ***
Booster	**200** psi
8433 Front Line	**150** psi
Crosslay	**150** psi
Rear 2 ½" at 250 gpm (attack mode)	**130** (comb.) **80** (smooth bore)
Rear 2 ½" at 350 gpm (defense, anchored)	**150** (comb.) **100** (smooth bore)
2 ½" with thief and bundle	150 + 15 psi per 100' of 2 ½ " hose used
Relay pumping	**50** psi at receiving pumper
Sprinkler or Standpipe	**150** + 5 psi per floor
Deck Gun: on ground, at nozzle**	**80** psi for smooth bore, **100** psi for comb.
on truck, at pump:	**120** psi for smooth bore, **140** psi for comb.

**Start at pressure listed raise or lower as requested.*

**Start at pressure listed raise or lower as requested.

**When deck gun is on the ground, do not use 2" tip or 1000 gpm setting on comb. nozzle

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-The person at the nozzle is the final judge of proper pressure

-**Raise** or **Lower** pressure in **20** lb increments

-Never exceed **270** psi on attack lines
-Never exceed **150** psi on 5" supply lines, or lines supplying other pumpers

Positive Water Supply
- Maintain **20** psi residual
- At **20** psi, notify IC: "Pumping at Maximum Capacity"

Smooth Bore nozzles:	**50** psi
Combination nozzles:	**100** psi
Low psi comb. nozzles:	50 psi

Hose Size	**Friction Loss per 100'** (at max. flow)	**Max. Flow**
1"	50 psi	50 gpm
1¾"	**60 psi**	**200 gpm**
2"	30 psi	200 gpm
2 ½"	**15 psi**	**250 gpm**
3" (attack use)	5 psi	250 gpm
3" (supply use)	20 psi	500 gpm
5"	**7 psi**	**1000 gpm**

Deck Gun (at 80 psi)

Tip Size	**Flow**
1 3/8"	500 gpm
1 1/2"	600 gpm
1 3/4"	800 gpm
2"	1000 gpm

Ballpark Rules for Quick Figuring
-Supply Hoses: Friction Loss = *"7 per section" psi*
-1 ¾" lines w/ comb. nozzles: *"Pump psi = GPM pumped*

Capt. Chris Haunz, Capt. Mark Angermeier
FF. Justin Powell, FF. Gerald Nauert

Pewee Valley Fire Protection District Uniform Committee

1. PVFD issued T-shirt

- After completion of the State Fire Commission mandatory 20 hours as a firefighter, in accordance with successful attendance established by PVFD policy. (Unless graduating in good standing from the PVFD Explorer program, then it is to be upon turning 18).

2. PVFD issued shorts, pants and work belt

- After completion of the State Fire Commission mandatory 20 hours, plus an additional 2 months of service as a firefighter, in accordance with successful attendance established by PVFD policy. Shorts (April – September) or long pants (October – March) will be issued depending on seasonal considerations. (Whichever article was issued the other article will be issued 6 months after).

3. Job Shirt, Class B, Class B Alpha

- After completion of the State Fire Commission 150 hours and one year service as a firefighter, or being voted Rookie of the Year. In accordance with successful attendance established by PVFD policy.

4. Reflective Jacket

- After completion of the State Fire Commission 150 Hours and 2 years of service as a firefighter in accordance with successful attendance established by PVFD policy.

5. Class A

- After completion of the State Fire Commission 150 Hours and 3 years of service as a firefighter or being voted Fire Fighter of the Year, or being promoted to line officer, or being assigned to department color guard. In accordance with successful attendance established by PVFD policy.

6. Lateral Transfers

- Uniform issue for lateral transfers will be as follows in accordance with successful attendance established by PVFD policy:

- T-Shirt: After 2 consecutive weeks of training with PVFD, having left their previous department in good standing and having completed of the State Fire Commission mandatory 20 hours as a firefighter

- Job Shirt, Class B, Class B Alpha: State Fire Commission 150 hours and 6 months of service.

- All other uniform item issuance will be in accordance with the above stated time table.

SOP # 110.1

Usage of Department Owned Vehicles

Purpose:

This procedure is to provide general guidelines for members using department owned vehicles, both issued vehicles and those considered support vehicles.

Procedures:

- The Highview Fire District will provide command and support vehicles to be used on fire department related business and for responding to fire alarms or other related emergency runs dispatched.

- The main purpose of these vehicles is to use them on fire department related business and for responding to fire alarms or other related emergency runs dispatched. However, to make this operation effective, these vehicles may be used for personal business while on call for the Highview Fire District.

- The Fire Chief, Deputy Chief and Bureau Chief, will be assigned a fire department vehicle (Command) on a permanent basis.

- The Fire Chief may assign other Officers to act in the capacity of a Command Officer and may be assigned a command vehicle on a temporary basis.

- The vehicle may be driven anywhere within Jefferson County, Kentucky. If the vehicle is to be driven outside of Jefferson County, Kentucky, then approval must be obtained from the Fire Chief prior to doing so.

- Only the individual assigned the vehicle or another member of the Highview Fire District may drive the vehicle, unless approval to do otherwise, would be granted by the Fire Chief.

SOP # 110.1

Usage of Department Owned Vehicles

Procedures: Con'td.

- The total cost of maintenance and repairs to the Fire Department owned vehicles will be the responsibility of the Fire District. Gasoline for these vehicles will be obtained using the proper gasoline card. The cleaning of the vehicle will be the responsibility of the individual assigned to that vehicle, unless prior approval by the Fire Chief.

- While general maintenance and repairs are being performed on a command or support vehicle, a spare vehicle may be assigned by the Fire Chief.

- When major repairs are being performed on any command or support vehicle, it may not be possible to assign a spare vehicle. Whatever the case may be, the priority for vehicle usage would be the Fire Chief, Deputy Chief, and Bureau Chief.

- Each of the three Chief Officers and Captains will be assigned a duty weekend. This duty weekend will begin at 6:00pm on Friday night, and end at 6:00pm on the following Sunday night. Holidays are included (weekend and weekdays).

- The Command Officer assigned this duty, must remain within the boundaries of the Highview Fire District or within five miles of the fire station. Good judgement must be used when making this decision.

- The individual assigned for weekend duty must respond to all fire alarms or other related emergency runs dispatched, either to the scene or the fire station. This individual may respond as well to all non-dispatched runs as well.

- If for some reason the Officer assigned to weekend duty is unable to carry out that duty, they are responsible for contacting another Command Officer and trading a day or weekend so the duties may be carried out. The same must take place if the Command Officer must leave the district for a short period of time. These trades may only take place with other Command Officers, with prior approval by the Fire Chief.

SOP # 110.1

Usage of Department Owned Vehicles

Procedures: Con'td.

- If any Chief Officer goes on vacation or cannot perform their duty for any reason past three days, that vehicle must be returned to the station.
- The Command Officer on the duty weekend will respond to all incidents in and outside of the Highview Fire District.