

**TONY VOLUNTEER FIRE
DEPARTMENT**

**STANDARD OPERATING
GUIDELINES** Rev. 1-1



LAST UPDATED: June 1, 2024

CHIEF: DAVID NORTHCUTT

INDEX

A. GENERAL GUIDELINES

1. CHAIN OF COMMAND
2. COMMUNICATIONS
3. APPARATUS ALARM RESPONSE
4. APPARATUS CERTIFICATION
5. ACCOUNTABILITY TAGS
6. MEDICAL RESPONDER CARS
7. EMT PROGRAM
8. FIREFIGHTERS
9. INCIDENT COMMANDERS/OFFICERS
10. AIR TRANSPORT LZ OPERATIONS
11. MINIMUM REQUIRED PARTICIPATION

B. SAFETY PROCEDURES

1. FIRE GROUND
2. STATION
3. EMT
4. EQUIPMENT INVENTORY
5. FIREFIGHTING EQUIPMENT MAINTENANCE
6. PPE STANDING ORDER
7. PPE DECONTAMINATION (ADDED VERSION 1-0)
8. SEAT BELT POLICY

C. OPERATING GUIDELINES

1. STRUCTURE FIRES
2. FIRE ALARMS
3. VEHICLE FIRES
4. VEHICLE ACCIDENTS
5. VEHICLE ENTRAPMENTS
6. HAZARDOUS MATERIALS
7. WILDLAND FIRES
8. KNOX BOX OPERATIONS (ADDED VERSION 1-1)
9. AMENDED MEMBERSHIP (ADDED VERSION 1-3)

A. GENERAL GUIDELINES

1. CHAIN OF COMMAND

AS OF 6/1/2024

COMMAND STAFF:

CHIEF DAVID NORTHCUTT (1401)
ASSISTANT CHIEF TRAY HUNT (1402)
DISTRICT CHIEF JOHN PENNY (1403)
DISTRICT CHIEF HEATH JONES (1404)
CAPTAIN THOMAS HUNNICUTT (1406)
CAPTAIN JEFF MAUPIN (1407)
CAPTAIN MICHAEL SHRUM (1408)

SAFETY/TRAINING OFFICERS

DISTRICT CHIEF JOHN PENNY (SAFETY OFFICER)
ASSISTANT CHIEF TRAY HUNT (TRAINING DIRECTOR)
DISTRICT CHIEF HEATH JONES
CHIEF DAVID NORTHCUTT
CAPTAIN THOMAS HUNNICUTT
CAPTAIN JEFF MAUPIN
CAPTAIN MICHAEL SHRUM

LIFE MEMBERS

FIRE CHIEF DAVID NORTHCUTT (1401)
ASST. CHIEF TRAY HUNT (1402)
DIST. CHIEF JOHN PENNY (1403)
BOBBY BRAGDON (1422)
RETIRED DISTRICT CHIEF BOB BRAGDON (1416)
HOWARD REED (1429)
SECRETARY JANICE REED (1430)
MICHELLE BRAGDON (1460)
CHRISTOPHER KEITH (1481)

COMMUNICATIONS TRAINING OFFICER

HEATH JONES (1404)

VEHICLE MAINTENANCE OFFICER

DAVID NORTHCUTT (1401)

MEMBERSHIP

SEE UPDATED ROSTER

TONEY VOLUNTEER FIRE DEPARTMENT

EMS OFFICERS

CAPTAIN THOMAS HUNNICUTT (1408)
EMS LIEUTENANT ALEX WHITT (1461)

EMERGENCY MEDICAL TECHNICIANS (EMT)

DAVID NORTHCUTT
TRAY HUNT
JOHN PENNY
HEATH JONES
THOMAS HUNNICUTT
MICHAEL SHRUM
MICHELLE BRAGDON
ALEX WHITT
BEN HOWARD
BLAKE CAIN
MARK CHRISTENSEN

2. COMMUNICATIONS

RATIONALE: To reduce the confusion created by radio traffic and to set guidelines to handle most emergency situations with proper and concise radio etiquette.

INCIDENT COMMAND SYSTEM: Toney Volunteer Fire Department will utilize the Incident Command System at all alarms.

- The Communications Officer will coordinate the issuing of all communications equipment, supervise equipment repairs and work with the association in communication information. No one may have any equipment repaired without informing the Communication Officer.
 - Madison County Fire “10” codes will be used during all radio communications.
 - The following are approved 10-codes and terminology to be used by Madison County Volunteer Fire Departments on both emergency and non-emergency scenes.
 - 10-1 Receiving Poorly
 - 10-2 Receiving Well
 - 10-4 Acknowledgement
 - 10-6 Busy with Assignment
 - 10-7 Out of Service

TONY VOLUNTEER FIRE DEPARTMENT

- 10-8 En-route
 - 10-9 Repeat message
 - 10-10 At specified location awaiting next call
 - 10-19 Cancel
 - 10-20 Location
 - 10-23 Standby
 - 10-31 Officers life in immediate danger
 - 10-56 Person with symptoms of alcohol or drug impairment
 - 10-97 On Scene
 - 10-98 Finished with assignment
 - 10-99 All is ok
- To acknowledge an alarm, you must advise your unit number and 10-2. (i.e.- “1401, 10-2”)
 - Never acknowledge an alarm if you are UNABLE or UNTRAINED to handle the type of call and/or able to respond the proper apparatus.
 - All department apparatus will advise 10-8 to County Fire Dispatch (CFD) when responding directly to the call. At no time should a department vehicle advise 10-8 to the station to pick up an apparatus. The only time a P.O.V. (Personally Owned Vehicle) unit should advise 10-8 to the call on main, as if no other department vehicles have advised 10-8 beforehand. Once a department vehicle has gone 10-8, a P.O.V. unit should advise 10-8 to the call on Toney(A-3) only.
 - Upon arrival, the first unit and/or personnel will immediately identify the Incident Commander and give a scene size up to County Fire. At any time, the first Incident Commander may turn over command to the first arriving officer or senior member, and will notify CFD of the change once an assessment of the situation has been given to the new I.C.
 - All communications should be conducted in a clear and calm voice. Inappropriate language and yelling will not be tolerated.
 - On medical calls, only EMT’s will acknowledge (10-2) unless specified by an EMT to answer for them.
 - On an MVA with injury or MVA with entrapment, non-EMT personnel may respond only after verifying that an EMT and/or emergency rescue equipment is 10-8. If no EMT and/or emergency rescue equipment is available, then a backup department’s EMS and /or emergency rescue equipment must be requested before acknowledging 10-8 to the call. At no time should a non-EMT cancel a 10-58 (ambulance) or EMT’s even if the patient(s) are advising they are not injured. The IC can cut units back to code 1 until EMT or 10-58 arrives on the scene and gets a PRT (Patient Refuses Treatment) form signed.
 - The Rescue Squad will continue enroute to the call until the entrapped victim is extricated, regardless of how minimal or light the entrapment appears to be.
 - Once the entrapped victim has been made accessible and is in the process of being packaged, “Patient Extricated” will be called into CFD.
 - Any operation needing traffic control will have communications

TONY VOLUNTEER FIRE DEPARTMENT INDEX STANDARD OPERATING GUIDELINES (Rev 1-1)

TONEY VOLUNTEER FIRE DEPARTMENT

conducted on the “traffic” channel. In addition, ALL personnel conducting traffic control will have their radio, PPE, reflective gear on at all times during operations.

- During FIRE GROUND operations the IC will conduct communications to CFD directly, unless specified by the IC for other personnel to do so. All other fire ground operations traffic will be conducted on the appropriate tactical channel assigned.
- Working Structure Fires: Upon arrival the 1st unit on-scene should establish communication operations on Main (A-2) if it is determined to be a working fire, CFD dispatch will assign the appropriate OPS channel.
- Wrecks with confirmed entrapment: Upon arrival the 1st unit on-scene should establish communication operations on Main, once it is determined that a confirmed entrapment is verified and extensive extrication will take place, an OPS channel is to be assigned by CFD dispatch.
- Air transport communications: In the event of air transport being “scrambled” an LZ (landing zone) commander will be identified and communicated to CFD. Communications between the LZ commander and helicopter will be conducted on a channel assigned by CFD.
- All communications to CFD will be direct and concise. Normal chit chat talk will not be tolerated by CFD or Toney Volunteer Fire Department. ▪ Unnecessary radio communications should be carried out by phone or in person, not on a radio frequency. All communications are to be limited to department business only and should be conducted on Toney (A-3) if possible.
- A Personnel Accountability Report (PAR) check will be conducted every 15 minutes on a working fire scene until determined it is not needed and suspended by the IC.
 - The communication numbering system will be as follows:
 - 1401-1410 Officers
 - 1411-1420 Life Members
 - 1421-1459 Firefighters
 - 1460-1479 EMT’s
 - 1480-1489 Support
- Department issued radio equipment will be used by department personnel only.
- Radio equipment that is issued to department personnel will be the responsibility of that individual for its care and upkeep. Normal wear and tear of equipment will be noted to the communications officer and /or repaired. If the equipment is lost, stolen, damaged, etc. during **non department** functions, it will be the responsibility of the individual for the repair or replacement of the equipment.
- At any time during operations that CFD has multiple calls working on the main frequency that hinders safe communications with personnel on the

- scene, the IC should have all units switch over to an OPS channel.
- During **interior** fire-ground suppression activities, neither the IC nor CFD will switch to another operating channel until confirmation that **ALL** personnel on the scene have been notified of the change. This will ensure that interior crews and the IC do not lose communication capabilities.
 - On a structure fire with possible entrapment, a 3rd due (preferred Monrovia VFD) will be requested for RIT (rapid intervention team) operations only. The RIT request should consist of only 1 Engine and enough personnel to perform proper RIT operations (minimum of 3). At no time should the designated RIT Crew take part in normal firefighting operations, RIT should only be on standby, ready for deployment.
 - In the event of a MAYDAY call, **ALL** communications, with the exception of the IC, RIT and downed firefighter will switch over to another OPS channel. CFD, and HEMSI will be notified and/or dispatched, and another IC will be identified to conduct standard operations on the fire ground. At no time should non-related radio traffic be given on a tactical channel that rescue operations are being conducted on.
 - All apparatus arriving on the scene should contact the IC and request their assignment, to be prepared for what will be expected upon arrival. ▪ Only senior officers will direct IC's.

3. APPARATUS ALARM RESPONSE: INITIAL AND BACK-UP REVISED 6/1/2013

1. RESIDENTIAL STUCTURE FIRES

A. PRIMARY ALARM

- Two frontline engines, one service/support truck, and at least one EMS unit.
- EMS units will respond to the scene only after the initial engines are confirmed 10-8.
- All other equipment will respond at the discretion of the IC or a TFR senior officer.
- At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond the apparatus needed.

B. BACK-UP ALARM

- Closest engine and one service/support truck to respond.
- Additional equipment may respond at the request of the lead department IC but only after the appropriate apparatus is 10-8.
- At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond the apparatus needed.
- If there is no response from the lead department, the event will be treated as TFR's and a primary response will be initiated.

2. SCHOOL STRUCTURE FIRES

A. PRIMARY ALARM

- Three frontline engines, one service/support truck, and at least one EMS unit.
- EMS units will respond to the scene only after the initial engines are confirmed 10-8.
- At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond the apparatus needed.
- All other equipment will respond at the discretion of the IC or senior TFR officer.

B. 2ND Due BACK-UP ALARM

- Schools located on Old Railroad Bed Rd. and Wall Triana Hwy., Station #1 will have the lead engine response.
- Schools located on Jeff Rd., Station #3 will have the lead engine response.
 - Schools located in the Hazel Green /Meridianville or other outlying areas on that side of the district, Station #2 will have the lead engine response. ▪ Additional engines will only respond at the lead department's request or if the lead department does not answer. At no time should all engines leave the district unless mutual aid is covered and the Chief and/or Assistant Chief, and CFD have been notified.

C. 3rd Due BACK-UP ALARM

- Schools located on Old Railroad Bed Rd. and Wall Triana Hwy., Station #1 will have the lead engine response, but will stand by until the IC advises if a response is needed.
- Schools located on Jeff Rd., Station #3 will have the lead engine response, but will stand by until the IC advises if a response is needed. ▪ Schools located in the Hazel Green /Meridianville or other outlying areas on that side of the district, Station #2 will have the lead engine response, but will stand by until the IC advises if a response is needed. ▪ Additional engines will only respond at the lead department's request or if the lead department does not answer. At no time should all engines leave the district unless mutual aid is covered and the Chief and/or Assistant Chief and CFD have been notified.

3. BUSINESS STRUCTURE FIRES

A. PRIMARY ALARM

- Depending on the size of the business, two or three frontline engines, one service/support truck, and at least one EMS unit.
- EMS units will respond to the scene only after the initial engines are confirmed to be in route.

TONEY VOLUNTEER FIRE DEPARTMENT

- At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond the apparatus needed.
- All other equipment will respond at the discretion of the IC or senior officer.

B. BACK-UP ALARM

- One front line engine and one service/support truck.
- If there is no response from the lead department, the event will be treated as TVFD's and a primary response will be initiated.
- At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond the apparatus needed.
- All other equipment will respond at the discretion of the IC or senior officer.
- Additional engines will only respond at the lead department's request or if the lead department does not answer. At no time should all engines leave the district unless mutual aid is covered and the Chief and/or Assistant Chief and CFD have been notified.

4. GRASS FIRES

A. PRIMARY ALARM

- Attack 114, Attack 314, one engine and at least one EMS unit. ▪ At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond the apparatus needed.

B. BACK-UP ALARM

- One attack truck.
- Additional equipment may respond at the request of the lead department IC.
- At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond the apparatus needed.
- If there is no response from the lead department, the event will be treated as TVFD's and a primary response will be initiated.

5. MOTOR VEHICLE COLLISION WITH INJURIES

A. PRIMARY ALARM

- All available EMS units, one engine with extrication equipment and/or SR314.
- The IC or EMT will determine the need for additional equipment. ▪ A 1 ½" hose line will be deployed, charged and manned if fuels or combustible materials are present.
- In the event of air transport being "scrambled" an LZ (landing zone) commander will be identified and communicated to CFD.

- Communications between the LZ commander and helicopter will be conducted on an Air Ops channel. Only under extreme circumstances should an LZ operation be conducted on CFD Main.
- At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond to the apparatus needed.

B. BACK-UP ALARM

- Proper equipment will respond as requested by the lead department IC. ▪ If there is no response from the lead department, the event will be treated as TVFD's and a primary response will be initiated.
- At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond to the apparatus needed.

6. MOTOR VEHICLE COLLISION WITH ENTRAPMENT

A. PRIMARY ALARM

- All available EMS units, at least one engine w/extrication equipment, and SR314
- At no time should personnel in an EMS unit or POV pass up a station, in order to go directly to the scene, if said personnel are trained to respond to the apparatus needed.
- An EMT will place MEDFLIGHT on stand-by, however if the first unit on scene determines that air transport may be needed, they can place MEDFLIGHT on stand-by prior to an EMT's arrival.
- A 1 ½" hose line will be deployed, charged and manned.
- Verify the response of the Rescue Squad and/or backup department depending on the type of entrapment (i.e.- multiple entrapments, heavy entrapment)
- In the event of air transport being "scrambled" an LZ (landing zone) commander will be identified and communicated to CFD.
 - Communications between the LZ commander and helicopter will be conducted on an Air Ops. Only under extreme circumstances should an LZ operation be conducted on CFD Main.
- The Rescue Squad and/or mutual aid department will continue in route to the call until the entrapped patient is extricated, regardless of how minimal or light the entrapment appears to be.

B. BACK-UP ALARM

- Equipment will respond as requested by the lead department IC.
- If there is no response from the lead department, the event will be treated as TVFD's and a primary response will be initiated.

7. GENERAL MEDICAL

A. PRIMARY ALARM

- No equipment is to respond unless an EMT has acknowledged

the alarm.

- EMT's will respond either in EMS units or POV's.
- All other personnel should respond to the station and await further instruction from the lead EMT unless an EMT is responding by themselves. At that time, department personnel should go to Toney (A-3) and advise the EMT they are in route.
- If air transport is placed on stand-by, one engine will respond code-1.
- If air transport is scrambled, one engine will respond Code-3. ▪ In the event of air transport being "scrambled" an LZ (landing zone) commander will be identified and communicated to CFD.
 - Communications between the LZ commander and helicopter will be conducted on an Air Ops channel. Only under extreme circumstances should an LZ operation conducted on CFD Main.

B. BACK-UP ALARM

- EMT's will respond either in EMS units or POV's.
- Any additional equipment will respond at the request of the lead department EMT.
- If there is no response from the lead department, the event will be treated as TVFD's and a primary response will be initiated.

C. STAGING ALARM

- EMT's will respond code1 in EMS units or POV's to staging areas. ▪ The location of the staging area will be identified to CFD on main and other units responding on Toney (A-3)
- No scene will be approached until law enforcement or CFD advises that the scene is safe.
- All POV's will stage and only EMS units will approach when the scene is advised to be safe. If no EMS units are staging, only EMT POV's will approach the scene.
- All personnel should be accounted for at all times.
- Any additional equipment will respond at the request of the lead department EMT.
- If there is no response from the lead department, the event will be treated as TVFD's and a primary response will be initiated.

8. Mobile Cascade Unit- Air 514 (A514)

- *This apparatus will respond to **ALL** events Code 1 at the request of the IC. Air 514 (Unit ID A514) will be pulled to scenes by SR314, once you're safely and securely hooked up you will advise on CFD Main "**Air 514 10-8**".*
- *Preferably **TWO** personnel from TVFD need to respond this apparatus, at **NO TIME** will the driver back this apparatus without a spotter.*

9. AIRCRAFT EMERGENCY RESPONSE

A. ALERT 1

- Report to your assigned station and standby for a senior officer to give an assignment.

B. ALERT 2

- All available equipment should respond to the area in question. The IC will establish a command post and all apparatus will report to the IC for assignment. Any findings will be reported to the IC on assigned Operations Channel.

C. ALERT 3

- All available equipment will respond to the area. Appropriate EMS and firefighting practices will be conducted. A senior officer will establish a command post. The area will be secured until the appropriate authorities arrive on the scene. Depending on the size of the operation, additional resources may be requested.

D. BACK-UP ALARM

- Equipment will respond as requested by the lead department IC; if there is no response from the lead department, the event will be treated as TVFD's and a primary response will be initiated.

4. APPARATUS CERTIFICATION

- All drivers must be at least 19 years of age, have a valid Alabama driver license, complete the Alabama Fire College's Emergency Vehicle Driver course and have a good driving record before that person can be certified to respond a department apparatus.
 - This driving record may be pulled at any time for review.
 - Any driver receiving a traffic violation in a department vehicle will be suspended from driving that vehicle for a period of 90 days.
 - The driver must pass a driver/pump operation exam administered by the Training Officer or the Fire Chiefs designee.
- Any department personnel certified on an apparatus may conduct driver/pump training. But only line officers certified on the specific apparatus are permitted to give credit towards logged training of a specific vehicle.
- All certified drivers are expected to be able to perform all necessary tasks and know the amount and location of equipment on the apparatus they are certified on at all times.
- The Training officer will conduct recertification every two years starting the year of 2004 for all certified drivers.
 - Each member will be required to take the recertification class to stay active as a driver of that specific apparatus.
 - This re-certification may be completed by written test and/or operation of the vehicle.
 - Anyone failing the test will have to restart the training process to be recertified.
- Unsafe operations of department vehicles will be reported to the Chief

TONY VOLUNTEER FIRE DEPARTMENT

and are subject to having driving privileges revoked of a specific apparatus. If revoked, personnel must complete the drivers training course again before being reinstated.

- Any accidents in department vehicles will have a mandatory drug screening within 8 hrs of the accident, may be reviewed for disciplinary action and subject to the driver being re-tested or driving privileges revoked. The Fire Chief, President and County Fire Dispatch should be notified of any accidents involving TVFD fleet vehicles.
- All accidents and complaints will be documented in the individual's personnel file. Two or more accidents and/or complaints, regardless of type, will be reviewed for disciplinary action and are subject to having driving privileges revoked of specific apparatus.
- Drivers will be responsible for any equipment taken off the apparatus at a scene and will make sure it is replaced on the or accounted for. It is the driver's responsibility that all occupants including themselves, are wearing seatbelts in any department vehicle while the vehicle is in motion. No department personnel will drive and/or ride in an apparatus without proper personal protective equipment.
- Drivers **WILL NOT** leave an apparatus during pump operations unless replaced by another certified operator and/or notifying the IC.
- Drivers will make sure all emergency lights and sirens are on while responding to an alarm that requires a code 3 response.
- Upon arrival the driver or passengers will contact the IC and request an assignment before departing the apparatus.
- The Drivers responsibility after each call is to verify:
 - Fuel level is $\frac{3}{4}$ minimum.
 - Water level is full.
 - All wet hose is cleaned and replaced by dry hose. Equipment Is checked and made ready for the next response.
 - All emergency lights are working properly.
 - Master switch is in the OFF position.
 - Drivers shall be responsible for accounting for all personnel that rode in the vehicle prior to leaving the scene.
 - Drivers will report any problems to the Maintenance Officer. Lost equipment will be reported to the Chief and/or the Property Officer.
- When backing up, drivers will assign at least one spotter to assist. A full 360 degree walk around of the apparatus and area shall be completed prior to backing the apparatus.
- The run log will be updated with the correct mileage and fuel refill documentation. All completed run logs/run reports will be turned into the secretary's office and replaced with new copies.
- Drivers will secure the station before leaving (lights cut off and building doors locked).
- Drivers will notify CFD anytime a vehicle is 10-7 (out of service) by radio. All vehicles in route to a call will notify 10-8 and 10-97.

TONY VOLUNTEER FIRE DEPARTMENT INDEX STANDARD OPERATING GUIDELINES (Rev 1-1)

TONY VOLUNTEER FIRE DEPARTMENT

- All 10-98 and 10-10 times can be given by the last vehicle leaving the scene or designated by personnel unless the vehicle is leaving the scene prior to completion of the operation.
- No apparatus will leave the scene without proper notification to the IC.
- Due to insurance and legal requirements no one will be allowed to ride in apparatus to an emergency that are not active members of the fire department.

5. ACCOUNTABILITY TAG GUIDELINES

- The IC is responsible for all the personnel on the scene.
- All Toney personnel will be issued an accountability tag.
- Tags are personnel identification numbers to coincide with your assigned fire department and radio number.
- You are responsible for the upkeep of the accountability tag.
- The tags are to be kept on the fire gear before and after a call.
- The IC, pump operator or an assigned person will be responsible for collecting the tags and attaching them to the board located on the apparatus or designated area. It is the responsibility of the firefighter to turn in and pick up their tag before and after scene operations or assignments.
- Tags are to be used on the following scenes
 - All (Working) Structure Fires
 - Multi company operations or training evolutions
 - Large Grass fires and Woods fires over 1 acre
 - Missing persons
 - Wrecks with Entrapment
 - Natural Disasters (depending on extent of damage and the distance between scenes all personnel will report to the fire station for assignment and accountability.)
- Do not start operating on a scene until you have checked in with the IC and have been given an assignment. Once an assignment has been given your accountability tag shall be given to the proper person. **Freelancing is not permitted.**

6. MEDICAL RESPONSE VEHICLES

Medical Responder Cars are placed at individual residences for quick responses by the EMT's. Because the EMS cars are so visible to the public there are guidelines on their use.

- Due to insurance and legal requirements no one will be allowed to ride in these units to an emergency that are not active members of the fire department. Probationary personnel may ride along at the driver's discretion.
- Personnel the age of 19 or older driving any of these units shall be considered on duty and available to respond in the unit.
- All Non-EMT's will respond code 1 to all EMS calls unless directed

otherwise by an EMT.

- Units shall not be taken out of the fire district unless unofficial department business.
- If a person driving one of these units can take care of personal business while taking care of department business it will be acceptable.
- Since these units are stationed in different neighborhoods, extreme caution should be used not to antagonize neighbors by running code 3 unless deemed necessary.
- When out of the district, units will be marked 10-7 out of the area.
- Proper care and maintenance will be kept on these and all department vehicles. All maintenance issues will be reported to the maintenance officer.

7. EMT PROGRAM

- TVFD EMS personnel shall operate as an National Registered Emergency Medical Technician. TVFD personnel are not allowed to operate outside of their scope of practice.
- An EMT may perform advanced level procedures if licensed only while assisting H.E.M.S.I. paramedic. The TVFD is only licensed to the BLS level.
- HEMSI is the transport unit for Madison County. When they arrive, assist them whenever you can, but they become responsible for the patient when they take patient care.
- On MVA's, a senior EMT needs to be identified as well as the IC. These two will handle all decisions as they arise, in accordance with good patient care and firefighting practices.
 - The senior EMT will have authority over the IC if patient care or scene safety is in jeopardy.
- All contaminated equipment will be decontaminated using proper decontamination practices.
- The department will provide gloves, goggles, gowns, and other protective gear as needed. All EMT's will wear proper PPE during all operations. (See Standing Order below)
- The department will offer to pay for the cost of vaccination of the Hepatitis B shots for all EMT's and firefighters that work with EMT's.
- Any contamination or exposure to hazards will be reported and documented to the IC and/or senior EMT. Any testing or hospitalization due to exposure will be documented and dealt with accordingly.
- EMT's are allowed to ask for assistance from firefighters during operations if needed.
- In the event that Priority 0 No CPR patient(s) are encountered by an EMT, the EMT will have direct contact with medical control, Sheriff Dept., or HEMSI to have them pronounce the time of death.

8. FIREFIGHTERS

TONY VOLUNTEER FIRE DEPARTMENT

- All Firefighters will be under the direction of the IC and/or senior officers while performing firefighting activities.
- No firefighter will start operating on a scene until they have checked in with the IC and have been given an assignment. Once an assignment has been given, your accountability tag will be given to the corresponding IC or Accountability Officer. **Freelancing is not permitted.**
- Interior firefighting will be performed only by trained personnel who have met proper training requirements set forth by the department.
- Full turn-out gear including SCBA will be worn while engaging in all structure fires, vehicle fires, or any operation that could possibly be hazardous to one's health. PPE or SCBA's will not be removed until deemed safe by the IC and/or senior officer in the hazardous area.
- All traffic laws will be obeyed when responding to alarms in POV's and in department vehicles. All vehicles will be parked on the same side of the road as the responding apparatus or as directed by the IC.
- All firefighters on a scene will assist in cleanup and restoration of apparatus for the next call.
- All personnel are required to have with them the proper firefighting equipment during all operations while on the scene.
- No member is to ride on apparatus without proper personal protective equipment.
- Any unsafe, missing or out of service equipment will be reported to the Property Officer and/or Chief for repair or replacement.
- At no time should a firefighter take part in any emergency operation without proper PPE. (See Standing Order below)

9. OFFICERS/INCIDENT COMMANDERS

SOG's for leading an operation will consist of at least one of the following: Officer or Incident Commander (officers shall include the Chief, Asst. Chief, and District Chiefs) (Incident commander will consist of a member of the lead department that is significantly trained in operations). Exceptions to the rule will change with different types of calls.

- Officers (Command Staff) are appointed at the discretion of the Chief.
- IC's change from scene to scene and may consist of personnel leading the operation even if they are not the senior ranking officer on the scene.
- If an IC is not a senior officer then the senior officer will assist the IC with any questions or concerns that may arise. The senior officer has the discretion to take over the scene at any time if they see fit.
- Officers will supervise some specific projects assigned by the Chief. They are also responsible for assisting in the enforcement of the By-Laws, SOG's and other department directives.
- The responsibilities of the Incident Commander at the alarm will be responsible for:
 - Size up, proper PPE and scene safety.
 - Requesting of additional backup departments, equipment and/or

personnel.

- Establishing Incident Command and communications with County Fire Dispatch.
 - Coordination of fire suppression and rescue operations.
 - Appoint Scene Safety officer, if one is available.
 - Protect exposures.
 - Call for other agencies as needed. (i.e.- utilities, Sheriff Dept., Red Cross, and investigator)
 - Accountability of personnel and equipment used.
 - Appointing a public relations liaison and/or conducting interviews with media.
 - Terminating the incident and making sure reports are filled out.
 - Critique operations with the department for future calls.
- The Incident Commander will be located in a central area with consistent communications with all operations and personnel. The Incident Commander should not task themselves with duties that take away from overseeing the whole operation, accountability and/or safety of personnel on scene.

10. AIR TRANSPORT

AUTOMATIC STAND-BY CRITERIA

This list of events is designed to reduce the response time of the air transport helicopter to a scene within the Huntsville / Madison County area.

- When a call is received by County Fire Dispatch that meets specific criteria, the air transport crew will be notified by phone or radio and placed on a “STAND-BY” mode. At that time the crew will prepare for their flight but will not lift off until “scrambled” by personnel on the scene.
- At the time air transport is placed on “stand-by”, one engine will be dispatched along with the EMS crew. The engine will proceed to the call code 1 (no lights, no sirens).

AIR TRANSPORT SCRAMBLED PROCEDURE

- If air transport is scrambled the engine will step up to code 3 (lights and sirens).
- Once the engine is on scene, an LZ (landing zone) commander and LZ will be established for air transport. In the event of air transport being “scrambled” the communications between the LZ Commander and helicopter will be conducted on the assigned Air Ops channel. Only under extreme circumstances should an LZ operation be conducted on CFD Main.
- The LZ Commander will be in FULL PPE. There will be an engine on the scene of the LZ. Location, direction, and obstacles will be reported to the air transport helicopter upon arrival. The LZ Commander will advise County Fire that Air Transport is on the ground once it has landed. The LZ will be secured while the air transport helicopter is on the ground. No traffic is to pass through or close to the LZ while the helicopter is on the

ground. All bystanders will be kept back from the helicopter.

- Only essential personnel are to approach the helicopter at the pilot's direction. The LZ Commander is to maintain communications with the pilot and stay in eyesight of the pilot at all times while the helicopter is on the ground. When air transport departs, the LZ Commander will advise CFD that the helicopter is airborne and the LZ is terminated.

CRITERIA FOR AIR TRANSPORT TRAUMA PATIENTS

- MVC and extrication require longer than 15 minutes.
- MVC with structural intrusion into the victim's space.
- MVC with ejection from vehicle.
- MVC with associated fatalities.
- Pedestrians struck by vehicles and/or thrown more than 10 feet.
- Fall from a height greater than 20 feet.
- Penetration injury in any part of the body between mid-thigh and head.
- Scalping injury or degloving injury.
- Amputation or near amputation requires rapid transportation for re-implantation.
- Burns greater than 10% of BSA or major burns of the face, hands, feet, or perineum.
- Requires spinal immobilization and smooth, rapid transport due to worsening motor sensory status.
- Orofacial trauma requiring placement of an airway.
- Multiple orthopedic injuries, especially pelvic injuries.
- Land transport greater than 25 minutes.
- Any patient that is assessed by medical personnel on the scene to be a priority 1 or 2 that does not fall into any of the above criteria.

CRITERIA FOR NON-TRAUMA AIR TRANSPORT PATIENTS ▪ Requires ALS during transport and /or the patient's airway cannot be maintained.

- Cardiac disease, experiencing a progressive worsening condition, is very unstable and /or requires measures not available on the scene. ▪ Severe neurological illness. (i.e.: CVA uncontrolled seizures, etc.) ▪ Neonatal patient requiring emergency critical care.
- High risk obstetrical patient-delivery not imminent.

11. REQUIRED MINIMUM PARTICIPATION

A. Active Status Requirements

- In order to obtain active membership, during the probationary period, a probationary member shall respond to a majority of the calls (minimum of four per month for which the member is qualified to be on scene), the

TONEY VOLUNTEER FIRE DEPARTMENT

majority of monthly training and maintenance sessions and participate in all of fundraising activities and required activities, unless extenuating circumstances exist.

- In order to retain active membership upon becoming a permanent member, members shall respond to a minimum of 10% of fire/EMS calls per month and participate in a majority of training, maintenance, fundraising and other required activities unless extenuating circumstances exist (see below).

B. Participation (For active members)

- TFR holds approximately (12) station maintenance sessions on Tuesdays and (12) training nights per year. Several other functions such as community outreach, parades, etc. are also held annually.
- Each member shall attend a minimum of (12) training sessions and (10) maintenance sessions per year. Special circumstances (school, work, etc.) may excuse a member from the minimums for training. Any missed training should be made up prior to the next regularly scheduled training session. Any missed station/vehicle maintenance sessions must be approved by either the member's District Chief or in his/her absence, the Assistant Chief or Chief.
- Minimum number of responses per month is 10% (15% for Officers) of total call volume. While other official department functions take up time **they do not replace response to emergency calls and will not help to meet minimum response requirements.**
- Minimum quarterly participation is 3 training sessions 2 maintenance sessions and 10% (15% for Officers) of total emergency response. ▪ Minimum yearly participation is 12 training sessions, 8 maintenance sessions and 10% (15% for Officers) of total yearly call volume.
 - If a member does not meet the quarterly minimum requirement, the Chief or the Chiefs designated officer, will issue a written warning. If the member fails to meet the minimum requirements for any 2 consecutive quarters, the Chief and Board will consider revoking the individual's membership in the Department. Over any period of time, continued failures to meet the required minimum participation levels will result in termination of membership.
 - Failure to meet the minimum participation requirements shows either a lack of dedication or too many conflicts with other activities and obligations. Minimum participation is required to assure the member is aware of the changes in the Department, maintains proper training levels and is developing team interactions and relationships, which are critical to safety and efficient operations within the Department. Unless extenuating circumstances exist, members whose response rates fall below the required minimums shall be disciplined in the following manner:
 - **First occurrence: evaluation of participation by Board*; oral reprimand**

- **Second occurrence: written reprimand; possible suspension**
- **Third occurrence: expulsion by Board of Directors**
- Members who are under any disciplinary actions must continue to attend all training, assigned maintenance and other required functions unless excused in advance by the member in charge of the function and the Chief. The member must respond to calls when available. If participation does not improve during these periods, membership may be revoked and **the member will return all assigned equipment to the Department within 48 hours of dismissal.**

*The Board consists of the Fire Chief, President, Assistant Chief, (1) District Chief and (1) randomly selected active firefighter.

B. SAFETY PROCEDURES

1. FIRE GROUND SAFETY

- During fire ground operations, all personnel will be under the directions of the IC, who will appoint if available an on the scene Safety Officer who will oversee that all safety procedures are followed.

2. STATION SAFETY

- No horseplay will be tolerated at any of the Toney Volunteer Fire Stations or scenes.
- Bay areas are to be kept clean and dry with all equipment stored properly either on a truck or in storage.
- Apparatus and equipment will not be left running inside the station without proper ventilation.
- Smoking will only be allowed in the bay area or outside.
- Flammable liquids will be stored in approved containers.
- Combustible materials such as oily rags, papers, etc. will not be stored inside the station.
- Visitors will be escorted through the station and will not be left alone.
- No parking will be allowed in front of the apparatus bay doors.
- No combustible materials will be stored within 36 inches of the heater or flame source.

3. EMT SAFETY

- All EMT's will wear proper protective gear while treating patients.
- All EMT's shall be vaccinated against Hepatitis B or have proof of vaccination.
- All non-disposable equipment shall be decontaminated after each use.
- All disposable equipment will be disposed of in proper manners and not left on the scene or on the side of the road.
- EMT's will provide the best possible care equal to their level of training and/or licensure. No EMT or firefighter will perform procedures they are not licensed or skilled to do. This includes assisting in CPR.
- Firefighters are permitted to respond to EMS calls if requested by an

TONY VOLUNTEER FIRE DEPARTMENT

officer or responding EMT.

- All EMT's will protect the patient from scene hazards and from onlookers to the best of their ability.
- No member will release information about the patient. This includes their identity and reason for calling or status of patient.
- The EMT will strive to work with all public agencies and above all with firefighters. WE ARE A TEAM.
- On domestic related calls or a possible suicide, a staging area will be established and personnel will not respond to the scene unless CFD or law enforcement advises the scene is safe. POVs should be left at the staging area to decrease congestion at the scene.

4. SAFETY AND EQUIPMENT INVENTORY

- All members shall periodically inspect their turn-out gear for any problems that may present safety hazards.
- All problems shall be reported immediately to the Property Officer for repair or replacement.
- No member shall knowingly participate in fire suppression activities with improper or damaged gear.
- It is the responsibility of all members to note safety problems with any equipment. Any defects will be reported to the Truck Officer, and /or Chief.

5. FIRE FIGHTING EQUIPMENT MAINTENANCE

- **Active personnel** will do quality assurance checks on all firefighting equipment on the apparatuses assigned to their particular station on a weekly basis. Any problems found will be immediately reported to their station officer or Maintenance Officer assigned to that station. This will also ensure that the proper maintenance is being performed and the location of all equipment is known to each member.
- **Maintenance Officers** will keep proper maintenance records in separate folders for each apparatus at station 3. Any findings or maintenance reports will be presented at the next business meeting.
- **Work nights** will be conducted on a regular basis. These will consist of cleaning and maintaining the building, grounds and vehicles of that station.

6. PPE Standing Order

- This standing order is an added step to further protect all of our members. Enforcement will be strict and upheld by ALL members. *o All members have a duty to tell another member to follow this standing order regardless of their rank, experience, type of call or length of service in the department.*
- If any member refuses, ignores, or does not comply with the request to don their PPE and/or leave the scene, that person will face immediate suspension and possible termination from the department. Once a scene has been determined that all potential dangers have been eliminated and

deemed safe, the I.C. may permit a "dress down of PPE".

- The only other permitted time for a dress down of PPE for a member is for health reasons (IE: heat exhaustion, cool down, etc.). If this occurs, that member will not take part in any further roll of the operation until cleared to return by medical personnel.
- All new applicants and probationary members that have not been issued PPE will wear a safety vest during the operation and will stay out of the "HOT ZONE" of a working call.
- This Standing Order will also be followed and enforced by ALL Mutual Aid Departments on TVFD primary calls. Non-Compliance will result in being asked to leave the scene.
- Safety is the #1 objective so that we all get to go home!! If you need clarification on any part of this Standing Order contact your station officer.
- On any call that warrants, justifies, or would potentially require PPE (Personal Protective Equipment) on a scene, ALL members will don their PPE prior to taking part in ANY function of that call including the I.C. Any time a member is without PPE on, that member will immediately be directed to don their PPE regardless of rank, experience, or length of time on the department.
 - In addition, NO member will respond in an apparatus without their PPE.
- **Examples of calls that warrant PPE regardless of severity:**
 - All MVC's With or Without Injury
 - Possible / Working Structure Fire / Call-In Fire Alarms / CO Alarms
 - Brush Fire- Turnout bottoms with traffic vest
 - HAZMAT
 - ALERT 1,2,3
 - Inclement Weather
 - Medical Calls

7. PPE DECONTAMINATION

PPE INSPECTIONS, CARE & CLEANING

- All Emergency Response personnel are responsible for compliance with this Written Directive and shall inspect their PPE regularly and report any issues.
- DISTRICT CHIEFS, CAPTAINS and LIEUTENANTS Shall monitor PPE issued to personnel under their supervision and report any Safety concerns immediately to the Property officer.
- PROPERTY OFFICER Shall inspect all PPE annually.
-

The light cleaning by washing with cleaning agents using washing machines for turnout shells, gloves, turnout liners, suspenders, helmet liners and hoods.

ON-SCENE GROSS DECONTAMINATION

Definition:

The act of removing contaminants from protective clothing and equipment by physical, chemical, or combined process on scene generally brushing and hosing down.

Process:

When PPE is contaminated at any incident, care must be taken to remove loose debris by brushing or hosing down prior to leaving the scene to prevent cross contamination to the truck and station. Bag up any gear contaminated with hazardous materials or bodily fluids.

BREAKING GEAR DOWN FOR WASHING:

1. Wear medical gloves while handling contaminated PPE
2. Gently scrub loose debris with a soft bristle brush
3. Separate shells from liners
4. Fasten all closures securely
5. Secure all Velcro completely
6. Remove all items from pockets and secure pocket openings
7. Turn liners inside out
8. Place loose items (suspenders, gloves, helmet liners and hoods) in a mesh bag.
 - o Hoods will continue to be replaced on scene or shortly after but you are encouraged to wash your hood as needed at any time.

TURNOUT DRYING:

1. Wash liners first since they take longer to dry.
2. Do not put ANY PPE in the heated dryer.
3. Hang gear to dry away from UV light with a fan.
4. Use forced ambient air gear dryers, if available at your station.

HELMET CLEANING:

1. Helmet liners can be removed and cleaned in the mesh bag along with the liners.
2. Do not dry helmet liners or helmets in the heated dryer.
3. The outer shell can be cleaned with a soft brush and mild dish detergent.

BOOT CLEANING:

1. Boots must be cleaned with a soft brush and mild dish detergent.
2. Do not put boots in the dryer.

8. Seat Belt Policy

- The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle.
- When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.
- Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding

positions.

- All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion.
- Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited.
- Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care.
- The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s).
- All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is in motion.

C. Operating Guidelines

1. GUIDELINE FOR REPORTED STRUCTURE FIRES

- A. Structure fires require the response of the proper equipment and all available manpower, with backup from one other department. ▪ The first responding personnel who arrive at the scene will provide an initial size-up via radio to CFD, hydrant locations, and designate themselves to CFD as the IC. The IC can and should be turned over to the ranking officer as they arrive on the scene.
- All firefighting and entries into an involved or smoke filled structure require full PPE and S.C.B.A. with at least two personnel making entry. Both of which will have proper communications and P.A.S.S. devices. Interior firefighters will give periodic status reports of fire progress, search and rescue, and any additional equipment or personnel needed. The IC will then report status to CFD for records keeping.
 - Incident command should be turned over to the senior officer once on the scene and the status of progress has been relayed. The first priority of the fire scene is firefighter safety, and then life of the homeowner followed by the property of the owner. The incident commander will deem the type of attack, offensive or defensive.
 - The first arriving engine will contact the IC for an assignment. If deemed a working fire prior to arrival of the first engine will connect to the nearest hydrant in the area and lay out if possible. Once the engine is in the proper placement and is set up, the initial attack on fire can begin.
 - The second engine arriving will contact the IC for an assignment, hook up the layout from the first engine or connect to the nearest hydrant in the area and layout if deemed necessary. Once connected to the hydrant the secondary engine will supply water to the primary engine and supply the initial

TONY VOLUNTEER FIRE DEPARTMENT

attack crew with additional equipment and fire suppression. At no time should personnel start firefighting activities without checking in with the Incident Commander or Accountability Officer. **NO FREELANCING**

- At the same time the initial attack has started a primary search of the structure along with ventilation should begin. Ventilation is conducted in conjunction with the initial attack to remove the smoke and heat from the structure. Salvage and overhaul should begin immediately after the fire has been extinguished and a secondary search is completed.
- Under the direction of the Incident Commander or Operations Officer any additional hand lines can be moved into a position to extinguish the fire, protect the exposures, set up a collapse zone and prevent the rest of the structure from extension of the fire.
- In the event that conditions deteriorate the interior crews will be ordered out of the building by radio notification and three long blasts on the air horn of the engines on the scene.
 - An accountability check will begin immediately and relayed to the IC of all clear. Once completed, a collapse zone will be established.
- During fire operations, two rules exist about structural collapse:
 1. The potential for structural failure always exists during and after a fire
 2. A collapse danger zone must be established. A collapse zone is an area around and away from a structure in which debris might land or scatter if a structure fails. The collapse zone area should be equal to the height of the building plus an additional allowance for debris scatter and at a minimum should be at least 1 1/2 times the height of the building. For example, if the wall was 20 feet high, the collapse zone would be established at least 30 feet away from the wall.
- Fire fighters must recognize the dangers of operating underneath or near overhanging awnings, porches, and other areas susceptible to collapse. Immediate safety precautions must be taken if factors indicate the potential for a building collapse. An external load, such as a parapet wall, steeple, overhanging porch, awning, sign or large electrical service connections reacting on a wall weakened by fire conditions may cause the wall to collapse. Other factors include fuel loads, damage, renovation work, deterioration, support systems and truss construction. Whenever these contributing factors are identified, all persons operating inside the structure must be evacuated immediately and a collapse zone should be established around the perimeter.
- Once a collapse zone has been established, the area should be clearly marked and monitored to make certain that no fire fighters enter the danger zone. Defensive master streams should be used to soak smoldering debris and to prevent rekindling. Positioning companies at the corners of the building is usually safer than a frontal attack.

- The Fire Investigator must be notified if arson is expected or if there is a fire fatality.
- Start Structural Fire Report and document equipment used, personnel on scene, homeowner's insurance information and any other information that is relevant to the operation. Once operations are complete all personnel should report back to the Incident Commander before leaving the scene. All equipment is to be accounted for and returned to the apparatus. All hose should be loaded back on the truck. Return all equipment back to the station to be cleaned and put back into service.
- Any injuries that occur on the scene must be reported to the IC, Fire Chief and President immediately.

2. GUIDELINE FOR REPORTED STRUCTURE FIRES

CALL IN FIRE ALARMS

- The first closest responding engine will respond Code 3 to the scene; all other apparatus should respond code 1 until the unit on the scene gives a scene size up and any findings that an active fire is in progress. If an alarm is suspected to be an active fire, guidelines will be followed as a reported working fire.
- In the event that a call-in fire alarm is reported with owners not present, and units determine that forcible entry is needed the IC will contact CFD to have law enforcement respond for a report of forcible entry made by the fire department. The time of forcible entry will be made to CFD upon completion and documented.
- In the event that personnel on scene determine that the fire alarm is false, the IC should cancel all units responding and report findings to CFD.
- Call in fire alarms backing up departments as mutual aid will have one engine response code 1 until determined to be a working fire or primary department request a code 3 response. If we are responding to a back-up area as the primary response the closest engine will respond code 3 and secondary code 1 until scene size up is given.

3. GUIDELINE FOR VEHICLE FIRES

- Closest responding engine will respond to the scene. First personnel that arrive on the scene will give a scene size up and establish Incident Command.
 - Incident Command should be turned over to the ranking officer as they arrive on the scene.
- If vehicle fire is impending on a structure the IC will have CFD notify additional engines to respond along with the back up department if needed. All vehicle fire fighting will be conducted wearing full PPE and SCBA. At no time should personnel approach a vehicle without proper PPE.
- If a vehicle is in the roadway, the engine should be parked in a fend-off position to protect personnel from traffic.

- Traffic control should be set up and diverted from the scene if at all possible. Request law enforcement if needed for traffic control.
- Do not allow any traffic to pass within close proximity of the scene.
- When the vehicle fire is the result of a wreck, also use the guidelines for vehicle accidents. If hazardous materials are involved, also refer to the guidelines for hazardous materials.
- When the fire is extinguished check the vehicle compartments for extension. Overhaul the vehicle to verify that the fire is out and determine fire cause. Request an investigator if deemed to be a malicious act. Obtain as much information about the vehicle as possible for the Vehicle Run Report. When the vehicle fire is out and poses no traffic and/or danger to the public, retrieve all fire department equipment and return to the station. All hoses and equipment used must be cleaned and serviced for the next call.

4. GUIDELINE FOR VEHICLE ACCIDENTS

- Closest engine and EMS units will respond to the scene.
- First personnel that arrive on the scene will give a scene size up and establish Incident Command.
 - Incident Command should be turned over to the ranking officer as they arrive on the scene.
- Personnel should verify that an EMT is in-route and request any additional resources that may be needed (i.e. - additional ambulance for 3 or more patients).
 - The first priority will be scene safety.
 - The accident scene, if still in the roadway or near the roadway, should be protected by apparatus arriving on the scene in a fend off position.
 - Traffic control should be maintained by either trained personnel on the scene or law enforcement. At no time should traffic be allowed to pass close to the scene if there is possible danger to the patients and/or personnel.
 - Only fire department, and medical personnel associated with that scene will be allowed in the action circle at any time during the extrication, patient removal and packaging operation.
 - All bystanders will be moved to a safe area away from the roadway and/or scene.
- Scene stabilization should be taken care of as units arrive on the scene. Eliminate electrical hazards, traffic hazards, fire hazards, vehicle stabilization, or anything that will endanger responding personnel, victims or the general public.
- Proper PPE should be worn during the whole operation.
- Traffic control will be conducted with reflective vest and PPE, communications and traffic signal cones.
 - At no time should traffic control be conducted without all items.
 - The arriving E.M.T. should conduct patient assessment and give

priorities to the IC. The IC will advise CFD of the priority of the patient(s), the Unit ID of the EMT calling priority and any other additional resources that may be needed.

- Firefighters will assist EMT's in the stabilization of and packaging of patients at the EMT's direction. Precautionary measures will always be taken in any vehicle accident where air bags have not deployed. Any accident that is reported with possible negative injury will have an EMT on scene and have the patients sign a PRT (Patient Refuses Treatment) form, prior to canceling any units in route.
- MVA Scene Prioritization
- Check for and control hazards. Charge and man a 1 ½" hose line if hazards are present.
- Stabilize the vehicle(s).
- Gain patient access
- Perform primary patient survey, establish an airway and simultaneously establish adequate C-spine immobilization and care.
- Prepare patients for removal.
- Carefully remove the patient with due care to the C-Spine, airway, fractures and bleeding.
- Prepare the patient for transport without delay.
- Account for and clean all equipment used on the scene prior to placing back on the apparatus.
- Obtain vehicle information and document on report.
- Vehicle parts, pieces and personal property of individuals involved in accidents should be left undisturbed until after the scene is released for cleanup by law enforcement.
 - Obtain all required vehicle information for documentation purposes, (VIN, license number, owner's name, and insurance information).
- When all patients are transported or released and all hazards to the public are eliminated or are under the control of other agencies, all equipment can be checked and placed back on the apparatus and in service for the next call.

5. GUIDELINE FOR VEHICLE ENTRAPMENTS

Vehicle Entrapment: When the occupant of the vehicle is unable to safely remove themselves with or without assistance from the vehicles normal exits.

Vehicle Extrication: Is the procedure used to remove accident victims who are entrapped in wreckage by either the nature of their injuries and/or the entanglement of themselves in the vehicle wreckage and metal. Vehicle extrication procedures may involve the movement of metal from around the entrapped victim, the rescuer's access path or the victim's removal path.

Patient Extricated: A patient/occupant is deemed extricated when a viable path to exit the vehicle has been established.

Rescue Action Plan: This is a preconceived plan of operation that designates

milestones to be reached in sequence. It is adapted to different rescue emergency situations in varying degrees and keeps the work group focused on what actions are to be taken next. This provides a systematic approach to rescue operations.

- In all cases of vehicle entrapment, the primary concern is safety to life. Patient condition, hazards (real or potential), and available resources will influence the methods and speed of which the operation will be accomplished. It is recognized that the traumatized patient's recovery from injuries is directly influenced by the pre-hospital care and time taken to get that patient to the designated trauma center. That time is measured from the time of the incident to the time of the patient's arrival at a trauma center and the care of a physician, also called "The Golden Hour". Our goal is to have the patient extricated, packaged and ready for transport within 15 minutes of the time of the accident.
- Closest responding engine, service truck and medical equipment will respond to the scene.
- First personnel that arrive on the scene will give a scene size up and establish Incident Command.
 - Incident Command should be turned over to the ranking officer as they arrive on the scene.
 - This can be conducted using the inner and outer circle survey. IC will develop a rescue action plan for safely accessing, freeing and removing the patient.
 - The first priority will be scene safety.
 - The accident scene if still in the roadway or near the roadway, should be protected by apparatus arriving on the scene in a fend-off position.
 - Traffic control should be maintained by either trained personnel on the scene or law enforcement.
 - At no time should traffic be allowed to pass if there is a possibility of danger to the patients and/or personnel. Only fire department and medical personnel associated with the scene will be allowed in the action circle at any time during the extrication, patient removal and packaging operation.
 - All bystanders will be moved to a safe area away from the roadway and/or scene.
- As soon as the need for extrication as the need for extrication procedures have been established, IC shall assure the proper rescue tools are on the scene or en-route.
 - The IC must also determine what additional resources may be needed and notify CFD.

MVA with Entrapment Scene Prioritization

- Establish a tool staging area and action circle.
- Have Proper PPE on. (See Standing Order)
- Check for and control scene hazards. Charged hoseline.

- Stabilize the vehicle(s).
- Gain patient access
- Perform primary patient survey, establish an airway and simultaneously establish adequate C-spine immobilization and care.
- Perform controlled movement and/or removal of all metal and/or obstructions in order to properly package and remove the patient without further aggravating the patient's injuries.
- Prepare patients for removal.
- Carefully remove the patient with due care to the C-Spine, airway, fractures and bleeding.
- Prepare the patient for transport without delay.
- Account for and clean all equipment used on the scene prior to placing back on the apparatus.
- Obtain vehicle information and document on report.

6. GUIDELINE FOR HANDLING HAZARDOUS MATERIAL INCIDENTS ▪

Due to the limited equipment and training, all major incidents may require the assistance of the Huntsville Fire Department.

- All personnel working near the incident shall be wearing full PPE and SCBA. Staging will be located upwind and up-hill from Incident. IC will closely monitor weather conditions with CFD during the whole operation.
- First personnel that arrive on the scene will give a scene size up from a distance and establish Incident Command. Advise arriving units and CFD of location of Command Post.
 - Incident Command will be turned over to the highest ranking officer on the scene.
- Determine or verify the type of material and amount of material involved in the incident, and request HAZMAT, if required.
 - Consult the DOT Guidebook located on all apparatuses and follow the appropriate guide.
- Isolate hazard area 500 feet in all directions, unless material involved has already been identified and the DOT Guidebook requires a larger/smaller or no isolation zone.
- Determine if the material involved is contained or not and if container integrity can be maintained. Remove all victims from the hazard area, if possible.
- See worksheet in the back of Hazardous Material Incidents section if required to keep track of material, personnel, and action required.
- If more than 25 pounds or 25 gallons of uncontained material with a very high hazard potential is involved or if material is radioactive or a biological hazard or if not equipped to handle a substance, request one of the Huntsville Fire Department.
 - If more than 100 pounds or 50 gallons of uncontained material with a moderate to high hazard is involved, request Huntsville Fire Department.

- Extinguish any fire and cool fire exposed containers, as recommended by DOT Guidebook.
- Provide exposure protection and monitor any run off.
- Use unmanned line(s) to cool any B.L.E.V.E. hazard.
- If possible, contain or stop flow of hazardous liquids.
 - If possible, cover dry powder chemical spills with a salvage cover. Contain and post all contaminated materials from the incident.
 - Remain on the scene and keep the area isolated until all material has been removed or is under the control of another agency.
- All equipment used in the incident must be free of contamination before it may be returned to service.
- Release all personnel and equipment after all monitoring and decontamination is complete.
 - Document all personnel exposure to any hazardous substance and identify the substance.

7. GUIDELINE FOR WILDLAND FIRES

- Attack trucks will be the first responding apparatus prior to any other apparatus responding to wildland fires. First personnel that arrive on the scene will give a scene size up and establish Incident Command.
 - Incident Command should be turned over to the ranking officer as they arrive on the scene.
- Responding attack trucks and engines will report to the IC and assignments will be given.
- The first priority of the wild land fire is life and exposed structures.
- Proper PPE should be worn at all times.
- Accountability of all personnel will be conducted during the entire operation. All personnel will report to the incident commander for assignment prior to conducting operations. **Freelancing will not be tolerated.**
- Fire attack should be conducted from the burnt “fuel” side, as placing personnel on the fresh fuel side can result in injury.
 - The fire can spread downwind and uphill at the fastest rate therefore priority should be given to extinguishing those sections of the fire scene first.
 - The next priority should be given to the spread of the fire into the woodland areas. Woodland fires are more difficult to extinguish than grass or brush.
 - Extinguish the sides (flanks) of the fire next and the upwind or downhill sections last as these tend to have the slowest burning rate.
 - Driver responding an engine will not leave the roadway and will man the apparatus at all times.
- If fire spreads on to multiple owner’s property the Alabama Forestry Commission must be notified.
- Once fire is extinguished all equipment must be cleaned prior to being put

back into service.

8. Knox Box Operation Guideline:

All Emergency Response personnel are responsible for compliance with this Written Directive.

A. Knox Box Pin Access:

All engine drivers will be provided a PIN # to access the Knox Box.

Do NOT share your PIN # with any other member.

B. Activating Knox Box:

- When TVFD receives an alarm at an address that has a Knox Box, CFD will notify TVFD personnel that there is a lock box on scene.
 - At this time only Engines 114, 214 and 314 are equipped with the Knox lock box system. Upon notification of Knox box on scene the closest engine should respond at the level of response warranted by the incident.
 - Once the first engine arrives, the Knox lock box will be activated by a responder with proper access. If conditions permit the driver to access the Knox box, this can be done with specific attention to safety and immediate responsibility to the engine first. At no time should the driver of the engine leave the pump panel unattended while operations are in process.

C. Mandatory CFD Notifications

1. The IC will notify CFD. (1401 County Fire, E314 Knox Box has been activated by 1404).
 2. Once the Box on the building is unlocked and access has been made into the building, the IC will notify CFD. (1401 County Fire, we've gained access into the building).
 3. Once the building has been checked and no hazards are found, the Knox Box on the building should be secured and the engine box should be secured as well. 4. Notify CFD once the Box on the engine is secured back. (1401 County Fire, E314 Knox Box is secure).
- At no time will any member use Knox Box for any reason except for a dispatched emergency.

D. Knox Box Audits:

- To ensure the security of the lock box keys located on TVFD vehicles, the Senior Inspector in charge of the lock box program will conduct a random, quarterly inspection of vehicles assigned lock box keys.
- This inspection may be done in the first two weeks of a quarter with little or no notice to the party responsible for the vehicle(s). The first months for the quarters are January, April, July, and October.
- Audit records will be validated against CFD records to ensure that no access has been made that was not recorded by CFD.
 - If unauthorized access is reported on the log an investigation will be completed by the Chief, President and Senior Inspector.

E. Missing or Lost Lock Box Keys:

Definitions:

Missing: Location of key unknown, possibility theft has occurred.

Lost: Location of key known, non-retrievable.

1. **Missing Lock Box Keys Discovered During Daily Check:**

a. When discovered missing, the station officer shall make every effort to locate missing key(s).

b. The station officer shall immediately contact the Chief or Assistant Chief.

c. The Chief will notify the appropriate authorities to investigate

loss. 2. **Missing Lock Box Keys Discovered During Audit:**

a. When a key is discovered missing by the Senior Inspector, they shall instruct the station to make every effort to locate the missing key.

b. If unable to locate the key, the Senior Inspector shall immediately contact the Chief or Assistant Chief.

3. **Lost Lock Box Keys via Accident:**

a. Officer shall report the lost key immediately to the District Chief and Chief. b. Officer shall make a written (e-mail) report to the District Chief, Chief and Senior Inspector with explanation of loss, location of key and why it is not retrievable.

4. **Office Procedure for Lost/Missing Key:**

a. If the key is a Knox key, immediately contact Knox Company and secure an installation report.

b. Immediately print out a complete list of box installations (KNOX or MIWA).

Note: Consider pulling all customer keys from all boxes until locks are changed.

5. **Obtaining a New Lock Box Key:**

1. In the event additional keys are needed, they may be ordered from Knox by one of three authorized personnel or a written designee:

a. Chief

b. President

c. Senior Inspector

Amended Membership Guideline: 1-3

Effective Date: June 10, 2024

Fire Chief: David Northcutt

1. Purpose:

The purpose of this amendment is to allow persons from outside the primary response district of Toney to join the Toney Volunteer Fire Department (TVFD). This amendment aims to expand the recruitment pool and enhance the capabilities of the TVFD in providing emergency response services to the community.

2. Eligibility:

TONEY VOLUNTEER FIRE DEPARTMENT

2.1 Any individual who meets the following criteria is eligible for membership in the TVFD, regardless of their residence or primary response district:

- a) Must be at least 18 years of age.
- b) Must possess a valid driver's license.
- c) Must pass a background check, including criminal and driving records.
- d) Must complete the required training and certification programs as determined by the TVFD.
- e) Must demonstrate a commitment to the TVFD's mission, values, and code of conduct.

2.2 Application Process:

2.2.a Interested individuals from outside the primary response district of Toney shall submit a completed membership application form to the TVFD.

2.2.b The application form shall include relevant personal information, contact details, and a statement of interest.

2.2.c The TVFD Membership Committee shall review the applications and conduct interviews with the applicants.

2.2.d The TVFD Membership Committee shall make recommendations for approval or denial of membership.

2.3 Approval Process:

2.3.a The TVFD's Fire Chief and President shall review the recommendations made by the membership committee and make the final decision regarding membership approval.

2.3.b The Fire Chief and/or President may consider factors such as the applicant's qualifications, experience, availability, and the needs of the TVFD when making membership decisions.

2.4 Responsibilities:

2.4.a Members from outside the primary response district of Toney shall fulfill the same responsibilities and obligations as members residing within the district.

2.4.b All members shall actively participate in training programs, emergency response activities, and community outreach events as required by the TVFD.

2.4.c Members shall adhere to the TVFD's bylaws, procedures, and guidelines at all times.

3. Training:

3.1.a All members, including those from outside the primary response district of Toney, shall undergo the same training and certification programs as determined by the TVFD.

3.2.b The TVFD shall ensure equal access to training opportunities for all members, regardless of their residence.

4. Privileges:

4.1 Members from outside the primary response district of Toney shall have the same privileges and benefits as members residing within the district, however, those members who reside outside of the TVFD primary response area will not be permitted departmental voting privileges.

4.2 Privileges may include but are not limited to:

- a) Active participation in emergency response activities.
- b) Access to training and professional development opportunities.
- c) Use of TVFD facilities and equipment as authorized by the TVFD.

5. Termination of Membership:

5.1 The TVFD reserves the right to terminate the membership of any individual, including those from outside the primary response district of Toney, for reasons including but not limited to:

- a) Violation of TVFD policies, procedures, or guidelines.
- b) Failure to fulfill responsibilities and obligations as a TVFD member.
- c) Conduct that brings discredit to the TVFD.

5.2 The termination process shall follow the TVFD's established procedures and may include a hearing before the Board of Directors.

6. Review and Amendments:

6.1 This amendment to the TVFD's Standard Operating Guidelines shall be reviewed periodically by the TVFD Command Staff and the Fire Chief to ensure its effectiveness and relevance.

6.2 Any proposed amendments to this guideline shall follow the TVFD's established process for policy revisions and require approval by the President and the Fire Chief.

By implementing this amendment, the Toney Volunteer Fire Department aims to strengthen its membership and enhance its ability to serve the community by welcoming qualified individuals from outside the primary response district of Toney.