

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Chain of Command

Revision Date: 07-08-2009

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The following outlines the chain of command for the department.

College Township Trustees

Fire Chief

Assistant Chief

Captain

Lieutenant

Senior Firefighter / Designated In-Charge Student

Firefighter

Probationary Firefighter

It is expected that concerns will be addressed to the next senior officer unless some situation necessitates a deviation from the chain of command. Similarly, orders passed down the chain are to be followed unless they violate legal or moral standards.

The chief shall establish a seniority list at regular intervals to designate where each member falls in the chain of command. This list shall take into account length of service, training, dedication, and overall ability.

When responding to an EMS emergency the chain of command is not always a sufficient indicator of a member's abilities. Therefore, only during an EMS emergency the following chain of command shall take effect and only in regard to EMS operations.

Medical Director

EMT-Paramedic/Officer

EMT-Paramedic

EMT-Intermediate/Officer

EMT-Intermediate

EMT-Basic/Officer

EMT-Basic

Probationary EMT

Firefighter

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Participation Requirements

Revision Date: 07-08-2009

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In an effort to keep the membership of the department active, the following participation guidelines have been established. Each member is expected to respond to 30% of runs per month (approx. 10/month) or must volunteer 16 hours per month on station. Any combination of the above minimums will also be acceptable (e.g. 15% of runs and 8 hours on station).

On station volunteerism should be completed in 4-hour blocks starting at 0800 each day. Members are expected to use on station time to refresh themselves with the equipment, clean, organize, or otherwise complete a couple of necessary tasks and, obviously, be available to take runs. On station time will be tracked in Log Books which will be located at each station. Training nights will not be counted as on-station time and will only count toward the training requirement outlined below.

Participation will be evaluated periodically. Members who are not meeting the minimum requirements will first be given a written warning which will stay in their file for a period of one year. A second offense will result in the member losing their fire gear until their participation is brought back up to acceptable levels. A third offense will result in the member being removed from the active roster of the department.

In addition, members are expected to make 60% of available Tuesday night Fire and EMS trainings. Fire and EMS trainings are conducted on the second and third Tuesday of each month unless otherwise noted. Due to the increasing burden of continuing education every possible Tuesday training will be necessary to maintain one's fire and EMS certifications.

In order to qualify for participation on an emergency run the member must respond within a reasonable amount of time after the department is dispatched and arrive at the station. If the member is not chosen to respond on a piece of apparatus he or she is required to remain on standby at the station until the situation is contained or the EMS unit reaches the hospital.

In order to qualify for participation on an inspection/training night, the member is expected to arrive by 18:00 for apparatus inspection and station cleaning and is to remain until the training is completed.

The fire chief, in extreme circumstances, may revise these requirements on a case-by-case basis, i.e. a member has a regular obligation on the training night. The chief may require that the excepted member seek out further training outside the scheduled meeting night.

Failure to contribute any participation for 90 days and failure to make contact with the fire chief during those 90 days will result in immediate termination from the department.

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Effective Date: 01-01-2007

SOG Name: Recruitment

Revision Date: 07-08-2009

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New members will be admitted onto the department throughout the year and at varying times. In general, the process for admitting new members will proceed as follows:

- The candidate will meet with the Fire Chief or a department officer.
- The candidate will receive, complete and return a department application
- The candidate will go through an interview panel approved by the fire chief.
- The chief, or his designee, will perform a background investigation at his discretion.
- The candidate will be notified via mail by the fire chief as to whether he or she has been appointed to the department, and if appointed, will begin the probationary process.
- If appointed, the member will be encouraged to participate in the next available fall recruitment training described below.

Since students represent a unique population within the department the Designated In-Charge Student (DICS) will oversee their recruitment. In the event of a vacant DICS position this process will proceed under the supervision of a department officer. Usually students will be recruited in the following manner:

- Students will be recruited at the Kenyon Activities Fair at the beginning of each academic year.
- Students will normally be beginning their first year at Kenyon, this requirement may be revised by the fire chief.
- Each student recruited will go through an initial training phase on Sundays during the fall of the academic year that is overseen by the Designated In-Charge Student.
- The Designated In-Charge Student will submit the recruits to the fire chief for the interview process outlined above.

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Effective Date: 01-01-2007

Revision Date: 07-08-2009

SOG Name: Department Roster

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This SOG has been removed.

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Standard Operating Guideline

Effective Date: 01-01-2007
Revision Date: 07-08-2009

SOG Name: Auxillary Members
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This SOG has been removed.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Support Staff

Revision Date: 07-08-2009

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At times the fire chief, in consultation with the officers, will appoint an individual as a support member of the department. Support staffing is intended for those individuals who wish to offer assistance to the department, but are unable to function as full, active firefighter/EMTs.

Support members may offer assistance by cooking, shopping, taking photographs, offering training, driving apparatus or any other helpful tasks. In rare instances support members may be firefighter/EMTs who are unable to meet the participation requirements of the department.

In general the decision to appoint a member as support staff rests solely with the fire chief and his officers through the approval of the township trustees. Each application for support staff will be evaluated on a case by case basis and support staff candidates may be required to complete a department interview.

Support staff members who perform some specialized task outside typical fire/EMS response will be held to their own individual participation requirements. These requirements will be established by the fire chief in consultation with his officers at the time that an application for support staff is evaluated.

Support staff members who wish to offer fire/EMS assistance, but cannot meet the participation guidelines of an active firefighter must meet some specialized criteria. The fire/EMS support member must maintain their fire and/or EMS certifications individually. The fire/EMS support member may utilize department trainings to this end.

Additionally, the fire/EMS support member is not guaranteed the same privileges as an active firefighter/EMT. Typically, fire/EMS support members will not be distributed fire gear, radios or other specialized equipment. The fire/EMS support member will usually be given a department key and pager. Their responsibilities will rest solely with providing EMS support and/or apparatus operation.

Support members who wish to drive department apparatus are still required to complete an approved Emergency Vehicle Operations Course. Typically, the fire chief and officers will require regular apparatus driving refreshers. Support members who wish to drive and operate fire apparatus must remain familiar with the layout and operation of the department's fire equipment.

The operational range of a fire/EMS support member's responsibilities will be established at the time of their appointment.

Member's who wish to move from active membership to fire/EMS support staff must make this petition **in writing** to the fire chief. The opportunity for fire/EMS support staff will not be granted to everyone. Members who wish to move from active membership to fire/EMS support staff will be evaluated based on their past performance with the department, specialized abilities, conduct, work ethic and perceived future dedication to the support role. If a member's petition for support staff is not approved and they do not feel that they can continue meet the established participation guidelines they will be asked to resign their position with the department.

Members who are placed on support staff who wish to return to full active membership must make this petition **in writing** to the fire chief. These applications will be evaluated as outlined above.

Current members who wish to offer support assistance that does not involve any form of fire/EMS involvement may also make this petition **in writing** to the fire chief.

Finally, outside individuals who desire appointment to support staff must submit a department application to the fire chief and will frequently be required to complete an interview panel.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Riders

Revision Date:

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Frequently, students enrolled in certified fire or EMS courses require experience riding and functioning on fire or EMS apparatus and scenes. Oftentimes, these students are not members of the fire department. Therefore, these students are required to sign a rider release form before being permitted to respond with department members.

Riders are only permitted in the department when there is a department member present. Additionally, depending on the severity of the incident, the rider may not be permitted to ride along, even during his or her scheduled ride time. Finally, the rider is only permitted to perform procedures up to his or her level of training and only at the discretion of the senior crewmember on the apparatus.

Riders will be granted or denied permission to ride at the discretion of the fire chief.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Leave of Absence

Revision Date: 07-08-2009

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If at any point a department member finds that he or she will be temporarily unable to participate actively in the department for reasons such as health, family responsibility, extended time out of the area, or any other reason accepted by the chief, he or she may petition for a leave of absence.

Typically, this leave will be requested when the member must stop participating, but anticipates returning in a reasonable amount of time. This leave of absence will typically not exceed 3 months in time, but may be extended by the fire chief. The request for leave should be submitted **in writing** and it is at the discretion of the fire chief that a leave of absence be granted. Written requests for leave of absence must include the date that the leave of absence will begin as well as a date of return. The chief may also require additional conditions in order for the leave to be granted such as maintenance of EMS or fire certifications and/or regular reports to the chief regarding the status of the member's leave.

Members must request this leave of absence prior to any shortfall in participation. It is every member's responsibility to maintain lines of communication regarding personal events that may affect his or her participation. Any member who fails to keep the fire chief apprised of those situations that adversely affect his or her participation will be subject to any disciplinary action that may arise from said participation shortfalls.

Once the member's written request is evaluated by the fire chief, the member and the fire chief will agree upon a tentative date of return to active duty. It is the member's responsibility to contact the fire chief by the tentative date of return to notify the chief of his or her intention to return to active duty or to request an extension of the leave of absence. The fire chief will grant leave of absence extensions at his discretion.

Any member who fails to contact the fire chief by the tentative date of return will be terminated at the discretion of the fire chief.

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Effective Date: 01-01-2007
Revision Date: 07-08-2009

SOG Name: Inactive Status
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This SOG has been removed.

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Effective Date: 01-01-2007
Revision Date: 07-08-2009

SOG Name: Honorary Status
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This SOG has been removed.

College Township Fire Department
Standard Operating Guideline

Effective Date: 01-28-2008
Revision Date: 07-08-2009

SOG Name: Training Coordinator Position
Page: 1 of 1

This SOG has been removed.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Probationary Period

Revision Date: 07-08-2009

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Once appointed to the department each probationary member will complete a minimum twelve-month probationary period. During this twelve-month period the candidate is appointed at the will of the department and can be removed from the roster for any reason without the typical progression outlined in the “Disciplinary Procedures” SOG.

Following appointment to probationary status each member should receive a copy of these department SOGs, a copy of the department EMS protocol, and a probationary packet to aid the member in his or her training.

Following appointment to the department probationary members will be given pagers, turnout gear, station keys, and other necessary equipment as it becomes available.

It is expected that the probationary member will spend this time achieving a number of goals:

- The probationary member will familiarize him or herself with the general rules and regulations of the department, with his or her role on the department, and with what the department expects of him or her.
- The member will complete the Probationary Packet during this time in order to familiarize him or herself with basic fire/EMS procedures, the department’s equipment, and basic policies and procedures.
- The member will complete or be enrolled in a Basic 36 hour firefighter course.
- The member will complete or be enrolled in a CPR for Healthcare Provider course.
- The member will complete or be enrolled in an EMT-Basic course.
- The member will complete or be enrolled in an Emergency Vehicle Operations Course and will complete driver’s orientation on department apparatus.

Usually the department will alert the probationary member to available courses, but it is the member’s responsibility to ensure that these requirements are met.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: EMT Probationary Period

Revision Date: 07-08-2009

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The department will ensure that only qualified and competent individuals assume the responsibility for advanced level care of patients on an EMS incident. The best way to ensure that advanced level EMTs are adequately trained and comfortable with performing these procedures may be with an EMT probationary period. The need for a probationary period will be evaluated by the Medical Director and EMS Coordinator of the department. If it is decided that a member needs to complete a probationary period that process will proceed as follows.

During the probationary period members will perform advanced procedures under the supervision of a crewmember of the same or higher certification during an observance period. Members will be allowed to perform, without supervision, all actions and procedures at the certification level just below their own. Therefore, a probationary EMT-P can perform any procedure that an EMT-I is able to perform and similarly a probationary EMT-I can perform any EMT-B procedure.

If a crewmember cannot be found to oversee advanced procedures, then the probationary member must secure permission either through request of mutual aid or through on-line medical direction. At no time should this request take precedence over care of the patient. If an advanced procedure, for which the member is trained and certified to perform, is required, the member should function to his or her level of training in order to stabilize the patient. The member must be prepared to defend his or her position to the EMS Coordinator, the medical director, the chief, and/or the township trustees for any procedure he or she performs.

In general, the probationary period will be outlined as follows:

- Probationary member will begin observance period on the date which the member is registered as a certified EMT-I or EMT-P with the state of Ohio and the observance period will continue for a period not less than six months.
- As outlined above, during the observance period probationary members will have advanced procedures overseen by a member of the same or higher certification level or through consultation with medical direction as time and the situation permits.
- At any point after the six-month observance period, the probationary EMT-I or EMT-P may petition with the department's medical director, EMS Coordinator and a department EMT-P to test out of his or her probationary period.
- It is expected that the probationary member will arrange for removal from probationary status within one year of the acquisition of his or her EMT certification. This one-year limit may be extended by the department's medical director or EMS Coordinator.

At any time this probationary guideline may be revised or removed by the department's medical director in consultation with the fire chief.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Apparatus Driving

Revision Date: 07-08-2009

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In order to operate department apparatus members must fulfill the following requirements:

- Member must have no more the 4 points on his or her driving record.
- Member must complete a certified Emergency Vehicle Operations Course.
- Member must complete driver's orientation with an officer or designee of the fire chief, and may begin emergency responses once he or she has been cleared by the orienting member.
- Member may begin emergency responses on fire apparatus once he or she has been trained in basic pump operations.

Driving privileges may be revoked at any time by the fire chief.

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Effective Date: 1-1-2007
Revision Date:

SOG Name: Apparatus Emergency Response
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It is expected that when operating an emergency vehicle the operator will use due regard. This means that the driver will remain alert to changing traffic conditions, road conditions, and clearance issues and conform his or her driving to these conditions. In addition, it will be the policy of this department that drivers maintain a speed no greater than 10 miles per hour over the posted speed limit.

When responding emergency status the driver will use both lights and siren in order to maximize the visibility of the vehicle on the roadway.

Members are expected to wear seatbelts whenever the vehicle is in motion. The only possible exception is when an EMT is working with a patient in the back of an EMS unit. Even with this exception, members are urged to maintain safety restraints whenever possible.

When not responding emergency status the driver of the apparatus is expected to obey all laws and posted speed limits.

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Effective Date: 01-01-2007

SOG Name: Accidents Involving Department Apparatus

Revision Date:

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Whenever a department vehicle is involved in an accident on or off the roadway, however major or minor, the operator is expected to alert the fire chief or his designee.

If the accident involves another vehicle or form of personal property the operator should contact law enforcement so that a report may be completed. The member should contact central dispatch to alert them to the accident and place the vehicle out of service if necessary.

In addition, the operator and crew involved should complete an incident report and should submit witness statements to keep on file.

If any member is expected to have sustained any injury as a result of the accident he or she should be transported to a medical facility for evaluation. In addition, he or she should submit an injury report outlining the injury and should proceed as outlined in the Line of Duty Injury SOG.

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Effective Date: 01-01-2007

SOG Name: Line of Duty Injury

Revision Date:

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If a member sustains an injury or exposure in the line of duty he or she must alert an officer immediately. That member should seek medical attention to evaluate the injury and seek treatment. That member shall also complete an injury report outlining the circumstances surrounding the injury and the injury sustained.

If the member is exposed or potentially exposed to an infectious agent whether it be airborne or bloodborne through contact with a patient, contact with a patient's blood, through a needlestick, or any other means he or she should complete the department's exposure and needlestick paperwork and seek medical treatment and evaluation at a hospital. In addition, the department's medical director should be contacted.

In the case of an infectious or possibly infectious exposure the member and/or medical director should follow up with the hospital where treatment was obtained.

If a member ever comes in contact with a hazardous material or substance he or she should seek medical attention and complete an injury report as stated above. In addition, every effort should be made to find out the type of material the member came in contact with and relay that information to the hospital where treatment was received.

Whenever an injury is sustained the injured member should contact the fire chief or his designee in addition to completing the necessary paperwork.

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Effective Date: 01-01-2007

SOG Name: Conduct Outside Department

Revision Date:

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When outside the department each member should remember that he or she is a representative of the department and should conduct oneself as such. With this in mind, members are not permitted to wear department apparel while consuming alcohol within a liquor establishment. Members should also take care when wearing department apparel as to their manner and activities.

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Effective Date: 01-01-2007

SOG Name: Response Not Under the Influence

Revision Date:

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It is expected that each member who arrives at the department for an emergency response will be in his or her right mind and fit for duty. Therefore, members are not permitted to respond, and are advised not to arrive at the station, if noticeably under the influence of alcohol.

It should go without saying, but members are not permitted to abuse legal or illegal drugs and should, therefore, not respond to an emergency run if under the influence of these substances. Similarly, if a member is noticeably intoxicated from a prescription medication, even if it is used in the manner consistent with its purpose, he or she should not respond.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Discipline

Revision Date: 07-08-2009

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If a member is found to be in violation of the rules and regulations of the department it may be necessary to document this infraction. Typically, the process of “writing up” a member for violation of rules and regulations will proceed as follows:

- Verbal Warning
- Written Warning
- Suspension from Participation
- Termination

A member may be disciplined in writing by the fire chief or his designee, usually a department officer. The strength of discipline will be guided by the seriousness of the infraction and the member’s history of discipline. The fire chief may decide to enforce a stronger punishment at his discretion.

Typically, documentation will remain in a member’s file for a period of one year before being removed. This guideline, as well, can be lengthened or shortened at the chief’s discretion.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Harassment

Revision Date:

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The department is committed to maintaining a work environment that is free from unlawful discrimination. Harassment, whether intentional or unintentional, has no place in the department. Accordingly, the department does not authorize and will not tolerate any form of harassment of or by any member based on race, religion, color, ancestry, national origin, age, disability, veteran status or any other factor protected by law. Harassment includes but is not limited to offensive language, jokes, or other verbal, graphic, or physical conduct relating to or based upon an employee's race, sex, religion, color, ancestry, national origin, age, disability, veteran status, or any other factor protected by law which would make the reasonable person experiencing such treatment uncomfortable in the environment or which could interfere with the performance of an individual's duties.

Incidences of harassment should be reported to a member's next senior officer. If the member is unable to take his or her concern to this officer for whatever reason, including that officer's involvement in the harassment, it should be taken to the next senior officer up to the township trustees.

The department will thoroughly and promptly investigate all claims of harassment. If an investigation confirms that harassment has occurred, the department will take corrective action, including such discipline up to and including immediate termination of employment, as is appropriate. Complaints of harassment will be kept as confidential as possible. Information will be released only on a "need to know basis", and no employee will be subject to retaliation by the department for reporting what he or she legitimately believes to be an incident of harassment.

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009
Revision Date:

SOG Name: Use of Department Credit Cards
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Access to and use of credit cards assigned to College Township shall be governed by the guidelines set forth below.

VISA CREDIT CARDS (Four Cards)

1. The card in the name of "College Township" shall be used by the College Township Trustees and the College Township Zoning Inspector. All purchase receipts shall be signed by the Trustee or Zoning Inspector using this card and given to the Fiscal Officer.

2. Only Martha Rambo in her position as Fiscal Officer shall use the card in the name of "Martha Rambo". All purchase receipts shall be signed by Martha Rambo who shall approve and process them as the Fiscal Officer. A College Township Trustee shall review, on a monthly basis, all receipts of purchases made by the Fiscal Officer.

3. Only William Smith in his positions as Fire Chief and Roads Superintendent shall use the card in the name of "William Smith", in person. As Fire Chief, he may authorize Fire Department Officers to use this Visa Card for computer on-line purchases. William Smith as Fire Chief or Roads Superintendent shall sign all purchase receipts and all on-line purchase receipts shall be approved and endorsed by the Fire Chief. These signed and indorsed receipts shall be given to the Fiscal Officer.

4. The card in the name of "Andrew Weber", shall be used in person only by Andrew Webber in his position as Assistant Fire Chief. As Assistant Fire Chief, he may authorize Fire Department Officers to use this VISA Card for computer on-line purchases. All purchase receipts shall be signed by Andrew Weber as Assistant Fire Chief and all on-line purchases, he authorized, shall be approved and indorsed by the Assistant Chief and given to the Chief for his approval and endorsement. These signed and indorsed receipts shall be given to the Fiscal Officer. When standing in for Chief Smith, Assistant Chief Weber shall give his signed and indorsed receipts to the Fiscal Officer.

STAPLES CREDIT CARDS (Three Cards)

1. The card in the name of "College Township" shall be used by the College Township Trustees and the College Township Zoning Inspector. All purchase receipts will be signed by the Trustee or Zoning Inspector using this card and given to the Fiscal Officer.

2. Only Martha Rambo in her position as Fiscal Officer shall use the card in the name of "Martha Rambo". All purchase receipts will be signed by Martha Rambo who will approve and process them as the Fiscal Officer. A College Township Trustee shall review, on a monthly basis, all receipts of purchases made by the Fiscal Officer.

3. The card in the name of "William Smith" shall be used in person only by William Smith in his positions as Fire Chief and Roads Superintendent. As Fire Chief, he may authorize Fire Department Officers to use this card for computer on-line purchases. William Smith as Fire Chief and Roads Superintendent shall sign all purchase receipts and all on-line purchase receipts shall be approved and endorsed by Chief Smith. These signed and endorsed receipts shall be given to the Fiscal Officer.

When standing in for Chief Smith, Assistant Chief Weber may authorize Fire Department Officers to use this card for computer on-line purchases. All purchase receipts shall be approved and endorsed by Assistance Chief Weber and given to the Fiscal Officer

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Effective Date: 07-08-2009

SOG Name: Use of Department Credit Cards

Revision Date:

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LOWE'S CREDIT CARD (One Card)

This card in the name of "William Smith" shall be used in person by William Smith in his positions as Fire Chief and Roads Superintendent. He shall sign all purchase receipts and give them to the Fiscal Officer.

Chief Smith has authorized the following Fire Department Officers be placed on the official access list for use of this credit card: Assistant Chief Andrew Weber, Captains Rick Dzik and Lee Henthorn and Lieutenant Trevor Williams. Photo ID must be presented to check out. Signed purchase receipts will be given to Chief Smith for his approval and endorsement. These indorsed receipts shall be given to the Fiscal Officer. When standing in for Chief Smith, Assistant Chief Weber will assume this responsibility.

TRACTOR SUPPLY COMPANY CREDIT CARDS (Two Cards)

1. Only Martha Rambo in her position as Fiscal Officer shall use the card in the name of "Martha Rambo". All purchase receipts will be signed by Martha Rambo who will approve and process them as the Fiscal Officer. A College Township Trustee shall review, on a monthly basis, all receipts of purchases made by the Fiscal Officer.

2. The card in the name of "William Smith" shall be used in person only by William Smith in his positions as Fire Chief and Roads Superintendent. He shall sign all purchase receipts and give them to the Fiscal Officer.

BP CREDIT CARDS (Ten Cards)

One credit card is assigned to each Township vehicle by vehicle type. Six are assigned to College Township and four to Monroe Township. They are to be used in case of emergency, if the normal source of fuel is closed or if the vehicle is on a road trip. All credit card receipts shall be approved and signed by the Fire Chief and given to the Fiscal Officer. When standing in for Chief Smith, Assistant Chief Weber shall assume this responsibility.

OVERSIGHT

1. The College Township Fiscal Officer shall have oversight for all credit card purchases except her own purchases.

2. The College Township Trustees shall have oversight for all credit card purchases made by the Fiscal Officer.

RESPONSIBILITIES

1. All of the aforementioned College Township Personnel are responsible for the authorized use of Township Credit Cards and shall be liable in person for any unauthorized use.

2. Any College Township Personnel who suspect loss, theft or unauthorized use of a Township Credit Card shall immediately notify the College Township Trustees in writing. Personnel failing to effect notification may be held responsible for unauthorized charges.

3. Misuse of Township Credit Cards is a criminal violation under the Ohio Revised Code.

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009

SOG Name: Release of Public Records

Revision Date:

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A copy of the Public Records Policy for the College Township Fire Department is attached for your information. A copy is also posted at the entrance inside the Fire Station as required by State of Ohio Public Records Policy.

This SOG will address information identifiable with a Firefighter or EMT.

“Firefighter” means any regular, paid or volunteer, member of a lawfully constituted fire department of a municipal corporation, township, fire district or village.

“EMT” means EMTs-basic, EMTs-1 and Paramedics that provide emergency medical services for a public emergency medical service organization.

The above titles attach upon the applicants formal and documented acceptance by the CTFD Board of Officers.

ANY INFORMATION THAT DISCLOSES ANY OF THE FOLLOWING ABOUT A FIREFIGHTER OF EMT WILL NOT BE RELEASED. (note exception)

1. The address of the actual personal residence in which the Firefighter or EMT resides except for the state or political subdivision (College Township, Monroe Township, Gambier, Mount Vernon, etc:)
2. Information compiled from referral to or participation in an employee assistance program.
3. The social security number, the residential telephone number, any bank account, debit card, charge card, or credit card number, or the emergency telephone number of, or any medical information.
4. The name of any beneficiary of employment benefits, including, but not limited to, life insurance benefits provided by employer.
5. The identity and amount of any charitable or employment benefit deduction made through compensation unless the amount of the deduction is required by state or federal law.
6. The name, the residential address, the name of the employer, the address of the employer, the social security number, the residential telephone number, any bank account, debit card, charge card or credit card number, of the emergency telephone number of the spouse, a former spouse or any child.

EXCEPTION TO THE ABOVE GUIDELINES

Upon written request made and signed by a journalist and presented to the person or persons having custody of CTFD personnel records they shall disclose to the journalist the address of the actual personal residence of the firefighter or EMT. Should the firefighter’s or EMT’s spouse, former spouse or child be employed by a public office, the name and address of the employer shall be disclosed. This request shall include the journalist’s name and title and the name and address of the journalist’s employer and shall state that disclosure of the information sought would be in the public interest.

If CTFD personnel do not know the identification of a journalist it shall be verified by press credentials, a call to their employer to ascertain if they were assigned to gather information from CTFD or both methods. This request for identification will be kept low key and professional.

As used in this guideline, “journalist” means a person engaged in, connected with, or employed by any news medium, including a newspaper, magazine, press association, news agency, or wire service, a radio or television station or a similar medium, for the purpose of gathering, processing, transmitting, compiling, editing or disseminating information for the general public.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Equipment Loan Procedure

Revision Date: 07-08-2009

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If a member desires to borrow equipment from the fire department it is expected that he or she will return the equipment in a timely manner.

For more significant or expensive equipment prior approval may be required by the fire chief. In addition, any member who is still on probation is expected to secure prior approval from the fire chief or department officer before borrowing any department equipment.

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Effective Date: 01-01-2007

SOG Name: Supplied Equipment and Return

Revision Date: 07-08-2009

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When appointed to the department each member is typically loaned equipment including, but not limited to:

- Turnout Gear
- Boots
- Helmet
- Gloves
- SCBA Facepiece
- Radio/Pager with charger

It is each member's responsibility to maintain this equipment to the highest standard. If damage occurs to said equipment the member is to notify the appropriate officer and arrange for its repair or replacement.

Once the member resigns or takes a leave of absence all department supplied equipment is to be returned to the appropriate officer for redistribution. The fire chief or his designee may require that department equipment be returned for reasons including but not limited to participation shortfall.

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Effective Date: 07-08-2009

SOG Name: Department Sponsored Training

Revision Date:

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In order to prepare department members for their service the department will either provide, or pay for, certain forms of training. Members will be eligible for department sponsored training only once they have been appointed as a member on the department. Members who do not complete the required coursework will be required to reimburse the department in full. If a member does not receive a passing grade or fails to obtain certification in their sponsored course they will be required to reimburse the department in full, or redo the training at their own expense. If a member discontinues his or her service within one year following the sponsored training, he or she will be required to reimburse the department for the full cost of the training.

Department sponsored training courses are:

- CPR for Healthcare Providers (conducted by the department)
- Emergency Vehicle Operations Course (conducted by the department)
- Firefighter 36 hour fire class
- EMT-Basic

The department will pay the cost of EMT-Intermediate training on a case by case basis. Members who wish to receive this training should notify the fire chief **in writing** of their desire at least two months prior to the start of the course.

Other coursework such as Ohio Fire Academy Courses, EMS conferences and courses, etc. will be paid for on a case by case basis. Members who desire to receive additional training at the department's expense must plan ahead. Requests for additional training will be evaluated at the monthly officer's meeting. Therefore, members should expect to notify the fire chief **in writing** at least two months in advance of any course so that officers might evaluate the candidate's request. No training reimbursement is guaranteed unless the request has been evaluated and approved by the officers. When evaluating a candidate's request the officers will take into consideration the candidate's dedication and service to the department, the value of the training to the department, the expense of the course and the available training budget.

The method of payment for each requested course will be evaluated on a case by case basis. At times this may involve immediate up front payment. At other times this may involve reimbursement once the member achieves certification.

College Township Fire Department
Standard Operating Guideline

Effective Date: 01-01-2007
Revision Date: 07-08-2009

SOG Name: Uniform Budget
Page: 1 of 1

This SOG has been removed.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Department Payouts

Revision Date: 07-08-2009

Page: 1 of 1

The members of the College Township Fire Department are committed to providing volunteer service to the community. To that end all members agree to serve without the expectation of monetary compensation.

The College Township Trustees may reward the firefighters and officers with an annual stipend or other incentive at their discretion. At any time these incentives may be discontinued.

Similarly, the College Township Trustees may provide temporary employment positions to any or all members of the department at their discretion. These forms of temporary employment may also be discontinued at any time.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Uniforms/Proper Dress

Revision Date: 07-08-2009

Page: 1 of 1

Each member of College Township Fire Department should receive at appointment one navy blue polo shirt and one navy blue baseball cap should those items be available. The acquisition of T-shirts, sweatshirts, job shirts, navy blue pants, boots or other uniform items is done at the member's expense and discretion.

At special events members are to wear at minimum a navy blue t-shirt/polo shirt/job shirt, navy blue slacks or duty pants, a black belt, and black boots or shoes. These events include but are not limited to squad standby for Kenyon Football, fire prevention education events and other department public relations events. This is done in an effort to exhibit a minimum level of professionalism at these events and to make department members stand out if needed by the general public.

The fire chief and officers would like members to don, at minimum, a department t-shirt when representing the department at a meeting or on emergency calls as time and availability permits. Making the extra effort to wear a uniform item during these times helps the public identify members of the department working at an emergency and also goes a long way toward projecting a professional image toward the public.

For the safety of each member, though, certain clothing and grooming standards are necessary. First, any member that may be required to enter a scene wearing a self-contained breathing apparatus (SCBA) must ensure that they are shaven at least from the lip-line down in order to assure a patent seal on his or her SCBA facepiece. It is also recommended that members with long hair secure it up and out of their face to prevent it from impeding their vision and affecting their work.

Members should always be aware of the risks associated with any task that they may be performing. To that end, members should always wear appropriate protective clothing and equipment when necessary.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: General Station Duties/Requirements

Revision Date:

Page: 1 of 1

It is the responsibility of each and every member of the department to ensure that the station and equipment are kept clean, tidy, and in working order. Any time a problem arises with the equipment or some aspect of the station the member is to notify the officer in charge of maintenance to arrange for repairs or replacement by completing a maintenance report form. Additionally, any time a member notices that the department is in short supply of a necessary piece of equipment he or she is responsible for notifying the officer in charge of ordering that supply.

Placing Apparatus Back in Service

It is expected that whenever a piece of apparatus is used for training or emergency response the crew that utilized that piece of equipment is responsible for ensuring that it is placed back in service with all necessary equipment and supplies returned to the apparatus. Similarly, the crew is responsible for ensuring that the piece of equipment is returned to service clean and in working order.

Station Cleanliness

It is each member's responsibility to ensure that when they leave the station it is returned to its previous condition and left clean. If a member finds that some part of the station is in disorder when they arrive it is still that person's responsibility to ensure that the station is cleaned before they leave.

Additionally, if a member uses up a particular supply at the station it is his or her responsibility to ensure that it is resupplied as necessary. If a replacement cannot be found then it is that person's responsibility to inform the officer in charge of ordering that the supply needs to be reordered.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Inspection/Training/Meeting Schedule

Revision Date: 07-08-2009

Page: 1 of 1

The department in-service schedule is as follows:

- First Tuesday – Inspection duties and officer’s meeting
- Second Tuesday – Inspection duties and EMS training
- Third Tuesday – Inspection duties and Fire training
- Fourth Tuesday – Inspection duties and association meeting
- Fifth Tuesday (if applicable) – Inspection duties and possible additional training

In-service will begin at 18:00 each Tuesday.

In addition to the above schedule certain additional tasks must be completed on in-service nights.

- First Tuesday – EMS units should be decontaminated, all vehicles should be checked for cleanliness and the interior of all apparatus should be cleaned.
- Second Tuesday – Fire pumps on all apparatus should be run, Aerial on L451 should be exercised.
- Third Tuesday – Bay floors should be cleaned.
- Fourth Tuesday – All apparatus power equipment should be run, station generator should be run, station air compressor should be run and air bottles filled.

Additionally, to ensure that the department apparatus remains in good condition waxing and detailing of all vehicles is to be performed three times per year during the months of January, May, and September. It is the responsibility of all members to assist in this process at various times throughout the month. Waxing of each vehicle is required in addition to a thorough detailing of the cabs, compartments, and interior areas.

This schedule may be modified as required.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Equipment Preventative Maintenance

Revision Date: 07-08-2009

Page: 1 of 1

In an effort to ensure that all department equipment is in proper working order and up to the highest standard a variety of inspection and training schedules are to be performed annually.

Hose – Hose testing is to be done each year usually during the summer months between May and August. All hose is to be tested, cleaned, and checked. The status of each hose is to be recorded and saved for future reference.

Hydrants – All hydrants in the department’s district are to be maintained annually and usually during the summer months between May and August. Hydrant pressures should be taken and recorded every 5 years and are to be recorded and saved for future reference.

Ladders – All department ladders, including the aerial on L451, are to be tested annually by a certified testing organization. This test is to be scheduled by the chief or assistant chief and usually during the fall months, August through October.

Pumps – The pumps on all department fire apparatus are to be tested annually by a certified testing organization. This test is to be scheduled by the chief or assistant chief and usually during the fall months, August through October.

Rescue Equipment – All rescue and extrication equipment is to be tested and inspected biannually by a certified testing organization. This test is to be scheduled by the chief or assistant chief and usually during the fall or winter months.

Self-Contained Breathing Apparatus (SCBA) – All department SCBAs are to be tested and maintained annually by a certified testing organization. In addition, all high pressure air cylinders are to be static tested every five years and replaced every fifteen years. Typically, this will be done during the winter months.

Lifepak Heart Monitors – The heart monitor/defibrillators on each of the department’s EMS vehicles are to be inspected and tested annually by the manufacturer. This test should be scheduled by the chief or assistant chief.

Department Inventory – Each year all department equipment, supplies, etc. are to be completely inventoried. This will typically occur during the summer months. The status of all equipment and supplies is to be recorded and saved for future reference. This record should include the equipment’s status and location as well as what equipment has been assigned and to what member it has been assigned.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Fire Safety Inspections

Revision Date: 07-08-2009

Page: 1 of 1

Requests for fire and life safety inspections will be scheduled with the fire chief or designated officer. These inspections will be conducted by a certified fire safety inspector at the request of the chief or by a designated officer.

The inspector, at the completion of the inspection, will notify the property owner or manager of any changes or concerns the inspector has and the method by which the owner/manager can accomplish these changes. The inspector will complete a fire safety inspection report and keep it on file for future reference.

Repeat inspections may be necessary to ensure that the appropriate changes, if applicable, are made. These repeat inspections will be scheduled at the discretion of the inspector. Once completed the inspector will complete a re-inspection report with all necessary information included.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Job Descriptions

Revision Date: 07-08-2009

Page: 1 of 8

Fire Chief – The fire chief is appointed and serves at the discretion of the township trustees. Tasks include personnel appointment and maintenance, budget maintenance, grant proposals, purchasing, and general administrative tasks. In addition, the fire chief is the ultimate authority both on station and in regard to any emergency situation.

Assistant Chief – The assistant chief is appointed and serves at the discretion of the fire chief. The assistant chief serves as the ultimate departmental authority in the absence of the fire chief. The assistant chief is second only to the chief in regard to emergency operations.

Captain – Captains are appointed and serve at the discretion of the fire chief. Captains will be responsible primarily for training of personnel and scheduling of training opportunities. In addition, the captain will serve as the ultimate authority over operations at that station in the absence of the chief and assistant chief. The captain presides over emergency operations in the absence of the chief and assistant chief.

Lieutenant – Lieutenants are appointed and serve at the discretion of the fire chief. Lieutenants will be the go to officer for member concerns and concerns will be forwarded up the chain of command as necessary. In addition, in the absence of any other rank, lieutenants will claim authority over departmental and emergency operations.

Senior Firefighter – The senior firefighter is an honorary rank designated to the firefighter or firefighters who, in the opinion of the fire chief, have made and continue to make significant contributions toward the betterment of the department. In addition, this rank is awarded to a longtime member who the fire chief believes to have significant knowledge of departmental and emergency operations. The senior firefighter should use his or her knowledge to help educate the next generation of College Township Firefighters as to basic firefighting and EMS, the expectation that is placed upon members of the department and the policies and procedures of the department.

Designated In-Charge Student – The designated in-charge student will be appointed annually by the fire chief. This student will be, in the opinion of the chief, the most capable student member of the department and will oversee all of the student members of the department. Tasks include student recruitment and screening for that academic year and oversight of student concerns. This student will report to a lieutenant with any concerns of student members on the department.

These descriptions cannot assume every possible role or task of officers or specialty members on the department. Other tasks may be required from and delegated by the fire chief or township trustees.

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009

SOG Name: Job Descriptions (Firefighter)

Revision Date:

Page: 2 of 8

Qualifications:

High School Diploma / GED

Criminal history free from felony conviction

Acceptable driving record

Acceptable background investigation

Ability to attend department trainings

Ability to meet established participation guidelines

General Purpose:

The line firefighter with College Township Fire Department is responsible for mitigation of all fire and EMS emergencies. The line firefighter is responsible for maintenance of department equipment, proficiency in fire and EMS skills, knowledge of department operating guidelines and protocols, and general station duties.

Essential Duties and Responsibilities:

Acquisition of entry level training: CPR certification, EMT-Basic certification, 36 hour firefighter certification, EVOC certification, NIMS (100, 200, 700, 800) certification

Constant training and proficiency in firefighting and EMS skills

Maintenance and knowledge of department equipment, SOGs and protocols

Completion of general station duties, vehicle inspections and station cleaning

Suggested Training:

Constant review of firefighting and EMS journals

Independent study into new and emerging firefighting and EMS tactics

Additional coursework in firefighting and EMS

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009
Revision Date:

SOG Name: Job Descriptions (Senior Firefighter)
Page: 3 of 8

Qualifications:

- Highly active participant in the department
- Maintains the respect of the members of the department
- Exhibits proficiency in basic EMS and firefighting
- Familiarity with department protocols, standards, guidelines and equipment
- Willingness to take on additional tasks and responsibilities

General Purpose:

The senior firefighter is a department member who exhibits excellence in his or her role as a firefighter/EMT with the department. The senior firefighter is responsible for oversight and basic training of new department members. The senior firefighter should work actively to convey the mission of the department to the membership and assist them in assimilating into the service.

Essential Duties and Responsibilities:

- Casual training of new and current members in firefighting, EMS and department operations
- Availability at various times to assist new or current members in learning the equipment, vehicles, policies and procedures of the department
- Function as a role model for department members through actions, attitude and work ethic

Suggested Training:

- Further training in EMS up to additional certification levels
- Further training in firefighting
- Continual refreshment on department equipment, protocols, standards and equipment

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009

SOG Name: Job Descriptions (Designated In-Charge Student)

Revision Date:

Page: 4 of 8

Qualifications:

- Highly active participant in the department
- Maintains the respect of the student members of the department
- Exhibits proficiency in basic EMS and firefighting
- Familiarity with department protocols, standards, guidelines and equipment
- Willingness to take on additional tasks and responsibilities
- Time availability necessary to plan and implement recruit training

General Purpose:

The designated in-charge student (DICS) is ultimately responsible for the oversight of the Kenyon student population of the department. The DICS is responsible for the initial recruit training of both Kenyon students and new community members. The DICS is directly responsible for personnel issues involving Kenyon students, but may also address personnel concerns involving other department members.

Essential Duties and Responsibilities:

- Planning and implementation of recruitment training for Kenyon students and other department members
- Scheduling of fire prevention classes with community schools
- Scheduling and filling of PR events with Kenyon College and the surrounding community including football standby and other community events
- Address personnel issues within the membership
- Perform continued training with members and ensure membership proficiency along with senior firefighters and lieutenants

Suggested Training:

- Further training in EMS up to additional certification levels
- Further training in firefighting
- Continual refreshment on department equipment, protocols, standards and equipment

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009

SOG Name: Job Descriptions (Lieutenant)

Revision Date:

Page: 5 of 8

Qualifications:

Highly active participation in the department

Strive to adopt increased responsibilities within the department

Strive to better him or herself through additional training

Familiarity with department protocols, standards and guidelines

Familiarity with all department equipment

Proficiency in basic fire skills and practices

Proficiency in his or her level of EMS training

Has gained the respect and support of other department members

General Purpose:

The lieutenant with College Township Fire Department serves as a line officer managing personnel in both emergency and non-emergency capacities. Lieutenants should address casual personnel issues and address the needs and concerns of the department firefighters. Lieutenants will assume responsibility for specific department needs.

Essential Duties and Responsibilities:

Management of personnel both on and off of the fireground

Initial incident command

Training of personnel on all department equipment

Motivation of personnel and assignment of tasks

Function as a role model for department members through actions, attitude and work ethic

Suggested training:

Some form of fire training above and beyond 36-hour class – 84-hour, 120-hour, Specialized Rescue (Rescue tech, Hazmat Tech, Rope Rescue, Water Rescue, Trench Rescue, Advanced Extrication)

Some form of line officer or command specific training

Become some form of limited instructor – CPR, ACLS, PALS, BTLS, EVOC, EMS Continuing Education Instructor

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009

SOG Name: Job Descriptions (Captain)

Revision Date:

Page: 6 of 8

Qualifications:

Thorough knowledge of all department procedures

Thorough knowledge of incident command responsibilities and practices

Strive to better him or herself through additional officer specific training

Exhibit effective and fair personnel management practices

Fulfill all current responsibilities without delay or direct guidance

Proficiency in basic and advanced fire and EMS tactics

Has gained the respect and support of other department members

General Purpose:

Supervises and performs fire suppression, emergency medical services and fire prevention duties.

Essential Duties and Responsibilities:

Captains are under the General Supervision of the Assistant Fire Chief.

Captains supervise subordinate officers and firefighter/EMTs in their assigned duties as directed.

Supervises personnel and maintenance of departmental equipment, supplies and facilities, ensuring that their designated station is at a maximum efficiency and readiness at all times.

Assist the Assistant Chief in fire training for the department.

Monitor and observe departmental activities to ensure that conduct and performance conform to department standards.

Suggested training:

240-hour fire training

Some form of advanced EMS training – EMT-I, EMT-P

Officer development courses

Incident command training

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009

SOG Name: Job Descriptions (Assistant Chief)

Revision Date:

Page: 7 of 8

Qualifications:

Proficiency in guiding and motivating personnel

Proficiency in all potential command related responsibilities

Strive to better him or herself through administrative officer specific training

Proficiency and experience in planning, organizing and conducting any training exercise

Has gained the respect and support of other department members

General Purpose:

Performs a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Performs fire and emergency medical services and is head of training, fire prevention and suppression services.

Essential Duties and Responsibilities:

May act as Fire Chief during the absence of the Fire Chief, as assigned.

Supervises all officers and firefighter/EMT positions, either directly or through other subordinate officers.

Assist the Chief with evaluation of firefighter/ EMT's.

Attend meetings when possible: County Chief's, Trustee's, Kenyon and EMA or those deemed necessary.

Handles grievances from officers and firefighters, maintains departmental discipline and the conduct and general behavior of personnel.

Plan fire training for department and plan training for the Officers.

Suggested training:

Full Fire and/or EMS instructor

Grant Writing Workshops

Certified Fire Inspector

Certified Fire Investigator

Administrative Officer Development courses

College Township Fire Department
Standard Operating Guideline

Effective Date: 07-08-2009

SOG Name: Job Descriptions (Chief)

Revision Date:

Page: 8 of 8

Qualifications:

General Purpose:

Essential Duties and Responsibilities:

Suggested Training:

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009

SOG Name: Promotional Process

Revision Date:

Page: 1 of 1

The department is committed to providing the best available leadership to its members. With this in mind all promotions will proceed with the following promotional process.

- The fire chief will post, via department memo, any officer's vacancies that will be considered. This posting will include necessary qualifications and prerequisites.
- Member's who meet the promotional criteria will be asked to submit a letter of intent outlining their value to the position and a relevant resume for consideration by the fire chief and officers.
- The fire chief, with consultation from the officers, will select those members who he feels would be good candidates for the position.
- The selected candidates will be asked to participate in an interview panel.
- Candidates for promotion will be evaluated based on their interview, qualifications, experience, and history with the department including dedication, effort and respect.
- The interview panel and, ultimately, the fire chief will choose the candidate or candidates who he feels would best serve the department and offer them promotion via mail.
- Once selected for promotion the candidate will be presented to the College Township Trustees for placement in the Officer's Corps.
- In the event that a candidate does not accept a promotion the fire chief will evaluate the remaining potential candidates.
- Should no qualified candidates exist then the position is to remain vacant until a viable candidate comes available.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Reporting and State Reporting

Revision Date:

Page: 1 of 1

Reporting after an incident is an important part of maintaining accurate records of an incident and what actions were taken by department members. Therefore, it is the member in-charge of a particular incident's responsibility to ensure that the appropriate report is completed at the conclusion of the incident.

Fire/EMS Reporting

It is each member's responsibility to develop an accurate and thorough reporting method. A few basic guidelines to follow are to write reports legibly, to accurately describe what occurred during an incident, to answer all questions and fill in all blanks so as to prevent someone else from altering the report, and to have the reporting member sign the report once it is completed.

Once completed, all reports are to be filed in the appropriate file in the department radio room.

Radio Log

For each and every incident a member is to complete the department's radio log located in the radio room. If there are not enough members to have someone document radio traffic then the log shall be completed by a member upon returning to the station using times acquired from Knox County Central Dispatch.

State Reporting

The officer in-charge of reporting is to ensure that all reports are entered into state reporting software. In addition, this officer is to ensure that quality assurance is done on all reports and that discrepancies are addressed with the reporting member. At least quarterly, this officer must ensure that all EMS records are sent to the state. In addition, this member must ensure that fire reports are sent to the state monthly.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Station 1 v. 2 Response

Revision Date:

Page: 1 of 1

In general, each station is responsible for response to those areas of the district closest to their respective station. In general this means that the primary response north of Coshocton Rd./SR 36 should come from Monroe Station 452. Similarly, the primary response south of Coshocton Rd./SR 36 should come from Gambier Station 451. Incidents occurring on Coshocton Rd./SR 36 receive shared responsibility from both stations.

This guideline is not meant to limit response from either station and therefore, once an adequate response crew is available at either station that crew is free to begin response to the scene. In addition, if either station has a crew better suited for response to a particular incident (i.e. medic on board or officer on apparatus) that crew should respond to the scene or should respond at the request of the primary crew.

If an apparatus has already begun response and an adequate crew is assembled closer to the incident the closer crew should respond to the incident. At the primary crew's discretion additional responding units can be cancelled or downgraded to non-emergency response, but typically not until the primary crew is absolutely certain that additional crews are not necessary or imperative to the stabilization of the incident.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

Revision Date: 07-08-2009

SOG Name: Appropriate Personnel for Response

Page: 1 of 1

It is expected that any apparatus that responds from either station will have the appropriate trained personnel on board before leaving the station. In general, before responding any apparatus an officer or senior member must be present or on board. If a senior member is not available and there is no belief that a senior member is en route after waiting a reasonable amount of time a crew may respond to an incident, but should begin an appropriate mutual aid department to supplement the current crew.

EMS Response

In order for an EMS apparatus to respond to an incident, a minimum of two certified EMTs of any level must be on the apparatus before making response to the scene. The most senior member available will decide which members will respond on the apparatus for a particular EMS incident. This decision will be based on the perceived seriousness of the incident, the capabilities of the available members, and the last incident that each available member was chosen to participate in.

Fire Response

In order for a fire apparatus to respond to an incident a minimum of three certified firefighters must be on the apparatus before making response to the scene. The most senior member available will decide which members will respond on which apparatus for a particular incident. This decision will be based on the perceived seriousness of the incident, the capabilities of the available members, and the last incident that each available member was chosen to participate in.

If additional members are required at the scene of an incident they may respond in the station truck either to supplement the crew already present on scene or to transport a specially qualified member (i.e. paramedic or fire officer) to assist with the incident.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Response in Personal Vehicle

Revision Date: 07-08-2009

Page: 1 of 1

It will be the best practice of this department to respond to an emergency incident with department apparatus. Since little can be done to assist during an incident without the proper apparatus and equipment, getting personnel and equipment to the scene in the safest and most timely manner will be of utmost concern during an incident.

Since a single personnel in his or her personal vehicle does little to progress the above need, in general, department members will refrain from responding directly to the scene of an incident and will instead respond only to the closest department station.

As always, certain exceptions apply to this guideline. These include:

- If a member with special and necessary skills (i.e. a paramedic or department officer) is required and the quickest and most efficient way to get that member to the scene is with his or her personal vehicle he or she may proceed directly to the scene.
- If a member is inevitably going to proceed directly past or through the scene of an incident on his or her way to the station then he or she may stop in order to assess the incident and begin care or relay necessary information to incoming units. In general, this means that only one member will stop at the scene to begin assessment of the incident, any other members who may pass said scene, once they notice a member has already stopped at the scene, will continue through to the nearest station and assemble a crew to respond with the necessary department apparatus to the scene.
- A department officer may proceed directly to a scene in order to assess the incident and relay necessary information to incoming units as he or she deems necessary. As always, this is at the discretion of the responding officer and should occur only when he or she is certain that additional members will be available to respond from the station.

This is meant to function as a guideline and cannot assume every possible situation or condition, therefore, members must use their discretion when responding, but should be prepared to defend their decision and reasons for deviation from this guideline.

Emergency Response in Personal Vehicles

Members may equip vehicles for emergency response with lights and siren at the discretion of the fire chief. In order to qualify, the member must have his or her vehicle inspected by a certified inspector and cleared before being eligible to utilize lights and/or siren.

Guidelines for emergency response with one's personal vehicle are the same as when responding with department apparatus. This includes driving with due regard, without excessive and/or unnecessary speed, and with attention to the safety of him or herself and other vehicles on the road.

In addition, members should modify their response either emergency or non-emergency based on the perceived seriousness of the incident, i.e. a victim in cardiac arrest may dictate an emergency response for an EMT but a report of electrical lines down may suggest that a member respond to the station non-emergency.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007
Revision Date: 07-08-2009

SOG Name: Communications and Radio Operations
Page: 1 of 2

Radio traffic is reserved for informative and necessary information to responding units and/or central dispatch. To this end radio communications are to be clear and as concise as possible. Therefore, it will be the best practice of this department to refrain from using codes or signals to relay information and instead to use plain English at all times.

In addition, in order to streamline communications and prevent unnecessary radio traffic from consuming radio frequencies the following guidelines prevail:

- Though dispatch will occur on the county's primary frequency members should move radio traffic to the appropriate tactical channel after initial response. At this time, traffic from responding units will remain on the county's primary channel with on-scene communications moved to the East Tactical Channel.
- When members mark "en route" to a particular station, traffic should resemble the following example – "450 Unit _____, en route to station _____". Members may also utilize plain English in regard to these types of transmissions. Members should transmit their rank followed by last name, e.g. "FF _____, en route to station _____". This method of transmission will help avoid confusion regarding the identity of the member making the radio transmission.
- Members should refrain from transmitting information at will. Traffic generally should be limited to announcing response to a station, response information from responding units to dispatch, scene size-ups, and requests for information from a responding unit. If a responding unit requires information such as directions to a particular location or a repeat of a location or address they will request it, there is no need for members to offer this "assistance" on their own.
- If there is some information that is absolutely necessary that a member has reason to believe a responding unit must have and does not, then it would be appropriate to relay that information over the radio.
- Any incident requiring the need for excessive radio communication, such as a fire or rescue scene, should have radio traffic moved to a separate dedicated channel. This traffic has a tendency to bog down primary communication channels and should be moved to a dedicated channel such as East Tactical Channel. The incident commander of a scene should notify all incoming units to move communications to the appropriate channel.

Unit Designations

All department members will refer to themselves and apparatus in the appropriate manner in order to avoid confusion during an incident.

- Though members have been given individual unit numbers it may be more helpful to other members if individuals identified themselves over the radio using their rank and last name. Since all other radio communications proceed with plain language there is no reason that plain language cannot be used when referring to oneself.
- During an incident, members may be given special tasks or be placed in charge of certain aspects of scene command. Therefore, members may forgo their traditional unit designations in order to adopt a specialty designation (i.e. Incident Commander, Accountability, Safety Officer, Staging Officer, Interior Command, Exterior Command, Water Supply, etc.)

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Communications and Radio Operations (cont.)

Revision Date: 07-08-2009

Page: 2 of 2

- Department apparatus will be referred to by their specific designations when transmitting from the apparatus. These designations are as follows:
 - Squad or Medic 451
 - Squad or Medic 452
 - Engine 451
 - Rescue 451
 - Ladder 451
 - Grass 451
 - Station Truck 451
 - Engine 452
 - Rescue 452
 - Tanker 452
 - Grass 452
- Whenever a paramedic or physician is on an EMS apparatus that apparatus will be designated as “Medic” 451 or 452. Whenever a paramedic or physician is not present on an apparatus it will be designated as “Squad” 451 or 452
- Despite the above designation the presence of a physician on an apparatus, including the medical director, cannot fulfill the state required minimum staffing of two EMTs unless that physician is a state certified EMT. Therefore, an EMS unit with a physician would still require two additional EMTs in order to transport a patient to a medical facility.
- Any apparatus being used solely for the purpose of water supply should be designated as “Tanker”. Therefore, a designation of “Tanker 451” also exists in the CAD should a Station 451 apparatus (usually E451) be used for water supply.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Accountability

Revision Date: 07-08-2009

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All members will utilize the department's PASS accountability system on all fire responses. Even when the incident does not appear large or serious enough to necessitate these accountability standards members will follow the following accountability guidelines for increased safety and repetitive practice to ensure that when the system is absolutely necessary it is utilized appropriately.

In general every member should have velcro accountability tags on their helmet. In addition, all apparatus should have accountability boards for scene commanders. For the purposes of this department, and most departments in the county, the color-coding system of accountability is as follows:

Black – This colored tag indicates a Chief Officer on the department.

Red – This colored tag indicates a mid-grade officer on the department, usually a Captain or Lieutenant.

Yellow – This colored tag indicates any Firefighter on the fireground.

Green – This colored tag identifies a member whose purpose during an incident is driver and/or pump operator.

Blue – This colored tag identifies a member whose purpose during an incident is EMS.

Each apparatus will place the tags of all members on the small accountability panel located on the apparatus. The officer or member in charge of accountability will collect these panels at an incident, one for each apparatus and place them on the larger accountability board. This board will be utilized to follow a fire company's location and task on the scene of an incident.

Early in the incident members should place their apparatus' accountability panel on the large accountability board located on the driver's door of either the first in fire apparatus or that apparatus designated by the Incident Commander as the accountability vehicle. As personnel come available the IC will designate an Accountability Officer.

In general when placing a member's tag on the apparatus accountability panel the following order will delineate the member's location on the apparatus:

Top tag – The member tag placed at the top of the panel will signal that member as the apparatus driver/operator, therefore this tag will most often be green.

Second tag – The member tag placed below the driver's on the accountability panel will signal that member as the officer or in-charge member of the crew riding in the front passenger seat on the apparatus.

Third and following tags – The rest of the members' tags will follow the driver and crew leader's tags usually in order of member seniority to designate those members riding in the back of the apparatus and dedicated to fireground work on a scene.

At the incident commander's discretion a PAR (personal accountability report) may be transmitted on the incident radio frequency in order to assess each member's location on the fireground. Each crew will report back to the incident commander during a PAR that crew's status and location on the fireground, i.e. "E451 has PAR, fire suppression on first level".

If at any time a PAR cannot be achieved or a member is found to be missing or injured a "Mayday" will be transmitted. The incident commander will broadcast the missing or injured member's last known location and a RIT (rapid intervention team) will be assembled to perform a rescue.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Response to Violent Scenes

Revision Date:

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Members responding to unsafe or potentially violent scenes must take their own personal safety into consideration above all else. Examples of potentially unsafe scenes include:

- Any suicide attempt.
- Information suggesting an individual on scene has a weapon such as a gun or knife.
- An incident where an individual on scene is reported to have an altered and aggressive level of consciousness.
- Incidents where a fight or assault is reported.
- Incidents at locations that have proven in the past to be unsafe.
- Any scene where a member has reservations either at dispatch or after arriving on scene as to the safety of the scene

Once a member realizes the potential for a scene to be violent he or she is to take the following actions:

- If the crew has already entered the scene they are to retreat back to the apparatus and depart the scene as swiftly as possible moving to a staging area.
- The crew is to notify law enforcement and ensure that a law enforcement unit is en route to the scene.
- If the crew has not yet arrived at the scene they are to proceed to a staging area an adequate distance from the report of the incident.
- Only once law enforcement is present on scene and has cleared the scene of any risks to the crew will the crew proceed into the scene.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Crime Scenes and Evidence Preservation

Revision Date:

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Occasionally, the department is required to respond and function at the scene of a crime. It is the policy of this department that members do everything in their ability to preserve the integrity of a crime scene so long as this preservation does not hinder any member's ability to work at the scene.

Potential crimes scenes include, but are not limited to:

- Sexual or physical assault
- Potential murder scenes
- Robbery scenes
- Scenes where arson is suspected

Specific actions may be taken by members to preserve crime scenes as dictated by the situation and available time. These actions include:

- Leaving possible evidence in its location and doing one's best to avoid altering evidence while on scene.
- Ensuring that victims of assault do not shower or clean themselves before being evaluated, particularly in the case of sexual assault.
- If clothes must be removed they should be placed in an available receptacle and transferred to a law enforcement agent.
- Doing one's best to avoid causing unnecessary damage while stabilizing an incident. At no time, though, should evidence preservation take precedence over controlling the scene, personal safety, or the safety of possible patients or victims.

One should notify law enforcement as soon as possible to any alteration that may affect a crime scene. At the officer's discretion the member may be required to complete a statement with the law enforcement agency.

Crewmembers should ensure that any potential weapons are secured with a law enforcement official before leaving the scene. In the unlikely circumstance when a weapon cannot be secured with law enforcement prior to departure from a scene the crew should secure the weapon and transport it with the patient. When doing so, the crew should ensure that evidence that might be present on the weapon is preserved to the best of the crew's ability, usually with the use of gloves when handling the weapon. This is done to ensure the safety of the general public once the department has cleared a scene and ensure that weapons are not left for other individuals to acquire.

If the weapon that needs to be secured is a firearm, it is to be placed in the blast case located on each EMS unit and locked up. This case should then be secured in an exterior compartment on the EMS vehicle and left for law enforcement to retrieve. Similarly, no person is permitted to possess a firearm while in the back of a department EMS apparatus, unless that individual is a certified law enforcement officer requiring the firearm for performance of his or her duty. Any other individual who possesses a firearm, even if it is not suspected as possible evidence in a crime, will have his or her firearm locked in the blast case located on each EMS unit and secured in a exterior compartment on the apparatus. This is done for the personal safety of the crew on the apparatus.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Response to EMS Incidents

Revision Date:

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In general, response to an EMS emergency will proceed as outlined in the College Township Fire Department EMS Protocol.

Seniority during an EMS incident and in regard to EMS operations will proceed as outlined in the EMS chain of command.

Members must ensure that adequate personnel are present on EMS apparatus prior to response to an EMS emergency, this means that a minimum of two EMT-Basics or higher level EMTs must be on the apparatus prior to its departure from the station. The only exception to this guideline arises if a member knows that at least one additional EMT is already on scene or will arrive on scene in a timely manner. In this circumstance and only under these conditions will an EMS unit be allowed to respond to an EMS emergency with only one, and not less than one, certified EMT.

In order for an EMS unit to transport a patient from an emergency scene to a medical facility, not less than two certified EMTs must be on the EMS apparatus.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: General Fire Response Guidelines

Revision Date: 07-08-2009

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Certain guidelines apply to all fire response incidents and should be taken into consideration during all fire responses.

Manning – Per state and national standards fire apparatus are to be staffed by a minimum of three certified fire personnel. This requirement allows for a driver/operator and at least one entry or working crew. Exceptions to this rule include rescue responses and tanker or water supply responses.

Entry into Hazardous Conditions – Members will not enter hazardous or potentially hazardous environments alone. As a general rule members will function in teams of two on a hazardous scene. If sufficient staffing exists teams may involve more than two members, but one must be certain that all members are present before entering or leaving a hazardous environment. If one member must exit a scene, he or she must be assured that at least two members are still present and accounting for each other.

Scene Size-up – All fire responses should include an initial scene size-up. This scene size up should be done by the in-charge member of the first apparatus that arrives on scene. This size-up should include the type of incident, condition of the house, vehicles, or hazard, description of the house, vehicles, or hazard, number of patients or victims, and the initial action of this first-in company.

Incident Command – In general, the in-charge member of the first company on-scene of an incident will assume initial incident command. This should be relayed to all incoming units. As the company members set up for their initial response the incident commander will perform a detailed assessment of the incident. After this initial assessment the incident commander should begin additional companies if required and notify incoming units of needs on scene.

Transfer of Command – Once a higher-ranking member or officer arrives on scene, incident command may be transferred to that member at his or her discretion. This transfer of command should be relayed to all companies responding to or on-scene of an incident by the off-going incident commander after appropriate information has been exchanged with the on-coming incident commander

Accountability – Accountability will be taken at all fire responses as outlined in the “Accountability SOG”. The in-charge member of the first in company will begin accountability and may transfer this responsibility to another member at his or her discretion.

SCBA Use – Department members will utilize SCBA in all situations in which a hazardous environment exists. This includes, but is not limited to, interior and/or exterior firefighting operations with significant smoke conditions, all incidents where a potential exists for hazardous gas presence, all incidents involving hazardous material release, and any other situation in which a hazard to respiration exists. This includes SCBA use while performing overhaul operations after initial suppression of a fire hazard.

This does not outline every consideration during fire response and it is the responsibility of the incident commander to assess every situation and conform his or her actions based on changing conditions.

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Effective Date: 01-01-2007

SOG Name: Response to Kenyon Facilities

Revision Date:

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The guidelines for response to any Kenyon College campus building can be found in the “Kenyon College Pre-plan Manual”.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007
Revision Date: 07-08-2009

SOG Name: Response to Reported Structure Fire
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The following outlines general response guidelines for a reported structure fire. This guideline cannot assume every possible situation and therefore the responsibility to assess and manage a scene rests with the incident commander.

Order of Response

As members become available apparatus should respond to the scene of a reported structure fire in the following order:

- An engine should be the first apparatus to respond to any reported structure fire. At Station 451 this would mean Rescue 451 should be staffed and responded first within CTFD's district, Engine 451 should be responded first if an engine is requested mutual aid. At Station 452 this would mean Engine 452 should be staffed and responded first. If the fire incident occurs outside of a hydranted area then T452 should be the first apparatus to respond.
- Once members are assured that both an engine and tanker are en route they should respond the next engine. If the incident involves a Kenyon or other commercial building L451 should be next apparatus to respond from Station 451.
- If sufficient personnel arrive at either station an EMS unit, either Squad 451 out of Station 451 or Squad 452 out of station 452, should respond to the scene. It is imperative that an EMS unit be present at the scene of any working structure fire.
- If two engines and a tanker are already en route to a non commercial fire or two engines and a ladder are en route to a commercial fire then the fourth apparatus to respond should be an EMS unit.
- The incident commander should start mutual aid companies as he or she deems necessary throughout an incident. Similarly, if the incident commander sees no need for incoming units on the scene of an incident he or she should cancel or downgrade incoming units as he or she deems necessary.

General Fireground Duties

In order to streamline operations on the fireground, incoming units should perform specific duties when responding and functioning on the fireground.

- The first in Engine company should proceed directly to the incident, assess the situation and begin preparations for fire attack or search and rescue. If the incident is located down a long driveway or access route then this company should lay into the scene from the roadway allowing quicker access to a water source. The driver/operator should place the apparatus in a location that is accessible to the structure, but in a location that would allow other responding units access to the scene.
- The first-in ladder company is responsible for forcible entry, ventilation, or search and rescue needs upon their arrival. If two or more of these activities is necessary and the ladder company is unable to complete all tasks they shall proceed with the most imperative task utilizing personnel from other companies for other fireground needs.
- The second-in engine company is responsible for securing a water source for apparatus already on scene. The second in engine company should remain at the closest hydrant until further information is relayed from the first in engine company. If the first in company indicates that it is a working fire then the second in engine should proceed with establishing a water supply. This procedure applies to both in-district and mutual aid incidents. At no time should a second in or later company bypass a hydrant

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SOG Name: Response to Reported Structure Fire (cont.)
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before ascertaining their role in the incident. Companies should expect to establish their own water supply at mutual aid incidents.

- The second in engine company will oversee water acquisition activities with the in-charge member of that company functioning as the “Water Supply Officer”. This member will request additional mutual-aid engines, tanker, and rescues as needed and oversee water acquisition and supply.
- If additional members of the second in engine company are not necessary for water supply tasks they may be released by their in charge officer to assist members at the scene.
- All companies arriving at a fire scene are to report in with the incident commander to receive instructions and deliver the appropriate accountability materials.
- If a particular incident is found to be significantly lengthy the incident commander should consider the need for additional resources such as replacement personnel, SCBA air replenishment, and establishment of a rehabilitation area.
- Once an EMS unit arrives on scene and if it is not immediately needed then the EMS crew should function as a rehabilitation station for firefighters exiting the structure.
- If sufficient personnel exist the incident commander should consider the establishment of a rapid intervention team (RIT) to standby should the need for emergency search and rescue arise.
- The incident commander or accountability officer may request a PAR at any time to ensure that all members on scene are present and accounted for.
- If an incident grows to involve a large number of apparatus a staging officer should be appointed by the incident commander to assemble incoming units and a staging location should be established outside the general area of the scene.

Defensive Operations

The above guidelines all assume an offensive attack strategy. If on arrival or at any time during the incident the incident commander feels that the preservation of the structure is impossible, or that interior firefighting operations could be hazardous to companies on scene he or she will announce a withdrawal from the structure or a defensive strategy to all companies on scene or responding to the incident.

Once a defensive strategy is announced all companies will proceed with fire suppression activities on the exterior of the structure and all personnel and apparatus will ensure that they are located out of the collapse zone of the structure. If a withdrawal from the structure is necessary a PAR should be taken to ensure that all members have exited prior to resuming suppression activities.

Report of a Firefighter Down

If a PASS alarm is activated or a firefighter is found to be down a “Mayday” shall be transmitted as emergency traffic to all companies on scene. Firefighting operations shall continue as the incident commander assembles a RIT either with available personnel or reallocation of resources. The primary task once a firefighter is found to be in danger is to be rescue of that firefighter through coordinated searches and suppression of the fire threat. Refer to the “Mayday SOG”.

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Effective Date: 01-01-2007
Revision Date: 07-08-2009

SOG Name: Response to a Motor Vehicle Incidents
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There exists a variety of possible motor vehicle incidents for which the department may be dispatched. This guideline cannot assume every possible situation and therefore the responsibility to assess and manage a scene rests with the incident commander. The following outlines response to a few of these possible occurrences.

Motor Vehicle Collisions

Typical response to a motor vehicle collision with possible injury should include at least one EMS unit and one engine/rescue apparatus, typically R451 and R452. Should a company find that additional EMS units are necessary for multiple patients then the first in unit should request these apparatus on arrival. If multiple vehicles are involved requiring patient extrication or fire suppression then these units should also be requested on arrival.

Typically, the first apparatus to respond to a MVC should be an EMS unit. Once an EMS unit is en route, the next vehicle staffed should be a rescue apparatus. If an EMS unit and a rescue are already in route, the third vehicle to respond should be an additional EMS unit. This third vehicle can be substituted with an additional rescue vehicle if information from companies on scene suggests that a rescue would be more appropriate for either incident mitigation or traffic blockage.

The duties of the fire companies following a motor vehicle collision are patient extrication, suppression of hazardous material spills, fire suppression if necessary, and measures to stabilize the vehicle and ensure the safety of the companies working around the vehicle. In addition, once the incident is stabilized and all possible patients are extricated fire company members may be required to perform traffic control duties until the roadway can be reopened.

Vehicle or Mobile Machinery Fires

Response to a reported vehicle or machinery fire, on or off the roadway, will typically involve a rescue apparatus and possibly an engine/tanker company should adequate personnel be available. Initially, members will respond in R451 out of station 451 and R452 out of station 452.

If at any time members should suspect that possible injury occurred to a victim during a vehicle fire, an EMS unit should respond or be requested.

Hazardous Material Spill

Any hazardous material spill from a vehicle on or off the roadway should be handled according to the "Hazardous Material SOG".

Safety Vests

In an effort to provide for the safety of all members and comply with regional laws all members have been provided with a fluorescent safety vest. Every member is to wear this provided vest anytime they are operating on or near a roadway. A simple method to provide for this policy is to store turnout gear with vest donned on the member's jacket. In the event that a member is dispatched to a fire incident other than a MVC this vest can easily be removed from the turnout coat. Members who are functioning as the driver/operator of an apparatus should be conscious of the potential of operating on a roadway and should don their safety vest as appropriate.

Members should be conscious of the fact that these safety vests are not to be worn when making fire attack and should remove them as necessary.

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Effective Date: 01-01-2007

SOG Name: Landing Zone Procedures

Revision Date:

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Aeromedical transport may be requested for a variety of reasons including:

- Significant traumatic injury
- Significant burn injury
- Significant carbon monoxide or hazardous material exposure
- The need for rapid transport to some other specialty medical center

Usually a fire company will be required to secure a landing zone under the following guidelines:

- The company should find a location free of overhead obstructions and located on solid, dry ground
- The company should establish a landing zone preferably 100 ft. x 100 ft., but no smaller than 50 ft. x 50 ft.
- The landing zone should be marked with landing strobes, flares or cones to delineate a location that the company believes fosters a safe landing
- A single strobe, flare or cone may be placed on the downwind side of the landing zone to alert the flight crew to wind direction.
- The in-charge member of the fire company is responsible for relaying landing zone information to incoming flight crew. The in-charge member of the EMS unit is responsible for relaying necessary patient information to the flight crew.
- Information from the fire company in regard to the landing zone should include GPS coordinates if acquired, possible overhead obstructions, and other pertinent information.

Department members will only approach aircraft at the command of the flight crew. Under no circumstances will members approach an aircraft without prior approval and without a member of the flight crew unless requested to do so by a member of the aircraft.

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Effective Date: 01-01-2007

SOG Name: Hazardous Material Response

Revision Date:

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Response to a suspected hazardous material release should be handled with care and extreme caution.

Initial response should include an engine company and EMS unit. Responding companies should dispatch a hazmat team and the county hazardous material trailer to any suspected significant hazardous release. Units should stage an adequate distance from the material release. If companies find that they are located too close to the scene after initial assessment they should retreat to a safe distance.

Under no circumstances should a rescue be attempted before the hazardous material is identified and the scene secured. Initial units should attempt to identify the substance released and should follow the recommendations of the North American Emergency Response Guidebook to hazardous material incidents.

Prior to hazmat team arrival, responding companies can take measures to secure the scene and evacuate surrounding areas. Responsibility for securing the scene and performing cleanup rests with the responding hazmat team.

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Effective Date: 01-01-2007

SOG Name: Carbon Monoxide and Suspected Gas Leaks

Revision Date: 07-08-2009

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When the department is dispatched to a suspected CO or gas leak members should respond in a fire apparatus, outfitted with SCBAs and a CO monitor. If there is a possibility for excessive exposure to a hazardous gas by a victim on scene an EMS unit should respond to the scene as well.

If dispatch does not provide information regarding potential victims of exposure this information should be requested. If dispatch indicates that no resident is experiencing medical symptoms then response should proceed non-emergency. If dispatch indicates that a resident is experiencing medical symptoms, but is out of the structure, then the EMS unit may respond with lights and siren and the rescue vehicle should respond non-emergency. If a victim is experiencing medical difficulties and is unable to exit the structure then both the EMS unit and the rescue unit should respond with lights and siren.

On arrival the responding unit will place the apparatus outside the exposure area. If the exposure is inside a residence or building then staging will be unnecessary, but if the gas release is outdoors the apparatus will park a safe distance from the suspected leak. Initial companies will ensure that the area or building is evacuated before proceeding. If the possibility exists for the ignition of a hazardous gas, members will refrain from starting tools, creating a spark of any kind, and even possibly refraining from radio transmission in the area of gas release. These safeguards will be taken at the discretion of the in-charge member at the scene.

Personnel should utilize SCBA whenever in the presence of a potentially hazardous gas, but particularly when the multi-gas detector indicates a significant parts per million (ppm) of a hazardous substance or any time a member suspects possible danger to his or her safety.

If the company members can dissipate a suspected gas through ventilation this should be done before anyone is allowed back in the scene without protective breathing equipment. If the gas cannot be dissipated, or even once a gas is dissipated, members should investigate the source of the gas release and, if possible, turn the suspected equipment off. If this cannot be done the appropriate utility company or equipment manufacturer should be contacted prior to allowing anyone into the area.

If at any time a bystander or department member is suspected to be suffering from poisoning or toxicity from exposure to a hazardous gas they should receive appropriate medical care from EMS units on scene. If multiple patients are found, an adequate number of EMS units should be requested by the in-charge member.

If at any time the in-charge member feels that an exposure is too large or too complicated to be contained by the resources of the department additional resources should be requested, including but not limited to, a hazmat team.

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Effective Date: 01-01-2007

SOG Name: Response to Reported Lines Down

Revision Date: 07-08-2009

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A fire company shall be dispatched to investigate any reported incident of power or utility lines down. In general the following guidelines should be followed:

- Response should typically be handled as non-emergency. The only exception would be immediate threat to life safety.
- Members should never attempt to touch, move, approach, or deactivate utility and/or power lines.
- Members should secure the area and ensure that bystanders do not approach lines that are down.
- The appropriate utility company should be notified to respond to the scene in order to contain the situation.
- In general, fire companies should remain on scene to maintain a safe zone until the utility company arrives on scene and releases the company.
- In the event that there are multiple reports of lines down at multiple locations, members shall do their best to secure a safe zone around the downed lines before proceeding to investigate additional hazards.
- If lines are preventing a victim from exiting the scene he or she should be advised to remain at their present location until the lines are deactivated. If some hazard necessitates the need for a victim to be extricated from the scene companies on scene should advise the victim as to the safest method of exiting the scene.
- If the victim has sustained significant injury and cannot extricate him or herself all rescue operations should cease until the scene is secured by the utility company.
- Under no circumstances should department members spray water on or near utility lines that are possibly activated. Members will not adhere to the practice of using broken water streams to suppress fires near utility lines.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Mass Casualty Incidents

Revision Date:

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A mass casualty incident is defined as any incident which exceeds the resources of the department. In general the management of a mass casualty incident rests solely on the shoulders of the incident commander. There is no single guideline that can assume or plan out any particular mass casualty incident. In an effort to assist in these complicated and lengthy incidents the following guidelines can apply:

- Extreme caution should be taken when approaching the scene of a mass casualty incident. The first in officer should quickly assess the situation and safety concerns such as hazardous material release, fire or explosion hazard, and building or equipment instability. Mitigation of these hazards must be the first priority of incoming companies.
- The incident commander should assess the incident and request mutual aid apparatus as required. As the situation dictates the incident commander should implement the county emergency plan if necessary. When requesting assistance the incident commander should keep in mind non-fire department related resources such as towing agencies, farmers, and citizens or organizations possessing specialty equipment.
- Law enforcement should be utilized as necessary to control the scene of a mass casualty incident.
- If the incident requires county-wide response the county EMA director should be summoned for support and information.
- The most senior member or officer on scene should manage fire company operations. Similarly, the most senior EMT should manage EMS operations. It is also recommended that the incident commander appoint an accountability officer as well as a safety officer to oversee those areas of operation.
- Since a mass casualty incident requires an excessive number of apparatus from multiple departments a staging area should be selected as soon as possible and a staging officer should be appointed.
- One EMT should be placed in charge of triage of victims and shall conduct triage as outlined in the College Township Fire Department EMS Protocol.
- If victims must be removed from the scene due to unsafe conditions this process should be coordinated between the incident commander and in-charge EMS officer.
- If the incident is particularly lengthy the incident commander should assess the need for logistical or financial officers to oversee support supplies for all personnel on scene and necessary expenses.
- The EMS officer should keep in mind the need to notify surrounding hospitals to the incident and each facility's limitations.
- Communication should be reevaluated periodically and if necessary communication among different sectors should be moved to different radio frequencies.

College Township Fire Department Standard Operating Guideline

Effective Date: 01-01-2007

SOG Name: Mutual Aid

Revision Date:

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It will be the best practice of this department to participate in mutual aid agreements with surrounding departments. Though no guideline can fully encompass all aspects of mutual aid activities the following suggestions are meant to aid members in conforming to mutual aid practices.

Requests for Mutual Aid

Whenever a department member feels that an incident or situation exceeds his or her resources or abilities he or she should request mutual aid. When doing so that member should relay to dispatch specifically what type of equipment he or she is requesting and from what department.

A rough guideline for requesting mutual aid from various departments can be summed up as follows:

- For incidents north of the village of Gambier and east of Upper Gilchrist Rd. and/or S.R 308 initial requests for aid should be from the Eastern Knox County Joint Fire District. If the initial department is unable to respond or additional mutual aid units are required they should be requested from the Mt. Vernon Fire Department.
- For incidents north of the village of Gambier and west of Upper Gilchrist Rd. and/or S.R. 308 initial requests for aid should be from Mt. Vernon Fire Department. If the initial department is unable to respond or additional mutual aid units are required they should be requested from the Eastern Knox County Joint Fire District.
- For incidents in College Township initial requests for aid should be from the Mt. Vernon Fire Department. Additional mutual aid units should be requested from the Bladensburg Fire Department and/or the Eastern Knox County Joint Fire District.
- For incidents in the extreme northwest corner of Monroe Township initial requests for aid should be from the Mt. Vernon Fire Department. Additional mutual aid units should be requested from the Fredericktown Fire Department.

As stated this is simply a rough guide and the in-charge member must take into account specialty equipment or specially trained personnel at various departments. In addition, attention must be paid to where a department's equipment is located. For example, a ladder from the Eastern Knox County Joint Fire District that is required near S.R. 36 is actually farther than a ladder from Mt. Vernon Fire Department. The in-charge member must use his or her best judgment when requesting these resources.

It will be the best practice to utilize mutual aid apparatus and personnel when absolutely necessary and to release them back to their district as soon as possible.

Responding to Mutual Aid Requests

It will be the best practice of the department to offer mutual aid assistance whenever the appropriate personnel are available. To this end, the department will only respond what is requested from a particular department, nothing more, and from the closest station if possible. Therefore, if an apparatus starts response from Station 451 and a crew comes available at Station 452 and that crew would still have a quicker response to the incident then the Station 451 crew will cancel response and return to quarters.

On arrival on scene responding companies will check in with the incident commander to receive instruction and turn in accountability information.

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Effective Date: 07-08-2009

SOG Name: Grass Fire Response

Revision Date:

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Grass fires and their response should be handled differently than structure fires. Officers and firefighters should keep in mind that exhaustion is a common cause of firefighter injury during these incidents. Therefore, the level of PPE will be decided by the incident commander or in-charge member during these incidents. In most circumstances bunker pants and a long sleeved shirt will suffice for personal protection during these incidents, but again, the level of personal protection will be indicated by the officer or officers in charge.

Report of Open Burn

Any time dispatch indicates that we are responding to a “report of an open burn” all apparatus should respond non-emergency.

The initial responding units to these types of incidents should be G451 and G452. Once G451 and G452 are en route either T452 or E451 could proceed to the scene for water supply. It is unlikely that these incidents will require more than two grass trucks and a tanker.

Once on scene, the in-charge crewmember should assess the situation and volume of fire. If the open burn violates the state burn regulations the in-charge member should advise the individual who is burning of the regulations. It is at the discretion of the in-charge member whether he or she will allow the fire to burn out or extinguish the fire him or herself.

Report of Grass Fire

Any time dispatch indicates that there is a report of a grass or field fire the initial or closest grass truck should respond emergency status and all other vehicles should proceed non-emergency until upgraded by the first in apparatus.

The initial responding units to these types of incidents should be G451 and G452. Once G451 and G452 are en route either T452 or E451 should proceed to the scene for water supply.

Once on scene, the in-charge crewmember should assess the situation and volume of fire. Depending on the size of the field involved, wind conditions and size of fire the in-charge member should consider the need for mutual aid support. Extinguishment should proceed from the burned out portions of the field to avoid the risk of being overcome by the advancing fire.

Report of Grass Fire Advancing Toward a Structure

Any time dispatch indicates that there is a report of a grass or field fire that is advancing toward a structure the initial units can respond emergency status at the discretion of the in-charge crewmember of that apparatus.

The initial responding units to these types of incidents should be G451 and G452. An engine and/or tanker company should also respond for water supply support or in case the structure becomes involved. As above, the most appropriate apparatus would be E451 and T452.

Once on scene, the in-charge crewmember should assess the situation, volume of fire and risk to the structure. Depending on the size of the field involved, wind conditions and size of fire the in-charge member should consider the need for mutual aid support. Initial extinguishment should begin with that fire closest to the structure and proceed outward. Once extinguishment efforts have assured that the structure is no longer at risk the in-charge member should evaluate the need for additional apparatus, or downgrade incoming units.

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009

SOG Name: Mayday Procedure

Revision Date:

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Purpose:

To establish a guideline for the notification, location and rescue of firefighters who are disoriented, lost, injured or otherwise in danger at a working incident.

Preparations:

The incident commander on any incident should always begin preparations for the worst during all emergency situations. This being said the incident commander at all working incidents should consider the need for an EMS rehabilitation vehicle, an EMS transport vehicle and a Rapid Intervention Team (RIT). These resources should be requested early in the incident and should be dedicated to these roles throughout the incident.

Additionally, an accountability system must be established at every working incident as outlined in the "Accountability SOG".

Without these preparations in place an incident commander will be ill equipped to handle a mayday event.

Activation:

Any firefighter who becomes disoriented, lost or trapped should call a mayday.

Any time that a firefighter loses track of his or her partner and is unable to locate or contact his or her partner a mayday should be called.

Any time the incident commander calls for a PAR as outlined in the "Accountability SOG" and is unable to locate a crew or individual firefighter a mayday should be called.

Anytime a firefighter feels that he or she is in danger or that another crew is in danger and cannot be contacted a mayday should be called.

Procedure:

- 1) Any firefighter should call a mayday by communicating "Mayday, mayday, mayday" over the primary channel being utilized for the incident.
- 2) Upon hearing the mayday, the incident commander should suspend all radio traffic.
- 3) The incident commander should command all other companies to move radio traffic to a separate and dedicated radio channel.
- 4) The incident commander should then make contact with the firefighter calling the mayday and request the following information:
 - a. The endangered firefighter's current or last known location
 - b. The company or vehicle of the endangered firefighter
 - c. The name of the endangered firefighter
 - d. The available air supply of the endangered firefighter
- 5) The incident commander will notify the endangered firefighter to activate his or her PASS alarm if possible. The firefighter who activates a mayday should never try to communicate over his or her PASS alarm, therefore, members should be mindful to deactivate their PASS prior to communicating over the radio.
- 6) The incident commander should activate the RIT conveying the information received in step 4 to the team. RIT should communicate on the radio channel dedicated to the mayday operations.

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SOG Name: Mayday Procedure (cont.)

Revision Date:

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- 7) If no RIT has been established prior to the incident the incident commander should assemble any currently available resources for RIT operations or reallocate resources that have been assigned lower priority tasks.
- 8) The incident commander should assure that an EMS transport unit is on scene. If only one EMS unit is on scene, the incident commander should call for an additional EMS vehicle.
- 9) The incident commander should consider the need for additional firefighting or rescue companies.
- 10) The incident commander should assure that, at all times during the mayday event, fire suppression and mitigation activities are continued.
- 11) Once the downed or endangered firefighter has been found and removed from the structure the incident commander should notify companies operating on the mayday channel as well as companies who have been moved to the operational channel that there is an all clear, the mayday has been resolved, and further suppression activities should continue.

Considerations:

The incident commander is ultimately responsible for ensuring the safety of crews operating on the fireground. This responsibility should be shared with other officers who function as safety officers during the incident. The incident commander and his or her officers should always assess risk vs. benefit and assure that undue risk is not assumed by the firefighters under his or her command.

To this same end, the incident commander must assess the viability of victim rescue vs. victim recovery and cater fireground operations to the likelihood of victim rescue.

Similarly, the incident commander must also assess the viability of firefighter rescue vs. firefighter recovery. It is the incident commander's responsibility to commit firefighter's to the high risk rescue of disoriented, lost, trapped or injured firefighters, but it is the difficult responsibility of the incident commander to not commit firefighter's to the impossible rescue of other firefighters.

College Township Fire Department Standard Operating Guideline

Effective Date: 07-08-2009
Revision Date:

SOG Name: Rapid Intervention Team (RIT)
Page: 1 of 1

Purpose:

To establish a guideline for the establishment and operations of the Rapid Intervention Team (RIT) on working incidents.

Establishment:

The incident commander should attempt to establish a RIT prior to the need for rapid intervention on the fireground. This can be accomplished by allocating firefighters to this position early in the incident from apparatus on scene. This can also be accomplished by requesting a mutual aid engine or rescue company and dedicating them to RIT.

Procedure:

Members who are committed to RIT have a variety of unique responsibilities.

RIT members should take care to set up their RIT area appropriately by removing necessary equipment from apparatus on scene. This equipment should include a compliment of rescue tools including halligan, axe, sledgehammer, Denver tool, etc. The RIT team should also acquire flashlights for this area. Chainsaws and Partner saws can also be located in this area as available. The RIT should secure a spare and unused SCBA, SCBA facepiece, and spare SCBA bottles. The RIT should attempt to secure a thermal imaging camera for their dedicated use. The RIT should have search rope in their area for large area searches and should consider using search rope once activated in any structure. The RIT should be equipped with a radio for each team member.

The RIT should be a dedicated entity on the fireground and should not be committed to any high-level fireground responsibilities. It may be appropriate for RIT personnel to be utilized for limited exterior tasks as long as they can be quickly assembled for their primary RIT responsibilities.

The RIT should be constantly monitoring radio traffic for indications of firefighters in distress or other situations that may necessitate their usage.

Once activated the RIT should proceed to their RIT area and assemble necessary tools and equipment.

The RIT should contact the IC to obtain necessary information and develop a plan for victim rescue. This may mean entering the structure through a primary egress or entering via ground ladder or aerial device. This plan should be carefully considered and developed.

Once activated the RIT should proceed as outlined in the "Mayday SOG" and should be particularly careful and diligent in fulfilling their responsibilities as a disoriented, lost, trapped or injured RIT serves only to worsen the situation.

Once RIT responsibilities have been completed and the Mayday situation is resolved RIT should proceed to rehab along with the rescued victim for assessment.

The incident commander should now consider the reestablishment of another RIT.

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Effective Date: 07-08-2009

SOG Name: EMS Rehabilitation Unit

Revision Date:

Page: 1 of 1

Purpose:

To establish a guideline for the establishment of rehabilitation during working incidents.

Establishment:

The incident commander should consider requesting a rehab unit early in the incident. If enough CTFD personnel are available they should staff an EMS vehicle and perform these responsibilities. If enough CTFD personnel are not available then the incident commander should request an EMS vehicle from a mutual aid department to function in a rehab capacity. The incident commander should also consider the need for additional EMS vehicles for victim treatment or treatment of exhausted or injured personnel at the scene.

Procedure:

Often members will be called on to perform EMS rehabilitation for CTFD incidents or for mutual aid departments. When functioning in this rehabilitative capacity the EMS crew should operate in the following capacity.

- If the EMS crew is aware that they are being called on only as a rehabilitation vehicle then the crew should respond to the incident non-emergency.
- The crew should assure that they have their fire gear and necessary communications equipment in case they are needed for other tasks.
- The crew should consider taking the EMS rehab vests located at station 451.
- Upon arrival on scene the crew should check in with the IC and find out where the rehab area will be set up.
- If enough crewmembers are present the crew should offer one crew member to function as accountability officer.
- The crew should set up a rehab area and should obtain necessary rehydration supplies.
- The crew should consider either cooling or heating the back of the EMS vehicle depending on weather conditions.
- The crew should be prepared to offer first aid or EMS assistance to any firefighter who has become overexerted or injured during the incident.
- If the crew must transport an overexerted or injured firefighter during the incident they should assure that another EMS vehicle is present on scene or dispatched to the scene.
- The EMS crew should be active in assessing the level of exertion of the crews on scene and should be proactive in delivering water and rehab supplies to firefighters.
- The EMS crew should be assertive in requesting that firefighters who appear to be overexerted be removed from service and moved to the rehab location.
- Early in the incident if crewmembers are available they should offer assistance to the crews operating on scene by completing some limited exterior operations. With that being said, there should always be at least one EMT in the rehab location should the need for rehab or EMS arise during this time. This single EMT can be the Accountability Officer.

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Effective Date: 07-08-2009
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SOG Name: Riding Assignments (Driver/Operator)
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In an effort to standardize the department's response to emergency incidents and in order to clarify each firefighter's responsibilities while on the scene of an emergency incident the following SOGs seek to establish straightforward and clear riding assignments. This is a very general guideline to assist members in understanding the roles they are expected to fill on the fire scene and the responsibilities they hold. Often the officer or in-charge member of the apparatus will amend these guidelines to better fit the incident.

Seat: Driver's Seat

Role: The primary responsibility of the driver/operator of any fire apparatus is to deliver the emergency vehicle and its crew to the scene safely. Once on scene the driver/operator is to *facilitate* the crew in its efforts to neutralize the given incident.

Priorities (first in engine): After delivering the crew safely to a fire incident the driver/operator shall fulfill the following priorities.

- 1) Oversee initial incident accountability.
- 2) Operation of apparatus fire pump and delivery of water to crews operating on scene.
- 3) Establishment of a constant water supply either independently or with assistance from arriving companies.
- 4) Lighting of the emergency scene during any and all nighttime incidents.
- 5) Removal of any potentially necessary equipment from the fire apparatus and placing it in a location easily accessible to crews operating on scene. Examples include, ventilation fans, saws, handtools, portable lighting, and spare air cylinders.
- 6) Establishment of a RIT area if RIT companies have not yet arrived on scene.
- 7) Placement of ground ladders when necessary.
- 8) Resupply of operating crews' air cylinders.

Priorities (second in engine or tanker):

- 1) Establish a constant water supply (if not already completed) and supply primary engine company.
- 2) Assume water supply command and coordinate water acquisition efforts.
- 3) If water supply has already been established through use of available hydrants then the driver/operator of the second in company should assist the driver/operator of the first in company and support his or her crews.

Priorities (engine/rescue of motor vehicle incident):

- 1) Ensure that crews operating on a roadway receive adequate shielding from traffic through vehicle placement. Typically, this will involve completely blocking, at a minimum, the entire lane of traffic in which the incident occurred. If necessary this includes blocking the entire roadway in all directions should it be necessary. One should always error on the side of safety.

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SOG Name: Riding Assignments (Driver/Operator)
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- 2) If the entire roadway is not blocked the driver/operator should divert traffic and mark the diversion clearly through use of flares and/or traffic cones.
- 3) Should the driver/operator require assistance in controlling traffic he or she should request this assistance either from law enforcement or additional fire companies.
- 4) Once the driver/operator has ensured that crews have a safe scene in which to work he or she should establish lighting during all nighttime incidents.
- 5) The driver/operator should then deliver all necessary equipment to crews operating on scene and lay down a suppression line or extinguisher on all incidents where there exists a potential for flammable materials to ignite.

Priorities (ladder company):

- 1) The driver/operator of the ladder assumes many of the same responsibilities as the engine driver/operator. These include, lighting, equipment removal, air cylinder removal and replacement, placement of ground ladders, and possibly water supply to handlines.
- 2) The ladder operator must also carefully consider placement of the apparatus at the scene keeping in mind optimal aerial device use should it be necessary.
- 3) If utilized the ladder operator must set up and operate the aerial.
- 4) If the aerial master stream is to be utilized the ladder operator must secure a water source to feed the aerial.

Priorities (incident conclusion):

- 1) At the conclusion of an incident the driver/operator should bear in mind that operating crews will be exhausted. Therefore, the driver/operator should take the lead in the replacement of equipment back onto the apparatus and should assist crews as fully as possible.

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Effective Date: 07-08-2009

SOG Name: Riding Assignments (In-Charge Member)

Revision Date:

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Seat: Passenger Seat

Tool: Thermal Imaging Camera and/or Officer's Halligan

Priorities: The primary responsibility of the in-charge member of an apparatus is the safety and command of all personnel on his or her respective apparatus. Therefore, the in-charge member should be the most senior member on the apparatus whenever possible. Should the in-charge member need to assume command responsibilities for the entire scene then he or she should place the next senior member in charge of the crew of the apparatus.

Responsibilities (engine on a fire incident): The in-charge member of the first in engine company has a few unique responsibilities outlined below. Numbers 7-13 apply to the in-charge member of all engine companies

- 1) This in-charge member is responsible for the initial scene size up as outlined in the "Response to Reported Structure Fire SOG".
- 2) The in-charge member is responsible for setting up accountability either with him or herself or with the driver/operator of the first in engine.
- 3) The in-charge member is responsible for establishment of initial incident command and complete size-up of incident including 360-degree walk around.
- 4) The in-charge member is responsible for requests for mutual aid.
- 5) The in-charge member is responsible for transferring command if necessary.
- 6) Should command be transferred, or should the in-charge member not need to establish command then his next responsibility is to direct his crew, or split his crew (if 4 members) and assign tasks as follows.
- 7) Entry into structure.
- 8) Pulling of hoselines and extinguishment of fire either on the interior or exterior of the structure.
- 9) Throwing of ground ladders.
- 10) Victim rescue.
- 11) Ventilation.
- 12) Salvage.
- 13) Overhaul.
- 14) Throughout the incident it is the in-charge member's responsibility to assess the safety of the structure, the safety of the fire conditions, and the safety of his crew. Therefore, the in-charge member should allow his crew to perform most of the tasks above while assessing the scene unless the situation dictates that he or she take action.
- 15) The in-charge member should report back to the incident commander as the situation dictates.

Note: Though forcible entry, victim rescue, ventilation, salvage and overhaul are traditionally ladder company responsibilities it will likely be an engine company's responsibility to perform some or all of these functions. Though, if a ladder company is available they should be assigned these tasks as possible.

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SOG Name: Riding Assignments (In-Charge Member)

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Responsibilities (ladder on a fire incident): Though a ladder company's responsibilities are prioritized slightly different, as described below, it may be the in-charge member of the ladder's responsibility to either perform in a similar capacity as described above or to direct his or her crew to complete tasks listed above in order of importance.

- 1) The in-charge member is still responsible for overseeing the operations and safety of the personnel arriving on his or her apparatus.
- 2) Performing forcible entry.
- 3) Performing ventilation.
- 4) Throwing ground ladders.
- 5) Operating off of the aerial device.
- 6) Salvage.
- 7) Overhaul.
- 8) Pulling and manning back up or secondary hoselines.
- 9) Assisting with establishment of water sources.

Responsibilities (engine/rescue on a motor vehicle incident): Though the in-charge member on a motor vehicle incident still has a primary responsibility to the direction and safety of his or her crew a few specifics should be laid out.

- 1) The in-charge member of the first arriving rescue or engine/rescue should establish command over the entire working incident, perform size-up, request additional equipment, assess safety, and direct companies.
- 2) Again, the in-charge member should attempt to allow his or her crews to mitigate the incident, but the in-charge member may be required to take a more active role in the fire suppression, vehicle extrication, or victim rescue efforts.

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SOG Name: Riding Assignments (Position 1)

Revision Date:

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Seat: Directly behind the officer

Tool: Denver Tool and/or search line

Responsibilities (engine company on a fire incident): Should only 3 firefighters respond on an apparatus then the third firefighter will fill the seating position behind the officer or in-charge member. This position is important because it allows the firefighter to emerge from the vehicle in close proximity to the officer or in-charge member and allows those two firefighters to stick together as a single crew.

- 1) If fire conditions are present on arrival the role of position 1 will be to pull the initial attack line to the closest entry point of the structure and prepare the line for entry. On a 3-person engine this responsibility may lie solely with the firefighter in position 1 since the officer will be gathering additional information. On a 4-person engine, position 1 will receive assistance from position 2 and they will function as the interior attack crew with the officer or in-charge member fulfilling command responsibilities.
- 2) Should the firefighter in position 1 arrive on the second in engine company then the initial attack line should already be in place. If this is not the case, then the firefighter in position 1 along with the in-charge member of the engine will assist the first engine company in getting this line in service.
- 3) If the line is in place and there is no evidence of trapped victims, then the second arriving firefighter in position 1 should consider pulling a backup line off of the first in engine and getting it in service. This will be done either with the aid of the in-charge member of the second arriving engine or with the member in position 2 from that same piece of apparatus.
- 4) If at any point companies on scene become aware of victims still trapped inside the structure, a crew will be established to perform search and rescue. If the responsibility for victim rescue were to fall immediately on the first arriving engine company the first arriving engine company should attempt to perform rescue with the aid of an attack line. If the in-charge member and crew decide that rescue can be performed safely and more efficiently without the aid of an attack line then a swift location and retrieval of trapped victims will take priority.
- 5) Should the responsibility for victim rescue fall on the second in engine company, with the first in companies performing fire suppression, then victim rescue will become the priority for the firefighter in position 1 and his or her in-charge officer.
- 6) Should ventilation be necessary then the firefighter in position 1, along with his or her in-charge officer or the firefighter in position 2, will coordinate ventilation tasks with the first in engine company. If a ladder company has arrived or is arriving on scene then the responsibility for ventilation will fall on the ladder company and the second in engine will establish a backup line.
- 7) As first in apparatus on a commercial fire incident or Kenyon dormitory incident the firefighter in position 1 will need to equip him or herself with the high rise pack and bag. If there is a firefighter in position 2 he or she can assist in the acquisition of these items and the transport of them to the staging location. The firefighter in this position should keep in mind that if a standpipe does not exist or is not accessible at the incident he or she will need to connect to a 2 ½" or 3" hoseline and extend the high rise pack from there.

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SOG Name: Riding Assignments (Position 1)

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- 8) As second in apparatus on a commercial fire incident or Kenyon dormitory incident the firefighter in position 1 should assist the officer or firefighter in position 2 with securing the water supply for the first in engine and water supply to the standpipe system. If these tasks have been completed or do not require the assistance of the crew of the second in engine, the firefighter in position one should consider equipping him or herself with a bag of search rope and work with the officer or firefighter in position 2 on the primary search of the facility.

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Effective Date: 07-08-2009

SOG Name: Riding Assignments (Position 2)

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Seat: Directly behind the driver.

Tool: Irons (Flathead axe and halligan)

Responsibilities (engine company on a fire incident): Should an engine company respond with 4 firefighters, this fourth firefighter will fill the position behind the driver of the apparatus.

- 1) If fire conditions are present on arrival the role of position 2 will be to team up with position 1 and pull the initial attack line to the closest entry point of the structure and prepare the line for entry.
- 2) Should the firefighter in position 2 arrive on the second in engine company then the initial attack line should already be in place. If this is not the case, then the firefighter in position 2 along with the firefighter in position 1 will assist the first engine company in getting this line in service.
- 3) If the initial attack line is in place and there is no evidence of trapped victims the firefighters (positions 1 and 2) from the second in apparatus should consider pulling a backup line. Or should prepare for an initial search of the structure. This will be decided by the officer or in-charge member of the apparatus.
- 4) If at any point companies on scene become aware of victims still trapped inside the structure, a crew will be established to perform search and rescue. If the responsibility for victim rescue were to fall immediately on the first arriving engine company the first arriving engine company should attempt to perform rescue with the aid of an attack line. If the in-charge member and crew decide that rescue can be performed safely and more efficiently without the aid of an attack line then a swift location and retrieval of trapped victims will take priority.
- 5) Should the responsibility for victim rescue fall on the second in engine company, with the first in companies performing fire suppression, then victim rescue will become the priority for the firefighter in position 2 along with the firefighter in position 1.
- 6) Should ventilation be necessary then the firefighter in position 2, along with the firefighter in position 1, will coordinate ventilation tasks with the first in engine company. If a ladder company has arrived or is arriving on scene then the responsibility for ventilation will fall on the ladder company and the second in engine will establish a backup line.
- 7) As first in apparatus on a commercial fire or Kenyon dormitory incident the firefighter in position 2 should assist the firefighter in position 1 with transporting the high rise equipment to the staging area and set up for high rise operations. Again, the firefighter in position 2 should keep in mind that if a standpipe does not exist at the facility or is not accessible he or she will need to extend the high rise pack off of a 2 ½" or 3" hoseline.
- 8) As the second in apparatus on a commercial fire or Kenyon dormitory incident the firefighter in position 2 should assist the firefighter in position 1 with the securing of a water supply for the first in apparatus and water supply to the standpipe system. If the crew of the second in apparatus is not needed for water supply then the firefighter in position 2 should consider equipping him or herself with a bag of search rope and prepare for a primary search of the facility.

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Effective Date: 07-08-2009

SOG Name: Riding Assignments (Positions 3 and 4)

Revision Date:

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Seat(s): Middle seats in the fire apparatus

Tool(s): Pike pole, Drywall hook, Pickhead axe, Sledgehammer (choose most appropriate)

Responsibilities (engine company on a fire incident): If an engine company responds with 5 or 6 people then the firefighters in positions 3 and 4 will sit in the middle of the cab.

- 1) If the firefighter(s) in positions 3 and 4 respond in on R451 then they will be confined to exterior operations. These may include tapping the nearest hydrant, assisting the driver/operator with securing a water supply, removing tools from the apparatus for interior crews, ventilation and/or throwing ladders to the structure.
- 2) On a commercial or Kenyon dormitory incident the R451 firefighter(s) in positions 3 and 4 will work with crews on securing water supply, freeing up the other firefighters on the apparatus for interior operations.
- 3) If E451 or E452 arrives as first in engine company the firefighter in position 3 will team up with the officer of the apparatus. It is likely that the firefighters in positions 1 and 2 are preparing the initial attack line and performing fire suppression. The position 3 firefighter should plan to team up with the officer for a primary search of the structure.
- 4) If E451 or E452 arrives as first in engine company on a commercial fire incident or Kenyon dormitory incident the role of position 3 will likely remain the same and that member will team up with the officer of the apparatus to setup up water supply, begin primary searches, or pull additional handlines.
- 5) In general the firefighters in position(s) 3 and 4 will serve as support assistance. It is the firefighter in these positions' responsibility to find out what needs to be done and work toward completing these tasks. This will almost always include first, making sure a water supply is secured. Second, creating a second crew for interior operations along with the apparatus officer. Third, assisting in exterior operations including ladder deployment, ventilation (ground level for R451) and tool deployment.

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Effective Date: 07-08-2009

SOG Name: Riding Assignments (Ladder Operations)

Revision Date:

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The riding seats and tools will remain the same for positions on L451, but the tasks to be completed by crew members differs depending on the usage of L451.

Non-aerial Operations

If the aerial device on L451 is not needed then the crew of L451 should fill support roles according to the tasks assigned by the incident commander.

Typically L451 will arrive later in the incident and positioning of this apparatus is always key. Therefore, the driver of L451 should always expect that the aerial will be utilized. Therefore, a location as close to the front or a corner of the involved structure is best for these purposes. The driver/operator of every vehicle should always be careful to leave room at the scene for movement of other apparatus. The driver/operator of the aerial should also ensure that room is left for deployment of the stabilization jacks of the apparatus.

During both in-district and mutual aid incidents the driver/operator and crew of L451 should expect to establish their own water supply for the apparatus. Therefore, laying into the scene from a hydrant should be considered on all working incidents. Crewmembers should keep in mind that depending on the development of the incident the aerial may be utilized at a later time.

Assuming that on arrival the aerial device is not needed the officer and crewmembers should expect that their primary responsibility will be search and rescue. If the IC has already committed enough engine companies to this task then deployment of ground ladders should be the next priority. These responsibilities will be followed by ventilation and, later, salvage and overhaul.

At any time the IC may call for the use of the aerial device and it is the responsibility of the driver/operator of this apparatus and his or her crew to put the aerial device in service. Therefore, tasks may need to be reassigned or reprioritized.

Aerial Operations

If the aerial device is needed on the arrival of L451 then it is the entire crew's responsibility to place the device in service. Again, the first step in preparing this apparatus is the establishment of a water supply for the waterway, should that be the role assigned to the apparatus. If the IC indicates that the apparatus' main priority is victim rescue or the establishment of a secondary egress for interior crews than the driver/operator's first responsibility is getting to the scene and taking care in properly positioning the apparatus.

Once a water supply has been secured, if needed, and the apparatus is properly placed it is the entire crew's responsibility to set up the device. The officer should work with the driver/operator in properly deploying the ladder. The crewmember(s) in positions 1 and 2 should remove the skid plates and ensure that the jacks are properly placed. The officer may need to assist in jack deployment if there is only a firefighter in position 1.

Once the aerial device is placed for defensive waterway operations or is placed for secondary egress the officer and crew of L451 is free for reassignment.

If the aerial device is placed for victim rescue than the crew of L451 is committed until victim rescue has been accomplished.

When operating off of the aerial device the crew of L451 should remember that ladder belts must be equipped and crewmembers must be locked in whenever working off of the apparatus. Also, every crewmember ascending the aerial should be, at minimum, *equipped* with SCBA. Should smoke conditions necessitate, crewmembers on the aerial should utilize their SCBA.

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SOG Name: Riding Assignments (Tanker Operations)

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Whenever T452 is being utilized for water supply or E451 is functioning as a tanker or water supply apparatus with 2 or fewer crewmembers then those crewmembers will work as a team in overseeing water supply responsibilities.

Whenever possible, or as the situation dictates, T452 should not be utilized as the relay pumper for the apparatus at the incident. Because of its ability to move larger volumes of water, T452 should always be free to leave the incident and refill.

Initially, the tanker crew should deliver their water supply to either the relay pumper or directly to apparatus on scene. Should it be unlikely that more than the available 2000 gallons of water be needed for incident mitigation then T452 can connect directly to the on-scene apparatus. Similarly, E451 operating as a tanker should connect to on scene apparatus and function throughout as relay pumper if no other vehicle has filled this role. Additional vehicles should then be requested for water transport.

Should it become apparent that the incident will require large volumes of water for mitigation than T452 should offload their water supply into portable dump tanks and the relay pumper should draft from there. The driver/operator and officers of these “tanker” apparatus should keep constantly aware of water supply needs, distance to available water source and available resources. Should additional resources be necessary the Water Supply Officer should request additional tankers as early in the incident as possible.

If apparatus that is functioning as water supply has additional or excess crewmembers than these crewmembers should be combined into teams of two and they should be sent to the scene to assist. These crews should check in directly with the IC.

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SOG Name: Riding Assignments (MVC)
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Though response to motor vehicle incidents will proceed as outlined in the “Motor Vehicle Incident SOG” firefighters have additional considerations based on riding position.

Motor Vehicle Collision

Driver/Operator: The primary concern for the driver operator when operating on the roadway is the safety of the crews on scene. Therefore, the driver/operator should adequately block traffic with the engine or other emergency vehicle. This may mean blocking one lane of traffic or the entire roadway if necessary. If the entire roadway must be closed then the driver/operator of the second in apparatus should attempt to block the other side of the roadway or additional responding units should secure the other side of the scene.

Once the safety of the crews has been secured the driver/operator is responsible for starting the hydraulic rescue tools, should they be needed, or moving the tools to the scene should the apparatus be located at too far a distance. During a working extrication the driver/operator of the apparatus that is performing extrication activities should operate the power unit for the rescue tools once scene lighting has been secured.

After the tools have been set up the driver operator should establish scene lighting during nighttime incidents. Once operations on scene have been secured the driver/operator should consider the need to place flares on the roadway or cones for diverting traffic.

Officer: The officer of an MVC is responsible for the initial size-up of the incident scene. This may include a 360-degree walk around of the scene. The officer in charge should note any hazards such as fuel leaks, vehicle instability or traffic control concerns. The officer in charge should get an initial idea of the number of potential victims and request additional mutual aid medics. The officer in charge should consider the need for additional mutual aid rescue apparatus.

If the officer in charge is not needed for vehicle stabilization or extrication then he or she should assume command of the scene. If he or she must assist on scene working crews than the next in officer should assume scene command as the scene dictates.

Firefighter Position 1: On the first in apparatus the firefighter in position one, along with the officer or firefighter in position 3/4, is responsible for vehicle stabilization. If stabilization is not required or can be completed quickly then the firefighter in position 1 and the officer or firefighter in position 2 should then commence extrication activities.

The firefighter in position 1 on the second in apparatus may be utilized for extrication should the first rescue crew be tied up with vehicle stabilization. If stabilization and extrication are already being completed, then the firefighter in position 1 should assist the crews operating on scene. If the crews on scene require no additional assistance the crew from the second in apparatus should perform traffic control if the roadway is still partially open. If the roadway is closed the firefighter in position 1 should consider the need for flares or cones to be placed or should assist the operator of the first in apparatus with scene lighting.

EMS crews at MVC incidents should assume patient care and assure the safety of the patient during extrication activities.

Should extrication not be required rescue crews can be freed up to assist EMS crews with patient care or removal.

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SOG Name: Riding Assignments (MVC)

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Firefighter Position 2: The firefighter in position 2 should plan for a few unique tasks. While the firefighter in position 1 and the driver/operator set up the necessary stabilization or extrication equipment the position 2 firefighter should consider the need to gain access under the hood and disconnect the vehicles battery supply. The firefighter in position 2 should also acquire the necessary equipment to remove interior paneling to reveal hazards to cutting or spreading such as airbag deployment cylinders, seat belt pretensioners and other possible hazards.

The firefighter in position 2 on either the first in or second in rescue apparatus should consider the need for fire suppression equipment based on hazards. If fuel has been leaked or there is any other risk of fire at the scene this firefighter should consider removing an extinguisher from the apparatus or laying the trash line down should it be needed.

The firefighter in position 2 should equip him or herself with an SCBA and be prepared to provide suppression should fire conditions be present on arrival. The firefighter in position 2 should also expect to potentially be placed as standby firefighter

Firefighter(s) Position(s) 3 and 4: The firefighters in these positions will work to support the tasks of the rest of the crews operating on scene. Often the responsibilities of the firefighters in these positions will be setting up the rescue or stabilization equipment, helping the driver/operator with scene lighting, helping the driver operator with running the rescue equipment or traffic control. The firefighters in these positions may be teamed up with the position 1 firefighter performing stabilization or extrication if the officer is consumed with other responsibilities.

Report of Vehicle or Machinery Fire

The responsibilities for the driver/operator and officer remain much the same when responding to a vehicle fire, but the firefighters have slightly different responsibilities.

When responding to a report of a vehicle or machinery fire all firefighters should don SCBA prior to performing their tasks.

Victim Present: If, on arrival, crews find that a victim is still present in a vehicle or piece of machinery that is on fire. The first priority is to quickly extricate that victim from the hazardous condition. This can be accomplished by the officer and firefighter in position 1. If there is a firefighter in position 2 his or her main responsibility is to deploy the trash line and set up for immediate extinguishment. If no firefighter is riding in position 2, then the driver should deploy and charge the hoseline for the crew attempting rescue. Firefighter(s) who may be in position(s) 3 or 4 should assist in getting a hoseline charged and extinguishing the fire.

No Victim Present: If no victim is present on arrival then the firefighter(s) in position 1 and position 2 should prepare for extinguishment. The officer will pull the trash line while the firefighters proceed directly to the scene and don their facepieces and go on air. Once they are on air and the hoseline has been deployed they will perform extinguishment. The officer will gain access under the hood for further suppression.

College Township Fire Department Standard Operating Guideline

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Though riding positions are much less important in EMS incidents the responsibilities of certain crewmembers are different.

Driver/Operator: The driver/operator's main responsibility is the support of the EMS crews. Therefore, the driver/operator is responsible for proper positioning of the EMS vehicle optimizing patient loading. The driver/operator is responsible for retrieving necessary equipment for the crew including, backboards, cot or other supplies. The driver/operator should also be equipped with a radio and should perform radio communications at the request of the officer.

Should these other tasks not need to be completed the driver/operator should consider retrieving relevant information from an available family member on scene such as what occurred, acquisition of patient medications, copies of DNR documentation or any other relevant information or materials.

Officer: The officer of the incident will be the crewmember sitting in the front passenger seat during an incident. This crewmember is ultimately responsible for patient care, documentation and will be the in-charge member of the incident. At his or her discretion the officer may delegate patient care and reporting activities to another crewmember, but this should be clearly indicated prior to arrival on scene.

The officer is responsible for the detailed assessment of the patient and information retrieval.

Crewmembers: The crew, if available, will ride in the back of the EMS unit and will support patient care at the request of the officer. Crewmembers should assume they have permission to perform, based on the nature of the incident, vital signs, glucose checks, ECG acquisition and 12-lead, O2 application, bleeding control and bandaging. Therefore, crewmembers should not need direction in completing these tasks.

In order to avoid confusion during an incident the officer should be the only crewmember asking questions to the patient and performing initial assessment. Once it is clear that the officer has completed his or her assessment, such as when the patient is being prepared for transport or the victim is refusing transport, crewmembers can make additional inquiries. The exception to this is if a crewmember feels that there is something time critical that must be addressed immediately or that the crewmember feels the officer is missing. Similarly, if a crewmember is not comfortable with a decision of the officer or a treatment requested he or she should address the officer with this concern.