

New Hope

Volunteer Fire Department



Wayne County

583 Mark Edwards Road, LaGrange, NC 28551

919-778-4006

New Hope Volunteer Fire Department

Standard Operating Guidelines

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New Hope Volunteer Fire Department

Standard Operating Guidelines

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Section: Introduction	
SOG #:	Page(s): 1
Effective Date:	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: July 12, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

Standard Operating Guidelines

Acknowledgment Receipt

Member's Name: _____

Please Print

I hereby acknowledge receipt of the New Hope Volunteer Fire Department Standard Operating Guidelines, August 2018.

I understand that this edition of the Standard Operating Guidelines (SOGs) supersedes and replaces all previous editions.


I further understand that I am responsible to read, understand and conform to the Standard Operating Guidelines as they currently exist, or as new SOGs are adopted or as existing SOGs are modified or eliminated.

Member's Signature: _____

Date: _____

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Mission, Vision and Values	
Section: Introduction	
SOG #:	Page(s): 1
Effective Date:	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: July 12, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

Mission, Vision and Values

The New Hope Volunteer Fire Department mission is to be a leading emergency service organization by meeting the needs of our community in fire prevention, fire suppression and rescue using an all-hazards approach.

The vision of the New Hope Volunteer Fire Department is to utilize and improve the dedication and skills of our people and to constantly improve all of our services and operations. We will assist similar organizations upon their request with available resources.

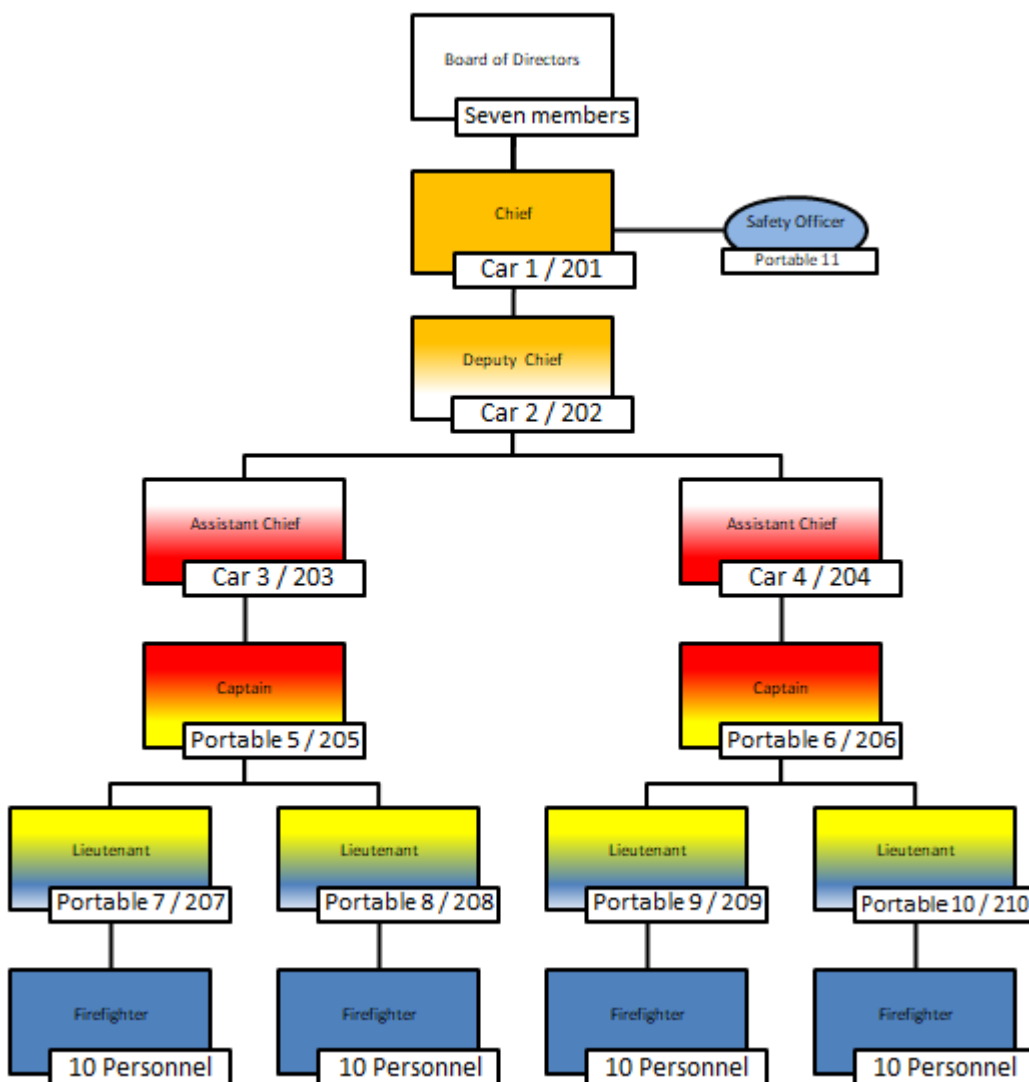
The New Hope Volunteer Fire Department has these values:

1. Provide a safe, healthful and environmentally friendly emergency response system
2. Support our volunteers with adequate incentives and awards to achieve superior performance
3. Meet or exceed local, state and federal standards for emergency agencies
4. Use a business model that addresses adequate service levels within available resources
5. Will actively recruit the best-qualified persons without regard to race, color or creed
6. Communicate openly and honestly within the organization and with the public and related organizations

New Hope Volunteer Fire Department


Standard Operating Guidelines

Title: Organizational Chart	
Section: Introduction	
SOG #:	Page(s): 1
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Revised By:	Date:
Approved By: Chief Al Laws <i>Al Laws</i>	Date: March 19, 2020



New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Chain of Command	
Section: Introduction	
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Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

The following order of authority is recommended for incident operation. Command will be established by the highest rank arriving on scene. Transfer of command will always be possible.

1. Chief
2. Deputy Chief
3. Asst. Chief (First of two arriving on the scene)
4. Captain (First of two arriving on the scene)
5. Lieutenant (First of four arriving on the scene)
6. Firefighter (Firefighter with greatest seniority)


DISCUSSION: The chain of command system does allow for reasonable deviation from the above. The important factor is that a smooth and efficient start to an incident occurs. The establishment of a sound command structure will insure this principle.

New Hope Volunteer Fire Department Command Staff as of December 2019

Car 1	Chief Al Laws
Car 2	Deputy Chief Mike K. Smith
Car 3	Asst. Chief David Lancaster
Car 4	Asst. Chief Brandan Gray
Portable 5	Captain Jason Gray
Portable 6	Captain Eric Scott
Portable 7	Lieutenant Josh Laws
Portable 8	Lieutenant Nick Lancaster
Portable 9	Lieutenant Dale Parks
Portable 10	Lieutenant John Gray
Portable 11	Safety Officer Darryl Carlyle

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Fire Department Committee Responsibilities	
Section: Introduction	
SOG #:	Page(s): 5
Effective Date:	Revision Date:
Created By: Lt. Eric Scott	Date: July 12, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

Purpose

The purpose of this document is to provide the members of the New Hope VFD with the understanding of the responsibilities and duties of the Committees needed for day to day operations of the New Hope VFD.

A. General Information

1. It is the responsibility of the NHVFD President to assign each member to a committee in January of each year.
2. It is the responsibility of the Chairperson of the committee to ensure that all duties are fulfilled.

B. Committee Responsibilities and Duties

1. Building & Grounds Committee

- a. The purpose of this standard is to provide a guideline to maintain New Hope VFD facilities in a state of readiness and a safe environment for all members.
- b. The Building and Grounds Committee shall be responsible for making any repairs immediately that may make the Fire Station(s) unsafe working/living environments as well as responsible for the general and preventive maintenance for all facilities that include but not limited to:

- All structures located at both stations
- Landscape
- Flooring
- Ice Machine

- Doors
- Air Compressors
- Furnishings

2. Communications Committee

- a. The purpose of this standard is to provide a guideline to maintain New Hope VFD radio communication equipment for members and apparatus.
- b. The Communications committee will be responsible for keeping all radio equipment in proper working order. It shall be the member's responsibility to report any communication equipment issues to the committee chair. Provide research on new or updating communications, issuance of communications devices, inventory, and maintenance.

3. Equipment Committee

- a. The purpose of this standard is to provide a guideline to maintain New Hope VFD Personal Protective Equipment and General Firefighting Equipment in a safe, protective and operable manner for all members.
- b. The committee will also be responsible for yearly Personal Protective Equipment inspections to ensure all members gear is in safe working order.
- c. Provide research on new or updating equipment, issuance of equipment, inventory, and maintenance.
- d. The Equipment Committee shall be responsible for making any repairs, replacement or taking equipment out of service immediately that may cause a safety hazard.

4. Grant Committee

- a. The purpose of the Grant committee is to research and with the Chief's approval, apply for Local, State and Federal Grants that will benefit the performance of New Hope VFD.

- b. The committee will also be responsible for sharing grant information with the membership and will work in correlation with the Fire Chief.

5. Membership Committee

- a. The purpose of this standard is to provide an understanding of the responsibilities of the Membership Committee. The following is the responsibilities of the Membership Committee that include but not limited to:

- Application Process
 - Issuance and Acceptance of the Membership Application
 - Background Investigation
 - Drug Screening
 - Interview
- New Member Orientation
- Ensuring local, state and federal paperwork has been filed
- Issuance of NHVFD Standard Operating Guidelines
- Issuance of NHVFD By-Laws
- Recruitment

6. Self-Contained Breathing Apparatus (SCBA) Committee

- a. The purpose of this standard operating guideline is to provide a guideline to maintain New Hope VFD SCBA Equipment, and Cascade System.
- b. The SCBA committee will be responsible for ensuring the New Hope VFD SCBA, SCBA Equipment, and Cascade System is maintained in safe and proper working order. This may include but not limited to:

- SCBA Hydrostatic Testing
- Batteries changed in SCBA every 6 months
- Cascade System service and maintenance

- c. Provide research on new or updating equipment, issuance of equipment, inventory, and maintenance.

- d. The SCBA Committee shall be responsible for making any repairs, replacement or taking equipment out of service immediately that may cause a safety hazard.

7. Social Committee

- a. The purpose of this committee is to serve as a liaison between the community and its members. The committee is charged with organizing social gatherings and communicating with members during times of bereavement and life challenges.
- b. The committee is authorized to send gestures such as flowers, gifts, thank-you cards, sympathy cards, etc. to members during certain events in their life; this includes the members of the ladies' auxiliary.
- c. The following is the responsibilities of the Social Committee may include but not limited to:
 - Response during the bereavement of a member (current or retired) or family member. Family is defined as an immediate family member to include stepfamily.
 - Response during sickness or physical injury or medical treatment to the member or family.
 - Acknowledgment of appreciation to supporters/donors of the organization
 - Other responses/acknowledgments as deemed appropriate by the chairperson
 - Community Awareness
 - Fire Department Socials
 - Family Day
 - Fire Department Installation Banquet

8. Training Committee

- a. The purpose of this committee is to serve as a liaison to the members of the New Hope VFD to research, report and implement training activities for the members of the New Hope VFD. This includes but not limited to:
 - In-House Training (Drills)
 - Wayne County Fire Classes
 - Weekend Fire Training Classes

- State and Federal Fire Classes

9. Vehicle Maintenance Committee

- a. The purpose of this standard operating guideline is to provide a guideline to maintain New Hope VFD vehicles in a state of readiness, as well as maintaining current and reliable maintenance records.
- a. The Vehicle Maintenance Committee shall be responsible for making any repairs immediately that may make any Fire Apparatus inoperable or unsafe. The committee will also be responsible for ensuring the general and preventive maintenance for all apparatus including but not limited to:
 - Pump Service testing
 - Ladder testing
 - Safety Inspections

All Committee Chairs or their designee (with the exception of the Social Committee) can make authorizations under \$500.00 without any prior approval as long as the need is mission critical to their responsibilities.


Mission critical factors (A mission critical factor of a system is any factor that is essential to operation or to an organization. Failure or disruption of mission critical factors will result in serious impact on operations or upon an organization). All issues deemed mission critical must be communicated with the Fire Chief immediately.

Authorizations over \$500.00 must be approved by the Fire Chief, Chairman of the Board, or by membership vote. (Refer to Purchasing Policy SOG)

The Social Chair or their designee can make authorizations under \$100.00 without any prior approval under the guidelines of the Social Committee. Authorizations over \$100.00 must be approved by the Fire Chief, Chairman of the Board, or by membership vote. All authorizations require a Purchase Order Number (Refer to Purchasing Policy SOG)

New Hope Volunteer Fire Department

Standard Operating Guidelines

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Purpose

The purpose of this document is to provide information concerning member benefits. Benefits are provided by Federal, State and New Hope VFD.

Department Responsibilities:

- Be a rated fire department in North Carolina
- Pay Annual Dues, annual dues \$25.00 per member (payment of dues automatically includes membership with the NC State Firefighters' Association)

The following benefits are provided by the state and federal government. You do not have to be a member of the NC State Firefighters' Association to use these benefits.

State Line of Duty Death Benefit - \$50,000.00

N.C. Fire and Rescue Workers Pension Fund - \$170.00 per month at age 55 and 20 years of service.

Workers Compensation

Federal Public Safety Officers Death Benefit - \$350,079.00 as of 10-01-17 (With COLA-amount changes every October).

Line-of-Duty Coverage

Benefits apply to NCSFA members while performing an activity of the organization.

- Covered Injury Death Benefit -Includes dismemberment, loss of sight, speech or hearing. \$50,000Max
- Seat Belt Benefit -Pays an additional sum of: \$10,000Max
- Bereavement Benefit -Pays an additional sum up to: \$ 5,000Max
- Cosmetic Disfigurement from Burns -Payable for third and fourth degree burns. \$50,000Max
- Covered Illness & Disease Death Benefit -Payable for illness or HIV suffered as a direct result of activity of the organization. \$50,000Max

Non-Line-Of-Duty Benefit

Accidental Death and Dismemberment

Coverage24HoursADay/365DaysAYear - \$25,000.00

*Double Indemnity For Line of Duty Accidental Death

Benefits provided by New Hope Volunteer Fire Department

- Dues for Wayne County Firemen's Association and NC State Firemen's Association
 - NC Fire and Rescue Pension
 - National Volunteer Fire Council
 - Benevolent Brotherhood Association
 - Life Insurance Policy
 - Equipment
 - Training
 - Meals at certain events/meetings
 - Facilities use, wash vehicles, "Quality of Living" programs and improvements are ongoing including comfortable social facilities
-

NOTE: It is the responsibility of the firefighter to update their all beneficiary forms as needed.

Benefits listed in this section are available only to members of the Association.

Benefits for Fire Departments Which Are Members of the North Carolina State Firefighters' Association

Local Relief Fund

To safeguard any firefighter in active service from financial loss, occasioned by sickness contracted or injury received while in the performance of his duties as a firefighter.

To provide reasonable support for those actually dependent upon the services of any firefighter who may lose his life in the fire service of his town, city, or state, either by accident or from disease contracted or injury received by reason of such service. The amount is to be determined according to the earning capacity of the deceased.

To provide assistance, upon the approval of the Executive Director of the State Firefighters' Association, to a destitute member firefighter.

Destitution must be through no fault of the firefighter and is defined as the inability to provide basic provisions to themselves or their families. Such basic provisions include, but are not limited to, assistance with housing, vehicle or commuting expenses, food, clothing, utilities, medical care and funeral expenses.

To provide for the payment of any firefighter's assessment in the Firemen's Fraternal Insurance Fund of the State of North Carolina if the board of trustees find as a fact that said Firefighter is unable to pay the said assessment by reason of disability.

To provide for benefits of supplemental insurance.

Monthly member dues and assessment for the NC Firefighter's and Rescue Workers Pension Fund and workers compensation premiums.

To provide for educational benefits to firefighters and their dependents who otherwise qualify for benefits from the Firefighter's Relief Fund.

Annual firefighter physicals required by the NC Department of Labor or recommended by NFPA.

The payment of workers compensation premiums are allowed, including those to the North Carolina Volunteer Safety Workers Compensation Fund.

Dues to the NC State Firefighters' Association, National Volunteer Fire Council, or the NC Association of Fire Chiefs.

Use of relief fund monies for a supplemental retirement fund.

Educational Benefits

1. Educational Death Benefit-The payment of non-tuition related expenses for dependent children of members killed in the line of duty to any University of North Carolina system supported university or college.
2. Scholarships and grants for members: \$240,000 in Scholarships. \$12,000 in Training Grants
 - a. Graduating Seniors (Eligible applicants are firefighter members or the child of an active, retired or deceased firefighter member of the NCSFA. Six scholarships per region are awarded)
 - (2) \$8,000 merit based Bachelor's Degree level scholarship at a 4 year accredited college or university
 - (1)\$8,000 needs based Bachelor's Degree level scholarship at a 4 year accredited college or university
 - (2)\$2,000 merit based Associate's Degree level scholarship at a 2 year accredited college or university
 - (1) \$2,000 needs based Associate's Degree level scholarship at a 2 year accredited college or university
 - b. Volunteer Firefighters (Eligible applicants are volunteer firefighter members of the NCSFA. Two of each scholarship per region are awarded)
 - (2) \$8,000 merit based Bachelor's Degree level scholarship at a 4 year accredited college or university
 - (2) \$2,000 merit based Associate's Degree level scholarship at a 2 year accredited college or university
 - c. Career Firefighters (Eligible applicants are career firefighter members of the NCSFA. Two of each scholarship per region are awarded)
 - (2) \$8,000 merit based Bachelor's Degree level scholarship at a 4 year accredited college or university
 - (2) \$2,000 merit based Associate's Degree level scholarship at a 2 year accredited college or university

d. Available to either Career or Volunteer Firefighters (Eligible applicants are firefighter members of the NCSFA. One scholarship per region will be awarded)

(1) \$10,000 merit based Master's Degree scholarship at a 4 year accredited college or university

e. Grants (Eligible applicants are members of the NCSFA. Eight grants per region will be awarded)

(8) \$500 Training Grants

Training Grant Benefit

1. 4 –\$500.00 Volunteer Firefighter Grants Awarded Annually Per Region

2. 4 –\$500.00 Career Firefighter Grants Awarded Annually Per Region

3. \$12,000 Total Grant Awards

4. Expense Reimbursement Policy

5. Eligible Expenses

1. Registration Fees

2. Travel Expenses

3. Lodging

4. Meals

5. No Alcoholic Beverages

ONE-TIME DEATH BENEFIT

\$50,000 benefit in four increments; \$20,000 at death and \$10,000 each year for three years. Benefits paid to surviving spouse. If no surviving spouse, benefit is divided among surviving dependent children. If no qualifying family members, benefit is paid in lump sum to the estate. If spouse remarries, benefits are transferred to the next eligible survivor.

To be eligible for this benefit, the firefighter's death must have been:

- The result of bodily injuries, extreme exercise, or extreme activity experienced in the course and scope of official duties, or as the direct and proximate result of a myocardial infarction while on duty or within 24 hours after participating in a training exercise or responding to an emergency situation. If so, the firefighter is presumed to have been killed in the line of duty.

Contact:

North Carolina Industrial Commission

Workers' Compensation
4340 Mail Service Center (Mailing Address)
Raleigh, NC 27699-4340

Phone: (919) 807-2501

Toll Free: (800) 688-8349

Fax: (919) 715-0280

Website: www.ic.nc.gov

Email: infospec@ic.nc.gov

North Carolina Industrial Commission

Workers' Compensation
430 N. Salisbury Street (Physical Address)
6th Floor, Dobbs Building
Raleigh, NC 27603

(Reference: Chapter 143 Art 12A Death Benefit Act)

WORKERS' COMPENSATION

Benefit is 66 2/3% of deceased employee's average weekly wages for 400 weeks. Maximum amount applies and is adjusted annually. Benefit divided among those wholly dependent for support upon the earnings of the deceased. Spouse who was disabled at the time of firefighter's death receives lifetime benefit, unless remarriage occurs. Children are considered dependent until age 18.

Volunteer Firefighters: Benefit is based on the average weekly wage earned in the employment where the firefighter principally earned his/her livelihood as of the date of injury. Minimum compensation is 66 2/3% of maximum weekly benefit.

Contact:

North Carolina Industrial Commission

Workers' Compensation
4340 Mail Service Center (Mailing Address)
Raleigh, NC 27699-4340

Phone: (919) 807-2501

Toll Free: (800) 688-8349

Fax: (919) 715-0280

Website: www.ic.nc.gov

Email: infospec@ic.nc.gov

North Carolina Industrial Commission

Workers' Compensation

430 N. Salisbury Street (Physical Address)

6th Floor, Dobbs Building

Raleigh, NC 27603

(Reference: Workers' Comp Law; Chapter 97)

FUNERAL BENEFIT

Maximum of \$3,500 for burial expenses.

Contact:

North Carolina Industrial Commission

Workers' Compensation

4340 Mail Service Center (Mailing Address)

Raleigh, NC 27699-4340

Phone: (919) 807-2501

Toll Free: (800) 688-8349

Fax: (919) 715-0280

Website: www.ic.nc.gov

Email: infospec@ic.nc.gov

North Carolina Industrial Commission

Workers' Compensation

430 N. Salisbury Street (Physical Address)

6th Floor, Dobbs Building

Raleigh, NC 27603

RETIREMENT/PENSION PLAN

Spouse receives a lump-sum benefit for the amount the firefighter paid into the Pension Fund. If there is no spouse, benefits are paid to children or their guardian. Beneficiary pays no income tax on death benefits; they are treated as life insurance benefits.

Contact:

North Carolina Firemen's and Rescue Squad Workers' Pension Fund

Department of State Treasurer

325 North Salisbury Street

Raleigh, NC 27603-1385

Phone: (919) 508-5360 (Raleigh Area)
Toll Free: (877) 508-9110
Website: www.nctreasurer.com
Email: nc.retirement@nctreasurer.com

Member Handbooks published on website

(Reference: Fire and Rescue Squad Pension Fund Handbook, page 3 (2010))

N. C. Firemen's Pension Fund

Career & Volunteer Firefighters must meet the minimum training requirement of 36 hours per year to qualify for the pension fund and the State Death Benefit. Any volunteer member that has paid their dues of \$10.00 a month and has served 20 years of service in the State of North Carolina and who has reached the age of 55 years, is entitled to be paid the monthly benefit from the Pension Fund as determined by the State of North Carolina and allowed to remain a member of their department. Career members must retire from their departments before they are eligible for benefits even if they have reached the 20 years of service and 55 years of age requirement. Members can transfer their service from a rescue squad to a fire department, from a fire department to a rescue squad or from one fire department to another; and no one can belong to the Pension Fund as both a firefighter and rescue squad worker. The New Hope Volunteer Fire Department will pay the member's dues XXXX.

EDUCATION BENEFIT – CHILDREN

Tuition waiver, not including any other fees and charges or costs of textbooks, to state-supported institutions of higher education, community colleges, industrial centers, and technical institutes; if firefighter's death was the direct result of a traumatic injury sustained in the line of duty. Children between ages 17 and 22 are eligible for the benefit. Benefit cannot exceed 48 months if the child is seeking a baccalaureate degree or, if the child is not seeking a baccalaureate degree, the number of months required to complete the educational program.

Contact:

North Carolina Community College System
200 West Jones Street
Raleigh, NC 27603
Phone: (919) 807-7100
Website: www.ncccs.cc.nc.us

Or contact any state college or university.

EDUCATION BENEFIT – SPOUSE

Same as for children, except for age restriction. Spouse becomes ineligible upon remarriage.

Contact:

North Carolina Community College System

200 West Jones Street

Raleigh, NC 27603

Phone: (919) 807-7100

Website: www.ncccs.cc.nc.us

Or contact any state college or university.

NON-PROFIT OR PRIVATE ORGANIZATIONS

Provides college scholarship assistance to children (ages 16-25) of North Carolina workers who are killed on the job.

Contact:

Kids Chance of North Carolina

P.O. Box 470426

Charlotte, NC 28247-0246

Phone: (704) 264-9111

Toll Free: (800) 246-8599

Website: www.kidschancenc.org

Email: mgdealy@gmail.com or pseguin@abacupsi.com

Members' beneficiaries eligible to receive generous benefits which are outlined on the NC State Firemen's Association website. These include a lump sum death benefit, presumptive findings for heart and stroke, and allotments for surviving children, including educational expenses. May include seat belt payment.

Contact:

North Carolina State Firemen's Association

323 West Jones Street

Suite 401

Raleigh, NC 27603

Phone: (919) 821-2132

Toll-Free: (800) 253-4733

Fax: (919) 821-9382

Website: www.ncsfa.com

Email: sandie@ncsfa.com

WOODMAN OF THE WORLD LODD BENEFIT

Woodmen of the World will pay a \$10,000 fraternal death benefit if a qualified member is killed while performing his or her duties as a non-military first responder. To be eligible for this benefit, an individual must be a member in good standing of one of our other benefits.

First Responders include firefighters, EMT/paramedics, police or a person performing a supporting role to such individuals.

Contact:

Woodmen of the World

Woodmen Tower
1700 Farnham St
Omaha, NE 68102

Phone: (800) 225-3108

Website: www.woodmen.org

ADDITIONAL NCSFA MEMBER BENEFITS INFORMATION PPT: <http://www.ncsfa.com/wp-content/uploads/2018/04/3.2018-Benefits-Powerpoint.Ver01.pdf>



Additional Benefits Available to Members of the Wayne County Firefighters Association
Worker's Compensation

Workers Compensation

Insurance provides medical expenses related to occupational injury or disease and wage compensation after an initial waiting period of seven days and is provided to all Wayne County Fire Departments through the County of Wayne. To qualify, you must immediately report any job related injury or disease to the Officer in Charge. (See SOG 1.7 Recording & Reporting Occupational Injuries & Illness) It is the responsibility of the Officer to contact the Code 3 Insurance, Inc. immediately to verify coverage. If the injury occurs on weekends or holidays, the Officer in Charge shall notify the Emergency Services on call staff. Medical services for work related injuries or disease must be obtained from the County's designated and authorized medical provider unless the injury is an emergency and requires immediate attention and a designated provider is not immediately available. In the event the firefighter is instructed by the Officer in Charge to report for treatment and the injury or disease is later determined by the Worker's Compensation carrier to not be job related, the firefighter should file the expenses for care with their personal medical insurance provider and forward to the Emergency Services Office bills reflecting co-pays or deductibles that apply to care given up to the point of notice of denial from the Worker's Compensation carrier.

Local Relief Fund

The Firemen's Relief Fund is a tax levy of one half of one percent of the fire and lightning insurance premiums collected in a rated district. Annually, the funds are returned to the local fire department. However, in an agreement to form one county Relief Fund dated May 31, 1989, and signed by the President of the Board of Directors and the Chief of each fire department these funds are returned to the Wayne County Relief Fund on behalf of each fire department.

The purpose of the Wayne County Relief Fund is to render financial aid to members of the fire service of Wayne County and to the member's immediate family as permitted by State Law. To qualify for benefits from the Relief Fund, a person must belong to a Wayne County Fire Department and be a member of the Wayne County Firefighters Association. The person also shall be a member of the N. C. State Firemen's Association and honorably served for at least five (5) years.

Overage / Lump sum checks – to whom, eligibility? XXXXXXXX

Benevolent Brotherhood Association

The purpose of the Brotherhood Association is to render financial aid to the beneficiary and immediate family of any member at the time of death that is in good standing as a member of the Benevolent Brotherhood.

To qualify for membership in this Brotherhood, the person applying shall be a member of a fire department that is affiliated with the Wayne County Firefighters Association or Emergency Services staff, provided that he/she applies for membership within twelve (12) months after he/she first becomes a member of an eligible fire department or is first employed with Emergency Services and pays the \$3.00 membership fee. If a member of a fire department of Emergency Services staff fails to join the Brotherhood fund within the first twelve (12) months of eligibility and later desires membership, shall pay the \$3.00 membership fee and all back assessments plus 8% interest from the date he/she was first eligible.


Accident Insurance

\$50,000.00 In Line Death Benefit with a \$30,000.00 Medical Expense Benefit – Furnished to all members of the Wayne County Firefighters Association paid by each department and provided by VFIS Insurance through Code 3 Insurance, Inc. Beneficiary form should be completed and maintained in fire department files. It is the responsibility of the firefighter to update their beneficiary forms as needed. Additional Benefits Available To Members of the New Hope Fire Department Accident Insurance

\$50,000.00 In Line Death Benefit with a \$20,000.00 Medical Expense Benefit – Furnished to all members of the New Hope Fire Department paid by the department and provided by VFIS Insurance through Code 3 Insurance, Inc. Beneficiary form should be completed and maintained in fire department files. It is the responsibility of the firefighter to update their beneficiary forms as needed.

New Hope Volunteer Fire Department


Standard Operating Guidelines

Title: Code of Ethics	
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Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1. To strive to recognize the importance and honor of our profession.
2. To conduct personal and official life to inspire public confidence.
3. To prevent personal gain or profit from being the object of my endeavors in whatever position I hold.
4. To judge my fellow firefighters by standards I myself hold, and never jeopardize the safety of any fellow firefighter.
5. To regard it as my duty to possess adequate knowledge to perform my job and avail myself of opportunities to learn more about my profession.
6. To avoid alliances with persons or businesses whose goals are inconsistent with the ethics of a firefighter.
7. To never claim qualifications I do not possess.
8. To share recognition equally with fellow firefighters whether favorable or unfavorable.
9. To respect my superiors, fellow firefighters and the organization I represent.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Member's General Rules	
Section: Introduction	
SOG #:	Page(s): 4
Effective Date:	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

All members of the Fire Department shall:

1. Familiarize themselves with and be obedient to the orders, rules, and regulations of the New Hope Volunteer Fire Department.
2. Adhere to the chain of command in the transaction of department business unless otherwise directed.
3. Keep themselves trained and informed to perform their jobs effectively and competently.
4. When possible, attend all calls dispatched, detailed or summoned, and assert their greatest energy or best ability to perform their full duty under any and all circumstances.
5. Members driving Fire Apparatus or Personally Owned Vehicles (POV) should use safe driving practices.
6. Keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission of their superior officer.
7. Exercise precautionary measures to avoid injuries to themselves and to others while in the performance of duty. Become familiar with and abide by all safety rules and all policies, orders, and manuals as issued by the New Hope Volunteer Fire Department.
8. Exercise due caution to avoid unnecessary damage to or loss of Department property.
9. Be responsible for the safekeeping and proper care of all Department property in their charge.
10. Practice economy in the use of supplies and metered services and see that waste is avoided.
11. Accord obedience, respect, and courtesy to superior officers and those performing the duties of a higher rank.
12. Be courteous and respectful in their dealings with the public.


13. Members shall promptly pay all just debts and discharge all legal obligations and liabilities incurred by them.
14. Members who are charged with a crime or has knowledge that a criminal investigation has been initiated against, received a traffic citation or civil suit filed against them shall immediately notify their Supervisor and provide a full and accurate account of the circumstances in question. Receiving supervisor shall follow the chain of command.
15. Promptly notify the senior duty officer of any inability to report for duty or assignment at the time required.
16. If membership is ended, promptly surrender all Department property to their supervisor.
17. Report any accidents, sickness, or injury sustained while on duty to their supervisor, no matter how trivial.
18. Members shall maintain a telephone and keep the Department informed as to their current address and telephone number.
19. Promptly notify their immediate supervisor of any matter coming to their attention that they believe would affect the interest and welfare of the department.
20. Participate in drills and other Department training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
21. Under the direction of the Fire Chief, members detailed to the various divisions of the department shall have charge of the administrative duties of their respective divisions and shall be responsible for the maintenance of discipline and authority.
22. Suggestions for the improvement of the Fire Department or well-being of the membership will, when presented through channels, be welcomed and carefully considered.
23. All regular members of the Fire Department shall be regarded as part of the working force and may be required to perform such duties as circumstances of the service demand.
24. When a member receives an order which is in conflict with a previous order they shall so inform the officer who issued the conflicting order and be governed by his instructions.
25. Articles of equipment, protective equipment, such as hoods, fire gloves, etc., shall be issued to members by the Equipment Committee Chair or their designee. The Equipment Committee Chair or their designee shall keep an accurate record of items issued.
26. Members shall not belong to any organization, association, or society which will in any manner conflict with their loyalty to the New Hope Volunteer Fire Department.
27. No member shall use their membership with the New Hope Volunteer Fire Department for the purpose of personal gain.

28. No member shall receive or accept a reward, fee or gift from any person or service incidental to the performance of duty, except with the permission of the Fire Chief.
29. No member shall answer calls, attend meetings, be on duty, or represent New Hope Volunteer Fire Department under the influence of any intoxicating liquor, drug or substance.
30. Members shall not use any alcoholic beverages, debilitating drugs, or any substance, which could impair their physical or mental capacities while on duty or within nine (9) hours of answering calls, attend meetings, be on duty, or represent New Hope Volunteer Fire Department.
31. No member shall bring or cause to be brought into New Hope Volunteer Fire Department any intoxicating liquor, illegal drug, or illegal substance.
32. If any member is taking a legally prescribed drug that would cause the member to be unfit to fully perform his duties due to their use, shall not answer calls, attend meetings, be on duty, or represent New Hope Volunteer Fire Department.
33. No member shall be party to any malicious gossip, report, or activity which would tend to disrupt morale in the Department or bring discredit to the Department or any member thereof.
34. Members shall not use obscene, uncivil, or boisterous language while on the scene of an emergency, while on duty at the station, or anytime he or she is representing the New Hope Volunteer Fire Department in public places.
35. The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any Fire Department record, log, or document will be considered a serious offense.
36. Smoking (including electronic) by members will not be permitted at any time in the fire station's dayroom, training room, offices, kitchen, bathroom, bunkroom or any other place where smoking is prohibited by regulations. Smoking will be prohibited on all fire apparatus.
37. Smokeless tobacco shall be used only when members are disposing the products of smokeless tobacco in proper receptacles.
38. Respond to the lawful orders of ranking officers and acting officers. Failure or deliberate refusal of any member to obey a lawful order given by a superior or acting supervisor should be considered insubordination.
39. Knowingly being untruthful with a superior officer or acting officer should constitute dishonesty and will be considered insubordination.
40. The wrongful or injurious exercise of authority by any member of the New Hope Volunteer Fire Department will be grounds for disciplinary action.

41. Members are expressly forbidden to engage in any rough or boisterous conduct (horseplay) or similar activities that would interrupt the normal activities of the Department or that might cause accidental injury.
42. Members shall familiarize themselves with the contents of all communications posted on the bulletin board.
43. Members shall not change or alter the arrangement or pre-determined settings of firefighting equipment or apparatus without the approval of the Fire Chief.
44. The violation of any of the provisions of the rules and regulations or orders of the Fire Department, or the neglect or evasion of the duties prescribed, shall be the subject of disciplinary action.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Establishment of Standard Operating Guidelines	
Section: Administrative	
SOG #: 1.1	Page(s): 2
Effective Date:	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

This guideline contains the following sections:

- I. Introduction
- II. Establishment of Standard Operating Guidelines
- III. Responsibilities of Company Officers
- IV. Responsibilities of Company Line Officers
- V. Responsibilities of Individual Firefighters

1.1.1 Introduction

- a. The New Hope VFD recognizes the need for Standard Operating Guidelines in order to facilitate safe and effective operations.
- b. All Standard Operating Guidelines shall be kept current and supplementary pages concerning additions and revisions (changes clearly noted and dated) shall be promptly and properly inserted. A hard copy of the standard operating guidelines shall be kept and maintained at each fire station.
- c. Procedures contained in the Standard Operating Guidelines have been promulgated so as to follow for each member. Ignorance of any provision will not be accepted as an excuse.

1.1.2 Establishment of Standard Operating Guidelines

- a. The establishment of Standard Operating Guidelines will be the responsibility of the department's Chief(s) and the line officers.
- a. All proposed Standard Operating Guidelines will be thoroughly reviewed by department's Chief(s) and the line officers during a New Hope VFD Officer's Meeting. Any proposed changes, additions, or deletions from the proposal will take place prior to implementation.

- b. A 2/3 vote of department line officers are required to implement a new or updated Standard Operating Guideline.

1.1.3 Responsibilities of Company Chiefs

- a. Each Company Chief or his designee will be responsible for ensuring that all personnel in their Company have been thoroughly explained all Standard Operating Guidelines. A training report will be utilized to document that this was completed.

1.1.4 Responsibilities of Line Officers


- a. All Line Officers are responsible for ensuring compliance with Standard Operating Guidelines.
- b. Serious infractions or repeated disregard of Standard Operating Guidelines shall be documented and reported VIA chain of command.

1.1.5 Responsibilities of All Members

- a. All members of the New Hope VFD are required to thoroughly familiarize themselves with all Standard Operating Guidelines and clarify any questions with a line officer.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Facility Used Agreement	
Section: Administrative	
SOG #: 1.2	Page(s): 3
Effective Date:	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1.2 Purpose

The purpose of this document is to provide to the members of the department guidelines pertaining to facility used agreement.

1.2.1 General

- a. The New Hope Volunteer Fire Department will permit the department to be used for certain approved functions and events. The permitted will be open to only members of the NHVFD (full membership) and members of the NHVFD Ladies Auxiliary. Therefore, the member must be present at the permitted function or event during its entire duration.

1.2.2 Usage will be limited to:

- a. Other fire organizations, law enforcement agencies, and other emergency service organizations and quasi-governmental agencies.
- b. Certain civic organizations from within the district at the discretion of the fire chief.
- c. Commercial entities upon individual review for function that can be denied for any reason.

1.2.3 The NHVFD reserves the right to terminate the function at any time if the rules are violated or a nuisance is committed.

1.2.4 Use of the facility may convene at 7:00 a.m. and users must vacate the facility not later than 10:00 p.m. Unless otherwise approved by the Chairman of Board.

1.2.5 Reservations

- a. Reservations are on a first come first serve basis.
- b. New Hope Volunteer Fire Department activities have priority over all events.
- c. Reservations are to be made by contacting the NHVFD Chairman of the Board.
- d. Upon approval by the NHVFD Chairman of the Board, the Chairman or designee will enter the name of the member permitted on the activities calendar located in the meeting room.

1.2.6 Permitted User's Responsibilities

1. Informing attendees

- a. Do not call the fire station for directions.
- b. A contact person (permitted member) must be established with all users. The contact person is the only individual to discuss activities and is responsible for coordinating the group using the facility.

1.2.7 Parking

- a. DO NOT park (block) in front of the fire apparatus bays (front and rear of the building). Vehicles parked there will be subject to tow with the responsible party paying any fees.
- b. Additional parking on the grass is allowable if the paved parking lot is full. If parking on the grass is needed the grasses area to the north of the building should be used first.
- c. Parking on the streets is not permissible due to unsafe conditions (shoulder space, curve in roadway).
- d. Handicapped parking is available.

1.2.8 Courtesies and Conditions

- a. The facility is a smoke-free building.
- b. No alcohol beverage will be permitted.
- c. Telephones in the meeting room will be available for local calls only.
- d. Trash must be placed in proper receptacles.

- e. All trash receptacles must be emptied, cleaned appropriately, new trash bags installed, and the trash deposited in the dumpster which located behind the building.
- f. Remember that this is a fire station and guests are not to wander around unescorted.
- g. Guest are reminded not to interfere with the operations of the NHVFD (manipulate any of the controls on the fire apparatus, radio, etc.).
- h. Guests are not allowed in the office, bunk rooms or storage building.
- i. No posters, signs, decorations or any other objects may be attached to the walls of the facility in any manner unless permission is specifically granted from the NHVFD Chairman of Board.
- j. Do not sit or stand on the tables or other areas not designed for sitting on.

1.2.9 Tables and chairs

- a. Tables and chairs may be utilized if required.
- b. Tables and chairs must be clean and put back in the order they were found.

1.2.10 Kitchen Usage


- a. The kitchen may be utilized if required.
- b. Users are to bring all of their own plates, cups, silverware, paper product and condiments.
- c. Clean up is the users' responsibility.

1.2.11 Bathrooms

- a. Clean up is the user's responsibility.
- b. Restock (department supplies toilet paper, paper towels and soap).

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Public Information & Media Contact	
Section: Administrative	
SOG #: 1.3	Page(s): 3
Effective Date:	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1.3 Purpose

To establish a policy that will facilitate the flow of information between the New Hope Volunteer Fire Department, the media, and the general public.

1.3.1 Responsibility

All personnel within the New Hope Volunteer Fire Department are committed to and recognize the right of the public and news media to be fully and accurately informed on matters concerning public safety. In order to maintain this philosophy, all members of this department will strive to maintain a relationship of trust; cooperation, mutual respect and a free flow of information with the public and news media without favoritism.

- a. The Incident Commander (IC) shall be responsible for the management of public information on the fire ground.
- b. Any major incident likely to attract news media attention shall be brought to the attention of the Asst. Chief and/or the Chief via pager, cell phone or the Wayne County Communications Center.
- c. At multi-agency incidents, the agency having primary jurisdiction will be responsible for the coordination and release of information to the media.
- d. Members of the media will often respond to a scene that normally would not require the presence of Administrative personnel. In such cases, the IC or his/her designee should be prepared to provide a media briefing as soon as their command responsibilities permit.

1.3.2 Interview Guidelines

- a. Information released to the media should relate only to the facts of the incident.
- b. No determination as to the cause of an incident shall be released. Questions relating to the cause shall be referred to the appropriate investigative agency (i.e., Wayne County Fire Marshal, NC State Fire Marshal, Wayne County Sheriff's Office).
- c. Under NO circumstance shall the names of fatalities or injured persons be released unless authorized by the Chief or the appropriate investigative agency.
- d. At no time shall New Hope Volunteer Fire Department member's personal information be provided to the news media. All requests for such information shall be immediately referred to Chief via the chain of command.
- e. When, in the opinion of the IC, an incident results in what may be a potentially controversial situation, a Wayne County Fire Marshall representative will be requested to respond immediately.
- f. When a representative of the news media requests interviews or information from department personnel at any time other than that described in the above section, the request shall be referred to the Chief via the chain of command.


1.3.3 Media Relations

- a. At the scene of any event of public interest, representatives of the news media will be permitted to conduct interviews, take photographs, and otherwise perform their assigned tasks provided their activity is not in violation of the guidelines established in this SOP and provided such activity does not interfere with fire department operations.
- b. Photographs and videotape may be taken from any area where the news media representatives have been given access. Areas of access for news media representatives on the scene of an incident will include:
 - Any areas open to the public
 - Any designated area set aside for news media briefings.
 - Any area to which the news media representatives are provided guided access to by the IC, or his/her designee.
- c. News media representatives shall be permitted to interview victims of an incident who have consented to such interviews providing:
 - The victim is not undergoing medical attention.
 - The victim appears able to make sound decisions, is not visibly upset, severely injured or emotionally distraught.

- Investigative personnel has completed their interviews.
- If a victim desires not to be interviewed, the news media representatives will be so advised.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Purchasing Policy	
Section: Administrative	
SOG #: 1.4	Page(s): 2
Effective Date:	Revision Date:
Created By: Captain Brandon Gray	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: July 17, 2018

1.4 Purpose

The purpose of this document is to provide members of the fire department guidelines pertaining to purchasing items for the fire department.

1.4.1 Procedure

Every purchase, unless listed in the exception list below, must have an issued and authorized Purchase Order Number.

The procurement of Purchase Order Numbers and authorizations are obtained from the following:

- Chairman of the Board or designee
- Fire Chief or designee
- Treasurer or designee

1.4.2 When a PO is issued, the issuing member can simply provide an email or a written notification to the purchaser and the treasurer.

1.4.3 Exceptions:


- a. The Social committee is exempt from P.O.'s as long as the purchase does not exceed \$100.00
- b. Operating supplies for everyday use to keep the fire department clean and in working condition.
- c. Regularly scheduled services (ie..utility bills, generator maint. Etc..) which would already be approved from a business meeting.
- d. Mission critical factors (A mission critical factor of a system is any factor that is essential to operation or to an organization. Failure or disruption of mission critical factors will result in serious impact on operations or upon an organization). All

issues deemed mission critical must be communicated with the Fire Chief immediately.

- 1.4.4 When a PO is issued, the issuing member can simply provide an email or a written notification to the purchaser and the treasurer.
- 1.4.5 Any purchase exceeding \$1,500.00 will require two authorizations.
- 1.4.6 Any unauthorized purchases will be the responsibility of the purchaser.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Record Keeping	
Section: Administrative	
SOG #: 1.5	Page(s): 2
Effective Date:	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1.5 Purpose

In the interest of the member's health and safety, this document is established to provide recommendations for keeping and maintaining records involving personnel, vehicles, and equipment.

1.5.1 References

- a. North Carolina Fire and Rescue Commission's Occupational Safety and Health standard for Fire Departments and Rescue Squads, chapter 2-5, Records.
- b. North Carolina Fire and Rescue Commission's Occupational Safety and Health Standard for Fire Departments and Rescue Squads, Subpart C - General Safety.
- c. Current edition of the National Fire Protection Association's 1500 Standard on Fire Department Occupational Safety and Health Program.
- d. Current edition of the National Fire Protection Association's 1931 Standard on Design of and Design Verification Tests for Fire Service Ground Ladders.
- e. Current edition of the National Fire Protection Association's 1932 Standards on Use, Maintenance, and Service Testing of Ground Ladders.
- f. Current edition of the National Fire Protection Association's 1961 Standard On Fire Hose.
- g. Current edition of the National Fire Protection Association's 1962 Standard For the Care, Use, and Maintenance Of Fire Hose Including Couplings and Nozzles.
- h. Current edition of the National Fire Protection Association's 1964 Standard For Spray Nozzles (Shut-off and Tip).
- i. Current edition of the National Fire Protection Association's 1901 Standard For Automotive Fire Apparatus.

1.5.2 OSHA Requirements

The department shall keep and maintain records involving personnel, vehicles, and equipment in accordance with OSHA chapter 2-5, Records and OSHA Subpart C, General Safety, 1910.22.


1.5.3 Procedure

- a. The department shall maintain permanent records of all accidents, injuries, or deaths that are, or might be, job-related.
- b. When a member, employee, or designated representative, requests access to any of his/her records, the department will assure that access is provided in a reasonable time, place, and manner.
- c. If a person leaves the department for another, the department will transfer those relevant records to the new department.
- d. The department shall maintain those records for a period of thirty (30) years for the individual if they leave and there is no successor employer or department.
- e. The department and/or rescue squad shall maintain individual records of any occupational exposure to known or suspected toxic products or infectious or contagious diseases, and these will be available for inspection.
- f. The department will maintain training records for each member indicating dates, subjects covered, satisfactory completion and certifications achieved.
- g. The department shall ensure that inspection, maintenance, repair, and service records are maintained for all vehicles and equipment used for emergency operations and training.
- h. Driver-operators will properly complete vehicle check records whenever they are assigned to the vehicle, or use it.
- i. All equipment received by department personnel shall be recorded in that person's name in the personnel's clothing and equipment inventory.
- j. All department facilities will maintain Material Safety Data Sheets of all hazardous chemicals on location in inventory.
- k. The MSDS sheets will be readily accessible to all employees in the work area at all times.
- l. A copy of each MSDS will be forwarded to and kept on file in the office of the Safety Officer, or Chief.

Reference: NORTH CAROLINA FIRE AND RESCUE COMMISSION OCCUPATIONAL SAFETY & HEALTH STANDARD

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Social Media and Digital Imagery Policy	
Section: Administrative	
SOG #: 1.6	Page(s): 3
Effective Date:	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1.6 Purpose

The purpose of this document is to ensure that all members understand the boundaries between the appropriate and inappropriate use of social media and digital imagery.

What may seem to be something rather routine to us as the fire service may bring tremendous personal pain, anguish, and disgust to those not closely involved with our profession.

"Social Media" is the term given to websites, online tools and interactive communication technologies that allow users to interact with one another to share information, opinions, knowledge, photos, and interests. Examples of social media include such web platforms as blogs, message boards, wikis, social and professional networking websites, and content sharing sites.

Social media is a great way to connect with others, exchange knowledge, share information and promote cooperation.

However, there are also possible risks for both firefighters and the Department related to each of the various forms of social networking. The purpose of this document is to inform firefighters about the policy of the New Hope Volunteer Department with regard to social media in order to ensure that they remain in compliance with this policy when using multi-media and social networking websites.

1.6.1 Requirements

To ensure professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.


1.6.2 Procedure

- a. All members will maintain a level of professionalism both on and off duty when engaging in social media or social networking activities.
- b. The publication of any information, imagery, comment or statement through any media of communication that is potentially adverse to the operation of the department is prohibited and subject to disciplinary action.
- c. The use of any Fire Department owned digital images, audio or voice is strictly forbidden unless approved by the Fire Chief.
- d. Members are prohibited from using or viewing sexually explicit or illegal material and any infraction is subject to disciplinary action.
- e. Members are prohibited from conduct that may discredit the department or any member of the department.
- f. Members of the department may only speak on a matter of public concern as a spokesperson for the department when given permission by the Fire Chief.
- g. Members speaking as a private citizen on a matter of public concern regarding the Fire Department are prohibited from speaking in such a way as to cause actual harm or disruption to the operations of the department.
- h. The use of titles, Fire Department logos and Fire Department owned images or identification that creates an impression that a member is a spokesperson for the department is prohibited unless authorized by the Fire Chief.
- i. No member shall discuss publicly any fire department matters that are not of public concern unless doing so is with other members of the department.
- j. No member shall engage in speech that is false, deceptive, slanderous, misleading or that causes harm to others (including any speech that constitutes hate speech or harassment).
- k. No member shall discuss confidential matters of the department including, but not limited to:
 - Matters that are under investigation
 - Patient and employee information protected by HIPAA/medical confidentiality laws
 - Personnel matters that are protected from disclosure by law
 - Sensitive information specific to an incident that would potentially embarrass those members of the public or department members involved or present.
- l. Members are prohibited from participating in any form of video chat in uniform or any other means that identifies them as a member of the department unless authorized by the fire chief.

- m. Any and all scene photography/video shall be for clinical (patient care), documentation, or training purposes only and conducted under the direction of personnel in charge of the scene.
- n. All photography/video containing individually identifiable patient information shall be covered by HIPAA privacy laws and must be protected by the department.
- o. No photography/video taken by any member of the department in the course of their official duties shall be used, printed, copied, scanned, emailed, posted, shared, reproduced or distributed in any manner without prior approval from a chief officer. This prohibits the posting of such photography/videos to any personal websites such as, but not limited to: Facebook, YouTube, Twitter, Snapchat, Instagram, other public safety agency websites, or email to friends, relatives, or colleagues.
- p. Members shall obtain prior approval from a chief officer before using any digital recording device while operating within the scope of their official duties.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Recording & Reporting Occupational Injuries & Illness	
Section: Administrative	
SOG #: 1.7	Page(s): 3
Effective Date:	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1.7 Purpose

- a. In the interest of member's health and safety, this document is established to provide and acquaint members with the policies and procedures for reporting injuries and illnesses.
- b. To provide guidelines to assist members involved in the injury or illness reporting process (injured personnel and supervisors)
- c. To provide a standard system for the notification of department head, families, VFIS, and Wayne County Fire Marshall Office in the event of an occupational injury or illness.

1.7.1 Procedure

1.7.2 Member Responsibilities

- a. Members shall immediately, when practical, notify Officer in Charge with all on-duty injury or illness
- b. Personnel are required to report all on-duty injuries/illnesses, which ensure proper notification of chain of command, next of kin, VFIS, and Wayne County Fire Marshall Office.
- c. If necessary, go to emergency room or an approved facility to be evaluated
- d. If filing a Workers' Compensation Claim, coordinate with the member's supervisor and VFIS Representative.
- e. Complete VFIS Form Personal Injury/Illness Investigation Report (C10:086) found online at <http://www.vfis.com/Portals/vfis/emergency-service-operations/Personal-Injury-Illness-Investigation-Report-VFIS.pdf>
- f. In the event the firefighter is instructed by the Officer in Charge to report for treatment and the injury or disease is later determined by the Worker's

Compensation carrier to not be job related, the firefighter should file the expenses for care with their personal medical insurance provider and forward to the Emergency Services Office bills reflecting co-pays or deductibles that apply to care given up to the point of notice of denial from the Worker's Compensation carrier.

1.7.3 Supervisors Responsibilities


- a. Supervisors shall ensure that the immediate care, transportation, notification of family and needs of on-duty injured/ill personnel are their first priority.
- b. Make notification to the Chief via Chain of Command
- c. If necessary, secure area, equipment or PPE that may need to be preserved for investigation
- d. Respond to hospital or scene as circumstances dictate
- e. Regardless of where the medical treatment is obtained, the member must have the attending physician write a note stating when they are allowed back to work and in what capacity.
- f. In the event of an injury have hospital conduct a drug/alcohol screening on injured personnel as soon as is practical
- g. Make every effort to assist the family with immediate needs
- h. Follow-up and file the necessary paperwork
- i. Upon request, the department will provide or make available these records to any member, employee, a former employee and their representative for examination and copying.
- j. The chief or officer in charge will report within 8 hours after the death of a work-related incident, or other hospitalization of three (3) or more members/employees.
- k. This will be reported by telephone or in person to the area office of the Occupational Safety and Health Administration that is nearest the site of the incident.
- l. The department will furnish the following information:
 - Establishment name
 - Location of incident
 - Time of incident
 - Number of fatalities or hospitalized employees
 - Contact person with phone numbers
 - A brief description of the incident
- m. If the injury occurs on weekends or holidays, the Officer in Charge shall notify the Emergency Services on call staff.
- n. Medical services for work related injuries or disease must be obtained from the County's designated and authorized medical provider unless the injury is an

emergency and requires immediate attention and a designated provider is not immediately available.

For additional guidance with VFIS Claims refer to VFIS CLAIMS SERVICE GUIDE at <http://www.vfis.com/Portals/vfis/documents/Claims/Claims-Service-Guide-2016-VFIS.pdf>

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Grievance Procedures	
Section: Administrative	
SOG #: 1.8	Page(s): 2
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1.8 Purpose

The purpose of this policy is to provide a systematic format for employees to grieve actions, policies, or regulations.

1.8.1 Internal Reporting Procedures

If you are aware of workplace conflict or wrongdoing taking place, you must immediately report this to your direct supervisor. If you feel uncomfortable doing so, or if your direct supervisor is the source of the problem, condones the problem, or ignores the problem, immediately report the situation to your supervisor's supervisor, any other supervisor or manager, or lead/top administrator. If these alternatives are not satisfactory to you, then you can immediately direct your report, complaint, or questions to any member of the Board of Directors.

1.8.2 Procedure


Grievances or disputes which may arise, including policy interpretation or application, shall be settled in the following manner:

- a. Any member of the Department may file a grievance. Grievances should be resolved informally at the first level of supervision (ie: between the firefighter and their immediate supervisor or between the firefighter and the member against whom the firefighter has a grievance).
- b. If an informal solution is inadequate, the member shall put the grievance/complaint in writing and shall be submitted to the member's immediate supervisor by the grievant. This communication must be received within ten (10) days from the date of the complaint, or the member forfeits his or her right to the complaint.

- c. If the grievance concerns the immediate supervisor of the grievant, the chain-of-command may be circumvented. The letter should be delivered to the next level of supervision, up to the Fire Chief, and the immediate supervisor. At no time shall parties involved in the grievance be unaware of the process being initiated.
- d. The department shall respond to the grievant, in writing within ten (10) working days of receipt of the initial grievance.
- e. The complaint shall be reviewed by the Grievance Committee. The Grievance Committee (five members) shall be made up of the following: one Board member, one Asst. Chief, one Captain, one Lieutenant, one member. The Grievance Committee shall be selected by the Department President with the selection of other department committees. Alternates shall be selected in case of conflicts.
- f. If the Grievance Committee finds the grievance has merit, they shall reply to the parties involved with suggested remedial action.
- g. If the grievance is not resolved to the satisfaction of the grievant, the grievant shall submit a reply to the Fire Chief and request a hearing on the matter. The hearing shall be facilitated by the Fire Chief and occur within ten (10) days of the appeal. A ruling on the information shall be returned to the grievant, in writing, within ten (10) days of the hearing.
- h. If the matter involves the Fire Chief, the Fire Chief shall contact the Chairman of the Board and facilitate a meeting between the grievant and Board of Directors.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Sexual Misconduct and Sexual Harassment	
Section: Administrative	
SOG #: 1.9	Page(s): 5
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1.9 Purpose

The purpose of this policy is to prohibit sexual harassment, sexual misconduct, and sexual discrimination within the fire department. This policy also provides a procedure for reporting and departmental response to sexual harassment, sexual misconduct, and sexual discrimination.

1.9.1 Requirements

All fire department members are required to report any and all instances of sexual harassment, sexual misconduct, or sexual discrimination to the fire chief. All officers shall take pro-active steps to prevent any and all harassment and discrimination.

1.9.2 Definitions

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Hostile Work Environment: Occurs when an employee is confronted with a hostile or abusive work environment involving sexually explicit language, photos, or conduct that is severe and pervasive, which has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual Harassment Progression: The following are examples of behavior that may constitute sexual harassment:

1. Non-physical

- a. Repeated sexual innuendoes or sexually oriented comments
- b. Obscene remarks, jokes, slurs, or language related to sex or of a sexual nature
- c. Letters, notes, faxes, email, or graffiti that is of a sexual nature or is sexually abusive
- d. Sexually oriented demeaning names
- e. Persistent unwanted sexual or romantic requests, overtures or attention
- f. Leering, whistling, or other sexually suggestive sounds or gestures
- g. Display of pornographic photographs, drawings, cartoons, videos or other sexually oriented material in the workplace
- h. Requests for sexual favors

2. Physical/Non-Physical Intimidation:

- a. Coerced or unwelcomed touching, patting, brushing up against, pinching, kissing, stroking, massaging, squeezing, fondling or tickling
- b. Sexual propositions, insults, and threats
- c. Subtle or overt pressure for sex or sexual favors
- d. Repeated phone calls, emails or text messaging
- e. Physical blocking, cornering or stalking
- f. Sending material of a sexual nature

3. Physical/Bodily Harm

- a. Coerced sexual intercourse
- b. Sexual Assault
- c. Attempted Sexual Assault

Sexual Discrimination: The different treatment of an employee with respect to work benefits, conditions, assignment, promotions, etc. based upon the gender of the employees unless different treatment is necessary based upon some bonafide occupational qualification.

Sexual Misconduct: Any sexual contact or sexual activity that occurs while on-duty, occurs on fire department property, or occurs on or in a fire department apparatus or vehicle. Sexual misconduct includes but is not limited to use of one's official position and official resources to pursue or solicit sexual contact or sexual activity.

Intimate Part: Genital area, inner thigh, groin, buttocks, or breasts of a person.

Sexual Contact: Any physical contact with intimate parts of another person committed for the purpose of sexual gratification.

Sexual Activity: intercourse, oral or anal sex, or masturbation.

Note: Uncertainty: Where there is a question about whether or not certain conduct constitutes sexual harassment, sexual misconduct, or sexual discrimination, officers and employees should contact the fire chief.

1.9.3 Procedure

- a. The fire department is committed to providing a workplace that is free of sexual harassment, intimidation or exploitation, and free of sexual discrimination and sexual misconduct. All personnel shall treat one another with respect and there is a zero-tolerance policy for sexual harassment, sexual misconduct, and sexual discrimination and any incidents in violation of this policy shall be subject to disciplinary action.
- b. All fire department members have an obligation to provide a work environment free of all harassment. This includes but is not limited to taking steps to ensure that the department is in a position to control prohibited harassment whether it is done by supervisors, co-workers, or any other non-employees (vendors working with the department, supplying services, or citizens that members may come in contact with).

1.9.4 Reporting Requirements

All fire department members have an obligation to promptly report any violations of this policy. This includes reporting sexual harassment, sexual misconduct, and sexual discrimination or any indicators of a hostile or offensive work environment that the employee experiences, witnesses, or otherwise has knowledge of.

1.9.5 Member Responsibilities

- a. Any member who believes he/she is a victim of sexual harassment, sexual misconduct, or sexual discrimination may choose to act on his/her concerns directly by addressing the other party in person or by writing a letter to the other party describing the unwelcomed behavior and stating that the behavior must stop. Any employee receiving such a request shall immediately comply with the request and is prohibited from retaliating or causing/encouraging others to retaliate against any member who in good faith initiates such a communication.
- b. Any member seeking to report or complain about a violation of this policy should promptly inform the fire chief. If the fire chief is involved in the allegation or the member is uncomfortable with making a report to the fire chief, the member may bypass the chain of command in order to report the harassment or discrimination to a member of the Board of Directors.

1.9.6 Supervisor Responsibilities

- a. Once an allegation or complaint is made, supervisory officers shall take steps to separate the involved members while an investigation into the allegations or complaints is conducted. Supervisory officers are required to immediately stop any conduct which might continue to aggravate the allegations or complaint.
- b. All allegations or complaints of sexual harassment, sexual misconduct, or sexual discrimination received by the fire chief or a member of the Board of Directors shall be documented.
- c. The fire chief shall ensure that all complaints of sexual harassment, sexual misconduct, and sexual discrimination are immediately and thoroughly investigated.
- d. The alleged victim of the incident shall be kept informed of the progress of the investigation.

1.9.7 Any and all sexual contact or sexual activity is strictly prohibited on fire department property or on or in a fire department apparatus or vehicle.

1.9.8 Sexual contact or sexual activity while in uniform or any other article of clothing that makes the member identifiable as a member of this fire department is strictly prohibited.


1.9.9 Sexual contact or sexual activity while wearing or being in contact with any item of personal protective equipment issued by the department is prohibited. This specifically includes a helmet, bunker pants, bunker coat, hood, or boots.

1.9.10 Any member found to be in violation of this policy following an investigation shall be subject to immediate disciplinary action up to termination.

1.9.11 No employee shall be retaliated against for reporting allegations of sexual harassment, sexual misconduct, or sexual discrimination.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Workplace Wrongdoing Whistleblower Act	
Section: Administrative	
SOG #: 1.10	Page(s): 3
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: April 24, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1.10 Purpose

New Hope Volunteer Fire Department Board of Directors, officers, management, employees, and volunteers are required to observe and uphold high standards of professional and personal conduct while fulfilling their job duties. All members of New Hope Volunteer Fire Department should promptly report actual or suspected occurrences of workplace wrongdoing and may do so without fear of retribution. Workplace wrongdoing may include, but is not limited to, the following:

- a. violation of any local, state or federal law
- b. violation of any organizational policy
- c. any instruction to violate or assist in violating any local, state, or federal law or regulation
- d. any order to work outside the scope of job duties that would unreasonably threaten the health or safety of organization members or the public
- e. use of New Hope Volunteer Fire Department property, authority, or resources for personal gain or other non-organization-related purposes
- f. questionable accounting or auditing practices

1.10.1 Non-Retaliation

New Hope Volunteer Fire Department prohibits and does not tolerate retaliation against any organization member because of that member making a good faith report of

workplace wrongdoing, making a claim against the organization, participating in any related investigation, or using New Hope Volunteer Fire Department benefits. Any member who engages in such prohibited retaliation is subject to disciplinary action, up to and including termination. Regardless of title or position, no person has the authority (expressed, actual, apparent or implied) to retaliate against any member.

1.10.2 Reporting Procedure

If you are personally subjected to or observe work-related wrongdoing, you should immediately report to your supervisor, supervisor's supervisor, or a chief officer, or any member of the Board of Directors.

1.10.3 Non-Confrontation

You are not required to directly confront any persons who are the source of your problem or are closely associated with the person who is the source of the problem. Instead, you may utilize any of the other safe avenues of internal complaint. Members are required to make a reasonable effort to bring forward any allegations of workplace wrongdoing so the organization may promptly stop such wrongs and prevent future occurrences.

1.10.4 Investigation

New Hope Volunteer Fire Department will promptly and thoroughly investigate member complaints or allegations and take appropriate measures to stop workplace wrongdoing and prevent future occurrences. The organization will keep the complainant(s) and person(s) accused of workplace wrongdoing informed as to the investigation and resolution of the matter.

1.10.5 Conflict of Interest Check

The organization will make every effort to ensure that those named in a complaint, as well as those too closely associated with those involved in the complaint, will not be part of the investigative team or efforts. Moreover, New Hope Volunteer Fire Department can, at its discretion, utilize a neutral, third-party investigator to address allegations of workplace wrongdoing or otherwise resolve personal conflict.

1.10.6 Confidentiality

Reports of policy violations or suspected violations will be kept as confidential as possible, while still allowing for a comprehensive and adequate investigation. An individual may submit concerns anonymously, keeping in mind that, in the course of the

investigation, it may become necessary that the source of the complaint be identified. The organization is committed to facilitating discreet investigations that are equitable to all parties involved, but cannot guarantee absolute confidentiality.


1.10.7 False Allegations

- a. New Hope Volunteer Fire Department recognizes that making false accusations of workplace wrongdoing can have serious consequences for those who are wrongly accused. To that end, the organization prohibits deliberately making false and/or malicious allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination. Moreover, civil or criminal actions may be taken against those for making knowingly false or malicious allegations of workplace wrongdoing.

- b. New Hope Volunteer Fire Department leaders are committed to the safety, health, and wellness of their members while on the job. Implementing a comprehensive Workplace Wrongdoing/Whistleblower policy helps ensure a safe and productive work environment for all members.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Progressive Discipline and Termination	
Section: Administrative	
SOG #: 1.11	Page(s): 2
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 9, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

1.11 Purpose

To outline the steps of the disciplinary action program.

1.11.1 Scope

This guideline applies to all New Hope Volunteer Fire Department Personnel.

1.11.2 Policy

If a situation should arise requiring corrective action or counseling, the following actions will be used:

1.11.3 Verbal Warning/Counseling

Although it is a "verbal" warning, documentation of such warning should be noted and placed in the member's file. The officer giving the warning should sign and date the warning form or other documents.

1.11.4 Written Warning/Counseling

This should include a description of the behavior, situation, or action, what correction is required of the member, and what consequences the member will face if the behavior continues. A written warning will be signed by both the member and the officer conducting the counseling session, and the form will be placed in the member's personnel file. A signed warning by the member does not admit fault or guilt but acknowledges that the counseling session took place and a written warning was created. The member will be afforded the opportunity to respond in writing to the warning and have his/her statements attached to the filed written warning.

1.11.5 Suspension


This may range from a few days to a few weeks. The length of suspension should match the severity of the offense or policy violation.

1.11.6 Termination/Discharge

There are some offenses that could warrant bypassing lesser disciplinary steps and will result in immediate termination. These cases are outlined throughout the SOG's. These cases may include but are not limited to, criminal acts, violence, and destruction of property, intoxication by drugs or alcohol, and neglect.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Recruitment and Retention	
Section: New Member, Recruitment and Retention	
SOG #: 2.1	Page(s): 2
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: June 7, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

2.1 Purpose

The purpose of this standard is to establish a department policy pertaining to recruitment and retention.

2.1.1 Objective

The objective of this guideline is to outline policies for the recruitment of Fire Fighters with and without experience and the retention of current Fire Fighters.

2.1.2 Scope

This guideline applies to all personnel on the roster and those requesting membership.

2.1.3 Procedure

The New Hope Volunteer Fire Department operates by the traditional chain of command.

All Fire Department personnel are responsible to the Chief through the chain of command. The Chief is responsible to the Board of Directors. The Board of Directors are responsible to the Fire Marshall, County Commissioners and the citizens in the community protected.

All Fire department personnel are governed by department (SOGs) Standard Operating Guidelines, and By-laws, (NFPA) National Fire Protection Association, (ANSI) American National Standards Institute, (NCDMV) NC Division of Motor Vehicles, (ISO) Insurance Service Office, (EOE) Equal Opportunity Employer, State Law, and Federal law.

All Fire Department personnel must maintain a valid driver's license.

All Fire Department personnel are subject to random drug testing.

No Fire Department personnel will be discriminated against.

No Applicant will be discriminated against.

All Fire department applicants will be drug screened, have a driving and criminal background check conducted, must be a United States citizen or be legally allowed to work within the United States. A driver record review will also be conducted.

All members will be required to understand and abide by the department's "Member's General Rules".

Recruitment will not be limited to any specific time frame during a department year.

Active recruitment will take place during department events.


Active retention will include but not limited to the department paying into the North Carolina Fireman's Pension funds, Benevolent Brotherhood fund, Workers Compensation, certain insurance benefits, and other Federal, State and local benefits. Costs for pagers, cell phone notification, Training, Personal Protective Equipment (PPE) including turnout gear will be covered by the department. An annual awards and fellowship banquet is held at no cost to the individual. Out of district training will be paid for via the training budget (if approved). Multiple "Quality of Living" programs and improvements are ongoing including comfortable social facilities.

2.1.4 Discussion

This guideline has been developed to illustrate the active recruitment and retention of members to the New Hope Volunteer Fire Department. This is a fluid SOG and is subject to additions and editing when situations arise.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Order of Response	
Section: Apparatus Operation and Private Owned Vehicles (POV)	
SOG #: 3.1	Page(s): 3
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 9, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

3.1 Purpose

The purpose of this document is to provide the members of the department guidelines in the proper order of response of apparatus and equipment to a call for service.

3.1.1 Procedure

Follow the below guidelines for responding to an incident in the effective geographical location nearest to the corresponding New Hope Station, otherwise, use the Mutual Aid Guidelines.

3.1.2 Structure Fire

Station 1 – Engine 1, Engine 2, Tanker 1, Rescue 1, Squad 2
Station 2 – Engine 3, Engine 4

3.1.2 Automatic Aid

Station 1 – Engine 2, Tanker 1, Engine 1, Rescue 1, Squad 2
Station 2 – Engine 4, Engine 3

Unless directed by command, Engine 1 will respond directly to the nearest water supply point as directed, by Incident Command or Central. Engine 2, Tanker 1, Rescue 1, (Station 1) and Engine 4 (Station 2) will report directly to the scene unless directed otherwise. All other apparatus and members on personally own vehicles (P.O.V.'s) respond directly to the staging area.

3.1.3 Mutual Aid

Station 1 – Engine 2, Tanker 1, Engine 1, Rescue 1, Squad 2
Station 2 – Engine 4, Engine 3

Respond same as Automatic Aid unless a request for specialized apparatus or equipment is made by Incident Command or through Wayne central. If a specialized request is made, refer to the Special Request Guideline.

3.1.4 Vehicle Fire

Station 1 – Engine 1, Engine 2, Rescue 1, Squad 2
Station 2 – Engine 3, Engine 4

3.1.5 Motor Vehicle Collision

Station 1 – Engine 1, Rescue 1, Engine 2, Squad 2
Station 2 – Engine 3, Engine 4

3.1.6 Grass/Woods Fire

Station 1 – Engine 1, Squad 2, Engine 2
Station 2 – Engine 3, Engine 4

If Wayne Central advises a threat to a structure, refer to structure fire procedures.

3.1.7 Unknown

Respond same as structure fire until directed by on-scene command or responding Officer.

3.1.8 Fire/CO Alarms

Station 1 – Engine 1, Engine 2, Tanker 1, Rescue 1, Squad 2
Station 2 – Engine 3, Engine 4

3.1.9 Rescue Assignments

Station 1 – Engine 1, Rescue 1
Station 2 – Engine 3, Engine 4

3.1.10 Assist EMS


Station 1 – Squad 2, Rescue 1
Station 2 – Engine 3, Engine 4

3.1.11 Special Request

Station 1 & 2 – (Manpower, Extrication, Rescue Equipment, Air, Tanker) If a specialized request is made, only the apparatus requested should respond and Squad 2 (if needed, with manpower). Chief Officer will give direction with other special requested missions.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Emergency Vehicle Response	
Section: Apparatus Operation and Private Owned Vehicles (POV)	
SOG #: 3.2	Page(s): 6
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: July 17, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

3.2 Purpose

Responding to any emergency call, the New Hope Volunteer Fire Department places a great deal of responsibility on the drivers of our emergency vehicles. Not only must you provide prompt conveyance of the vehicles, equipment, and personnel to provide service to those in need, but as importantly, must accomplish this task in the safest and most prudent manner possible. As an emergency vehicle driver in our organization, you have in your care, custody, and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task, it's important for operators of emergency vehicles to become familiar with, and constantly abide by the following policies and procedures.

3.2.1 Procedures

3.2.2 Circle of safety (360)

Prior to entering the cab and starting the vehicle, make a circle (360) of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. During the circle (360) of safety, encircle the vehicles and visually inspect all four sides and the top of the vehicle before entering the cab. Also, verify the right side and rear clearance with the person riding in the officer position. Do this prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

3.2.3 Warning devices and true emergencies

When responding to a true emergency¹, audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. Understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not assure the right-of-way.

¹ The definition of a true emergency is a situation in which there is a high probability of death or serious injury to an individual or significant property loss and actions by an emergency vehicle driver may reduce the seriousness of the situation.

3.2.4 Vehicle control and right-of-way

Attempt to maintain control of the vehicle being operated in such a manner as to provide the maximum level of safety for both the passengers and the general public. Be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. Make an attempt to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

Be aware of the rate of closure (comparison of time and space) on other vehicles and pedestrians at all times to make sure an appropriate approach speed and/or safe following distance is established and maintained. Adhere to the rule for safe following distance and allow one second of following distance for every 10 feet of vehicle length for speeds under 40 mph and add one additional second for each 10 mph for speeds over 40 mph.²

3.2.5 Response speeds²

When responding to a true emergency only, operate the vehicle at as close to the posted speed limit as possible, but not to exceed 10 mph miles over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to;

- Slippery road conditions
- Inclement weather
- Poor visibility

- Heavy or congested traffic conditions
- Sharp curves

3.2.6 Intersection Practices

Take extreme care when approaching any intersection as they are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the organization's intersection operating guidelines during all emergency responses.

3.2.7 Uncontrolled intersections

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle, complete the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all four directions (left, right, front, rear)
- Slow down if any potential hazards are detected and cover the brake pedal with the driver's foot.
- Change the siren cadence not less than 200' from intersection
- Avoid using the opposing lane of traffic if at all possible

It's important for emergency vehicle drivers to be prepared to slow or bring their vehicle to a stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can they assume the right of way, therefore the emergency driver does not have the right of way until the other vehicle yields to them.

3.2.8 Controlled intersections

Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires Prudent Action by the emergency vehicle driver. Consider the following steps:

- Do not rely on warning devices to clear traffic
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.) and driver options

- Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers' foot, continue to scan in four directions (left, right, front, back)
- When approaching a traffic signal be aware of "stale" green lights or yellow caution lights, begin to slow and prepare to stop as these will be turning red
- Change the siren cadence not less than 200' from intersection
- Scan intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible. Consider using the lane of least resistance that is consistent with your intended direction of travel
- During emergency response bring the vehicle to a complete stop for the following³:
 - When directed by a law enforcement officer
 - Red traffic lights
 - Stop signs
 - Negative right-of-way intersection
 - When the driver cannot account for visible traffic in the lanes of traffic in an intersection
 - When other intersection hazards are present
 - When encountering a stopped school bus with flashing warning lights
 - Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped
 - Account for traffic one lane at a time, treating each lane of traffic as a separate intersection

³NFPA 1500: Standard on Fire Department Occupational Safety and Health; 2013 Edition

3.2.9 Railroad intersections

When approaching an unguarded rail crossing, the operator shall bring the apparatus or vehicle to a complete stop before entering the grade crossing. In addition, perform the following prior to proceeding:

- Turn off all sirens and air horns
- Operate the motor at idle speed
- Turn off any other sound producing equipment or accessories
- Open the windows and listen for a train's horn

3.2.10 Non-emergency response

When responding to a call in a non-emergency response mode or normal flow of traffic (non-code 3 or when not responding to a true emergency) operate the vehicle with no audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. Follow motor vehicle laws for the use of emergency lighting equipment and audible warning devices.

3.2.11 Ordinary travel procedures

Obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.

3.2.12 Riding policy

The department requires all persons riding on fire apparatus to be seated in approved riding positions and secured to the vehicle by seat belts whenever the vehicle is in motion. The emergency vehicle driver and/or the person riding in the officer position will verify that personnel is properly seated and in seat belts before the vehicle is moved. Standard communication signals should be formulated and utilized by all personnel.

The department prohibits the riding on tailsteps, sidesteps, running boards or any other exposed position. Personnel who perform emergency medical care while the vehicle is in motion should be secured to the vehicle by a seat belt or safety harness designed for occupant restraint.

3.2.13 Backing

The department recognizes that backing emergency vehicles are made hazardous by the fact that the driver cannot see much of where he/she intends to go. The department recommends that whenever possible avoid backing up. When necessary, use one of the two following measures:

- The department's first choice of backing procedures is that before any vehicle is put into reverse and backed, have a spotter in place near the rear of the vehicle. It is important the spotter is safely positioned so that the emergency vehicle driver can see them at all times. If at any time the emergency vehicle driver loses sight of the spotter, stop immediately until the spotter is visible again.
- If conditions exist that make use of spotters impossible, make a circle (360) of safety before attempting to back up any fire department vehicle to see that; no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved out of the way. Also, note any potential obstructions in the intended path of travel.
- The operator must announce their intentions prior to backing by sounding the apparatus's air horn (if not equipped, standard horn). See SOG 3.3 Backing Department Apparatus

3.2.14 Response in private owned vehicles


When any member responds to the station or to the scene of an emergency in his/her private vehicle, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle laws, including but not limited to:

- Speed limits
- Going through traffic control devices
- Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension, loss of driving privileges and withdrawal of courtesy light permit.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Members Operating Personally Owned Vehicles (POVs)	
Section: Apparatus Operation and Private Owned Vehicles (POV)	
SOG #: 3.3	Page(s): 2
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: July 17, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

3.3 Purpose

The purpose of this document is to provide to the members of the department guidelines pertaining to operating personally owned vehicle during fire department activities and alarms.

The New Hope Volunteer Fire Department recognizes the importance of standards for Personally Owned Vehicles (POV's) utilized for Fire Department activities. Fire Department activities include but are not limited to attendance at alarms, training/drills, meetings or work details.

Safety of fire personnel and the general public is the primary consideration any time a member operates their POV.

3.3.1 Violations

Violations of this guideline may subject members to disciplinary action, up to termination.

3.3.2 Responsibilities of Fire Department Chief or Company Officer(s)

The Chief or Company Officer(s) has the right to request a member's driver's license, registration, or insurance card to ensure compliance with this guideline. In addition, it is understood that the Fire Department Chief or designee may conduct a driver's license check of a Fire Department member at any time.

3.3.3 Responsibilities of Fire Department Members

All members operating a POV while engaged in a Fire Department activity must have a valid driver's license.

Any POV utilized for Fire Department activities must be properly insured and registered.

Any unsafe vehicle condition which could jeopardize the safety of the member or the general public must be corrected prior to being used for a Fire Department activity.

3.3.4 Response to an Alarm

Members responding to alarms in their POV shall utilize due caution for the safety of themselves and other motorists.

Members who are under the influence of alcoholic beverages or medication which would impair his or her judgment are not permitted to respond to alarms.

Members responding to an alarm are not exempted from following the traffic laws of the State of North Carolina.

Members responding to an alarm in their POV must wear their seatbelts.

Members should not park in a way to interfere with the incident operations. When possible, members should park POVs on the same side of the road as the incident and avoid parking on private property.

3.3.5 Use of Warning Devices on Personally Owned Vehicles

The Chief, Deputy Chief and Assistant Chiefs are permitted to utilize a red, white and/or amber courtesy warning light as well as an audible siren in response to an alarm.


Company Officers and Firefighters are permitted to utilize a red, white and/or amber courtesy warning light while responding to an alarm.

All courtesy warning lights must be approved by the Chief prior to their use.

Probationary Members are not permitted to utilize any type of warning devices.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Roadway Operation	
Section: Apparatus Operation and Private Owned Vehicles (POV)	
SOG #: 3.4	Page(s): 5
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 9, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

3.4 Purpose

The purpose of this document is to provide to the members of the department guidelines for Roadway Operations procedures.

- 1 General
- 2 Terminology
- 3 Procedure
- 4 Apparatus Positioning
- 5 Exiting Apparatus
- 6 Parking Support Vehicles
- 7 Temporary Work Zone
- 8 Scene Safety
- 9 Clearing Traffic Lanes
- 10 Personal Protective Equipment (PPE) and High Visibility Apparel

3.4.1 General

Providing a safe working area is a priority at every scene. Personnel should understand and appreciate the high risk while operating at an incident on a roadway and/or highway system. Personnel must operate in a defensive posture, always considering moving vehicles as a threat to safety. Personnel must be aware that our own actions, inactions, and practices can make a scene a more hazardous workplace (i.e. white strobe lights, headlights, non-reflective wear and failure to properly identify and block temporary work zone areas, saturation of work area with non-task assigned personnel).

3.4.2 Terminology

Advanced warning – Notification procedures that advise approaching motorists of an incident in the roadway and to transition from normal driving status to that required by the temporary emergency traffic control measured ahead of them.

Block – Positioning fire department apparatus (preferably, largest, heaviest) on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area.

Buffer zone – The distance or space between personnel and vehicles in the protected work zones and nearby moving traffic.

Downstream – The direction that traffic is moving as it travels away from the incident scene.

Upstream – The direction that traffic is traveling from as the vehicles approach the incident scene.

Temporary work zone – The physical area of a roadway, where emergency personnel performs fire, EMS and rescue tasks.

3.4.3 Procedure

Responding units will make every effort to minimize the risk of injury to themselves, victims and those who are using the roadway or highway system.

Use visible and audible warning devices appropriately for the mode of response.

Median strip crossovers shall be used for turning around and crossing to other travel lanes only when emergency vehicles can complete the turn without unreasonable risk to the responders or other vehicles in either travel direction.

Response in the opposing direction on one-way entrance or exit will be permitted, if it is confirmed a public safety agency has stopped opposing traffic from ramp use and/or operator has determined that it is a reasonable and safe act to commit based on immediate conditions of the ramp and proximity of the emergency scene.

3.4.4 Apparatus Positioning

The initial officer in charge on the scene must assess the parking needs of later arriving apparatus and specifically direct the parking and placement of these vehicles as they arrive to provide protective blocking of the scene. Responding apparatus, upon arrival, shall position as follows unless circumstances prohibit this guide in which case the officer in charge (or operator), shall position apparatus in such a manner as to provide the safest work area possible.

First-arriving apparatus shall park to create a temporary work zone that protects personnel from oncoming traffic in at least one direction. Block the most critical or

highest volume direction first. The apparatus should be placed at an approximate 45-degree. The buffer zone should be no closer than 50 feet to the incident action area. Whenever possible and if applicable, the angle of the apparatus should protect anyone at the pump panel. Operators should have front wheels rotated away from the incident. First arriving apparatus will block only those travel lanes necessary to provide a safe working area. Arrange a taper upstream of the apparatus utilizing five cones and roadway skip lines.

Second-arriving apparatus shall position at the next critical position, either further blocking the first arriving apparatus with appropriate distancing, widening the initial blocked area, at least one lane wider than the width of the incident, or "boxing" in the work area, leaving room on the downside for an appropriately sized work area. An approximate 45-degree angle is preferred. The position of the apparatus shall take into consideration all factors that limit the sight distance of the approaching traffic including ambient lighting conditions, road conditions, weather-related conditions, curves, bridges, hills and overpasses/underpasses. Arrange a taper upstream of the apparatus utilizing five cones and roadway skip lines.

Typical Vehicle Positioning:

Upstream:

- Law Enforcement
- Fire
- DOT

Downstream:

- Emergency Medical Services (EMS)
- Tow Services
- Other Support Unit / Personally on Vehicles (POVs)

If extrication is needed, position the extrication unit downstream of the incident to utilize apparatus mounted equipment.

3.4.5 Exiting Apparatus

All responders shall take the following precautions:

Always maintain an acute awareness of the high risk of working around moving traffic.

Exit on the curbside, or non-traffic side, if possible.

Before exiting the apparatus check to ensure you are safely entering the roadway. Check mirrors, over your shoulder, open the door slightly and check for traffic before stepping out of the apparatus.

Look down to recognize debris that could injure you or be projected into the work zone. Remove debris hazard if/when safe to do so.

NEVER turn your back on traffic.

NEVER trust the traffic.

Don Personal Protective Equipment (PPE) or High Visibility Apparel once outside apparatus.

3.4.6 Temporary Work Zone

The temporary work zone could be considered the "hot zone," in which all personnel is considered to be at risk of being struck by a moving vehicle. The temporary work zone includes the path of travel from apparatus or support vehicles to the area of operations. Personnel staging (unassigned human resources) shall stay within the temporary work zone. Personnel must remain vigilant at all times; even with proper actions personnel remain at risk from moving vehicles. Safety within the temporary work zone must be continually monitored and safety needs must be addressed as they arise.

3.4.7 Scene Safety

Observe the following:

During daytime operations, all visible warning devices shall be on to provide warning to drivers of vehicles approaching the scene.

During nighttime operations, be cognizant of warning lights and headlights not to blind the operator of vehicles in oncoming traffic. Consideration must be given to overall scene lighting.

Staging of vehicles, not involved in the temporary work zone or used for blocking, shall be outside of the immediate work area, generally downstream of the work area or otherwise where opposing traffic is not a significant concern.

Use traffic cones to give drivers of vehicles early warning they are approaching a temporary work zone.

Remain vigilant during all phases of highway operations.

3.4.8 Clearing Traffic Lanes

Once operational phases are completed, apparatus may be repositioned to allow traffic to flow on as many lanes as possible.

Unnecessary closing or restricting lanes increases the risk of a secondary incident.

Crews, apparatus and equipment should be removed promptly to reduce exposure to traffic.

3.4.9 Terminating the Incident

Termination of the incident must be managed with the same aggressiveness as initial actions.

3.4.10 Personal Protective Equipment (PPE) and High Visibility Apparel

All personnel on the scene (assigned, solicited or self-initiated) shall be required to wear a full Personal Protective Equipment (PPE) ensemble or High Visibility Apparel while in the temporary work zone or immediate area of the incident.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Backing Department Apparatus	
Section: Apparatus Operation and Private Owned Vehicles (POV)	
SOG #: 3.5	Page(s): 6
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 9, 2018
Revised By:	Date:
Approved By: Chief Al Laws	Date: March 19, 2020

3.5 Purpose

To enhance members awareness and safety while department apparatus is backing. Backing apparatus is always dangerous because of poor visibility to the rear of the apparatus. Avoid backing when possible. If it is necessary to back up, the following guidelines will be followed to minimize the risk.

3.5.1 Scope

This policy applies to all department firefighters operating department vehicles. All vehicle operators are responsible for understanding and adhering to these rules and regulations. Compliance with this policy will result in safer operations for all involved. Violation will result in increased accidents and injuries and also discipline for those involved.

3.5.2 Guidelines

Type of vehicles subject to this policy are:

- Any department vehicle, which does not have full vision around vehicle or area. This also can include standard automobiles, which do not have full vision because of cargo, etc.
- Fire engines
- Tankers
- Support Vehicles
- Pickup trucks only when rear view is obstructed by equipment, towing equipment, cargo, etc.
- Vehicles towing trailers.

3.5.3 Operator's Responsibilities

Backing of fire department vehicles should be avoided whenever possible. When backing is unavoidable spotters (preferably two spotters) shall be used. In addition, spotters shall be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.

When parking at the curb/shoulder, allow sufficient clearance to pull out without backing. Except in emergency situations attempt to avoid turning into any place where it is necessary to back into traffic.

Backing into intersections or over pedestrian crosswalks should be avoided.

If possible, continue forward for a reasonable distance until you find a safe place to turn around without backing.

Avoid getting yourself into a position where you have to back without a spotter.

Have spotter(s) if you must back. If you have no spotter and backing is unavoidable, get out and physically check (360-degree survey) the rear of the vehicle to see if it is clear and then back as soon as possible after sounding the vehicle's horn/back up alarm.

Warn anyone in the area that you will be backing up by sounding the apparatus's horn.

It is the driver's responsibility to determine conditions and clearance before getting into the vehicle, but also to continue to be cautious when backing.

Drivers will not accept guidance from anyone while they are inside the vehicle, apparatus body or on the cab steps.

If the backer decides to check for obstructions on the blind side of the vehicle, stop the vehicle while the backer is checking. If these conditions cannot be met, an additional backer shall be used.

The driver of the vehicle is responsible for all actions of the vehicle and all personnel in the vehicle.

If the driver loses sight of his/her backer during the backing process, he/she must stop the vehicle immediately, and wait to re-establish communication with the spotter. If the operator cannot re-establish communications with the backer within a few seconds, the operator must secure the apparatus, and then exit the vehicle and look for the backer.

When vehicles must be backed where other vehicle traffic exists, to include backing into Station 1 and Station 2, the vehicle's emergency lights (if equipped with such lights) shall be operating and all spotters shall wear High Visibility Apparel, or full PPE (pants, coat, and helmet).

If weather, daylight or other conditions cause the backer to be obscured, the driver will stop the vehicle and have the backer obtain a light or reflective material that will allow high visibility.

3.5.4 Exemptions

When no spotter is available, the driver is not required to exit the apparatus when doing so would put the driver in an unsafe environment (i.e. backing into the station from the roadway when no one else is around).

In these limited situations, the driver would not exit the apparatus but make every effort to ensure no person, vehicle or object is in the path of the apparatus.

The driver may proceed with backing using caution after sounding the apparatus's audible warning device (i.e. air horn, siren).

3.5.5 Backer's Responsibilities

In any situation where a firefighter is requested by the operator to guide him/her in a backing situation, the firefighter must render assistance. If the firefighter refuses to assist without good cause, he/she will be subject to disciplinary action.

While giving guidance to a backing vehicle, the preferred position for the backer would be on the ground at the left rear of the vehicle. However, in some instances, if the backer would be exposed to significant danger at that position, it is acceptable for the backer to back the vehicle from the passenger side rear of the vehicle. It is still essential that the backer stand far enough behind the vehicle to observe the backing path and any obstructions, including pedestrians, and also allow for sufficient stopping distance of the vehicle in an emergency. The backer and the driver must clearly establish at the beginning on which side of the vehicle the backer will stand. If the backer must switch sides during the backing process, the backer must signal the driver to stop the apparatus. Once the apparatus has stopped, the backer must clearly communicate the intended position change to the driver and receive the driver's acknowledgment of the intended position change. The backer must keep an eye on the rear of the apparatus as he/she walks to the other side.

Use hand signals (preferred) and/or radio.

While backing the apparatus, the backer will remain in full view of the driver AT ALL TIMES. If the backer is going to move out of sight of the driver, he/she must have the driver stop the apparatus first. The backer will not motion the driver to begin backing until the backer is safely positioned, and communication has been clearly re-established.

3.5.6 Signals (See photos below)

SIGNALS STRAIGHT BACK: Both hands above the head with palms facing inward, waving back.

TURN: Both arms pointing the same direction with fingers extended (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing apparatus. The driver's intentions must be verbally communicated to the spotter).

SLOWLY: Both arms extended with palms facing downwards, motioning up and down.

STOP: Both arms crossed with hands in a fist. Be sure to yell the stop order loud enough that the engineer/driver can hear the warning.

3.5.7 Officer's Responsibilities

Although it is the responsibility of our drivers to obey Department rules, it is also the responsibility of our officers to enforce them.

When an observation is made and there is evidence that Departmental procedures have not been followed, the firefighter shall be notified by the officer at the time of the infraction or as soon as possible thereafter. If it is determined that the Department Backing Procedures have been violated, the Department Safety Officer shall be notified to begin an investigation. If necessary appropriate disciplinary action shall be taken by the Chief and/or Board of Directors. Depending on the circumstances, this action may involve the driver, his/her backer and/or officer.



Turn Right

Turn Left



Straight Back


Slowly



Stop

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Fueling Fire Department Apparatus and Equipment	
Section: Apparatus Operation and Private Owned Vehicles (POV)	
SOG #: 3.6	Page(s): 2
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 9, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

3.6 Purpose

The purpose of this document is to provide the members of the department guidelines pertaining to the fuel level and payment of fuel for fire department apparatus and equipment.

3.6.1 Scope

In an effort to keep New Hope Volunteer Fire Department apparatus and equipment in a readiness condition at all times, fuel should be kept at optimal levels.

3.6.2 Guidelines

Operators Responsibilities

Operators should monitor the fuel level and top off routinely. At a minimum, operators should top off fuel tanks when the fuel tank level reaches three quarters or below.

Fuel can be purchased at any station that accepts NHVFD Fuel Card.

Each apparatus has a proprietary NHVFD Fuel Card.

3.6.3 Directions for NHVFD Fuel Card Usage

The operator must ensure the station accepts NHVFD Fuel Card prior to fueling. (Usually, this can be confirmed on the fuel pump)

This is generally a pay at the pump process, if not, consult with the station attendant for directions. Insert the card at the pump and follow the prompts. Apparatus odometer and driver ID (last four of your social security number) will be needed.

Pump fuel when prompted, making sure you have selected the correct fuel for the equipment or apparatus you are fueling. Be aware in extremely hot weather conditions, diesel may expand. Do not overfill.

No need to obtain a receipt when using the NHVFD Fuel Card.

3.6.4 Fuel Purchases without NHVFD Fuel Card

In emergencies or when the NHVFD Fuel Card cannot be used, the operator may purchase fuel for fire department apparatus and equipment.

The operator must contact their supervisor for approval prior to purchasing fuel.

A purchase order number must be obtained (see Purchase Order SOG).

A receipt must be obtained with the following information and turned into the department's Treasurer.

- Issued Purchase Order Number
- Signature of operator
- Date of purchased

3.6.5 Restrictions


Purchases within this guideline pertains to fuel only for fire department apparatus and equipment. No other purchases are permissible.

Operators will be approved to purchase fuel with the NHVFD Fuel Card by the department's Treasurer once they complete driver's training.

Any unauthorized purchases will be the responsibility of the purchaser and may be in violation of North Carolina Criminal Statues.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: After All Calls	
Section: Operation	
SOG #: 4.1	Page(s): 1
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

4.1 Purpose

To outline the department's policy regarding actions that will take place when apparatus and personnel are released from an incident and return to quarters.

4.1.1 Scope

This Guideline applies to all department personnel.

4.1.2 Procedure

All equipment will be placed back in service as soon as possible. Equipment that is not in use for salvage and overhaul will be returned to its respective unit and returned to the station.

All firefighters are required to return to the station after an incident (unless proper approval for full release is granted by an officer) for the purpose of cleaning equipment, restocking equipment, and repacking apparatus to receive proper credit for the incident. Personnel who fail to comply with this policy should face administrative discipline.


All department personnel that responded to an incident must sign the run sheet and all apparatus drivers must sign for and verify serviceability for their vehicle after every call.

If a situation arises where personnel has to leave an incident prior to release, the accountability monitor and the officer in charge will be notified. If a situation arises where personnel cannot report to the station upon release of an incident the officer in charge will be notified.

The Incident Commander will ensure the Incident Report is completed.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: EMS Assist	
Section: Operation	
SOG #: 4.2	Page(s): 3
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

4.2 Purpose

To enhance medical care to the NHVFD district and surrounding via responding with the Wayne County Emergency Medical Services (EMS).

4.2.1 Scope

To respond to EMS events with sufficient resources to improve patient survival rates within the capabilities of NHVFD personnel.

4.2.2 Procedure

NHVFD personnel may be dispatched by Wayne Central to respond to assist the Wayne County EMS.

NHVFD personnel will operate under the standard of care and scope of practice at their level of medical training. NHVFD personnel will operate, while dealing with patient care, under the direction of the Wayne County EMS and their local protocol. In the event that Wayne County EMS is not yet on location, the highest medically trained NHVFD personnel will be in charge of patient care until Wayne County EMS arrives.

Apparatus will respond from their respective stations. (*See Order of Response, Assist EMS*)

If NHVFD EMS supplies are used, replacement of supplies shall be from the Wayne County EMS unit on location, or at a Wayne County EMS Station from the on-duty supervisor or designee.

It is highly recommended that we do not "overcrowd" a scene.

4.2.3 [Infection Control – Air/Bloodborne Pathogens](#)

Refer to SOG 7.1, [Infection Control – Air/Bloodborne Pathogens](#)

4.2.4 Stretcher Handling

To prevent back injuries, loaded stretchers should never be loaded, unloaded, raised or lowered by one person.

Loaded stretchers should always be raised or lowered from the ends.

When loading the stretcher into the EMS unit, at least two people should be involved.

At least one person should have physical contact with the stretcher at all times a patient is on stretcher, whether the stretcher is being moved, loaded or waiting on a bed at the ED.

Always make sure there is adequate person-power when moving a stretcher up or downstairs.

During icy condition ensure adequate personnel are present to keep stretcher lower to the ground.

When moving a patient from the stretcher to the ER bed, make sure the bed is locked in place and put the stretcher beside it. Make sure the stretcher and the bed cannot separate.

Always make sure the side rails are up on the ED bed prior to leaving the patient's side.

When appropriate, a stair chair may be used in substitution of the stretcher. The patient must be secured in the chair during operation.

4.2.5 Training/Education

NHVPD personnel are encouraged to successfully completed, or certify in, and maintain renewal of the following training courses to provide the highest patient as possible.

- American Heart Association (AHA) Basic Life Support
- Firefighter Emergency Medical Care
- NC Medical Responder (MR)
- NC Emergency Medical Technician Basic (EMTB)
- NC Emergency Medical Technician Advance (EMTA)
- NC Paramedic


Continuing Education - All personnel shall maintain C.E. hours and current certification to participate at their level of certification.

4.2.6 Identification

Identification Tags - Personnel with State EMS Certifications will be issued an ID tag (Accountability Tag) with their certification level noted.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Grass or Woods Fire	
Section: Operation	
SOG #: 4.3	Page(s): 1
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

4.3 Purpose

The purpose of this document is to provide to the members of the department guidelines in grass and woods fire suppression procedures.

4.3.1 Procedure


Suppression – When practical, Grass and Woods fire(s) should be attacked from the burned side of the fire to minimize being caught in a fast-moving fire. Depending on the severity, fires should be attacked with the use of the following to include but not limited to, minimum 1 1/2 inch hose line, reel hose, forestry hose, water can, backpack and hand/power tools.

All exposures shall be protected from grass and woods fires and shall be the first priority.

If the fire is inaccessible or uncontrollable by common mitigation methods, command should contact the NC Forestry Service via Wayne Central Communications.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Hazardous Materials Response	
Section: Operation	
SOG #: 4.4	Page(s): 3
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
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4.4 Purpose

The purpose of this document is to provide to the members of the department guidelines for safely handling hazardous incidents while protecting lives, property, and the environment.

4.4.1 Procedure

All emergency responders and their communications shall be coordinated and controlled by the Incident Command System.

Utilize the Emergency Response Guidelines (ERG) Book or app.

The first responding unit should select a response that allows for an upwind and uphill approach to the incident.

Command shall be established and scene size-up has begun while consciously avoiding committing the unit to a dangerous, unpredictable situation.

All personnel will be in appropriate PPE, and the number of personnel conducting the size up shall be limited to few as possible.

As much information should be obtained as possible including, but not limited to:

- Civilians involved and location
- Containers—size and shape
- Placards and/or other labels; shipping papers, MSDS's, identifying colors and/or markings

The Incident Command shall advise all other incoming units to stage until instructed to take specific action.

Secure the incident area and establish a Hazard Zone, and an Evacuation Zone if needed.

Stay out of spill, vapor clouds and/or runoff.

Develop an Incident Action Plan to identify the method of hazard control and identify the resources available and/or required to implement the action plan.

4.4.2 Request for Hazardous Material Response Team

A Hazardous Material Response Team shall be requested for any situation that requires direct contact with hazardous materials or an offensive action involving hazardous materials. Secure the incident and wait for their arrival as a resource.

4.4.3 Rescue Operations

If rescue operations are required, do not attempt any rescue until all hazards are recognized. Be reasonably sure that there is a live victim before a rescue attempt is made. For an obvious Dead on Arrival (DOA) victim, Body Recoveries will not be attempted until the scene is under control and deemed safe. Use control agents such as water or foam cautiously to protect trapped victims and ensure these agents are compatible with the hazards involved.

Limit all control efforts to the specific knowledge of the hazards involved, the proper PPE to use, and the proper control agents for these hazards.

4.4.4 Zones

If a Hazard Zone is established around a hazardous materials emergency, access to this zone will be strictly controlled by the assigned Safety Officer. Only those personnel with a specifically assigned task and the proper training as outlined in OSHA 1910.120 will be allowed entry. Appropriate PPE will be provided depending on the protection levels required. Entry and exit of the hazard zone of all personnel will be monitored by assigned Hazardous Materials Response Team personnel.

If an Evacuation Zone is established around a hazardous materials emergency, the Incident Commander will recommend protective action of the civilian population in the area. Evacuation may be required of all civilians or only those susceptible to respiratory problems.


4.4.5 Decontamination

A decontamination area will be established by the Incident Commander in consultation with the Hazardous Materials Response Team to implement appropriate decontamination measures of victims, response personnel, tools, and equipment.

Members who provide functional support in the decontamination area shall be provided with and shall use support function protective garments as required by NFPA 1993.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Helicopter Landing Zone / Helipad	
Section: Operation	
SOG #: 4.5	Page(s): 2
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

4.5 Purpose

To establish a guideline for maximizing firefighter, law enforcement, emergency medical services, and general public safety when dealing with helicopter landing zone operations.

4.5.1 Scope

This guideline is to be followed by all members of this department regardless of the district in which the landing zone is located. Authority to deviate from this guideline rests with the Senior Officer and/or Incident Commander who is solely responsible for the results of any deviation.

4.5.2 Landing Zone (LZ) / Helipad Considerations

Provide an LZ a minimum of 250 feet from the emergency scene; preferably off the highway location (consider Wayne Central pre-designation(s)). The LZ should be a minimum of 60 feet square during daylight, and 100 feet square during darkness or inclement weather.

An LZ Commander (Command) shall be established for off-site LZ.

Inspect the proposed LZ for the following hazards:

- Terrain, level or sloped
- Rocks, bushes, tall grass
- Obstacles, signs, trees
- Antennae, power lines
- Vehicles
- Wind Direction & Speed

4.5.3 Landing Zone Operations

The engine shall be parked no closer than 150 feet from the supposed center of the LZ.

At a minimum, the LZ corners shall be marked. Consider the following devices:

- Traffic cones (consider doubling)
- Flashlights (placed inside of traffic cones)
- Flares
- Specialized equipment

A 200-foot pre-connected line shall be the primary line, but not deployed unless needed for LZ surface preparation.

The LZ shall be reasonably clear of debris. Utilize a pre-connected line to wash or wet down the area. The LZ Commander shall determine the need of wash/wet down.

Personnel shall remain outside of the LZ perimeter, shall not be in contact with the pre-connected line, and shall be in a position to use the engine or other vehicles as a shield from the LZ. Flying debris is a distinct probability in the event of flight failures and other loose objects. Eye protection should be worn. The minimum is the helmet and face shield. If no gear is available, the member must be seated within a vehicle.

The pump operator shall be seated in the cab during landing/liftoff. This position will allow for proper shielding and immediate pump activations if necessary.

4.5.4 Communications


Communications with the helicopter (OPS 10 / LZ East) shall be verified by Command or LZ Command. In some situations Wayne Central, Wayne County EMS or law enforcement may be in communications with the helicopter. In any case, command must be assured direct communications are being performed. If Wayne Central, Wayne County EMS or law enforcement are not communicating with the helicopter, command must assign a qualified individual to perform the communications coordination.

On-site LZ, in the event rescue personnel, is still in the rescue process they shall be notified of the landing and suitable precautions (if any) shall be taken.

Off-site LZ – The LZ Commander shall notify the Incident Command and Wayne Central of the landing and departure of the helicopter.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Motor Vehicle Crash	
Section: Operation	
SOG #: 4.6	Page(s): 5
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
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4.6 Purpose

The purpose of this document is to provide to the members of the department guidelines in motor vehicle crash procedure.

4.6.1 Procedure

On Arrival – Apparatus should be positioned in a manner as to protect emergency responders and victims from traffic. Members should make the accident scene safe by controlling traffic around the scene or stopping traffic. Refer to SOG “Roadway Operations”.

An overall survey of the incident shall be performed by the officer in charge and will include but not limited to the following:

- Confirm the location incident with Wayne Central
- Positioning of the apparatus
- Control traffic as required
- Initiate the Incident Command System (ICS)
- Perform scene survey (hazards, trapped, pinned, additional resources)
- Stabilize vehicle(s) as required
- Provide EMS services or assistance as required
- Secure the vehicle (battery etc.)

Members should check victims for injuries and administer aid, if so trained until Emergency Medical Services (EMS) arrives. Members assisting injured victims will don appropriate Personal Protective Equipment (PPE). Refer to SOG "EMS Assist".

All members controlling traffic or operating in the right of way will wear high-visibility safety apparel, traffic vests or coats.

Firefighters are exempt from high-visibility safety apparel requirements when they are engaged in any activity that directly exposes them to flame, fire, heat and/or hazardous materials, when wearing appropriate gear or equipment such as Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus (SCBA).

Patients are not to be moved or extricated prior to directions from EMS except in those situations where there is a danger of explosion or danger of further exposure to hazardous materials.

Only members trained in vehicle extrication will participate in vehicle extrication. Members participating will wear proper PPE.

Members should deploy a hose line of a minimum 1 1/2 inches or greater when needed to protect victims and emergency workers.

To stop any unsafe action that is taking place or about to take place the term **“STOP/FREEZE”** commands all persons to stop and correct the unsafe action.

4.6.2 Stabilization

Any vehicle that is occupied by patients to be treated or is in an unsafe situation shall be stabilized.

Stabilize vehicles as required.

Stabilization shall be performed on vehicles in unstable situations, such as on their side, roof or on uneven ground.

Stabilization may include step chocks, wheel chocks, jacks, cribbing or securing with a winch or rope.

A Holmatro Secunet Safety Net will be applied to all steering wheels with an airbag that HAS NOT been deployed with a subject still in the vehicle. This will include a subject that is seated anywhere in the vehicle not just behind the steering wheel. This is for the safety of the rescuers and the victims.

If more than one vehicle is involved then the worst of the vehicles will have the Safety Net applied as ordered by the Officer in charge. This procedure may be done by the subject assign to stabilization or by another member if crew size allows.

Vehicle ignition system must be turned off after all doors have been unlocked and windows have been put down if power is needed.

Parking brake set and transmission in park or in neutral.

4.6.3 Medical Treatment

When operations require medical treatment by fire department personnel, the officer shall use the following guideline.

- a. Perform scene survey
- b. If FD personnel arrives on the scene prior to EMS, the officer in charge shall assign the highest medically trained personnel to complete triage on the patient(s) and initiate patient care until EMS arrives, at which time patient care will be turned over to the arriving EMS crew. FD personnel may assist EMS with patient care. Refer to SOG "EMS Assist".
- c. Stabilization shall be done on each vehicle that the occupants are still inside before any fire/EMS personnel gain entry into the vehicle.

4.6.4 Trapped or Pinned

The officer when given a report of a subject(s) trapped or pinned shall use the following guideline:

- a. Position apparatus (keeping in mind the use of the rescue tool. Rescue 1 positioned downstream of the incident)
- b. Control traffic
- c. Complete scene survey
- d. Pull "trash line" or a minimum of a 1 1/2" attack line for standby
- e. Stabilize vehicles
- f. Provide EMS services or assistance as required
- g. Initiate the Incident Command System (ICS)
- h. The engine shall be positioned at the discretion of the incident commander. **NOTE:** Consideration shall be given that the vehicle is not positioned too close or too far from the scene and provides a suitable working area for attack line.
- i. All hydraulic rescue tools shall be removed from apparatus, properly connected and operated to ensure correct operations. Hydraulic tools and hand tools should be staged in a tool staging area (preferably on the red tarp that is on Rescue 1) and should be placed in the outer action circle.
- j. Under the direction of the operations/extrication officer, extrication should be coordinated with EMS personnel to ensure the safety of all occupants in the vehicle. During extrication, blankets, small backboards etc. shall be used to protect the occupants.
- k. No fire personnel will be permitted to be near the extrication site unless they are protected by full personal protective equipment (boots, gloves, coat, pants, helmet and eye protection). **NOTE:** EMS personnel are well informed, through training about proper protective equipment. The fire department incident commander shall

be informed of EMS personnel, not in proper protective equipment and determine if they need to be removed from the scene.

- I. At the termination of the incident, all rescue tools shall be cleaned, refueled and readied for service.

4.6.5 Fuel Leaks

When arriving at an auto accident with fuel spilled/leaking, the officer shall use the following guideline:

- a. Pull the "foam line" stand-by
- b. If the safety of any crew, EMS or the patient is jeopardized, foam the area with AFFF and continue to monitor the foam blanket.
- c. No fire department or EMS personnel will be permitted in the hot zone without full turnout gear if foam operations are in progress.
- d. If only a small leak is present and foam operations are not needed the leak will be contained and absorbed (with Oil Dry type product or "Kitty Litter") and disposed of by the person(s) responsible for the leak/spill.
- e. The engine will remain on standby until all hazards have been removed and the leak has been removed from the scene.

4.6.6 Wires Down / Damaged Utility Poles

For auto accidents involving wires down or a damaged transformer, the officer shall use the following guideline:

- a. Position apparatus at least one pole past a good standing one in case of wire failure or snapback. If wires are down near the travel portion of the road, the traffic will be stopped until deemed safe by the Power Company and the incident commander.
- b. Request the Power Company to respond while en route if you have been given any indications electric lines are involved.
- c. Initiate the Incident Command System (ICS)
- d. A scene survey shall be done taking into consideration that **ALL WIRES** will be assumed **LIVE** until the Power Company confirms that they are otherwise.
- e. If wires are on or near a vehicle do not permit any person(s) to go near or leave the vehicle involved. Communicate the hazard to the vehicle occupants.

4.6.7 Hazardous Materials Incident

Any incident involving hazardous materials the officer shall follow the following guideline:

- a. Position apparatus at a safe distance, uphill and upwind of the incident. Close down all roadways to the incident location.

- b. Initiate the Incident Command System (ICS). If necessary, collaborate with the Wayne County Fire Marshall / Emergency Management for evaluation and contacting the NC Hazmat Regional Response Team.
- c. Use binoculars to try to do a scene survey. (try to identify materials involved, conditions of occupants etc.)
- d. Utilize the Emergency Response Guidebook or App.
- e. Isolate and deny entry into the warm zone until a hazmat team arrives and starts the hazmat operations.

4.6.8 Crowd Control

For crowd control at the scene of an automobile accident, the officer shall follow the following procedure.

- a. At the discretion of the officer in charge, fire line tape will be used to assist in crowd control. If bystanders do not obey the fire line tape, consult law enforcement for assistance.
- b. At the discretion of the officer in charge, fire tape will be used to assist in assuring the privacy of the patient(s) and to ensure the safety of the bystanders. If necessary, a salvage cover will be held up to block the view of bystanders.


4.6.9 Helicopter Request

When the situation at an accident scene requires a helicopter transport, the officer shall follow the following guideline:

- a. In the event, Wayne County EMS is not on location and scene size up dictates (lengthy extrication, major injury, mass casualties) the incident commander should consider contacting Wayne Central to place the Helicopter on standby.
- b. Initiate Unified Command and collaborate with EMS Command.
- c. The EMS command shall request a helicopter.
- d. EMS command shall get any pertinent patient information and report to the incident commander who will relay it to the helicopter responding. EMS command may relay information directly to the helicopter if they are available to do so.
- e. If NHVFD apparatus on the scene is committed and cannot handle the landing site, the incident commander shall contact Wayne Central to request a Mutual Aid department to respond.
- f. Refer to the SOP for Helicopter Landing Zone Operations for further information.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Rehabilitation at Incidents	
Section: Operation	
SOG #: 4.7	Page(s): 2
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

4.7 Purpose

To outline the department's policy regarding rehabilitation practices while operating at an incident.

4.7.1 Scope

This guideline applies to all department personnel.


4.7.2 Procedure

1. On-scene of structure fires or at the request of the fire department at any incident, the Emergency Medical Service will assume the duties of operating a rehabilitation area.
2. The incident commander will assign the Emergency Medical Service a staging location prior to (EMS) arrival if possible.
3. As outlined in NIMS all agencies operating on a given incident will communicate on a common radio frequency.
4. The Ladies Auxiliary, Red Cross and/or any other support agency should also operate in the general location of the established rehabilitation.
5. When designating a support area, the officer in charge will ensure support operations will not obstruct, interfere, or block tactical operation. Support areas and rehabilitation areas will not be set up in areas that may turn hazardous or dangerous if condition worsens.
6. The incident commander will assign a Rehabilitation Officer if the amount of on-scene personnel will allow.

7. The role of the Rehabilitation Officer will consist of coordinating the rotation of manpower to and from accountability. The Rehabilitation Officer will review any assessments of personnel by EMS personnel and have the final word on whether a firefighter would be released back to manpower.
8. Personnel released from rehabilitation will report directly to manpower and rotate when directed to the hot zone through accountability.
9. All personnel will report to rehabilitation after consuming two SCBA cylinders or if they begin to feel fatigued or injured. Again, any time personnel leaves the hot zone to report to rehabilitation they will process through accountability.
10. Any firefighter instructed to report to rehabilitation by an officer or fellow firefighter will do so without discussion.
11. All rehabilitation actions will be documented.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Scene Designation System	
Section: Operation	
SOG #: 4.8	Page(s): 3
Effective Date: September 1, 2018	Revision Date:
Created By: Deputy Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

4.8 Purpose

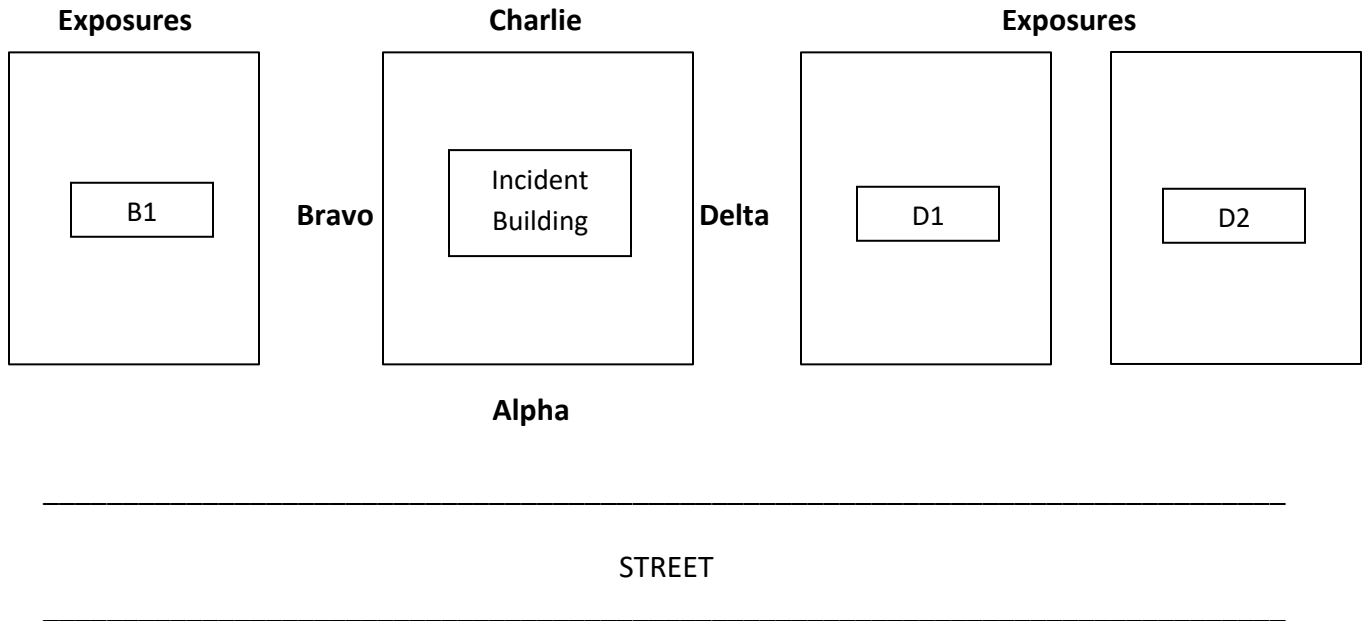
A standard scene designation system has been developed to prevent confusion, and thus subsequent error, when identifying a location within, or relative to, the fire building. This designation system effectively supports the New Hope VFD Incident Command System (ICS) Standard Operating Guideline.

4.8.1 Procedure

Side of Building Designation

A letter designation will be assigned to each exterior side of the incident building (or location). The structure will be divided into four basic sides as follows:

1. A – ALPHA side will be designated as the front of the structure, usually, the side facing the street and the side in which the address is identified on the structure will be the A – Alpha side. In cases where the front is not obvious, the Incident Commander will determine the A – Alpha side and will announce the location.
2. B – BRAVO side will be designated as the first side proceeding clockwise from the A – Alpha side. When facing the structure from the A - Alpha side, B – Bravo side is to the left.
3. C – CHARLIE side will be designated as the second side proceeding clockwise from the A – Alpha side. Facing the structure from the A – Alpha side, the C- Charlie is the rear side of the structure.
4. D – DELTA side will be designated as the third side proceeding clockwise from the Alpha side. Facing the structure from the A – Alpha side, D – Delta is to the right.



4.8.2 Designation of Exposures

An exterior exposure will be designated by the side of the building that the exposure is in closest proximity to. For multiple exposures on any given side, the side designation shall be given first, to be immediately followed by a number indicating the sequential distance removed from the building or location. For example, exposures D2 would be the second building/location over from the right of the incident building as shown in the above diagram.

4.8.3 Labeling of Divisions

Divisions are geographical areas. Floors of a structure shall be identified as a division. Divisions shall start at grade level on side A – ALPHA. The division number shall be the same as the floor number, then progress “Second Floor”, “Third Floor” and so on. Floors below shall be identified as BASEMENT, SUB-BASEMENT, SUB-BASEMENT 02, 03, and so on. See diagram below.

Roof

Fourth Floor

Third Floor

Second Floor


First Floor

Basement

Sub-Basement

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Special Situation	
Section: Operation	
SOG #: 4.9	Page(s): 9
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

4.9 Purpose

This guideline contains the following sections:

- 4.9.1 Request for Extrication Equipment
- 4.9.2 Request for Helicopter Landing Zone / Helipad Stand-By
- 4.9.3 Request for Force Entry
- 4.9.4 Aircraft Crashes (Fire Department Response)
- 4.9.5 Weapons of Mass Destruction (WMD)
- 4.9.6 Natural and Manmade Disasters
- 4.9.7 Response to Suspected Clandestine Labs
- 4.9.8 Special Requests

4.9.1 Request for Extrication Equipment

Other than automatic aid, upon request of a Fire Department, Law Enforcement Agency, EMS or other qualified first responder agency, Rescue 1 shall be activated per established running orders. The driver is to ensure a full crew (at the level of training) is on Rescue 1 or responding prior to departing the station.

4.9.2 Request for Helicopter Landing Zone / Helipad Stand-By

Location of the potential landing zone will be provided by the requesting Incident Command and/or Wayne Communication Center. The dispatcher will assist in coordinating radio communication between the helicopter and LZ Coordinator. Responding unit driver(s) is to ensure a full crew (at the level of training) is on responding unit(s) or responding prior to departing the station. Refer to Helicopter Landing Zone / Helipad Policy.

4.9.3 Request for Force Entry

Forced entry may be performed by FD personnel if it is reasonably suspected that a patient is inside (i.e. visible/audible contact or telephone contact via Communication or third party.) Notify Law Enforcement to respond to secure the residence.

If it is not suspected that a patient exists, FD personnel will wait for law enforcement. Other options, such as property management, should be consulted.

If forced entry has been made, every effort should be made to secure the area. Once completed, the fire report will be completed documenting the reasons for forced entry.

4.9.4 Aircraft Crashes (Fire Department Response)

Purpose and Scope

This policy describes situations involving aircraft accidents including responsibilities of personnel, scene size up and making proper notification.

Member's Responsibilities

In the event of an aircraft crash the member's responsibilities are as follows:

Members should treat an aircraft crash site as a crime scene until it is determined that such is not the case. If a military aircraft is involved, additional dangers, such as live ordnance or hazardous materials, may be present. The scene may require additional security due to the potential presence of confidential equipment or information.

Incident Command's Responsibilities

The duties of the Incident Commanders at the scene of an aircraft accident include the following:

- a. Determine the nature and extent of the accident.
- b. Request additional personnel and other resources to respond as needed.
- c. Provide assistance for the injured parties.
- d. Cordon off and contain the area to exclude unauthorized individuals as soon as practical.
- e. Provide crowd control and other assistance until directed otherwise by a supervisor.

Ensure the following notifications:

- Wayne County EMS
- Wayne County Sheriff's Office
- Wayne Memorial Hospital Emergency Department
- Medical Examiner is notified if a death occurs
- Federal Aviation Administration (FAA) / National Transportation Safety Board (NTSB)
- Department Of Defense / Seymour Johnson Airforce Base (SJAFB)

Entering an aircraft or tampering with parts or debris is only permissible for the purpose of removing injured or trapped occupants, protecting the wreckage from further damage or protecting the public from danger. If possible, the investigating authority should first be consulted before entering or moving any aircraft or any crash debris. Photographs or sketches of the original positions should be made whenever feasible.

The Fire Department will be responsible for control of the accident scene until the injured parties are cared for and the accident scene has been rendered safe for containment. Thereafter, police personnel will be responsible for preserving the scene until relieved by the investigating authority.

Once the scene is relinquished to the investigating authority, personnel from this agency may assist in containment of the scene until the investigation is completed or assistance is no longer needed.

The National Transportation Safety Board (NTSB) has the primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft incident, the appropriate branch of the military will be involved in the investigation. The NTSB is concerned with several aspects of a crash as described in this section.

Every effort should be made to preserve the scene to the extent possible in the condition in which it was found until such time as NTSB or other authorized personnel arrive to take charge of the scene.

Military personnel will respond to take charge of any military aircraft involved, whether or not injuries or deaths have occurred.

If the accident did not result in a death or injury and the NTSB elects not to respond, the pilot or owner may assume control of the aircraft.

Removal of the wreckage shall be done under the guidance of the NTSB or military authorities or, if the NTSB is not responding for an on-site investigation, at the discretion of the pilot or the owner.

4.9.5 Weapons of Mass Destruction (WMD)

Title 18 U.S.C. §2332a defines Weapons of Mass Destruction (WMD) as:

- Any explosive, incendiary, or poison gas, including the following: a bomb; grenade; rocket having an explosive or incendiary charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of the previously described devices;
- Any weapons that are designed or intend to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors;
- Any weapon involving a disease organism; and
- Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Purpose

Acts of domestic terrorism have increased over the past several years. Personnel should remain alert for any potential areas of terrorism by remaining current with local affairs. Several types of locations have been designated as “high-risk” for acts of domestic terrorism:

- Any large gathering of people – Festivals, Churches etc.
- Politically Sensitive buildings – Federal Offices, Abortion Clinics, Religious Facilities etc.
- College and University Campuses
- Visit to the community by a political figure – President, Head of State etc.

Devices used by terrorists may include weapons of mass destruction (WMD).

These weapons may involve, but are not limited to, the use of items of the following nature:

- biological
- nuclear
- incendiary
- chemical
- explosive

The types of injury/illness that can be expected from such devices include, but are not limited to:

- Thermal burns
- Radiation sickness
- Asphyxiation
- Chemical burns/inhalation
- Trauma caused by explosive/mechanical weapons

A Weapons of Mass Destruction (WMD) incident shall be considered a crime scene. In cases not involving fire - local, state, and federal law enforcement shall have jurisdiction. New Hope Volunteer Fire Department will provide limited support with the safety of personnel being the first priority.

The WMD involved – explosive, incendiary, chemical, biological, and/or radiological – all have a similar impact on persons involved. The assistance of a mass casualty team should be considered. The medical management will be demanding and includes: triage, treatment, transportation, and behavioral/psychological management.

In all situations, the greatest challenges will be minimizing the potential for panic, identifying the suspect substance, and providing prudent treatment.

The use of or threat to use a WMD is a federal crime. As a result, the Incident Commander should immediately request that a representative from the Wayne County Fire Marshall Office and Wayne County Sheriff Office (consider FBI) be notified and request a response to the scene.

Responders may also be pre-staged as a result of a credible threat as identified by law enforcement authorities. In this instance, the Fire Department Incident Commander shall report to the law enforcement command post and confer with the law enforcement official in charge.

First Arriving Units:

The first arriving unit should approach uphill and upwind. The Incident Commander should establish command and begin a size-up. The IC must perform an accurate scene size up and rapidly employ additional resources as needed. Initial actions should be to isolate the scene and gather as much information as possible from witnesses. Requests for specialized teams should be made immediately upon recognizing the scope of the incident is beyond what initial responding units can effectively handle.

A triage group should be considered. A staging area should be established and responding units directed away from visible dangers. The IC should locate or establish the unified command post.

Additional specialized equipment may be required to handle detonations or activations of these devices. An act of domestic terrorism is considered a Federal offense and will activate a response from the Federal Government. You should expect to be dealing with Federal agencies throughout the incident.

Military resources have the capability to respond to WMD events.

The responsibility for securing the device will rest with the Wayne County Sheriff Office. Fire/Rescue Personnel are not to engage in the search (unless requested by WCSO and approved by FD Command), or the removal of, any explosive devices. The Fire Department's task will be to prepare for the possible detonation/activation or deployment of a device and treatment of any subsequent victims.

Any other type of assistance will be provided only through the approval of the FD Incident Commander.

Action Plan:

The WMD incident should be considered a crime scene and care taken to preserve evidence. Personnel should not be placed at risk if no rescue situation, life hazard, or fire is evident. The action plan should be consistent with that of a hazardous materials incident including:

1. Safety of all personnel
2. Establishing a large perimeter
3. Isolating the area and denying entry
4. Setting up for decon
5. Victim rescue and fire control
6. Defensive control measures
7. Surveying for secondary devices
8. Investigating the signs and symptoms presented by victims

Small Packages Containing an Unknown Substance:

Letters or small packages containing an unknown substance should be considered WMD until proven otherwise. Persons exposed to the package should be considered contaminated until proven otherwise. Isolate the immediate area, deny entry, and inform IC. Specialty Trained Personnel should also be requested. Control the HVAC system to prevent contamination of unaffected areas. When referring to the substance in question, use terms such as "unknown substance" or "unknown agent." The package should be investigated by the Specialty Trained Personnel. Coordination between the

Specialty Trained Personnel and the IC should determine the need for additional resources and decon.

4.9.6 Natural and Manmade Disasters

Purpose

To provide guidance on preparing for, acting during and recovering from natural and manmade disasters.

Procedure

The New Hope Volunteer Fire Department plan is designed to provide direction and a baseline understanding of the preferred operation of the fire department during a hurricane incident. This guideline or portions thereof can be used during non-hurricane incidents of disastrous proportions.

Normally, as a storm approaches, the Wayne County Emergency Management will gradually increase notification to address issues that assure the county has all elements in place to be impacted by a hurricane.

In the event of a disaster with little to no prior notice, the appropriate responses can be declared to initiate the necessary actions by all departments to recover from the incident.

Preparations prior to the event are necessary for readiness response. Ensure all equipment is ready for operation; apparatus and generator are fueled appropriately and personnel briefed.

4.9.7 Response to Suspected Clandestine Drug Labs Section

Purpose

To identify standards for operations conducted at incidents where clandestine labs (clan labs) are suspected.

Procedure

- a. Withdraw personnel and evacuate public immediately.
- b. Do not ventilate mechanically.
- c. Do not shut-off utilities.


- d. Do not perform any salvage or overhaul.
- e. Do not touch or disturb anything.
 - Do not activate any switches.
 - Do not activate any lights.
 - Do not activate any valves.
 - Do not activate anything mechanical, electrical or electronic.
- f. Note any containers, chemicals or cylinders.
- g. Note any peculiar or strange odors.
- h. Perform basic decon of all personnel or public who have been exposed.
 - Establish a decon area with adequate run-off provisions.
- i. Treat the scene as an explosive atmosphere.
- j. Treat all equipment as an Improvised Explosive Device (IED).
- k. Request law enforcement if not already notified.
- l. Establish unified command.
- m. Deny re-entry and isolate the area.
- n. Evacuate the area:
 - One house in all directions
 - All connecting apartments – laterally and horizontally
 - Highways and roadways – at least 300 feet in all directions
 - Commercial – Ground Zero plus 150 feet
- o. Do not discuss or talk to any bystanders, media or occupants.
- p. Wear full PPE until given the all-clear by IC.
- q. Ventilate only when explosive limits have been decreased.

4.9.8 Special Requests

Requests from the public for special needs e.g. Cat in a tree, check alarm, shall be brought to the attention of a senior officer. That officer will advise dispatch as to what action is to be taken.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Structure Fire	
Section: Operation	
SOG #: 4.10	Page(s): 1
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

4.10 Purpose

The purpose of this document is to provide the members of the department guidelines in structural firefighting. There are two strategic modes in firefighting. These are offensive and defensive. Offensive firefighting is best described as fighting the fire from the interior of the structure. Defensive firefighting is best described as fighting the fire from the exterior of the structure. The two modes should never be used at the same time. Water should never be put into a structure from outside while firefighters are inside. Fire attack can transition from one mode to the other. When going from an offensive to defensive attack; all firefighters will be out of the structure before outside operations begin. In defensive to offensive transitions, all outside water applications should stop before firefighters enter the structure.


4.10.1 Procedure

Offensive Attack – Offensive attacks are to be made with a minimum of a 1 1/2 inch hose line and a minimum of 2 firefighters. A backup line should be established with a minimum size of 1 1/2 inch with a minimum of 2 firefighters. Command should ensure that an adequate water supply is established, firefighters are trained for interior firefighting and properly protected by Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus (SCBA), and a Rapid Intervention Team (RIT) be in place.

Defensive attack – Defensive attacks are to be made with a minimum of one 2 1/2 inch line and two 1 1/2 inch or larger lines; AND/OR a deck/groundwater cannon/gun. Command should ensure that all firefighters has exited the structure (if during transitioning from offensive to defensive) an adequate water supply is established and firefighters are properly trained for exterior firefighting and are properly protected by Personal Protective Equipment (PPE).

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Vehicle Fire	
Section: Operation	
SOG #: 4.11	Page(s): 4
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: May 22, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

4.11 Purpose

The purpose of this guideline is to assure the efficient extinguishment of fires involving vehicles while maintaining the highest level of safety for all responding personnel.

4.11.1 Scope

Vehicle fires pose many hidden hazards. We as responders cannot see what is being transported in trunks or cabs for that matter. It is not uncommon for hazardous materials to be transported in unmarked vehicles. Airbag charges, seat belt tensioning cylinders, pneumatic bumpers, and exotic fuels are frequently found in vehicles operating on our roads. The toxic gases given off by burning materials in or on vehicles are extremely dangerous to our health. A strong safety state of mind is imperative.

For the purposes of this guideline, the absence of smoke or flames shall not constitute sufficient evidence that a fire condition does not exist. Understand that in the majority of vehicular fires, the vehicle will be a "total loss" and that NHVFD intervention must never compromise safety.

4.11.2 Responsibilities

The senior officer has full responsibility for assuring compliance with this guideline. Authority to deviate rests solely with the senior officer who bears full responsibility for the results of any deviation. Under no circumstances shall any aspect of safety be sacrificed in order to increase the speed of the operation.

4.11.3 Positioning of Apparatus and POV (Refer to "Roadway Operations")

Apparatus responding to a vehicle fire shall be positioned as far as conditions permit.

Assure that fire apparatus is positioned in a way to act as a barrier to traffic flow (highest priority) See also: Roadway Operations

Uphill from the involved vehicle to prevent burning fuel from running toward the apparatus.

Upwind from the involved vehicle to minimize smoke exposure to the apparatus operator.

At least 100 feet from the involved vehicle to provide a safety zone around the involved vehicle.

4.11.4 Danger Zone

A safety perimeter shall be established around the involved vehicle. The area of the safety perimeter shall be all area within a 100-foot radius of the vehicle. Command should ensure that there is an adequate water supply, and firefighters operating within the safety perimeter are trained for vehicular firefighting and properly protected by Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus (SCBA).

4.11.4 Approach

Firefighters approaching the vehicle shall stay clear of UNSAFE AREAS:

- Directly facing the front or rear of the vehicle
- Directly facing the underside of the vehicle when on its side

4.11.5 Safety

Firefighters should anticipate:

- Multiple or auxiliary fuel tanks
- Exploding fuel tanks
- LPG or CNG fuel cylinders and supply lines
- Exploding drive shafts
- Exploding tires
- Exploding truck wheels (heavy-duty pickups)
- Exploding batteries or multiple batteries (especially on diesel vehicles)
- Hazardous contents
- Toxic smoke from burning materials
- Metal fires (engines and wheels)
- Gas shock absorbers
- Air conditioning systems - high-pressure hose connected to A/C equipment that may separate or burst releasing oil and pressurized Freon gas.
- Lighting components

- Hatchback, trunk or hood lift cylinders

Under NO CONDITIONS should the gasoline filler cap be removed. This would allow heated gasoline vapors to escape thus increasing the danger level.

4.11.6 Attack Apparatus and Appliances

A pre-connected minimum 1 1/2" line is the initial attack line and pump pressure is to be set at 150 psi.

A minimum 1 1/2" line or booster line is the SECONDARY line used and is to be concentrated on the fuel tank for cooling purposes.

4.11.7 Attack Guidelines (Attack as a Coordinated Team)

The primary attack line shall approach from the side and utilize a straight stream to the fuel tank area if the fire is impinging on the area.

While approaching the burning vehicle, the primary line may be joined by a secondary line. The secondary line shall continue cooling the fuel area. The primary line shall "open" its pattern for firefighter protection and fire attack. The pattern shall be as wide as possible to achieve both actions.

The secondary line crew should be gaining access to the trunk space for extinguishment if necessary. A Halligan bar and/or ax can best be used for accessing a taillight assembly for water distribution into the trunk space.

The primary line shall extinguish the underhood area and passenger compartment.

A pick head ax (or Halligan) shall be used to pierce a hole through the hood for admittance of water via attack nozzle or "wall-banger/piercing " nozzle operation.

Water may be sprayed through the radiator/grill area and up under the fenders.

A combination of coordinated actions with both lines shall extinguish the remaining fire.

Use extreme caution when opening the passenger, engine compartment, or trunk. Fire may flash outward when the compartment is ventilated. Always have charged hose lines available before the compartment is opened. All personnel should stand to the side when a compartment is open.

4.11.8 Overhaul-Full Protective Equipment in Place

After extinguishment of visible flame, the firefighters should allow the vehicle to clear of smoke and/or steam for some period of time.

Only when all smoke has cleared and confirmed safe, can self-contained breathing apparatus (SCBA) is to be removed.

The electrical system should be secured as soon as possible by disconnecting or cutting the battery cables. Always disconnect the negative or ground cable first.

4.11.9 Traffic Problems

All personnel should be cognizant of the dangers of vehicle fires, as well as the dangers of traffic control, traffic flow, etc. Law Enforcement assistance is usually required for vehicular fires. The Fire Department should consider traffic safety and flow and should attempt to clear the scene as soon as feasible. Fire Department personnel may be used to control traffic, but must utilize traffic cones, flares, flashlights etc. and be in bunker gear or a reflective safety vest. See also: Roadway Operations

4.11.10

The Incident Report

Attempt to obtain following information for the fire report:

- "Normal" incident number, times, etc.
- Address of fire
- Name and driver's license of owner/operator; obtain DL direct from the license of the individual.
- Address of owner/operator
- VIN and license plate numbers Make, model, year of production
- Estimate of value
- Estimate (dollars or percentage) and or area(s) of loss
- Possible cause

4.11.11

Return to Service

All hose and equipment is to be cleaned and repacked


Refill the water tanks on apparatus as soon as possible.

Return all equipment back to service as soon as possible.

All personnel shall respond to the area designated as the clean-up area.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Change in Member's Status	
Section: Training	
SOG #: 5.1	Page(s): 3
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: June 7, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

5.1 Purpose

To outline the conditions and responsibilities of support (red numbers) members attempting to obtain firefighter status (green numbers). All members are encouraged to attend training. Only members with firefighter status will be allowed to operate in immediately dangerous to life or health (IDLH) atmospheres that encompass all SCBA-related activity.

5.1.1 Scope

This guideline applies to all members and the Department Officers responsible for oversight.

5.1.2 Support personnel with no experience:

Members requesting a status change from support to firefighter must attend the required training outline by the Training Department.

The training consists of but not limited to the following FF Courses:

- a. Personal Protective Equipment 20 Hours
- b. Orientation & Safety 16 Hours
- c. Fire Behavior 12 Hours
- d. Portable Extinguishers 8 Hours
- e. Forcible Entry 12 Hours
- f. Ventilation 20 Hours
- g. Ladders 16 Hours
- h. Fire Hose, Stream, and Appliances 20 Hours
- i. Water Supply 20 hours
- j. Building Construction 16 Hours
- k. Loss Control 16 Hours

Members who do not complete the training course by certification or who fail to certify will be required to attend 90% of the course and provide documentation to the Training Department.

Members completing training will be required to provide documentation to the Training Department.

When the required training is completed and reviewed, the Chief of Training will make recommendations to the Chief via verbal and written communications. Upon the Chief's approval, the Chief will discuss the status change with the Line Officers for final approval.

Upon approval, the Chief of Training will:

Contact the Equipment Committee to make following provisions:

- Obtain the green numbers
- Installment of the green numbers on the member's helmet
- Issuance of a revised ID

Contact the Fire Department President to make provisions for the announcement and presentation at the next business meeting.

5.1.3 New personnel with prior experience.

The new member will remain in a support status for 60 to 90 days.

The new member will complete at least 18 hours of approved training with New Hope VFD. New members must make a request of change of status from support (red numbers) to firefighter status (green numbers) with the Chief of Training.

The member will be required to provide documentation of the previous training.

The training department is responsible for outlining and approving training.

When the required training is completed and reviewed, the Chief of Training will make recommendations to the Chief. Upon the Chief's approval, the Chief will discuss the status change with the Line Officers for final approval.

Upon approval, the Chief of Training will:


Contact the Equipment Committee to make following provisions:

- Obtain the green numbers
- Installment of the green numbers on the member's helmet
- Issuance of a revised ID

Contact the Fire Department President to make provisions for the announcement and presentation at the next business meeting

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Protective Clothing and Equipment	
Section: Equipment and Maintenance	
SOG #: 6.1	Page(s): 5
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: June 7, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

6.1 Purpose

In the interest of department member's health and safety, this document is established to provide and acquaint members with the policies and procedures for the wearing of protective clothing and equipment.

6.1.1 References

Current edition of the National Fire Protection Association's 1971, Standard for Protective Clothing for Structural Fire Fighting

Current edition of the National Fire Protection Association's 1972, Standard for Helmets for Structural Fire Fighting

Current edition of the National Fire Protection Association's 1973, Standard for Gloves for Structural Fire Fighting

Current edition of the National Fire Protection Association's 1974, Standard for Protective Footwear for Structural Fire Fighting

Current edition of the National Fire Protection Association's 1982, Standard on Personal Alert Safety Systems (PASS)

Current edition of the National Fire Protection Association's 1581, Standard on Fire Department Infection Control Program

6.1.2 Required Equipment

NFPA 1971 Approved Protective Clothing for Structural Fire Fighting and NFPA 1976 Approved Protective Clothing for Proximity Fire Fighting.

Protective Coats

Protective Trousers

Protective Hoods

NFPA 1972 Approved Helmets

NFPA 1973 Approved Gloves

NFPA 1974 Approved Footwear

NFPA 1982 Approved Personal Alert Safety System (PASS)

NFPA 1999 Approved Protective Clothing for Emergency Medical Operations

Emergency medical gloves

Emergency medical garments

Emergency medical face protection devices

6.1.3 Procedure

Members will be provided with the appropriate protective clothing and protective equipment to provide protection from the hazards to which the member is or is likely to be exposed. Members are responsible for the safekeeping of protective clothing and equipment.

The protective clothing and protective equipment will be suitable for the task that the member is expected to perform.

The above statement may be optional for drivers and command personnel, where appropriate.

Pump operators should wear a minimum of a helmet, gloves, and turnout boots (or steel toe equivalent) during the connection and/or disconnection of hose and appliances, and the removal of hose, tools, and equipment from the apparatus.

Command may use discretion to regulate this guideline in those situations where exemptions appear necessary.

Members will not cause a delay in an emergency operation by not being fully prepared to engage in firefighting and/or rescue activities in a safe manner.

6.1.4 Training

Members will be fully trained in the care, use, inspection, maintenance, and limitations of the protective clothing and protective equipment assigned to them or available for their use.

Members will be trained in the proper use of protective clothing and protective equipment during structural firefighting operations, i.e., structural, proximity and/or rescue operations

Members who engage in firefighting operations will be trained and aware of the flammability and thermal stability characteristics of various types of fabrics used in clothing.

6.1.5 Sizing

Properly fitting protective clothing is important for the safety of the members and all protective clothing will be correctly sized to allow for freedom of movement.

The member should advise a superior officer if an improper fit has developed.

There should be at least a 2-inch (5.08 cm) overlap of all layers of the protective coat and protective trousers so there is no gapping of the total thermal protection when the garments are worn. The minimum overlap should be determined by measuring the garment of the wearer, without SCBA, in both of the following positions.

- Position A: Standing, hands together reaching overhead as high as possible
- Position B: Standing, hands together, reaching overhead, with body bent forward, to the side, and to the back as much as possible.

6.1.6 Equipment

Members who engage in or are exposed to the hazards of firefighting, i.e., structural and/or proximity will be provided equipment that meets the applicable requirement of NFPA 1971, Standard on protective ensembles for structural firefighting and proximity firefighting.

Members, who engage in firefighting operation, should avoid wearing clothing under protective garments that are considered unsafe due to poor stability, or poor flame resistant characteristics, and that could in itself cause injury to the firefighter despite the appropriate protective garments worn over such clothing.

Members that purchase their own protective clothing or equipment or equipment supplied by another agency shall only be allowed to use it if it meets the standards set forth in these guidelines.

Cleaning of protective equipment will be provided by the department either through an outside cleaning service, performed in-house or another department. The members should advise a superior officer of any torn, ripped, and/or damaged protective equipment.

Members are not to make any alterations to their issued equipment or any equipment used while on duty with NHVFD without prior approval from their supervisor.

Structural firefighting protective clothing will be periodically cleaned at least every 6 months as specified in section 5-4 of NFPA 1851.

Member's protective clothing and protective equipment will be used and maintained in accordance with the manufacturer's instructions.

SCBA shall meet the applicable requirements set forth in the procedures for SCBA.

All SCBA will be provided with a Personal Alert Safety System (PASS) device which meets the requirements of NFPA 1982.

Members will be trained on the use, maintenance, and testing of PASS devices.

Members in hazardous areas shall wear SCBA with PASS devices.

Members will be responsible for the testing of PASS devices in accordance with the department standards or at least weekly, and prior to each use.

A defective PASS device shall be reported to the superior officer immediately.

Members that perform emergency medical care or are otherwise likely to be exposed to blood or other body fluid will be provided the proper protective garments, gloves, and face protection that meet the applicable requirements of NFPA 1999.


Members will train in the proper use of emergency medical equipment applicable to the department.

Members will use emergency medical garments, gloves, emergency medical face protection devices (Emergency Medical Care Personal Protective Equipment) during patient care.

All contaminated emergency medical garments, devices and gloves (Emergency Medical Care Personal Protective Equipment) will be cleaned and disinfected or disposed of in accordance with NFPA 1851.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Respiratory Protection Program & Self- Contained Breathing Apparatus (SCBA)	
Section: Equipment and Maintenance	
SOG #: 6.2	Page(s): 5
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: June 7, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

6.2 Purpose

In the interest of member's health and safety, this document is established for the proper and safe procedures to prevent excessive exposure to dust, fumes, mist, gases, smokes, sprays, and vapors by the use of respiratory protection.

6.2.1 Procedure

All department members who encounter unknown varieties and quantities of toxic materials and combustion by-products in firefighting and hazardous material response will utilize SCBA.

The SCBA will not be removed until the following conditions no longer exist or until the member is in a safe atmosphere:

Hazardous atmospheres

Atmospheres suspected of being hazardous

Atmospheres that may rapidly become hazardous

All members working below ground level or inside any confined space

All members will wear SCBA until it can be safely established, by monitoring or testing, that the atmosphere is not oxygen deficient or contaminated.

The department will provide at no cost to the member the appropriate type of SCBA.

Members will use either of the design variations which consist of supplied air and self-contained breathing apparatus.

Members who have facial hair, such as a mustache, sideburns, or a beard that passes between the skin and the sealing surface of the facepiece, causing the member to fail the fit test should not wear an SCBA.

6.2.2 SCBA Face Piece Fit Test

Members will be properly fitted with respiratory protection.

Member with firefighter status will undergo a fit test to ensure an adequate face to mask seal.

Only trained and qualified technicians or instructors will perform the fit test.

Members whose facial features are altered by substantial increases or decreases in body weight will require testing in addition to the annual test.

Records for members' fit test approval will be maintained.

6.2.3 Cleaning and Disinfecting

Responsibility for cleaning and disinfecting will be assigned to the member who wears the respirators and has been properly trained.

Where more than one user wears respirators, the respirator will be cleaned and disinfected after each use.

Members will clean and disinfect all respirators according to the specific procedures of the manufacturer's recommendations.

Members will store all respirators in a convenient, clean, and sanitary location.

Members will pack or store respirators so that the face piece and exhalation valves will rest in a normal position.

Members will inspect all respiratory protective equipment, after each use and during cleaning.

6.2.4 Inspection and Maintenance

Members will inspect SCBA at least weekly.

Members will notify their superior officer of any needed repairs or the replacement of defective parts.

Only qualified personnel will do repairs or part replacement.

SCBA batteries will be replaced per manufacturer's recommendations.

The following records will be maintained in reference to this respiratory protection program:

- All work or repair orders
- Compressed air quality analysis
- Individual training records
- Maintenance records (including battery change)
- Quantitative fit test
- Inventory records

6.2.5 Training

The department will, prior to actual use, provide training in the operation, care, and maintenance of the specific type of breathing apparatus to all members.

All members will receive formalized training annually to ensure competent and efficient use of the equipment provided.

A competent person who is qualified will conduct training for members.

Training records will be maintained for each member.

6.2.6 Corrective Lenses/Contacts

Additional requirements for corrective lenses and/or contact lenses are:

Corrective lenses that have temple or straps should not be used when a full facepiece is worn. Frames that can be used with facepiece should be used.

6.2.7 Compressor/Cylinders

All compressed breathing cylinders will be marked and meet U.S. Department of Transportation requirements for interstate shipment as required by MSHA/NIOSH 49 CFR Part 178.

All breathing air will meet or exceed the requirements of grade D breathing air as specified in the Compressed Gas Association pamphlet G-7.1-1966.

6.2.8 Operations

SCBA's will be placed at stations, work areas, and on vehicles for emergency use so they are accessible at all times.

Members who are designated as firefighting or rescue personnel will don SCBA while responding to the emergency or immediately upon arrival on the scene.

Firefighting or rescue personnel wearing SCBA will operate in teams of two or more.

Communication will be maintained between each team through visual, audible, physical, safety rope, electronic or any other means to stay in contact.

Team members will stay close to one another to provide emergency assistance if needed.

Team members will enter and leave together.

During an SCBA operation, at least one person will be assigned to remain outside the area where SCBA is in use. This person will be responsible for:

- Maintaining a constant knowledge of the number and identity of personnel using SCBA.
- Their location and function.
- Time of entry of the SCBA team(s).
- Additional personnel with SCBA will be on stand-by outside for emergency assistance.
- Ample SCBA will be ready at the scene to have one unit for each member who may be exposed to respiratory hazards.

Sufficient reserve air supply will be supplied by use of spare tanks or by on-scene refill capabilities or a combination of both.

A service area to change out air tanks will be provided by support personnel.

Spare tanks will be brought to the designated change out area.

The mobile air refilling unit will be set up in a designated location away from the hazardous area.

6.2.9 Responsibility


The department will be responsible for full implementation of the respiratory protection program.

The superior officer will be responsible for ensuring this policy is maintained.

Failure to comply with any part of this guideline will result in progressive disciplinary action.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Fire Hose Care, Use, Inspection, Service Testing, and Replacement	
Section: Equipment and Maintenance	
SOG #: 6.3	Page(s): 16
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: May 9, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

6.3 Purpose

The purpose of this document is to provide to the members of the department guidelines pertaining to fire hose testing, replacement, and identification.

DANGER! TESTING FIRE HOSE UNDER PRESSURE IS A DANGEROUS TASK. SAFETY PRECAUTIONS SHOULD BE FOLLOWED IN ORDER TO REDUCE THE LIKELIHOOD OF INJURY TO PERSONNEL.

This is an annual hose test procedure. Hose should be tested when purchased new according to the manufacturer's recommendations and using this procedure. A history of each section of hose should be maintained from the date of acquisition.

6.3.1 Procedure

Selection of Field Service Test Area

Wherever possible, the test area shall be located where personnel and civilian access can be limited within 100 feet of all hose being tested.

The location should have adequate space to lay out the hose in straight runs without kinks or twists.

The testing surface should be smooth and free of debris. Gravel lots are not acceptable for hose testing.

6.3.2 Equipment needed:

- Fire apparatus with adequate pump and outlets for testing hose.

- (Recommended but optional) One or more hose test valves made from a gate valve for the size coupling of the hose to be tested. The valve(s) should have a ¼ inch hole drilled through the gate.
- Several 8-foot sections of rope or strap to secure the hose to the truck.
- One or more caps with bleeder or a nozzle with a non-twist shut off valve for each hose size to be tested.
- Large black permanent marker
- Record form to record information

6.3.3 Visually inspect hose and divide into three categories:

- A. Hose to be tested
- B. Hose to be repaired
- C. Condemned Hose

Hose that has been repaired is tested differently and should be separated (see below). The condemned hose should be destroyed.

6.3.4 Hose should have an identification number of some type.

Hose can be identified by a combination of numbers and letters to indicated diameter, etc. If the coupling is stamped, use the female end and do not damage the coupling. Stenciling on the hose jacket should be of a type that will not damage the jacket.

6.3.5 Determine Pressure for Hose to be tested:

Hose made prior to July 1987 should be removed from service.

Hose made after July 1987 will be stenciled on each length by the manufacturer "Service Test to _____ psi per NFPA 1962"

Attack hose should be tested at 300 psi for 3 minutes. Supply hose should be tested at 200 psi for 3 minutes.

Separate hose based on required test pressure. Connect hoses of the same pressure test in sections no longer than 300 feet in a straight line without kinks or twists.

6.3.6 Set up the hose.

(If a test gate valve is not used, omit this part of the procedure.)

Attach the test gate valve (recommended but optional) to the apparatus at the appropriate discharge point. Attach the hose section(s) to the gate valve and attach the nozzle or cap to the end of the hose. Secure the hose closest to the test gate valve to the discharge with the strap or rope. Mark behind each coupling with the permanent

marker completely around the hose as close as possible to the coupling to help determine slippage once the test is completed.

Open the test gate valve. Close the nozzle or bleeder cap on the end of the hose. Raise the pump pressure in the discharge to 45 psi. Raise the end of the hose above the level of the test gate valve and slowly open the nozzle or bleeder cap to allow all air to leave the line. Once all of the air is evacuated from the hose line, close the nozzle or bleeder valve, and then close the test gate valve at the pump discharge. Secure the nozzle end of the hose to prevent the hose from whipping should a rupture occur.

Check all couplings for leakage and tighten as necessary.

6.3.7 Pressurize the hose.

All personnel should be cleared from the area. Keep the test gate valve closed. The pressure should be brought up slowly on the sections of hose to be tested to the appropriate test pressure and held for 3 minutes. If there is a severe leak or hose rupture, stop the test, replace the defective hose and start over.

The hose should be inspected by walking down the left side of the hose (away from the pump towards the nozzle) approximately 15 feet away from the hose while it is under test pressure. (The hose will roll to the right should a rupture occur). This will provide for additional safety. Never straddle the hose or move the hose once it is under test pressure.

Once the time is completed, slowly shut down the pump, close the pump discharge gates and open the nozzle or bleeder test cap. Allow the water to drain and inspect the hose couplings for any slippage. Any slippage (more than 1/2 inch) found should be identified and the hose taken out of service for repair.

6.3.8 Record the test results.

Record the test results on the attached form. The test should be conducted annually. Records should be maintained in a centralized location for all hose.

6.3.9 Repaired hose

Hose that has been repaired should be tested one length at a time.

6.3.10 Hose marking

PURPOSE:

To provide a methodology for hose identification, inventory record keeping, maintenance, testing, and to identify a standard hose load.

HOSE IDENTIFICATION:

Each section of hose, regardless of length, will be assigned a number when tested and placed in service (with the exception of $\frac{3}{4}$ " , $\frac{1}{2}$ " , and $\frac{5}{8}$ " hard line). Several identification methods are currently used but they will be standardized as older hose is retired. NHVFD will use a six-digit numbering system. The six-digit system identifies the hose size, the number, and the year manufactured.

Example: NH208001

NH represents New Hope VFD
2 indicates the size (see below chart)
08 represents the year of manufacture
001 indicates the hose number in that year's lot

Numbers: 0 = 1 inch, 1 = 1½ inch, 2 = 1¾ inch, 3 = 2½ inch, 4 = 3 inch,
5 = 5 inch

As new fire hose is placed into service, the marking system will be utilized by stenciling or permanent marking on the jacket or cover near the female end of the fire hose.

The following segments from NFPA 1962 are for reference and guidance.

6.3.11 NFPA 1962

Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances 2013 Edition

4.1 Attack Hose, Supply Hose, and Forestry Hose.

4.1.1 Hose shall be inspected in accordance with Section 4.5 when it is placed in service.

4.1.2* Hose that is in service shall be service tested as specified in Section 4.8 at least annually.

4.1.3 Hose shall be service tested in accordance with Section 4.8 the later of 1 year after its date of manufacture or before it is placed in service for the first time.

4.1.4 Hose held in storage for longer than 1 year shall be service tested in accordance with Section 4.8 before it is placed in service.

4.1.5* Only clean, dry hose shall be placed in service. A.4.1.5 Wet hose accelerates mildew growth and rusting.

4.1.6* Hose carried on fire apparatus shall be loaded in such a way that air can circulate under the hose load to eliminate or reduce the growth of mildew in the hose jackets and rust and corrosion in the hose compartment.

4.1.7* Hose shall be removed from the apparatus and reloaded so that the folds occur at different positions with sufficient frequency to prevent damage and the setting of permanent folds in the rubber lining.

4.1.8 Large-diameter hose used to supply a pump from a hydrant shall be protected from chafing with chafing blocks or similar protection where it comes in contact with pavement or curbing.

4.1.9 When connecting a pump to a hydrant, the hose shall be bent slightly to avoid kinks when the water is turned on.

4.5 Hose Inspection.

4.5.1 Physical inspection shall determine if the hose and couplings have been vandalized, are free of debris, and exhibit no evidence of mildew, rot, or damage by chemicals, burns, cuts, abrasion, and vermin.

4.5.2 During the inspection, a check shall be made to determine if the service test of the hose is current.

4.5.3 Liner Inspection.

4.5.3.1 The interior of the hose at each end shall be visually inspected for any physical signs of liner delamination.

4.5.3.2* If the liner shows signs of delamination, the hose shall be condemned.

4.5.4 If the hose fails the physical inspection (see 4.5.1), it shall be removed from service and either repaired as necessary and service tested as specified in Section 4.8, Section 4.9, or Section 4.10, as appropriate, or condemned.

4.5.5 The couplings shall be inspected as specified in 7.1.3 and 7.1.4.

4.6 Cleaning and Drying.

4.6.1* After each use, all hose shall be cleaned. A.4.6.1 For washing, use a scrub brush, mild soap or detergent, and water. A mechanical washer can be used where hose is

used frequently or a large number of hose lengths need to be washed. Avoid constant washing of cotton jacket hose treated for mildew resistance, as this will remove the treatment. Commercial hose washers are available, although many fire departments have constructed their own.

4.6.2 If dirt cannot be thoroughly brushed from the hose or if the hose has come in contact with harmful materials, the hose shall be washed.

4.6.3 If during use, the hose has been exposed to hazardous materials, it shall be decontaminated by the method approved for the contaminant.

4.6.4 Covered hose shall be permitted to be wiped dry.

4.6.5* Hose shall not be dried on hot pavements or under intense sunlight. A.4.6.5 There are a number of ways to dry hose. Tower drying has proved successful, but care should be taken to properly ventilate and control the temperature of the tower so the hose will not be damaged by excessive heat. It is poor practice to suspend hose from couplings.

The design of hose towers should meet all applicable building, electrical, and safety codes and requirements. Firefighters should be made aware of the hazards associated with hose-drying towers, the protective equipment they should wear while working in a hose tower, and the correct method for raising and hanging wet fire hose, as well as retrieving dry hose.

Commercial hose dryers that force warm air through a cabinet in which hose is loosely coiled on wire racks are also available. However, while this process dries the outside jacket, it might not allow for thorough draining of the inside of the hose.

Inclined hose racks are often used, and most existing stations can accommodate such racks. The racks should be located where the sun or excessive heat will not damage the hose. The rack has the advantage of allowing the hose to drain internally while providing a drying area from which firefighters can easily load and unload hose.

4.7* Storage. A.4.7 Storage racks are commercially available, but many users have built their own to fit their particular needs.

4.7.1 Hose shall be kept out of direct sunlight and in a well ventilated location.

4.7.2 All hose shall be drained and thoroughly dried before being placed in storage.

4.7.3 Hose shall be stored only after it has been inspected in accordance with Section 4.5 and has been cleaned and dried.

4.7.4 Hose that is out of service for repair shall be tagged as specified in 4.11.1.6 and 4.11.3.6 and kept separated from any hose in storage that is ready for service.

4.8 Service Testing Attack, Supply, and Forestry Hose.

4.8.1 Hose manufactured prior to July 1987 to meet the requirements of the 1979 and previous editions of NFPA 1961, Standard on Fire Hose, shall be removed from service.

4.8.2* Hose manufactured during July 1987 or after that date to the 1987 or subsequent editions of NFPA 1961 shall be service tested as specified in Section 4.8. A.4.8.2 The service test pressure for hose manufactured in July 1987 and after to meet the requirements of the 1987 and subsequent editions of NFPA 1961, Standard on Fire Hose, is stenciled on each length of hose as follows: "Service Test to ____ psi per NFPA 1962" or "Service Test to ____ bar per NFPA 1962."

4.8.2.1 Attack fire hose shall be service tested to a minimum of 300 psi (20.7 bar or 2070 kPa) or a pressure not to exceed the service test pressure marked on the hose.

4.8.2.2 Supply fire hose shall be service tested to a minimum of 200 psi (13.8 bar or 1380 kPa) or a pressure not to exceed the service test pressure marked on the hose.

4.8.2.3 Forestry fire hose shall be service tested to a minimum of 300 psi (20.7 bar or 2070 kPa) or a pressure not to exceed the service test pressure marked on the hose.

4.8.3 After the correct service test pressure has been determined for each length of hose to be tested, the service test shall be conducted as specified in Section 4.8.4.

4.8.4 Service Test Procedure.

4.8.4.1 Each length of hose to be service tested shall be inspected as specified in Section 4.5.

4.8.4.2 Any length of hose that fails the inspection shall be removed from the service test area and repaired as necessary or condemned.

4.8.4.3 All lengths of hose in the same hose line shall be of the same service test pressure.

4.8.4.4* The total length of any hose line in the hose test layout to be service tested shall not exceed 300 ft (91 m). A.4.8.4.4 Hose is tested in lengths not exceeding 300 ft (91 m) to allow the hose to untwist and be straightened out. As the pressure rises, the shorter length will allow the hose to assume a natural elongation, creating less warp in the hose. It is also important that all the air in the hose be removed. If any point in the hose layout is elevated, air will be trapped at that point. Excessive lengths make it

difficult to exhaust all the air. The ideal hose test area will have a slight upward incline from the pressure source to the capped end. This allows the air to flow to the capped end and be bled off. There should be no humps or valleys in the hose between the ends, as these will trap air.

4.8.4.5 The hose test layout shall be straight, without kinks or twists.

4.8.4.6* All 3 1/2 in. (89 mm) and larger diameter hose shall be service tested while lying on a horizontal surface. A.4.8.4.6 The surface on which the hose is laid out should be as smooth as possible. Rough surfaces will accelerate abrasion and hinder proper movement of the hose line.

4.8.4.7* A test location shall be selected that allows connection of the hose testing apparatus (pressure source) to a water source. A.4.8.4.7 A short length of smaller diameter hose with the same or higher proof pressure should be used to connect the pressure source to the hose being tested.

4.8.4.8* A hose testing machine, a stationary pump, or a pump on a fire department apparatus shall be used as a pressure source. A.4.8.4.8 Stationary pumps and pumps on fire apparatus are designed for pumping substantial flow volumes at moderate pressures. The use of such pumps when testing hose at moderate to high pressures with very little flow, or possibly no flow, can cause overheating of the water in the pumps as well as recirculation cavitation operating conditions. Both the overheating and the recirculation cavitation operating conditions are known to cause permanent damage to the pumps. In addition, the hot water inside the pumps (which could be superheated steam) creates a safety hazard to personnel operating the pump or testing the fire hose.

4.8.4.8.2 If a stationary pump or a pump on a fire department apparatus is used, the procedure defined in 4.8.6 shall be used.

4.8.4.9 At the conclusion of the test, the hose records specified in Section 4.11 shall be updated to indicate the results of the service test for each length of hose tested.

4.8.4.10* Any hose that fails the inspection defined in Section 4.5, bursts or leaks during the service test, or has couplings that leak or are otherwise found defective as defined in 7.1.3 shall be tagged as required in 4.11.1.6 or 4.11.3.6 and removed from service.

A.4.8.4.10 Damaged firehose should not be patched unless such repair is recommended by the manufacturer of the hose and is performed by properly trained and equipped personnel.

4.8.4.10.1 If the hose leaks or the hose jacket fails inspection, a distinguishing mark noting the location of the defect(s) shall be placed on the hose.

4.8.4.10.2 If the couplings fail or are defective, they shall be repaired or replaced.

4.8.4.10.3* If the hose cannot be repaired, the couplings shall be removed from both ends. A.4.8.4.10.3 Removing the couplings from the hose will ensure that damaged hose that has been condemned does not accidentally get intermixed with serviceable hose.

4.8.4.11 If the hose is repaired, or the couplings are repaired or replaced, the hose shall be service tested in accordance with Section 4.8 before being placed back in service.

4.8.4.12 After testing, all hose shall be thoroughly cleaned, drained, and dried as specified in Section 4.6 before being placed in service or in storage.

4.8.6 Service Test Using a Stationary Pump or a Pump on a Fire Department Apparatus. The procedure given in 4.8.6.1 through 4.8.6.16.2 shall be used when hose is to be service tested using a stationary pump or a pump on a fire department apparatus. WARNING: Because there is a potential for catastrophic failure during the service testing of fire hose, it is vital that safety precautions be taken to prevent exposure of anyone to this danger. Do not deviate from the procedures prescribed herein.

4.8.6.1 The test gauge that is used to read the test pressure shall have been calibrated within the previous 12 months.

4.8.6.2* A hose test valve consisting of a fire department gate valve with a 1/4 in. (6.4 mm) opening drilled through the gate and designed to withstand the service test pressures shall be used between the pump and the hose test layout. A.4.8.6.2 The use of the hose test valve prevents a volume surge from the pump in the event a hose bursts during the test. The 1/4 in. (6.4 mm) opening drilled through the gate permits the pressure to be raised to the test pressure after the hose has been filled, the air completely removed, and the hose test valve closed.

4.8.6.3 The test layout shall be connected to the hose test valve.

4.8.6.3.1 If a pump on a fire apparatus is used, the hose test valve shall not be attached to any discharge outlet at or adjacent to the pump operator's position.

4.8.6.3.2 The hose test valve end of the hose line shall be secured with a belt tie-in or rope hose tool at a point 10 in. to 15 in. (250 mm to 400 mm) from the coupling.

4.8.6.4 A test cap with a bleeder valve shall be attached to the far end of each hose line in the test layout. If a test cap is not available, a nozzle with a nontwist shutoff shall be permitted to be used.

4.8.6.5 With the hose test valve open and the test cap valve or nozzle open, the pressure shall be gradually raised to 45 psi \pm 5 psi (3.1 bar \pm 0.35 bar or 310 kPa \pm 35 kPa).

4.8.6.6* After the hose test layout is full of water, all air in each hose line shall be exhausted by raising the discharge end of each hose line above the highest point in the system. **WARNING:** All air must be removed from the hose before the valve in the test cap or the nozzle is closed and the pressure raised. The development of test pressures introduces the potential for a serious accident if air remains in the system. A.4.8.6.6 Air under pressure becomes greatly compressed, and the hose can whip violently if the pressure is suddenly released by a hose burst. A blown-off coupling propelled by the compressed air will act like a high-velocity missile.

4.8.6.7 The nozzle or test cap valve shall be closed slowly, and then the hose test valve shall be closed.

4.8.6.8* The hose directly in back of the test cap or the nozzle shall be secured to avoid possible whipping or other uncontrolled reactions in the event a hose bursts. A.4.8.6.8 Hose can be expected to stretch when the pressure is increased to the test pressure. Allowance should be made for this stretch when the hose is secured.

4.8.6.9 With the hose at 45 psi \pm 5 psi (3.1 bar \pm 0.35 bar or 310 kPa \pm 35 kPa), it shall be checked for leakage at each coupling and the couplings tightened with a spanner wrench where necessary.

4.8.6.10* Each hose shall then be marked around its full circumference at the end or back of each coupling or collar to determine after the hose has been drained, if the coupling or collar has slipped during the test. A.4.8.6.10 The hose should be marked with a thin reference line located on the hose close to the coupling or collar so there is no gap between the mark and the coupling or collar.

4.8.6.11 All personnel other than those persons required to perform the remainder of the procedure shall clear the area.

4.8.6.12 The pressure shall be raised slowly at a rate not greater than 15 psi (1 bar or 103 kPa) per second until the service test pressure is attained and then maintained for 3 minutes.

4.8.6.13 While the test layout is at the service test pressure, the hose shall be inspected for leaks.

4.8.6.13.1 If the inspecting personnel walk the test layout to inspect for leaks, they shall be at least 15 ft (4.5 m) from either side of the nearest hose line in the test layout.

4.8.6.13.2 Personnel shall never stand in front of the free end of the hose, stand closer than 15 ft (4.5 m) on either side of the hose, or straddle a hose in the test layout during the test.

4.8.6.14 If, during the test, a section of hose is leaking or a section bursts, the service test shall be terminated.

4.8.6.14.1 The length(s) of hose that leaked or burst shall have failed the test.

4.8.6.14.2 The test layout shall be drained and the defective hose removed from the test layout.

4.8.6.14.3 The service test shall be restarted beginning with the procedures required in 4.8.6.3.

4.8.6.15 After 3 minutes at the service test pressure, the pump shall be shut down, the hose test valve opened, the pressure allowed to equalize with the source, the pump discharge gates closed, and each test cap valve or nozzle opened to drain the test layout.

4.8.6.16 Coupling Slippage.

4.8.6.16.1 The hose and any marks placed on the hose at the back of the couplings or at external collars shall be observed for coupling slippage after completion of the service test and after the hose has been drained.

4.8.6.16.2 If the hose assembly shows any sign of coupling slippage, the hose assembly shall have failed the test.

4.9 Service Testing Booster Hose.

4.9.1* Booster hose shall be tested in accordance with 4.8.4 to 110 percent of its maximum working pressure. A.4.9.1 If booster hose is manufactured in accordance with UL92, Fire Extinguisher, and Booster Hose, the maximum working pressure will be shown on the cover of the hose.

4.9.2 If a maximum working pressure cannot be determined for the hose, it shall be tested to 110 percent of the normal highest working pressure as used in the system.

4.11 Hose Records.

4.11.1 Attack Hose and Supply Hose Records.

4.11.1.1* Accurate hose records shall be established and maintained. A.4.11.1.1 Records are essential and necessary data to determine hose performance and ensure safe use in firefighting. Cost-effectiveness can also be determined. This recorded information should be used for effective hose management.

4.11.1.2* Each length of hose shall be assigned an identification number for use in recording its history throughout its service life. A.4.11.1.2 Where hose repairs are frequent, couplings and hose lengths can become intermingled; therefore, either stenciling the hose or changing the couplings should be employed.

4.11.1.2.1* The identification number shall be stenciled on the jacket or cover using an ink or paint that is not harmful to the hose. A.4.11.1.2.1 Paints with a petroleum solvent base can cause the bond between the liner and the jacket to fail. Water-based latex paint is not harmful to hose. Some fire departments color-code couplings as well as various tools to identify the company to which the equipment is assigned. This enables each company to readily identify and pick up its hose and equipment at a fire. Where mutual aid operations are frequent, each length of hose should be appropriately stenciled or marked to identify the fire department owning it.

4.11.1.2.2* The identification number shall be permitted to be stamped on the bowl or swivel of the female coupling in a manner that prevents damage to the coupling. A.4.11.1.2.2 Coupling bowls can be damaged by improper stamping. The proper procedure is to insert a special steel plug with round edges into the end of the expansion ring. One sharp blow from a steel numbering die will then clearly stamp the coupling. Aluminum couplings should be stamped before they are hardcoated.

4.11.1.3* Records of hose used by fire departments shall be kept as part of the department's or individual company's complete equipment inventory. A.4.11.1.3 Because the safe use of hose requires continuous, accurate, up-to-date records, records should be maintained and stored at the company level in addition to being part of a central file. Conditions, repairs, changes, problems, and so on, should be recorded immediately for each length of hose.

4.11.1.4 Records for hose on racks or reels or in enclosures shall be kept at the hose location or at a control location on the premises where the hose is located.

4.11.1.5* The following information, if applicable, shall be included for each length of hose:

- (1) Assigned identification number
- (2) Manufacturer and part number
- (3) Vendor
- (4) Size (internal diameter of the waterway)
- (5) Length

- (6) Type of hose
 - (7) Construction
 - (8) Date received and date put in service
 - (9) Date of each service test and the service test pressure
 - (10) Repairs and new length if shortened
 - (11) Actual damage
 - (12) Exposure to possible damage
 - (13) Reason removed from service
 - (14) Reason condemned
 - (15) Indication that the hose has been removed from service or condemned within the warranty period because of an in-warranty failure
- A.4.11.1.5 Other information recorded might include coupling threads, manufacturer of coupling and part number, length of warranty, label number, and cost.

4.11.1.6* Hose removed from service for repair or because it has been condemned shall be tagged with a distinctive tag with the reason for removal from service noted on the tag. A.4.11.1.6 The tag might also include information required for inclusion on the permanent hose record.

4.11.1.7 Personnel responsible for the repair and maintenance of fire hose shall ensure that a report of the work performed to repair each length is recorded on the permanent hose record.

4.11.2* Forestry Hose Records. The authority having jurisdiction shall determine the records necessary to achieve an effective hose management program for forestry hose and implement such a record-keeping system. A.4.11.2 Forestry hose is often moved from one location to another in large quantities. Many times forestry fire apparatus leaves the scene of a fire with a different complement of hose from that with which it arrived. Therefore, maintaining individual recorders of each length of hose can be impractical. As a minimum, records on stored hose should be kept at stations and fire warehouses to ensure proper inventory rotation.

4.12* Fire Hose Replacement. Fire hose users and the authority having jurisdiction shall establish a replacement schedule for their fire hose that takes into consideration the use and age of the hose and testing results. A.4.12 All fire hose has an expected service life. That life will depend on a number of factors, such as the initial quality of the hose, the type of service to which it is subjected, and the care it receives during its life. Users should develop a fire hose inspection and care program based on this standard. That program should also address the retirement of fire hose.

One of the reasons for keeping good records of fire hose as required by this standard is to evaluate how different fire hoses perform over time. This will provide the experience the users need to help them determine what a useful service life is for different types of hose and make decisions on when fire hose should be retired.

Limited testing of in-service fire hose by the Fire Equipment Manufacturers Association indicates an increased risk of failure after 10 years. The testing looked at the reduction in burst pressure, ozone degradation, linear adhesion and degradation, hose strength, normal wear patterns, and UV degradation of fibers.

While all users should establish their own retirement schedule, fire department should give careful consideration to a 10-year maximum service life under normal operating conditions.

Chapter 7 Care and Inspection of Couplings and Gaskets

7.1 Couplings.

7.1.1 Couplings shall be kept in serviceable condition.

7.1.2 A lubricant specified by the coupling manufacturer shall be permitted to be used on coupling swivels and threads.

7.1.3* After each use and during each hose service test, couplings shall be visually inspected for the following defects:

- (1) Damaged threads
- (2) Corrosion
- (3) Slippage on the hose
- (4) Out-of-round
- (5) Connections not rotating freely
- (6) Missing lugs
- (7) Loose external collar
- (8) Internal gasket not in accordance with Section 7.2
- (9) Other defects that could impair operation
- (10) Any locking device operating improperly

A.7.1.3 In most cases, a machine shop with the proper facilities can repair damaged threads. One way to detect any slippage of the coupling on the hose is to inspect the area where the expansion ring is located for any appreciable gap between the expansion ring and the coupling waterway. Ordinarily, the swivels can be freed satisfactorily by immersion in warm, soapy water.

7.1.4 Hose with defective couplings shall be removed from service and the couplings repaired or replaced.

7.1.5 All nonthreaded 4 in. (100 mm) and 5 in. (125 mm) hose connections shall be provided with locks that meet NFPA 1963, Standard for Fire Hose Connections.

7.1.6* Care shall be taken not to drop the couplings on pavement or other hard surfaces, which can cause damage to the swivel section or exposed threads. A.7.1.6 On some couplings, such abuse can cause the hose bowl and swivel to go “out-of-round”; as a result, the swivel will not turn.

7.1.7 Care shall be taken to prevent vehicles from driving over couplings.

7.1.8 Special care shall be taken where couplings of dissimilar metals are connected, as corrosion can occur due to this difference and moisture tends to accelerate this corrosion.

7.1.9 When new or used bowl couplings are being attached, care shall be taken to have the hose fit correctly in the bowl.

7.1.9.1* The outside diameter of the hose shall fit snugly in the internal diameter of the bowl of the coupling. A.7.1.9.1 Usually, an improper fit between the internal bowl diameter and the outside diameter of the hose of more than $\pm 1/32$ in. (± 0.79 mm) will require the use of special hose attachment techniques and should be avoided.

7.1.9.2* The expansion ring shall be of the correct size and length for the coupling used.

7.1.9.3* A new tail gasket shall be used.

7.1.11* When couplings are attached or reattached to hose, the hose shall be tested at its service test pressure in accordance with Section 4.8, 4.9, or 4.10 as appropriate. WARNING: Because there is a potential for catastrophic failure during these tests, it is vital that safety precautions be taken to prevent exposure of anyone to this danger. Do not deviate from the procedures prescribed in 4.8.5 and 4.8.6. A.7.1.11 A degree of skill and experience is required to properly attach couplings to hose. It is necessary to have good equipment and a mechanic skilled and experienced in attaching couplings. If not, this work should be done by the hose manufacturer. Testing of repaired or recoupled fire hose is undertaken to confirm its suitability for continued use.

7.1.12 The date and nature of the repair or recoupling and the identity of the person performing the repair shall be recorded for each length of hose as specified in Section 4.11.

7.1.13 The socket head cap screws on shank-type couplings shall be checked at least annually to ensure that they are torqued to the manufacturer’s specified tolerance and shall be replaced at any sign of wear.

7.2 Gaskets.


7.2.1* The thread gasket in couplings, nozzles, and hose appliances shall be inspected for presence, tight fit, and lack of deterioration. A.7.2.1 A high-quality synthetic gasket with antioxidants or neoprene should be used because natural rubber gaskets can deteriorate with age and will harden and break away from the gasket seat. A thread gasket with a smaller diameter than that of the recess can cause a leaky connection when pressure is applied. (See NFPA 1963, Standard for Fire Hose Connections.)

7.2.2* Gaskets shall not protrude into the waterway. A.7.2.2 If the gasket protrudes at the nozzle connection, it can cause a ragged stream, reducing the effective reach of the nozzle; at a coupling, it can cause increased friction loss.

7.2.3 Any gasket that is defective or misfits shall be replaced with a new gasket that meets the requirements of NFPA 1963, Standard for Fire Hose Connections.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Fire Hydrant Inspection, Maintenance, & Testing	
Section: Equipment and Maintenance	
SOG #: 6.4	Page(s): 3
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: May 9, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

6.4 Purpose

To provide a standardized procedure for the testing and maintenance of the district's fire hydrants. The inspection of fire hydrants is critical to determining the readiness of the hydrants to provide water for fire emergencies. The inspections shall verify the location, accessibility, proper mechanical operation, and water flow from the hydrant.

6.4.1 Procedure

Fire Hydrant inspection maintenance & static testing will be conducted bi-annually.

Flow testing will be performed at a minimum of every 5 years.

6.4.2 Methods/Procedures

Periodic inspection, maintenance, and testing of hydrants

6.4.3 Hydrant Inspection Procedure

The hydrant inspection involves checking the hydrant for any damage or problems that may hamper the efforts of firefighters during emergency operations. Hydrant information shall be documented during the inspection on approved forms.

The following items should be considered when inspecting a hydrant:

1. Hydrant location and number
2. Physical damage and defects to the hydrant
3. Obstructions on and around the hydrant
4. Hydrant outlets face the proper direction
5. A minimum 15-inch clearance between the lowest outlet and ground level
6. The condition of the paint

6.4.4 Hydrant Maintenance Procedure

Hydrant maintenance is conducted to preserve the operational effectiveness of the hydrant. Each unit responsible for hydrant maintenance inspections will be equipped with a toolkit that contains:

- (1) hydrant test cap
- (1) a container of food grade grease
- (1) wire brush.

The following procedures should be performed when conducting hydrant maintenance:

1. Check hydrant caps and outlets for rust. Remove rust with a wire brush. If the hydrant caps are stuck, tap the outer edges of the cap using the handle of the hydrant wrench, then attempt to remove the caps. If this fails, place the hydrant out of service. Never kick or stand on a hydrant wrench or try to "muscle" the hydrant cap off.
2. Visually check the hydrant cap, outlet threads and gaskets for damage and proper lubrication.
3. Lubricate the cap and outlet threads with food-grade grease.
4. Take a static pressure reading and test operation of the valve stem.
 - a. Remove a 2 ½ inch hydrant cap and attach the hydrant test gauge to the outlet.
 - b. The petcock should be in the open position.
 - c. Tighten the remaining outlet caps.
 - d. Turn the stem in a counter-clockwise direction (opening the hydrant) until it cannot be turned anymore. Be advised that there are some left-thread hydrants that will open in a clockwise direction.
 - e. Turn the petcock off after approximately 2 minutes.
 - f. Check the reading on the hydrant test gauge.
 - g. Slowly close the hydrant. Remove the hydrant test gauge and check to see if the hydrant barrel is draining. Reapply the cap. Caps should not be tightened beyond "hand tight".
 - h. Document the reading and any problems found operating the valve stem.
5. Remove all weeds and debris from around the hydrant to ensure visibility and ease of operation.
6. Other obstructions, such as traffic standards, protective barriers, sign posts, utility poles, shrubbery, or fences shall be documented in the appropriate area on the form. All items on the form shall be completed, deficiencies note, and corrective actions must be documented.

7. Paint hydrants as needed using the below Wayne County Fire Association standards.

- 000-499 GPM – RED
- 500-999 GPM – ORANGE
- 1000-1499 GPM – GREEN
- 1500 GPM and ABOVE – BLUE

6.4.5 Flow Testing Procedure


A two hydrant test will be conducted. Hydrant flow testing shall be in accordance with acceptable practices recognized by Insurance Services Office (ISO) and the North Carolina Office of State Fire Marshall (NC OSFM).

All hydrant maintenance and flow tests will be recorded.

Documentation shall be filed and entered into the Reporting Management System (RMS).

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Infection Control – Air/Bloodborne Pathogens	
Section: Health and Wellness	
SOG #: 7.1	Page(s): 14
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Created By: Asst. Chief Mike K. Smith	Date: May 9, 2018
Revised By: Chief Al Laws	Date: January 17, 2022
Approved By: Chief Al Laws 	Date: January 17, 2022

7.1 Purpose

In the interest of department member's health and safety, this document is established to provide and acquaint members with the policies and procedures for awareness of infectious diseases and to prevent exposure and/or decrease potential risk.

7.1.1 Reference

Current Edition of the National Fire Protection Association's 1500, Standard on Fire Department Occupational Safety and Health Program.

North Carolina Fire and Rescue Commission Department Occupational Safety and Health Program for Fire Departments and Rescue Squads, Subpart Z, Toxic and Haz-Mat, 1910.1030.

7.1.2 OSHA Requirements

The department shall provide guidelines and procedures to be taken when encountering victims or suspected carriers of an infectious disease to prevent exposure or decrease potential risk should an exposure occur in accordance with OSHA 1910.1030.

7.1.3 Required Equipment

NFPA or OSHA approved latex and rubber gloves, eyewear and face protection.

Approved cleaning solutions, Lysol, Glutaraldehyde, bleach, and water.

Approved disposable towels and biohazard bags

7.1.4 Procedure

Members will follow these specific guidelines for blood, body fluids, and/or airborne pathogens.

Gloves will be worn when contact with blood, body fluids, tissue or contaminated surfaces are possible.

Heavy duty rubber gloves or disposable gloves will be worn for cleaning procedures.

Protective eyewear or approved face shield will be worn for situations where there is the likelihood of blood or body fluids to spatter, or aerosol dissemination.

Masks will be worn in situations where there is the likelihood of blood or body fluids to spatter, if the patient has a productive cough, or aerosol dissemination.

Masks should be worn in close proximity of a person with flu-like symptoms.

N95 Masks (If personnel have been properly fit tested for this mask), disposable gown, and disposable face shield should be worn when responding to any incident where heightened precautionary measures have been advised by Communications or upon advisement by EMS Personnel on the scene.

Avoid touching your face, eyes, nose and mouth

Be cognizant of cross contamination.

7.1.5 Handwashing

Handwashing is the most important means of preventing the spread of infections. All members will follow the procedures below for handwashing:

Handwashing will not be done in a food preparation area.

Stand away from the sink to prevent cross-contamination of your clothing.

Use warm, running water and soap.

Work up a lather and rub briskly for at least 20 seconds.

Rinse with gently flowing water, with the water running from wrist to fingertips.

Dry hands with paper towel and turn off water faucet with a towel. Dispose of the towel in an appropriate receptacle.

NOTE: Where handwashing facilities are not available, a waterless (alcohol based) hand cleaner will be used, in accordance with product instructions. Personnel will wash hands with soap and water at the earliest opportunity.

NOTE: Do not use alcohol-based hand rubs to clean contaminated skin in situations where exposure to illicit fentanyl is suspected. Use of such hand rubs could increase absorption through the skin.

All members will wash their hands after the following:

- After each procedure.
- Between contact with different patients.
- After touching excretions (feces, urine, or material soiled with them), or secretions from wounds, skin infections, etc.
- After the use of exam gloves.
- Whenever in doubt.

7.1.6 Cleaning of vehicles and equipment

All members will follow these steps for the general cleaning of vehicles and equipment:

Gloves will be worn when cleaning vehicles and equipment.

High contact areas such as apparatus personnel compartment, radio microphone, Automatic External Defibrillator (AED), Oxygen equipment, and jump kits will be evaluated following each call where there has been the likelihood of contamination.

Blood and body fluids will receive priority cleaning. Clean by wiping with a towel or other absorbent material, and disposing of as infectious waste. Then saturate this area of contamination with an approved cleaning solution (Lysol, Glutaraldehyde, etc.) or bleach and water mixed in a 1:100 ratio or 1/4 cup of bleach per gallon of water. Spray or pour the cleaner as close to the contaminated area as possible to avoid splashing or misting. Soak up this solution with towels or other absorbent material and dispose of as infectious waste.

Suspected Airborne contamination of vehicles and equipment shall be disinfected by use of Department Fogger with a properly diluted approved disinfectant solution. During times of Pandemic, this action may be accomplished as a preventive measure and not only after specific calls.

7.1.7 Disposal

All waste disposals will be done through the local receiving hospitals VIA the responding EMS Unit.

When disposing of infectious waste the receiving facilities guidelines will be followed as well as EPA and N.C. Medical Waste Management Laws.

All materials used in cleaning blood and body fluids spills i.e., towels or sheets should be handled as little as possible. The soiled material, towels, sheets, etc. are to be placed in a water-soluble bag, properly marked biohazard waste bag and then placed in the appropriate disposal.

If any air-packs were used during an incident, as always, it must be cleaned per manufacturer's instruction when returned to the station. There is a cleaning solution at the station designed for air mask cleaning.

Single-use supplies and equipment will be placed in a properly marked biohazard waste container or hospital approved container.

7.1.8 Exposure

To ensure the safety of the members, proper care and treatment following an exposure to possibly infectious materials will be performed by proper notification of appropriate personnel and follow these specific guidelines of testing and treatment if necessary:

Airborne contamination is such that might occur during a pandemic outbreak, such as SARS-CoV2, commonly referred to as COVID-19.

Exposure consists of the following:

Direct Exposure:

- Close contact with a person that has tested positive for the airborne contagion. Close contact is defined as being within 6 feet of the person for longer than a cumulative total of 15 minutes, and you being without N95 Mask protection (or higher protection), and/or the person was not wearing a face covering over their nose and mouth.

Indirect Exposure:

- Close contact with a person who has been in direct exposure of another person who has tested positive for an airborne contagion. Indirect Exposure suggests that you have not actually had "direct contact" with the person testing positive.

Fluids that pose infectious risks, i.e., patient's blood, body fluids, and/or blood products from a blood bank or lab.

Exposure consists of the following:

- Stick from a contaminated needle.
- Splash into the eyes or on mucus membranes.
- Contamination of any open cuts or breaks in the skin with body fluids.
- Objects contaminated with blood or body fluids with which you may have been stuck or cut such as glass during an automobile accident.

Primary concerns of bloodborne/body fluids infections are:

- Hepatitis B or "Serum Hepatitis".
- Human Immunodeficiency, "HIV" or "AIDS".
- Hepatitis C.

7.1.9 Reporting/After Actions

Members will take immediate action to report a possible exposure to their superior officer.

Members will complete an Exposure Incident Report. (See appendix A).

Members who test Positive for the Airborne Contagion COVID-19, regardless of vaccination status, should quarantine for (5) days. If no symptoms occur, return to normal duty after (5) days. However, should symptoms arise, quarantine should be maintained until symptoms subside. (Seek guidance from Command Staff)

Members who determine they have experienced a **direct exposure** to an Airborne Contagion, such as COVID-19, should observe the below guidance.

NOTE: For the following bullet points, "Vaccinated" is defined as follows:

- Received the latest Booster for COVID-19
- Completed Pfizer or Moderna vaccine series (within the last 6 months)
- Completed primary J & J vaccine series (within last 2 months)

NOTE: Having had either of the above vaccines for a period greater than listed, and not having had the latest Booster for COVID-19 should be treated as "Unvaccinated".

If member has been vaccinated in the last 6 mos., or if vaccination occurred greater than six mos. ago, but they have received the latest booster for COVID-19:

- Member should carefully self-monitor for the development of symptoms associated with the possible disease. Some of these symptoms may be, but are not limited to:
 - Fever (Typically greater than 100.4 degrees Fahrenheit).
 - Sudden loss of Taste and Smell.
 - Exhaustion of Fatigue
 - Persistent Cough
 - Body Aches/Pain
- Immediately Self-Quarantine to lessen the possibility of further spreading the contagion **should symptoms appear**. Consider wearing a face covering over your nose and mouth to protect others against possible contamination by you.
- Notify your Lieutenant, Captain, or Chief Officer as soon as possible.
- Testing for detection of the Contagion is encouraged, such as COVID-19 testing after 3-5 days. The delay is to allow incubation of the disease so it will be more accurately detected.
- If Positive Test results are received, continue quarantine for at least (5) days, and seek medical advice from a Health Care Provider. If symptoms persist beyond (5) days, continue quarantine until symptoms subside. Continue until there is no Fever and you have been free of fever reducing drugs for at least 24 hrs.
- Notify your Lieutenant, Captain, or Chief Officer as soon as possible with Positive results.

If a member has **NOT** been vaccinated, or vaccination occurred greater than 6 mos. ago, and they have not received the latest booster for COVID 19:

- Immediately Self-Quarantine to lessen the possibility of further spreading the contagion **should symptoms appear**. Consider wearing a face covering over your nose and mouth to protect others against possible contamination by you.
- Notify your Lieutenant, Captain, or Chief Officer as soon as possible.
- Testing for detection of the Contagion is encouraged, such as COVID-19 testing after 3-5 days. The delay is to allow incubation of the disease so it will be more accurately detected.
- Quarantine should be maintained for at least (5) days or until a negative test result is received.
- If Positive Test results are received, continue quarantine for at least (5) days, and seek medical advice from a Health Care Provider. If symptoms persist beyond (5) days, continue quarantine until symptoms subside. Continue until there is no Fever and you have been free of fever reducing drugs for at least 24 hrs.

- Notify your Lieutenant, Captain, or Chief Officer as soon as possible with Positive results.

Members who determine they have experienced an **indirect exposure** to an Airborne Contagion, such as COVID-19, should:

- Notify your Lieutenant, Captain, or Chief Officer, as soon as possible, with this information and specifics related to the exposure.
- Carefully self monitor for the development of symptoms associated with the possible disease. Some of these symptoms may be, but are not limited to:
 - Fever (Typically greater than 100.4 degrees Fahrenheit).
 - Sudden loss of Taste and Smell.
 - Exhaustion of Fatigue
 - Persistent Cough
 - Body Aches/Pain
- If above symptoms develop, it is strongly encouraged to treat as if a direct exposure has occurred and follow guidelines as listed for Direct Exposure. (See guidelines for Direct Exposure)

Members having significant exposure to blood/body fluids will have baseline testing done for Hepatitis B and C performed by a qualified physician.

The physician or hospital staff personnel will evaluate the test results, the member immunization status, and if the source of exposure is known the sources test results.

These test results and immune status of member infected will determine the appropriate treatment.

The Infection Control Practitioner or designee will be responsible for counseling the infected member and other uninfected members of the department and/or squad.

Follow-up studies and testing will be done at scheduled intervals dependent upon the specific disease being tested for.

NOTE: Follow up studies and testing will be done at scheduled intervals dependent upon the specific disease being tested for. Hepatitis follow up is to be done in 6 months; HIV follow-ups are to be done in 6 weeks, 12 weeks, and 6 months.

The member will submit a copy of the test results to the Infection Control officer for the county to ensure the above follow-ups are performed. These results are confidential and are to be kept in a locked file cabinet.

7.1.10 Vaccination

All members will have an opportunity for a Hepatitis B vaccination. (See Appendix B).

Members who want a Hepatitis B vaccination will complete the Hepatitis B Vaccination Consent Form (See Appendix B) to be filed in their personnel file. (See Appendix C).

Members who choose not to receive a Hepatitis B vaccination must complete a Waiver for Hepatitis B Vaccination form (See Appendix D). This form will be filed in their personnel file.

7.1.11 Training

The department will provide annual training and education programs for all members on infection control, bloodborne and/or airborne pathogens.

7.1.12 Equipment/Clothing

The department will provide protective equipment for all members whose duties involve direct contact with blood and/or body fluids.

Members will inspect and regularly clean their protective clothing.

Protective coats, protective trousers, and structural firefighting gloves will be cleaned and dried according to the manufacturer's instructions.

Station/work uniforms and protective footwear will be cleaned according to the manufacturer's instructions as needed.

NOTE: Chlorine bleach or cleaning agents containing chlorine bleach will not be used.

Small stains from body fluids will be permitted to be spot cleaned and then disinfected.

The stain will be initially cleaned with a mild detergent and water.

The affected area will then be disinfected only with disinfectants that are chemically compatible with the clothing. Disinfectants will meet the requirements of the clothing manufacturer.

Member's clothing that is contaminated with large amounts of body fluids will be placed in leak-proof bags, sealed, and transported for proper cleaning or disposal.

To decontaminate tools and equipment, flush with water on the scene to remove contaminants. After returning to the department, clean with detergent and water.

When it has been determined by your superior officer or infection control liaison that normally non-disposable items cannot be disinfected, they will be placed in leak-proof bags sealed, and disposed of as medical waste.

All medical waste, after being placed in a sealed container or leak-proof bag, it will be taken to a medical waste collection site.

7.1.13 Limiting / Suspending / Canceling / Substitution of Physical Gathering

During times of pandemic, it may be necessary to limit, suspend, cancel, or substitute the way we gather together for Business, Committee, Board, or Training meetings. This is in an effort to limit the possibility of exposure of Members to whatever specific disease or infection that may be pertinent, at that time.

Emergency Operations will continue as normal, with heightened care and attention being given to the fact that a pandemic does exist. Appropriate precautionary measures should be employed at all times when possible during this time, but the emergency mission of the organization should move forward.

Decisions regarding limits, suspending, canceling, or substituting any meeting of New Hope Fire Department, will be the responsibility of the Chief or his Designee, or the Chairman of the Board of Directors.

Note: Refer to the Nation Center for Disease Control (CDC) website for the current recommendations for Health Care Providers (HCP).

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html#:~:text=At%20least%2010%20days%20and%20up%20to%2020%20days%20have,consultation%20with%20infection%20control%20experts>

Appendix A

INFECTIOUS EXPOSURE FORM

Exposed Member's Name: _____ Rank: _____

Social Security No.: _____ Home Phone No.: _____

Name of Carrier: _____ Sex: _____ Age: _____

Address: _____

Suspected or Confirmed Disease: _____

Transported To: _____ Transported by: _____

Date of Exposure: _____ Time of Exposure: _____

Type of Incident (fire, accident, trauma): _____

What were you exposed to: Blood _____ Tears _____ Feces _____ Urine _____ Saliva _____
Vomitus _____ Sputum _____ Sweat _____ Other _____

What part(s) of your body became exposed? Be specific: _____

Did you have any open cuts, sores, or rashes that became exposed? Be specific: _____

How did the exposure occur? _____

Did you seek medical attention? _____ Where: _____

Superior Officer's Signature: _____ Date: _____

Member's Signature: _____ Date: _____

Appendix B

HEPATITIS B VACCINE CONSENT FORM

THE DISEASE Hepatitis B is a viral infection caused by a virus (HBV) from which causes death in which some 250 persons will die each year. Most people with hepatitis B recover completely, but approximately 2% to 10% become chronic carriers to the virus. Most of these people have no symptoms but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer.

ENGERIX-B Engerix-B is a noninfectious recombinant DNA hepatitis B vaccine. No substances of human origin are used in its manufacture. Engerix-B is supplied as a sterile suspension for intramuscular administration. Engerix-B is a noninfectious subunit viral vaccine derived from hepatitis B surface antigen (HBsAg) produced in yeast cells.

A high percentage of healthy people who receive two doses of vaccine and a booster achieve high levels of surface antibody and protection against hepatitis B. Persons with immune system abnormalities, such as dialysis patients, have less response to the vaccine, but over half of those receiving it do develop antibodies. Full immunization requires three doses of vaccine over a six-month period although some persons may not develop immunity even after three doses. There is no evidence that the vaccine has ever caused hepatitis B. However persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of the immunization. The duration of immunity is unknown at this time.

POSSIBLE VACCINE SIDE EFFECTS The incidence of side effects is very low. No serious effects have been reported with the vaccine. A few persons experienced tenderness and redness at the site of the injection. A low-grade fever may occur. Rash, nausea, joint pain and mild fatigue have also been reported. The possibility exists that more serious side effects may be identified with more extensive use. IF YOU HAVE ANY QUESTIONS ABOUT HEPATITIS B OR THE HEPATITIS B VACCINE, PLEASE ASK.

I have read the above statement about hepatitis B and the hepatitis B vaccine. I have an opportunity to ask questions and understand the benefits and risks of hepatitis B vaccination. I understand that I must have three doses of vaccine to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience adverse side effects from the vaccine. I request that it be given to me or the person named below of whom I am the parent or guardian.

I DO _____ I do NOT _____ want the hepatitis vaccine immunizations.

I understand it is my responsibility to return at the designated time and place to complete my series of injections and the hepatitis B antibody screen. I am not pregnant or nursing, nor do I have any viral illness at this time.

Signed

Date

Appendix C

HEPATITIS B VACCINATION RECORD

Exposed Member's Name: _____ Rank: _____

Department or Agency: _____

Name: _____

Address: _____

Name, Address, and Phone Number of Personal Physician: _____

Known Allergies: Food(s): _____

Drugs(s): _____

Dose Number Date Lot No. Site Given by

1 / / _____

2 / / _____

3 / / _____

Hepatitis B Antibody Screen: Date Performed: _____

Results: _____

Appendix D

WAIVER FOR HEPATITIS B VACCINATION

Agency Name: _____

I, _____ have read or have had explained to me information about Hepatitis B and Hepatitis B vaccine. I have had an opportunity to ask questions about Hepatitis B and Hepatitis B vaccination, which were answered to my satisfaction.

I understand that the performance of job responsibilities as an employee (member) of the above-named agency could expose me to blood and/or body fluids and therefore to Hepatitis B virus.

I believe that I understand the risks of Hepatitis B and the benefits and risks of vaccination against the Hepatitis B virus.


I CHOOSE NOT TO RECEIVE THE HEPATITIS B VACCINE.

Employee/Member Date Signature of

Witness Date Signature of

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Accountability System	
Section: Wayne County Firefighters Association SOG	
SOG #: 8.1	Page(s): 9
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: June 7, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

Purpose

The purpose of this document is to provide to the members of the department guidelines pertaining to Incident Accountability System. The New Hope Fire Department adheres to the Wayne County Firefighters Association Standard Operating Guidelines for Incident Accountability System.

The following is an exact copy of the Wayne County Firefighters Association Standard Operating Guidelines for Incident Accountability System. Reference: Wayne County Firefighters Association website.

Mission

The mission of the accountability system is to provide a better way to control and supervise personnel safety at an incident. With a conscientious effort from emergency personnel through training and actual incidents use this can be achieved.

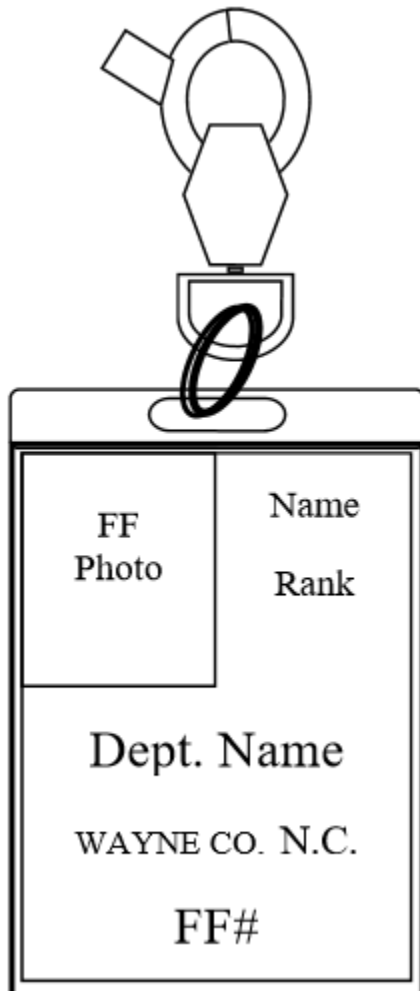
Description

1. Accountability tags should be standard ID card made of PVC with the size of 2-1/8" x 3-3/8".
2. Accountability tags may have one metal ring to connect tag to metal hook {hook maybe swivel trigger snap hooks Fastenal Co. Part # 4414338}.
3. Picture of personnel shall be located on the front left of the tag.
4. Picture shall be in color and updated as the department deems necessary.
5. The front right side of the tag will have the name of the firefighter and rank. Below this area shall be the agency name with their accountability number listed below their name.

6. Rear of tag shall have departments name, persons full name, persons address, blood type, allergies and any other information the department deems necessary.
7. All Accountability badges will utilize the designated color code on all text. Color code as follows:

Blue Text – Officers (NFPA 1403 qualified)
Green Text – Firefighting personnel (NFPA 1403 qualified)
Red Text – Support personnel

Typical Accountability Tag design



8. Each apparatus of the department should be equipped with a three {3} Inch metal ring in the cab area that is in plain view of personnel when entering apparatus. On this ring shall be a tag of the same type as the accountability tag and shall be placed permanently on the three {3} inch metal ring, on the front of this tag shall be a picture of the apparatus {that covers the entire front of the tag, with the unit number and type at top of picture} in which it is installed.
9. An additional three {3} inch metal ring shall be placed in each apparatus or where department deems necessary marked POV for personnel arriving on their personal owned vehicle.

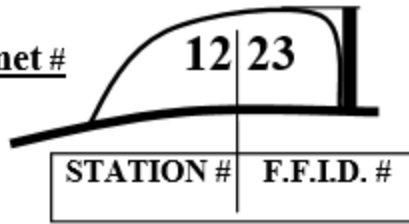
Typical Use

1. Accountability tag shall be on the zipper of personnel's turn-out coat, if turn-out coat does not have zipper, tag should be worn somewhere on the front of coat or where department deems necessary.
2. At the time personnel enters the apparatus there tag shall be placed on the three {3} inch metal ring.
3. Manpower will be the attack engine unless otherwise announced by command.
4. Manpower is responsible for keeping an orderly account of all tags when incident dictates.
5. Depending on the size of the incident and the number of personnel in manpower, the person in charge of manpower may separate the tags by the Firefighters function utilizing the accountability board
6. Personnel on scene or a representative from each department is responsible for retrieving there departments tags when the incident is terminated by command or when there department is cleared.

Helmet Identification (I.D.)

5. All firefighting helmets shall have reflective numbers. The first numbers shall be the department's station number, after the station number shall be the persons accountability number assigned to them by the department. The numbers shall be approximately 2" x 2" in size. The numbers shall be affixed on each side of the helmet, in the center in plain view without any obstructions.

Typical Helmet #



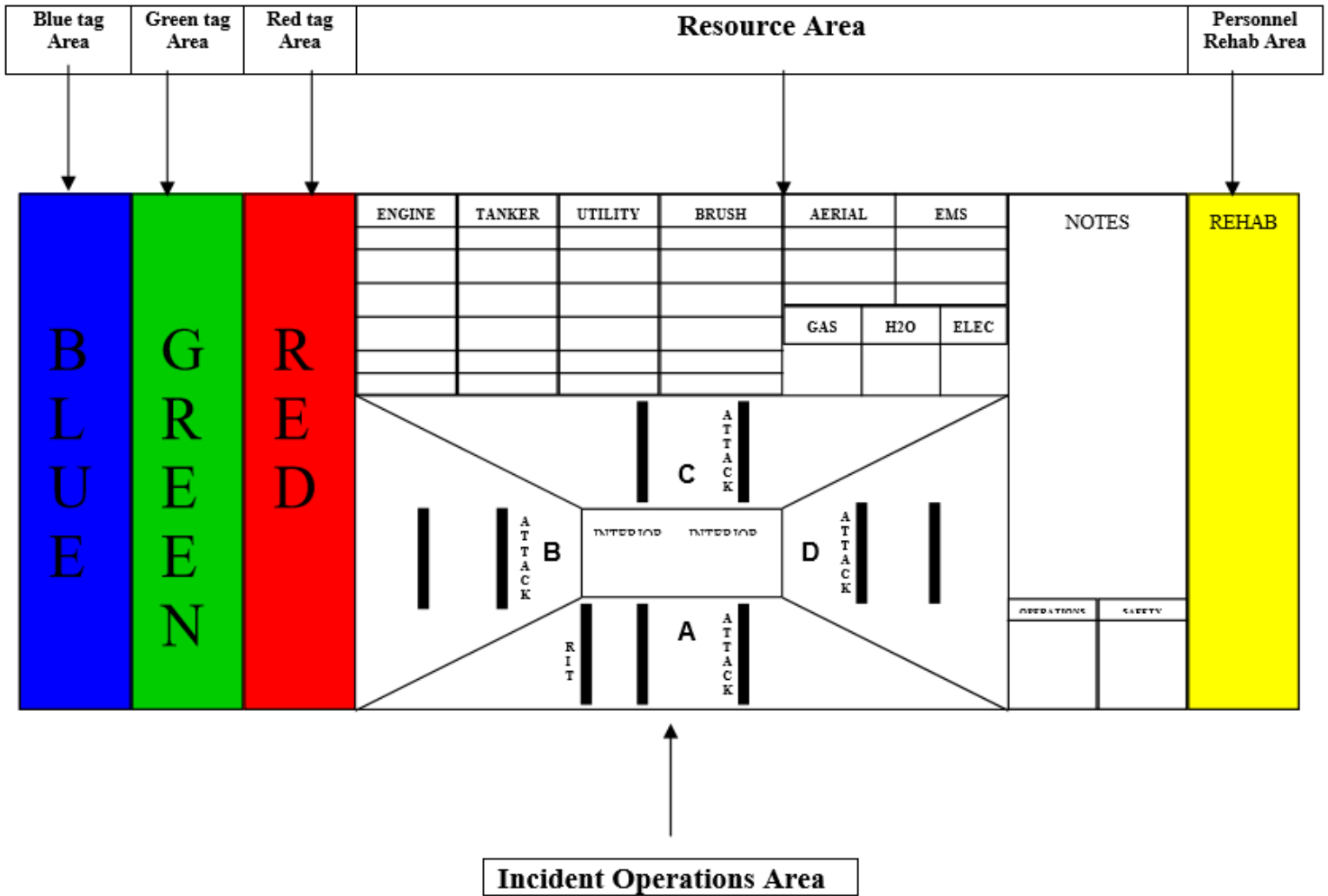
6. The numbers shall be color coded to match accountability tags;

Blue numbers – Officers (NFPA 1403 qualified)

Green numbers - Firefighting personnel (NFPA 1403 qualified)

Red numbers - Support personnel

ACCOUNTABILITY BOARD DESIGN:



Accountability Board Usage

- Once the decision is made to utilize the accountability board all tags should be transferred to the board and separated by job function. (Example: all green tags placed in green area until the FF is assigned)
- The resource area is design to help manage on scene resources.
- Rehab area is for management of personnel in rehab.
- Operations area is to help manage personnel that have been assigned a task.
- Division A will always be the side of the structure that is facing the street, unless it's designated differently by the Incident Commander (I.C.)

- The operations box is for operations assignment.
- The safety box is for the safety officer assignment.
- The Elec, Gas and H2O box's is a reminder to have the utilities checked as needed.

The following NHVFD SOG concerning Accountability is addition to the above standard.

8.1 Purpose

The purpose of this guideline is to help ensure the safety of personnel on the fire ground. Accountability is one part of an effective incident management system. It is imperative that officers be able to account for personnel in order to determine if everyone is in safe areas. This guideline establishes procedures to be followed for the accounting of personnel at emergency incidents.

8.1.1 Implementation

The procedures outlined in the guideline will be implemented as outlined below:

1. On any incident in which firefighters are at risk of becoming lost, trapped, or injured.
2. On incidents in which firefighters are operating in the defensive mode but are in close proximity to a structure in which the above hazards exist.
3. Ground cover or rescue operations that put personnel out of sight of command and/or operating for extended periods of time subjecting them to environmental injuries.
4. On any high-rise building fire.
5. On any Haz-Mat incident other than fuel spill type incidents.

Generally, alarm responses and some small structure fires are contained with minimal apparatus and manpower. Accountability of personnel at these scenes can usually be conducted through line-of-sight by the Officer in charge.

Multi-unit incidents (5+) require more control of personnel for accountability purposes. Accountability on these incidents will be conducted by the Incident Commander, and at the discretion of the IC, a Division Officer, an Aide, or a specifically assigned Accountability Officer and/or Accountability Staff. Initial responsibility for accountability rests with the Incident Commander. Upon assignment, Division Officers assume accountability responsibility for their area of operation. If necessary, Division Officers may request an aide, or a specifically assigned Accountability Officer to assist them. In some cases, multiple Accountability Officers may be appropriate. If available,

Accountability Officers will be identified by Accountability Vests. Assignment of accountability will be the responsibility of the Incident Commander.

Upon initiation of operations in which accountability is required, the Incident Commander will collect or assign the collection of the Accountability Tags from personnel that receive assignments (operations, manpower) immediately upon their arrival to be transferred to the Accountability Board, Resource Area (blue, green, red area). As Division Officers are assigned, they are responsible for making sure the crews that are operating within their geographical area have been tagged appropriately on the Accountability Board, Division Area. It is imperative that Command and/or Division Officers maintain awareness and an accurate accounting of personnel assigned to them.

8.1.2 Entry / Exit

As operations are initiated, accountability will begin automatically. As personnel assembles in the Manpower Pool, their Accountability Tag will be delivered to the Accountability Board and affixed in the Resource Area (blue, green, red area).

Tracking of personnel in dangerous areas is imperative as offensive operations are initiated. Command, Division Officers, Accountability Officers or Aides will monitor the entry and exit of crews via the Accountability Board. When personnel is given an assignment, their Accountability Tag will be placed in the appropriate area on the Accountability Board (division, attack, RIT, etc.). The time of entry should be recorded, for the purpose of Personnel Accountability Report (PAR), duration of the task, etc.

As personnel exits and/or completes the assigned task, their Accountability Tag should be placed in the appropriate area on the on the Accountability Board (Rehab, Resource Area, etc.). The time of entry should be recorded, for the purpose of Personnel Accountability Report (PAR), duration of the task, etc.

8.1.3 Personnel Resource Area (Manpower Pool)

As an incident progresses, Command will establish a Personnel Resource Area (Manpower Pool) at the first in apparatus or other convenient location. The location of the Personnel Resource Area will be announced over the radio. For an accountability system to function, it is imperative that all personnel, with the exception of Apparatus Operator(s), not receiving an immediate assignment shall report to the Personnel Resource Area (Manpower Pool). Apparatus not immediately assigned will report to the Apparatus Resource Area (Staging Area) if designated.

The personnel's Accountability Tag will then be delivered to the Division Officer / Accountability Officer to be placed on the Accountability Board. Large incidents may have more than one Personnel Resource Area (Manpower Pool) and Apparatus Resource Area (Staging Area).

Those arriving in personal vehicles will park not to impede the operation and report to the Personnel Resource Area (Manpower Pool) before beginning any operations.

Requested assignments will be created from the Personnel Resource Area (Manpower Pool). Crews will operate as a team upon receiving an assignment. In prolonged incidents, personnel will report back to the Personnel Resource Area upon rotation through the Rehab Area.

8.1.4 Personnel Accountability Report (PAR)

Personnel Accountability Reports will be called for by Incident Command every 15 minutes or in the event that a situation develops that could threaten the safety of those operating at the incident. Examples may include a building collapse, backdraft, flashover, explosion, strategy change (offensive to defensive), etc. In some cases, Command may request a PAR without a significant occurrence. Upon the call for a PAR, each Division Officer / Accountability Officer shall account for the crews operating under their jurisdiction. Upon accounting for those crews, the Accountability Officer will report a "PAR" for their area of responsibility. The term "PAR" indicates that all personnel within an Accountability Officer's area of responsibility have been accounted.

Upon evaluation of the hazard presented by the incident, Command may cancel calling for PAR. This action does not alleviate Commands responsibility to account for all operating personnel.

A "No PAR" declaration should be made by the Accountability Officer(s) if all personnel cannot be accounted for within a reasonable time frame (three to four minutes). In addition, the following events should trigger an automatic "No PAR" declaration:

- Loss of radio contact with an interior crew, or crew operating on the roof when out of visual contact. Three attempts to establish radio contact should be made before a "No PAR" is declared.
- Missing or downed firefighters
- Any abnormal or unexpected event that could reasonably place firefighters in life-threatening situations.

No PAR" Declarations

If a "No PAR" is declared, the following sequence of events should take place:

- Command will request an additional department.

- Command will call Wayne Central and request an Alert / Emergency Traffic tone on all tactical frequencies being utilized in order to clear the air.
- If radio contact with a crew has been lost, one final attempt to establish contact will be made.
- A building evacuation will be declared by command over the OPS channel and called for by ordering the sounding of three (2-3 second each) solid blast on the air horns of the apparatus in the area of the building for a minimum of 30 seconds.


If during or after the evacuation, the personnel are still unaccounted for, Command will initiate a search by the Rapid Intervention Team (RIT). The RIT will begin searching the area where the missing crew or individual was last known to be operating. Backup RIT's will be established so there is no lapse in search operations. The search will continue until the missing personnel is located and evacuated or until conditions deteriorate to a point that the Rapid Intervention Crew's safety is unreasonably compromised.

Once all personnel have been accounted for, normal operations may be re-established.

See also: Rapid Intervention & Mayday SOG 8.3

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Communication Guideline	
Section: Wayne County Firefighters Association SOG	
SOG #: 8.2	Page(s): 3
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: June 7, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

Purpose

The purpose of this document is to provide to the members of the department guidelines pertaining to Communications. The New Hope Fire Department adheres to the Wayne County Firefighters Association Standard Operating Guidelines for Communications.

The following is an exact copy of the Wayne County Firefighters Association Standard Operating Guidelines for Incident Communications. Reference: Wayne County Firefighters Association website.

Purpose

The purpose of this guideline is to provide a uniform communication Guideline for all Wayne County Fire Departments for any activities that the fire department participates in.

Common Radio Usage and Definitions:

During all radio communications clear text should be utilized (no 10 codes)

Responding/Enroute – operating emergency lights and warning devices on the Apparatus.

Non-Emergency – not operating emergency lights and warning devices on the Apparatus.

On Scene – arrived at the scene Command – person in charge of the incident.

Clear the scene – leaving the scene

Communications Guidelines

1. Dispatch

- Wayne Central will dispatch the appropriate fire department(s) over the paging system and the department(s) will be advised of the call type, location, cross-streets or intersections, any pertinent information and the OPS group. The follow is an example: (Rosewood, grass fire, 123 Main Street, cross street of John and Mulberry, OPS 1 for operation..

- After four minutes of the initial dispatch if there is no response from fire units the department(s) will be dispatched again. If no response is received after 2 additional minutes the department(s) will be dispatched again along with the next available department(s)

2. Responding

- As units respond, they will need to advise which unit is responding on Fire Main and be acknowledged by dispatch. Once acknowledged the unit(s) shall switch to the operations group, announce the unit on the OPS group and remain on the OPS group for the remainder of the call unless advised differently by the IC or dispatch.

- When multiple units are responding from the same department at the same time, one unit should check all units responding/enroute during a single radio transmission. (Ex. Arrington Engine 1, Engine 2 and Tanker will be responding)

- When units check on the assigned OPS channel, Wayne Central is not required to acknowledge. This is done in order for units that are already on the ops group to know what units are enroute to the scene.

- Car1, Car2 and Car3 shall be the only officers notifying Wayne Central they are responding to a scene. Officers that are issued portables should not notify Wayne Central they are responding, however if they are first to arrive on the scene, they should follow number 3 below.

3. Arriving On-Scene

- The first unit on scene shall initiate ICS, assume command and give a size up to Wayne Central and the responding units as soon as possible. Any pertinent information such as, working fire, down grade non-emergency, disregard, etc. will be broadcasted by Wayne Central on both Firemain and OPS group in order to reach firefighters that are responding POV and listening to their pager.

- In the event there is a heavy call volume Wayne Central may assign an ops group and advise command if Wayne Central is needed to contact them on Firemain. If additional information is needed to be given to command they will be contacted on their ops group.

- As units are arriving on scene, monitor the on-scene operations in order not to interrupt on-scene communications and check the units on-scene when radio is clear to do so.

4. On-scene

- Once command has been established all traffic should be relayed through command. All requests for additional resources or critical incident information shall be relayed to Wayne Central from the IC only.
- In the event that IC requires units to go to a V-tac channel, IC should advise Wayne Central and monitor the assigned Ops. Channel as well as the V-tac channel.

5. Mayday communications

- Refer to the W.C.F.A. RIT guideline on Mayday communications guidance.

6. Clearing Calls


- a. On multiple agency responses, Command should advise Wayne Central which units they are releasing from the scene. If multiple units from a single department are clearing, a single radio transmission should be used to clear the units. (Ex. Dudley Engine 2 Wayne Central all Dudley units are clear the call, Mar Mac Car1 to Wayne Central all Mar Mac Units are clear the call)
- b. If all units are clearing at the same time as command, Command should advise Wayne Central that all units are clear and Command is terminated.
- c. Once units clear the scene they are showed as available for calls at dispatch. There is no need for additional radio traffic to advise Wayne Central that units are back in the station. In the event you have a unit where equipment needs to be replaced and/or cleaned before being ready for service advise Wayne Central the unit will be unavailable until further notice.

7. Additional Information

- When departments are doing road test, refueling or training, Wayne Central shall not be contacted as long as the unit(s) is still available for calls.
- If a unit is taken out of service contact Wayne Central and advise what unit is out of service.
- If the department is going to be conducting training and utilizing a live fire burn contact Wayne Central by phone (919-731-1400) and advise them of the location and the type of training.

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Rapid Intervention & Mayday	
Section: Wayne County Firefighters Association SOG	
SOG #: 8.3	Page(s): 9
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: June 7, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

Purpose

The purpose of this document is to provide to the members of the department guidelines pertaining to Rapid Intervention & Mayday. The New Hope Fire Department adheres to the Wayne County Firefighters Association Standard Operating Guidelines for Rapid Intervention & Mayday.

The following is an exact copy of the Wayne County Firefighters Association Standard Operating Guidelines for Rapid Intervention & Mayday. Reference: Wayne County Firefighters Association website.

PURPOSE: To outline fire department policies pertaining to Rapid Intervention and declaration of "MAYDAY".

SCOPE: This guideline applies to all fire departments and personnel within Wayne County.

POLICY:

TABLE OF CONTENTS

RAPID INTERVENTION TEAM COMMAND AND OPERATIONAL GUIDELINES

1 Introduction

2 Description

3 Rapid Intervention Team Operational Procedures

4 Planning Requirements of Initial RIT Team

5 Survival Considerations

6 Command Procedures

7 Communications

8 Equipment

RAPID INTERVENTION TEAM COMMAND AND OPERATIONAL PROCEDURES

1 INTRODUCTION

1.1 PURPOSE OF GUIDE

1.1.1 The purpose of this guide is to establish optional levels of rapid intervention capability, and to assist fire and rescue personnel who may become trapped or missing within hazardous environments.

1.2 BACKGROUND

1.2.1 This guide will apply to all fire and rescue department operations where personnel are required to enter hazardous environments that present an immediate danger to life and health (IDLH).

1.2.2 There is a narrow window of survivability for a firefighter who is out of SCBA air supply or trapped. Individual firefighters must not delay reporting to command if they become lost, trapped, or otherwise in need of assistance. Company officers must not delay reporting to command that they cannot account for members of their crew. Command officers must always assume that the missing firefighter is lost within the hazardous environment until they are accounted for.

2 DESCRIPTION

2.1 DEFINITIONS

2.1.1 Mayday - a nationally accepted term used when emergency services personnel are in immediate danger. The term shall be used when a firefighter(s) find themselves lost, trapped, or in a life threatening situation. This term is used to gain immediate priority on the fireground.

2.1.2 Urgent Message - term used to communicate any urgent or important message other than a lost or trapped firefighter.

2.1.3 Officer of Appropriate Level - command officers identified by the individual departments that are qualified to fill specific command positions.

2.1.4 RIT- Rapid Intervention Team. A team consisting of at least a two member crew (a four member crew is preferred if manpower allows), to include individuals who have participated in RIT training that is immediately available to respond to requests for help from lost, trapped or incapacitated firefighters.

2.1.5 PAR - Personnel Accountability Roll Call.

3 RAPID INTERVENTION TEAM OPERATIONAL PROCEDURES

3.1 ASSIGNMENT OF RIT TEAM

3.1.1 A RIT team should be assigned from the initial alarm requiring companies to enter a potentially hazardous environment to achieve RIT capability with a minimum of two members (four member team preferred if manpower allows).

3.1.2 The objectives of the RIT Team is to:

- Search, re-con, and locate lost/trapped firefighter(s).
- Remove the firefighter(s) to a safe location if possible or provide an air supply to the trapped firefighter(s) until another RIT team can remove them.
- Communicate with command on resource requirements needed to protect and rescue the trapped firefighter(s).
- A search line shall be deployed by the RIT team to the trapped/downed firefighter. This will allow other crews a rapid entry and exit of the hazardous environment.

3.2 ASSIGNMENT OF ADDITIONAL RIT TEAM

3.2.1 The Incident Commander should assign an additional RIT team to stage outside of the hazardous environment, normally where initial RIT team was located or at their point of entry, when the initial RIT team has been deployed. The secondary RIT team should also consist of a minimum two member crew (consider having another department dispatched for manpower considerations).

3.2.2 The purpose of the secondary RIT team is to support the initial RIT team once they are activated, in the removal of the firefighter, or assist in another emergency of a lost/trapped firefighter if necessary.

3.2.3 For each RIT team activated to perform rescue activities, there should be an additional RIT team established and located as determined by Command.

4 PLANNING REQUIREMENTS OF INITIAL RIT TEAM

4.1 Report to and confer with IC.

4.1.1 Perform a reconnaissance (360) of the structure; leave at least one RIT member at staging area.

4.1.2 Assess emergency conditions and forecast potential rescue problems.

4.1.3 Confirm location of all units working in the hazard zones.

4.1.4 Retrieve and review building preplan (if available).

4.1.5 Assess building construction features.

4.1.6 Determine all access points into the building including placement of ground and aerial ladders.

4.1.7 Determine most rapid access to units operating in hazard zone (including forced entry and wall breaching requirements).

4.1.8 Establish tool staging area for RIT tools (See the tool list in section 8).

4.1.9 Assess ability to quickly render ALS care to injured firefighters after removal from hazard zone.

4.1.10 Locate at strategic position or as assigned by the incident commander (A side of structure or wherever initial attack crew entered).

4.1.11 Monitor radio traffic.

4.1.12 Perform periodic secondary reconnaissance (360), leave at least one RIT member at staging area. 4.1.13 Plan where to acquire and deploy protective hose-line if needed for rescue.

5 EQUIPMENT

5.1 A tool staging area is to be established for the RIT teams operations.

5.2 The tool staging area should be positioned in an area that allows the quickest access to where potential problems have been forecast during the reconnaissance. The tool staging area should be built up as the RIT capability is built up to include but not limited to the following:

- PPE/SCBA Hand-lights/Radios
- Forcible entry hand tools

- Rope/Search bag
- Thermal imaging camera
- Chain saw/Rotary saw
- Battery operated sawzall
- RIT Air Supply Bag
- SCBA Units, with extension hose and buddy breather capability
- Access to supplied air availability

6 “MAYDAY” PROCEDURE

Purpose: To signal when a firefighter is at risk or exposed to a potential imminent life threat.

6.1.1 Techniques: As soon as you realize that you are at risk or lost, communicate with your crew and command with a “MAYDAY” and you’re best possible location in the building (floor, and side).

6.1.2 The Mayday transmission should follow this sequence in order to assure good information and flow to command. An easy acronym to use is LUNAR.

- Transmit Mayday, Mayday, Mayday
- L- Location (2nd floor, side B)
- U- Unit (Engine-1 Port 3)
- N- Name (Firefighter John Smith)
- A- Assignment (Search and Rescue)
- R- Resources (What do you have with you, if anything, how much air do you have left)?
- Transmit Mayday, Mayday, Mayday, command acknowledge

6.1.3 After calling a “MAYDAY”, activate the microphone on your portable and briefly transmit the PASS device alarm to get the attention of other firefighters or command.

6.1.4 After making the radio transmission, activate you PASS device to alert mode until you are located.

6.1.5 If you are in a large open area and believe that you are lost, attempt to move to the closest wall and DO NOT MOVE. Moving will only confuse you the rescuers and make it more difficult for them to locate you. Moving also consumes more AIR. If you are conducting a search off of a wall, look for the nearest window.

6.2 COMMAND PROCEDURES

6.2.1 Command to acknowledge the “MAYDAY” and advises Communications of a “MAYDAY”.

6.2.3 Have all NON-MAYDAY traffic change to a different talk group or channel. (See 7.1)

6.2.2 Initiate a PAR check to confirm accountability of all personnel to determine total number of missing firefighters.

6.2.4 Redirect the incident action plan and incident priorities to a high priority search and rescue operation. Development of a rescue action plan is critical.

6.2.6 Assign the initial RIT team to search and rescue operations in the known area or last known area where firefighters need assistance. Assign another RIT team immediately to take the place of the initial team outside of the structure. This team may be called upon to assist the initial RIT team inside the structure, or will be in place in case of another emergency on the fire ground.

6.2.7 Immediately request additional resources to meet the needs of the event as needed. These resources may include:

- Another mutual aid department to respond reference manpower.
- Additional EMS units (ALS level if possible)
- Specialized Resources- Technical Rescue Capability.

6.2.8 Initiate and/or maintain fire attack positions and reinforce with extra mutual aid departments if needed.

6.2.9 Expand the command organization. Request and assign additional officers of an appropriate level to the rescue area, fire attack area, command staff, and other critical command positions.

6.2.10 Maintain strong supervision in all work areas. Control and restrict all unauthorized entries into the structure or search-rescue area.

6.2.12 Maintain an ALS capability for ready treatment of the trapped firefighter.

6.3 ADDITIONAL COMMAND CONSIDERATION

6.3.1 Assess the ability to increase egress points from the building or area without spreading the fire.

6.3.3 Notify OES of severe injury or death

6.3.4 Assign a Public Information Officer early and coordinate with OES to control release of information to the media.

7 911 CENTER COMMUNICATIONS

The following procedure will be followed whenever a "MAYDAY" transmission is received from the fireground.

7.1.1 All non-MAYDAY related traffic will move to another radio frequency assigned by Wayne Central. All transmissions on the MAYDAY channel shall cease until the "ALL CLEAR" is given by command.

7.1.2 A second dispatcher will be assigned to assist with the incident, with one dispatcher dedicated to the MAYDAY operation.

7.1.3 If the dispatcher is unable to raise any on scene unit (i.e. may be incapacitated for explosion, etc.), the dispatcher, with approval of the shift supervisor, will dispatch the closest public safety response agency, ex. L.E., F.D., EMS.

8 SURVIVAL CONSIDERATIONS

8.1 Self-survival techniques are examples of the things firefighters can do to save themselves. As a firefighter, you should be familiar with the different buildings that are located in your response area. You should know and understand the types of construction, along with the inherent dangers posed with the different types of construction. As firefighters, you should also know what hazards are located in different buildings in your response area. These hazards might include different security systems, barred windows or doors, and other entry/egress problems. In addition, you should always be prepared with the proper tools such as PPE, flashlights, hand tools, and small personal tools that could aid in your survival. Firefighters should always follow their department regulations and training guidelines.

8.1.1 As firefighters, you should know your equipment and the limitations of each part of the PPE. Knowing the operation and limitation of your PPE could be the difference between life and death. Listed below are some of the techniques that may assist you as a firefighter to self-rescue.

8.2 WALL SOUNDING

8.2.1 Purpose: To create noise to assist other firefighters in locating you when escape or self-rescue is impossible.

8.2.2 Technique: Use your tool to bang on an adjacent wall or other building components and continue banging until located. To sound with a tool on drywall, hit against the areas where the framing backs the drywall. Sounding against the floor can be just as effective.

8.3 WALL BREACH

8.3.1 Purpose: To exit a high hazard area into an area of lower hazard by breaching gypsum board wall. This technique can also be used to create an exit through the exterior wall of a typical wood frame house.

8.3.2 Technique: Use your tool to break a small inspection hole into the gypsum wallboard. Look through the hole to make sure that the room you are about to enter has a safe environment. Never enter a room that is fully involved. Once the firefighter has established the room is safe continue clearing out the gypsum board with your tool. Once the hole is cleared, sound the floor with your tool to ensure there has been no collapses. Rest your tool on the opposite wall so you will have it with you pass through. Try to avoid taking off your SCBA while passing through the wall. By twisting your body to a 45-degree angle and loosening up your SCBA shoulder straps, you can minimize your body width to fit between the studs. If you are unable to pass through wearing your SCBA, drop the harness off your right shoulder only (your regulator hose runs off of your left shoulder strap). Maintain contact of the strap with your left shoulder and left hand while dragging the SCBA through the hole behind you.

Guidance was adopted by WCFA on March 18th 2014

Committee Members:

Randy Rogers (Arrington)

Chairman Chris Gurley (Belfast)

David Lancaster (New Hope)

Chris Pearsall (Dudley)

Steve Mozingo (Elroy)

Eddie Newcomb (Nahunta)

Wes Thornton (Grantham)

Tommy Baker (Mar Mac)

Brian Taylor (WCOES)

Chris Pearsall (Dudley)

Mike Aycock (Thoroughfare)


Gary Whaley (Goldsboro)

David Jackson (Rosewood)

Richard Lewis (Association President)

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Wayne County Firefighter Tanker Taskforce	
Section: Wayne County Firefighters Association SOG	
SOG #: 8.4	Page(s): 2
Effective Date: September 1, 2018	Revision Date:
Created By: Asst. Chief Mike K. Smith	Date: June 7, 2018
Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

Purpose

The purpose of this document is to provide to the members of the department guidelines pertaining to Wayne County Firefighter Tanker Taskforce. The New Hope Fire Department adheres to the Wayne County Firefighters Association Standard Operating Guidelines for Wayne County Firefighter Tanker Taskforce.

The following is an exact copy of the Wayne County Firefighters Association Standard Operating Guidelines for Wayne County Firefighter Tanker Taskforce. Reference: Wayne County Firefighters Association website.

TANKER TASKFORCE Guidance

Mission of the Tanker Taskforce:

To establish and maintain a continuous water supply as requested for fire ground situations utilizing a tanker shuttle system to the best of the systems capability.

Intention:

It's the intention of these procedures to provide uniform operations with the departments participating in the Tanker taskforce and water supply operations.

Procedure: Through a predetermined automatic aid response or through a request by a host incident commander who notifies Wayne Central that the Wayne County Tanker Taskforce is requested for their particular incident. The request should be based upon the need for a continuous water supply in a rural area or when a pressurized source will not meet the needed fire flow requirements.

Wayne Central will then tone the predetermined departments that are named in the Wayne County Tanker Taskforce. It's the individual department's responsibility to pay close attention to the type of call and only send the needed equipment and manpower that's in line with the requirements of this guide.

Should a department fail to respond in the normal allotted time they will be dispatched again on an individual basis after the second tone out and no response will lead to them being replaced by another department to supplement the Tanker taskforce.

Required response for the Tanker Taskforce:

One tanker with a maximum of two personnel

Tanker Taskforce departments will need to stress to their membership that during a Tanker Taskforce response only the required equipment and personnel should be responding. This is to diminish the congestion and confusion from Firefighters responding by POV.

Tanker Taskforce 1

Northeast

Pikeville

Little River

New Hope

Arrington

Jordan's Chapel

Seven Springs

Mount Olive

Tanker Taskforce 2

Nahunta

Patetown

Oakland

Elroy


Grantham

Dudley

Pricetown

New Hope Volunteer Fire Department

Standard Operating Guidelines

Title: Wayne County Water Haul Operations	
Section: Wayne County Firefighters Association SOG	
SOG #: 8.5	Page(s): 3
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Revised By:	Date:
Approved By: Chief Al Laws 	Date: March 19, 2020

Purpose

The purpose of this document is to provide to the members of the department guidelines pertaining to Wayne County Water Haul Operations. The New Hope Fire Department adheres to the Wayne County Firefighters Association Standard Operating Guidelines for Wayne County Water Haul Operations.

The following is an exact copy of the Wayne County Firefighters Association Standard Operating Guidelines for Wayne County Water Haul Operations. Reference: Wayne County Firefighters Association website.

GOAL: To establish and maintain continuous water supply for rural fire ground operations and/or to supplement hydrant operations.

INTENTION: To provide uniform operations with departments participating in tanker shuttle and water supply operations. These guidelines are intended to be followed to eliminate confusion and provide an understanding of what is needed for tanker operations.

The "First" arriving personnel should decide as soon as possible if a tanker shuttle will be needed for operations. If a tanker shuttle is decided to be the form of water supply the following should apply.

When placing the dump tanks in relation to the engine, consider all of the possibilities for setup. Setup will depend on several factors:

- Factors:
- A) The amount of room at the dump site.
 - B) Width at the dump site.
 - C) Width of the road.

D) Type of dump valve on the tankers.

E) Accessibility for incoming tankers

Consider routing and direction of travel to the fill site. Avoid setting dump tanks in the congestion of the immediate fire ground. Consideration should be given for a water supply Engine a safe distance away from the fire scene. (Hose lay to Fire Scene Engine)

Whenever possible, try to achieve a loop route rather than a one-way turn around route. Try to keep the site accessible.

The Officer in Charge will appoint a "water supply officer" who will establish control of the water supply operations at the dump site and utilize the radio call sign "Water Supply". The water supply officer should be familiar with the surrounding locations as to where fill sites (within a two (2) mile radius) can be established, whether from a static source or a pressurized source and assign an incoming Engine to the fill site.

The water supply officer will designate personnel for stopping and opening dump valves on all tankers. Backing operations should be eliminated if at all possible for safety reasons.

The water supply officer or Command will appoint a fill site officer to establish communications at the fill site which may be the operator of the fill site engine. The fill site officer will need to have communications to talk to the tankers and the water supply officer. The fill site officer will be designated as "fill site" on the radio.

The nearest water source to the fire ground should be utilized and can be determined by preplans and knowledge of the area

Considerations for picking the fill site location will include:

A) The volume of water available by known test results.

B) The travel distance, routing and traffic control.

Whenever possible, try to achieve a loop route rather than a one-way turn around route. Try to keep the site accessible.

The Fill Site Engine shall setup a minimum of two (2), three inch (3") lines with male quickconnect fittings to connect to the direct fill valves on the tankers. Fill lines shall have a valve to control the flow of water. Supply from a hydrant should utilize 5" hose from the

hydrant to the intake of the Engine. IF a static source is to be used connect to the “Dry Hydrant” or utilize hard suction with float dock and strainer.

Considerations:

- Stage POV’s in an area that will not interfere or cause undue congestion with the water haul or fire ground operation.
- Use of more than one drop tank
- Additional OPS group for water supply operations

TANKER TASK FORCE

The county is divided up into 4 teams of tankers to be used a part of a task force in an effort to ease confusion on dispatching multiple departments for tankers on large scale fires. Only tankers will be utilized as part of the task force and departments may be assigned to more than one team if needed. When a department is dispatched as part of a tanker task force they will only respond the tanker assigned and no more personnel than to operate the apparatus unless advised at time of dispatch.

The Incident Commander or Water Supply will notify Wayne County Dispatch and request a Tanker Task Force for the incident. This request shall be done as early as possible due to distances and travel time of the mutual aid tankers.

Wayne County Communications will dispatch the pre-determined departments and announce a Tanker Task Force request. Communications will also notify Emergency Services anytime a Task Force is requested.

A minimum of two (2) drop tanks shall be deployed when a Task Force is requested. However additional tanks may be required.