

TRENTON VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

# TRENTON VOLUNTEER FIRE DEPARTMENT

# SOG'S

Adopted March 1, 2004  
Revised June 6, 2016

TRENTON VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

**MINIMUM TRAINING REQUIREMENTS**

Yearly Training----- 48 Hours  
Business Training-----01 Hours per meeting  
Regular Training----- Hour for hour  
College Training----- Hour for hour  
Fire Alarms----- 01 Hours per call  
EMS Training ----- EMS and or Fire Alarms-12 Hours Max

All out of town training must receive prior approval from the Fire Chief. A prerequisite will be that 18 hours of required training is received in house.

Members will not be permitted to drive or operate any fire apparatus until a driver/ operator-training (EVD) course is completed. The Chief and Training Officer must sign off on any member before he can drive or operate any apparatus.

All new recruits must receive a minimum of 80 hours of training their first year.

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### BOARD OF REVIEW FOR POLICY VIOLATIONS

#### VIOLATIONS

Violation – (Definition) – an infraction of the Bylaws or SOG's.

First Violation ----- Written warning placed in personnel file

Second Violation-----30-day suspension

Third Violation-----Removed from Fire Department roster

Junior Fireman shall adhere to the violations listed above and also have to produce their report card every (9) week quarter.

1. If failure in any subject the following apply
  - A. Minimum 4 ½ week suspension- reviewed at next interim report card
  - B. Continued failure will result in further suspension
  - C. Habitual failure (2 semesters) will result in dismissal from department program

If a member feels that he or she has been unjustly disciplined or dismissed, he or she may contact a member or the grievance committee. If the grievance committee, consisting of Chief, Asst. Chief, Captain, First and Second Lieutenant, fails to reach an equitable agreement between parties, it may be appealed to a board of review, consisting of one Board of Directors member who shall act as chairman, two officers, and two firefighters to be appointed by the membership. Their action shall be deemed as final.

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### INCIDENT SCENES

All personnel in fire suppression activities will be required to wear full protective clothing to include gloves, coat, pants, boots, hood, helmet, and self-contained breathing apparatus when designated by the incident commander.

All personnel will obey the North Carolina state highway statutes as they pertain to responding to emergencies in their private vehicles as well as emergency vehicles. It will be the responsibility of each member to familiarize and know the laws as they pertain to these situations. All personnel will conduct themselves in such a manner as not to endanger themselves or the lives and property of others while responding to an emergency incident. All drivers will be tested and certified to operate any emergency vehicle by the chief or his designee. This will include the proper check out, driving, and pump operations of each vehicle. No person shall operate any emergency vehicle prior to this certification by the chief. When responding to an incident all instructions received from the incident commander will be adhered to at all times.

All personnel assigned to traffic control will wear protective clothing to include a Reflective vest and signaling device for use after dark. Personnel will conduct themselves with courtesy to the public at all times. Personnel will obey the requests by law enforcement personnel in regards to traffic control. Any need for assistance will be requested through the incident commander. I.C. and or Safety officer will have final discretion on need for full or partial turnout gear, during traffic control operations.

All personnel shall park POV's as far off the road as possible on the same side of the road as the incident, allowing room for multiple pumper, equipment truck, and possible dump tank operations.

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The incident commander will advise Communications as soon as possible as to the following information:

Type of fire and percent involved

Occupancy factor/is rescue needed

Proper location of incident

Exposures endangered

Additional resources needed/mutual aid

All personnel shall report to the incident commander or operations officer for accountability and task assignment.

All occupants of any emergency vehicle are required to wear seat belts at all times while the vehicle is in motion. It will be the driver's responsibility to assure this is adhered to.

As soon as the truck driver has his vehicle positioned on the incident scene, the air brake/emergency brake will be pulled. The wheel chocks shall also be set out.

The pump operator will utilize the tank fill valve when not flowing water to reduce the risk of overheating the pump.

All driver/operators shall remain with their apparatus on an incident scene unless properly relieved.

There shall be no running on the incident scene. Safety shall be the first consideration of the incident commander; however, safety is the responsibility of all personnel.

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In the event that you are disregarded en route to an incident, proceed to the station and stand by until a report has been completed.

The retreat signal for Trenton Fire Department will be three long blasts of an air horn repeated 3 times. Only the incident commander or the safety officer will authorize the use of the retreat signal.

All personnel will be qualified in the proper wearing and use of self-contained breathing apparatus. They will be properly trained in the cleaning and storage of self-contained breathing apparatus. A record of this training will be maintained in their personnel file.

The incident commander will be responsible for checking all units back in service at one time.

All pumps shall be back flushed after every incident where a hydrant is used, water is drafted, or at least once a month.

All personnel will be responsible for the proper care and cleaning of their assigned equipment at the completion of each incident. Any personnel using equipment from a vehicle will be responsible for its proper cleaning and storage. All drivers will check their vehicle for missing equipment before leaving the incident scene.

At the completion of each incident, all personnel (no exceptions) will be required to assist with hose bedding, cleaning of equipment, and preparing equipment and vehicles to their proper state of readiness. Only the incident commander can excuse personnel from this duty. The incident commander will be responsible for seeing that all of the above work is completed.

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No fire personnel will use profanity or any other gestures while representing the fire department.

No firefighter will appear at meetings, drills, training, or fire while under the influence of alcohol or drugs. This conduct will result in a permanent suspension. Any member being convicted of D.W.I. or any other traffic offense, which would cause a loss of regular operators license will be suspended from driving department vehicles for a period of six months after their license, has been reissued. A privileged license does not count.

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### TERMINOLOGY

1. Diking – containment of a spill.
2. Discretion – judgment of.
3. D.O.T. – Department of Transportation (Jones County)
4. Evacuation – removal of persons from an incident area that has possible life-threatening complications. Persons that refuse to comply should give name and next of kin to fire officials.
5. First-out pumper/tanker/etc. – first truck of that type to respond to incident.
6. Full turnout gear – helmet, hood, coat, pants, boots, and gloves.
7. GPM – gallons per minute.
8. Grievance committee – a group consisting of the chief, asst. chief, captain, and both lieutenants, to resolve problems in general membership (non-participation, etc.) or violations.
9. IC – incident commander (Command)
10. Incident command – the process of chief, officers, or a senior firefighter taking command and being responsible for actions during an incident.
11. Line 1 or 2 – fire suppression hose for attack & safety.
12. Mutual aid – giving or receiving assistance by equipment, personnel, or both.
13. Patient care – fire personnel must have a minimum of First Responder certification to provide patient care.
14. SCBA – Self-contained breathing apparatus.
15. Shall – mandated
16. Business meetings – meetings where new and old business is discussed.
17. Regular training – in-house training at Trenton (or other local) fire department.
18. College training – provided through local community colleges to provide certified training, i.e. Firefighter I and II certification, EVD, etc.



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19. Fire alarm – incident to which the fire department is dispatched.
20. Zones – related to a hazardous materials incident. Three zones will be established. A cold zone is a safe operating zone in which the IC will be located. A warm zone will be a reconnaissance area to contain contamination. Operations level personnel shall not enter this zone. A hot zone is the area of hazardous materials. Only technical level personnel shall enter this zone.

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### HAZARDOUS MATERIALS INCIDENTS

Fire department personnel will not be allowed to participate in the warm zone of a hazardous material incident until they are, Hazardous Operations Level certified or above.

When responding to a hazardous materials incident, the Trenton Volunteer Fire Department personnel will follow the guidelines set forth for operations level.

The highest-ranking officer present shall become incident commander. If no officer is present, the senior firefighter shall assume these duties. Once the IC has been established it can only be relinquished to an officer of higher rank.

The IC or his appointed delegate will identify product involved from a safe distance.

Personnel of the Trenton Volunteer Fire Department shall wear full turnout gear with SCBA until product has been identified. If identified product poses no respiratory danger and is non-explosive, the IC or the safety officer will determine if SCBAs are needed.

#### *Notification of other agencies:*

Depending on the location and magnitude of the incident, the IC may request:

1. Law enforcement - for evacuation, traffic and crowd control
2. Chemtrec – for detailed information of product and the hazards that may be present.
3. Cherry Point Haz-Mat Team – for technical assistance
4. Jones County Emergency Management
5. Jones County DOT - for equipment and sand for diking.
6. SRT – State Response Team – for moderate to large incidents
7. NRT – National Response Team – for large to excessive incidents

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### *Isolation:*

1. Perimeter/zones will be set in place to maintain safety for personnel and the public.
2. The IC or the safety officer will deny entry to anyone who is not authorized.
3. Evacuation distances will be determined from the DOT Hazardous Materials Guide Book and information obtained from Chemtrek.
4. All personnel involved (law enforcement, rescue, fire, etc) shall maintain a safe distance until safe zones are established.

### *Protection:*

The incident command system shall be put in place and shall remain until incident is resolved.

All personnel at the incident shall obey the IC's decision.

A decontamination area will be set up for any persons, public or technical, and equipment deemed to have been contaminated. This area will be located in the warm zone, and will be a contained area.

\*\*Defensive actions are the only responsibilities of Trenton Fire personnel.

Contact with the product should be avoided and left to personal with the appropriate equipment and training.

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### STRUCTURE FIRES

For structural fires in the rural fire district areas of the Trenton Volunteer Fire Department Fire District, first response shall be by the first-out pumper and the first-out tanker and Service truck.

Automatic mutual aid (the next 2 closest fire departments to the incident scene) shall be dispatched at the same time. Their initial response shall be to send an apparatus with at least 1000-gallon water capacity and a minimum of 4 personnel. Any officer or senior firefighter may request additional equipment and or manpower.

Additional equipment may also be requested from the Trenton VFD station.

If the third-out pumper is requested, the next closest department that was not initially dispatched shall send a pumper to the Trenton main station to stand by or have their department stand by at their station until either of Trenton's pumpers can be released, has returned to the station, and is ready for service.

If the second-out tanker is requested, the next closest fire department that was not initially dispatched shall send a tanker with at least 1000-gallon capacity to the Trenton main station to stand by or have their department stand by at their station. It will be released when either of Trenton's tankers has been released, has returned to the station, and is ready for service.

If the Trenton Fire Department is depleted (both tankers and pumpers dispatched), the next closest fire department not initially dispatched shall send a pumper with at least 750 gallon pump capacity and 1000 gallon tank capacity to the Trenton main station to stand by until Trenton can release both a pumper and tanker and they have returned to the station and are ready for service.

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During any structure fire, either in the rural area or in the city limits, a fire department shall be dispatched to the Trenton main station to stand by or stand by at their building if all Trenton trucks are committed. This department shall provide at least one pumper with a pump capacity of 750 gallons and a tank capacity of at least 1000 gallons. If equipment is standing by at Trenton station, it shall be manned by at least four fire personnel.

During minor fire calls, the placing on stand by of other departments shall be left to the discretion of the IC.

The first officer or senior firefighter on scene should identify him/herself as IC.

All personnel responding to any incident shall check in with the IC for accountability and task assignment.

Safety shall be the first consideration of the incident commander. However, safety is the responsibility of all personnel.

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The IC or his designee will perform a quick survey of the incident scene. This will enable the IC to set up equipment to optimize the fire attack. Information gathered should include:

1. Type of attack needed (offensive/defensive)
2. Required water supply – tankers & water shuttle, hydrant, or additional pumpers for water flow.
3. Involvement of structure – what percentage involved, is interior attack required, is rescue required, exterior attack, and exposure protection

For interior fire suppression attacks, two 1 and ½ inch or larger lines will be used. Line 1 shall be the attack line, and shall be manned by at least two fire personnel. Line 2 shall be the safety line or back-up line, and shall be manned by at least two fire personnel. Additional lines may be required at the discretion of the IC on scene.

All personnel performing fire suppression attacks shall wear full protective gear including SCBAs. This applies to personnel on both line 1 and line 2 on any interior attacks as well as all personnel on exterior fire suppression attacks. Full protective gear and SCBAs shall also be worn during salvage and overhaul, and any clean-up operations on scene.

During general fire ground operations, full turn-out gear shall be worn. Use of SCBAs will not be required unless so deemed by the IC or Safety Officer.

If the structure involved has a sprinkler system, the first pumper on scene shall connect to the outside sprinkler connection and maintain at least 150-psi pump pressure to augment the sprinkler system.

The second pumper on scene will be responsible for providing fire suppression for interior and exterior attack lines.

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### VEHICLE FIRES

Initial response will be a pumper; with at least 750 gallons pump capacity and 1000-gallon tank capacity, as well as a Class A foam inductor and AFFF or F500 foam. Additional equipment requested will be up to the discretion of the IC.

The first officer on scene shall assume IC. If no officer is present, the senior firefighter on scene shall assume IC. Incident command may only be relinquished to an officer of higher rank.

All personnel shall wear full turn-out gear and SCBAs during vehicle fire suppression.

The pumper should be positioned upwind to protect pump operator from smoke and or toxins, and will be positioned to protect operator from oncoming traffic.

Initial attack will be conducted with the use of two 1 and ½ inch lines or larger. Line 1 will be the attack line and will be manned by no less than 2 fire personnel. Line 2 will be the safety line and will be manned by no less than 2 fire personnel. All personnel manning either line will wear full protective gear and SCBAs.

If foam is used:

An in-line foam inductor will replace line 1. Line 2 will remain for safety. All safety requirements for personnel as mentioned above will apply.

Safety shall be the first consideration of the incident commander. However, safety is the responsibility of all personnel.

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All personnel shall check in with the IC for accountability and task assignments.

All POVs should be parked as far off the road as possible, on the same side of the road as the incident, but not closer than 200 feet, to allow room for emergency vehicles to operate. This will also facilitate traffic flow and provide protection for fire personnel.



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### **MUTUAL AID WITH RESCUE**

Initial response shall be a pumper, with 1000 gallon pump capacity and 1000 gallon tank, Jaws of Life cutter/spreader for extrication, foam inductor with class A nozzle and AFFF or F500 foam. Equipment unit will also respond to all incidents, with equipment such as air chisels, secondary cutter/spreader, air bags, cribbing, generator, light tower, ropes, etc. Any other equipment may respond due to the nature of the call, or may be requested by rescue personnel, line officers, or senior firefighters.

All personnel will be required to wear full turnout gear, including a hood if the use of an SCBA is required. With the exception of traffic control, which must wear at least a safety vest and any other equipment, deemed appropriate by IC or Safety Officer.

SCBAs will be required if the vehicle is smoking or on fire, or if the potential for fire or explosion exists. Full turn-out gear with SCBA will be required if the presence of a hazardous material exists. The IC or safety officer may for other reasons require the use of an SCBA.

Incident command shall be assumed by whomever is first on scene. IC may only be relinquished to an officer of higher rank.

All personnel and equipment shall check in with the IC for accountability and task assignment.

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At least one 1 and ½ inch or larger line shall be charged to protect fire and rescue personnel during rescue procedures. Additional lines may be charged at the discretion of the IC. The IC may also deem that the scene is safe and no lines need be charged.

Fire personnel assisting rescue personnel with the removal of patients from unsafe zones, patient loading, or assisting with patient care shall wear full turnout gear with latex gloves to prevent exposure to blood-borne pathogens. Fire personnel will follow instructions from rescue personnel concerning patient care.

When any air medic is required, the landing zone (LZ) will be arranged by the fire department. The IC or his designee (LZ Operations) shall be in charge of the LZ and communications with the air medic personnel.

All POVs should be parked on the same side of the road as the incident, if on a highway, and at least 200 feet from the incident so as not to impede access by fire and rescue equipment.

Extrication shall be performed by the fire department and the fire department's IC or his appointee will be in command of all extrication operations.

Safety shall be the first consideration of the IC. However, safety is the responsibility of all personnel.

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### **MUTUAL AID TO OUTSIDE DEPARTMENTS**

When a mutual aid request is received, all personnel shall respond to the main station unless an officer has advised otherwise. A pumper/tanker shall respond unless other equipment is requested. Under no circumstances should the Trenton main station be emptied. If a second pumper is requested, it will respond and the next closest fire department will be dispatched to stand by at the Trenton main station. This department will provide at least one pumper with a pump capacity of at least 750 gallons and tank capacity of at least 1000 gallons. This unit will be on stand by until a minimum of one pumper with a 4-man crew returns to the main station and is ready for service or it may be deemed by the IC that the second department stand by at there station.

An officer with Trenton Volunteer Fire Department shall respond with personnel and equipment on a mutual aid request. If an officer is not available, the senior firefighter present shall be in charge of the crew responding to the request. When on an incident scene providing mutual aid, Trenton Volunteer Fire Department's standard operating guidelines shall be followed at all times.

The Incident Commander of incident will appoint Public Information Officer. Only information released by the I.C. will be given to the media.

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### **JUNIOR FIREMAN**

#### Duties and Activities

#### *1- Training*

- A- Participate in all in house training, practical & classroom. Excluding interior attacks at live burns, until all qualifications met and sanctioned by current elected officers.
- B- Encourage level 1 firefighter certification by the end of two (2) years.
- C- Require EVOC/EVD course
- D- Require basic HAZ-MAT course
- E- Participate in as many firehouse functions as possible
- F- Comply with minimum 48 training hours a year

#### *2- On Scene*

- A- Report to officer in charge
- B- Will not respond in emergency mode
- C- Issuance of pagers at Chiefs discretion
- D- No pagers at school
- E- Fire gear to be issued by fire department
- F- On scene duties
  - (1) Act only under direction of adult firefighters at all times
  - (2) Assist in all fire ground activities except for actual fire attack and emergency vehicle operations.
  - (3) Once on scene, do not leave until checked out by officer in charge

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### **PROGRAM ENROLLMENT**

1. Maximum of six (6) participants
2. Exceptions will be made for active firefighters with sons/ daughters or dependants of requirement age.
3. If program is full, enrollment will be extended for members in good standing
4. At time of 18th birthday, Jr. firefighter will become full fire member (as long as in good standing)