

**Rea Valley
Fire
Protection District
Standard Operating Guidelines**

Fire and Medical Operations

November 14, 2022

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Mission

The mission of the Rea Valley Fire Protection District is to provide optimum protection to the lives and property of the residences of Rea Valley against the ravages of fires, medical emergencies, and disasters both natural and manmade.

Core Values of the RVFPD

- Service** Unwavering devotion to protect the health, safety and welfare of our community, our country, and ourselves.
- Loyalty** The bond that allows us to work together, supporting a common goal of excellence through service, valuing and fostering the contributions of all our RVFPD Volunteer Firefighter members – and acting daily on a personal commitment to help one another selflessly.
- Honor** The enormous commitment necessary to perform our departments’ tasks requires excellence of character. We are inspired by pride in our department and the belief that the actions of a single member reflect on all members of the department both past and present.
- Courage** Overcoming fear through instinct, fortitude, training, and compassion for the Rea Valley community.

RVFPD Primary Services

The Rea Valley Fire Protection District strives to achieve an optimum level of protection by focusing efforts in five (5) primary services: Fire Suppression, Fire Prevention, Emergency Medical Response, Training, and Hazardous Materials Awareness.

Fire Suppression

The Fire Suppression Service maintains 2 engines, 2 tankers, 1 sleeper pump, 1 medical truck, and 1 brush unit. This equipment is used to suppress and extinguish fires of all types including structure fires, brush fires and automobile fires.

Fire Prevention

The Fire Prevention Service is focused on fire safety, fire inspection and fire prevention education. It does this through community involvement and education using school visits, supporting the Forestry Fire Wise program and civic events to inform the public about fire prevention and safety. The Fire Chief conducts routine fire inspections and disseminates fire safety information within the community.

Emergency Medical Response

The Emergency Medical Response Service is responsible for providing rapid basic life support to people in need 24 hours 7 days a week. This service is comprised of dedicated, highly trained EMT-B's and certified First Responders on a dedicated rescue unit who provide much needed care in times of need.

Training

The Training Service maintains one Training Officer responsible for enhancing firefighting skills and techniques. The Training Officer's duties include conducting member training and drill for the Suppression Service. The Training Officer along with the Medical Officer coordinates the mandatory First Responder and EMT training such as CPR and First Aid.

Hazardous Materials

The Hazardous Materials Service (Hazmat) consists of four major elements: identification and data collection, compliance and community education, training and preparation, containment and mitigation. The Hazmat Service's primary mission is to prevent loss of life and property, as a result of the release of hazardous materials through comprehensive understanding of how hazardous materials are used stored and transported, and how the Fire Protection District can limit the release of these materials and manage incidents where release does occur.

Rea Valley Fire Protection District
Standard Operating Guidelines

November 14, 2022

From the Chief and Board of Commissioners:

The following pages are the Standard Operating Guidelines (SOG's) of the Rea Valley Fire Protection District. These SOG's have been established to provide a uniform code of practice for the department when responding to calls, dealing with personnel, using equipment and the day-to-day operations of the department.

Any amendments to these SOG's, unless mandated by federal, state, or local governments, must be approved by the board of commissioners, officers of the fire company and accepted by the full membership of the department by a majority vote.

All members of this department will be notified, in writing, of any amendments to these SOG's within 7 days of proposal of the amendment. A vote on the amendment will then be taken at the next available regular department meeting.

All members of the Rea Valley Fire Protection District will be provided a copy of these SOG's. All members are expected to read and understand the SOG's and sign a statement attesting to such.

All members of the Rea Valley Fire Protection District are expected to adhere to these guidelines unless instructed otherwise by an officer of the department; an incident commander or other authorized government official.

These SOG's have been approved by the Board of Commissioners and officers of the Rea Valley Fire Protection District and have been accepted this **14** day of **November, 2022** by the membership of the department.

Fire Chief, Rea Valley Fire Protection District, Arkansas

Personnel Policy and Procedures

Equal Opportunity Membership Policy

In accordance with Title VI and VII of the Civil Rights Act of 1964, the Rea Valley Fire Protection District does not discriminate in its acceptance of potential candidates based on race, color, age, gender, religion, national origin, ancestry, marital status, handicap, or unfavorable discharge from military service. This policy applies to all membership decisions including recruitment, selection, promotion, training, pay, discipline, separation, RVFPD activities and any other terms and conditions of membership with the Rea Valley Fire Protection District.

Sexual Harassment

Sexual harassment and allegations thereof are a violation of Title VII of the Civil Rights Act of 1964.

The Equal Employment Opportunities Commission (EEOC) guidelines define harassment as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct by an individual is made explicitly a term or condition of employment;

Submission to, or rejection of such conduct by an individual is used as the basis for an employment decision;

In addition, such conducts has the purpose or affect to interfere with an individual's work performance, or creates a hostile or intimidating environment.

When an unwanted unwelcome or unsolicited sexual conduct is imposed on a person who regards it as offensive or undesirable, it is sexual harassment. When a person communicates that the conduct is unwelcome, it becomes illegal. Even if the conduct is implicit in nature, hidden in subtlety or innuendo, as long as it is unwelcome, it is unlawful.

Sexual harassment is not an expression of sexual desire or sexuality, but a problem of inappropriate use of power. The majority of complaints involve subtle forms of

harassment, sexual remarks, off hand comments and mental groping disguised as social interactions. These subtle infringements are the hardest to detect and accept as sexual harassment, but are just as illegal. The guidelines also cite hostile work environment harassment as illegal. Hostile environment harassment is any lewd sexual conduct, pictures, words, and or touching that interferes with a person's job performance or creates an intimidating offensive working environment even if there are no occurrences of tangible or economic loss.

These guidelines are provided as a reference, so all members are aware of the elements of sexual harassment. All members should be aware of these guidelines and take the necessary steps to avoid/eliminate sexual harassment in the fire department.

Complaint of Discrimination

Any member may report an alleged incident of discrimination to any fire line officer, the Fire Chief, Chairperson of the RVFPD Board of Commissioner. The Fire Chief will be notified and an investigation into the matter will be conducted.

Confirmed incidents of discrimination or harassment will not be tolerated and disciplinary action will be taken. The Fire Chief may handle the investigation personally or delegate that responsibility. The authority chosen to investigate the incident will determine the appropriate discipline. Although the complaint of discrimination does not need to be made in writing, members are encouraged to document the event providing copies to the Fire Chief.

Should the member who feels they have been discriminated against choose not to pursue the matter, then no further action will be taken. Their decision should be documented, witnessed by more than one official, and placed in the member's personnel file.

Drug and Alcohol Policy

Illegal substances

The use of illegal and or illicit substances, while a member of the RVFPD, will not be tolerated. Anyone suspected of the use, production or distribution of illegal substances will be subject to substance testing and/or police and fire department investigation. Any member-testing positive for, found guilty of and or admitting to the use, production or distribution of illegal substances will be immediately dismissed from the department.

Alcohol

The use of alcohol while participating in any fire department function, including but not limited to, fire/medical calls, meetings, inspections, training, or parades is expressly prohibited within the department. Anyone using or under the influence of alcohol at any time while participating in fire department functions will be immediately dismissed from

the department.

Medical Marijuana

The use of medical marijuana while participating in any fire department function, including but not limited to, fire/medical calls, meetings, inspections, training, or parades is expressly prohibited within the department. Anyone using or under the influence of marijuana at any time while participating in fire department functions will be immediately dismissed from the department.

Prescription Drugs

It is the responsibility of each individual member of the RVFPD to read and follow the label instructions for the use of all prescription drugs, especially in regard to the ability to operate equipment while on the medication. Any member who knowingly disregards the label instructions or takes prescription drugs not in accordance with prescriptive directions will be subject to dismissal from the department.

Computer and Internet Policy

The fire department computers are the property of the Rea Valley Fire Protection District and are for official department business only.

Any fire department member found to be misusing the fire department computers will be subject to disciplinary action.

Disciplinary Action

Any member that is found to be in violation of the policies set forth in these SOG's; and found to be insubordinate to the officers of the department; in violation of the drug/alcohol policy; to be involved in theft; or any other rule/regulation set forth by the officers and or Chief of the department may be subject to disciplinary action and/or immediate dismissal.

Due to the potential risks to lives and property, there are certain actions that cannot and will not be tolerated by this department and will result in immediate termination from the department by the Fire Chief and/or Board of Commissioners. These action/violations include, but are not limited to:

- Violation of the drug and alcohol policy
- Theft of department or personnel property
- Misrepresentation of oneself to the department or the public
- Use of fire department equipment for unapproved purposes or personal gain
- Divulging department, patient or member information to anyone outside of the department. "What happens in the department stays in the department".

Other Disciplinary Actions

To clarify and standardize disciplinary proceedings for violations of this department's guidelines or standards of conduct. This guideline applies to all RVFPD members. Only the Fire Chief for this purpose is authorized to administered disciplinary steps beyond a Verbal Warning. The following are some examples of infractions that may result in disciplinary action, up to and including termination - Including but not limited to:

- Posing a risk through either action or inaction to the safety of others.
- Insubordination (including, for example, any refusal to comply with instructions or to carry out assignments) or any lack of cooperation, whether in language or conduct.
- Fighting, intimidating or threatening violence at any time while representing the RVFPD - to include training meetings, classes, or at any scene response.
- Theft or any unauthorized possession, removal or attempted removal of department property, victims' property, or the property of other RVFPD members.
- Falsification of any information presented to RVFPD such as on application, resume, and any other personnel document.
- Violation of the department's alcohol, substance abuse or drug-free policy and guidelines.
- Excessive absenteeism, never responding or absence from three or more consecutive training meetings without authorization, notice or approval.
- Unauthorized use or modifications of equipment, materials, time or other RVFPD property without proper authorization.
- Any Disruptive activity or language either during training or while responding to, or while on any RVFPD scene.
- Violation of the Code of Conduct or any departmental policies and guidelines.

Any members found to be in violation of any of the SOG's, rules or regulations of the RVFPD may be subject to the following course of action.

First offense: Member will receive a **verbal** warning from an officer and/or the Chief. This verbal warning will be documented in the members' personnel file.

Second offense: Member will receive a **written** warning from the Chief of the department.

Third offense: This **written** warning will be documented in the members' personnel file. Member will be placed on 30 to 90-day probation.

Fourth offense: Member will be dismissed and terminated from the department. The decision to terminate (with or without cause) at any time is at the discretion of the Fire Chief and /or the Board of Commissioners. This is a voluntary organization in a ‘right to work’ state and the nature of firefighting requires that members be able to function effectively as a team. Only the Rea Valley Fire Protection District Board of Commissioners has the authority to appoint, discipline or dismiss the Fire Chief.

Grievance

Any member issued a warning or dismissed may file a grievance before a majority of the members of the fire department. Once the grievance is brought before the members, it may be discussed and a vote by secret ballot must occur. The aggrieved decision may be overturned by a 2/3-majority (of roster members) vote. Members also have the right to file a grievance for any other reasonable issue regarding the decisions of officers and/or the actions of other members.

Membership

Becoming a Member

Membership in the Rea Valley Fire Protection District is strictly voluntary. Anyone is welcome to apply. Those who wish to become members must attend a monthly meeting and fill out an application. Once the application is approved by the Board of Commissioners, the new member is welcome to begin his/her probationary period.

Probationary Members

All new members must sign a “loyalty oath” to the department, its’ members and the Rea Valley Fire Protection District before becoming a probationary member.

New members are subject to a 90-day probationary period. During this period the probationary member will be issued their personal protective equipment, assigned a pager/radio at discretion of the Fire Chief, furnished a copy of the SOG’s (must be signed by applicant) and be informed of meeting dates and times. Entry code access to Fire House will be issue at the end of the 90-day probation period.

Probationary members will not be allowed to vote in elections of officers, on new members or on business pertaining to the fire department.

Probationary members will be asked to begin responding to calls on a limited basis at the discretion of the Fire Chief depending on their previous experience.

Probationary members will be limited to:

- Responding only with other full members or officers NEVER alone.
- Riding along with other members in response to a call NEVER driving or operating fire apparatus or medical equipment.
- Performing only to the level of their Fire or Medical training and then ONLY if instructed to do so by an officer of the department.

Probationary members are expected to refrain from driving emergency vehicles until they have completed their probationary period, been installed as a full member and have been approved to drive each vehicle or apparatus by the Fire Chief.

Becoming a Full Member

After completion of the 90-day probationary period, the probationary member will be presented before the entire department for acceptance. Before any individual can be added to the active list, they will be: 1) be subject to a background check; 2) possible drug test; approved by vote of members; and 3) produce a valid driver's license. At the next full meeting after the completion of the probationary period where a majority of members are present, a vote will be taken to approve or disapprove of membership. At this meeting, the Chief will ask the probationary member to leave the meeting room. The Chief will then ask for discussion about the probationary member and then will ask for a secret ballot of the members for approval. The probationary member will then be informed of the decision.

After approval, the new full member will enjoy all of the rights and privileges of any other full member including voting, responding and driving (with the Chiefs' approval).

Attendance

Meetings

RVFPD holds two meetings on the first and third Mondays of each month. At these meetings, members will get vital training and information. ALL members are expected to attend each meeting unless otherwise excused by an officer of the department. Please notify an officer if you are going to be absent from a meeting. More than three (3) consecutive unexcused meeting absences will result in the member being placed on a 90-day probationary period; or if already on probation, it will result in dismissal from the department.

Calls

While the department realizes that no member can make every call, it is expected that each member attend as many calls as possible.

Credit for Calls and Meetings/Training

Credit for attendance on calls will be given to those members who respond to the station before the department is back in service. Credit will be given to any member at the station on “standby” during an incident. Credit will not be given to those members who:

- Respond directly to the scene without proper approval by Incident Commander.
- Leave the scene without prior approval by Incident Commander
- Do not return to the station after an incident without approval from the Incident Commander.
- Leave the station after an incident without approval from the Incident Commander.

Reimbursement for Expenses

Medical Calls: \$10
MVC Calls: \$10
Structure Fires or Brush Fires: \$10
Boat Rescue, Search, and Rescue: \$10
Training Meetings: \$8

Training

The purpose of training is to provide for efficient fire ground operations by ensuring that personnel are trained to meet or exceed the minimum standards set forth by the State of Arkansas Fire Academy. It is the responsibility of each member to obtain the training required by the state and this department.

All new members must complete mandatory training before they will be allowed to fight fires. Members must complete: Introduction to Firefighting, Personal Protective Equipment, Wild Land Firefighting and NIMS IS-700 & IS-200 within their first year as a member (if classes are available). Members may respond to fires without this training but may only serve in a support role i.e., assisting personnel fighting the fire, completion of reports, clean up etc.

The top priority of the Rea Valley Fire Protection District is safety. Methods, procedures, and equipment are continually changing, updating, and improving. Safety of the individual and that of the department as a whole is the result of the quantity and quality of the received training, so it is at the utmost importance that all trainings are attended by every member of the department. Training will generally be on the first and third Monday of every month, starting at 6:00pm and lasting 2 to 4 hours depending on the materials

being covered during that particular meeting/training class. RVFPD personnel are expected to attend all training sessions, to stay current with department procedures, guidelines, practices, and standards. As a minimum, all personnel MUST attend three (3) training sessions per quarter to remain active with the department and meet the state certification requirements. RVFPD members unable to attend a training session will notify an officer that he/she will not be able to attend. Personnel not meeting the above minimum training requirements, without an approved absence for any quarter, will be subject to disciplinary actions and will be placed on probation status.

In addition to the required training listed in above, ALL personnel are required to complete 16 hours of Fire Academy approved training annually per Act 833 Guidelines. This training will be commensurate with the duties and functions that members 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. This training will be provided to members at the regular monthly meetings. Members unable to complete this minimum standard must receive a waiver from the Training Officer or complete some form of training on their own such as from books, the Internet, or videos.

The Training and/or Medical officers will assist members training by:

- Providing information about upcoming training.
- Assisting with application for training.
- Facilitating departmental training.

These officers will be responsible for maintaining all training records in the member's personnel file.

Upon completion of a training session, it is the responsibility of the member to obtain copies of the course certificates and forward them to the Training Officer or, if medical, the Medical Officer.

Members may also obtain any elective training they wish as long as it pertains in some way to the fire or medical services. The RVFPD will sponsor any member wishing to attend authorized training sessions, exercises, or seminars. Only those attending training as a representative of the fire department are eligible for reimbursement of tuition and authorized expenses. Prior approval by the Training Officer is required to obtain reimbursement and it is subject to final approval by the Fire Chief and Board of Commissioners.

Retirement and Death Benefit

All members are eligible to participate in the LOPFI retirement program. This is offered free of charge to members of the department. You will receive enrollment forms after

your 90-day probation period and your application to join has been accepted.

Safety

Every member of the department is responsible for his/her own safety as well as the safety of other members on scene and the citizens whom we serve. All work, whether on a scene or at the firehouse, is to be performed in a safe and controlled manner.

Horseplay, in any form, is dangerous and prohibited. All safety precautions, devices, and protective equipment should be utilized when performing any work. Good housekeeping practices should be followed at all times. Report all injuries to the safety officer immediately! If you observe unsafe acts or conditions please report them to an officer.

Chain of Command

The Chain of Command is a pathway of responsibility as well as a communication tool. Orders, programs, and information from the top of the department are transmitted down through the channel of the chain. This also allows those at lower levels access to communicate their feedback and information to a higher level. The Chain of Command applies both during an emergency and in day-to-day operations.

Officers – Positions and Duties

The Fire Chief is elected by the active members of the fire department and approved by the Board of Commissioners. The election for Fire Chief will be held the last training day of November of each calendar year. Members of the fire department must attend the meeting to cast a vote for Chief. The election results will be sent to the Board of Commissioners for approval. The Chief reports to the Board of Commissioners.

With the exception of the Chief, the officers of the Rea Valley Fire Protection District will be made by the Fire Chief. The officer positions may include:

1. Assistant Fire Chief (Appointed by the Fire Chief)
2. Captain
3. Lieutenant

After the Chief, these positions are ranked in the Chain of Command in that order.

The Fire Chief, Assistant Chief, Captains, and Lieutenant positions are all line officers on the fire ground or medical scene as well as administrative rank.

Fire Chief

The Fire Chief shall be the executive head of the department. The duties of Chief shall include but are not limited to:

- The Chief shall be the Incident Commander of all calls and leader of all meetings of this department that he/she attends. The Chief may pass this command off to someone else if he/she deems it necessary.
- Making sure the department is run in a safe and efficient manner.
- The Chief has the authority to discipline and dismiss members if the rules and regulations of this department are violated.
- Proposal and maintenance of an annual budget
- Report monthly fire department activity to the Board of Commissioners
- Designate duties and assignments to officers and fire fighters.
- Responsible for overseeing the maintenance and upkeep of the building and equipment.

Assistant Chief, Captains, and Lieutenant

The Assistant Chief, Captains and Lieutenant shall rank in the authority listed above and shall exercise the powers and duties of Fire Chief in the Chiefs' absence or inability to act. These officers are responsible for administration and enforcement of these SOG's as well as any other rules, regulation or policies set forth by the Chief, Federal, State, and/or local governments.

These officers are responsible for the safety of fire department personnel as well as the safety of the General Public.

Officers Additional Duties

The Chief may also designate that these officers take on additional duties and assign them to other official posts. These posts may include: Safety Officer, Training Officer, Administrative Officer, and Medical Officer. These posts will be assigned based upon the officers' ability and level of expertise in the area involved. An officer may be assigned to multiple posts.

Training Officer

The duties of Training Officer shall include but are not limited to:

- Facilitate and/or schedule all department training.
- Maintain a schedule of all available training offered through the Fire

Training Center that is mandated or is of interest to the fire department.

- Ensure all personnel training are adequate and up to date.
- Maintain all personnel training documents (except medical)
- Ensure all training applications and documents are received by the appropriate entities and properly filed.

Medical Officer

The duties of medical officer shall include but are not limited to:

- Ensure all medical guidelines and protocols are adhered to.
- Ensure medical guidelines and protocols are up to date and department personnel are updated.
- Facilitate and schedule all medical training
- Maintain all medical training and equipment records
- Ensure all medical personnel training is up to date i.e., CPR, AED First Responder, or EMT certifications.
- Inform all medical personnel of any training or CEU's that are available to them.
- Ensure all medical equipment is in proper working order and medical supplies are of a sufficient inventory level.
- Ensure rescue unit and any backup units are properly stocked and ready for medical response.

Administrative Officer

The duties of administrative officer shall include but are not limited to:

- Record, maintain and report meeting minutes and agendas
- Assist with all clerical duties as deemed necessary by chief or interim chief; i.e. (submitting run reports to NFIRS, payroll, monthly run reports for council, writing POs for purchases, documentation of training)
- The Secretary should have a good grasp on social media as an outlet for information dissemination as well as the RVFPD's internal information guidelines.
- The Secretary should coordinate with the Fire Chief in producing public relation notices to the media and community for better understanding, as well as civilian involvement.
- The Administrative Officer is an administrative rank only and is appointed by the Fire Chief.

Firefighter

All interested parties will fill out an application and return it to the Fire Chief or Administrative Officer. All applicants must live within 10–12-mile radius of the

Rea Valley Fire Protection District. Application packet includes: W-4, Medical Questionnaire & Examination Checklist form, along with the Rea Valley Fire Protection District Standard Operating Guidelines with Rules & Regulations. Application packets must be turned in within 10 days. If the Fire Chief/Board of Commissioners deems a medical condition exists that could result in injury to the applicant or other department personnel; he/she may be asked to present a Medical Examination Report from the physician to the Fire Chief/Board of Commissioners prior to being considered for the department. If the medical exam report from the doctor confirms no major medical conditions exist, the applicant will be allowed to perform the department trainings. After the Fire Chief has looked over the applicant's packet, the packet will be given to the Board of Commissioners for review and approval.

Firefighters will become Act 833 certified within the first year (12 calendar months) upon joining the department. During the first 90 days will be a probationary period for the new member, while on this probationary status the new member will attend all training sessions possible and perform all assigned job assignments. The new member **will not** be able to drive or operate equipment until voted on permanent. After the 90-day period, the Fire Chief along with the Officer core will make the decision as to whether or not the new member has met the criteria to be put on full firefighter status.

Firefighters will attend regular training/drill sessions, when unable to attend the firefighter must inform an officer that he/she will be absent or is unable to participate. If the firefighter does not do so in a timely fashion, termination will be considered if three trainings are missed per quarter, during the sessions the firefighters are to become familiar with the tools, equipment, and apparatus that the department utilizes for day-to-day operations. Firefighters will follow all given orders at incidents, training/drill sessions, as well as other department functions. The Firefighter will make every effort to respond to incidents day or night, while performing to the best of their abilities. Firefighters should make every effort to learn the duties of Officers, so they can function as an Incident Commander until, and Officer arrives.

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Firefighters are

responsible for all other duties as assigned.

The Duties of Firefighters include but are not limited to:

- Responds to fire alarms and extinguishes fire.
- Responds to calls for emergency medical services, and renders first aid.
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- Responds to and renders assistance in emergency cases.
- Cleans and inspects equipment and apparatus after returning from a fire.
- Inspects equipment and apparatus and notifies superior officer of any defects.
- Assists in minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action.
- Keeps fire station, equipment and grounds in a clean and orderly condition.
- Participates in training activities and instruction sessions.
- Acquires and retains a thorough knowledge of the fire district, including streets, buildings, water supply, unusual hazards, and related items.
- Performs various public information or education tasks.
- Performs all work duties and activities in accordance with RVFPD policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions, as well as follows RVFPD Standard Operating Guidelines.
- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.
- May respond to non-emergency calls for smoke complaints, fire prevention demos, etc.

- Deals with social service-related areas of emergency response by assisting victims and relatives of victims of traumatic events.

Code of Conduct

Code of Conduct to help define expected behavior. This guideline shall apply to all department members. Rea Valley Fire Protection District (RVFPD) personnel are representatives of the community they serve and are expected to conduct themselves in an ethical and professional manner. They should understand that they have a responsibility to behave in a way that will reflect positively on themselves, the community, and this fire department in particular. RVFPD members through their actions, appearance, and integrity WILL foster a continuing positive public perception of this department and the fire service. Each RVFPD member should endeavor to:

- Be respectful and conscious of the safety and welfare of themselves, their fellow firefighters, other emergency responders, and the general public.
- Avoid situations that would adversely affect the credibility or public perception of the fire service.
- Accept responsibility for all gear, facilities, vehicles, and equipment and protect them from misuse and theft.
- Members will work to maintain the operational status and cleanliness of the fire station, apparatus, equipment, and recognize the public trust that requires the honest and efficient use of department resources.
- Members will make no statements or otherwise discuss information regarding any incident with persons other than RVFPD members, this activity falls strictly under the duties of the Fire Chief and Assistant Chief.
- Exercise professionalism by securing information, confidential or otherwise, gained by virtue of this position.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- Avoid personal affairs, interests, or activities that have the potential to conflict with this position of public trust and/or create the perception of impropriety and bring discredit to yourself or this organization.
- NEVER be under the influence or engage in activities that can compromise safety in the performance of duties.
- Never threaten members of the fire department or the community. Stop or report

the actions of other firefighters who engage in such behavior.

- Never harass or discriminate against members or the general public regarding race, sex, religion, color, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
- Complete all necessary training, as well as attend meetings as required and do not attempt to avoid duties.
- Responsibly use social networking, electronic communications, or other technology opportunities in a manner that does not discredit, dishonor, or embarrass yourself, this organization, the fire service, or the public.
- Avoid speaking negatively, “gossiping” or “bad mouthing” other departments, firefighters, or the public.
- NO tolerance for Cursing/Using Foul Language on-scene, in front of patients, victims, responders, or bystanders.
- NO SMOKING or tobacco use of any kind on any incident scene! (Only allowed in approved areas)
- No member will intentionally act to create dissension or intentionally act to represent RVFPD in a negative manner or otherwise intentionally promote animosity from the general public.
- Follow instructions from senior officers at all times (except facing a *reasonable* fear of endangering life or property).

Incident Command (IC)

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 an emergency incident. The major goals of the Incident Command System include:

- Safety
- Improved Communications
- 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.

When arriving at an incident scene the highest-ranking command officer on scene should take command of that incident. In the absence of an officer, the most senior member should take the Incident Command. If a more senior member or higher-

ranking officer arrives on scene after IC has been established, IC may be passed to that member or officer. The command structure on an incident will follow from the IC to the next ranking line officer or senior member on down the Chain of Command.

In a mutual aid situation, the ranking line officer or senior member shall report to the IC of the incident.

NIMS - National Incident Management System

While most emergencies are handled locally, when there's a major incident help may be needed from other jurisdictions, the state, and the federal government. NIMS were developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid, and resource management.

Marion County has passed a resolution to comply with the Homeland Security Presidential Directive – 5(HSPD-5) to establish the National Incident Management System (NIMS) as the standard for incident management. Passing this resolution assures that the RVFPD will continue to receive opportunities for federal funding.

For more information and update for the NIMS, refer to www.fema.gov or www.nimsonline.com.

Fire Department and Unit Numbers

Every fire department in Marion County has been assigned a Station number designation. Each department is to use this number when communicating with the 911 Dispatch center. The RVFPD station number is ???. The other departments in the county are numbered as follows:

Every member of the RVFPD is assigned a unit designation number. For example, the Chief's unit number is 01. This number is used along with the station number to produce a unique ID number. This ID number is used in place of your name when communicating by radio. The accepted way of doing this is to identify, your station numbers first and then your unit designation number. The Chief's ID number, for example, would be ??-01.

Radio Operations

Marion County emergency radio communications is handled by the 911 Dispatch center. Radio communications are dispatched on a primary radio frequency and communications are maintained on secondary radio frequencies. These secondary frequencies or repeaters aid in reducing radio traffic on the primary channel and aid with reception in certain locales. Generally, RVFPD operates on the primary 911 channel and the Rea Valley repeaters. These are most likely Channels 1, 2 and 3 respectively on the handheld radios. If we respond to another fire district, we may be asked to switch to another repeater. Other repeaters in our area include Yellville and Peel repeaters. Please ask the Chief to determine if your radio includes these frequencies.

The RVFPD will receive the initial pages from 911 Dispatch on the primary repeater and use the Rea Valley repeater to answer the pages and for any subsequent radio traffic. All RVFPD truck and engine radios must remain on the Rea Valley repeater at all times unless units are responding to other districts; units are involved in training exercises; or personnel are instructed to do so by Incident Command or an officer of the RVFPD.

Handheld radios will be provided to all new full members as they become available. Radios may only be used for official fire department or EMS use.

It is the policy of the Rea Valley Fire Protection District to limit our radio traffic to only essential communications between fire departments, police, EMS and 911 Dispatch. Excessive radio traffic may hinder more essential traffic from getting to those who need it and may jeopardize the safety of rescue or fire personnel on scene. PLEASE! Keep all radio traffic to a minimum.

Radios may be taken away from personnel for:

1. Use for other than official fire department/EMS business.
2. Talking excessively on radio
3. Use of profane or unprofessional language
4. Abuse or improper maintenance of equipment

Code 10 Communication Responses

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

When the department is paged out, it is preferred that a responding officer acknowledges the page. All oth

Radio Traffic – Initial Response

When the department is paged out, it is preferred that a responding officer acknowledges the page. All other responders will respond and will acknowledge when the second page is toned out or after 1 minute without an officers’ response to the first page. The page only needs to be acknowledged by one member.

Example:

-Tone-

911 (Primary frequency)

“Marion County to Rea Valley First Responders please respond to 481 MC 6091 for a residential structure fire.”

Responding Officer (Midway repeater)

“Rea Valley received the page 911.”

911 (Midway repeater)

“10/4 Rea Valley received page 22:15”

-2nd Tone- or 1 minute

911 (Primary frequency)

“911 Dispatch to Rea Valley please respond to 481 MC 6091 for a residential structure fire.”

Responding Member (Midway repeater)

“Rea Valley received the page 911.”

911 (Midway repeater)

“10/4 Rea Valley received the page 22:15

Radio Traffic – Leaving the Firehouse

When a responding unit leaves the fire department, 911 Dispatch needs to be informed of what unit is responding and how many personnel are on board.

Example:

RVFPD Responding Unit

“Rea Valley to 911 Dispatch”

911

“Go Ahead Rea Valley”

RVFPD Responding Unit

“Rea Valley, Engine 1 will be responding with 2 on board.

911

“10/4 Rea Valley we show Engine 1 responding with 2 on board”

Each responding unit must identify as responding and report the number of personnel on board.

Radio Traffic – Arrival on-scene

When the first unit arrives on scene, they should do a brief scene size up and notify 911 Dispatch that they are on scene and what they may be dealing with. This first unit should also advise 911 Dispatch who the Incident Commander will be at this time.

Example:

Rea Valley 1st Unit on Scene

“Rea Valley to 911 Dispatch”

911

“Go ahead Rea Valley”

Rea Valley 1st Unit on Scene

“911, Rea Valley, Engine 1 is on scene and we have heavy smoke showing at this time”

“Rea Valley will be IC”

911

“10/4 Rea Valley we show Engine 1 on scene with heavy smoke showing. Rea Valley is IC at 22:30”

While on scene, the Incident Commander will have the only communications with 911 Dispatch and/or other departments on scene. All other radio communications must be kept to minimum. On scene radio, traffic, other than IC traffic, should only be used to request equipment or manpower from the IC, to advise IC of personnel locations, or to maintain the safety of personnel and the scene itself.

Radio Traffic – Emergency Traffic

If at any time on a scene, you have an emergency (i.e., injured personnel) you may break into the radio traffic with:

“EMERGENCY TRAFFIC!”

At this point, all other radio traffic should cease and you can transmit your message.

Radio Traffic – Leaving the scene

At the conclusion of the incident, each unit should advise 911 Dispatch that we are leaving the scene.

Rea Valley Unit Leaving the Scene

“911, Rea Valley, Engine 1 is back in service returning”

911

“10/4 Rea Valley we show Engine 1 is back in service returning”

The Incident Commander, upon leaving the scene, should also advise 911 Dispatch that he/she is terminating command.

Radio Traffic – Back at the Station

Each unit should advise 911 Dispatch when they have arrived back at the station.

Rea Valley Unit Leaving the Scene

“911, Rea Valley, Engine 1 is back in quarters”

911

“10/4 Rea Valley, we show Engine 1 is back in quarters”

Personal Protective Equipment

All necessary personal protective equipment issued to a member shall be listed on a RVFPD Issued Equipment List and maintained in their personnel file. It shall be the responsibility of the member to keep up with and maintain this equipment. Misuse or abuse of this equipment may lead to disciplinary action. All equipment must be returned to the RVFPD upon separation from the department. Failure to return equipment will result in fines for the cost of the equipment and/or legal action.

Vehicle and Apparatus Operations

Driving

All fire department vehicles are the property of the Rea Valley Fire Protection District whom we serve. They should be treated as such. Fire department vehicles should not be misused or abused under any circumstance. All vehicles shall be operated in a safe, cautious, and courteous manner when driving to and from an emergency as well as any other time. Failure to do so can lead to disciplinary action.

RVFPD driving regulations include:

1. NEVER operate a vehicle under the influence of alcohol or illegal substances.
2. NEVER operate a vehicle while using a prescription drug that may impair your driving ability.
3. NEVER operate a vehicle you have not been approved to operate.
4. Seatbelts must be worn when driving or riding in a vehicle.
5. On scene, vehicles shall be staged in a safe and proper area.
6. Parking brakes must be set and wheels must be properly chocked whenever vehicles are parked (except in station).
7. ALWAYS use a spotter when backing vehicles
8. Riding on or in any part of vehicle other than the driving/passenger area is prohibited (including running or tailboards).
9. ALWAYS use emergency lights **and** sirens when responding to an emergency (never just one or the other).
10. Once en route, always maintain a safe following distance between all vehicles and apparatus. Make sure you can stop if the vehicle/apparatus in front of you stops suddenly.
11. If driving on unfamiliar roads or in inclement weather please reduce your speed accordingly to maintain safe control of your vehicle/apparatus.
12. When traveling to an emergency, never enter a controlled intersection (i.e., traffic signal or stop sign) at speeds greater than 15 miles per hour. If necessary, stop vehicle and assure all traffic has stopped before proceeding. NEVER “Blow” through an intersection.

13. Always travel in the left most lane of traffic.
14. When passing vehicles traveling in the same direction always pass the vehicle on the left. If you have no choice but to pass on the right, it should be done with the utmost caution and with due regard. Expect and anticipate the vehicle will move to the right.
15. NEVER pass a school bus that is stopped with its red lights flashing. You must stop, turn off sirens, and wait until it is safe to proceed.
16. At no time may a vehicle/apparatus be driven at a speed greater than needed to maintain consistent control of the vehicle. Speeds may not exceed 10 MPH over the posted speed limit in the county and no greater than 5 MPH over the posted speed limit in the city.

If the vehicle/apparatus you are driving is involved in a traffic accident, no matter how minor or who is at fault, you must:

- Stop and shut down the vehicle safely
- Report the accident to an officer of the fire department
- Notify the proper authorities and await their arrival
- Leave only when advised to do so by the authorities working the scene.

When an accident occurs, that unit and personnel are out of service.

Responding Apparatus and Unit Designations

The RVFPD employs (3) full time emergency vehicles and firefighting apparatus. These three vehicles all have specialized purposes and need to be utilized as such when responding to specific emergencies.

RVFPD Vehicle and Apparatus Unit Designations

Engine #1	2000 E-One Hurricane Fire Engine
Engine #2	1995 E-One Typhoon Fire Engine
Tanker #1	2009 Ford 9000 2,000 gallon Tanker
Tanker #2	2002 Freightliner 2,000 gallon Tanker
Brush #1	2021 Dodge Ram 3500 Brush Truck
Service #1	2002 Ford 550 Rescue EMS Truck

Our unit responses may vary depending upon the type emergencies and their location. While certain conditions such as weather, proximity to other structures, access to water supplies, manpower availability etc. may alter our approach to some fire, rescue, and medical incidents. The following will be the general policy.

“Primary” response – Initial alarm

Structure Fire	Engine #1, Service #2
Medical	Service #1
MVC	Engine #1, Service #2
Brush/Grass	Service #1

“Secondary” response – Initial alarm

Structure Fire	Engine #2, Service #1
Medical	Service #2
MVC	Engine #2, Service #1
Brush/Grass	Service #1

Again, the Tanker may respond to all fire calls depending upon water supply, manpower, and response of other departments.

Responding to Mutual/Automatic Aid

Rea Valley Fire Protection District has an automatic and/or mutual aid agreement with surrounding fire departments. RVFPD responds with Flippin, Fairview and Summitt Fire Department to all auto/fire calls in our respective districts and responds when requested to Ralph Caney, Yellville and Cotter as well as other departments in the area. When we respond to other districts, we need to remember not to jeopardize coverage in our own area. In mutual aid situations, members should only respond when requested to do so by 911 dispatch. Members should then contact the requesting Incident Commander to determine which pieces of equipment are needed to respond.

NEVER leave the **Rea Valley** unprotected by taking all of our equipment to a mutual aid incident.

Responding to an Emergency

Getting to the Firehouse

After the page tones out, it will be necessary for members to respond to the firehouse to get the equipment and apparatus needed for that particular emergency call. In order to do this, you will be required to drive your personal vehicle to the firehouse.

Personnel shall respond with apparatus and PPE gear. Personnel not responding with apparatus shall respond directly to incident scene with PPE gear. All personnel responding direct shall park pov’s in a manner as to allow for emergency apparatus to access the incident scene. Personnel responding with apparatus shall identify how many on board and their equipment when in route, on scene, clear from scene, and back in

quarters. The first person on scene shall give incident size-up to all incoming personnel.

Any member responding to a call or representing the department in any manner in their personal vehicles will be expected to obey all traffic laws and drive in a safe and courteous manner. Members may use red lights, strobes, or hazard lights in their vehicle to aid other drivers with seeing their vehicle and asking for the right of way. These lights do not in any way allow the driver to exceed the speed limit or violate traffic laws. Emergency lights should be red in color. Blue lights are not allowed.

Any member found to violate any traffic laws or that is driving in an unsafe manner will be subject to disciplinary action.

Responding Directly to the Scene

All members are expected to respond to the firehouse to get the vehicles and equipment needed to respond to the call. It is the policy of the department that the RVFPD is not considered on scene until we have the equipment and manpower there to take care of the incident.

No member may respond directly to the scene unless:

- The member is a line officer
- The member is on scene at the time of the incident
- The member is so far away from the incident that they have missed the initial and secondary response
- The member has been requested to do so by a line officer of the department

All members, including officers, which are going to respond direct, must notify the IC or the first unit responding to the scene that they are going to respond direct.

Once on scene, members responding direct should park their personal vehicles in a safe location out of the way of traffic or other responders. If personal vehicles cannot be parked out of the way, then park them on the same side of the street, road, or highway as the fire apparatus/vehicles so as to alleviate traffic congestion.

If you arrive at the firehouse after the initial response, please take the next appropriate vehicle or apparatus to the incident. Further, if you arrive at the firehouse and you are aware that response to the incident is adequate, please stand-by at the firehouse in case there is another incident.

Initial Response

Once at the firehouse, all members responding to an incident should make every effort to don all personal protective equipment (turnouts, gloves, boots etc.) before boarding the fire apparatus. If time does not allow donning of all equipment, members must take all PPE with them to the scene and PPE must be donned before any attempt is made to extinguish a fire, perform extrication, or attempt any rescue. All medical PPE/BSI may be donned at the scene.

All warning lights and siren active

- Headlights active
- 5 mph over the speed limit is all that is allowed
- Give overtaking emergency vehicles right away
- Use spotter when backing vehicles
- Use wheel chocks and parking brakes when absent from vehicle
- Driver/Operator are required to remain with their apparatus in the appropriate PPE

As each unit leaves the station, 911 dispatch must be notified of the unit # and personnel responding (see Radio Operations).

Responding Alone

At times, you may get to the firehouse and be the only member to respond. Ideally, you should not respond to a call alone. However, this may not be possible. If another responder is enroute to the station, wait until they arrive and respond as a team. is NEVER practical or safe to respond to a call alone. Never go to a scene alone unless you are sure that someone from another department, law enforcement or ambulance is going to be on scene or an officer of the department is going direct to the scene. Concerns for your own safety is paramount, NEVER approach a scene alone.

Arrival on Fire Scene

As vehicles and apparatus arrive on scene, they must notify 911 that they are on scene (see Radio Operations). A staging area shall be set up at or near the first arriving engine. All personnel should report to this area immediately after arrival for scene assignments. The pump operator will be responsible for the development of personnel to fit the IC's needs as called for. The IC will initiate an accountability program and maintain a check-in/check-out procedure. Personnel in the staging area should be prepared to do all that is required of them and have needed equipment ready for use (i.e., chainsaws, pike poles, ladders etc.).

In the event that the fire scene is deemed unsafe by the IC or Safety Officer, the pump operator will be instructed to sound 3 louds blasts of the air horn to alert all crews to pull back and evacuate to the staging area.

On Scene

The primary rescue vehicle will be the Incident Command Center. All personnel are to report to the IC for job assignment and turn in their accountability tag. Fireground communications will be conducted on the fireground channel and water shuttle operation communications will be conducted on the Midway repeater. While on scene pumpers and rescue vehicles will monitor Midway repeater with outside speakers on. In the event of a Mayday situation

***** A CONTINUOUS BLAST OF AN AIRHORN IS THE EVACUATION SIGNAL***** immediately exit the structure/toxic atmosphere with your partner and all personnel must report to the Incident Command for a PAR (Personnel Accountability Report) and await further directions. **FREELANCING WILL NOT BE TOLERATED AND WILL RESULT IN DISCIPLINARY ACTIONS!!!** Medical personnel will be stationed at the command center and will assist in tracking personnel for the duration of the call. A salvage cover will be placed on the ground near the command center for the placement of gear and equipment.

Fire suppression, salvage/overhaul, and ventilation activities will be conducted **IN FULL TURNOUTS AND SCBA**. During interior fire suppression activities, a minimum of two (2) firefighters with a charged hoseline will make entry, and an additional two (2) firefighters will be standing by outside to make emergency entry if needed. Firefighters will not remove their SCBA until he/she have cleared the structure/toxic atmosphere. Prior to returning to the structure/toxic atmosphere and/or receiving a replacement SCBA tank the firefighter will be evaluated by a medical team member AND consume a bottle of water (one tank of air, one bottle of water). Personnel will not be released until they have checked in with the IC and retrieved their accountability tag, as well as been seen and/or treated by medical personnel (if needed).

Returning from Incident

- Warning lights and siren off
- Headlights on
- Use spotter when backing vehicles
- Check/replace fluids, equipment, and maintain as required
- Fill out any and all forms regarding the response with the apparatus
- The vehicle must be ready to respond before reporting that vehicle is back in quarters/back in service

Restoring Apparatus, Equipment and Station after a Call

After use on an emergency call, training session, parade or any other reason a vehicle/apparatus is taken out of the station, the driver, and crew are responsible for returning the vehicle/apparatus and its equipment to “ready” condition.

- Water tanks must be filled

- Hoses cleaned and dried
- Fuel tanks must be at least three quarters of a tank or filled
- All equipment should be inspected cleaned and dried and in working order
- Vehicle/apparatus should be cleaned if needed

All SCBA's shall be serviced after each use.

- Remove and fill all empty or partially empty tanks.
- Inspect all parts of the SCBA to ensure it is working properly and undamaged.
- Make sure all straps are straightened and let out to their fullest extent
- Damaged, missing or worn parts shall be reported immediately
- Every member is responsible for their facemask and should clean and test them after each use.

The station should always be secure. The vehicle/apparatus drivers are responsible for closing bay doors upon exiting. Office/station doors are to remain closed and locked. The last person leaving after a call should check all doors, turn off lights, and ensure all vehicles/apparatus are turned off, plugged in and in ready condition.

Other Operational Policies

Personal Use of Fire Department Facility, Tools and Equipment

Personal use of fire department facility, tools, and equipment by department members and retired members will be NOT used without approval of the chief. The facility may NOT be used to work on personal vehicles and projects. Tools and equipment may be checked out for use outside of the fire department as long as their removal will not be detrimental to call response.

Press Releases

At the incident location, only the IC shall answer questions from the press. If a member is questioned, they should politely direct the interviewer to the IC. After the incident, all questions should be referred to the IC or the Fire Chief. The Fire Chief or IC will complete a press release form and fax the form to the appropriate newspapers and radio stations.

Purchasing Procedure

Purchases of equipment, supplies and/or items for the firehouse may only be made by the Fire Chief or as he/she designates. Any member wishing to purchase an item must submit a requisition to Board of Commissioners for approval. Once approved, those officers will place the order.

All purchases must be accompanied by a completed purchase order including item numbers, item description, prices per each and a total price including tax and shipping. All orders, once received, must be checked for completeness and the purchase order must be matched up with the receipt and submitted to the Chief. Copies of all receipts shall be submitted to the Secretary/Treasurer of the Board of Commissioners.

Any member of the department may purchase fuel for the fire vehicles/apparatuses. Members must get a fuel receipt and write the truck/engine number on it, sign it and submit it to the Chief for processing. Please ask one of the officers about where to buy fuel.

Electrical Transmission Lines

In any incident that involves electrical transmission lines i.e. structure fire, auto accidents etc. Make sure 911 has contacted the proper power company Always use caution around any electrical transmission lines especially those main lines supplying high voltage electricity to our homes, businesses and industries. The secondary transmission lines that run from the transformers to the structures as well as the wiring inside the structures must also be considered very dangerous.

Main Electrical Transmission Lines

- Never spray water on or near a main transmission line or transformer.
- Never attempt to touch, move or remove a main transmission line.
- Keep everyone back a safe distance and wait for the power company.
- Never attempt to rescue someone trapped in an automobile or a piece of equipment that has a main transmission line touching it
- Never attempt to rescue persons when there is a chance the line could snap and fall on to this automobile or equipment.
- Advise victim to stay calm, still and in the vehicle or on the equipment until the power company can shut down the power.
- Never attempt to extinguish a burning power pole or a fire in the immediate area around the pole.
- Only extinguish the surrounding area to protect structures and wild land areas until the power company can assure you it is safe to extinguish the fire.
- Always be aware of power line location and any other dangers that might exist around them.
- Pass this information on to your Incident Commander and other fire

fighters.

- Always use caution with ladders and any other equipment that might come in contact with electric lines.

Secondary Electrical Transmission Lines

- Never spray water on secondary electrical transmission lines.
- Always use caution with ladders and any other equipment that might come in contact with electric lines.
- Never cut secondary transmission lines or remove meters unless it is an extreme emergency situation and you are told to do so by your IC.
**Only do so then if you are properly protected with high voltage gloves, proper cutting agent, face shield, etc.
- Avoid spraying water on electrical lines and appliances inside a structure fire until power can be turned off to the structure.
- Only use a broken stream nozzle on any fire that may contain electrical lines.

Electricity and water do not mix! It is up to every member to protect themselves and others around them. If you are in doubt, ask or wait for the electric company to ensure the scene is safe.

Hazardous Materials

The role of the Rea Valley Fire Protection District at a Hazmat scene is at an awareness level. If you have reason to believe there has been Hazardous Materials spilled or leaked at an incident such as a traffic accident, train or manufacturing accident, the following guidelines shall be followed.

If you are paged to an incident that is or might be a Hazmat spill or leak, document all information from the time the incident is paged until the last fireman and piece of equipment is back in service.

NEVER exceed your level of training! Doing so will endanger your life and the lives of others.

1. Once IC has been established and the scene is determined to be a hazardous materials incident, 911 and OEM should be notified immediately, to facilitate mobilization of the Hazardous Materials Response Team.
2. Next identify the substance, if possible, from a safe distance by way of binoculars. Identify information from the carrier, placard or information from a company representative.

3. Advise 911 and OEM of your size up. Let them know of any aid you will need to secure the area, evacuate the area, contain the spill, and clean up this incident. Use your Haz-Mat Emergency Response Guide (ERG) and other sources to make this assessment.
4. Secure the area of the incident with the help of mutual aid and law enforcement. Always use guidelines set forth in the Haz-Mat ERG provided in fire trucks to establish safe distances for these perimeters.
5. Evacuate any persons that could be in any danger from this incident if you can do it without endangering yourself or others. Use guidelines set forth in the Haz-Mat ERG to determine if evacuation is an option.
6. Rescue victims of this incident if you can do it in a safe manner without endangering your life or others. Use guidelines set forth in your Haz-Mat ERG to determine if rescue is an option.
7. Make every effort to contain this leak or spill if we can do so without endangering others or ourselves. Use the Haz-Mat ERG and other sources such as Chem Trec to determine if containment is an option. You may need to call on cities, county or business to provide equipment and materials to contain the spill or leak.
8. Assistance to Hazmat team: If this incident warrants calling a Hazmat team, we will turn over the incident and the IC of this incident upon their arrival. We will provide assistance up to the level that our personnel are trained. **Do not exceed your level of training.** Doing this could endanger yourself and others.
9. Clean up of equipment: Once we have finished with this incident or have been released by the Haz-Mat team we will decontaminate or destroy any equipment that has been contaminated by this incident. Use the Haz-Mat ERG and other sources such as Chem Trec to establish what needs to be done with this equipment.
10. A meeting shall take place after every Haz-Mat incident. At this meeting we will make sure that all documentation is complete. Make sure all guidelines set forth by the Haz-Mat ERG and other sources used such as Chem Trec were followed. Discuss any ways we could have handled this incident in a safer or more efficient manner. Discuss any changes that need to be made before another incident occurs.

MEDICAL SOG's

Medical SOG'S and BLS Protocols

The RVFPD provides BLS (Basic Life Support) and in certain cases ALS (advanced life support) assistance to the residents of our respective districts. The following pages serve as the standard operating guidelines and standard protocols for that service. These guidelines and protocols must be followed by any personnel responding and administering aid in any situation requiring medical assistance.

Definitions

Layperson: Person that is not medically trained.

First Responder: An individual who uses a limited amount of equipment to perform initial assessment and intervention in a medical emergency and is trained to assist other EMS providers.

EMT-B: Emergency Medical Technician-Basic

EMT-P: Emergency Medical Technician-Paramedic

Educational Requirements

First Responder: Must have completed a 40-hour USDOT approved First Responder course or above. Must possess a current AHA Health Care Provider (or equivalent) CPR and AED certification.

EMT-B: Must be Arkansas State certified EMT-B. Must possess a current AHA Health Care Provider (or equivalent) CPR and AED certification.

EMT-P: Must be Arkansas State certified EMT-P. Must possess a current AHA Health Care Provider (or equivalent) CPR and AED certification.

Continuing Education Requirements

First Responder: Shall comply with all appropriate recertification requirements.

EMT-B: Shall comply with all appropriate recertification requirements.

EMT-P: Shall comply with all appropriate recertification requirements.

Education Documentation

All medical responders must provide the department Medical Officer with copies of all certification/recertification documentation. All documentation will be maintained in the responders' personnel file.

On a Medical Scene

Before initiating patient care, any Medical Responder must "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 will create 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.

All patients deserve the highest level of care possible. Therefore, patients must be cared for by the Medical Responder with the highest level of training on that particular scene. The highest trained Medical Responder on scene will be "in charge" and responsible for patient care. All other responders should provide assistance with patient care, scene safety, ambulance positioning etc.

If the highest trained Medical Responder is also the highest-ranking officer on scene, judgment should be used when assuming command of the scene. This responder may consider passing command so that the patient receives the highest level of care possible.

Based on the responders' level of training they may be called upon to perform many duties including but not limited to the following:

Lay Person

- **Reassures patients and bystanders by working in a confident, efficient manner. Avoids mishandling and undue haste while working expeditiously**
- ***Scene Size-up***
- Utilize communication sheet to:
 - Record chief complaint and SAMPLE history
 - Record patient information (i.e. Pt. name, address etc.)
- Traffic Control
- Bystander Control

- Assist medical responders on scene
- Assist ambulance crew upon arrival
- 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.

First Responder

- **All of the above listed actions**
- Monitors vital signs
- Opens and maintains an airway
- Administers cardiopulmonary resuscitation (CPR) and operates AED
- Ventilates patients, utilizing appropriate oxygen delivery device
- Searches for medical identification emblems as a guide to appropriate emergency medical care

- Provides emergency medical care of simple and multiple system trauma such as:
 - **Controlling hemorrhage**
 - Bandaging wounds
 - Manually stabilizing injured extremities
 - Detects and cares for shock
 - 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
 - Constantly re-assesses patient while awaiting additional EMS resources
 - In cases of multiple patients, performs basic triage

EMT-B & EMT-P

- **All of the above listed actions**
- **Any and all other methods or measures dictated by local protocols and within the responders' level of training and scope of practice.**

NEVER EXCEED YOUR LEVEL of TRAINING or SCOPE of PRACTICE!

Medication Assistance and Administration:

EMT-B's and EMT-P's may assist patients with Nitroglycerin, Inhalers, and Epi-pens provided that:

- The medication has been prescribed for this patient for this type of medical emergency.
- The EMT-B or EMT-P assures that the 6 "rights" of medication administration: *right patient, right medication, right dosage, right route, right time, and right "write" (documentation) are followed.*
- Current medical protocols are followed; such as acceptable vital signs for medication administration, medication contraindications and interactions, and any other current medical practice that the EMT-B or EMT-P should be aware of in the normal performance of their duty.

EMR's, EMT-B's, and EMT-P's may administer Oral Glucose based on assessment findings. Refer to "Altered Mental Status" on page 51 of the Guidelines of Care, Standards 2017.

EMR's, 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 "Assessment/Support Care" page 44 of the Guidelines of Care, Standards 2017.

EMR's may assist the EMT-B and the EMT-P.

Miscellaneous:

All AED certified personnel shall comply with AED Protocols.

On an individual case-by-case basis, an 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 RVFPD Standard Operating Guidelines (found in the FD office) and a copy will be kept by the EMT-P.

In the event of any type of blood or bodily fluid exposure, the medical personnel involved shall report the incident to the Incident Commander. The IC shall report to the Medical Officer, 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 Officer shall have the final authority to see that these are followed. The Medical Officer will make a written report, and a copy kept on file at the RVFPD Office.

Communications:

If necessary, RVFPD emergency personnel may contact Marion County 911 Dispatch for additional help, special rescue or utility services and/or communicate 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 observations, 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

CDC recommends **Standard Precautions** for the care of all patients, regardless of their diagnosis or presumed infection status.

- **Standard Precautions** apply to 1) blood; 2) all body fluids, secretions, and excretions, *except sweat*, regardless of whether or not they contain visible blood 3) non-intact skin; and 4) mucous membranes. Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals.

- Standard precautions include the use of: hand washing, appropriate personal protective equipment such as gloves, gowns, masks, whenever touching or exposure to patients' body fluids is anticipated.
- **Transmission-Based Precautions** (i.e., Airborne Precautions, Droplet Precautions, and Contact Precautions), are recommended to provide additional precautions beyond Standard Precautions to interrupt transmission of pathogens in hospitals.
 - Transmission-based precautions can be used for patients with known or suspected to be infected or colonized with epidemiologically important pathogens that can be transmitted by airborne or droplet transmission or by contact with dry skin or contaminated surfaces. These precautions should be used in addition to standard precautions.
 - **Airborne Precautions** used for infections spread in small particles in the air such as chicken pox.
 - **Droplet Precautions** used for infections spread in large droplets by coughing, talking, or sneezing such as influenza.
 - **Contact Precautions** used for infections spread by skin-to-skin contact or contact with other surfaces such as herpes simplex virus.
 - Airborne Precautions, Droplet Precautions, and Contact Precautions. May be combined for diseases that have multiple routes of transmission. When used either singularly or in combination, they are to be used in addition to Standard Precautions.

The above text on Standard Precautions is taken from the 2007 Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Health Care Settings. Centers for Disease Control.

Rea Valley Fire Protection District
Standard Operating Guidelines

November 14, 2022

Guideline of Understanding

I, _____ have received a copy of Rea Valley Fire Protection District's Standard Operating Guidelines. I have read and understand these guidelines and understand that I must abide by the guidelines that have been set in place. It is also understood that if I do not follow these guidelines that I am subject to disciplinary action and/or possible termination of my membership on the department.

Volunteer Signature: _____ Date: _____

Chief's Signature: _____ Date: _____

A copy of this form once signed will be placed in each member's personnel file.

Let it be known that the Rea Valley Fire Protection District acknowledges and adopts the following: Guidelines of Care, Standards 2017. Developed for: Marion County Fire Protection Districts.