

Welcome
To
The
Rea Valley
Fire Protection
District

Rea Valley Fire Protection District P.O box 913, Flippin Ar. 72634

District Maps

Personnel List

Phone numbers

10-Codes

Radio Channels

Important Information

Phone numbers

Emergency.....911

Rea Valley FPD Weckesser Main Station.....453-7333

Rea Valley FPD Bradshaw Station 2453-7400

Arkansas Forestry Commission.....870-449-4800

Or.....800-468-8834

Arkansas State Police.....870-741-3455

BRMC.....870-508-1000

BRMC Ambulance Dispatch.....870-508-1120

Entergy (General).....870-368-3749

Entergy (Outage).....870-968-8243

Flippin FPD Firehouse..... 870-453-8899

Marion County Office of Emergency Management (OEM)..870-449-5353

Marion county Sheriff's Office non emergency.....870-449-4236

North Arkansas Regional Medical Center-Harrison.....870-365-2000

Poison Hotline.....800-222-1222

Toxic Chemical & Oil Spill.....800-424-8802

Or call the Marion County Sheriff's Office.....870-449-4236

Your own:

Important Information

10-Codes

10-1	Receiving Poorly
10-2	Receiving Well
10-4	Message Received
10-5	Relay Message
10-6	Busy
10-7	Out of Service
10-8	In Service
10-9	Repeat Last Transmission
10-10	On Call/Standing By
10-12	Visitor on Board
10-13	Weather Conditions
10-17	Paper or Items
10-19	Enroute to Designated Area
10-20	Present Location
10-21	Phone Call
10-22	Disregard Last Information
10-42	Home
10-97	Arrived On Scene
10-98	Finished Last Assignment
Code 10	Ambulance
Code 11	Wrecker

Radio Frequencies

South Repeater	115.490
Rea Valley Work	154.430
Flippin Work	154.250
County work	153.785
Marion County Main Channel	155.025
BRMC (receive)	155.325
BRMC (paging)	155.205
State Hospital	155.340

Forms And Applications

Name _____ Date _____ Location _____ _____	Assisting Departments <input type="checkbox"/> Flippin <input type="checkbox"/> Fairview <input type="checkbox"/> Cotter/Gassville <input type="checkbox"/> Summit <input type="checkbox"/> State Police <input type="checkbox"/> Flippin P.D. <input type="checkbox"/> Marion County S.O. <input type="checkbox"/> BRMC <input type="checkbox"/> _____ <input type="checkbox"/> _____	Incident# _____ Alarm Time: _____ Time Out: _____ Arrival Time: _____ Controlled Time: _____ Return Time: _____ Call Received By: <input type="checkbox"/> 911/MCSO <input type="checkbox"/> Firefighter <input type="checkbox"/> BRMC <input type="checkbox"/> Other _____
Type of Incident <input type="checkbox"/> Fire <input type="checkbox"/> Medical (attach pt. info) <input type="checkbox"/> Smoke Run <input type="checkbox"/> Mutual Aid <input type="checkbox"/> Other _____	(see back of sheet for assisting personnel and vehicles) Property Owner: _____ _____	Type Of Incident: <input type="checkbox"/> Single Story <input type="checkbox"/> Two Story <input type="checkbox"/> Mobile Home <input type="checkbox"/> Chimney <input type="checkbox"/> Barn/Outbuilding <input type="checkbox"/> Apartments <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Automobile <input type="checkbox"/> Grass/Brush/Wildland Acres?: _____ <input type="checkbox"/> Motor Vehicle Collision <input type="checkbox"/> Medical <input type="checkbox"/> False Alarm <input type="checkbox"/> Other: _____
Responding Personnel: <input type="checkbox"/> 402 Glenn Brown <input type="checkbox"/> 403 Donna Squires <input type="checkbox"/> 404 Tim Fuller <input type="checkbox"/> 406 David Hannah <input type="checkbox"/> 408 Ken Kenny <input type="checkbox"/> 409 Mary Kenny <input type="checkbox"/> 410 Pamela Carrillo <input type="checkbox"/> 411 Bryan Stuebinger <input type="checkbox"/> 412 David Flynn <input type="checkbox"/> 414 Tim Kunath <input type="checkbox"/> 415 Lyle Jack <input type="checkbox"/> 416 Jamie Kunath <input type="checkbox"/> 417 Patrick Foster <input type="checkbox"/> 419 Katherine Kunath <input type="checkbox"/> 420 Michael Sippel	Address: _____ _____ City, State: _____ _____ Homeowner's Insurance Co: _____ _____	Smoke Alarm—Check all that apply Present? Y N unk Functioning? Y N unk Alerted residents Y N unk
Vehicles: (write in who drove) <input type="checkbox"/> Engine 1 _____ <input type="checkbox"/> Rescue 1 _____ <input type="checkbox"/> Rescue 1 _____ <input type="checkbox"/> Engine 4 _____ <input type="checkbox"/> Tanker 2 _____ <input type="checkbox"/> Engine 2 _____ <input type="checkbox"/> Brush Truck <input type="checkbox"/> Rescue 2 _____ Amount of water used: _____ _____	Policy# _____ Address _____ City, State: _____ Person/Entity Involved: _____ _____	Type: Smoke CO Combo Power: Elec Battery Both How many? _____ Remarks: _____ _____ _____ _____ _____ _____

By-Laws

Standard
Operating
Procedures
For
Rea Valley
Fire Protection
District

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Operational Guidelines

Rea Valley Fire Protection District

01-01

Mission Statement

The Mission of the Rea Valley Fire Protection District is to safeguard the lives and Property of the residents of the Rea Valley Fire Protection District. This is accomplished by providing effective and efficient fire prevention, fire suppression, emergency medical, rescue, and other emergency services.

01-02

Organization

The following outlines the structure of the Rea Valley Fire Protection District

Fire Chief

Assistant Fire Chief

Captain (Fire)

Captain (Medical)

Lieutenant

Training Officer

Firefighters

Probationary Members

Medical First Responders

The principles governing the Chain of Command of the Rea Valley Fire Protection District have been established for the purpose of orderly transfer of authority from one level of the organization to another. The Fire Chief is the ultimate Commander of the Fire Department and has final responsibility for what occurs. The Fire Chief has the options of delegating his/her authority to others within the Organization. The Chain of Command is a pathway of responsibility as well as a communication tool. Orders, programs, and information from the top-most rank in the department are transmitted down through the channel of the chain. This also allows those at the lower level access to communicate their feedback of information to a higher level. Communications must be a two-way street to be effective. These principles apply both during and emergency incident as well as day-to-day operations.

01-03

Incident Command System

The Incident Command System is a management tool established many years ago And recently formalized to improve fire ground safety, improve efficiency and reduce confusion at the scene of and emergency incident. The major goals of the Incident

Command System include:

1. Safety
2. Improved Communications
3. Basic Emergency Responsibilities

Organized fire-ground operations have proven instrumental in successfully controlling the scene of emergency incidents. As the emergency incident progresses, the command structure will escalate as needed. The officer or a firefighter of the first-in unit will be in charge of the incident until a higher ranking officer arrives and assumes command of the incident. Whenever any party assumes command, it will be announced by radio.

01-03a

Special Addendum

Incident Management

Resolved: Effective immediately, in order to comply with the Homeland Security Presidential Directive-5 (HSPD-5), and in order to assure future opportunities for Federal funding, the Rea Valley Fire Protection District does hereby establish the National Incident Management System (NIMS) as the standard for incident management. For ongoing details and information, refer to www.fema.gov or www.nimsonline.com.

This resolution was brought before the Rea Valley Fire Protection District Board Of Directors and approved at the March 2005 regular board meeting.

March 1, 2005

This page shall be inserted as page 5a, to immediately follow page 5 in the Rea Valley Fire Protection District Standard Operating Procedures.

Positions/Responsibilities

A. Fire Chief

This is a management position involving administrative, tactical, and technical Fire fighting work. The position involves planning, directing, organizing and controlling all department activities. The Fire Chief reports to the Board of Directors at their monthly Board meetings. The Fire Chief will be elected on the Third Saturday of November and shall serve one (1) year. The elected Fire Chief shall appoint an Assistant Fire Chief, Captain, and Lieutenant.

B. Assistant Fire Chief

This is a management position and in the absence of the Fire Chief is Responsible for all the Chief's duties. The Assistant Chief may be required to serve as acting Fire Chief and may be assigned supplemental duties by the Fire Chief as necessary.

C. Captain

This is a supervisor position with tactical and technical work responsibilities. The Fire Captain will direct firefighters during an emergency incident. The Medical Captain will direct First Responders during an emergency incident. In the absence of the chief officers, he/she shall be held responsible for all their duties. He/she may be assigned additional duties at the discretion of the Fire Chief.

D. Lieutenant

This is a supervisor position that is responsible for Fire Ground activities. He/she will direct firefighters during an emergency incident. In the absence of the chief officers, he/she shall be held responsible for all their duties. He/she may be assigned additional duties at the discretion of the Fire Chief.

E. Training Officer

This is a management position. He/she shall be responsible for the development, Coordination, and implementation of the Fire Department Training Program, Utilizing material available from the Arkansas Fire Academy and other Independent sources. He/she shall be a AFA Certified Training Officer.

F. Firefighter

This is a firefighting position involving activity, knowledge, and skills in fire Prevention, fire suppression, rescue, and emergency services. Along with responding to emergency calls, he/she shall take part in Fire Department assigned training, as well as basic vehicle and station maintenance. All firefighters are required to complete with a passing grade the (3) classes: Introduction to Fire Protection (AFA), Personal Protective Equipment (AFA), And Wildland Firefighting (ASFC). All firefighters must have a current AHA CPR Health-care Provider card or equivalent. It is required that firefighters complete The required courses for First Responder within the second (2nd) year on the Rea Valley Fire Protection District.

G. Probationary Member

Applicants for becoming active members of the Rea Valley Volunteer Fire Department are to complete and Application Form and return it to the Chief. Applicants must be residents of the Rea Valley Fire District and surrounding communities for at least six (6) months. Following a background investigation (which includes, but is not limited to, a check of criminal records and driving History through the Marion County Sheriff's Office), the application will be Presented to the officers of the department for a vote to approve or disapprove membership. Items found during the background check do not necessarily preclude the applicant from membership in the Department, but will be taken into consideration by the officers. After approval by the officers, the applicant will receive and sign for a copy of the Rea Valley Volunteer Fire Department Standard Operating Guidelines. The applicant will complete the Three (3) classes necessary for Arkansas Firefighter Certification within one (1) Year of membership, and will remain on probation for six (6) months or until the three (3) classes are complete. Upon completion of the classes, the officers will then take all things into consideration and decide either to 1.) Make the applicant a full-fledged active member or 2.) Keep the applicant on probationary status pending more training and/or experience.

H. Medical First Responder

This is a highly skilled position involving emergency medical skills and continued education to maintain that skill level. All Medical First Responders shall successfully complete a USDOT National Registry First Responder course or above. All Medical First Responders must have a current AHA CPR Health-Care Provider card or equivalent. First Responders are not Firefighters And should remain outside the fire area and standby to render First Aid as needed.

It is recommended, but not required, that First Responders complete the three (3) required Firefighters courses so they have a working knowledge of Firefighting Operations and/or be able to render assistance as needed.

03-01

Functions and Responsibilities

A. Training

The purpose of the training program is to provide for efficient fireground operations by ensuring that personnel are trained to meet or exceed the minimum standards established by the Arkansas Fire Academy. In addition to the certifications listed in Section 02-01-E. ALL PERSONNEL are required to have a minimum of 4 hours in-house training per month. In addition, they will be provided with training commensurate with the duties and functions they are expected to perform, to assure that they are able to perform their assigned duties in a safe manner that does not present a hazard to themselves or other members. Any members not meeting the training requirements will be subject to disciplinary action. As we are all volunteers, it is understandable that at some point a member may not be able to fulfill all the training requirements. In this case, he/she may make a request to the Fire Chief for a temporary leave of absence. During a leave of absence, a member may Respond to emergency calls, but may only serve in a support or service Capacity, due to insurance reasons.

B. Fire Suppression

All members are expected to perform fire suppression duties as defined by Their training program, and while so doing always keeping safety of\ Themselves and other Fire Department personnel uppermost in their minds.

C. Emergency Medical Services (First Responders) The function of the Medical First Responders is to provide quality emergency medical services to the sick and injured, and while so doing always keeping safety of themselves and other Fire Department personnel uppermost in their minds.

04-01

Operational Policies

A. Emergency Vehicle Operation

The following rules shall govern the use of Fire Department vehicles when Responding to an emergency call:

1. ***ALL VEHICLES WILL BE DRIVEN IN A SAFE MANNER.***

2. ***ALL TRAFFIC LAWS WILL BE FOLLOWED.***

3. Safety, not speed, is the first priority when responding to an incident.

4. Vehicles shall not exceed the posted speed limit.

5. Drivers shall adjust the speed and vehicle operation according to traffic and Weather conditions, or other situations including but not limited to construction, gravel roads, etc.

6. Emergency lights and sirens shall be used throughout the emergency response.

7. Drivers shall slow down and approach all intersections with caution, and Proceed through the intersection when it is safe to do so. When faced with a Stop sign or a red light, proceed only after coming to a complete stop.

8. When approaching school buses that are stopped and have red lights Flashing, shut off sirens and wait until it is safe to proceed. NEVER GO AROUND A SCHOOL BUS THAT HAS ITS RED LIGHTS FLASHING.

9. In school zones, drivers shall slow down to the posted speed limit and pay Special attention to the presence of children and other pedestrians.

10. Seatbelts shall be worn at all times

11. Drivers shall not move vehicle until they are sure all equipment is secure And all compartment doors are closed and secure.

12. When backing up, drivers shall use a spotter, and shall turn on red lights and backup alarm.

13. Wheel chocks shall be set on the left rear wheel when parked and not in quarters. Wheel chocks are the responsibility of the driver.

B. Emergency Response in Private Vehicles (POV) Most, if not all, auto insurance companies DO NOT recognize emergency Operations of privately owned vehicles (POV). The Fire Department, however, Recognizes that it may be necessary at times, however, for personnel to respond to an emergency in their POV. Therefore, it is the policy of the Rea Valley Fire Protection District that all POV's responding to emergency

Calls will obey all traffic laws. If emergency lights and sirens are used in POV's, It is at the owner's sole risk, but again, all traffic laws are to be obeyed. Remember, lights and sirens do not guarantee the right-of-way; they only ask permission. When used, emergency lights are to be visible 360° around the vehicle. Emergency lights are to be red only, blue lights are not allowed. Under no circumstances shall a member of this department run lights and Sirens in their POV outside of the Rea Valley Fire District. Any Rea Valley Fire Protection District member operating their POV outside these Policies or in an unsafe manner will be subject to disciplinary action.

C. Communications

The current Marion County Radio Communications Guidelines will be Followed. See Section 10-01, Appendix A.

D. Protective Clothing and Equipment

All members shall be provided with the appropriate protective clothing and equipment required to provide them with protection from the hazards of the environment to which he/she may be exposed. Protective clothing and equipment shall be used whenever a member has the potential to be exposed to the hazards for which it is provided. All members shall be trained in the care, use, inspection, maintenance and limitations of the protective clothing and equipment assigned to them or available to them for use. Along with SCBA, protective clothing is necessary for safe emergency operations to Ensure fireground safety. These guidelines shall apply:

1. On all emergency incidents, full protective clothing shall be worn by All personnel who will be entering a hostile or potentially hostile Environment.
2. Full protective clothing includes helmet, hood, coat, gloves, bunker Pants, boots, SCBA, and PASS devices.
3. Protective clothing that is worn shall be in serviceable condition.
4. Each firefighter is responsible for the care and maintenance of their protective clothing.

E. Self-Contained Breathing Apparatus (SCBA)

1. All personnel shall don SCBA before entering a structure for firefighting Operations or other incidents requiring respiratory protection.

2. SCBA may be removed only after the incident has been declared safe by The incident commander.
3. Personnel operating outside or clear of the incident are not required to don SCBA. However, any firefighter may wear SCBA to any alarm to which he/she Responds.
4. Personnel responding to working fires shall have their SCBA strapped on And ready for use when reporting to incident commander.
5. SCBA shall be worn during any operation where the possibility of a toxic Atmosphere exists.
6. The incident commander may require any on-scene personnel to wear SCBA at his/her discretion.
7. When SCBA are removed, they shall not be dropped or left in locations Where they are subject to damage.
8. Upon returning to quarters, all SCBA that have been used must be cleaned And serviced before placing back in service.

F. Structure Fire Response

Apparatus response to structure fire will be Engine one, Engine four, Tanker one, Tanker two, and Service Truck. Also have Flippin and Fairview dispatched as per Automatic/Mutual Aid Agreements (See Section 04-01-L). Upon arrival at scene, the following action should be taken:

1. Make sure that there is no life threatened.
2. Determine the extent of fire involvement.
3. Request additional resources if needed.
4. Take appropriate action to mitigate the incident.
5. Proper protective clothing will be worn.

G. Wildland/Brush Fire Response

Apparatus response to a wildland or brush fire shall be Engine two, the Service

Truck and the Tanker that is closest to the fire area. Upon arrival at scene, the following action should be taken:

1. Make sure there is no life threatened.

2. Determine if there are any structures threatened by the path of the fire.
3. Request additional resources, such as additional Rea Valley trucks, Forestry, or other mutual aid departments.
4. Take appropriate action to mitigate the incident.
5. Proper protective clothing will be worn.

H. Vehicle Fire Response

Apparatus response to a vehicle fire will be one Engine, one Tanker, and one Service Truck, all responding from the closest station. Do not park apparatus Within 100 feet of a burning vehicle. Suppression efforts shall be directed from either side of the vehicle with a minimum of one pre-connect 1-1/2" hose. DO NOT attack vehicle fires from directly in front of or behind, due to the possibility of flying bumpers. Proper protective clothing will be worn.

I. Motor Vehicle Collision (MVC) Response

Apparatus response to an MVC will be one Engine, one Tanker, and one Medical Truck, all responding from the closest station. Upon arrival at scene The following actions shall be taken:

1. If extrication is needed, or is unknown, notify MCSO to dispatch Flippin for their extrication equipment.
2. Secure the scene and stabilize vehicles.
3. Medical First Responders triage and/or treat injuries.
4. Fire personnel will stretch a minimum of one charged pre-connect 1-1/2" Hose
5. Begin extrication if necessary.
6. Fire personnel and equipment to stay on scene until all vehicles involved Have been safely removed

J. Extrication

Rea Valley Fire Protection District does not have extrication tools and it is Our policy to call on Flippin FD for their extrication equipment if such is Needed. Our personnel will assist the Flippin FD extrication team as support personnel. As an additional resource, and depending on location of the incident, notify MCSO to dispatch Yellville FD for their extrication equipment. All personnel assisting with extrication will wear proper protective clothing.

K. School Bus MVC

Apparatus response to a school bus MVC will be Engine one, Engine four, Tanker one, Tanker two, Service Truck and Medical Truck, all responding from the closest station first. Notify MCSO to dispatch Flippin Fire For mutual aid and extrication equipment. Upon arrival at the scene, the following actions shall be taken:

1. Do a scene size-up and report to MCSO the number of possible patients.
2. Request additional resources.
3. Stabilize vehicle.
4. Medical First Responders triage and/or treat injuries.
5. Fire personnel will stretch a minimum of two (2) pre-connect 1-1/2" charged lines.
6. Begin extrication in necessary.
7. Incident commander will assign someone to act as liaison between the Fire Department and school officials. This liaison will assist school officials in Obtaining a passenger roster, accounting for all passengers, notifying parents, disseminating information and in any other such duties as the may arise.

L. Mutual Aid/Automatic Aid

Rea Valley Fire Protection District has automatic and mutual aid Agreements with neighboring Fire Departments. See Section 10-01, Appendix B.

M. Emergency Medical Incident Response

Apparatus response to a medical call will be one Medical Truck, responding from the closest station. In the event of a possible cardiac call, all efforts should be make to respond with the AED. Trained Medical First Responders or EMTs that are close to the call may respond direct to begin treatment. Medically trained personnel will begin appropriate BLS medical treatment, as indicated by the patient condition, current established EMS standard operating guidelines, and their level of training. Personnel will assist ambulance personnel in whatever way necessary for safe and proper care of patient or patients. Medical personnel will not leave the scene until the ambulance has left with the patient. See Section 10-01, Appendix H for the Rea Valley FPD BLS Protocols.

All patient information (including names) will be kept confidential!

N. Personal Protective Equipment/Body Substance Isolation Medical Personal Protective Equipment (PPE), also known as Body Substance Isolation (BSI) and Universal Precautions, includes gloves, masks, goggles and gowns. Gloves are to be worn at every medical incident. Masks, goggles and gowns are to be worn when there is the likelihood of airborne particles or splashing blood or body fluids. PPE will be provided by the Fire Department and is located on the Medical Truck and the Service Truck. Latex and non-latex gloves are provided. See Section 10-01, Appendix H for details.

O. Medical Care of Minors

A minor does not have the legal competence to either consent to or refuse medical treatment. Persons who may give or refuse consent for medical treatment of a minor include the minor's parents or the minor's legal guardian. Minor patients whose medical signs and symptoms indicate that an emergency condition exists should be treated without delay even in the absence of a parent or guardian; however, every attempt should be made to notify the parent or guardian. In the event of suspected sexual abuse, child abuse, or if the minors surroundings present an immediate danger to the minor's life or health, law enforcement shall be notified. It may be necessary to exit the situation to safely summon law enforcement.

P. Multiple Casualty Incident (MCI) and Triage

Upon arrival at an MCI, the Incident Command System will immediately be set up. An effective IC system and good communications are especially important due to the size of the incident. The Incident Commander will assess the situation and notify MCSO to dispatch additional resources. The IC will be the ONLY unit on the main channel and communicating with the MCSO. The Medical First Responders will utilize the START Triage System for Multiple Casualty Incidents. See Section 10-01, Appendix C.

Q. Hazardous Materials Incident

Apparatus response to a Haz-Mat incident will be all available units.

1. Upon arrival, obtain as much information as possible from a safe distance
Try to determine the nature of the hazardous material by identifying placards and utilizing the yellow Emergency Response Guidebook.
2. Establish safety zones and position equipment accordingly.
3. Summon assistance from appropriate agencies.

4. Begin defensive operations by establishing safety zones or evacuating people.
5. Mitigate situation if possible. Our role in most Haz-Mat incidents will be of assistance to the Hazardous Materials Team.

R. Bomb Threat

The County Sheriff is responsible for the handling of bomb threats. At the request of the Sheriff, the Fire Department will respond to assist and will stand by at a designated safe location. Apparatus response will be on a case-by-case basis, as determined by the Sheriff and/or the Fire Chief. In the event an explosion occurs, the fire department will become the authority having jurisdiction for fire suppression and/or rescue operations, using extreme caution in the event that secondary devices may be present.

S. Hostile Situation Response

Fire Department personnel may encounter hostile situations. SAFETY IS OUR TOP PRIORITY. Recognizing that these situations cannot be rendered totally risk-free, the following guidelines shall apply.

1. Personnel will not enter a hostile or potentially hostile environment prior to law enforcement securing the scene.
2. In the event a patient or bystander displays a weapon of any kind, every attempt by personnel will be made to exit the environment immediately.

T. Electrical Emergency Response

Always contact MCSO and have them notify Entergy. Provide the following information: Brief description of the problem, Location, Is it a life threatening situation. All downed wires should be considered energized and dangerous. Access to the immediate area should be controlled until Entergy arrives.

U. On-Scene Personnel Accountability

At the onset of an emergency incident, the Incident Commander shall designate a Safety Officer. Personnel reporting to the IC will check in with the Safety Officer. In the event of a structure fire, personnel entering the structure will surrender their ID to the Safety Officer and he/she will record the time in. Personnel will retrieve their ID upon exiting the structure and the Safety Officer will record time out. No fire department member will be allowed within the emergency incident perimeter without first reporting to

the Safety Officer. It may be necessary from time to time to have a Roll Call within the perimeter of an emergency incident. The activation of a siren/air horn for a one minute duration shall be the signal for such a roll call. Crew leaders will immediately account for all personnel assigned to them and report this to the Safety Officer. Safety Officer—The Safety Officer's duties are defined in NFPA 1521-2-3-3. "At an emergency incident where activities are judged by the Safety Officer to be unsafe and to involve an imminent hazard, he/she shall have the authority to alter, suspend, or terminate these activities--- in so doing he/she must notify the Incident Commander immediately."

05-01

Primary Duties At Incidents

A. General

1. Respond to incident in a safe and expeditious manner.
2. Provide appropriate information to other units/summon additional units.
3. Begin tactical operations

B. Fire Suppression

1. Determine what is burning, and if people are entrapped
2. Perform search and Rescue if needed (see next section).
3. Determine mode of attack—defensive, offensive, protect exposures. Begin appropriate fire suppression tactics.
4. Do not begin overhaul until a preliminary investigation is undertaken to determine cause and origin.

C. Search and Rescue

Search and rescue operations should be done early and rapidly in the incident to remove victims from the hostile environment. Search and rescue should be done in minimum two-person teams. Each two-person team entering the burning structure shall have a charged handline. Search and rescue teams shall always keep personal safety uppermost in their minds.

D. Forcible Entry

Remember—Try before you pry. Extreme caution must prevail--- You may face unknown dangers upon entry. Adding air to the fire may cause a backdraft

situation, therefore forcible entry should always be performed with a charged handline ready.

E. Ventilation

Ventilation may be achieved by horizontal or vertical directions. Ventilation can be performed by natural or mechanical means. Ventilation increases air flow, thereby reducing smoke and toxic gasses, and increasing visibility. Caution must be used when the fire location is unknown, as adding air to the fire may increase the flames. Ventilation must always be performed with a charged handline ready.

F. Salvage/ Overhaul

Salvage is necessary to protect contents and to reduce property damage. This includes covering and/or relocation of contents, and assisting homeowners with the recovery of property. Overhaul is necessary to look for hidden fires to prevent re-ignition and for investigation to determine the origin and cause of the fire. Every attempt should be made by the Fire Chief and/or Incident Commander to determine the cause of the fire.

06-01

Maintenance

All equipment, tools, trucks, buildings, and grounds shall be kept properly cleaned and maintained. General maintenance and cleanliness of fire department property is the responsibility of every fire department member.

1. An inspection shall be done each time a vehicle is used and the Vehicle Use Log will be filled out. This log is found in every vehicle. If an item needs attention, either take care of it or report it to an officer. **VERY IMPORTANT**—if the truck is low on fuel, FILL IT UP! All trucks will maintain at least ½ tank.
2. Maintenance logs will be kept on all trucks. Records will be kept of annual pump tests and hose tests.
3. All equipment will be used and cared for in accordance with the manufacture's instructions.
4. Each member's personal equipment will be kept in good condition, and any problem should be immediately reported to an officer.
5. The Fire Chief may designate a certain person or persons to be responsible for specific areas and routines.

6. See Section 10-01, Appendix G for current maintenance guidelines.

07-01

Special Rules and Regulations

These special rules and regulations shall govern the performance of duty of all personnel of the Rea Valley Fire Protection District. You are considered to be on duty when responding to and functioning at an emergency incident, during scheduled schools and training sessions, or any other fire department sanctioned functions. AS A MEMBER OF A COMMUNITY SERVICE ORGANIZATION, KEEP IN MIND THAT YOU ARE A REPRESENTATIVE OF THE REA VALLEY VOLUNTEER FIRE DEPARTMENT WHETHER ON-DUTY OR OFF. The following special rules and regulations apply to all personnel of this department.

A. Drinking

Drunkenness or consumption of alcoholic beverages while on duty is prohibited.

B. Drugs

Involvement in the sale, delivery, receipt, manufacture, or use of any controlled substance not prescribed by a physician is prohibited.

C. Obscene Language

The use of obscene language or cursing while on duty is prohibited.

D. Courtesy

Personnel shall treat members of the public courteously while on duty.

E. Negligence/Misconduct

Negligent or willful misconduct resulting in damage to public or private property or injury to any person while on duty is prohibited.

F. Miscellaneous

The following are prohibited:

1. Conduct which brings discredit upon the Fire Department.
2. Disobedience of an order.
3. Leaving assignment without being properly relieved or without proper authorization.

4. Knowingly making a false report, wither written or oral.
5. Removing or altering any official Fire Department Record.
6. Dissemination or releasing any information contained in a Fire Department record, without authorization from the Fire Chief or Incident Commander.
7. Obligating the Fire Department financially in any manner except as authorized by the Fire Chief or Board of Directors.
8. Use of any Fire Department equipment for personal use without proper approval by a department officer.
9. Carelessness or negligence in the use of Fire Department property.

08-01

Disciplinary Policy

Who is subject to disciplinary action?

Any Rea Valley Fire Protection District member who violates any portion of these policies, procedures, special rules or regulations shall be subject to disciplinary action.

Penalties

1. Oral reprimand—Fire Chief
2. Written Reprimand—Fire Chief
3. Probation—Department Hearing Board
4. Dismissal—Department Hearing Board

NOTE: A period of 6 months without incident wipes the slate clean.

NOTE: The Fire Chief reserves the right to skip the first two steps in the even of a serious infraction, and go directly to the Department Hearing Board.

Department Hearing Board

The Department Hearing Board shall consist of 2 Officers and 2 Members drawn at random, except the Officer making the complaint, from the members present at a regular meeting. The decision of the Department Hearing Board is final.

Reports of Disciplinary Action

A written report of the incident and any disciplinary action will be placed in the member's personnel file.

Impeachment of Officers

Any Officer of the Department guilty of abuse of their authority or misconduct in their office may be impeached and removed from office. This action will be by a secret vote taken in a regular meeting, and requires that two-thirds of the firefighters on the roll vote in favor of the action. The same action may be taken by the Board of Directors if the offenses are of a business nature.

09-01

Cadet Program

The Rea Valley Fire Protection District may, at its discretion, offer a Cadet program for children of the Rea Valley Fire District. The mission of the Cadet program is to teach children fire prevention and safety, fire behavior, simple fireground and firehouse operations, and basic first aid, in order to foster a sense of teamwork and community spirit in them. Parents of Cadets must be paid members. Junior Cadets are from age 7-12. Senior Cadets are from age 13-18. Senior Cadets are eligible to take Arkansas Firefighter Certification classes at the age of 16, and upon successful completion of the classes, will become Junior Firefighters. Junior Firefighters may assume certain safe fireground operations under the supervision of the Fire Chief, Incident Commander, or Company Officer. Under no circumstances will a Junior Firefighter be allowed to enter a burning structure or perform other dangerous duties. At the age of 18, a Junior Firefighter may apply for Firefighter status as outlined in Section 02-01-F. All Cadets and Junior Firefighters will follow the policies, procedures, rules and regulations as outlined in the Standard Operating Guidelines. Parents of Cadets and of Junior Firefighters will sign a waiver of liability. Parents will also receive and sign a copy of the Rea Valley Fire Protection District Standard Operating Guidelines and these signed forms will be placed in the Cadet's or Junior Firefighter's personnel file.

Rea Valley Fire Protection District

Maintenance S.O.G.'S

All vehicles and equipment will be inspected and serviced at regular intervals. Any deficiencies shall be reported to the Chief Engineer or other officer during regular working hours, unless it is a major emergency.

Vehicles

A. Each vehicle will be inspected/serviced after a run.

1. The person operating the vehicle is responsible for the inspection.
2. The following will be checked and serviced as necessary:

Oil

Tires

Lights

Gas--- if the tank is $\frac{1}{2}$ full or less, **FILL IT UP!**

3. The after-run inspection log will be completed each time. This log is located in the cab of each vehicle.

B. Each vehicle will be inspected/serviced monthly.

1. The Chief Engineer or his/her appointed person shall do the monthly inspection.
2. The following will be checked and serviced as necessary:

Tires—air pressure and condition

Body—windows, dents, etc.

Lights

Oil—level, leaks

Axles

Brakes

Steering Free-play

Gas

Battery

Loose or broken wires

Transmission fluid

3. Each vehicle has a maintenance log, and this will be completed each time.

C. Each vehicle will be inspected/service every 6 months, or depending on usage.

1. The Chief Engineer or his/her appointed person shall do the semi-annual inspection.
2. The following will be checked and serviced as necessary:
 - Those items on the monthly list
 - Change oil and filters
 - Spark plugs
 - Manual transmission
 - Differential grease
3. Semi-annual work will be noted on each vehicle's maintenance log.

Equipment

Each piece of equipment will be started and inspected every month, and serviced as needed per usage. This includes, but is not limited to, fans, generators, and pumps. This will be performed by the Chief Engineer or his/her appointed person. Any problems shall be reported to the Chief Engineer or other officer during regular hours, except in a major emergency. The inspection shall be noted on the equipment maintenance log.

ANY APPARATUS OR PIECE OF EQUIPMENT THAT DOES NOT PASS

INSPECTION SHALL BE TAKEN OUT OF SERVICE UNTIL REPAIRED AND

DEEMED SAFE BY THE CHIEF, ASSISTANT CHIEF, OR CHIEF ENGINEER.

SAFETY

All inspections and service shall be done according to all federal, state, and local laws governing workplace safety. All chemicals will be disposed of properly. All maintenance will be conducted in a well-ventilated area. Proper personal protective equipment, including but not limited to, eye protection, shall be worn as necessary. Proper tools and equipment will be used, and proper methods will be utilized to lift, secure, and stabilize the fire apparatus undergoing maintenance.

REA VALLEY Fire Protection District
STANDARD OPERATING GUIDELINES
FOR
USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

In the past, Arkansas required medical direction for use of Automatic External Defibrillators (AED's). Recently, the Arkansas Legislature passed a revised Public Access to Defibrillation las Chapter 13 and can be accessed via the internet as <http://www.arkleg.state.ar.us/ftproot/bills/2005/public/Hb1231.pdf>.

The following are the revised protocols for the Rea Valley FPD Use of AED's

PURPOSE:

Rea Valley Fire Protection District provides Basic Life Support (BLS) to the residents of the district, as well as mutual aid for adjoining departments. These SOG's for AED use shall be followed by all personnel.

CERTIFICATION REQUIREMENTS:

All personnel who operate the AED shall be CPR certified (American Heart Association CPR for Health Care Provider), as well as AED certified (AHA Heartsaver AED). All certifications will be kept current and proof of certification will be kept on file at the RVFPD office.

AED USAGE:

All guidelines as outlined in the manufacturer's user manual will be followed. Current AHA Guidelines for performance standards will be followed.

AED MAINTENANCE:

All manufacturer's guidelines for maintenance will be followed.

DOCUMENTATION:

Documentation of maintenance will be kept in the AED Book in the RVFPD office. Documentation of medical runs involving AED usage will be kept in the Run Report Book in the RVFPD office.

REA VALLEY Fire Protection District
STANDARD OPERATING GUIDELINES
FOR
MEDICAL FIRST RESPONDERS

PURPOSE:

Rea Valley Fire Protection District provides BLS (Basic Life Support) to the residents of the district, as well as mutual aid for adjoining departments. These Standard Operating Guidelines shall be followed by all medical personnel.

DEFINITIONS:

1. First Responder: An individual who uses a limited amount of equipment to perform initial assessment and intervention and is trained to assist other EMS providers.
2. EMT-B: Emergency Medical Technician-Basic.
3. EMT-P: Paramedic.

EDUCATION:

1. First Responder: Shall have completed a USDOT National Standard Curriculum First Responder course or above. Shall be CPR certified (AHA Health Care Provider or= equivalent). Shall be AED certified.
2. EMT-B: Shall be AR State certified. Shall be AED certified.
3. EMT-P: Shall be Ar State certified. Shall be AED certified.

CONTINUING EDUCATION:

1. First Responder: Shall complete 12 hours of continuing education every 2 years.
2. EMT-B: Shall comply with all appropriate recertification requirements.
3. EMT-P: Shall comply with all appropriate recertification requirements.

EDUCATION DOCUMENTATION:

Documentation of certification/recertification shall be kept on file at the RVFPD Office. It is the responsibility of the Medical Responder to furnish a copy of such to the Medical Captain.

JOB DESCRIPTION:

Before initiating patient care, the Medical Responder will “size-up” the scene to determine that the scene is safe, to identify the mechanism of injury or nature of illness and the total number of patients, and to request additional help if necessary. In the absence of law enforcement, he/she creates a safe traffic environment. Using a limited amount of equipment, he/she renders emergency medical care to adults, children, and infants based on assessment findings. Duties include, but are not limited to:

- Opens and maintains an airway
- Ventilates patients, utilizing appropriate oxygen delivery devices
- Administers cardiopulmonary resuscitation (CPR) and operates AED
- Provides emergency medical care of simple and multiple system trauma such as:
 - Controlling hemorrhage
 - Bandaging wounds
 - Manually stabilizing injured extremities
- Provides emergency medical care to:
 - Assist in childbirth
 - Manage general medical complaints, altered mental status, seizures, environmental emergencies, behavioral emergencies and psychological crises
- Obtains chief complaint and SAMPLE history
- Performs physical examination
- Detects and cares for shock
- Monitors vital signs
- Searches for medical identification emblems as a guide to appropriate emergency medical care
- Reassures patients and bystanders by working in a confident, efficient manner
- Avoids mishandling and undue haste while working expeditiously
- Where a patient must be extricated from entrapment, assesses the extent of injury and assists other EMS providers rendering emergency medical care and protection to the entrapped patient
- Performs emergency moves
- Constantly re-assesses patient while awaiting additional EMS resources
- Administers additional care as needed
- Assists in lifting and moving the patient, and assists other EMS providers with a variety of equipment
- Under the direction and supervision of other EMS providers, assists in lifting the stretcher, placing the stretcher in the ambulance, and seeing that the patient and stretcher are secured
- In cases of multiple patients, performs basic triage
- After each call, restocks and replaces used supplies, cleans all equipment following appropriate disinfecting procedures, and carefully checks all equipment to ensure availability for next response
- **REMEMBER TO ALWAYS MAINTAIN PATIENT CONFIDENTIALITY!!**

MEDICATION ADMINISTRATION AND ASSISTANCE:

1. EMT-B's and EMT-P's may assist patients with Nitroglycerin, Inhalers, and Epi-pens, ****provided that ALL of the following apply**:**
 - A. The medication has been prescribed for this patient for this type of medical emergency, AND...
 - B. The EMT-B or EMT-P will pay particular attention to the 6 “rights” of medication administration: right patient, right medication, right dosage, right route, right time, and right “write” (documentation), AND...
 - C. Current medical protocols will be followed, such as acceptable vital signs for medication administration, medications contraindications, and interactions, and any other current medical practices that the EMT-B or EMT-P should be aware of in the normal performance of their duty.

2. EMT-B's and EMT-P's may administer Oral Glucose based on assessment findings. This is considered Off-line Medical Direction, and providers will follow "Diabetic Protocols" (pg. 9).
3. EMT-B's and EMT-P's may administer Activated Charcoal. This will be by **ON-LINE** medical control only.
4. First Responders, EMT-B's, and EMT-P's may administer oxygen to any patient as needed based on assessment findings. Current EMS practices will be followed concerning patients with COPD. Refer to "Oxygen Protocols" (pg.7).
5. First Responders may assist the EMT-B and the EMT-P.

MISCELLANEOUS:

1. All AED certified personnel shall comply with AED Protocols. See Appendix I.
2. On an individual case-by-case basis, and EMT-P who wishes to provide ALS care may obtain written permission to do so from the Arkansas State Department of Health—EMS Division and the Medical Director of the Fire Department. Individualized ALS protocols will be written up for each EMT-P. A copy will be kept in the master copy of the Rea Valley Fire Department Standard Operating Guidelines (found in the FD office) and a copy will be kept by the EMT-P.
3. In the event of any type of blood or body fluid exposure, the medical personnel involved shall report to the Incident Commander. the IC shall report to the Medical Captain, and proper procedures shall be immediately started. Current medical guidelines pertaining to Exposures will be those used at Baxter Regional Medical Center Infection Control and the Medical Captain shall have the final authority to see that these are followed. A written report will be made by the Medical Captain, and a copy kept on file at the RVFPD Office.

COMMUNICATIONS:

If necessary, Rea Valley FPD emergency personnel may:

- Radio Marion County Sheriff's Office for additional help or special rescue or utility services
- Report directly to the responding EMS unit or hospital dispatch the nature and extent of injuries, the number of patients, and the condition of each patient. Remember to maintain patient confidentiality.

Upon arrival of ALS personnel, the senior medical person on scene shall give an oral report.

This report shall include their observation, pertinent findings during patient examination, and emergency medical care rendered. If possible, the information shall be recorded on the Patient Information Sheet, and a copy given to the ALS provider and a copy kept for Fire Department records.

REFERENCES:

All personnel will follow the most current emergency medical care guidelines, including, but not limited to:

- Arkansas State Laws
- Arkansas State EMS Rules and Regulations
- Arkansas Department of Health BLS Protocols
- National Highway Traffic Safety Administration National Standard Curriculum
- Textbooks
- Local Protocols

ABOVE ALL ELSE REMEMBER:
DO NOT GO ABOVE YOUR LEVEL OF TRAINING!

I. UNIVERSAL PRECAUTIONS

Since medical history and examination cannot reliably identify all patients infected with air-borne or blood-borne pathogens, blood and body-fluid precautions should be consistently used for ALL patients. This is especially true for emergency care settings, in which the risk of blood exposure is increased and the infection status of the patient is usually unknown.

1. All healthcare workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluid splashes.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. Although saliva has not been implicated in HIV transmission, in order to minimize the need for mouth-to-mouth contact during resuscitation, barrier devices with one-way valves or resuscitation bags should be available for use in areas in which the need for resuscitation is predictable.
4. HEPA filter masks shall be used when there is the possibility of air-borne infections.
5. Medical personnel who have exposed lesions, fever, or illness should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
6. Pregnant healthcare workers are not known to be at a greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a healthcare worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant healthcare workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

The above text on Universal Precautions is taken from-
Center for Disease Control MMWR Supplement, Morbidity, and Mortality Weekly Report, August 21, 1987, 1 Vol. 36, No.25.

II. General Supportive Care

General supportive care was developed to include all of the basic components of care at the First Responder level. It is meant as a guideline for care of any patient. General supportive care may be the only care required, or a part of total patient care.

- A. Assure scene safety. Assess number of patients. Assess the need for additional resources.
Call for ALS

- B. Conduct an initial assessment, including LOC, ABC, and C-Spine precautions as indicated. Manage any associated problems.
- C. Administer appropriate oxygen therapy. See oxygen protocol page 7.
- D. Conduct a detailed exam, including history and vital signs.
- E. Manage any problems found during the detailed exam.
- F. Properly position the patient, as indicated by patient exam.
- G. Continue to monitor patient, until arrival of ALS.

III. Administration of Oxygen

- ◇ Administer general supportive care to the patient.
- ◇ Determine that there is a need for oxygen.
- ◇ Apply oxygen at 15 lpm via non-rebreather mask.
- ◇ Assess and reassess vital signs.

NOTE: Patients with a history of COPD should be monitored carefully. In rare cases, it may be necessary to decrease the amount of oxygen and use a nasal cannula, or even to remove the oxygen completely.

NOTE: In cases where ALS has a delayed ETA, it may be necessary to use an alternate technique in oxygen administration. It is permissible to turn down the Oxygen to 10-12 lpm by non-rebreather, **PROVIDED THE BAG IS KEPT INFLATED**. As long as the reservoir bag is inflated, the patient is receiving 100% oxygen. This will make the oxygen in your tank last longer, hopefully until the arrival of ALS. This technique must be used with caution, and the patient must be monitored continuously.

****This protocol is considered off-line medical direction.****

IV. Shock

- ◇ Assure ALS is on the way.
- ◇ Manage injuries to the respiratory system.
- ◇ Consider spinal precautions.
- ◇ Administer high-concentration oxygen with appropriate oxygen device. See Protocol pg. 7.
- ◇ Control external bleeding.
- ◇ Prevent loss of body heat by covering the patient with a blanket when appropriate.
- ◇ Provide general supportive care. See Protocol pg. 6.
- ◇ Elevate the lower extremities approximately 8 to 12 inches.

NOTE: If the patient has serious injuries to the pelvis, lower extremities, head, chest, abdomen, neck, or spine, keep the patient supine.

NOTE: If the patient has COPD and no spinal injury, utilize the physiological position: head elevated 10-15% and feet/legs elevated 45-60%.

- ◇Take and record vital signs every five minutes.
- ◇This is a priority patient (load and go).

Remember:

Infant and child patients can maintain their blood pressure until their blood volume is more than half gone, so by the time their blood pressure drops they are close to death.

V. Diabetic Emergencies

Conscious Patient only!

- ◇Assure ALS is on the way.
- ◇Maintain patent airway.
- ◇Obtain pertinent and S.A.M.P.L.E. Medical history including:
 - Insulin or oral hypoglycemic medications: type, dose, time.
 - How much and when was the patient's last oral intake (food/drink).
 - Recent or current illness, heavy exercise or high stress.
 - Pregnant.
- ◇Maintain body heat.
- ◇Assure signs and symptoms of altered mental status with a known history of diabetes.
- ◇Administer an oral substance high in simple sugar (if tolerated by the patient).
 - Assure patient is conscious and can swallow and protect their airway.
 - Administer glucose:
 - Between cheek and gum..... or
 - Place on a tongue depressor between cheek and gum
- ◇Perform ongoing assessment.

NOTE:

Do not perform this procedure on an unconscious patient or one that would be unable to swallow

Do not delay notification of ALS for the administration of oral glucose agents.

Be aware of possible seizure activity.

Be aware of and treat for Shock. See Shock Protocol, page 8.

****This protocol is considered off-line medical direction.****