

ELLENDALE FIRE  
PROTECTION DISTRICT

# Standard Operating Policies & Procedures Manual

Adopted January 2021

## TABLE OF CONTENTS

Mission Statement.....	6
Code of Ethics.....	7
Introduction.....	8

### 1. GENERAL

#101 INCIDENT MANAGEMENT.....	9
#102 GENERAL RULES.....	10

### 2.PERSONNEL

#201 DEPARTMENT MEMBERSHIP.....	12
#202 RECRUITMENT (Application process).....	13
#203 DRIVER LICENSING.....	16
#204 FIREFIGHTER ORIENTATION.....	17
#205 TRAINING (Overview).....	18
#206 MINIMUM TRAINING REQUIREMENTS.....	20
#207 TRAINING & CONFERENCE REQUIREMENTS.....	22
#208 MINIMUM RESPONSE REQUIREMENTS.....	23
#209 DISCIPLINARY PROCEDURE.....	24
#210 UNIFORMS/APPARREL.....	25
#211 FIREFIGHTER BENEFITS.....	26
#212 SERVICE AWARDS.....	27
#213 HONOR GUARD.....	29
#214 RESIGNATION & RETIREMENT.....	31
#215 FIREFIGHTERS AUXILLIARY.....	33

### 3. CONDUCT

#301 ALCOHOL & CONTROLLED SUBSTANCES.....	34
#302 TOBACCO USE.....	36
#303 WEAPONS.....	37
#304 AUDIO/VISUAL RECORDING & SOCIAL MEDIA.....	38

#### **4. HEALTH & SAFETY**

#401	HEALTH & SAFETY.....	41
#402	EXPOSURE TO INFECTIOUS DISEASES.....	42
#403	INJURIES.....	45
#404	CRITICAL INCIDENT RESPONSE.....	46
#405	REHAB.....	47

#### **5. ADMINISTRATION**

#501	FIRE CHIEF JOB DESCRPTION.....	51
#502	ASSISTANT CHIEF JOB DESCRIPTION.....	54
#503	SECRETARY JOB DESCRIPTION.....	56
#504	TRAINING OFFICER JOB DESCRIPTION.....	59
#505	RESCUE SQUAD LEADER JOB DESCRIPTION.....	64
#506	FIRE FIGHTER JOB DESCRIPTION.....	66
#507	MISC. JOB DESCRIPTION.....	69
#508	ORDER OF BUSINESS.....	71
#509	ELECTION OF OFFICERS.....	73
#510	PURCHASES/BUDGET.....	75
#511	INSPECTIONS.....	77
#512	CONTROLLED BURNS.....	78
#513	SPECIAL COMMITTEE.....	80

#### **6. INCIDENT COMMAND**

#601	INCIDENT COMMAND SYSTEM.....	82
#602	MUTUAL AID.....	86
#603	FIRE INVESTIGATION.....	88
#604	SEVERE WEATHER.....	89
#605	POST INCIDENT ANALYSIS.....	90
#606	PUBLIC INFORMATION.....	92

## **7. EQUIPMENT**

#701	EQUIPMENT CONPENTANCY.....	93
#702	MAINTENANCE LOGS.....	94
#703	HOSE TESTING.....	95
#704	PUMP SERVICE TESTING.....	98
#705	FIRE EXTINGUISHER INSPECTION/CARE.....	99
#706	SCBA/PPE.....	101
#707	THERMAL IMAGING CAMERA.....	108
#708	CASCADE SYSTEM USE.....	110
#709	APPARATUS TOOL USE.....	112
#710	POSITIVE PRESSURE FANS.....	113

## **8. RESPONSE & APPARATUS DRIVING**

#801	RESPONSE PROTOCOL.....	114
#802	PRIVATE VEHICLE RESPONSE.....	116
#803	DRIVING OF APPARATUS.....	117
#804	APPARATUS OPERATOR/CREW RESPONSIBILITIES.....	121
#805	APPARATUS ACCIDENT.....	124
#806	ACTIVITIES & PARADES.....	125

## **9. EMERGENCY OPERATIONS**

#901	RADIO COMMUNICATION.....	126
#902	STRUCTURE FIRES.....	129
#903	DUMPSTER FIRES.....	136
#904	CHIMNEY FIRES.....	137
#905	WILDLAND FIRES.....	139
#906	VEHICLE FIRES.....	141
#907	FATAL FIRES.....	144
#908	ROADWAY SAFETY OPERATION.....	145
#909	VEHICLE ACCIDENTS.....	152
#910	EXTRICATIONS.....	153
#911	HELICOPTER LANDING ZONE.....	158

#912	SPILLS.....	159
#913	MAYDAY SIGNAL.....	160
#914	EVACUATION SIGNAL.....	164
#915	UTILITIES.....	165
#916	PROPANE EMERGENCIES.....	168
#917	HAZARDOUS MATERIAL INCIDENTS.....	172
#918	PIPELINE RESPONSE.....	177
#919	CONFINED SPACE RESCUE.....	180
#920	TRENCH RESCUE.....	183
#921	WATER RESCUE.....	186
#922	ELEVATOR RESCUE.....	187
#923	BOMB THREATS.....	189
#924	WMD/TERRORIST INCIDENTS.....	191
#925	CARBON MONOXIDE ACTIVATIONS.....	192
#926	FIREWORKS DISPLAYS/STANDBYS.....	195
#927	AIRCRAFT CRASH/ACCIDENT.....	198
#928	SPRINKLER/STANDPIPE OPERATIONS.....	213
#929	VIOLENT SITUATIONS.....	214
#930	ACTIVE SHOOTER RESPONSE.....	215
	Acceptance Form.....	224
	Declination Form.....	225
	New Firefighter Orientation Checklist.....	226

Mission Statement

*The mission of the Ellendale Fire Protection District is to enhance the quality of living in our community by preventing or minimizing the loss of life or property resulting from fire or other emergencies, natural or human caused, that may occur within the jurisdictional boundaries of the District we serve.*

## Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- I fully realize and accept the responsibilities that membership in this organization requires and will perform the duties assigned to me.
- I will do my share of the work that is required in being prepared for emergency service.
- I will do my work at emergencies and drills in an orderly, quiet and safe manner.
- I will refrain from using profane or immoderate language while working at emergency incidents or in any public context.
- I will report for training, unless excused by an officer, and will practice earnestly and do all in my power to make our department an efficient and effective emergency services organization.
- I will be loyal to my officers and the Ellendale Fire Protection District, and I will conduct myself at all times in a manner that is in keeping with the responsibility of a firefighter.
- I will remember that I am in the eyes of the public, on and off duty, and I will conduct myself so as to bring credit to the Ellendale Fire Protection District.
- I will conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- I will accept responsibility for my actions and for the consequences of my actions.
- I will support the concept of fairness and the value of diverse thoughts and opinions.
- I will avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- I will be respectful and conscious of each member's safety and welfare.
- I will never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- I will never harass, intimidate or threaten fellow members of the service or the public; and shall stop/report the actions of other firefighters who engage in such behaviors.
- I will not publicly criticize the official actions or orders of a superior officer. Nor will I publicly speak disrespectfully of the department or its members.

## **INTRODUCTION**

The operating procedures contained in this handbook have been established by the Membership of the Ellendale Fire Protection District with authorization from the EFPD Fire Board. This document shall be reviewed periodically in order to keep it current. All additions, deletions, or revisions shall be submitted to the membership for review and will require acceptance by a majority vote of the members present during a regular meeting.

This manual establishes standard fire department specific policies. This is meant to provide guidance when dealing with fire department-specific issues and situations, and to ensure department activities are consistent, effective, efficient and safe.

The Department shall provide for the safety, health and wellness of department members by establishing a fire department-specific policy manual and accompanying procedures.

Members shall read and become familiar with the department's rules, regulations, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.

All fire department personnel will understand and follow these policies and accompanying procedures to the best of their ability.

Deviation from these policies and procedures is permitted due to unforeseen circumstances.

### **Limitations of the Manual**

- Because this Manual will never be able to address every situation that may be encountered, personnel will need to use good judgment in applying these guidelines, coupled with training and experience. Just because a guideline does not exist for a particular situation, that does not mean that actions should not be taken to address an administrative or operational problem.
- The Manual is not intended to take the place of federal, state or local laws. If there is a conflict between a SOP and a federal, state or local law, the law will take precedent.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #101

## Incident Management

Effective: January 2021

Page 1 of 1

---

The Ellendale Fire Protection District has accepted and adopted the Incident Command System model, developed by the National Fire Academy, for use at all emergency incident responses.

The basic purpose for the incident command system is to provide an incident management mechanism which utilizes uniform strategic goals, tactical operations, safety considerations and terminology.

Unified Command within ICS is used when there is a multi-agency response during a large incident. Unified Command allows for the integration of local, state, and federal agencies to operate under one overall management structure with greater authority.

Members of the Ellendale Fire Protection District will be trained in ICS and will utilize the Incident Command Structure at all incidents.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #102

## General Rules

Effective: January 2021

Page 1 of 2

---

1. Immediately report any accident, sickness, or injury occurring on a call or during a training exercise, no matter how trivial, to a command officer.
2. Personnel that become injured while on-call, shall be medically treated and, if necessary, transported via ambulance to a local hospital. The Fire Chief shall be notified immediately of all on-call injuries.
3. Personnel shall not use the prestige of the fire department for the purpose of personal gain while on or off duty.
4. Personnel shall not lend, sell, give away, or appropriate for their own use any department property.
5. No information relative to the business or policy affairs of the department shall be furnished to persons not connected therewith, except as authorized by the Chief.
6. Personnel shall not be party to any malicious report or activity, which would disrupt department morale or bring discredit to the department or any member thereof.
7. The falsification of records, the making of misleading entries or statements with the intent to deceive, or the willful mutilation of any useful department record or document will be considered a serious offense and the offender will be subject to discipline or dismissal.
8. Personnel shall not change or alter the arrangement of equipment on an apparatus without the approval of the Chief.
9. If equipment is broken, lost, damaged or in an unsafe condition, contact an officer at the earliest possible time.
10. All personnel shall wear PPE as prescribed by department standards, at all emergency incidents, unless instructed otherwise by the Incident Commander.
11. There shall be no smoking in the fire stations or on any fire apparatus.
12. Members shall not engage in illegal activities.

13. No one shall install or uninstall any software, or program on any fire department computer unless authorized by the Chief.
14. North Dakota emergency vehicle codes and department rules & regulations shall be obeyed at all times when driving department or private vehicles while on department business.
15. The Fire Hall shall not be used for the maintenance, storage, or washing of any private vehicle or equipment.
16. The District shall provide a meal (or equal) for those attending the regular monthly business meeting.

#### PHYSICAL AND MENTAL CAPABILITIES

- Any fire fighter with heart disease, epilepsy, or emphysema, etc. shall make this information known to the Chief and/or I.C. and will not be expected to perform tasks that may potentially harm them.
- Any fire fighter that is claustrophobic, has a fear of heights or small spaces, etc. shall make this information known to the Chief and/or I.C. and will not be expected to perform tasks that they do not feel safe doing.
- Any fire fighter who is unable to work on injured or bloodied victims because of nausea or other uneasiness shall make this information known to the Chief and/or I.C. and will not be expected to perform tasks where they would be uncomfortable.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #201

## Department Membership

Effective: January 2021

Page 1 of 1

---

### GOOD STANDING

A firefighter resigning or retiring from the department in good faith, not owing any fees/dues and returning all District properties such as, equipment, gear, keys, pagers, etc., shall be considered in good standing.

If a firefighter resigns pending disciplinary action or is removed from the membership by a majority vote for any reason, this firefighter shall NOT be considered in good standing. All privileges awarded the firefighter shall cease at time of resignation or removal.

### ACTIVE MEMBERS

Active members may hold probationary or regular membership on the department. The minimum qualifications are included in the Firefighter Job Description.

### SERVICE YEARS

A firefighter, who leaves the department in good standing and later rejoins the department, shall have their previous service years added to their present service time.

### HOUSEHOLD MEMBERS

A married couple is not eligible to have both spouses be members of the department concurrently. There are on-scene emotions to consider as well as the possible loss of both parents/spouses due to the natural hazards of firefighting.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #202

## Recruitment

Effective: January 2021

Page 1 of 3

---

Ellendale Fire Protection District will use the following procedures for processing prospective volunteer firefighter applications, interviewing, and background checks:

- The Ellendale Fire Protection District is an equal opportunity fire department. As such, all persons are eligible as volunteer firefighters without regard to race, color, creed, sex or national origin. Additionally, volunteers will not be subject to discrimination, harassment or inappropriate treatment with respect to their race, color, creed, sex or national origin.
- Criminal record and driving record checks will be conducted.
- Appropriate background checks will be conducted as needed.
- The department may elect at any time in this process to reject a candidate due to, as examples, medical concerns, work availability, poor driving records, or other reasons.
- Firefighters should live or work within the boundaries of the District unless there are extenuating circumstances which are approved by a majority vote of the active firemen.
- New members shall be accepted for membership by majority vote of the active firemen.
- A fireman may be removed from membership for any reason by a majority vote of the active firemen or by the District Board.

### APPLICATION PROCESS

Application for membership to the department is a two step process as follows:

Step 1 – The applicant completes the District application and presents it to the department in person at a monthly department meeting. At this time the applicant will review our policy/guidelines packet and will also be open to asking/receiving questions.

Step 2 – The final approval of the applicant's application will take place at the next regularly scheduled monthly meeting. The department will use a secret ballot in the election process. The applicant will not be in attendance at this meeting.

Following acceptance to the EFPD, each new Firefighter shall complete the following:

- A standard CPR course within 1 year
- Current *Essentials of Firefighting Firefighter 1* curriculum within 2 years
- Current *Essentials of Firefighting Firefighter 2* curriculum within 4 years

Failure to meet these guidelines shall be grounds for dismissal.

**Steps to acquiring and outfitting a new fireman:**

1. Pursue new firefighter
2. Ask to attend meeting to become acquainted with organization
3. Have applicant fill out application
4. Go over Code of Ethics & "Personnel" SOP's with applicant
5. Invite applicant to meeting prior to vote, membership will have access to applicant for Q&A session, applicant will sit through a typical meeting and training session
6. Have application voted on by membership (following month without applicant present)
7. File application in fire file with outcome of vote
8. Contact applicant with outcome of vote
- A. If applicant is voted in:
  1. Call applicant and welcome to department, have secretary add name to mailing list/roster
  2. Give copy of S.O.P.'s for personal file. Have applicant sign, date, and turn in the Acceptance of Terms page.
  3. Invite to fire hall to try on gear, order necessary gear (with Assistant Chief)
  4. Give copy of key into fire hall or provide lock code
  5. If applicable, give pager / get members phone number for phone-page option
  6. Encourage coming to fire hall to train at any time
- B. If applicant is voted down:
  1. Call applicant with outcome of vote
  2. Explain reason for outcome, if applicable reason
  3. Thank applicant for applying

All applications become property of the Fire Department and once they have been voted on, they shall be stored in the filing cabinet under "Applications".

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #203

## Driver Licensing

Effective: January 2021

Page 1 of 1

---

### DRIVERS LICENSE

EFPD Firefighters must have a good driving record and possess a valid and current state issued driver's license or a state issued I.D.

EFPD firefighters who are placed on a restricted license or suspended by the State of North Dakota automatically are prohibited from operating EFPD apparatus at any time. This driving prohibition remains in force until the firefighter has his/her license reinstated without restrictions.

Firefighters may be dismissed from the department if their driving pattern is considered a hazard to the firefighter, other firefighters, or the community we serve.

### PERSONALIZED LICENSE PLATE

Personalized license plates are available through the North Dakota Department of Transportation. These plates are available at no cost to members of the EMS community including volunteer firefighters. The license plate must be renewed annually.

Members of the Ellendale Fire Protection District are eligible for these plates when meeting the following E.F.P.D. conditions:

- Must be a member in good standing as outlined in S.O.P. #201
- Has made the minimum number of training sessions the previous year
- Is a current member of the Ellendale Fire Protection District

The Fire Chief will review the license plate application for department approval. The Fire Chief has authority to deny the application if the license personalization is in bad taste or if the member has not met the conditions set above.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #204

## Firefighter Orientation

Effective: January 2021

Page 1 of 1

---

Personnel conducting orientation for new firefighters must complete the New Firefighter Orientation Check list form and submit the form to the Fire Chief.

To become eligible to respond to any incident, all new members must successfully complete the New Firefighter Orientation Checklist (see checklist located at the back of this manual).

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #205

## Training

Effective: January 2021

Page 1 of 2

---

Training is the single most important element for a safe, professional, and effective fire Department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

### Training:

- Prepares a fire fighter to safely perform his or her duties.
- Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
- Prepares a new fire fighter whose duties include emergency operations and structural firefighting to perform those operations. The training will include training in the incident command system.
- Prepares a fire fighter for special hazards to which they may be exposed during fires and other emergencies
- Includes procedures for firefighters engaged in fire ground operations to make a safe exit from a dangerous area if equipment fails or fire conditions change suddenly.

No new fire fighter may be permitted to participate in structural fire fighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed required training.

To maintain active status as a firefighter with the Fire Department, all members must participate in at least six (6) training session(s) per calendar year. Failure to do so may result in the member being placed on disciplinary probation, at which time active status may only be regained after approval of the Chief and the Training Officer. If after 12

months of probationary status a member does not satisfactorily meet training requirements, the member's status with the department can be terminated.

A member whose active status is in jeopardy due to failing to meet training requirements will receive a verbal and written warning from the Chief or Training Officer.

Exceptions and petitions for minimum training requirements may be made to the Chief. Under special circumstances the Chief may alter department minimum training requirements.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #206

## Minimum Training Requirements

Effective: January 2021

Page 1 of 2

---

The Ellendale Fire Protection District is dependent upon its volunteer personnel for emergency incident response. With the increasing federal and state regulations requiring training and emergency scene competencies, our personnel will be required to annually participate in a minimum number of training exercises, with some training sessions being mandatory. Accordingly, EFPD adopts the following minimum training attendance-participation requirements:

- Firefighters and officers shall attend at least 6 of the monthly scheduled EFPD training sessions. The only exception to this procedure shall be for EFPD personnel on an approved leave of absence.
- To receive credit for attendance at the training session/s, firefighters or officers must be at the training site when the sessions begin, must remain at the training site for the entire session, must participate, and must have proper personal protective equipment with them for the training.
- Firefighters that attend both day and evening training sessions on the same date will only be credited for one (1) training session (i.e.: NDFA state or regional schools). Attendance to State & Regional training opportunities shall be granted with prior approval of the Fire Chief.

Firefighters who do not meet these minimum training requirements may be placed on disciplinary probation. While on probation the firefighter must meet the minimum training requirements. Failure to do so may result in dismissal from the department. In special cases, when approved by the Fire Chief and Assistant Chief, a waiver may be issued if training equivalents are acquired. Documentation must be presented.

## Minimum Training Requirements

Effective: January 2021

Page 2 of 2

---

### MANDATORY TRAININGS

The department will annually designate specific training programs for mandatory attendance. These programs are either required by federal/state laws and regulations; or, are of paramount importance for the safety and well-being of our personnel (i.e.: CPR, infectious diseases, NIMS, ICS, self-contained breathing apparatus, and driving; this list is not to be considered all inclusive).

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #207

## Training & Conference Requirements

Effective: January 2021

Page 1 of 1

---

### OBJECTIVES

- To provide the fire department the opportunity to maximize the development of its personnel in line with department needs.
- To provide personnel the opportunity to select training/education programs reflective of the individual's needs and interests.

### PROGRAM

Annually each EFPD firefighter or officer may attend appropriate fire emergency related courses. Other conference/seminars which will enhance a firefighter's/fire officer's knowledge and skills may also be attended with the approval of the Fire Chief. All requests for course/seminar attendance require the Fire Chief's approval prior to registration.

If personnel are on probation, or at the time of request have not satisfied the Minimum Training Requirements (#206) and Minimum Response Requirements (#208), approval from the Fire Chief is necessary before class registration.

Any requests for out of state training will require the approval of the Fire Chief.

Attendance at out of town meetings or training will be reimbursed upon presentation of receipts at the current state rates for mileage, meals, and lodging (double occupancy and shared mileage is expected whenever possible). Any amount exceeding these rates shall be the responsibility of the fireman.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #208

## Minimum Response Requirements

Effective: January 2021

Page 1 of 1

---

The following shall be the basic minimum response requirements for EFPD personnel:  
Firefighters must respond to twenty-five percent (25%) of all incidents paged.

The minimum response requirements are on a calendar year basis.

Minimum response requirements require firefighters to report to the fire hall and remain at the fire hall or incident until EFPD clears from the activation. The I.C. may waive this requirement for individual extenuating circumstances.

The only exception to the minimum response requirements shall be for personnel on an approved leave of absence.

Firefighters who do not meet these minimum response requirements will be placed on probation for ninety (90) days. While on probation the firefighter must meet both the minimum response requirements and minimum training requirements; failure to do so may result in dismissal from department.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #209

## Disciplinary Procedures

Effective: January 2021

Page 1 of 1

---

Members of the Ellendale Fire Protection District are expected to perform their duties in a manner consistent with state law, rules, and department procedures. Any member charged with actions contrary to these guidelines and regulations, or members accused of any act unbecoming a member of the department, may be disciplined.

Violations of safety rules/procedures (i.e. driving, fireground actions, etc.) may result in immediate but temporary suspension. This action may be taken by any EFPD officer. As soon as practical, the following due process steps shall be complied with:

- A disciplinary hearing shall be held at the earliest possible time before the Chief (to consider the charge(s) and possible disciplinary action. The accused shall be allowed to present evidence in his/her defense.

A member found to be in violation of applicable state laws or department guide lines will be subject to one or more of the following possible disciplinary actions:

- Reprimand or warning (verbal or written)
- Suspension of privileges (i.e., driving for a defined period, educational opportunities)
- Suspension from the department for a defined period
- Removal from the Department

The precise disciplinary measures action(s) taken will depend upon:

- The seriousness of the infraction or,
- The persistence of the violation(s)



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #210

## Uniforms/Apparel

Effective: January 2021

Page 1 of 1

---

Upon being accepted by vote to the Ellendale Fire Protection District, new firemen will receive a fire department issued t-shirt and cap. Additional t-shirts can be purchased by the fireman at any time.

At the completion of one year of service with the District, a fireman shall receive a fire department issued dress shirt and identification card.

At the completion of two years of service, a fireman can purchase a jacket at ½ cost. If a fireman chooses to wait until he has completed three years of service to the District, he shall receive a fire department issued jacket at no cost.

After the first three years of service, a fireman in good standing will be eligible to receive a new jacket, if desired, at no cost for each additional 5 years of service. There shall be no deviation from the 5 year duration unless approved by a majority vote of the fire department officers.

Personnel will be expected to wear fire department issued clothing at designated events and activities.

No T-shirt, cap, or jacket may be purchased by a person or entity that is not a member of the Ellendale Fire Protection District.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #211

## Firefighter Benefits

Effective: January 2021

Page 1 of 1

---

A insurance policy is provided by the Ellendale Fire Protection District Board to all volunteer members of the Ellendale Fire Protection District. The insurance and weekly benefits apply to injury or death only while acting on behalf of the Ellendale Fire Protection District and includes travel directly to and from such activity, as well as impromptu action (Good Samaritan) at the scene of an emergency regardless of the Districts involvement.

### SUMMARY OF COVERAGE

- Death benefits
- Impairment benefits
- Income protection benefits
- Medical expense benefits
- Additional benefits

### CLAIMS PROVISIONS

Claim Forms: The insurance company administrator will send claim forms to the claimant upon receipt of a written notice of claim.

Notice of Claim: A written incident report must be made to the EFPD or the insurance company administrator within 20 days, or as soon as reasonably possible, after the Covered Activity that may give rise to a loss under the policy

Proof of Loss: In case of a claim for loss of time from disability, written proof must be furnished within 90 days of the date of such loss.

A complete copy of the policy is available to view.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #212

## Service Awards

Effective: January 2021

Page 1 of 2

---

### GENERAL

The awards presented under this procedure shall be applicable to members of the department as of January 1, 2021, and all subsequent members. The awards presentations will not be retroactive to individuals who have left the department or members who have previously attained a service level as described below.

The Fire Chief is responsible for maintaining a log tracking years of service in order to properly recognize deserving firefighters. The Fire Chief will order the awards in a timely fashion.

### VETERAN'S PINS

Veteran award pins are purchased from the North Dakota Firefighters Association and will be presented to active members in good standing (as defined in S.O.P. #201). Veteran award pins will be awarded in increments of 5 years to veterans starting with 25 years. Pins shall be awarded each subsequent 5 years through the 70<sup>th</sup> year. The awards will be distributed as close as possible to the anniversary date of the individual.

### SERVICE AWARD

When a firefighter retires in good standing after a minimum of 25 years of service to the Ellendale Fire Protection District or in combination from EFPD and another recognized fire department, the member shall be awarded a Framed Firefighter Maltese Cross Plaque award featuring an antique bronze Maltese Cross or equal. The frame shall measure approximately 14" x 17". A black brass engraving plate engraved with gold lettering shall state: "Award presented to:, Members name, For your # of years of dedicated service, Ellendale Fire Protection District, Month/Day/Year - Month/Day/Year, Omnis Cedo Domus".

RECOGNITION OF SERVICE

If, after 5 years of service, a firefighter in good standing resigns or retires from the department, they will be given their name tag on the back of the turnout coat as a memento of their service. They shall also be allowed to keep any earned jacket, cap, or shirt.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #213

## Honor Guard

Effective: January 2021

Page 1 of 2

---

### GENERAL

Paying respects to firefighters who have passed on has always been a part of the tradition in the fire service. Whether they have passed from natural causes or been lost in the line of duty, honoring these hero's rests on the shoulders of our current membership.

### PROCEDURE

To maintain consistency & a level of respect earned by a volunteer firefighter, we shall follow these procedures in the event of a funeral:

#### Fallen firefighter - Retired or Active duty (Natural causes)

- Minimum of 2 firefighters present at the funeral.
- Wear the same Fire Department issued shirt. No caps or hats.
- Do not use the siren during any portion of the funeral or procession.
- Funeral director may seat you near the family area in a reserved spot.
- Fire truck with Model A bell parked outside. Typically will lead procession. When leading the procession through town, do not exceed 15 mph.
- After the funeral, exit the church, and wait beside the truck. When the casket emerges from the church begin the ringing of the bell. We will ring the bell in 3 sets of 3 rings. (Ring the bell in a consistent cadence such as Ring - count one, two - Ring - count one, two - Ring). After each set of ringing the bell 3 times, allow the bell to ring for a 5 count then silence the bell with a gloved hand before starting the next sequence. At the final toll of the 3rd pull, the bell is left alone to ring out. At this time return to the cab of the truck and prepare to begin the procession. The bell shall be rung once every 45 seconds whether the truck is moving or not.

- Once the procession begins, continue to ring the bell following the route to the appropriate local cemetery. The funeral director will tell us which route to take.
- Park the truck off to the side near the burial area and continue ringing the bell (once every 45 seconds) until the casket has been taken out of the hearse. Once the casket has been taken out of the hearse, join the rest of the mourners graveside.
- Once the graveside service has concluded, return to hall.
- Sometimes there may be special instructions such as leading the procession past the fire hall. In this case, stop the fire truck just past the fire hall so that the hearse and family vehicle/s are in front of the fire hall. Once in position, ring the bell 3 consecutive times in 5 second increments. Once the bell sound has faded away, continue the procession to the cemetery.

#### Fallen firefighter (Line of Duty)

Same as above with the following exceptions:

- Minimum of 6 firefighters present at the funeral.
- After the funeral, line up outside the church in two columns facing each other allowing space between for the casket & pallbearers as well as the family members.
- Once the casket has been placed in the hearse, begin ringing the bell as described above
- At the cemetery, line up directly opposite the casket facing the family and other attendants. Form a single straight line no matter the number of firefighters present.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #214

## Resignation/Retirement

Effective: January 2021

Page 1 of 2

---

### GENERAL

Volunteers of the Ellendale Fire Protection District are extended certain benefits. When personnel leave the EFPD it must be ensured that they complete an exit process so that the volunteer and the District are protected.

Firefighters resigning or retiring from the department are required to:

- Submit either a letter of resignation/retirement or verbally state their intentions at a monthly meeting.
- Turn in all personal protective clothing, keys, identification cards, pagers and/or radios issued them.

Firefighters will be held financially responsible for ANY issued equipment not returned within thirty (30) days.

### RETIREMENT

Firefighters shall be granted “retired” status after the following conditions have been met:

- Served greater than 15 years as an active firefighter of the Ellendale Fire Protection District, Ellendale Fire Department, Ellendale Rural Department, Previous tenure at another recognized fire department, or any combination thereof or,
- Served greater than five years and been permanently disabled while performing duties as a firefighter for the EFPD,
- At any time, sustained an injury that resulted in death while performing duties as a firefighter for the EFPD.

## Resignation/Retirement

Effective: January 2021

Page 2 of 2

---

Members who have gained “Retired” status & spouses are eligible for invitation to the annual Fireman’s Ball. Widows of retired firefighters are to be invited to the Fireman’s Ball.

Members who have gained “Retired” status are welcome to attend monthly fire department meetings. While in attendance at a monthly meeting, they are welcome to give discussion input but will not be able to vote on motions or elections.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #215

## Firefighters Auxiliary

Effective: January 2021

Page 1 of 1

---

The Firemen's Auxiliary is recognized as a necessary support group and the District will assist them in their efforts. However, the Auxiliary will abide by the same rules and regulations governing the firemen with respect to the use of the Fire Hall, equipment, and supplies.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #301

## Alcohol and Controlled Substances

Effective: January 2021

Page 1 of 2

---

Due to the "on-call" nature of volunteer firefighters and officers, members of the Ellendale Fire Protection District are encouraged to limit the use of alcohol and prohibit the use of controlled substances.

While recognizing the department's inability to control firefighter's actions when on "their time," the department believes there are certain actions which may impact the personal well-being of the individual firefighter, the safety of other firefighters, and citizens of our community. Accordingly, the following rules are adopted:

- Reporting to the fire hall at any time while in an impaired or intoxicated state, or while under the influence of controlled substances is prohibited.
- No firefighter shall be in possession of intoxicants or controlled substances while in a EFPD vehicle.
- No firefighter shall operate a EFPD motor vehicle while under the influence of intoxicants or other controlled substances.

The definition of intoxicants is that which is found in the North Dakota Vehicle Code. Members are warned that "under the influence" may be less than "intoxicated" and may be exhibiting "impaired behavior." A controlled substance may be a legal and/or illegal substance (i.e. prescription drugs, narcotics, hallucinogens, etc.) which affect a fire department member's ability to function in a safe, efficient manner. A firefighter possessing or using controlled substances prescribed by a physician or dentist, for use by the firefighter, is strongly encouraged to avoid the rigors of emergency response while undergoing treatment.

## Alcohol and Controlled Substances

Effective: January 2021

Page 2 of 2

---

The Ellendale Fire Protection District believes that a healthy, competent membership, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department.

### Definition of Fire Department Functions

For the purposes of this policy, the definition of fire department functions includes all fireground operations and training. These functions include, but are not limited to:

- Driving and/or operating department apparatus, vehicles, or equipment
- Responding to or performing fireground, training, or roof operations
- Traffic control operations
- Incident command or fireground sector command
- Participation in fire department training activities

Any fireman who violates any of these procedures will be subject to prosecution under the laws of the State of North Dakota and disciplinary action by the District Board. Procedures found in S.O.P.#209 will guide the disciplining of EFPD firefighters.

Alcoholic beverages shall not be consumed at any regular monthly training meeting nor shall alcoholic beverages be stored in the meeting room.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #302

## Tobacco Use

Effective: January 2021

Page 1 of 1

---

### PURPOSE

In an effort to promote a healthy work environment and encourage health conscious behavior, the use of tobacco products by Ellendale Fire Protection District personnel is restricted at emergency scene, training sessions, and public events as detailed below:

- EMERGENCY SCENE OPERATIONS - The use of tobacco products, including smoking, is prohibited at all times during emergency scene operations.
- TRAINING EVENTS - The use of tobacco products, including smoking, is restricted to designated break times and shall not be permitted by personnel while actively involved in training activities.
- PUBLIC EVENTS - The use of tobacco products, including smoking, is restricted during public events (i.e. pancake breakfast, parades, and public education). Smoking is permitted only when personnel are not visible by members of the general public.
- FIRE STATIONS - Ellendale Fire Protection District facilities are smoke free. Smoking is prohibited at all times inside EFPD facilities, including apparatus bays.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #303

## **Weapons**

Effective: January 2021

Page 1 of 1

---

### PURPOSE

To ensure the safety of EFPD members and guests, firearms of any kind are not allowed in the fire station, in any apparatus, at any emergency response scene, or any activity related to the fire department.

This guideline does not pertain to on-duty law enforcement officers.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #304

## Audio/Visual Recordings and Social Media

Effective: January 2021

Page 1 of 3

---

### PURPOSE

In emergency services, breaching confidentiality and HIPPA (Health Insurance Portability and Privacy Act) violations are primary concerns with taking on-scene photo or video images and audio recordings. The intent of this guideline is to address those concerns while insuring the safety of department members and providing a high level of service. There is no expectation of privacy on the part of fire fighters when they use their personal electronic devices while responding to, or at an emergency incident.

This guideline applies to personal cell phones, personal digital assistants (PDAs) and personal cameras including digital, video, film, and those integral to cell phones or other electronic devices.

The Ellendale Fire Protection District and/or its members could be susceptible to civil liability or criminal prosecution for using technological devices anywhere, anytime, for any purpose that is not authorized by law. Confidentiality of incident information is a requirement for all responders. Even word of mouth discussions regarding the details of an incident can be harmful. Transmitting proprietary or confidential information of the department is prohibited at any time.

In addition, legal ramifications could place the Ellendale Fire Protection District in an unfavorable position. Unauthorized distribution of photographs, videos, audio recordings or other images may result in harm to the fire department's reputation and diminished public trust and may also expose the individual taking and distributing the photographs, etc to personal liability.

## Audio/Visual Recordings and Social Media

Effective: January 2021

Page 2 of 3

---

### PROCEDURE

While at an emergency scene, EFPD members may occasionally need to use the telephone function of their personally-owned cellular device. However, members are strictly prohibited from using the cell phone's camera option **unless necessary for official business as authorized by the I.C. or Fire Chief.**

Under no circumstances may any member of the Ellendale Fire Protection District take photographs, videos or audio recordings of any EFPD emergency scene without permission of the I.C./Fire Chief. Because there can be tangible value in the authorized and appropriate use of photographs from emergency scenes, permission to take photographs, video or audio recordings maybe granted at the discretion of the I.C/Fire Chief.

Any member of the Ellendale Fire Protection District who has permission to photograph or video an emergency scene is prohibited from distributing or releasing any such photographs, video, audio recordings or other images to any individual or entity outside the department, including but not limited to the media, for use at speaking engagements, or websites, including the Ellendale Fire Protection District's website, an emergency services industry site or personal sites including but not limited to; Facebook, My Space, Twitter or You Tube without first obtaining permission from the Fire Chief and in compliance with the District's adopted policies. This restriction also applies to photographs, videos, audio recordings or other images acquired from an outside source.

Any photos, videos, audio recordings or other images taken are the sole property of the Ellendale Fire Protection District. Any firefighter involved in unauthorized or misuse of technology could be disciplined up to and including termination.

This policy will help minimize the possibility that unauthorized photos or audio recordings of an emergency scene could be inappropriately disclosed.

## Audio/Visual Recordings and Social Media

Effective: January 2021

Page 3 of 3

---

All incident photography shall be for investigation, training, or documentation purposes and shall only be done at the direction of the Incident Commander, Fire Chief or lead investigator.

Photography during training evolutions shall be for similar purposes and at the direction of the Training Officer or lead instructor.

Any photographs containing individually identifiable information are covered by HIPPA and must be protected in the same manner as patient care reports and similar documentation.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #401

**Health & Safety**

Effective: January 2021

Page 1 of 1

---

The Ellendale Fire Protection District will make every reasonable effort to provide a safe and healthy work environment for its members, while recognizing the inherent risks that are involved in the delivery of emergency services.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #402

## Exposure to Infectious Diseases

Effective: January 2021

Page 1 of 3

---

This policy applies to all personnel within the Fire Department, who are involved in fire fighting, hazardous material incident control, rescue, or emergency medical services which involve occupational exposure to blood or other potentially infectious materials.

During the course of their duties, Ellendale Fire Protection District personnel may be exposed to blood borne pathogens. These exposures are occupational exposures. An occupational exposure is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. All EFPD emergency personnel are determined to have occupational exposure. Reduction and management of risks associated with blood borne pathogens will be implemented by adherence to the following five portions of this subject by all Ellendale Fire Protection District personnel:

### UNIVERSAL PRECAUTIONS

- All body fluids shall be considered potentially infectious materials and all necessary precautions shall be taken to prevent direct contact with body fluids at all times, especially during and after extrication incidents.
- Skin surfaces that were not covered by clothing, protective clothing or equipment, or infection control garments shall be washed immediately after providing emergency service. Contaminated skin surfaces shall be immediately washed with soap and water by lathering the skin and vigorously rubbing together all lathered surfaces for at least ten (10) seconds, followed by thorough rinsing under running water.
- When hand washing is not possible, firefighters will clean their hands with an antiseptic towel or hand cleanser, and then wash their hands with soap and water at the earliest possible time.

## Exposure to Infectious Diseases

Effective: January 2021

Page 2 of 3

---

### PERSONAL PROTECTIVE EQUIPMENT

- All personal protective equipment used in this department will be provided without cost to employees.
- All personnel engaging in any victim contact or potential victim contact shall don full personal protective equipment prior to initiating victim contact.
- All personnel who are in contact or may be in contact with a victim must wear protective gloves and, where appropriate, face masks.
- Department issued extrication or structural fire fighting gloves shall be worn by personnel in any situation where sharp or rough surfaces are likely to be encountered, such as victim extrication. Latex gloves will be worn under the firefighters gloves when infectious materials may be encountered such as during vehicle extrication. Because of the potential for burns, latex gloves should not be worn under fire fighting gloves where there is exposure to extreme heat.

### HOUSEKEEPING

- Personal protective equipment (PPE) and any tools/equipment used in a rescue, extrication, etc., which have been visibly contaminated with victim body fluids shall require cleaning and disinfecting.
- Personnel will routinely check and decontaminate as necessary the inside and outside of any equipment, apparatus, or apparatus compartments which may have been contaminated with blood or other potentially infectious materials. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of the run.

## Exposure to Infectious Diseases

Effective: January 2021

Page 3 of 3

---

### VACCINATIONS

- All Ellendale Fire Protection District personnel will be offered at no cost, Hepatitis A & B vaccinations as well as Tdap (tetanus) vaccinations.
- Personnel declining the vaccination shall sign the declination form.

### EQUIPMENT CLEANING

- Routine cleaning of equipment will be done on a daily basis.
- Vehicles, tools and other equipment that is exposed to body fluids will be cleaned with an antiseptic cleaner followed by soap and water.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #403

## **Injuries**

Effective: January 2021

Page 1 of 1

---

Officers and firefighters operating at emergency scenes, in training, or while functioning as a representative of Ellendale Fire Protection District are to adhere to the following procedures pertaining to injuries:

- Injuries incurred during emergency operations are to be reported to the Incident Commander, or the officer appointed for the operation.
- If the injury is minor and licensed medical personnel are on scene, treatment may be rendered there. If the Incident Commander, or medical personnel, believes emergency care beyond the capabilities of on-site care providers is needed, EFPD personnel will be transported to a medical facility. More serious injuries may be treated at hospital emergency departments.
- Generally, transportation will be via ambulance unless such a unit is unavailable or the injuries are minor.
- Every attempt will be made, as soon as possible, following an injury to personally contact the family of the injured EFPD personnel.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #404

## Critical Incident Response

Effective: January 2021

Page 1 of 1

---

### PURPOSE

The EFPD Critical Incident Response procedure is established to ensure the employees involved in certain type incidents with stress reactions receive appropriate follow-up care. The procedure shall be applicable to all members involved in critical incidents directly and may extend to members with indirect involvement. The guideline applies to incidents that occur while the member is on-duty, or acting within their capacity as a member of EFPD.

### DEFINITION

A critical incident may be an incident resulting in which death, severe injury or life threatening events transpire. The incident may occur to civilians or EFPD personnel. Additional examples of critical incidents may include, but are not limited to, difficult rescue efforts, natural disasters or mass casualty incidents or significant unfavorable media coverage of an incident.

### DEPARTMENTAL ACTION

In the event the Incident Commander, or other member, believes EFPD personnel have been involved with a critical incident that impacts our personnel, he is to request the response of the CISD Team.

Response may be to the scene or at the fire hall. A debriefing will be conducted for all EFPD personnel involved with the incident (i.e. responders, personnel at stations, auxiliary, etc).

Additional follow-up diffusing sessions will be scheduled as deemed necessary. Diffusing sessions are open to immediate family members of EFPD members as needed.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #405

## Rehab

Effective: January 2021

Page 1 of 4

---

### GENERAL

The Incident Commander (IC) at an emergency incident or training activity shall be responsible to consider the circumstances of each event and make adequate and early provisions to provide for the rest and rehabilitation of personnel.

Officers shall maintain an awareness of personnel operating within their span of control and ensure adequate steps are taken to provide for each person's health and safety. This includes ensuring that appropriate re-hydration and rest for their personnel is accomplished. Each individual is additionally responsible for his/her preparedness prior to an incident, including re-hydration during warm weather, proper nutrition, proper dress and ensuring their PPE is in good working order.

During any emergency incident or training activity, all personnel are to advise their supervisor when they believe their level of fatigue or exposure to heat/cold is approaching a level that could affect themselves or the operation they are involved in.

Whenever a fire or call exceeds 2 hours in length, the District will provide the firemen on duty with refreshments or lunch.

### ESTABLISHMENT OF REHAB

The IC shall establish rehab when conditions indicate that rest and rehabilitation is needed for personnel working at an incident or training activity. Climactic or environmental conditions that indicate the need to establish rehab are a heat stress index above 90 degrees Fahrenheit or a wind-chill index below 10 degrees Fahrenheit.

Additional factors that should be considered in the need to establish rehab include:

- Time – including extended use of PPE and exposure to weather conditions.
- Complexity – including crime scenes, specials teams incidents.
- Intensity – mental and/or physical stress at incidents such as major extrications, interior search and rescue, etc.

### STAFFING OF REHAB

EFPD has established an automatic mutual aid agreement with the Ellendale Ambulance Service to provide management of REHAB. Rehab shall be staffed by a minimum of one (1) BLS ambulance crew member. The minimum level of available care shall be BLS and the Incident Commander (IC) shall designate an EMT or Paramedic as Rehab Manager if necessary. The Rehab Manager shall function within the incident command system and report to the IC or the Incident Safety Officer (if established).

Rehab shall maintain one (1) BLS or ALS ambulance for every 15 persons who are being concurrently rehabbed.

### SITE LOCATION AND CHARACTERISTICS

The IC will normally designate the location for rehab. If a specific location has not been designated, the Rehab Manager shall select an appropriate location.

Rehab should be in a location that will provide physical rest by allowing personnel to recuperate from the demands and hazards of the emergency incident or training activity.

Specific criteria for selecting a rehab location include:

- Be far enough away from the scene that personnel may safely remove PPE and have their vital signs checked while receiving fluids (if necessary) and rest.



- Provide suitable protection from the prevailing weather conditions. During hot weather it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
- Large enough to handle the needs of the incident.
- Easily accessible by ambulance.
- Enable personnel to be free from exhaust of apparatus, vehicles or equipment.

Rehab efforts should include the following:

- Relief from weather conditions
- Rest and recovery
- Active and/or passive cooling or warming as needed
- Rehydration
- Calorie and electrolyte replacement for longer duration incidents
- Medical monitoring
- Accountability

#### REHAB PERIOD

All personnel involved in emergency operations should be routinely evaluated in rehab. The following criteria should be used as a general guideline\*:

- After the use of two 30 minute SCBA cylinders.
- After use of a single 45 or 60 minute SCBA cylinder.
- After 40 minutes of intense work without SCBA.

\*Extreme weather or strenuous working conditions may decrease the intervals.

## HYDRATION

- Personnel should rehydrate with at least 16 ounces of water during each SCBA cylinder change
- For scheduled events, personnel should pre-hydrate with at least 16 ounces of water within two hours of the event
- During heat stress, personnel should attempt to replace at least one (1) quart of water per hour. Plain water or commercially prepared beverages which replenish electrolytes are the preferred beverages for rehydration during rehab. Caffeinated beverages such as coffee or tea to aid warming during cold weather may be consumed, but these should be used sparingly and are not to be considered as rehydration.

## MEDICAL EVALUATION

EMS personnel assigned to rehab shall have the authority to use their professional judgment to keep members in rehab or to transport them for further medical evaluation or treatment. EMS personnel shall be alert for the following:

- Complaints of chest pain, dizziness, shortness of breath, weakness, nausea, or headache.
- General complaints such as cramps, aches, and pains.
- Symptoms of heat or cold related stress.
- Changes in gait, speech, or behavior.
- Changes in alertness and orientation to person, place, time.
- Vital signs considered abnormal based on local EMS protocols.

Personnel who are symptomatic or with abnormal findings shall receive additional monitoring during rehabilitation.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #501

## Fire Chief Job Description

Effective: January 2019

Page 1 of 3

---

### GENERAL SUMMARY

The Fire Chief organizes, directs, supervises, plans, and manages all operations of the fire department, including personnel, apparatus, and equipment.

### ESSENTIAL FUNCTIONS OF THE POSITION

- Respond to and supervise fire, rescue, hazardous material, or other emergencies utilizing the Incident Command System.
- Supervises and disciplines subordinates relating to the enforcement of District and Department rules, policies, or procedures when necessary.
- Inspects and directs use of the fire station, apparatus, equipment, and ensures proper maintenance and control of department property.
- Assists with department long, medium, and short range planning.
- Maintain a sufficient roster of firefighters
- Monitors the distribution of department supplies, equipment, and materials.
- The Fire Chief is authorized by the District Board to make inspections of residential and commercial property upon request or whenever they become aware of a potentially dangerous situation and make whatever recommendations necessary to fulfill their responsibilities to protect life and property. Fees & reimbursement are detailed in the following bullet point.
- The Fire Chief is authorized to make inspections of facilities such as daycares, nursing homes, bars, restaurants, or other structures as may be required by the City, County, or State agencies. See S.O.P. #511 for additional Inspection information.
- Keeps abreast of latest fire fighting techniques and gains knowledge by attending conferences, seminars, workshops, and reading professional publications.
- Shall lead meetings on a monthly basis following “Roberts Rules of Order”.

**Fire Chief Job Description**

Effective: January 2021

Page 2 of 3

---

- Educate community on fire prevention.
- Encourage every firefighter to attend training sessions and fire schools.
- Shall report to the Chairman & District Board to discuss fire department issues including large purchases and yearly budget. Will also share an annual report with the District Board on the previous year's fire department activity.
- Shall make contact with vendors.
- Shall verify bills as directed by the District Secretary.
- Review incoming mail in a timely fashion.
- Shall appoint someone to check the heat in the Fire Hall at least three times a week during the winter months.
- Shall appoint someone to maintain the Fire Index sign.
- Work with Ambulance manager to establish protocols when responding mutually.
- Work with Dickey County 911 coordinator to establish protocols when responding to county wide or mass casualty incidents.
- Shall review/prepare Pre-Plan manual on a yearly basis to maintain accuracy.
- Responsible for maintaining a log tracking years of service in order to properly recognize deserving firefighters. The Fire Chief will also order the necessary award in a timely fashion.
- Prepare/send notifications of deceased members to NDDFA for recognition at the annual State Convention

**MINIMUM QUALIFICATIONS**

- Be a high school graduate or possess a G.E.D. from a recognized issuing institution.
- Complete a state authorized Firefighter 1 and Firefighter II class.
- Maintain Auto Extrication certification.
- Complete a state authorized Hazardous Materials Operation class.
- Five (5) years of service in the fire industry.
- Must have and maintain a good driving record and valid driver's license.
- Must be a resident of Ellendale Fire Protection District.
- Must be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for purposes of completing and/or following and/or applying all directives, manuals, logs, reports and other communications.
- Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationships with other personnel, management and the public.
- Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #502

## Assistant Chief Job Description

Effective: January 2021

Page 1 of 2

---

### GENERAL SUMMARY

In the absence of the Fire Chief; organizes, directs, supervises, plans, and manages all operations of the fire department, including personnel, apparatus, and equipment.

### ESSENTIAL FUNCTIONS OF THE POSITION

- Will be assigned the responsibility for managing all fire department operations in the absence of the Fire Chief.
- Respond to and supervise fire, rescue, hazardous material, or other emergencies under the Incident Command System.
- Supervises and disciplines subordinates relating to the enforcement of township and department rules, policies, or procedures when necessary.
- Inspects and directs use of the fire station, apparatus, equipment, and ensures proper maintenance and control of department property.
- Assists with department long, medium, and short range planning.
- Monitors the distribution of department supplies, equipment, and materials including:
  - Maintain inventory of firefighter gear
  - Shall outfit new firefighters with PPE
  - Will dispense new gear to firefighters as necessary
  - Shall keep a log to track when new firefighters are eligible for shirts or jackets
- Keeps abreast of latest fire fighting techniques and gains knowledge by attending conferences, seminars, workshops, and reading professional publications.
- Maintain list of all fire department SCBA tanks, fire extinguishers, and cascade system to track testing status.
- Encourage every firefighter to attend training sessions and fire schools.
- Performs all other fire department related duties as assigned.

**Assistant Chief Job Description**

Effective: January 2021

Page 2 of 2

---

**MINIMUM QUALIFICATIONS**

- Be a high school graduate or possess a G.E.D. from a recognized issuing institution.
- Complete a state authorized Firefighter 1 and Firefighter II class.
- Maintain Auto Extrication certification.
- Complete a state authorized Hazardous Materials Operation class.
- Four (4) years of fire service.
- Must have and maintain a good driving record and valid driver's license.
- Must be a resident of Ellendale Fire Protection District.
- Must be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for purposes of completing and/or following and/or applying all directives, manuals, logs, reports and other communications.
- Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationships with other personnel, management and the public.
- Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent.

The incumbent is required to follow all other instructions and to perform any other duties assigned by the Fire Chief.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P 503

## Secretary Job Description

Effective: January 2021

Page 1 of 3

---

### GENERAL SUMMARY

Shall maintain records in form of printed and digital material to preserve the history of the Ellendale Fire Protection District.

### ESSENTIAL FUNCTIONS OF THE POSITION

- Will lead monthly meeting in absence of Fire Chief and Assistant Chief.
- Shall take and maintain monthly meeting minutes. Minutes to be typed after the meeting and a copy shall be given to the Fire Chief. Minutes should be typed up within one week of the meeting in order to correctly remember information that is not written in the condensed version of the meeting minutes. Google Drive is the home for digital records of the minutes and other information including attendance, billing, years of service, etc.
- Shall take verbal role call at monthly meeting and maintain attendance roster.
- Shall maintain record of all firefighters and the certifications which they hold including, but not limited to, FF1 & FF2, CPR, First Responder, EMT, Paramedic, and vaccinations. These records will be maintained in cooperation with the Training Officer and Rescue Squad Leader.
- Maintains current roster of active and retired firemen.
- Generates response reports for state utilizing NFIRS.
- Maintains billing system for fire calls, mails out thank you cards, cards of condolences, as well as other written responses as directed by Fire Chief.
- Responsible for notifying membership of meetings (shall include notifying Board membership of any meeting/event they would be invited to).
- Will provide website host with updated information as necessary.
- Shall advise Fire Chief of actions that will have a cost associated with them.



**Secretary Job Description**

Effective: January 2021

Page 2 of 3

---

- Generate a year-end report including meeting attendance, training attendance, meeting minutes, fire reports, and any other pertinent information. This report shall be placed in the fire-proof filing cabinet for safekeeping.
- Performs all other fire department related duties as assigned.

**SPECIAL NOTES**

- Request neatly written run reports or rewrite them so they are legible as a copy of the run report typically is mailed with the bill.
- Have as much detail in run report as possible. If the call ever goes to litigation, if it's not written on the report, "it didn't happen" in the eyes of a lawyer or the courts.
- Send the bills out as soon as possible after the call as insurance typically won't send a check after the file has been closed.
- File the NFIRS report as soon as possible after the call in order to stay current. It's easier to stay current than play catch up. If we don't file these reports, we will be docked when applying for any federal grants.
- File a fire report on the North Dakota Forest Service site if it was "Wildland" related. If we don't file a report here, we will not be eligible for grants through the Forest Service.
- As an alternate to NFIRS & the NDFS site, the "Emergency Reporting" site can be utilized for fire reports. This entity is free to volunteer departments in North Dakota (paid by North Dakota Firefighters Association) and will automatically generate a report to NFIRS & NDFS to satisfy their requirements.

### MINIMUM QUALIFICATIONS

- Be a member of the Ellendale Fire Protection District.
- Be a high school graduate or possess a G.E.D. from a recognized issuing institution.
- Complete a state authorized Firefighter 1 class.
- Two (2) years of fire service.
- Must be a resident of Ellendale Fire Protection District.
- Must be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for purposes of completing and/or following and/or applying all directives, manuals, logs, reports and other communications.
- Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationships with other personnel, management and the public.
- Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent.

The incumbent is required to follow all other instructions and to perform any other duties assigned by the Fire Chief.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #504

## Training Officer Job Description

Effective: January 2021

Page 1 of 5

---

### GENERAL SUMMARY

Development, delivery, evaluation and documentation of all fire department training initiatives, as well as the management and maintenance of the personnel and training records are assigned to the Training Officer.

Where appropriate, the Training Officer may assign and delegate training functions to other personnel in the fire department who possess the necessary qualifications for said training.

### ESSENTIAL FUNCTIONS OF THE POSITION

- Responsible for maintaining/providing a training program on a monthly basis. May use outside resources such as ND Firefighters Association Training Library or personnel from outside of the department.
- Shall maintain a separate training attendance roster for recording individual firefighters that participated in scheduled training. This roster shall also include: date of training, type of training, Leader/Assistant Leader of training, and after-action comments. This training record shall be turned into the Fire Chief for filing, and a copy will be given to the Secretary to be included in the year-end report.
- Shall take lead for State Fire School responsibilities such as handing out registration sheets, reserving rooms, hand out certificates, etc.
- Shall share certification information with Secretary and Rescue Squad Leader.
- Shall advise Fire Chief of actions that remove property from the fire hall or which will have a cost associated with them.
- Will lead monthly meetings in absence of Fire Chief, Assistant Chief, and Secretary.
- Performs all other fire department related duties as assigned.

## Training Officer Job Description

Effective: January 2021

Page 2 of 5

---

### MINIMUM QUALIFICATIONS

- Be a member of the Ellendale Fire Protection District.
- Be a high school graduate or possess a G.E.D. from a recognized issuing institution.
- Complete a state authorized Firefighter 1 and Firefighter II class.
- Maintain Auto Extrication certification.
- Four (4) years of fire service.
- Must be a resident of Ellendale Fire Protection District.
- Must be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for purposes of completing and/or following and/or applying all directives, manuals, logs, reports and other communications.
- Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationships with other personnel, management and the public.
- Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
- The incumbent is required to follow all other instructions and to perform any other duties assigned by the Fire Chief.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent.

### SPECIAL NOTES

Attached is a copy of a Training Outline developed in hopes of covering all aspects of training including scenarios for certification for Firefighter I & II.

## Training Officer Job Description

Effective: January 2021

Page 3 of 5

TRAINING OUTLINE

## EVEN Numbered Years

Month	Subject	Options
January	<i>Election</i>	No training
February	*Building Construction & Ventilation / Tour	See list below of possible tour sites
March	*Orientation & Safety / Communications	Bylaws, Policies & Procedures, IMS components, Apparatus overview, Safety, Radio Use & Terminology, Disasterville
April	Pumper Evolution	Tandem pumping, Drafting, Hose Lay practice
May	*Water Supply / Fire Control	Hydrant use & layout, Portable pumps, Other water supplies (Ellendale Concrete, Farmers Union, Local farmers)
June	*Fire Hose / Fire Streams	
July	Scenario Evolutions	House, Barn, Wildland, Water Rescue
August	Pumper Evolution	Tandem pumping, Drafting, Hose Lay practice
September	*P.P.E. / SCBA	Cascade System
October	Extrication Evolution	Car, Grain Bin, Trench, Bus, Evacuation
November	*Ground Ladders / Ropes & Knots	
December	*Orientation & Safety / Communications	Bylaws, Policies & Procedures, IMS components, Apparatus overview, Safety, Radio Use & Terminology, Disasterville

\* Based on Essentials of Fire Fighting Curriculum

-Optional training subjects: CPR refresher, First Aid, Extrication, Haz. Mat., Guest Speaker

## Training Officer Job Description

Effective: January 2021

Page 4 of 5

TRAINING OUTLINE

## ODD Numbered Years

Month	Subject	Options
January	<i>Election</i>	No training
February	*Fire Behavior	
March	*Building Construction & Ventilation / Tours	See list below of possible tour sites
April	* Rescue & Extrication / Forcible Entry	
May	Pumper Evolution	Tandem pumping, Drafting, Hose Lay practice
June	Extrication Evolution	Car, Grain Bin, Trench, Bus, Evacuation
July	Water Supply / Fire Control	Hydrant use & layout, Portable pumps, Other water supplies (Ellendale Concrete, Farmers Union, Local farmers)
August	Scenario Evolution	House, Barn, Wildland, Water Rescue
September	*Extinguishers / Fire Prevention & Education	
October	Pumper Evolution	Tandem pumping, Drafting, Hose Lay practice
November	*P.P.E. / SCBA	Cascade System
December	*Loss Control / Protecting Evidence	

\* Based on Essentials of Fire Fighting Curriculum

- Optional training subjects: CPR refresher, First Aid, Extrication, Haz. Mat., Guest Speaker

**Tour options:** MLS, OMLS, TBC, DRN, Elevator, Farmers Union & Fertilizer, Fireside/Prairie Winds Motel, P.O.P.C.C., Evergreen Place, Harvest Inn, Mertz Lumber, Ellendale Public School, Main Street Business District, Dollar General.

ADDITIONAL NOTES

- Some other seasonal considerations for training include:
  - Summer: Swather, sickle mower, or baler entrapments
  - Fall: Combine fires, Auger entrapments, Grain truck accidents (large & small), Grain Dryer fires
  - Winter: Water considerations, Tours, Ice rescue, Evacuation training (P.O.P.C.C., Evergreen, Ellendale Public School)
  - Spring: Wildland fires

The training officer may use the scheduled training meeting for routine inspections or other reasonable “hands-on” including hose testing/reloading, SCBA inspections, seminars/learning sessions from nozzle salespeople, truck inventories, etc.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #505

## Rescue Squad Leader Job Description

Effective: January 2021

Page 1 of 2

---

### GENERAL SUMMARY

Shall maintain a State of Readiness and Standards for Rescue Squads as dictated by the State of North Dakota.

### ESSENTIAL FUNCTIONS OF THE JOB

- Shall be in charge of extrication operations if Fire Chief is not present.
- Shall maintain state minimum roster of trained personnel by insuring certification classes are offered as needed.
- Shall share certification information with Secretary & Training Officer.
- Shall abide by the By-laws of the Rescue Squad.
- Shall provide training scenario's to keep members updated on new techniques.
- Shall maintain record of all firefighters and the certifications which they hold including, but not limited to, Extrication, FF1 & FF2, CPR, First Responder, EMT, Paramedic, and all vaccinations administered by the Fire Department. These records will be maintained with cooperation from the Secretary & Training Officer.
- Completes registration of Rescue Squad with State Department of Health.
- Inventories Rescue Truck(s) and maintains inventory levels.
- Make regular inspection of tools to verify they are in working order.
- Make sure trip tickets are completed and filed. A copy of the trip ticket shall be shared with the Secretary for filing.
- Maintains filing system to accurately track responses.
- Applies for applicable grants and monies.
- Shall advise Fire Chief of actions that remove property from the fire hall or which will have a cost associated with them.
- Will lead monthly meeting in absence of Fire Chief, Assistant Chief, Secretary, and Training Officer.



## Rescue Squad Leader Job Description

Effective: January 2021

Page 2 of 2

---

- Performs all other fire department duties as assigned.

### MINIMUM QUALIFICATIONS

- Be a member of the Ellendale Fire Protection District
- Be a high school graduate or possess a G.E.D. from a recognized issuing institution.
- Complete a state authorized Firefighter 1 class.
- Maintain Auto Extrication certification.
- Four (4) years of fire service.
- Must be a resident of Ellendale Fire Protection District.
- Must be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for purposes of completing and/or following and/or applying all directives, manuals, logs, reports and other communications.
- Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationships with other personnel, management and the public.
- Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
- The incumbent is required to follow all other instructions and to perform any other duties assigned by the Fire Chief.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #506

## Fire Fighter Job Description

Effective: January 2021

Page 1 of 3

---

### GENERAL SUMMARY

Under the direction of the Fire Chief or his designee, the fire fighter is responsible for answering pages, controlling and extinguishing fires, protecting life, property and the environment, operation and maintaining of fire equipment, apparatus and fire hall. The position involves extensive training in the operation of apparatus, tools, equipment, and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings.

### ESSENTIAL FUNCTIONS OF THE POSITION

- Respond to alarms and other emergency calls.
- Controls and extinguishes fires, protects life and property, and maintains equipment.
- Operate at emergencies wearing full turnout gear and self-contained breathing apparatus.
- Operate extrication equipment.
- Enter burning buildings with hose lines, operate nozzles, and apply extinguishing agent to fires.
- Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire.
- Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
- Creates openings in buildings for ventilation or entrance, using axe, chisel, crowbar, saw, or other power equipment.
- Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants.
- Communicates with others during fires, using a portable two-way radio.

## Fire Fighter Job Description

Effective: January 2021

Page 2 of 3

---

- Participates in drills, trainings, demonstrations, and courses in all aspects of fire fighting including hydraulics, pump operation and maintenance, and fire fighting techniques.
- May drive and operate fire fighting vehicles and equipment.
- Responsible for rinsing/washing mud/dirt/ash off of apparatus after call.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent. The incumbent is required to follow all other instructions and to perform any other duties assigned by the supervisor.

### MINIMUM QUALIFICATIONS

- Must be physically able to perform the duties of an volunteer fire fighter as required by the EFPD.
- Must possess or be able to acquire firefighter certification.
- Must have and continue to maintain a good driving record. A valid driver's license or a state issued I.D. is required.
- Must be at least eighteen (18) years old.
- Should reside in the boundaries of the Ellendale Fire Protection District. The Fire Chief can authorize exceptions for volunteers that work in the District but live outside or vice versa.
- Must be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for the purposes of completing and/or following and/or applying all directives, reports and communications.
- Must have the ability to acquire and to use specialized fire fighting knowledge, techniques and practices, and a strong mechanical aptitude.

**Fire Fighter Job Description**

Effective: January 2021

Page 3 of 3

---

- Must report to trainings or calls, in a fit mental and physical condition in order to perform job duties and assigned tasks. This includes the willingness and ability to participate in training and development activities.
- Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationship with other personnel and the public.
- Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
- Must be able to work well and to perform work efficiently and productively under pressure, which may be caused by having to face critical and unexpected situations.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent.

All personnel are subject, at all times, to the provisions of the Ellendale Fire Protection District Policies and Procedures Manual and any amendments, additions, deletions, and/or other revisions thereto.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #507

## Misc. Job Descriptions

Effective: January 2021

Page 1 of 2

---

### GENERAL SUMMARY

The Fire Chief may appoint a Maintenance Man, Chaplain, and Janitor. The duties and responsibilities of these positions are as follows:

- *Maintenance man* – Responsibilities include:
  - Start all trucks, portable pumps, and generators each week. Other items with engines including saws and blowers shall be started at least once per month.
  - Make sure portable gas or fuel containers are full each week.
  - Shall make minor repairs as needed on all units and change the oil in all units at least once a year.
  - Report the need for any repairs immediately to the Fire Chief.
  - Advise the Fire Chief of actions that will have a cost associated with them.
- *Chaplin* – Responsibilities include:
  - Lead a prayer before eating events.
  - Meet with families of firefighters in event of injury or death.
  - Arrange attendance at active or retired fireman's funeral.
- *Janitor* – Responsibilities include:
  - Shall clean the meeting room monthly after the regular meetings.
  - Wash PPE as needed after all calls.
  - Clean the floor of the truck bay in the Fire Hall as needed.
  - Remove snow from the front and rear walk doors as needed.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent. The incumbent is required to follow all other instructions and to perform any other duties assigned by the supervisor.

**MINIMUM QUALIFICATIONS**

- Must be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for the purposes of completing and/or following and/or applying all directives, reports and other communications.
- Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationship with other personnel, management and the public.
- Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
- Must be able to work well and to perform work efficiently and productively under pressure, which may be caused by having to face critical and unexpected situations.

All personnel are subject, at all times, to the provisions of the Ellendale Fire Protection District Policies and Procedures Manual and any amendments, additions, deletions and/or other revisions thereto.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #508

## Order of Business

Effective: January 2021

Page 1 of 2

---

The Ellendale Fire Protection District uses Roberts Rules of Order when conducting the monthly meeting. The Chief will run the meeting from Call-to-Order through Adjournment where the meeting will be turned over to the Training Officer. In the Chief's absence, the next highest ranking officer will conduct the meeting.

Following is the Order of Business:

1. Call to order. (Everything from here to adjournment must be noted in the minutes)
2. Roll call of members present.
3. Reading of minutes of last meeting. Once they have been read, ask "are there any additions or corrections to the minutes. If not they stand approved as read".
4. Special orders --- Introduction of guests, special announcements, etc.
5. Old/unfinished business.
6. New business.
7. Adjournment.

Most business will be discussed at length to determine the proper direction to take for the betterment of the Fire Department. Once discussion is winding down it is common for the Chief to ask for a motion from the floor to determine the formal direction the membership wishes to take. Steps of making motions is as follows:

- Motion made from the floor from any member of the Fire Department. Should be concise and to the point including any necessary details.
- Motion must be seconded. Either someone voluntarily seconds the motion or the Chief will ask for a second. If not seconded, the motion dies.

**Order of Business**

Effective: January 2021

Page 2 of 2

---

- Once the motion has been seconded, the Chief will repeat the motion to the membership by saying, "it has been moved and seconded that we ..." Thus placing the motion before the membership for consideration and action.
- Now the motion is open for discussion. Here is where each side will list pro's and con's or ask questions to gain more information in order to vote responsibly.
- Once the discussion has ended the Chief asks, "Are you ready to vote on the motion?" If there is no more discussion, a vote is taken. There are different ways to vote but typically a voice vote is used. The five different voting types are listed below:
  1. By Voice -- The Chief asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count. (Most commonly used at the Fire Department.)
  2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
  3. By General Consent -- When a motion is not likely to be opposed, the Chief says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
  4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
  5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired. (Typically used for new member vote or elections when more than one candidate is on the ballot.)

Emphasize that each members vote should be directed to the choice that will serve the Fire Department the best. This is no place to vote for or against something because of personality conflicts. Once the motion has been voted on, you can now move to other business.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #509

## Election of Officers

Effective: January 2021

Page 1 of 2

---

Officers of the Ellendale Fire Protection District, in order of seniority are: Fire Chief, Assistant Chief, Secretary, Training Officer, and Rescue Squad Leader. These offices shall be up for election annually and shall be voted in by a majority of the members in attendance at the regularly scheduled annual meeting. The Ellendale Fire Protection District holds officer elections annually during the regular scheduled January meeting.

The meeting will begin as usual with the current Fire Chief presiding over the meeting from “Call to Order” through “Old Business”. Once the Old Business has been finished, move to New Business with the last order of New Business to be election of officers. The Chief will ask a member of the nominating committee to perform the election tasks. The order of the election will begin with the Fire Chief and continue down the list in order of seniority. The election proceeds as follows for each elected position:

- The nominating committee will present their list of potential candidates by writing them on the white board. Then they shall ask the membership for “any nominations from the floor?”. All nominations from the floor shall be listed on the white board as well.
- The membership shall be asked a minimum of three times for nominations from the floor before a motion to close nominations shall be accepted.
- Once the motion to close nominations has been made and seconded, a vote by ballot shall be taken.

If, after the third call for nominations from the floor, and only one candidate is listed for a position, a motion “to close nominations and cast an unanimous ballot for . . .” can be made from the floor or asked for from the election committee. This motion must be seconded from the floor. Once the second has been received a vote by voice can be done.

**Election of Officers**

Effective: January 2021

Page 2 of 2

---

- An election takes effect immediately if the candidate is present and does not decline, or if he is absent and has consented to his candidacy. If he is absent and has not consented to his candidacy, it takes effect when he is notified of his election, provided he does not decline immediately.
- New officer positions will take effect immediately upon the current meetings adjournment.
- Once all offices are filled the election is finished, any other New Business can be continued or the meeting can be concluded with an adjournment.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #510

## Purchases/Budget

Effective: January 2021

Page 1 of 2

---

Any purchase of supplies, equipment, or services in an amount within the District budget shall require a purchase order signed by the Chairman or Secretary/Treasurer of the District. All purchases shall be pre-approved by the Chief.

Any purchase of supplies, equipment, or services in an amount exceeding the District budget shall require prior approval by the District Board and a purchase order signed by the Chairman or Secretary/Treasurer of the District.

Budgeting for the department falls on the shoulders of the Board of Directors with cooperation from the Fire Chief each year. A special meeting is called with reminders sent out by the Secretary of the Fire Board. This meeting is open to any and all firemen and all board members although not all firemen will receive reminders. Typically the reminders are sent only to the officers with the remainder of the firemen hearing by word of mouth.

Spending of the budget falls on the shoulders of the Fire Chief with some purchases made by the other officers after permission from the Fire Chief. Any large expenditure is taken to the board before a decision is made.

Following are descriptions for some of the budget worksheet areas:

### Receipts

- Insurance Refund – from premiums of crop, car, and other insurance sold in our area.
- Misc. Receipts – from controlled burns, inspections, fundraising, and donations

**Expenses**

- Building & Grounds - Doors, Openers, Water valves
- Community Education - Fire Prevention Week material (has been taken care of by Auxiliary for the past few years)
- Dues & Fees - North Dakota Firefighters Association (helps politically to maintain the Insurance refund)
- Equipment Maintenance - Bottle testing, Cascade system maintenance, Hose testing, Pump testing, Tires
- Firefighter Education - State & Regional Fire Schools including food, motel, travel
- Firefighter Support - Pagers, Fireman's Ball, Monthly Supper, Gear, Gas, Radios including Handheld, Base, and Mobile
- Insurance - Truck insurance, Pagers, Turnout Gear, SCBA, etc.
- Office Expense - Bill mailing, Markers, Folders
- Replacement Capital - "Wash" account to equal/balance budget
- Salaries - Mechanic, Treasurer's Assistant, Janitor
- Supplies - Wash detergent, Floor dry, Oil, Filters

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #511

## Inspections

Effective: January 2021

Page 1 of 1

---

The Fire Chief or Assistant Chief is authorized to make inspections of facilities such as daycare homes, nursing homes, bars, restaurants, or other structures as may be required by the City, County, or State agencies.

### SCOPE

The State Fire Marshal's office assists local fire departments with fire safety inspections of public buildings (including bars and restaurants), licensed child care facilities, and all public and private elementary and secondary schools. The State Fire Marshal's office allows the local Fire Chief to perform safety inspections utilizing forms provided by the facility or found on the State Fire Marshall's website. The inspection shall be completed "to the best of your ability" with any questions/concerns forwarded to the State Fire Marshal's office.

### COST OF SERVICE

#### Residential type Inspections (Homes, Daycares)

- For initial "first time" inspections, a fee of \$50.00 shall be charged. A fee of \$25.00 shall be charged for any renewal inspection. (\$20.00 re-inspection fee after deficiencies from original inspection have been corrected)

#### Commercial building Inspections (Businesses, Bars, Restaurants, Preschool, etc.)

- For initial "first time" inspections, a fee of \$75.00 shall be charged. A fee of \$45.00 shall be charged for any renewal inspection. (\$25.00 re-inspection fee after deficiencies from original inspection have been corrected)

A "first time" inspection is classified as any new business/change of occupancy use/or change of ownership. All payments shall be made to the EFPD Secretary/Treasurer and in-turn, inspection fees shall be paid to the Chief or Assistant Chief, performing the inspections, as compensation for expenses and mileage.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #512

## Controlled Burns

Effective: January 2021

Page 1 of 2

---

When requested by the landowner to oversee a controlled burn within the district, the EFPD will charge the owner of property burned at the rate of \$150/hr with a minimum fee of \$450. Any permit, fee, or other expense incurred by the District to conduct a controlled burn for a property owner shall be the responsibility of the property owner. The fee may be waived if EFPD uses the controlled burn for training purposes.

Per the Fire Marshalls office and the ND Dept. of Health (Division of Air Quality) the following shall be completed before a controlled burn involving a structure or garbage pit:

- SFN 8509 is the *Application For Open Burning Variance*. This form must be filled out by the homeowner/landowner.
- SFN 50278 is the *Inert Waste Disposal Variance Application*. This form must be filled out by the homeowner/landowner. This form is used by owners outside the city limits that want to dig a hole and bury the remnants of the burn. There is a separate form that is to be filled out for burned material that will be taken to an approved landfill.
- SFN 17987 is the *Asbestos Notification Of Demolition and Renovation* form. This form needs to be filled out by the homeowner/landowner. This form is used when;
  1. a “facility” is being burned. In most cases, a facility includes all types of structures except a single family home or an apartment building having no more than four units and/or
  2. the burn is done by the Fire Department. Inspection for Asbestos must be done when the Department starts the fire because of the liability of putting multiple people in danger if there is a presence of asbestos. The State allows a individual to start the fire, putting only themselves in danger.

In essence, the Fire Department can use a structure for training exercises. If the “owner” sets the fire, the Fire Department can respond to control or put out the fire if it poses a danger. The Fire Department can also be on hand to watch the structure burn and control other aspects of the scene. If the Fire Department starts the fire, SFN 17987 must have been filled out, submitted to the state, and approved prior to ignition. Liability lies with the owner when they set the fire.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #513

## Special Committee

Effective: January 2021

Page 1 of 2

---

Committees within the department serve a very vital role. Some common committees and their responsibilities are listed below:

- Nominating Committee – responsible for talking to the current officers to see if they are interested in maintaining their positions. Shall also talk to membership to see if there are any other interested persons for a certain office. This list shall be brought to the January election meeting. One member of the committee will be responsible for leading the election immediately following the conclusion of the New Business section of the meeting while the other member collects and counts the votes. Typically this committee consists of 2 members and begin their duties after the December meeting.
- Fireman’s Ball Committee – responsible for scheduling the annual “Fireman’s Ball” which is typically held in March. Duties to include finding optional dates, creating a menu, finding a host, and lining up any games or entertainment. Seek input from Treasurer and/or Chief for amount of money that is budgeted for the party. Typically this committee consists of 2-3 members and begin their duties after the January meeting.
- Election Night Cook Committee – responsible for providing supper the night of the annual election in January. Typically involves homemade chili, fried oysters, and oyster stew. Committee members are responsible for ordering/purchasing (with fire department funds) all necessary ingredients. Typically this committee consists of 3-4 members and begin their duties after the December meeting. Oysters need to be ordered in October or November.
- October Breakfast Committee - responsible for making arrangements for our annual fundraising breakfast held the second Sunday of October. Committee head is responsible for maintaining a “supply” list of food including sausage, eggs, pancake batter, juice, coffee grounds, syrup, (regular and sugar- free),



butter, plates, forks, knives, napkins, coffee cups, and juice cups. Committee is also responsible for lining up chairs and tables (the fair board has allowed us to use theirs). Committee should also make sure cookers are ready to use, propane tanks are full, and that the public is notified by hanging posters, notifying the newspaper, putting notices in church bulletins, and hanging signage on two fire trucks which are to be parked in separate locations. It is important to submit a "Thank You" note to the newspaper after the event.

- Fire Prevention Week Committee - responsible for organizing a short presentation to certain classes at the elementary level during Fire Prevention Week. Also responsible for conducting a tour of the fire hall and trucks for the kindergarten and preschool level children. When possible, we will also take a unit to Maple River Colony for the youth to learn about as well. This week of activities will be coordinated with the Ellendale Public School superintendent.

Other possible committees:

- New Truck/Grant writing Committee
- Shirt/Coat Committee – responsible for generating logo for necessary garment, selecting garment options.
- Raffle Committee
- Golf Tournament Committee

It is important for committees to be active in their responsibilities. It is very frustrating to the membership when it is time for the monthly committee report only to find that nothing has been done. The Fire Chief shall "check-in" with the committee members periodically to be sure they are achieving their goals during the days or months preceding the due date.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #601

## Incident Command System

Effective: January 2021

Page 1 of 4

---

The Ellendale Fire Protection District will utilize the Integrated Emergency Management System (ICS/NIMS) as developed by the National Fire Academy, at all incidents in which we have emergency management responsibility.

The procedure is established to:

- Provide for the safety of personnel operating at emergency incidents.
- Improve the use of resources and operational tactical effectiveness.
- Meet the OSHA/EPA/MDCIS regulations requiring the use of an Incident Management System for hazardous material incidents.
- Meet NFPA Standard 1500 suggestions regarding the use of an Incident Management System for operations at all emergency incidents.
- Meet the philosophy of the mission statement of the Ellendale Fire Protection District.

### INITIAL INCIDENT COMMANDER

Per S.O.P. #801, bullet point #9, the initial I.C. is the firefighter in the front passenger seat in the first responding truck.

### COMMAND PROCEDURES

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and firefighters. This will facilitate an organized and orderly tactical operation and a more effective effort. All members involved in emergency operations will be trained to the appropriate level in the National Incident Management System (NIMS). Those who function in command staff positions shall train further to the advanced ICS levels.

## Incident Command System

Effective: January 2021

Page 2 of 4

---

The Incident Commander (IC) is responsible for the overall command and control of the incident. While the IC does not directly supervise each position and activity, he is responsible for the overall outcome of the incident. The IC must constantly monitor incident progress and expand or downsize the organization as necessary. The IC is responsible for the appointment of all positions and for detailing the objectives of each position. The IC is responsible for managing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The IC sets priorities and defines the ICS organization for the particular response. Even if other positions are not assigned, the IC will always be designated.

The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC.

### RESPONSIBILITIES OF COMMAND

- A. Stabilize the incident and provide for life safety
- B. Conservation of property
- C. Conservation of environment
- D. Remove endangered occupants and treat injured
- E. Assure the safety and welfare of department personnel

### FUNCTION OF COMMAND

- A. Assume Command
- B. Size up the incident
- C. Evaluate Conditions
- D. Develop a plan
- E. Assign units
- F. Provide continuing command
- G. Request additional units

H. Dismiss and return units to service

I. Terminate Command

### ASSUMING COMMAND

The first department member or unit to arrive on the scene of an incident shall establish command of the incident. Incident command may be relinquished to the Fire Chief, Assistant Fire Chief, or other qualified personnel upon their arrival on scene. The initial incident commander shall remain in command until command is transferred (face to face) or the incident is terminated.

### SCENE SIZE UP AND INITIAL REPORT

The member or unit establishing command initiates the command process with an initial radio report. The initial radio report shall contain the following:

- A. Identify unit arriving on the scene
- B. Give a brief description of the incident
  1. Speak clearly
  2. Use common language
- C. State any safety concerns
- D. Establish and name command based on location
- E. Inform incoming units of their task upon arrival

### TRANSFER OF COMMAND

The first arriving Unit on the scene will establish and CONTINUE COMMAND until transferred within the following guidelines:

1. A face-to-face briefing between command, and the officer command is being transferred to, must be completed.
2. The officer command is being transferred to is willing to accept the responsibilities of command.

**Incident Command System**

Effective: January 2021

Page 4 of 4

---

3. Under NO circumstances will command be transferred to a unit that is not on scene.
4. Once the officer that command is being transferred to has been briefed, the Incident Commander will advise dispatch that the officer taking command has been briefed and is now in command of the incident.

The arrival of a ranking officer on the incident scene does not mean “command” has automatically been transferred. Command is only transferred when the transfer of command process has been completed. In cases where an individual is effectively commanding the incident and satisfactory progress is being made to bring the incident under control, it may be desirable for that person to continue an active command role. If upon arrival a Higher Ranking Officer declares the command to be ineffective they can assume command as long as it is communicated to all involved in the incident. All officers will exercise their command prerogative in a supportive manner that will insure a smooth transition and the effective ongoing function of command.

**COMMAND OF SECONDARY UNITS**

Apparatus that are responding to the incident scene shall be “commanded” by the highest ranking officer within that apparatus. If no officer is responding within that apparatus, the longest tenured firefighter will assume command.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #602

## Mutual Aid

Effective: January 2021

Page 1 of 2

---

### MUTUAL AID RECIPROCAL AGREEMENTS

The Ellendale Fire Protection District Board in the exercise of its authority and responsibility may enter reciprocal agreements with adjoining Fire Districts, the Ellendale Ambulance Service, and governmental agencies within its boundaries. The Ellendale Fire Protection District shall provide all necessary assistance except one pumper and one water tender which must remain in the District.

In case of a emergency in the Ellendale Fire Protection District while performing mutual aid in an adjoining district, the Fire Chief, Assistant Chief or Incident Commander (IC) is authorized to call back any equipment or manpower deemed necessary to handle the emergency within the District.

The members of the EFPD are authorized to give whatever aid or assistance may be needed as the situation dictates to the Ellendale Community Ambulance Service, the Dickey County Emergency Manager, and Law Enforcement.

### RESPONDING TO A MUTUAL AID REQUEST

The Chief, or in his absence, the officer in charge shall have the authority to render mutual aid subject to the following guidelines:

- Mutual aid calls will normally be done through State Radio via the pager system, and requested by the calling department.
- Notify State Radio that we have the received the page and verify the type of apparatus or personnel requested for mutual aid.
- Indicate to State Radio that the responding apparatus is enroute and when they are on scene, then switch to the predetermined tactical frequency.

- Communicate with the IC having jurisdiction to notify them that you are on scene and await further instruction.

### REQUESTING MUTUAL AID

The Chief, or in his absence, the officer in charge shall have the authority to request mutual aid through State Radio and shall provide the following information:

- Which department is requested
- What equipment or manpower is needed
- Location of incident or staging area
- Other pertinent information

In the event that we respond to a call for mutual aid, all EFPD firefighters being released from that mutual aid scene shall notify the highest ranking EFPD officer on scene before leaving.

### MUTUAL AID WITHOUT A RECIPROCAL AGREEMENT

In the event that we provide assistance outside of our District to an entity that does not have a Reciprocal Mutual Aid Agreement with the Ellendale Fire Protection District, that entity shall be responsible for any and all costs associated with the response. Typical billing rates will apply per District rules. Fuel & normal wear & tear is covered under the “per hour” charge. Consumables shall be billed out as a separate line item (i.e. foam concentrate, foam sticks.) Costs to repair damage to apparatus due to terrain or other unforeseen circumstances shall be the responsibility of the mutual aid requesting entity.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #603

## Fire Investigation

Effective: January 2021

Page 1 of 1

---

The Fire Chief or Incident Commander will be responsible for initiating fire investigations.

Fire Inspectors and other trained personnel will respond as needed and requested for investigative endeavors. These personnel will be responsible for using the proper equipment to conduct the investigation, and ensure evidence collection and preservation. Additional help may be requested of local firefighters and specialty contractors.

The State Fire Marshal assists local criminal justice agencies with investigations of the cause and origin of fires. Pursuant to North Dakota Century Code, information about a fire investigation is confidential until the final report is issued. As the information is confidential, the Office of Attorney General and the State Fire Marshal's division cannot comment on a pending fire investigation.

If the Fire Chief, IC, or Insurance Co. believes a fire is incendiary in origin he is expected to request assistance for the fire investigation. Factors for considering a fire suspicious include:

- Abandoned homes
- Empty rental homes
- If ownership is in turmoil (i.e. failing business, divorce, etc.)
- Large insurance policy on low value home/property
- Suspicious fire behavior or fire origin

The State Fire Marshalls office shall be contacted to assist in fires that: Involve fatalities or serious injuries, have a large dollar fire loss, involve school or state property, or when assistance is needed in determining a fire cause. Fire Personnel or Law Enforcement shall maintain control of the scene until a representative of the Fire Marshalls office is on scene.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #604

## Severe Weather

Effective: January 2021

Page 1 of 1

---

### PURPOSE

To ensure that the Fire Department is prepared to assist the Dickey County Sheriff's Office & Emergency Manager in notification of the public of severe weather.

### PROCEDURE

Severe weather, for definition purposes, may mean a tornado warning, heavy or sustained winds, ice storm, flood warnings, or any other condition identified by the National Weather Service as "severe weather". If severe weather conditions are announced, EFPD personnel are to first be certain they provide for the safety and well being of their family before responding to any request(s) for assistance.

Normally, EFPD personnel will not be expected to standby at the fire hall for severe weather involving high winds, flood warnings, ice storms, tornado watches, etc.

Occasionally EFPD personnel will assist the Dickey County Emergency Manager or Dickey County Sheriff's office as weather spotters. DCEM or DCSO will dictate which radio channel to monitor for communications between spotters and base stations. EFPD personnel are to use fire apparatus for weather spotting. The first three (3) units to be utilized will be #7381, #7385, and #7387.

Weather spotting responsibilities:

- Care should be taken during these observation times. At no time should the spotter/s put themselves in imminent danger.
- When possible, two members shall respond in each unit.
- Full turnout gear shall be taken with each firefighter.
- Truck unit numbers and members names shall be written on the response board.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #605

## Post Incident Analysis

Effective: January 2021

Page 1 of 2

---

Ellendale Fire Protection District will adhere to a practice of internally reviewing our emergency scene operations.

Our objectives for the post incident analysis are to review:

- Strategies and tactics utilized.
- Safety of the operations and our personnel.
- The functioning of our incident command system.

For purposes of standardization and systematic review we will normally adhere to the following:

- Drawings may be made of the overall incident scene and the specific structure, etc., involved in the operation. The drawings may be on a flip chart blackboard or individual sheets but in all cases all members of the analysis audience shall have access to the drawings.
- The commander shall review his/her strategies for the incident.
- The commander shall review his/her tactical decisions for mitigating the incident.
- If available, photographs and video tapes of the incident may be presented.
- The investigator, if utilized, shall review his/her findings.

Comments may also be offered by the safety officer, communications, personnel, function officers (i.e. staging, rehab, operations, etc.) regarding the incident. After the above review steps are completed, the commander shall open the analysis to questions and comments from all attending personnel.

Any suggestions for improvement of EFPD emergency scene procedures arising from the post incident analysis will be forwarded to the EFPD officers for review and action.

**Post Incident Analysis**

Effective: January 2021

Page 2 of 2

---

Personnel participating in the post incident analysis are reminded the discussions, drawings, videos, conclusions, etc., are intended to help us improve our operations. Comments and conclusions are for our internal use and dissemination outside of the Department is not allowed.

Personnel from EFPD or representing EFPD will adhere to the following guidelines when videotaping/photographing emergency scene activities:

- Camera will focus on and record EFPD personnel.
- Camera operator shall always remain outside the operational area(s)
- Injury victims shall not be recorded/photographed
- When possible, the camera operator will take a “big picture” approach (i.e., two sides of involved structure, entire incident scene, etc.)

Only departmental personnel will have access to viewing the photographs and videotapes. Viewing will be done at the Fire Hall and recordings are not to be taken to member's residence. EFPD will not maintain a library of incidents. Reference S.O.P. #304 for additional regulations.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #606

## Public Information

Effective: January 2021

Page 1 of 1

---

### PURPOSE

The Ellendale Fire Protection District is committed to a guideline of providing accurate information regarding incident cause, size, current situation, resource commitment, and other related matters of general interest to the media.

### PROCEDURE

The Fire Chief will normally be the point of contact for the media and other agencies that seek information about a situation or incident.

Only the Fire Chief is authorized to speak to the media on fire department related matters. The Fire Chief may authorize a Public Information Officer or the scene I.C. to speak to the media on a per incident basis.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #701

## Equipment Competency

Effective: January 2021

Page 1 of 1

---

### PURPOSE

The purpose of this guideline is to ensure that a minimum level of competency in the subjects of Apparatus Pump Operations, Apparatus Driving, and SCBA are achieved and maintained by all EFPD personnel.

### PROCEDURE

Annually, all EFPD personnel that operate an apparatus at an the scene of an emergency shall successfully complete a fire officer administered competency evaluation for Apparatus Pump Operations. Furthermore, all EFPD personnel shall demonstrate competencies in the use and care of fire department equipment including but not limited to SCBA's, portable pumps, chain saws, ventilation fans, & generators.

Fire department members shall familiarize themselves with each piece of and use of hand tool before using them.

Personnel that do not successfully complete the required evaluation shall be re-evaluated utilizing the following procedure:

- Personnel shall wait a minimum of seven (7) days, but not more than thirty (30)days from the date of the original evaluation to be re-evaluated. This will allow the candidate the opportunity to review and correct any necessary deficiencies.
- Personnel that do not successfully complete the re-evaluation shall be placed on probation for a period not to exceed ninety (90) days from the re-evaluation date.
- During the probationary period the firefighter shall complete any necessary remedial training and subsequently complete the competency evaluation.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #702

## Maintenance Logs

Effective: January 2021

Page 1 of 1

---

Because the Ellendale Fire Protection District fire suppression apparatus and equipment is used on an unpredictable and intermittent basis, there is a need for an inspection process to ensure proper maintenance and operational readiness.

This process will include, but not be limited to, the inspection and operational check of the following:

### Apparatus

- Fuel, water, and fluid levels
- Lights, gauges, and emergency warning equipment
- Start and run each vehicle
- Brakes, steering, and transmission
- Pumps and pump controls

### Equipment

- SCBA: air lines, air pressure, PASS device, battery (masks are responsibility of the wearer)
- Gas fueled equipment (saws, generators, portable pumps)
- Hand lights, Scene lights, & Landing Zone lights
- Fire Extinguishers (see S.O.P. #705)

This process should be completed by the Maintenance Officer on a monthly, systematic schedule. The inspection will be recorded on a apparatus form. The inspection form should be reviewed and kept on file by the maintenance officer.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #703

## Hose Testing

Effective: January 2021

Page 1 of 3

---

### PURPOSE

To detect any weakness in the structure of the fire hose assembly before the weakness causes failure of hose in-service.

### SAFETY

Utmost care and safety precautions must be taken when conducting pressure testing.

### FREQUENCY OF TESTING

The Department's fire hose shall be pressure service tested each year during the month of August. A record of the testing shall be compiled and given to the Fire Chief.

### HOSE INSPECTION

The hose shall be inspected prior to being tested. You should be looking for the following:

1. Physical damage to couplings, threads and gaskets
2. Physical damage to the outer hose jacket
3. Marking hose with an ink pen behind both couplings (where the hose connects to the coupling) prior to the pressure test
4. ALL 5" hose should be checked for tightness with a 5/16" Allen wrench or Allen head ratchet driver.

### HOSE TESTING

The hose shall be pressure tested in the following manner:

1. Select a test site that will not impair civilian motor traffic.
2. The test site should have a slight grade, for draining hoselines
3. Connect the hose testing machine to a water source.
4. Connect hose lines to the hose testing machine discharge(s).

5. Hose lines to be tested shall not be longer than 300' (three hundred feet) in length
6. Hose lines being tested shall have some type of gated valve attached to drain the air prior to the test and water after the test. (This can be a gated valve or a nozzle.)
7. Fill the hose lines up with water and bleed off any trapped air. The hose shall be pressurized to 45 (forty-five) psi and an inspection conducted checking for leaks.
8. Increase and maintain the required pump discharge pressure for (5) five minutes on the hose lines. Pump discharge pressures on hose being tested are as follows:
  - a. 1 1/2" (one and a half inch) hose line shall be tested at 250 (two hundred fifty) psi for (5) five minutes
  - b. 1 3/4" (one and three fourths inch) hose line shall be tested at 250 (two hundred fifty) psi for (5) five minutes
  - c. 2 1/2" (two and a half inch) hose line shall be tested at 250 (two hundred fifty) psi for (5) five minutes
  - d. 5" (five inch) hose line shall be tested at 200 (two hundred) psi for (5) five minutes.
9. Each length of hose to be tested simultaneously and be at the same service test pressure. The hose test layout shall be straight without kinks or twists.
10. All personnel should wear protective helmet and boots. The pump operator should be close to the pump for an EMERGENCY SHUTDOWN.
11. After the test is complete, an inspection shall be conducted - checking for coupling separation and defects in the hose.
  - a. Any hose that fails the inspection, bursts or leaks during the service test, or has couplings that are found defective shall be tagged as required and removed from service. Minor leakage between couplings will not be cause for rejection.
  - b. 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.
  - c. If the couplings fail or are defective, they shall be repaired or replaced.



d. If the hose cannot be repaired, the couplings shall be removed from both ends.

e. If the hose is repaired, or the couplings are repaired or replaced, the hose shall be service tested one length at a time before being placed back in service.

12. After testing, all hose shall be thoroughly cleaned, drained, and dried before being placed in service or storage.

13. A list of failed hose including size & quantity shall be compiled and given to the Fire Chief.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #704

## Pump Service Testing

Effective: January 2021

Page 1 of 1

---

### PURPOSE

To provide guidelines relative to testing Ellendale Fire Protection District fire pumps and to establish a standard procedure for the annual testing of fire apparatus pumps.

### PROCEDURES

1. Pumpers shall be tested by a qualified fire pump test organization/company.
2. At a minimum, Pump Service Testing shall conform to Insurance Services Office (ISO) requirements.
3. Service or pump tests shall be completed annually and whenever major repairs or modifications to the pump or any components of the apparatus that is used in pump operations have been made.
4. A written record shall be maintained of all Annual Service Test on all tested pumping apparatus. Records shall be kept in the fire file cabinet.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #705

## Fire Extinguisher Inspection/Care

Effective: January 2021

Page 1 of 2

---

The inspection, care, and maintenance of the fire department's fire extinguishers is based on NFPA 10 requirements. Each specific extinguisher shall be uniquely numbered in order to track it through its service life.

### INSPECTION (quarterly)

- Check to ensure that the extinguisher is in its proper location and it is accessible.
- Inspect the discharge nozzle for obstructions.
- Check the hose for cracks and dirt/grease accumulations.
- Check to see if the operating instructions on the nameplate are legible.
- Check the locking pin and tamper seal to ensure that the extinguisher has not been discharged or tampered with.
- Determine if the extinguisher is full of agent and fully pressurized. If an extinguisher is low in pressure or deficient in weight by 10 percent, it should be removed from service and replaced.

If any of the items listed are deficient, remove the extinguisher from service, replace it with an operation extinguisher, and report the need for service to an officer of the department.

### CARE

- Never drop or throw a fire extinguisher.
- Do not remove the safety pin until you are ready to use the extinguisher.
- Store the extinguisher securely in its appropriate mounting bracket.
- Shake dry chemical extinguishers monthly to loosen the agent and prevent it from settling.
- Clean the extinguisher after each use or periodically. Use warm water and soap to remove dirt, grease, and other foreign material.

## Fire Extinguisher Inspection & Care

Effective: January 2021

Page 2 of 2

---

- Avoid using solvents to clean fire extinguishers as they might damage plastic parts.
- Always recharge or refill fire extinguishers regardless of the amount of agent used.

### MAINTENANCE

Because pressurized fire extinguishers operate under internal pressure, they must be hydrostatically tested periodically. The test results must be affixed to the extinguisher shell.

Every six years the dry chemical extinguishing agent should be emptied and the extinguisher refilled. This shall be done by an outside contractor.

The maintenance/inspection process should be completed by the Maintenance Officer on a monthly, systematic schedule. The inspection will be recorded in a specific extinguisher maintenance log. The inspection log should be reviewed and kept on file by the maintenance officer.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #706

**SCBA/PPE**

Effective: January 2021

Page 1 of 7

---

## GUIDELINE

It shall be the policy of this department that all firemen, when responding to fire suppression or other operations that may pose a health or safety threat, or during training exercises, be properly protected by wearing full protective equipment as designated by this procedure or the on-scene commander. Each individual is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and department policy or guidelines.

## DEFINITION

For the purpose of this guideline, full personal protective equipment (PPE) issued to firefighters shall consist of the following:

- Helmet with face shield
- Protective hood
- Turnout coat
- Turnout pants
- Boots
- Gloves
- Wildland shirts

All personal protective equipment is to be properly fastened and closed, with protective hood on, coat collar turned up, and helmet ear flaps down, gloves on and helmet strap fastened under chin.

Protective clothing shall not be modified in any manner without written approval from the Department and manufacturer. Only personal protective clothing or equipment issued by the fire department is authorized for use. Personal items such as hand lights, wire cutters, small

tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment. Any alterations to equipment must be first approved by the Fire Chief or his designee.

### APPLICATION

Protective equipment shall be worn by all personnel according to the following guidelines:

- Under no circumstances shall any aspect of personal safety be sacrificed in order to increase the speed of emergency operations.
- Emergency operations shall not commence until all involved personnel have donned necessary protective equipment.
- Full PPE shall be worn by all personnel, including command staff and fire investigators, while operating within the incident perimeter.
- All firefighting personnel shall have their required full protective equipment when responding to any type of alarm. All protective equipment shall be donned prior to boarding the apparatus OR prior to entering the incident perimeter, not enroute.
- Full protective equipment is optional for drivers and command officers during the response unless personnel may be subject to a hazardous atmosphere.
- If an alarm is received while the apparatus is out of quarters, all personnel shall don full protective equipment immediately upon arrival at the emergency scene and prior to beginning any emergency operations.
- SCBA shall be provided for and shall be used by all personnel working in areas where: the atmosphere is hazardous; the atmosphere is suspected of being hazardous; the atmosphere may rapidly become hazardous. See S.O.P. #707 for T.I.C. use.
- All members shall operate in pairs when working in a SCBA required area.

In addition, to the above, all personnel working below ground level or inside any confined space shall be provided with SCBA and shall use that SCBA unless the safety of the atmosphere can be established by testing and continuous monitoring.

Firefighters who are engaged in the offensive attack on any fire shall wear and be using a complete self-contained breathing apparatus (SCBA) in addition to full protective equipment. When engaged in defensive fire attack, SCBA is required unless the IC is able to determine an IDLH atmosphere does not exist.

All personnel involved in overhaul will wear a self-contained breathing apparatus and full protective gear until the environment is monitored and deemed safe by the officer-in-charge. (Refer to NFPA 1500, Section 5-3).

Full protective equipment shall be worn by all personnel operating power tools, hydraulic tools, or forcible entry tools. Full protective equipment is also required for all personnel in the immediate area where any of these tools are being used.

Gloves shall be worn at all times when hand tools, power tools, ladders, or any other equipment is used that could cause injuries to the hands. This shall include all work details, maintenance operations, and training exercises. Any personnel in victim contact shall also don a pair of latex/vinyl gloves below their extrication gloves.

Helmets with chin strap in place, under the chin, shall be worn by all personnel operating at incidents where there is a possibility that tools, equipment, or debris from above may fall. This would include any time personnel are operating above or below grade such as during trench rescue or high angle rope rescue situations. Chin straps are to be in place during fire suppression activities.

Damage to personal protective equipment shall be immediately reported to the Fire Chief. The Fire Chief shall inspect the damaged article and order it replaced or repaired. Equipment damaged such that its protective ability is impaired shall not be used.

Incident commanders may use their discretion to determine the appropriate level of protective equipment required for personnel operating at incidents where no specific guidelines have been established. In all cases, personnel shall be required to wear protective equipment necessary to protect against foreseeable hazards.

### ENFORCEMENT

As with any safety procedure, primary responsibility for adherence to this guideline rests first with each individual firefighter. Officers are responsible for enforcement of this guideline within their immediate operational assignments.

### EQUIPMENT INSPECTIONS

At least annually, Officers shall personally inspect all protective equipment for each firefighter. The inspection shall be made in accordance with guidelines as detailed below to assure that all personnel have all necessary equipment and that it is in usable condition.

Annual inspections will focus on:

- Soiling
- Contamination from hazardous materials or biological agents
- Physical damage to all layers, such as the following:
  - Rips, tears, cuts and abrasions
  - Damaged/missing hardware
  - Thermal damage such as charring (brittle residue), burn holes, melting (flowing or dripping), or discoloration of any layer
- Loss of moisture barrier integrity as indicated by:
  - Rips, tears, cuts and abrasions
  - Discoloration
  - Thermal damage



- Evaluation of system fit and coat/trouser overlap
- Loss of seam integrity; broken or missing stitches
- Material integrity: UV or chemical degradation, loss of liner material, shifting of liner material
- Wristlets: loss of elasticity, stretching, runs, cuts, burn holes
- Reflective trim integrity, attachment to garment, reflectivity, damage
- Label integrity, legibility
- Hook and loop functionality
- Liner attachment systems
- Closure system functionality

Routine inspections of PPE are to be carried out by each firefighter after each use.

#### CLEANING AND DECONTAMINATION

Individual firefighters are responsible for routine cleaning of PPE after each use if any elements are soiled. This light cleaning of PPE includes spot cleaning, rinsing with water to move debris and brushing off any dry material.

If routine cleaning fails to sufficiently remove soil and debris, the PPE is to be temporarily taken out of service and washed in the washing machine following manufacturer's recommendations.

If PPE is exposed to hazardous materials or biological agents, EFPD personnel are to isolate the PPE and follow cleaning/decontamination procedures found in Guideline No. 302.

### REPAIRS AND/OR REPLACEMENT OF PPE

When the individual firefighter believes his/her PPE must be repaired or replaced, he/she is to report the need to the Fire Chief or Assistant Chief. PPE needing repair shall be removed temporarily from service and spare PPE issued to the firefighter.

Repairs including patching of minor tears, char marks, and ember burns; repairing of zippers and broken or missing stitching; and replacement of lost hardware shall be done with supplies approved by, and techniques recommended by, the manufacturer.

### FACIAL HAIR

It will be the standard operating procedure of EFPD that facial hair or hair on the head which interferes with the seal on breathing apparatus, or causes the face piece to improperly seal tightly against the face, is prohibited to be worn by members of the department. This is a regulation to deal with safety and not a grooming standard.

By definition facial hair means personnel shall be clean shaven in all areas of the face, neck, and chin that is in contact with the SCBA face piece-seal area.

### TRAINING

All personnel shall have a working knowledge of their assigned Personal Protective Equipment (PPE). They shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, and maintain the PPE.

### TRAFFIC SAFETY VESTS

Traffic safety vests shall be stored on each vehicle/apparatus so that they are readily accessible by personnel. The vest shall be worn whenever personnel are operating in areas of vehicular traffic. The vest shall be donned immediately upon exiting the vehicle or apparatus and includes instances when turnout gear is worn. Turnout coats alone are not acceptable as high-visibility highway safety apparel. The exceptions to this requirement are:

- A. When SCBA is worn
- B. When wearing hazardous materials personal protective equipment
- C. When wearing technical rescue personal protective equipment

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #707

## Thermal Imaging Camera

Effective: January 2021

Page 1 of 2

---

Thermal Imagers (TI's) identify the heat signature of items and project the resulting image onto a screen for the firefighter to see. Thermal imagers must not replace your senses. When in doubt, open up the structural member to look for fire extension.

Uses of the Thermal Imager:

- Allows firefighters to see sources of heat through darkness and smoke
- Locate victims within a structure
- At night, looking for victims of a traffic accident that have been ejected/wandered off
- Mop up operations looking for hot spots

Because of the way they operate, Thermal Imagers sometimes do not provide quality images of items behind reflective materials such as metal, glass, and mirrors. In these instances, traditional methods should be used to reveal hidden fire. While TI's are extremely useful, they are only tools. If there are discrepancies between the image shown on the TI and signs of fire in a concealed space, the space should be opened up and inspected visually.

Operational considerations for crews using the Thermal Imager (TI):

- Crews entering a structure with the Thermal Imager must continually monitor heat conditions.
- Never trade safety for speed – advance carefully when using the TI.
- TI/Interior crew members must monitor fire conditions, building integrity, smoke conditions, etc. Do not rely solely on the information seen on the TI screen.

The IC should not assign a firefighter to the Thermal Imager if that person has not trained with it.

## CLEANING & CARE

Inspect the outside of the imager for damage and cleanliness. The thermal imager should always be kept as clean as possible. The shinier the surface of the imager, the more radiant heat the imager will reflect rather than absorb. Excessive soot buildup will lead to higher absorption of radiant heat and will affect how long the imager may run in an extremely hot environment.

Simple cleaning can be performed with soap and water. More stubborn stains can usually be safely cleaned with common, household cleaners or degreasers. Never use straight bleach or hydrocarbon-based solvents (some examples of hydrocarbon solvents are benzene, kerosene and xylene) on the thermal imager as these products may harm the thermoplastic housing or rubber seals. Always consult the owner's manual or contact the manufacturer to check on recommended cleaning agents.

Once clean, the imager will be easier to inspect visually. When inspecting the imager, look for cracks in the plastic of the outer shell as well as any separation in external components. Also inspect all rubber or neoprene checking for pliability, crumbling, tears or other visible damage. Cracks, separations or damaged seals are common causes for water intrusion into the imager.

Inspect the lens or window at the front of the imager. This areas can build up some very tough stains and will directly affect image quality. This area is susceptible to condensate from the environment resulting in buildup of soot and creosote. Buildup in this area can reduce the amount of thermal energy getting into the imager, reducing overall picture quality as well as create a blurry appearance of the image. Cleaning this area of the imager can be extremely difficult. Contact the manufacturer for suitable cleaners and/or solvents.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #708

## Cascade System Use

Effective: January 2021

Page 1 of 2

---

### PURPOSE AND SCOPE:

This procedure is designed to permit fire departments and other agencies to obtain compressed breathing air for firefighting and rescue purposes and to minimize Ellendale Fire Protection District's liability.

Compressed breathing air may be supplied to fire departments that have a standing mutual aid agreement with EFPD.

Compressed breathing air will not be supplied to private sector businesses or agencies.

### FILLING PROCEDURE – CASCADE SYSTEM

Check hydro-test date of every cylinder being refilled. Steel cylinders require hydro test every five (5) years, composite cylinders every three (3) years, and carbon fiber every five (5) years. Tag and remove from service any cylinder which has expired testing date.

Air bottles will be filled to manufacturer's recommended pressure and in compliance with all compressor filling procedures.

Air bottles shall be filled slowly to avoid cylinder stress and overheating of tanks. Do not fill bottles with dents, obvious heat damage, or with damaged gauge covers.

CASCADE SYSTEM USE

- Do not use cascade equipment if you do not understand its operation and have not been trained in its use.
- Refill the cascade bottles after every use.
- Keep record of cylinders filled from cascade tanks.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #709

## Apparatus Tool Use

Effective: January 2021

Page 1 of 1

---

Ellendale Fire Protection District apparatus units are equipped with various tools for use at emergency incidents.

For apparatus to be fully effective at an emergency scene tools must be available therefore, no equipment or supplies shall leave the Fire Hall without first obtaining permission from the Fire Chief, or in his absence, the Assistant Chief. Any firefighter using equipment for personal reasons shall be responsible for any damage to it. Any equipment leaving the Fire Hall shall be noted on the response board.

Equipment of the Rescue Squad may not be used for personal use because of the restrictions of availability placed on it by the State Division of Emergency Health Services.

Firemen shall familiarize themselves with each piece of equipment before using it.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #710

## Positive Pressure Fans

Effective: January 2021

Page 1 of 1

---

The responsibility for inspection of the positive pressure fan rests with Firefighters and the Maintenance Officer.

After each use, or at least quarterly, firefighters will:

- Visually examine the shroud and screen for damage.
- Visually check that all screws and bolts holding shroud, screen, and mounting are in place.
- Visually inspect fan blades for cracks - use strong light.
- Visually inspect casting at blade housing center for cracks.

Note: It may be necessary to clean fan unit before inspecting.

Annually, the Maintenance Officer shall ensure the following procedures are completed:

- Remove screen from shroud. Inspect screen and shroud for damage.
- Carefully inspect fan blades and fan casting hub for cracks or damage.
- Check tightness of all screws/bolts holding shroud, screen, motor, etc., to mounting bracket.
- Clean the fan blade and entire unit as needed.
- Re-assemble unit parts and start. Operate for four (4) minutes (gas unit), two (2) minutes (battery operated unit).
- Refuel tank/Recharge batteries and return to service.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #801

## Response Protocol

Effective: January 2021

Page 1 of 2

---

### RESPONSE ACTIVATION

The Ellendale Fire Protection District is paged out by State Radio. Upon receiving the page, all available members shall respond to the Fire Hall. If responding directly to the scene, firefighters shall adhere to S.O.P. #802. No apparatus or firefighter shall leave the fire hall or report to the scene until requested by State Radio. Exceptions as noted below:

1. If the Ellendale Ambulance is paged to a Injury Accident (Car/Truck), we will automatically respond to the scene to assist in scene stabilization.
2. If we are requested by the Dickey County Emergency Manager, the Dickey County Sheriff's office, or as an assist call by the Ellendale Ambulance Service.

### RESPONSE PROTOCOL

1. The members of the EFPD are authorized to give whatever aid or assistance may be needed as the situation dictates to the Ellendale Community Ambulance Service, the Dickey County Emergency Manager, or Law Enforcement.
2. Any fireman who is impaired through the use of alcohol or drugs at the time of an emergency call shall not respond. Any fireman who violates this will be subject to prosecution under the laws of the State of North Dakota and disciplinary action by the District Board.
3. All members must make every possible attempt to respond to all alarms.
4. Firemen shall respond to the fire hall adhering to all posted traffic signs and driving regulations. Firefighters must drive in a sensible manner from the fire hall to the location of the emergency. See S.O.P. #804 for additional information.
5. Firemen responding to a call shall be liable for all accidents and damages when responding to the fire hall. The District shall assume no liability for any fireman responding to an emergency call until reaching the fire hall.
6. The first firefighter to arrive at the fire hall shall write the call information from the

**Response Protocol**

Effective: January 2021

Page 2 of 2

---

- page on the white board. No truck shall be leave the fire hall without incident information being written on the “white” board.
7. No truck shall be driven from the fire hall by anyone who is not qualified to operate the pump or equipment on that truck without permission from an officer.
  8. An apparatus shall not leave the station inadequately staffed without waiting a reasonable time, unless authorization is given to do so by the I.C. Apparatus shall not respond undermanned when members are in the fire hall preparing to respond.
  9. The initial I.C., (front passenger seat) in the first responding truck, will call State Radio and acknowledge the page and request additional information.
  10. Firemen shall familiarize themselves with each piece of equipment and be instructed in the proper operation of each motor vehicle before driving it.
  11. All firemen responding to any emergency or training are required to wear their protective gear (boots, helmet, coat, and gloves, etc.) for their own safety and to meet the requirements for insurance protection in case of injury.
  12. Upon exiting the Fire Hall, each unit shall radio the I.C. to inform them of which unit is underway and how many firefighters are responding with that unit.
  13. On a call, the driver of each vehicle is required to stay with the vehicle, unless relieved or replaced by the Incident Commander, and is responsible for its operation, to refill it with fuel and water, to return it to the Fire Hall, and to properly record needed repairs.
  14. The Rescue Squad vehicle shall not be driven to a rescue/extrication incident without a fully certified member of the Rescue Squad on-board, thus fulfilling the minimum requirements of the State Division of Emergency Health Services.
  15. Whenever a call exceeds 2 hours in length, the District will provide the firemen on duty with refreshments or lunch.
  16. Firefighters shall remain on duty until released by the Fire Chief or Incident Commander. In the event of mutual aid, all EFPD firefighters being released shall notify the highest ranking EFPD officer on scene before leaving.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #802

## Private Vehicle Response

Effective: January 2021

Page 1 of 1

---

No personal vehicles will respond to the incident scene with the following exceptions:

- After getting approval from the fire chief, only those EFPD members who work out of the area daily, and carry turnout gear in their personal vehicles may respond directly to a incident scene. Members responding directly to the scene must contact the Fire Chief or I.C. to notify them of their response.
- Officers may respond in personal vehicles to fulfill the obligations of their position. Officers responding in their personal vehicle must have turnout gear.
- If a member arrives at the station and all apparatus have left, the member is permitted to drive to the scene in their personal vehicle. This response shall be without blue lights, obeying normal traffic patterns. The member shall park a good distance from the scene. The member shall then report to the IC for assignment. Members are to keep safety foremost in their mind when responding to the scene.

Members responding in their private vehicles must adhere to all State, County, and City traffic laws. Vehicles shall not exceed posted speed limit. Actual vehicle speed is dictated by existing conditions; heavy traffic, rain, snow and fog will compromise vehicle control. Stop at all negative right-of-way intersections (RR, stop sign, red traffic signal, etc.).

Private response to an emergency scene does not relieve the operator of the vehicle of responsibility in case of a accident or traffic citation. Members are responsible for their actions while responding to alarms, and accept all liabilities, and legalities resulting from their actions.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #803

## Driving of Apparatus

Effective: January 2021

Page 1 of 4

---

Prior to a firefighter with the Ellendale Fire Protection District being authorized to drive and operate department apparatus on the public roadway, he/she must have successfully completed the following:

- Emergency Vehicle Operations Course (5 year renewal)

### DRIVING REQUIREMENTS

State and local laws provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve the driver of an emergency vehicle from the responsibility of due regard for the safety of others on the road.

**Fire apparatus may only be operated by individuals meeting all of the following requirements:**

- A. Members of the Fire Department.
- B. Members who have a valid driver's license.
- C. Members who have successfully completed an approved driver training program, Emergency Vehicle Operations Course. (Trainee drivers may operate apparatus when under the supervision of a qualified driver.)
- D. Members over the age of 18.
- E. Members who have satisfied their probationary period.

**Before entering a fire station:**

- A. A spotter should always be used when backing, if available.
- B. Consideration must be taken for the possibility of pedestrians within the fire station.

**Before exiting from a fire station:**

- A. The driver will insure all apparatus compartment doors are securely closed.
- B. All personnel are seat belted in proper locations.
- C. Insure apparatus bay door is raised and enough clearance is available to clear apparatus height.
- D. Test brakes before entering street.

**Safe driving:**

- A. All audible and visible warning devices shall be in operation when responding to an emergency incident.
- B. The driver shall maintain a speed that is safe under the prevailing conditions.
- C. When approaching a controlled intersection (i.e. stop sign, traffic light):
  1. The driver of an authorized emergency vehicle may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear.
  2. The driver or an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.
- D. School zone related driving:
  1. Observe the posted speed limit for school zones when children are present or when speed warning lights are flashing.
  2. Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by their flashing lights and/or stop sign.
- E. Upon first unit's arrival on an emergency scene:
  1. The scene should be evaluated.
  2. If the situation is not urgent, other responding units should be advised to continue to the scene "non-emergency mode" or disregard and return to the fire hall.

F. Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicle at all times.

G. Any member of the Fire Department who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and Fire Chief.

### BACKING

When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided.

The spotter shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing apparatus. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately.

In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

### MANDATORY SEATBELTS

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.

**Driving of Apparatus**

Effective: January 2021

Page 4 of 4

---

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. Exception: #1 - Loading hose (large diameter or other) into rear hose beds will be approved when a backing spotter is utilized and the driver is fully as detailed previously in this S.O.P. Exception #2 - When operating a wildland truck with firefighters in the front basket. Firefighters shall utilize the safety harnesses when operating from the front basket and the driver/operator shall exercise caution when operating the vehicle when firefighters are operating from the front basket.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #804

## Apparatus Operator/Crew Responsibilities

Effective: January 2021

Page 1 of 3

---

It is the responsibility of each operator of a fire department vehicle to drive safely. Apparatus operators will be held accountable for the manner in which they drive and for the consequences of their acts. Typically the operator of the apparatus will also serve as the pump operator on scene.

### APPARATUS OPERATION

Before leaving the station:

- Be aware of your destination, know where you are going, write down directions if necessary.
- Only approved firefighters may operate fire department vehicles for emergency response. See S.O.P. #803 for additional information.
- All crew members shall wear seat belts and be seated before the vehicle moves.

While enroute:

- Using lights and sirens does not give you the right-of-way.
- When lights & sirens are activated, we are considered a Class 1 Emergency vehicle. In this case we are allowed to “non-recklessly” exceed the posted speed limit utilizing “due care for public & personal safety”.
- Actual vehicle speed is regulated by current conditions. Heavy traffic, rain, snow and fog will compromise vehicle control; therefore emergency vehicles may need to drive at speeds lower than posted limits in inclement weather.
- Apparatus operators and officers are prohibited from any activity not directly related to the operation of the apparatus (i.e. consuming beverages, cell phone use, or photography).
- Stop at all negative right-of-way intersections (stop sign, red traffic signal, etc.).
- Slow down to walking speed on fire ground.

## Apparatus Operator/Crew Responsibilities

Effective: January 2021

Page 2 of 3

---

### APPARATUS OPERATOR/ CREW RESPONSIBILITIES

#### On Scene:

- Except when answering emergency calls, all departmental vehicles will be parked legally. When answering emergency calls, vehicles must be parked so as to protect fire department personnel working on scene. Utilize warning signals at all times on emergency scenes.
- Remain with apparatus at all times unless relieved or replaced by the I.C.
- Keep track of all equipment used from fire department vehicle at scene and make sure that it is returned/stowed in the proper apparatus & compartment after the incident.

#### Upon Return to Fire Hall from incident response or training, the crew will:

- Re-fill the apparatus with gas/fuel immediately upon return. In the event of a “False Alarm” or “Turn Around” call, it may not be necessary to re-fuel the apparatus. This decision will be made by the driver of the apparatus.
- Be responsible for ensuring that all equipment is serviced and is returned to the apparatus. This includes refueling small engines and checking fluid levels.
- Complete all required reports.
- Refill necessary portable gas cans with fuel.
- Properly record needed repairs.
- Replenish drinking water if necessary.
- Discard any garbage. Apparatus shall be left clean.
- Wash the apparatus of excessive mud/ash. This shall be done by the crew of that apparatus as soon as possible after the incident.
- As a group, all dirty hose shall be washed, hung on the drying racks, and the hose beds shall be replenished with dry hose.

## Apparatus Operator/Crew Responsibilities

Effective: January 2021

Page 3 of 3

---

### Backing Apparatus:

- Backing of apparatus should be avoided when possible. If backing of apparatus must occur, follow the following procedure:
  - Driver must exit apparatus to view the area 360 degrees around the vehicle.
  - All firefighters on the apparatus to be backed must be off the apparatus acting as spotters (one in front, two at rear corners).
  - Spotters will remain visible to driver at all times.

Apparatus operators/crews shall not use any tobacco products when in any EFPD vehicle or when operating at any response to which EFPD responds.

### APPARATUS CREW

- Prior to climbing onto the apparatus for emergency responses, crew members are to be dressed in turnout equipment (coat, boots, and bunker pants).
- Crew members shall grab a hand held radio from the charging station.
- Crew members shall be seated and wearing seat belts before vehicle moves.
- Activities that require removing seat belt to complete shall not be attempted.
- Personnel will not dismount an apparatus until vehicle has completely stopped.
- All personnel on the apparatus will coordinate their activities with the officer/firefighter in charge. See S.O.P. #601 for details.
- Members shall not occupy the rear step, side step, or pump control area while the vehicle is traveling to or from an incident or training assignment.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #805

## Apparatus Accident

Effective: January 2021

Page 1 of 1

---

It is our responsibility to drive in a manner that ensures we will arrive at our destination ready to render aid and that we have not endangered ourselves or the public while in transit.

In the event a EFPD apparatus is involved in an accident, the member in charge of that apparatus must see that the Ellendale Police, the Dickey County Sheriff's Department, or the North Dakota Highway Patrol, whoever has jurisdiction, is notified.

Apparatus involved in an accident while responding to an alarm shall stop, notify State Radio and the IC by radio, and attend to potential injuries of our personnel and occupants of the other vehicles. Depending on the severity of the accident, mutual aid may be initiated to respond to the initial call while EFPD responds to the secondary accident. Other EFPD apparatus may be dispatched to the original incident location in place of the apparatus involved in the accident if they are not needed at the secondary accident scene.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #806

## Activities/Parades

Effective: January 2021

Page 1 of 1

---

Placement of any EFPD apparatus in community parades or activities must adhere to the following requirements:

- The Chief or Assistant Chief must approve the apparatus use in a parade or other activity.
- Notice must be written on the “response” board as to location of apparatus.

Civilian personnel may ride on the apparatus provided:

- They remain seated and belted when on the apparatus.
- In the event children ride, adult sponsors must ride with them.

### REQUIREMENTS

The following conditions shall be followed during parades or activities:

- EFPD personnel participating in parades or other community activities shall wear a shirt and/or cap with the EFPD logo.
- EFPD personnel shall have their personal protective equipment on the apparatus while participating in a parade or activity.
- Sirens and air horns shall not be used excessively during a parade.
- Commitment of apparatus to parades or activities outside the Ellendale city limits must be approved by the Fire Chief.
- An apparatus participating in a parade or activity is considered in service and WILL respond to alarms. If the apparatus is fully staffed during a parade or other event, the driver will utilize the safest route to engage the emergency. In the event that the apparatus IS NOT fully staffed, the driver will return to the fire hall to get the required personnel. Extreme safety will be used leaving a parade route or other activity.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #901

## Radio Communications

Effective: January 2021

Page 1 of 3

---

### PURPOSE

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations. A department's communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes. Dickey County currently runs on a radio system that has both repeated and non-repeated channels. State Radio is located in Bismarck, ND.

### GENERAL COMMUNICATIONS GUIDELINES

- Any time you go in route, arrive on scene, or clear a call you must advise State Radio.
- Acknowledge that you have received the radio message. A brief repeat of the message is far better than just a "COPY". Repeating briefly what has been said lets the sender know the message has been received correctly.
- Know what you are going to say before transmitting. Choose terms that communicate the desired message clearly without wasting air time. Per NIMS all radio traffic is to be done in a "common English" fashion, and try to control your emotions to prevent garbled transmissions.
- Orders given over the radio should tell you what to do, not necessarily how to do it.
- **DO NOT** interfere with other transmissions unless you have Emergency Traffic.

### OPERATIONAL PROCEDURES

All EFPD radio messages shall follow this model: Identify who is being called, who is sending the message, and delivery of the message – all in one transmission.

Example:

**Command:**

*"7382, IC, prepare for interior operations."*

**Unit 7382:**

*"IC, 7382, copy, preparing for interior operations"*

**Command:**

*"Copy that 7382."*

**INCIDENT NOTIFICATION/RESPONSE**

EFPD personnel will be notified of emergency responses via alpha-numeric and voice pagers from State Radio. Once a page is received, it should be acknowledged on State Fire frequency by a command/company officer or apparatus, in the following manner:

Example:

**Unit 7382**

*"Merricourt Tower, 7382-Ellendale Fire"*

**Merricourt Tower**

*"7382, Merricourt Tower"*

**Unit 7382**

*"We are responding to the page"*

**Merricourt Tower**

*"Copy that 7382. Time is 18:42. Merricourt clear"*

Additional questions can be asked to State Radio including:

- More detail of emergency.
- Any other responding entities.
- More accurate directions.
- Number of structures/vehicles involved.

It is only necessary for the first responding unit to acknowledge the page with State Radio. The remaining units responding to the call should call the first unit out (I.C.) and inform them that they are responding. This call should be made on the Dickey County West/East channel.

Example:

**Unit 7381**

*"I.C., 7381"*

**I.C. (in Unit 7382)**

*"7381, I.C. - Go ahead"*

**Unit 7381**

*"Unit 7381 is en-route with 3 personnel"*

**I.C. (in Unit 7382)**

*"Copy that 7381. You are en-route with 3 personnel. I.C. clear"*

### ON SCENE OPERATIONS

Upon arriving on the scene of an emergency incident, the first arriving unit will call other responding units on D.C. West (or East - depending on location within the district) and give an on-scene report/size-up. All responding units will acknowledge receipt of size-up report to the IC.

Once responding units arrive on scene, the "Ellendale Fire" channel will be utilized for *Operations* unless otherwise directed.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #902

## Structure Fires

Effective: January 2021

Page 1 of 7

---

### GENERAL

The Incident Command System shall be used on all structure fires. Priority one is safety, do not take unnecessary risks.

The plan of attack shall be based on the RECEO VS matrix which is as follows;

R - Rescue: a rescue effort or not: This will determine an offensive or defensive approach.

E - Exposure: Is there an exposure problem?

C - Confinement: Contain/control the fire in as small of an area as possible.

E - Extinguish: Extinguish the fire.

O - Overhaul: Overhaul the area of fire to ensure complete extinguishment.

V - Ventilation: May take place at any time necessary for a given objective.

S - Salvage: May take place at any given time depending on the objective.

- **Rescue:** Determine if rescue is needed, ventilation may need to be performed prior to entry. A minimum of two fire fighters shall enter the structure with full protective turnout gear on including SCBA, have an attack line of at least 1 ¾". The fire fighters should have a hand light, some type of entry tool (axe, halligan etc.), and a Thermal Imager (TI). Prior to entering the structure, the rescue crew shall get the approval from the Incident Commander. No crew shall enter a structure until a back-up crew is available. While searching for victims, crews shall maintain in contact with each other as well as command. Crews shall maintain contact with their hose line while performing a systematic check for victim(s)
- **Exposure:** If there is an exposure problem, this must become the next objective. Hose line(s) must be operated at such a location as to prevent fire and heat damage to adjacent property(s). Hose lines should be at least 1 ¾" in size. The water stream being used for exposures shall be directed onto the structure being protected.

- **Confinement:** Make every effort to contain the fire in a controllable area.
- **Extinguish:** Extinguish the fire using an offensive or defensive fire attack. Fire personnel shall be in full PPE including SCBA and shall use a minimum 1 ¾" attack line. Crews entering a structure shall be in communication with the incident commander or his designee and have prior permission to enter. Crews on interior attack shall also have in their possession, a flashlight and an entry tool (axe, halligan, etc.) and Thermal Imager (TI). Any interior attack team shall be staffed by at least two firefighters. SCBA'S shall remain worn through the overhaul phase. During the suppression process, all crews should keep in mind to preserve as much evidence as possible to aid in determining the fire cause and origin.
- **Overhaul:** Overhaul is to locate and extinguish any and all "hidden" fires. During the overhaul phase, fire crews shall wear full PPE including SCBA's until the Incident Commander allows otherwise. The use of the air monitoring device may be used to sample the air. The use of the thermal imaging camera is recommended in determining "hot spots". During this phase, keep in mind protecting any possible evidence for cause and origin and notify the Incident Commander if there is anything suspicious. Property conservation shall be considered and remain a high priority during this process. Property owners, occupants, and any other civilians shall not be allowed within the perimeter of the structure and or property without the consent of the Incident Commander.
- **Ventilation:** Ventilation is the removal of heated gases and smoke from a structure. This may need to be done at anytime. It will be determined by the Incident Commander as to when it will be accomplished. Crews shall select or be directed as to the type and location of ventilation to be performed. Crews shall wear full PPE which may include SCBA's depending on their location of activity. (Refer to SCBA policy for guidelines). When a ladder is being used, a firefighter shall toe the ladder whenever someone is climbing or descending the ladder (unless a different anchoring system is utilized). Ladders shall not be used within ten feet of any

wires. If firefighters go on the roof, a roof ladder shall be used and the roof shall be sound tested prior to walking on it. A minimum 1 3/4" line shall be assigned to the roof ventilation crew and shall be manned as well as charged throughout the ventilation process. Once ventilation has been established, this information shall be relayed to the Incident Commander.

- **Salvage:** Salvage is working to preserve as much property as possible. This may be done throughout an incident. Various activities constitute salvage. It may be putting down a salvage tarp to keep an area clean or removing property from the ravages of fire. Proper PPE shall be worn depending on the fire fighters activity (see the policy on PPE & SCBA for guidelines).

#### ARRIVAL ON SCENE

- A. All units shall be positioned a safe distance from the scene so as to not endanger the units.
- B. The I.C. will provide a scene size-up, assume command, and develop a fire suppression plan.
- C. The I.C. will complete a 360 degree viewing of the structure to determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, assessment for hazardous material (i.e. fuel oil, cutting torches, compressors, propane tanks, farm chemicals) and the need for additional resources.
- D. All residents should be accounted for or a search procedure should be initiated with respect to fire fighter safety.
- E. If the incident warrants, initiate mutual aid.

### SCENE SAFETY

- A. All utilities such as gas and electric shall be turned off when possible before crews enter a structure. The appropriate utility company shall be notified and dispatched to the scene.
- B. All personnel entering the structure shall wear full turnout gear & SCBA's.
- C. There shall be at least 2 personnel on any interior attack hose-line.
- D. There shall be at least 2 personnel on any interior search and rescue.
- E. There shall be a "R.I.T." in place on any interior operation or any situation where personnel are exposed or could be exposed to any situation that is immediately dangerous to life or health.
- F. Personnel must be authorized and properly trained before participating in any interior structural fire attack or search and rescue operations.

### INCIDENT ACTIONS

Actions and plans should reflect, in order, the following scene priorities: Life safety, Fire control, Property Conservation

#### **Rescue**

- Human life is the most important consideration at a fire or other emergency.
- Rescue of humans override all other strategic considerations at a fire.
- A primary and secondary search shall be conducted at all structure fires when it is suspected that there are occupants within. During search, all rooms should be marked by some means to indicate that the particular room has been searched.

#### **Exposure Protection**

- Exposure protection is the strategy of preventing a fire from spreading to uninvolved building(s) or into uninvolved parts of the fire building.

- The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

### **Confinement**

- The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There may be situations when both approaches could be used, but a defensive attack should not be used when crews are operating on the interior.
- All avenues of fire spread must be considered (examples: shafts, openings, utility raceways, ducts etc).
- Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open up these areas and fire attack crews direct fire streams into such areas.

### **Extinguishment**

- In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.
- The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

### **Overhaul**

- The purpose of overhaul is to make sure the fire is completely out.
- Overhaul operations must be properly coordinated with fire investigation efforts.
- Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.

- During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.
- When available, a fresh crew should perform overhaul.
- Particular attention should be given to hidden areas during overhaul.
- During overhaul, care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.

### **Ventilation**

- Ventilation shall only be started on command from the I.C.
- Based upon the situation, ventilation may occur anytime during the operation. When using windows in the ventilating procedure, attempt to open the window before breaking glass as it may be necessary to close the opening later in the incident.
- Ventilation shall be employed to:
  1. Channel heat, smoke and flames from potential victims.
  2. To prevent backdraft and flashover.
  3. To remove heat and smoke from the building so to reduce property damage.
  4. To allow the interior of the structure to be more tenable and safer for firefighting operations.

### **Salvage**

- Salvage may need to begin at various points during a fire operation.
- Salvage is those operations required to safe guard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
- Salvage should include:
  1. The use of salvage covers.
  2. Removing water from the structure.

3. Removing furniture and personal belongings to a safe location.
  4. Debris removal.
  5. Removal of valuables from debris.
  6. Covering openings to keep weather out and to secure the building
- All members are expected to perform in a manner that continually reduces loss during fire operations.

### **Utility Control**

- Utilities should be shut down and brought under control to insure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
- At structure fires where electrical involvement or damage has occurred, request the response of the proper electric company. At no time will EFPD personnel remove (“pull”) the meter.
- If the electric company is not available in time, fire personnel may shutdown the power via circuit breakers.
- If necessary, shut down gas lines at the meter. Meters that have been shut off by fire department personnel should be properly locked.
- If necessary, contact the City crew to shut down water supply to the structure at the valve.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #903

## Dumpster Fires

Effective: January 2021

Page 1 of 1

---

### GENERAL

The Incident Command System shall be used on all dumpster fires. Priority one is safety, do not take unnecessary risks.

### ACTION

Upon receiving an alarm:

- The Incident Command System shall be used.
- Fire fighter safety shall be priority one.
- Determine if any adjacent buildings or occupants thereof are in danger. If so, mitigate as necessary.
- A minimum 1 ¾" hose line with foam should be assigned this task.
- Apparatus shall be placed at a prudent and safe distance, and preferably upwind.
- If the fire has not vented, a fire fighter using proper PPE and a pike pole should open the lid and the hose man should flood the dumpster.
- Utilize a Thermal Imager to look for hotspots during the mop-up phase.
- During response to the scene, pay attention for suspicious people/groups. Often dumpster fires are the result of pranksters.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #904

## Chimney Fires

Effective: January 2021

Page 1 of 2

---

### GENERAL

The Incident Command System shall be used on all chimney fires. Priority one is safety, do not take unnecessary risks.

### ACTION

EFPD tactical operations are to include:

- Size up of the structure.
- Size of the building, how many stories.
- Embers, smoke, sparks or flame venting from the chimney.
- Evidence of fire extension into areas adjacent to the chimney unit.
- Determine whether the fire may have spread.
- All floors of the structure, the attic and the basement are to be surveyed.
- Special attention should be directed to the side of the house where the chimney goes up and through the walls. If the fire is confined to the chimney, follow these procedures:
  - Use the thermal imager to check location, extinguishment or extension of the fire.
  - Spread salvage cover(s) in front of fire box.
  - Extinguish any fire remaining in the fire box or fireplace using an ABC dry chemical extinguisher or water extinguisher.
  - Remove fireplace contents from the structure in a metal pail/ trash can.
  - Consider using PPV to limit smoke damage – be certain the chimney flue is open.
  - Extinguish fire in chimney by use of ABC dry chemical extinguisher. Aim nozzle of the extinguisher up into the chimney. A few short discharges should extinguish the fire. After the fire is declared out, perform a thorough

secondary check of all the floors and the attic to ensure no smoke or fire remains in the structure.

- Placement of personnel on the roof of any structure is to be avoided as much as possible. If the IC should order a roof operation (checking for extinguishment or extension) the following steps shall be followed:
  - Air packs, a roof ladder and extension ladder must be used.
  - A fire fighter shall toe the ladder whenever someone is climbing or descending the ladder (unless a different anchoring system is utilized).
  - Ladders shall not be used within ten feet (10') of any wires.
  - The roof shall be sound tested prior to walking on it.
  - A minimum 1 3/4" line shall be assigned to the roof crew and shall be manned as well as charged throughout the process.
- Personnel operating in the interior shall be in full PPE and SCBA, and all operating crews are to be equipped with a radio (roof or interior).
- EFPD personnel are to enter structures utilizing salvage procedures (tarps/poly sheeting).
- The IC should control the number of personnel being committed to the interior operations if the fire is contained to the chimney (to control damage to the owner's property).

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #905

## Wildland Fires

Effective: January 2021

Page 1 of 2

---

### GENERAL

The Incident Command System shall be used on all wildland fires. Priority one is safety, do not take unnecessary risks.

### ARRIVAL ON SCENE

- A. The I.C. will provide a scene size-up, assume command, and develop a fire suppression plan.
- B. The I.C. will determine the location and size of the fire, direction and characteristics of fire travel, the fuel burning, and exposures.
- C. The I.C. will request additional resources as needed.
- D. Consider evacuations of citizens.

### SCENE SAFETY

- A. All personnel should know the location of the fire and direction of the fire travel.
- B. Escape Plans shall be known to all fire personnel.
- C. Be cautious for Spot fires & Flare-ups.
- D. Be aware of wind direction and velocity as well as forecasted wind speed/direction.
- E. Be aware of topography and the role it can play in fire spread.
- F. Monitor crews for exhaustion.
- G. Be aware of down wires, electric fences, etc.
- H. Be aware of equipment and personnel working around firefighting teams (i.e. - tractors, road graders).
- I. Water tenders shall park off road on a dry level surface.
- J. Attack units shall use roads and approaches where possible. Use extreme caution when accessing the scene through a ditch or other non-maintained area.
- K. Steer clear from springs, sloughs, & muddy areas.

**INCIDENT ACTIONS**

- A. Base all actions and strategy on current and expected fire behavior.
- B. Establish staging area for additional arriving apparatus and personnel.
- C. Life safety and structural protection take priority over extinguishment of forest, brush, or ground cover.
- D. If offensive attack is indicated, utilizing an anchor point, the flanks should be attacked while working toward the head of the fire.
- E. If the fire is large and fast moving, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by creating a fire line a distance ahead of the fire to halt the progress of the fire.
- F. Different methods of attack may be used simultaneously according to the situation.
- G. If outside resources are utilized (road graders, farm equipment, etc.), they shall be given a handheld radio to communicate with the I.C. or entity in charge of the operation.
- H. Teams assigned to structural protection must keep hose lines flexible enough to be able to quickly break away in the event of being overrun.
- I. Collaborate with the DNR, County Officials, and specialists/technicians as needed.
- J. Communications and accountability of all incident personnel shall be maintained at all times.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #906

## Vehicle Fires

Effective: January 2021

Page 1 of 3

---

### GENERAL

The Incident Command System shall be used on all vehicle fires. Priority one is safety, do not take unnecessary risks.

The plan of attack shall be based on the RECEO S matrix which is as follows;

R - Rescue: a rescue effort or not: This will determine the next objective.

E - Exposure: Is there an exposure problem?

C - Confinement: Contain/control the fire in as small of an area as possible.

E - Extinguish: Extinguish the fire.

O - Overhaul: Overhaul the area of fire to ensure complete extinguishment.

S - Salvage: May take place at any given time depending on the objective.

- **Rescue:** Determine if rescue is needed.
- **Exposure:** If there is an exposure problem, this must become the next objective. Hose line(s) must be operated at such a location as to prevent fire and heat damage to adjacent property(s). Hoselines should be at least 1 ¾" in size. The water stream being used for exposures shall be directed onto the structure being protected.
- **Confinement:** Make every effort to contain the fire in a controllable area.
- **Extinguish:** Extinguish the fire using an offensive or defensive fire attack. Fire personnel shall be in full PPE including SCBA and shall use a minimum 1 ¾" attack line with foam. SCBA'S shall remain worn until deemed SCBA "safe" by the Incident Commander. During the suppression process, all crews should keep in mind to preserve as much evidence as possible to aid in determining the fire cause and origin.
- **Overhaul:** Overhaul is to locate and extinguish any and all "hidden" fires. During the overhaul phase, fire crews shall wear full PPE including SCBA's until the Incident

Commander allows otherwise. During this phase, keep in mind protecting any possible evidence for cause and origin and notify the Incident Commander or an Officer if there is anything suspicious. Owners, occupants, and any other civilians shall not be allowed within the perimeter of the hot zone without the consent of the Incident Commander.

- **Salvage:** Salvage is working to preserve as much property as possible. This may be done throughout an incident. Apparatus shall be placed at a prudent and safe distance, and preferably upwind. If at all possible, the vehicle's wheels should be chocked. Try to make contact with the owner/occupant of the vehicle to find out the contents inside the vehicle as well as if it operates on LPG fuel or electricity.

As fire fighters approach the vehicle from the side(s), fire fighters should attempt to cool the underside of vehicle first, and then start the attack. The gas tank cap(s) are not to be removed at any time. When the situation presents itself, the negative side battery cable shall be disconnected. It is important to remember some vehicles have shock absorbing bumpers both front and rear, under fire conditions these may become flying objects. It is important to remember most vehicles are equipped with air bags. In the event the air bag has not yet activated, it is possible to have an activation at any time.

#### ARRIVAL ON SCENE

- A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during fire suppression activities (uphill and upwind when possible).
- B. The driver operator will engage the pump and stand by the pump panel for further instructions.
- C. The I.C. will provide a scene size-up, assume command, and develop a fire suppression plan.

**SCENE SAFETY**

- A. Ensure that unauthorized/untrained personnel do not enter the hazardous area.
- B. See S.O.P. #917 for vehicle fires involving Hazardous Materials.
- C. Traffic Hazards - See S.O.P. #908 for Roadway Safety Operations

**INCIDENT ACTIONS**

- A. The attack team will pull a minimum 1 ¾" attack line as instructed by the I.C.
- B. Additional firefighters will do as instructed by the I.C.
- C. The pump operator will charge the hose line when directed and continue to monitor the pump operations.
- D. The attack team will approach the vehicle slowly from the side extinguishing the fire as they approach. Caution should be taken as the team approached for exploding bumpers, fuel tanks, auxiliary fuel tanks, tires, etc.
- E. Tank type vessels being pulled or hauled shall be accessed for hazardous materials before approaching.
- F. When the fire is under control, the engine compartment and trunk of the vehicle on fire will be opened and cooled. The vehicles battery cables should be disconnected or cut when possible.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #907

## Fatal Fires

Effective: January 2021

Page 1 of 1

---

Upon notification or confirming knowledge of a fire fatality, the Incident Commander (IC) shall ensure the following personnel are notified:

- Fire Chief
- City of Ellendale Police Department and/or Dickey County Sheriff's Office
- North Dakota State Fire Marshall's office

Once the IC has been made aware of the fatality, all operations around the incident shall take place as operationally necessary while limiting those involved and while preserving evidence for investigation. As with all fire scenes, safety and property conservation still remains the priority.

The EFPD Fire Chief or appointed EFPD member will work with the State Fire Marshall's office with on-scene investigators, in determining the cause and origin, and assisting in the prosecution of any person or persons charged with or in connection with the act of arson or other related offense(s).

Any communication to the media shall be approved by the Fire Chief.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #908

## Roadway Safety Operations

Effective: January 2021

Page 1 of 7

---

### OVERVIEW

This procedure identifies parking practices for Ellendale Fire Protection District apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

All personnel should understand and appreciate the high risk that personnel are exposed to when operating in or near moving vehicle traffic. Responders should always operate within a protected environment at any vehicle-related roadway incident.

### TERMINOLOGY

The following terms shall be used during operations, post-incident analysis, and training activities related to working in or near moving traffic.

**Traffic Incident Management Area/Temporary Traffic Control Zone:** an area of roadway where temporary traffic controls are imposed in response to a road user incident, natural disaster, hazardous material spill or other unplanned incident. The area extends from the first warning device to the last TTC device or to a point where vehicles are clear of the incident and return to normal traffic flow.

**Advance Warning:** notification procedures that advise approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.

**Block:** positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes 'block to the right' or 'block to the left'.

**Buffer Zone:** the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.

**Downstream:** the direction that traffic is moving as it travels away from the incident scene.

**Taper:** the action of merging several lanes of moving traffic into fewer moving lanes.

**Temporary Work Zone:** the physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.

**Transition Zone:** the lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.

**Upstream:** the direction that traffic is traveling from as the vehicles approach the incident scene.

### SAFETY BENCHMARKS

All emergency personnel are at great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that should be taken to protect all crew members and emergency service personnel at the incident scene; these include:

- Never trust approaching traffic.
- Avoid turning your back to approaching traffic.
- Establish an initial “block” with the first arriving emergency vehicle or fire apparatus.
- Always wear structural fire fighting helmet, full protection clothing and high visibility vest or D.O.T. coat as required.
- Use fire apparatus and police vehicles to initially redirect the flow of moving traffic.
- Establish adequate advance warning and temporary traffic control measures that protect responders and move motorist safely through or around the emergency incident.
- Use traffic cones, signs, and/or lights where appropriate for sustained highway incident traffic control and direction.
- Aggressively terminate all roadway incidents.

### APPARATUS AND EMERGENCY VEHICLE BENCHMARKS

Listed below are benchmarks for safe parking of apparatus to protect the scene, patients, and emergency personnel.

- Always position first-arriving apparatus to protect the scene, patients, and emergency personnel.
- Apparatus placement should provide a work area protected from traffic approaching in at least one direction. If necessary, block additional traffic lanes to provide a buffer between moving traffic and the work area.
- Angle apparatus on the roadway with a “block to the left” or a “block to the right” to create a physical barrier between the work zone and approaching traffic.
- Allow apparatus placement to slow approaching motorists and redirect them around the scene.
- When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.
- Opening of roll-up doors on apparatus is recommended. Ground lights should be lit.
- Positioning of large apparatus must create a safe parking area for EMS units and other fire vehicles. Operating personnel, equipment and patients should be kept within the “shadow” created by the blocking apparatus at all times.
- When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment area, the extrication work area, personnel and tool staging area and the ambulance loading zone.
- Ambulance should be positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic.
- Command shall stage unneeded personnel and emergency vehicles off the roadway or release them from the scene.
- At all intersections, or where the incident may be near the middle lane of the roadway, two or more sides of the incident will need to be protected.

- Police vehicles must be strategically positioned to expand the initial safe work zone for traffic approaching from opposing directions. The goal is to effectively block all exposed sides of the work zone. The blocking of the work zone must be prioritized, from the most critical or highest traffic volume flow to the least critical traffic direction.
- For first arriving apparatus where a charged hoseline may be needed, block so that the pump panel is “downstream”, on the opposite side of on-coming traffic. This will protect the pump operator.
- At intersection incidents, consider requesting additional law enforcement response. Provide specific directions to the officers as to exactly what your traffic control needs are. Ensure that police vehicles are parked in a position and location that provides additional protection of the scene.
- EFPD will work with Law Enforcement to provide traffic control. A emergency vehicle with a minimum of one emergency responder shall be placed at each end of the scene as described below:
  - Highway accident scenes shall have a emergency apparatus positioned at least 1,000 ft. from the scene. In hilly areas, apparatus shall be positioned at the top of the first hill outside the 1,000 ft. requirement. Apparatus shall have emergency lights activated with head lights on dim and the wig wags turned off. Fire personnel shall wear PPE as well as reflective break-away D.O.T. approved vests. Personnel shall have two-way radios turned to “Dickey Co. West/East” frequency and will direct traffic with “Stop/Slow” signs and hand signals.
  - In-town accidents shall have a emergency apparatus positioned at intersections that may contribute to unwanted traffic. Apparatus shall have emergency lights activated with head lights on dim and the wig wags turned off. Fire personnel shall wear PPE as well as reflective break-away D.O.T. approved vests. Personnel shall have two-way radios turned to “Dickey Co West/East” frequency and will direct traffic with “Stop/Slow” signs and hand signals.

### INCIDENT COMMAND BENCHMARKS

The initial-arriving apparatus and/or the Incident Commander must complete critical benchmarks to assure that a safe and protected work environment for emergency scene personnel is established and maintained including:

- Estimate the magnitude of the traffic incident
- Estimate the expected time duration of the traffic incident
- Estimate the vehicle queue length
- Set up the appropriate temporary traffic controls (signs/cones) for these estimates

The first arriving apparatus officer or Incident Commander should place all traffic incidents/traffic disruptions in one of the following classifications:

- **Minor Incident** - traffic disruptions of less than thirty (30) minutes. Minor incidents typically can be handled using TTC equipment carried on the apparatus.
- **Intermediate Incident** - traffic disruptions of thirty (30) minutes to two (2) hours. Additional equipment and resources may be required. Consider requesting assistance from the local, county or state highway departments.
- **Major Incident** - traffic disruptions of over two (2) hours. Traffic control equipment required at major incidents is typically beyond the capabilities of the fire department. As soon as possible, the Incident Commander should request assistance from local, county or state highway departments.

Continually re-evaluate the effectiveness of implemented TTC measures. If motorists are not responding as required, modify the traffic control measures, reposition apparatus or consider closing the roadway to ensure responder safety.

Command shall assure that strobe systems and wig-wag lites are turned OFF and that other emergency lighting remains ON.

### EMERGENCY CREW PERSONNEL BENCHMARKS

Listed below are benchmarks for safe actions of individual personnel when operating in or near moving vehicle traffic.

- Always maintain an acute awareness of the high risk of working in or near moving traffic.
- Never trust moving traffic.
- Always look before you move.
- Always keep an eye on the moving traffic.
- Avoid turning your back to moving traffic.
- Personnel arriving in crew cabs of fire apparatus should exit and enter the apparatus from the protected 'shadow' side, away from moving traffic.
- Protective clothing and helmet must be donned prior to exiting the emergency vehicle.
- Use traffic cones, signs, and/or lights where appropriate for sustained highway incident traffic control and direction.
- All personnel must wear an reflective break-away D.O.T. approved vest. Personnel exposed to potential flame, high heat or personnel performing technical rescue operations are exempt from this requirement.

### SPECIAL OPERATIONAL BENCHMARKS

#### Night or Reduced Light Conditions

- Insure that vehicle headlights and/or scene lighting do not blind approaching traffic.
- Illuminate cones with lights
- Consider additional fire apparatus for additional upstream "Block" or advanced warning.
- Park on the same side and in the same direction of travel as the incident. Do not create a "split scene."
- Establish an initial block that creates a protected work area and sufficient buffer zone

for responders.

- Place cones and /or illuminated by lights upstream of apparatus last cone approximately 150 feet “upstream” of apparatus.
- Use police department vehicles for additional blocking.
- Stage additional resources off highway, or at upstream approach ramps.
- Establish liaison with Police Department.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #909

## Vehicle Accidents

Effective: January 2021

Page 1 of 1

---

### GENERAL

The Incident Command System shall be used on all vehicle accidents. Priority one is safety, do not take unnecessary risks.

### ARRIVAL ON SCENE

- A. The Driver/Operator will position the apparatus in a way that will provide the best protection for the crew during rescue and operation activities.
- B. The I.C. will provide a scene size-up, assume command, determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
- C. The I.C will request additional resources as needed (EMS, MedFlight, Tow truck)

### SCENE SAFETY

- A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
- B. Traffic Hazards - See S.O.P. #908 for Roadway Safety Operations

### INCIDENT ACTIONS

Command will assign teams as needed for:

- 1. Fire and Hazard Control
- 2. Extrication
- 3. Landing Zone
- 4. Traffic Control
- 5. Patient Care



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #910

## Extrications

Effective: January 2021

Page 1 of 5

---

### GENERAL

The Incident Command System shall be used on all extrication calls. Priority one is safety, do not take unnecessary risks.

### RESPONSE

The response area of the Rescue Squad is determined by the State Health Department and does not follow the boundaries of the Ellendale Fire Protection District. The Rescue Squad vehicle shall not be driven to a rescue/extrication incident without a fully certified member of the Rescue Squad, thus fulfilling the minimum requirements of the State Division of Emergency Health Services.

### SCENE RESPONSIBILITIES

Fire personnel are responsible for incident command, opening of the vehicle(s), establishment of protective suppression capabilities and scene safety. Although EFPD responsibilities at extrication scenes do not normally include patient handling or emergency medical care to trapped victims, they may occasionally assist the Ambulance crew.

### COMMAND PROCEDURES

The Incident Commander has the responsibility for command of the extrication scene. The I.C. will make immediate contact with the senior law enforcement officer and emergency medical officer to coordinate total rescue efforts and facilitate cooperative assignments for the incident. The I.C., upon finding a scene that places persons, property and rescuers in a dangerous situation shall take all necessary steps and prescribe all necessary restrictions and requirements to protect persons, property and rescuers, until the dangerous condition(s) is abated.

Upon arrival at the scene, the I.C. shall transmit a condition report which should include:

- Number of vehicles involved and/or type of situation
- Any hazards noticeable
- Number of injured and severity
- Number of trapped victims
- Name of Command

Extrication decisions which affect the care and handling of the patient(s) must be coordinated with, and approved by, the medical officer who is managing patient care.

A safety zone shall be established by the Incident Commander, and a Safety Officer appointed if the I.C. deems appropriated.

#### PERSONNEL SAFETY

- Protecting the patient
  - Patients shall be provided a level of protection necessary to provide a reasonable level of safety.
- Emergency Personnel
  - All EFPD personnel in the area of the extrication operation shall wear personal protective equipment as well as reflective break-away D.O.T. approved vests.
  - Fire suppression equipment shall be deployed at all extrications. Deployed fire equipment shall include a charged 1 3/4" hose line normally staffed by a firefighter with SCBA prior to extrication equipment being operated.
  - In cases of a life threatening hazard, the Incident Commander shall have the authority to remove emergency personnel from the hazard area.
  - The Rescue Squad Leader will direct the extrication of the victim. He shall be called "Rescue Operations." In the absence of the Rescue Squad Leader, the I.C. will appoint a Rescue Operations Leader.

- Only firefighters trained in extrication equipment will operate the equipment.
- Officers and firefighters in extrication procedures will use equipment designed to protect personnel from body fluids.

#### FIRE PREVENTION, SUPPRESSION AND HAZARD MANAGEMENT

- The utility company shall be called whenever electrical lines or poles are involved in an accident scene.
- All liquids released from the vehicles involved in the accident shall be covered by absorbent material.
- Hazardous materials situations should be identified and handled accordingly with rescuer safety in mind.
- Vehicle(s) or equipment shall be stabilized prior to any extrication activity.
- Personnel working with patient care/handling or extrication shall take body substance isolation measures prior to arrival on scene . Minimum measures include latex gloves & safety glasses.
- Non-committed emergency vehicles and personnel shall be assigned to a staging area as determined by the Incident Commander. A staging area will be established at a safe distance so as not to interfere with the incident area.
- Apparatus arriving at the scene shall be positioned to provide a safe environment for those working at the scene. Apparatus shall be positioned in such a manner to block traffic from entering the scene, to allow easy access to extrication equipment, and to allow easy access for incoming additional equipment, and shall not hinder apparatus leaving the scene.
- EFPD will work with Law Enforcement to provide traffic control. A emergency vehicle with a minimum of one emergency responder shall be placed at each end of the scene as described below:
  - Highway accident scenes shall have a emergency apparatus positioned at least 1,000 ft. from the scene. In hilly areas, apparatus shall be positioned at the top of

the first hill outside the 1,000 ft. requirement. Apparatus shall have emergency lights activated with head lights on dim and the wig wags turned off. Fire personnel shall wear PPE as well as reflective break-away D.O.T. approved vests. Personnel shall have two-way radios turned to "Dickey Co. West/East" frequency and will direct traffic with "Stop/Slow" signs and hand signals.

- In-town accidents shall have a emergency apparatus positioned at intersections that may contribute to unwanted traffic. Apparatus shall have emergency lights activated with head lights on dim and the wig wags turned off. Fire personnel shall wear PPE as well as reflective break-away D.O.T. approved vests. Personnel shall have two-way radios turned to "Dickey Co West/East" frequency and will direct traffic with "Stop/Slow" signs and hand signals.

#### DOCUMENTATION

- The I.C. or Rescue Squad Leader shall have pictures taken of the extrication scene after all patients have been removed.
- The I.C. shall have the Call Report form completed.
- The I.C. shall have a sketch/diagram of the accident scene identifying location of vehicles, fire department apparatus, police cars, ambulances, and directions etc, prepared.

#### CREW PROCEDURE

- EFPD personnel actions should consist of eight (8) steps at all reported incidents where we are called for extrication assistance.
  1. En-route review dispatch information: Confirm location, number of vehicles or victims involved, pre-determined hazards, road conditions, electrical wires, hazardous materials or any other updated information the dispatcher can provide.
  2. The first responding unit should overview the scene from a safe distance to insure safety for all incoming units. Apparatus placement should be considered at this time.

3. The first arriving unit informs incoming units that he is Incident Command and reports his/her initial findings. (See guidelines and procedures on Incident Command including SOP #103 & #404).
4. Outer and inner circle survey should begin while the hand line is being charged for firefighters' and victims' protection. The inner and outer circle survey is usually performed by two persons. The purpose of the survey is look for hazards; victims that may have been thrown from the vehicle; locating fuel tanks and determining the status of the tank and fuel.
5. Stabilize all vehicles that will be involved in the extrication. Vehicle stabilization is a must in an effort to minimize patient injuries.
6. Access the patient. The number of victims, placement and injuries of victims and ease of access are all things that must be considered in the attempt to access patients. Ambulance personnel may provide advice to us on our actions once they stabilize the patient.
7. Prepare the vehicle for extrication. Glass removal, hose line readiness, tool staging area established, etc.
8. Extricate: Extrication today is the science of removing the vehicle from around the victim by means of powered hydraulics, hand tools, pneumatic tools or any other type of tool that is effective without added injury to the victims. These principles of extrication should be used on all motor vehicle accidents. To what extent a vehicle should be removed from a victim will depend on several things including patient injuries, degree of entrapment and location and position of the vehicle.

### TOOL STORAGE

Hydraulic tools shall be stored as detailed below:

- Spreaders - Rams: stored in the closed position
- Cutters: stored in the open position

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #911

## Helicopter Landing Zone

Effective: January 2021

Page 1 of 1

---

In instances where helicopters are requested to the scene of an emergency, the primary objective of the on scene personnel will be the safety of all involved. With this in mind the following procedures will be followed:

- The minimum area needed to establish a landing zone (LZ) is 100'x100' in daylight and 150'x150' at night.
- The LZ will be marked in one of the following manners:
  - Markers in each of the four corners using cones, light sticks or other visible objects (note: flares will not be used for this).
  - Shining spotlights onto the LZ, forming an "X" at the point of landing (note: lights are NOT to be aimed directly at the aircraft at anytime).
  - Using vehicles to define the perimeter of the LZ.
- All communications with the incoming aircraft will take place on the "N Air/G" radio channel. Typically the highest ranking ambulance personnel on scene will be responsible for communicating with the aircraft (duty may be assigned to DC 911).

Communication with the inbound aircraft should include identification of any overhead obstructions, wires, or other hazards. An approach path may be suggested, however, the final decision lies with the pilot.

Once the aircraft has landed, no personnel shall approach the aircraft unless directed to do so by the aircraft crew. Any approach to the aircraft will be done as directed by the aircraft crew.

Full PPE, including helmets are to be worn at all times when operating near the aircraft. The face shields shall be in the down position and chin straps utilized.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #912

## Spills

Effective: January 2019

Page 1 of 1

---

### PURPOSE

This is to deal with incidents that do not constitute a hazardous materials incident.

Upon arrival members will follow accepted EFPD procedure by donning SCBA and putting into service a 1 3/4" attack line if deemed necessary.

As determined by incident command an absorbent material may be spread on the spill in an effort to contain it and absorb it. The material may be picked up and placed into bags or buckets furnished for that purpose. For small spills, the absorbent may be left on the area covered. For large spills, the bagged/bucketed material will be taken to the Fire Hall for pickup by the DPS or taken directly to the DPS for disposal.

Note: At all times it is imperative to keep track of all materials used.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #913

## “Mayday” Signal

Effective: January 2021

Page 1 of 4

---

### DEFINITION

“Mayday” is the term used by a firefighter(s) who has/have become lost, disoriented, trapped or injured in a building/structure and are unable to exit the building/structure without outside assistance.

### PROCEDURE

The radio message “Mayday” will be used by firefighters to report their status as being in trouble and needing rescue. Any member may use “Mayday” to report a lost or trapped firefighter. “Mayday” is to be repeated to insure that it is heard. Any report of “Mayday” will receive priority radio traffic and initiate the deployment of R.I.T.

- A. Immediately upon the report of “Mayday”, the incident I.C. will contact State Radio for:
  - 1. An ambulance to respond to the emergency scene for a fire fighter down (if one is not on scene already).
  - 2. Mutual aid response for two (2) engines.
- B. All R.I.T. teams entering the hazard zone shall have at least one portable radio and rescue tools. If it is possible, all members on the team should have individual portable radios.
- C. Minimum entry crew size is two members. These members must remain intact and together.
- D. Crews will be working under the direct supervision of a Division Officer or Command.
- E. Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.



**EMERGENCY PROCEDURES:**

When a firefighter(s) become lost, trapped or experiences an equipment malfunction, the following procedures must be followed.

- A. Call For Help Immediately – Report on a portable radio “Mayday – Mayday – Mayday”. Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. The Mayday announcement should occur as soon as the firefighter thinks that he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability will become.
- B. Lost/trapped firefighter(s) should give Command the following information:
  - Location (as accurately as possible)
  - Name (names of lost or trapped crew members)
  - Assignment (assignment crew was working on or assigned to prior to trouble)
  - Resources you need (any special needs or information that may assist the R.I.T. in locating and removing affected crew(s)).
- C. THE TERM “MAYDAY” WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS. THE TERM “EMERGENCY TRAFFIC” WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.
- D. If a Mayday is heard, all other radio traffic on that channel will cease, until the Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to.
- E. Radio Channels –
  1. Crews or personnel declaring a Mayday should remain on the assigned operations channel. Once contact is made with the IC, affected crew shall remain on that channel.
  2. After a Mayday is broadcast, the stricken firefighter(s), the Rapid Intervention Team, and the Safety Officer will stay on the designated channel, until resolution of the incident is achieved.

3. All communications will be directed to the R.I.T. officer. All non-affected units shall switch to another channel as assigned by the IC.
4. All firefighters shall continue to operate in their originally assigned Division/Group.
- F. Activate PASS Device – As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications it may be turned off temporarily. Once messages are completed, the device must again be manually activated.
- G. Crews Stay Together – Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for all to be rescued and allows for easier, more efficient extraction.
- H. Follow Hose or Lifeline Out - Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to the outside. The R.I.T. team may follow the hose line into the structure to locate distressed firefighters. Where life line ropes are in use, follow the life line to the outside.
- I. Searching For an Exit – A lost firefighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other means of egress are not available, firefighters should next attempt to reach an exterior wall. Once at an exterior wall the firefighter can try to locate windows, doors, or hallways that generally lead to the outside. Rescuers will first search hallways, around windows and doors before sweeping large areas if victim location is unknown. Getting to hallways, doors, or windows will greatly increase the chances of being rescued early. Breaching walls for escape or fresh air can aid survivability. These actions will also provide predictable activities that will aid rescuers.
- J. Retreat to a Safe Refuge – Where firefighter cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the firefighter can retreat to,

he should take advantage of this location. Command and the RIT team must then be notified of this location as soon as possible.

- K. Stay Calm and Conserve Air – A conscious effort must be made by the firefighter(s) to control breathing. Unnecessary talking or physical activity must cease, unless absolutely necessary. Firefighters must control and pace their activities and breathing to extend their SCBA supply.
- L. Horizontal Position – If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.
- M. Flashlight / Tapping Noise – In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see the light and locate the downed firefighter. If able the firefighter should attempt tapping noises to assist in location by rescuers, (hitting a tool on a metal door, tapping on the floor).
- N. Company or Division / Group Officers – Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command and use Mayday to notify all personnel operating on the scene. When possible the officer’s report should include who is missing, their last known location, and the actions being taken. Fire fighting positions must not be abandoned during the rescue effort, the officers must control free-lancing. Command will initiate a rescue effort. On-going fire suppression and ventilation must continue to afford the victims increased opportunity for survival.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #914

## Evacuation Signal

Effective: January 2021

Page 1 of 1

---

### PURPOSE

A universally understood retreat signal is imperative for safe and effective fire ground operations. For EFPD the Retreat Signal will consist of both radio announcements and sounding of apparatus air horns.

### IMPLEMENTATION

The incident commander upon receiving information, or when visual conditions indicate, will implement evacuation. The evacuation signal consists of two elements; air horn activation and radio announcement.

Radio Announcement: The incident commander or division/group officer will transmit over the talk group assigned to interior crews the evacuation order:

- "Evacuate (incident location) everybody out."

This message shall be repeated at least three times. All other radio transmissions on the interior talk group shall be held until an "All Clear" order is issued by command.

Air Horn/Siren: The pump operator will activate their air horn/siren five (5) times as follows:

- Five second blast, three second pause, five second blast, etc

When the evacuation signal is sounded all personnel will immediately discontinue their assigned task and retreat to a safe area. Crews in safe areas, (i.e., staging, rehab, deployment, etc.) shall remain in these areas. During the sounding of a retreat signal all other radio traffic on the fire ground frequency shall cease.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #915

## Utilities

Effective: January 2021

Page 1 of 3

---

### UTILITY-ELECTRIC

Ellendale Fire Protection District personnel responding to a reported electrical emergency will perform the following:

Use vehicle response as defined in S.O.P. #801.

- Upon arrival at emergency scene, consider these general steps:
  - Identify extent of problem;
  - Isolate affected area, if appropriate, with barrier tape;
  - Communicate hazards to State Radio and power company.

Options for command if a wire is down:

- Decide upon establishing a "wire-watch" or leaving scene.
- Leaving a crew with engine when wire has energized a fence, building, or is arcing on the ground.
- Leaving a reduced size crew with other than an engine.
- Cordon off scene and leave scene.

General safety considerations for EFPD personnel involved at electrical emergency sites include the following guidelines:

- Treat all downed lines as energized. Use caution, even telephone and cable lines can be energized
- Do not move downed electric wires unless necessary and approved by command.
- Keep minimum twenty (20) feet from downed wires.

Normal fire fighter PPE does not provide electric shock protection. Pike poles, rubbish hooks, axes are not adequate for providing electric shock protection.

- Do not remove electric meters.
- Do not cut electrical power lines.
- Utility substations will not be entered unless a utilities employee is present. Fires in these locations will not be extinguished until a utility employee verifies that the circuit is de-energized.
- Contain all spills with absorbent material, using caution because of PCB potential.
- At car pole/pad mount accidents, transformers can be energized. Do not touch until utility personnel verify pole/pad is de-energized.
- Do not apply straight streams on or around energized, downed power lines or equipment. Fog pattern may be utilized.
- Do not stand or work in areas of dense smoke if energized electrical lines or equipment are evident, such items can conduct electrical current.

#### UTILITY- PROPANE

Ellendale Fire Protection District personnel responding to a propane leak/fire:

- Shall not attempt to mitigate a low pressure (50 psi or less) leak unless full turnout gear with a functioning SCBA is utilized.
- Shall not operate utility equipment or valves with the exception of the shutoff cock located at meter or shut off valve located at the tank.
- Shall not extinguish a propane fire unless an immediate means of shutting off gas supply is evident.

EFPD personnel shall use, where appropriate, the following guidelines for responses to suspected gas leaks and/or smells involving propane, gasoline or any other suspected flammable or explosive gas.

- On calls that are identified as a propane leak and/or smell, EFPD personnel will determine & call the propane supplier and/or the fixture installer to investigate. On all responses to a propane leak and/or smell where source is not evident, adjoining addresses should be checked for possible gas leaks.
- No entry shall be made into structures when detectors indicate a level of 10% LEL, or higher.
- No light switches, hand lights or hand radios should be used in the structure or area with gas smell until atmosphere has been verified as safe.
- Small gas leaks that can be characterized (i.e. homeowner moves stove and smells gas or breaks an interior line) can be investigated by initial EFPD response. Larger leaks that have a pervasive odor, cover a wide area and/or involve releases of industrial gases or liquid releases must be monitored using a combustible gas detector or other instrumentation.

Full PPE shall be worn into atmospheres that are suspected to contain natural gas, gasoline, propane or any other flammable or potentially explosive gas.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #916

## Propane Emergencies

Effective: January 2021

Page 1 of 4

---

### RESPONSE

Propane is a dangerous gas that is typically in a liquid form in propane cylinders and is a gas at normal atmospheric temperature and pressure. Firefighters on the first responding engine to a propane odor, leak or fire shall be qualified at the Hazardous Materials Awareness level or greater. Any units responding with members that are not qualified at the Hazardous Materials Awareness level or greater shall stage a minimum of 500' from the incident and wait for directions from Command. Only Hazardous Material Awareness level or greater firefighters may enter the hazard zone or take action to shut-off the flow of propane. The hazard zone is defined as any area where the concentration of propane exceeds 10% of the lower flammable limit. See Safety Data Sheets (SDS). Extinguishing agents: Dry chemical. CO<sub>2</sub>, water spray or fog for surrounding area. **Do not extinguish fire until propane source is shut off.**

### SPECIAL FIREFIGHTING INSTRUCTIONS

- Evacuate all unnecessary personnel from the area. Allow only properly trained and protected emergency response personnel in area. A NIOSH approved self-contained breathing apparatus may be required.
- If gas flow cannot be shut off, do not attempt to extinguish fire. Allow fire to burn itself out.
- Use high volume water supply to cool exposed pressure containers and nearby equipment.
- Approach a flame-enveloped container from the sides, never from the ends.
- Use extreme caution when applying water to a container that has been exposed to heat or flame for more than a short time.
- For uncontrollable fires and/or when flame is impinging on container, withdraw all personnel and evacuate vicinity immediately.



### UNUSUAL FIRE AND EXPLOSION HAZARDS

- Propane is heavier than air and can collect in low areas.
- Flash back along a vapor trail is possible.
- Pressure in a container can build up due to heat; and, container may rupture suddenly and violently without warning if pressure relief devices fail to function properly.
- If flames are against the container, withdraw immediately on hearing arising sound, if venting increases in volume or intensity or if there is discoloration of the container due to fire.
- Propane released from a properly functioning relief valve on an overheated container can also become ignited.
- LP gas (propane or butane) is colorless, treated with an odor detector, heavier than air--settles and may be more predominant in the lower levels of a structure. Caution if the structure has strong air currents. As an example, up open stairways or stud channels as may happen in a wood frame balloon constructed building. The vapors may also be found in the upper levels as well as the lower.
- Remember that L.P.G. is heavier than air, so avoid low lying areas and do not approach from a downhill direction.

### OPERATIONAL PROCEDURES (Gas Leaks and Fires)

- Propane is heavier than air, so avoid low-lying areas and do not approach from a downhill direction.
- Give a report on conditions, and request additional equipment, special equipment and gas company representatives as needed.
- Determine if rescue or evacuation problems exist.
- Formulate Incident Action Plan (IAP) based on initial size-up.
- The IAP must provide for:
  - Safety of citizens and firefighters.

- Evacuation of endangered area if necessary.
- Control of situation.
- Stabilization of the spilled or leaking material.

### SAFETY CONSIDERATIONS

- Avoid commitment of personnel and apparatus until a complete size-up has been made.
- All personnel shall be in full protective clothing.
- All personnel involved in confining, containing, or controlling the release shall be wearing SCBAs.
- For a small container leak keep all unnecessary personnel and bystanders a minimum of 500' from the hazard area. For a large leak keep all unnecessary personnel and bystanders a minimum of one-half mile from the hazard area. If tank, rail car or tank truck is involved in a fire, ISOLATE for 1 mile in all directions; also, consider initial evacuation for 1 mile in all directions.
- Remove all ignition sources in the hazardous area. This may mean closing roads and highways.
- Keep clear of tank ends if fire is impinging on the tank.
- During LPG tank fires, if whistling from pressure relief valve becomes progressively louder, evacuate the area immediately, explosion is imminent.
- If tank is burning, fire streams must be used to cool the vapor area of the tank (area above liquid level).
- Do not extinguish tank or cylinder fires unless shut-off can be effected.
- Use at least two crews with fog streams to protect firefighters attempting to close the valves or effecting the shut-off.
- If a LPG tanker has been involved in an accident with significant damage or rolled over the relief valve may be inoperable.
- Do not park apparatus in low area - flammable vapors may have accumulated there.

### CONFINEMENT

- If vapor is leaking use fog streams to protect exposures and direct vapor cloud.
- If ignition has occurred, use streams to protect the container from overheating and protect exposures from radiant and convection heat.

### CONTROL

- Approach the fire or leak from upwind.
- Use heavy fog streams to dissipate the vapors if possible without disturbing the liquid.
- Disperse vapor to safe location.
- Attempt to shut off leak by shutting off valves or crimping lines.
- Heavy streams should be used to divert flames from exposures.
- Apply heavy streams to all areas of the tank exposed to heat.
- The controlled burning of escaping LP Gas (which cannot be shut off by closing a valve) is a commonly accepted firefighting practice.

### STRUCTURE VENTILATION

If propane concentration is above the upper flammable limit it will pass through the flammable range before it reaches the lower flammable limit.

Turn off all possible ignition sources. Use natural ventilation by opening doors and windows. If mechanical ventilation is necessary use a electric fan approved for use in hazardous areas and in positive pressure configuration.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #917

## Hazardous Materials Incidents

Effective: January 2021

Page 1 of 5

---

### PURPOSE

To provide guidance in response to a hazardous materials incident, including establishing command, product identification and site security.

### LEGAL RESPONSIBILITIES – RESPONSE PREPARATION

EFPD personnel shall access site specific information by following these general guidelines:

- EFPD administration shall survey District businesses to gather information on chemicals. This information will be included in our pre-plan packets.
- Personnel responding will consult the DOT Emergency Response Guide (hard copy or computer), or any site specific plan(s) available for the location and relay information relative to safety, handling, and mitigation technique recommended to the I.C.

## Hazardous Materials Incidents

Effective: January 2021

Page 2 of 5

---

### INITIAL RESPOSE

The Ellendale Fire Protection District functions at the OPERATIONS level. At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials. Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the OPERATIONS level.

An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident. Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals. Utilize all available information including but not limited to: ERG, Chemtrec, Site Plans, MSDS information, available site resources, etc.

Initial response will be in full structural PPE.

Examples of activities and functions appropriate at the OPERATIONS level include:

- Recognition of a Hazmat incident
- Recognition of hazards
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

### ARRIVAL ON SCENE

- The Emergency Response Guidebook shall be used to identify containers, chemicals involved, staging, and isolation zones.
- All units shall stage upwind, a safe distance away from the incident in accordance to ERG recommendations and current conditions. When selecting a staging area take into consideration the following: Wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire. Stage all vehicles in a “headed out” direction
- The first arriving officer should establish command and complete an initial size-up.
- Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area. Note: In some situations, sheltering-in-place may be the most viable option. A common rule of thumb is “Evacuate for the threat, Shelter in place for the event”.
- All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if necessary.
- Obtain Safety Data Sheets and any chemical information available. This may include consists, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
- Make contact with any company representatives if necessary.
- Assign an incident safety officer immediately. It is also suggested that the incident commander assign an assistant or scribe to begin documentation of all incident plans and operations.
- Activate mutual aid if necessary
- Notify local DC 911 coordinator who will activate the Emergency Operations Center if necessary.
- Evaluate the need for resources beyond normal mutual aid partners and request additional resources through DC 911.

## Hazardous Materials Incidents

Effective: January 2021

Page 4 of 5

---

### SCENE SAFETY

- Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- Ensure that unauthorized/untrained personnel do not enter the hazardous area

### INCIDENT ACTIONS

- The first arriving responder should consider if this was intentional or accidental. If it is suspected to be intentional, it may be a crime scene and evidence conservation and/or protection is extremely important.
- All incident actions shall not exceed the scope of the hazardous materials operations level which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
- An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.
- Dike or Dam areas to contain run-off and Divert to prevent further contamination of other areas and water sources.
- Remove all ignition sources if materials are combustible or flammable in nature.
- Collaborate with the DNR, EPA, County Officials, company representatives, specialists/technicians, and the HAZMAT team as needed.
- Communications and accountability of all incident personnel shall be maintained at all times.

### VICTIMS

If victims are suspected or confirmed, EMS units are to be requested. Any victims located in the hot zone should be decontaminated prior to transport by EMS. Follow local EMS protocol for decontamination protocols.

## Hazardous Materials Incidents

Effective: January 2021

Page 5 of 5

---

### REPORTS AND DOCUMENTATION

- The release of information regarding the incident shall be controlled by the OIC and the designated Public Information Officer. Only the OIC, County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
- The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with all other documents created.
- A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- Record of all other agencies and their corresponding personnel who responded shall also be documented.
- Record of all items used that will need to be replaced and any other expenses shall be kept during the incident and filed with the other incident reports.

### CLEAN-UP

Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident. All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

### COST RECOVERY

Direct and reasonable costs incurred by the hazardous materials team or private firms assisting the team for hazardous materials abatement and/or control will be charged against the owner, occupant or other person responsible for the conditions. EFPD will document the expenses. Cleanup and Recovery is the responsibility of the carrier or shipper.



# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #918

## Pipeline Response

Effective: January 2021

Page 1 of 3

---

### GENERAL

Although typically buried underground, pipelines may also be found above-ground in extremely cold and harsh environments, and at pump and compressor stations, some valve stations and terminals. Whether aboveground or belowground, pipelines are constructed along a clear corridor of land called the right-of-way (ROW). The ROW may contain one or more pipelines, may vary in width, and will cross through public and private property. The ROW should be free of permanent structures and trees and be identified with a marker sign.

Aboveground signs and markers identify the approximate location of under-ground pipelines. Markers are required to be present wherever a pipeline crosses under roads, railroads or waterways. They may also be found at other intervals and locations along the pipeline right-of-way, such as near buildings and pipeline facilities. Markers do NOT tell you the exact location, depth or direction of the pipeline; the pipeline may curve or angle around natural and manmade features. If there are multiple pipelines in the ROW, a marker sign should be posted for each pipeline.

Pipeline markers may look different, but every sign tells you the same information:

- Pipeline product
- Pipeline operator
- 24-hour emergency phone number

### INITIAL RESPOSE

To effectively respond to a pipeline leak, spill or fire, we as emergency responders need to understand the hazards and risks associated with the incident. You should seek additional information about the pipeline in question as soon as possible by:

- Calling the 24-hour emergency phone number on a nearby pipeline marker sign.

- Contacting the appropriate emergency response agency.
- Consult the information in the DOT Emergency Response Guidebook which may provide more detailed, situation-specific information.

When responding to a pipeline emergency:

- Establish the incident command system.
- Approach cautiously from upwind, uphill, and/or upstream following these precautions:
  - Stay clear of vapors, fumes, or smoke.
  - Do not walk or drive into a vapor cloud or puddle of liquid.
  - Do not approach the scene with vehicles or mechanized equipment until an isolation zone is established (vehicle engines can be a ignition source).
  - Use appropriate air-monitoring equipment to establish the extent of vapor travel. If such equipment is not available, stage upwind and await arrival of specific response team.
- Secure the scene
  - Isolate the leak area by setting up barricades, tape, or use law enforcement to prevent entry.
  - Deny entry to unauthorized personnel.
  - If necessary, evacuate everyone in the danger area to a safe area upwind of the incident area.
- Identify the hazards
  - Locate a pipeline marker sign to identify the pipeline product, pipeline operator, and 24-hour emergency phone number.
  - Call the emergency phone number to report the incident . The control center personnel may provide additional information about the pipeline product and its hazards.
  - Use the highest level of precaution and protection until you know the area is safe of flammable and toxic hazards.

- Assess the Situation
  - Is there a fire, spill, or leak?
  - Is there a vapor cloud?
  - What are the weather conditions?
  - Is the wind blowing? What direction?
  - What is the terrain like?
  - Who and what is at risk: people, property, environment?
  - What actions should be taken: evacuation, shelter in place, diking?
  - What human/equipment resources are required?
- Obtain assistance from trained personnel
  - Notify Dickey County 911 and relay any pertinent information.
  - Call the 24-hour emergency phone number (will dispatch a representative to scene, will act to isolate the emergency)
- Protect people, property, and the environment
  - Protective actions are those steps taken to preserve the health and safety of emergency responders and the public during a pipeline incident. While the pipeline operator concentrates on isolating the pipeline, responders should concentrate on isolating and removing ignition sources and moving the public out of harm's way. Ignition sources include electric motors, firearms, vehicles, static electricity, open flames or sparks.

### TYPES OF PIPELINE PRODUCTS

- Natural Gas (DOT ERG #115)
- Petroleum Gas (DOT ERG #115)
- Petroleum Liquids (DOT ERG #128)
- Anhydrous Ammonia (DOT ERG #125)
- Carbon Dioxide (DOT ERG #120)
- Ethanol (DOT ERG #127)
- Hydrogen Gas (DOT ERG #115)
- Sour Crude Oil (DOT ERG #131)
- Sour Gas (DOT ERG #117)

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #919

## Confined Space Rescue

Effective: January 2021

Page 1 of 3

---

### OVERVIEW

Confined space rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. Examples of possible confined spaces include tunnels, sewers, utility pits, tanks, manholes, storm drains, silos, & grain bin/hopper.

### DEFINITIONS

**Confined space:** A confined space is any area or vessel, which meets all 3 of the following:

1. Is large enough and so configured that an person can enter and perform work
2. Has limited means of entry or exit
3. Is not designated for continuous occupancy

**Permit required confined space:** A permit required confined space is defined as confined spaces which have one or more of the following:

1. Contains or has a potential to contain a hazardous atmosphere
2. Contains a material with potential for engulfment
3. Is so structured that an entrant could become trapped or asphyxiated
4. Contains any other recognized serious safety or health hazard - i.e. moving parts, noise.

**Recovery mode:** Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

**Rescue mode:** Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

The Ellendale Fire Protection District functions at the AWARENESS level. Therefore it is the policy of the District that personnel SHALL NOT enter into a confined space. Entry is defined as breaking the plane of the opening to the confined space.

Examples of activities and functions appropriate at the AWARENESS level include:

- Recognition of a confined space incident
- Recognition of confined space hazards
- Performing a non-entry retrieval
- Identifying resource needs
- Initiating response of Operations and/or Technician level personnel
- Establishing scene control and management

#### ARRIVAL ON SCENE

- A. The first-in unit should position the apparatus appropriately
- B. The first arriving officer should establish command and complete an initial size-up including:
  1. Secure any witnesses
  2. Obtain the confined space entry permit and any other available information
  3. Location, number, condition of victims, and length of time in confined space
  4. Utility hazards - i.e. gas lines, sewage, electrical lines
  5. Other hazards - i.e. hazardous materials, low oxygen levels, flammable gasses, standing water/liquids, cave-ins
  6. Type of work being performed in the confined space
  7. Type of PPE being used by victim(s)
  8. Determination of rescue or recovery mode
  9. Determination of additional resources needed.

**Confined Space Rescue**

Effective: January 2021

Page 3 of 3

---

**SCENE SAFETY**

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries).
- B. Ensure that unauthorized/untrained personnel do not enter the confined space.

**INCIDENT ACTIONS**

- A. If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area.
- B. Attempt to establish contact with victim(s).
- C. Establish atmospheric monitoring.
- D. Establish ventilation of confined space after atmospheric monitoring.
- E. If safe to do so and if it can be accomplished from outside the confined space, shutdown non-essential equipment that is located within the confined space.
- F. Establish staging area for additional arriving apparatus and personnel.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #920

## Trench Rescue

Effective: January 2021

Page 1 of 3

---

### OVERVIEW

Trench rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. The Incident Commander must make a careful size-up before deciding on a commitment. It may be necessary to wait for additional resources before taking any immediate action. Citizens and co-workers will want immediate action taken to rescue victims, but this may cause an undue risk to fire department personnel.

### DEFINITIONS

**Recovery mode:** Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

**Rescue mode:** Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

### SCOPE

The Ellendale Fire Protection District functions at the **AWARENESS** level. Therefore it is the policy of the District that personnel **SHALL NOT** enter into an unsafe trench or excavation.

Examples of activities and functions appropriate at this level include:

- Recognition of a trench collapse incident
- Identifying resource needs
- Initiating response of OPERATIONS and/or TECHNICIAN level personnel
- Establishing scene control

### ARRIVAL ON SCENE

The first-in unit should position the apparatus a minimum of 50' from the location of the trench collapse. Additional arriving units should initially stage a minimum of 100'-300' from the location. Responders should walk to the collapse site. The first arriving unit should establish command and complete an initial size-up including:

- Secure all witnesses (in cold zone)
- Location, number, condition of victim(s) and how long buried
- Depth of trench
- Utility and other scene hazards
- Identify potential hazards to rescuers
- Determination of rescue or recovery mode
- Determination of additional resources needed

### SCENE SAFETY

- Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries). Hot zone: 0-100' from trench (emergency personnel only), Warm zone: 100'-300' from trench (staging/additional personnel), Cold zone: 300' and further from trench (non-emergent personnel).
- Secure and/or shut down machinery and traffic within 500' of trench
- Provide level area for ground pads
- Place ground pads around lip of trench
- Only allow essential personnel in the hot zone to minimize potential for additional collapse or cave-in



**INCIDENT ACTIONS**

- Establish staging area for additional arriving apparatus and personnel
- If victim is partially buried, lower lifeline and instruct victim to tie around themselves
- If indicated, lower ladder into trench (for victim self-rescue only)
- Establish atmospheric monitoring of trench
- Establish ventilation of trench, if necessary
- Make trench safe for patient removal (if victim cannot self-rescue)
  - Place ingress and egress ladders in trench. There should be at least 2 ladders placed in the trench no more than 50 feet apart.
  - Decide on shoring system to be used.
  - Create a safe zone in the un-collapsed portion of the trench (possibly from both ends). This shall be accomplished using an shoring system, i.e., hydraulic, timber, or other.
  - Remove the dirt from the collapsed zone. Rescuer shall remain in the safe zone while removing the dirt from the collapsed zone.
  - Secure all unsecured utilities, pipe, or any other obstruction in the trench.
- Relocate any soil piles a minimum of 5 feet from trench

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #921

## Water Rescue

Effective: January 2021

Page 1 of 1

---

Ellendale Fire Protection District is not certified in water rescue therefore our participation typically will be scene management until a certified rescue team arrives.

Water rescue operations include the following situations:

- Ice (Lakes, Ponds, Rivers)
- Surface (Lakes, Ponds, Swimming Pools)
- Dive (typically a recovery situation)

In the event an emergency ice/water rescue situation is reported, EFPD will use the following procedures.

- EFPD response shall be with both rescue units first and then any additional units available for traffic/crowd control.
- Response shall be in full turnout gear. If assisting in or near the water, gear may be removed for safety reasons.
- In response to the incident, the EFPD Incident Commander shall ask DC 911 or State Radio to activate the nearest water rescue team (Aberdeen or Jamestown). Both teams may be activated depending on the situation and response times.
- During size up, the first task is to determine whether the incident requires rescue or recovery operations. This information shall be relayed to the responding agencies/rescue teams.
- All members assisting the water rescue teams in a boat, in the water, or within 10 feet of the water's edge, must be wearing an U.S. Coast Guard approved personal floatation device. This applies to open water or ice rescue operations.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #922

## Elevator Rescue

Effective: January 2021

Page 1 of 2

---

Recommended guidelines for elevator rescue, with no fire conditions in the building.

### GUIDELINES FOR ALL SITUATIONS:

- Establish the incident command system.
- Determine the location of the car.
- Communicate with the people trapped to determine if there are possible medical problems.
- Notify the business owner, building maintenance personnel. (Elevator maintenance contractor if necessary)
- Send a firefighter equipped with a portable radio to the elevator equipment room and standby for further instructions. Can verify that electrical circuits haven't been tripped.
- Notify an ambulance for standby.

### IF A RESCUE IS NECESSARY:

#### **Primary Attempt:**

- The Main Disconnect Switch will be set to the "ON" position.
- The Emergency Switch located within the car will be set to the "RUN" position
- Hoistway and car doors should be checked for proper closure.
- An attempt should be made to call the car to a floor using the lobby and car controls.
- Activate Phase I System with a key, held by the building personnel, to the "ON" position to recall the car.

**Alternate Attempt:**

- The Mainline Disconnect Switch should be set in the "OFF" position. Provisions should be made to verify that main disconnect remains in the "off position".
- The Emergency Stop Switch, located within the car, should be set to the "STOP" position.
- Open hoistway doors with interlock keys or with the help of trapped victims within the car.
- Open car doors by hand from the outside or have the trapped victims do it from the inside.
- Remove the victims from "above" if the operation floor lobby is within 3" of the car floor.
- Help the victims "down" from the car if the operation floor is no more than 3' below the car floor. The opening to the hoistway below the car must be protected so no one falls.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #923

## Bomb Threats

Effective: January 2021

Page 1 of 2

---

### OVERVIEW

A bomb threat is a matter to be investigated by the Ellendale Police Department or the Dickey County Sheriff's Office. If the threat does not constitute a fire or explosion hazard, the fire department will not take any action unless requested to do so by Law Enforcement. In the event of a report of a bomb and assistance is requested by the police/sheriff's department, EFPD will respond with the appropriate apparatus.

### RADIO USE

The use of radio systems and cell phones has long been discouraged at improvised explosive device scenes (IED) or bomb threats. The reasons for this were primarily due to the risk of stray radio frequency (RF) energy causing the unintentional functioning of a device. In the past, blasting cap design was more susceptible to accidental initiation. Furthermore, radio controlled IEDs (RCIED) utilized simplistic mechanical control devices. This device used a basic two way mechanical functioning transmitter and receiver. Advances in technology have caused us to take a second look at this practice. At a large scene such as a bombing, suspect IED, bomb threat or active shooter, lack of communication can be detrimental to safe and orderly operations. Critical resources can be delayed or misdirected without effective communication. These incidents often occur at large complexes, such as schools or office buildings. Coordinating with other units via radio while evacuating or evaluating the situation is crucial. The use of a smartphone to view an overhead GPS image of the location can assist with staging resources or choosing an evacuation area. Without these tools the evacuation process is extended and cumbersome. Almost every citizen carries a cell phone of some type. Prior to your arrival at a scene, many cell phone calls will likely be made in the area. A device sensitive to stray RF function would have most likely been unintentionally triggered well before first responders arrive.

The bottom line is the safety of you, your team, and the public. During a active situation, communication is critical. You must use your radio to coordinate the arrival of your resources. Turning off your radio would be far more dangerous than almost any transmissions you would make on your radio or cell phone. The chances of your radio or cell phone triggering a device are extremely remote, almost non-existent but still don't transmit standing over or near any suspected device.

### RESPONSE

The ranking law enforcement officer on the scene will be in command and advise the proprietor of the threatened property of what action should be taken. Evacuation and search responsibility are assigned to the police/sheriff's department.

The responsibility of finding and removing any object of suspicious nature shall be that of the police/sheriff's department. Fire department personnel will not handle any object of suspicious nature.

The fire department will stage its resources out of the immediate area, a safe distance from the threatened property, and prepare for fire suppression activities. Should an explosion occur, Fire Department (FD) operations must proceed with extreme caution, as more than one device may be present. FD operations shall be assured the area is safe. Fire personnel on the scene may assist with evacuation and/or crowd control if deemed appropriate by Fire Command I.C.

The ranking fire officer shall establish a unified command post well removed from the threatened property (recommend a minimum of one-fourth of a mile).

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #924

## WMD/Terrorist Incidents

Effective: January 2021

Page 1 of 1

---

In the event EFPD is dispatched to an incident that could be, or is, classified as a terrorist incident, personnel will proceed with utmost caution to the scene.

### PROCEDURE

- Apparatus response will follow EFPD Guideline No. 917 for Hazardous Materials incidents.
- Initial responding apparatus are to stage away from the incident scene until the IC has conferred with the ranking Law Enforcement officer on scene and a preliminary operational plan is developed.
- EFPD personnel should not normally attempt any mitigation, suppression or rescue efforts unless Law Enforcement has secured the scene.
- Any WMD/terrorist incident shall be considered a “hazardous materials” incident. EFPD procedures regarding hazardous materials and protective clothing shall be followed.
- The highest ranking EFPD officer/firefighter on scene, with Haz. Mat. certification, shall be appointed Operations Officer to assist the Incident Commander.
- A unified command should be established.
- Extreme caution shall be exercised when entering the hot zone of a terrorist/WMD incident. EFPD personnel are to be vigilant; watching for possible secondary devices.
- In the event personnel deem the situation life threatening, a withdrawal of personnel until the incident stabilizes is entirely appropriate.
- All equipment, clothing, etc. utilized at a terrorist/WMD incident shall be considered contaminated and appropriate cleaning/decontamination measures undertaken.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #925

## Carbon Monoxide Activations

Effective: January 2021

Page 1 of 3

---

### SCOPE

This guideline shall apply to emergency personnel who respond to reported carbon monoxide emergencies or potential emergencies.

### PURPOSE

The purpose of this guideline is to provide a standardized approach to service calls concerning EFPD's activation for carbon monoxide problems, and to outline minimum actions to be considered at each incident.

### PROCEDURE

When State Radio receives a report of a carbon monoxide problem, the first arriving apparatus shall establish command as per EFPD procedure. The IC shall make contact with the reporting party/occupant to determine the number of occupants in the building to be evacuated (or how many have evacuated the premises and where they are located). The affected structure is to remain closed until air monitoring begins. Firefighters who enter a building shall do so in full protective clothing, wearing and using SCBA when CO levels exceed 50 ppm or level is unknown, to search the building to determine all occupants have been removed.

EFPD personnel are to complete the following actions:

- Fire personnel are to make a cursory inspection of the building specifically to examine potential carbon monoxide sources for signs of damage, improper installation, improper use, or tampering.



**Carbon Monoxide Activations**

Effective: January 2021

Page 2 of 3

---

Potential sources may include but are not limited to: any fuel-burning appliance or equipment such as stoves, ranges, fireplaces, portable kerosene heaters, gas heaters, space heaters, furnaces, and hot water heaters. Personnel shall also check vehicles, lawn mowers, or barbecues used in close proximity, attached garages, or inside of buildings.

Utilizing a electronic atmospheric monitor, a carbon monoxide reading shall be taken outside the structure and at the doorway prior to entry. Readings of 9 parts per million (ppm) or less are considered acceptable background levels. The permissible exposure limit is 50 ppm. Any CO reading is to be recorded on the incident report, including the specific location where detected.

Advise the homeowner of the following:

- The specific ppm readings found, if any, and the location where they were detected.

Carbon monoxide levels may be dependent upon the tightness of the dwelling or building; consequently, opening doors and windows prior to the fire department or utility company arrival may dissipate accumulations of carbon monoxide; therefore, if additional detector activations occur or symptoms continue, additional investigation into the problem will be necessary.

Under no circumstances is an occupant to be advised to re-enter a structure where a carbon monoxide detector has activated without first verifying the absence of carbon monoxide with a monitoring device. If the individual has additional questions or concerns, they can be referred to their local utility company or a licensed contractor.

In the event a carbon monoxide detector has activated and emergency personnel find no presence of carbon monoxide in the occupancy, the occupants should be advised: "The fire department has utilized detection instruments to check for the presence of

**Carbon Monoxide Activations**

Effective: January 2021

Page 3 of 3

---

carbon monoxide in the occupancy. At this time, we are unable to detect a presence of carbon monoxide in the occupancy.” However, that does not mean that the presence of carbon monoxide did not exist at the time of the carbon monoxide detector activation. Explain to the occupant that conditions could have changed since notifying emergency responders. For example, the occupant may have opened doors and windows when the alarm sounded.

Advise the occupant to enter the occupancy at their own risk, and to consider notifying a licensed contractor to inspect the occupancy. The fire department cannot declare the occupancy safe from the presence of carbon monoxide.

Advise the occupant to notify 911 immediately should they experience medical symptoms.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #926

## Fireworks Displays / Standbys

Effective: January 2021

Page 1 of 3

---

Fireworks are to be considered hazardous materials by EFPD personnel. When we are requested to “standby” for fireworks displays, these situations are to be considered potential hazardous materials incidents and personnel are to practice maximum safety procedures as outlined in EFPD guidelines.

### CLASSIFICATION OF FIREWORKS

Fireworks are classified as “explosive” for transportation purposes, under regulations of the US Department of Transportation (DOT), because of the chemical compositions contained in the fireworks devices. The federal agencies use the DOT system and definitions in their regulation affecting fireworks. In December 1991, DOT revised its Hazardous Materials Regulations based on a U.N. recommendation. Fireworks shall now fall into two divisions:

#### Explosives 1.3 - (Formerly Class B fireworks)

- Mass fire or deflagration hazard. Examples include many non-detonating military devices such as large flares and many propellants.
- “Special Fireworks” - larger devices used in public displays are included in this category.

#### Explosives 1.4 (Formerly Class C fireworks)

- Devices containing limited quantities of explosive or combustible chemical composition. The transportation hazard of these devices is rated “minimum” by DOT.

## ZONING

Emergency response personnel and apparatus will remain outside the display site during the show (NFPA 1123 3.3.3.). The display site will be established based on the formula in NFPA 1123 section 3.1.3, which is 70-ft./in. radius of the internal mortar diameter of the largest aerial shell to be fired in the display. Example: largest shell 8 inches x 70 feet = 560 feet radius.

The operator/contractor shall have primary responsibility for safety during fireworks displays. The operator shall be responsible for ensuring that a significant number of assistants are available for the safe conduct of the fireworks display. Only the operator and necessary assistants shall be permitted in the discharge area while the display is in progress.

## PRE-EVENT ACTIONS

- Insure there are portable fire extinguishers available in sufficient quantities and located nearby the hazards.
- Lay out emergency hose lines immediately adjacent to the hazards, with sufficient length to reach every part of the loading area with an effective stream of water.
- The supply engine for the hose lines should be connected to a water main or to the water supply source apparatus for immediate use.
- EFPD personnel shall conduct a “walk through” of the display area and discharge site prior to the show commencing. Attention is to be directed toward the direction of launch of fireworks so that shells are aimed/propelled away from spectators, over the fallout area. Under no circumstances shall fireworks be angled toward spectator viewing area.
- Unauthorized tents shall not be located within the display site.
- Spectator viewing areas and parking areas are not to be in the display area
- Adequate egress paths shall exist for spectators to leave the scene.
- Ensuring monitors are available around the display area to control spectators.

### PERSONAL PROTECTIVE CLOTHING

During the time fireworks are being discharged, EFPD personnel shall be in, or have immediately available to themselves, their protective clothing ensemble. If emergency actions are initiated, EFPD personnel shall wear all PPE.

### EMERGENCY ACTIONS

In the case of a misfire of one or more of the shells, maintain a safe distance, and do not enter the display area. Never attempt to fight a fire involving display fireworks.

The operator shall be responsible for retrieving and handling products that misfire. EFPD personnel shall attempt to evacuate any official areas and provide necessary assistance to spectators.

### WEATHER CONDITIONS

If high winds, precipitation, or other adverse weather conditions exist such that a significant hazard exists, in the opinion of the operator and/or fire official, the fireworks display shall be postponed until weather conditions improve to a reasonable level.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #927

## Aircraft crash/accident

Effective: January 2021

Page 1 of 15

---

### INTRODUCTION

The first responders at an aircraft accident site can render valuable assistance to minimize injury and loss of life, reduce property loss through damage and prevent the loss of clues and evidence that are vital to determining the reason for the accident. Often, emergency services personnel (police, fire and ambulance) are the first trained personnel to arrive at aircraft accident sites. This guide has been prepared to assist these personnel to:

- Understand the reporting requirements for military and civil aircraft accidents
- Have an awareness of hazards at an aircraft accident site
- Consider how to manage the various hazards
- Understand the requirements of the National Transportation Safety Board (NTSB)
- Manage and control the accident site to preserve essential evidence necessary for the Federal Aviation Association (FAA) and/or the (NTSB) to conduct an effective investigation.

This guide assumes that first responders will apply their own expert training to deal with victims, manage hazards and control the site. It offers specific advice that may be helpful in identifying and managing the particular hazards and risks associated with an aircraft accident. It also contains important advice about preserving evidence at the site. While there are mandatory requirements in The Aviation Disaster Family Assistance Act of 1996 in regard to civil transport accidents, the guidance material contained in this document does not override specific policies or procedures developed by police, emergency services or other agencies, such as airport authorities.

### ROLES OF FIRST RESPONDERS

There are three main components to the work of first responders to the scene of an aviation accident:

1. Reporting the accident to the NTSB.
2. Coordination of the accident site including rescuing any survivors, managing fire and hazardous materials and ensuring that the site is secured.
3. Protection of the aircraft wreckage and associated evidence so that an effective investigation can be conducted.

As a first responder, you should be careful to avoid becoming a casualty yourself. In the heat of the moment and with the desire to alleviate suffering and minimize casualties, individuals sometimes place themselves at considerable personal risk of injury or death. By being cautious and aware of the hazards at aircraft accident sites, you will be better prepared for the tasks at hand. It is vital that any hazards are detected and secured.

### **UPON COMPLETION OF FIRST RESPONDER AND LIFE SAFETY ACTIVITIES:**

- 1. Secure scene and preserve evidence**
- 2. Contact the NTSB at 844-373-9922**

What the NTSB needs to know about the accident

You should immediately report as many of the following details as possible:

- Aircraft type, registration and other details
- Date and time of the accident
- Crew and passenger details:
  - Names of the pilot/crew and any other people on board, or
  - Name, rank, and service number of the crew members of a military aircraft.
- Extent of any injuries to the occupant(s) or others
- Aircraft's last departure point and its destination

- Location of the accident, including directions on how to reach the scene.
- Nature of the accident (phase of flight, mission, and description of occurrence).
- Extent of damage to the aircraft.
- Action taken to prevent disturbance of the wreckage until either NTSB investigators arrive

## **ACCIDENT SITE COORDINATION & SECURITY**

### SITE CONTROL

The Incident Commander must secure all accident sites to prevent unauthorized persons from entering the area and to minimize damage to any ground scars left by the wreckage (which may provide valuable evidence to investigators). The secure area may vary depending on the spread of the wreckage and the terrain, but it should normally extend to at least 150 feet from the edge of the wreckage. If the aircraft has disintegrated in-flight, the wreckage and occupants may be scattered over a wide area and there may be a requirement for more than one secured site.

It is important to prevent unauthorized people from entering an accident site. Ensure that bystanders are kept outside an established zone of safety and upwind if possible. This is due to the need to insure:

- Respect for victims
- Protection for valuable and important or classified equipment
- Preservation of evidence to establish the factors that contributed to the accident
- Minimization of exposure to hazards.

When the NTSB investigators arrive on site they will coordinate with the Incident Commander to arrange an appropriate time to take control of the site.



Without endangering yourself, rescue and care of survivors are the priorities at an aircraft accident site. If you see survivors in the aircraft and rescue seems possible, you should first consider the following issues:

#### Approaching the wreckage:

- Keep your eyes and ears open!
- Take particular care when approaching by vehicle. Try to avoid driving along the crash path. Occupants may have been ejected from the aircraft, and tire marks and traffic can destroy valuable ground impact marks.
- Protect yourself! Wear appropriate personal protective equipment (PPE), including gloves, eye and breathing protection as required.
- Approach from upwind (with the wind at your back) and work downhill if possible.
- Be aware that if the aircraft has disintegrated in-flight, the wreckage and occupants may be scattered over a wide area
- Be aware of power cables that might have contributed to the accident and may still be live.

#### Aircraft occupant issues:

- Summon medical assistance if required and render first aid and care to survivors until medical personnel arrive.
- If you see evidence of a spreading post-accident fire, or potential risk from explosion of fuels, pressure vessels or armaments, consider moving survivors a safe distance from the scene.
- Should survivors require immediate evacuation to medical facilities, they should ideally have equipment such as military/civil aircrew life vests removed before transport. These vests can contain hazardous materials such as stored pressure vessels and pyrotechnic devices. Place these in a safe location at the accident site.
- Attempt to account for all occupants if possible. If no one is in the wreckage it is possible that they may have survived and left the scene to seek assistance.

- Coordinate with the NTSB prior to documenting and recovering fatally injured victims. If the NTSB is not available, document the following prior to recovery of victims: original position of the remains, use/condition of restraint systems, use/condition of lifesaving equipment, and intentional or accidental manipulation of the wreckage, vessel control panels, machinery during the recovery process.
- Collect names and contact information for all persons injured and uninjured in the accident.

Exclusion zones and hazard prevention:

- To minimize the risk of inadvertent fire, establish a no-smoking zone around the accident site. Volatile/flammable materials such as fuel may have been scattered over a wide area.
- When using cutting devices, use caution to avoid igniting spilled fuel.
- To prevent the ingestion of harmful materials, including biological hazards, establish a no-eating zone around the accident site.

## **HAZARDS AT ACCIDENT SITES**

This section provides specific information about some of the dangers at an aircraft crash site. First responders should familiarize themselves with the content of this part and exercise caution when fulfilling their duties at an accident site.

### GENERAL

Damage to modern aircraft can result in the release of dangerous materials at an accident site, for example:

- harmful airborne matter such as carbon fibers or asbestos
- toxic materials that may inadvertently be inhaled or affect the skin
- potentially explosive devices such as oxygen bottles/systems, high-pressure tires, hydraulic accumulators and rocket-deployed parachute systems

- fluids including fuel, oil, hydraulic, battery acid and other oxidizers
  - radioactive materials
  - biological materials such as blood and human tissue
  - for military aircraft: rocket-powered or explosive cartridge-power ejection seats, pyrotechnics and unexploded ordnance stores
  - for aerospace vehicles: dangerous gases may vent for some time after landing or the vehicle may contain hazardous pyrotechnic devices or a nuclear power source.
- Only those personnel essential to perform immediate actions to extricate survivors, protect the wreckage from destruction by fire or other causes, and prevent danger to other transport or the public should enter an accident site.

## FUEL

Aircraft fuels are a primary hazard in case of a post-crash aircraft fire. If ignited they pose danger to survivors, rescue and fire services personnel and others at an accident scene.

Aircraft fuels will come from one of the following groups:

- Avgas is a high-octane aviation petrol suited for piston-engined aircraft. It has a relatively low flash point and is highly flammable/volatile. Avgas is used in most civil general aviation aircraft.
- Avtur is the kerosene-type fuel used in all jet or turboprop aircraft and does not possess the low flash-point qualities of Avgas. However, when heated its flash point is reduced significantly. This fuel burns longer and more intensely than Avgas.
- Diesel is also used in some general aviation aircraft and has similar characteristics to Avtur.
- Water Methanol can be used in small quantities to provide extra power for some turboprop aircraft (for example Metro aircraft) in certain flight situations, such as take-off. This substance is alcohol-based and burns without a visible flame. If ignited during a crash, alcohol foam may be required to extinguish the flames.

**Warning: Water methanol is toxic.**

**Wear full PPE if this substance is suspected.**

## AIRCRAFT STRUCTURES

Materials used in aircraft construction, if subjected to intense heat, can produce hazardous situations or develop toxic side effects.

**Metals:** Magnesium and aluminum metals in various mixtures are used extensively as structural components in aircraft, particularly where lightweight framing is used. In some aircraft, magnesium is used in wheel rim assemblies. It is also used in pyrotechnics.

Magnesium burns with intense heat and radiates powerful light. Water should not be applied as an extinguishing agent to burning magnesium as an explosion may occur. Other hazardous metals such as cadmium, depleted uranium and beryllium are used in small quantities on some airplanes and helicopters and can be extremely toxic when exposed to fire or cutting equipment.

**Composite materials:** Such as carbon fiber, fiberglass and/or kevlar in epoxy resin are used increasingly in modern aircraft. When involved in a fire, these materials may give off toxic fumes and fibers may be released in the smoke plume. A significant composite material hazard for first responders is related to burnt carbon fiber, particularly in a high-speed impact associated with a simultaneous explosive fire. The small fibers released in this type of accident can be extremely hazardous if inhaled and have been compared to the effects of breathing asbestos fibers. Only personnel equipped with self-contained breathing apparatus (SCBA) should enter the accident site until all fires are extinguished and loose composite fibers suppressed. Composite materials can be suppressed in the short term by fire-fighting foam. Be aware that once a suppressant is applied it is only useful until the affected area is again disturbed. It must then be re-applied to that area.

**Toxic gases and chemicals:** Toxic gases are given off when some plastics and adhesives are burnt. After any fires have been extinguished, loose fibers should be avoided. Bear in mind that some materials used in aircraft construction may be rendered harmful after heating in a fire and then being extinguished with water. Their products may be strongly acidic (for example, fluoro polymers such as Viton O-rings used in some engines, which yield hydrofluoric acid), or dangerous to ingest (for example, some magnesium alloys or depleted

uranium, which corrodes very rapidly in the presence of water). It is imperative that all personnel at the accident site wash all exposed areas of skin before eating, drinking or smoking. Should emergency services personnel at the site exhibit respiratory distress or skin irritation, they should evacuate the site and institute HAZMAT (hazardous material) procedures.

**Asbestos:** Asbestos can be present in wheel brake pads and, in some older aircraft, as a heat shield such as in a firewall behind an engine or packed around the exhaust of a jet engine. It was also used in smaller quantities in high temperature plastics and electrical wire insulation. It is uncommon in newer aircraft. Asbestos poses a risk when it is in the form of airborne particles so suppression with floor polish or similar wetting products limits the risk.

**Radiation hazards:** Radioactive materials are used in military aircraft and weapons, as counterbalance weights in the control surfaces of some older airliners and cargo aircraft, and as a luminescent paint in instruments in some vintage aircraft. If a radiation hazard is known or suspected, contact the Center for Disease Control & Prevention (CDC) at 1-800-232-4636 for advice before handling.

### HIGH-PRESSURE CONTAINERS

These are used in some aircraft systems. When subjected to heat they may be a source of secondary explosions. Pressurized containers that may be encountered may consist of oxygen bottles (fixed and handheld), liquid oxygen and nitrogen containers, hydraulic accumulators, landing gear struts and wheels, fire extinguisher bottles (fixed and handheld) and emergency equipment inflation devices.

### DANGEROUS/HAZARDOUS CARGO

Hazardous cargo may be present or scattered on the accident site.

### ELECTRICAL

Carbon fibers and some other composite materials are electrically conductive. Therefore, you should take care when operating portable electrical appliances near the accident site. It is

possible that loose fibers may cause short circuiting of electronics and electrical equipment if disturbed. Aircraft batteries also represent an ignition source at an accident site, especially when large quantities of fuel have been spilled from the aircraft fuel tanks. If appropriately trained, disconnect the battery. Where the aircraft has contacted power lines, live wires may be present on the site and may be in contact with the wreckage.

#### USE OF PORTABLE COMMUNICATION EQUIPMENT

Due to the possible activation of damaged ordnance (military accidents) by radio emissions, portable communications equipment should not be used in the immediate vicinity of the accident site.

#### AGRICULTURAL & AERIAL APPLICATION AIRCRAFT

Approach the aircraft cautiously from upwind and from the opposite direction to the aircraft's flight path. Be aware of power lines that may have caused the accident. These may still be live and may pose a threat to people at the scene.

The chemicals carried by agricultural aircraft are normally secured in a hopper, located forward of the pilot's position. You should be aware that this chemical can spill in an accident. The chemicals carried are generally diluted, most often with water but some chemicals are diluted with spray oil, which may be flammable. Often the presence of chemicals at the site is denoted by the strong smell and a coating on the surface of the ground along the accident trail.

Chemicals are packaged with a label and a Material Safety Data Sheet (MSDS) — it is common for a pilot to carry the name of the chemical on the load sheet inside the cockpit; however, it is more likely to be with the loader-mixer (support crew) who may be nearby, or with the farmer. Both the label and the MSDS will contain relevant information for emergency situations, including decontamination procedures and first aid.

Fertilizer is generally not a concern in terms of creating a hazard for emergency personnel. Seed is also not a concern to the safety of emergency personnel, other than as a fire risk.

### MILITARY SITE HAZARDS

Military aircraft can be especially dangerous after an accident. If in doubt, remain clear of the wreckage.

- Stay clear of wing-mounted tanks, landing gear struts (OLEOS) and pressure vessels. These assemblies can explode with devastating effect if disturbed following impact damage and particularly if fire is present.
- Many military jet aircraft have ejection seats fitted. These aircraft also usually have an in-built explosives system for emergency jettisoning of canopies. You should be extremely careful when you see ejection seats among the wreckage. These must be treated as 'armed'. You should leave the 'safing' of ejection seat-fitted aircraft to trained personnel. However, if you urgently need to unstrap and remove survivors from an aircraft, use utmost care and avoid interfering with items color coded with yellow and black stripes.
- Systems requiring extra care in their operation or handling due to their containing an explosive device are indicated by a red or grey triangle.

In the event of a post-accident fire at a military aircraft accident site, care must be exercised due to the additional hazards likely to be encountered. These additional hazards depend on the aircraft type and are discussed below and need to be recognized for their potential lethality.

Avoid touching anything on the site unless absolutely necessary for rescue or safety reasons. Avoid working near or around running engines, propellers, jet intakes and exhausts at all times.

Under broad headings, the following can be expected in military aircraft:

- Explosive devices : Explosive devices will be present if the aircraft is fitted with ejection seats, canopy jettison/disintegration systems. Such devices will be

concentrated in the cockpit area of jet fighter and trainer aircraft. Navy and Army helicopters fitted with winches, cargo hooks and/or sonar-reeling devices employ electro-explosive devices (within the winch/reeling facility and/or cargo hooks) to enable emergency jettison of the cable or load. Due care should be exercised when operating near this equipment. Some aircraft, mainly Navy, utilize emergency flotation devices in case of ditching. This equipment is generally located on helicopters near the outer central fuselage or on the skid landing gear and may present an additional explosive danger to personnel should they activate at an accident site. Aircraft fire extinguishers also contain explosive activation devices.

- Aircraft armament: Aircraft armament may be present in all military aircraft. With the engines not operating, these aircraft should only be approached from the rear, or a slight angle, until the absence of armament has been confirmed. Armament may consist of a single weapon or a mix of high-explosive bombs, rockets, missiles, machine guns and cannons. Normally these items are carried under the wings and will be self-evident. In the case of jet-fighter aircraft the cannon is fuselage-mounted. For helicopters, a door or nose-mounted machine gun or cannon may be fitted. Accidental discharge of armament can occur through tampering with controls used to discharge the armament. Proceed with **EXTREME CAUTION** when extracting personnel or equipment located near operational controls (that is, the control column or joystick), the instrument panel, or any button or lever colored red or marked with black and yellow stripes.

## PROTECTION OF THE AIRCRAFT WRECKAGE AND ASSOCIATED EVIDENCE

The NTSB understands that law enforcement and emergency services personnel need to take immediate action when arriving at the scene. However, it is important that wreckage,



ground scars and the accident site are disturbed as little as possible. This will assist investigators to determine the factors that contributed to the accident.

### PRESERVATION OF EVIDENCE

**Civil:** The NTSB may issue a Protection Order for the accident site. When a Protection Order has been issued, relevant personnel including emergency services will be notified. In such cases, no one can interfere with or remove the aircraft or its wreckage, unless authorized by the NTSB.

It is important to note that a Protection Order does not prohibit persons taking action to:

- Ensure the safety of persons ,animals or property
- Remove deceased persons or animals from the accident site (although this should only be done under police supervision)
- Move the transport vehicle, or the wreckage of the transport vehicle, to a safe place (if there is a risk that significant evidence could be lost by leaving it on site)
- Protect the environment from significant damage or pollution.
- Photograph or video overall accident scene starting at the initial point of impact (if possible). Include equipment such as the cockpit or operators controls.
- Photograph or video ground scars or marks made by the aircraft, vehicle, train, pipeline or vessel.
- Secure any unsecured electronic data or video recorders that may have been dislodged in the accident.

**Military:** Wreckage should not be removed. However, if safety is at risk of compromise if the wreckage is not removed as quickly as possible, then permission for such removal is not required.

### PREVENTING FURTHER DAMAGE AND UNAUTHORIZED ACCESS

You rarely need to further disturb the aircraft wreckage once survivors or bodies have been removed. The aircraft and any of its wreckage at an accident site should be treated as if it

were the property of NTSB. As a guide, police should look after the site as if it was a 'crime scene'.

When emergency services and those assisting a coroner to identify and remove the deceased have completed their activities, the scene shall be turned over to law enforcement or other suitable personnel to secure the accident site, pending the arrival of the NTSB investigation team.

#### DISTURBING THE WRECKAGE

If the wreckage must be disturbed, such as when freeing survivors or removing bodies, and it is likely that the disturbance may obliterate or alter any marks on the ground or evidence in the wreckage, always try to photograph, sketch, or mentally note the original state of the wreckage to assist with future investigation reference. This also applies to any safety harnesses inhibiting the removal of an individual or switches that need to be moved. As an alternative, safety harnesses can be left fastened and the belt carefully cut some distance from the buckle, thus preserving the evidence. Do not try to restore the wreckage to its original state unless the NTSB investigator, asks you to do so.

In inclement weather, you can protect and preserve vital areas such as the cockpit, lighter pieces of wreckage and ground scars by covering them with a tarp. If coverings are not available, you can take photographs to record perishable evidence.

Carefully record, as soon as possible, the positions of any survivors/deceased in the aircraft wreckage. Bodies should only be moved under police supervision. If you need to remove a body before the pathologist arrives, first carefully record its position and posture and attach the record to the body.

Secure the wreckage, including any scattered wreckage away from the main accident site, and any of the aircraft's contents or papers against loss or further damage.

### FLIGHT RECORDERS

Flight recorders provide vital but perishable evidence of a flight's last moments. Unless authorized by NTSB investigators, these units are not to be moved or accessed.

### PRESERVING ELECTRONIC INFORMATION

Many modern aircraft systems can include stored electronic information that may be vital to the investigation and should be preserved. This information is carried on computer chips that can be sensitive to heat, shock, and electronic fields.

Portable electronic devices such as computers, telephones and global positioning system (GPS) navigation devices may also contain valuable stored information. Although these devices may appear to have been destroyed by the accident and any subsequent fire, their computer chips may still yield valuable information for the investigation. If possible, don't move this material until an NTSB investigator can provide technical advice. It is realized, however, that care and respect towards the victims of an accident have immediate priority and this may make it difficult to preserve some evidence.

Remember: If evidence must be disturbed before an NTSB investigator arrives, any photographs or detailed documentation that can be made available may be vital in determining the factors that led to the accident.

## **RECORDING DETAILS OF WITNESSES TO AN ACCIDENT**

Witnesses are extremely important in helping determine the factors that contributed to the accident. Preliminary witness recollections detailing first reactions can be valuable to investigators and will normally be untainted by reflection, rumor or exposure to the news media.

Information that should be recorded from witnesses includes:

- Witness names, addresses (telephone numbers)
- Position from which the witness observed the event
- Time of the accident
- Weather conditions at the time of accident
- Direction that the aircraft was heading and what it appeared to be doing
- An estimate of the aircraft's height (estimate of angle above surrounding terrain from the observer's position using trees and buildings as a reference where appropriate)
- If the aircraft was on fire in flight
- What sounds were heard
- What was the aircraft's impact angle
- If any objects fell from the aircraft before impact
- If objects did fall from the aircraft, what the flight path of the aircraft was at the time (that is, level, climbing, diving)

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #928

## Sprinkler/Standpipe Operations

Effective: January 2021

Page 1 of 1

---

### WATER SUPPLY

Unless otherwise directed by the IC, the water supply engine responding to a structure fire in buildings equipped with sprinkler/standpipe systems should lay a supply line and support the sprinkler/standpipe system. Initially 2 - 2 ½" hose lines charged to 150 psi at inlet should be maintained.

Foam is not to be introduced into a sprinkler/standpipe at any time.

### SPRINKLER SYSTEMS

On sprinkler systems adjacent to private hydrants efforts should be made to secure a water source that will not impair sprinkler operations. Sprinkler systems should be shut down only on orders from the IC.

EFPD personnel are not to replace sprinkler heads. As an alternative, use wedges to plug open heads, this allows remainder of system to be functional.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #929

## **Violent Situations**

Effective: January 2021

Page 1 of 1

---

If Ellendale Fire Protection District personnel encounter a violent situation on the scene of an incident, and a Law Enforcement unit is not there, law enforcement officers should be requested immediately and asked to respond at highest priority. An ETA should be obtained if at all possible.

Ellendale Fire Protection District personnel who encounter violence are to evacuate the area of the emergency incident and await police assistance.

Do not proceed with fire operations until the police have issued an all clear.

# ELLENDALE FIRE PROTECTION DISTRICT

S.O.P #930

## Active Shooter Response

Effective: January 2021

Page 1 of 9

---

### INTRODUCTION

Fire/Rescue (F/R) and Law Enforcement (LE) are responding to hostile and violent incidents more frequently. Such incidents include, large scale complex incidents such as school shootings, workplace violence, and terrorist activities, as well as smaller scale/less complex incidents such as suicide attempts, single victim shootings, stabbings, domestic violence injuries, and assaults.

These scenes require extraordinary efforts on the part of the Fire/Rescue and Law Enforcement personnel. Although these attacks usually end within a few minutes from the time they begin, the incident and response actions may play out over an extended period of time.

### SCOPE

These procedures shall be used in the event of an Active Shooter/Hostile/Violent Situations while conducting emergency operations. These procedures are applicable to all F/R personnel. While the guidelines are established for a local event, the same operation philosophy would apply to mutual aid events.

### PURPOSE

The purpose of this document is to provide guidance to Incident Commanders and first responders arriving to a hostile or violent situation or an incident that may become hostile or violent. The primary goal is to ensure the joint command and communications elements from F/R and LE minimize the risk and maximize the safety of all emergency response personnel. These types of incidents require that F/R and LE agencies have common tactics, terminology, unified command and full utilization of an Incident Management System (IMS) that meets the parameters of the National Incident Management System (NIMS), to have seamless, effective operations.

## Active Shooter Response

Effective: January 2021

Page 2 of 9

---

No policy can cover all possible contingencies which F/R personnel will encounter. With this in mind, the prime consideration must be the SAFETY of all department members by a constant assessment of RISK vs. BENEFIT factors in all operations undertaken by all personnel.

### DEFINITIONS

**Casualty Collection Point (CCP):** A location in the “Strong Hold” (warm zone) where Ambulance personnel can receive and treat victims brought by Law Enforcement. This area should remain the primary treatment area for life threatening injuries until transport is available or the scene is determined to be “cold” and the CCP will transition to the treatment area. Victims may be brought to the CCP by Law Enforcement members or Fire/Rescue personnel, usually by being dragged or carried out of the hot zone.

**Cold (Green) Zone:** An operational (geographic) area surrounding the warm zone where first responders can operate with minimal threat to personal safety or health. In this zone personnel can provide treatment to victims.

**Contact Team:** A rapidly assembled team of Law Enforcement members responsible for locating and stopping an Active Shooter.

**Emergency Operations Plan (EOP):** The framework for command and control at AS/MCIs. Coordinates the activities of police, Fire Rescue and other supporting agencies.

**Hot (Red) Zone:** An operational (geographic) area consisting of the immediate incident location with a direct and immediate threat to personal safety or health (not a secure area). Only Law Enforcement Officers are authorized to operate in this area and will remove victims from this area into a warm (yellow) zone where practical.

**Incident Commander (IC):** The person responsible for directing/controlling resources at an incident by virtue of explicit legal, agency or delegated authority. Incident Management System (IMS): A standardized approach to incident management used to facilitate coordination between all responders including public and private entities.



**Active Shooter Response**

Effective: January 2021

Page 3 of 9

---

**Incident Command Post (ICP):** This is a single location which encompasses all functions that assist with the unified command structure.

**Mass Casualty Incident (MCI):** Any incident in which emergency medical services resources are overwhelmed by the number and severity of the casualties.

**National Incident Management System (NIMS):** The national system utilized to provide systematic, proactive direction in the event of an incident that public and private agencies at all levels are tasked with managing to protect life, property and the environment.

**Protective Element Medical (PEM):** For the purpose of this policy, a "PEM" team shall be comprised of four (4) Law Enforcement and three (3) Fire Rescue personnel to provide security and treatment to victims in the warm zone when needed.

**Risk vs. Benefit:** A critical decision making formula that states "Risk a lot to save a lot, Risk a little to save a little, Risk nothing to save what's not savable".

**Unified Command:** Is the integration of command personnel from each responding agency to a multijurisdictional or multi-agency operational event to enhance communication, planning, and logistics for all responding agencies by the utilization of shared resources, knowledge, and expertise.

**Warm (Yellow) Zone:** An operational (geographic) area with a potential threat to personal safety or health. The warm zone typically exists between the hot zones and the cold zones. This zone is established by Unified Command and secured by LE. (PEM) Teams may be able to enter and provide rapid direct medical intervention (i.e. direct pressure on a wound) may be performed within the LE security detail prior to evacuating the victim if deemed warranted. Personnel shall be escorted by a LE security detail at all times while in this area. Only essential units will be given authority and clear direction to operate in the warm (Yellow) zone.

## PROCEDURES

These guidelines and procedures are divided into the following areas: Philosophy, Organization, Communications, Operations, and Recovery.

### **Philosophy**

- An active shooter/hostile situation presents unique problems not normally encountered in everyday emergency operations. These dangers require situational awareness, common sense and a high degree of concern for the safety of F/R personnel.
- It is vital that F/R and LE work in a unified command structure. This will allow for a collaborative and cohesive command structure that will yield the highest degree of mission success and safety for agency personnel.
- F/R personnel, apparatus and equipment are not to be used for crowd control, the disbursement of people, disturbance control or combative intervention against the perpetrators. F/R personnel will avoid any physical contact with persons involved in the disturbance.
- Decisions are to be made in the interest of reasonable degrees of safety for responding personnel balanced against the department's responsibility to the public for emergency fire, rescue, and EMS response.
- During a response to or arrival at a hostile/violent incident, the F/R department will maintain a safe work environment for its F/R personnel and will provide essential emergency and rescue services, in coordination with LE, to the public utilizing a risk vs. benefit analysis model similar to interior structural firefighting.

### **Organization**

- The NIMS advocates the use of IMS for all emergency and non-emergency management of personnel. All personnel (F/R & LE) shall utilize the NIMS model when responding to a high risk/hostile incident.

## Active Shooter Response

Effective: January 2021

Page 5 of 9

---

- Due to the highly dynamic nature of these incidents, command will be established by the first arriving unit and expanded as additional resources arrive.
- Upon arrival, F/R and LE Command staff shall establish a Unified Command Post as soon as possible.
- F/R personnel should be aware that LE will be actively sending personnel into the Hot Zone to directly engage the threat, secure the perimeter to ensure the perpetrator doesn't evade, and to exclude inappropriate entry by additional perpetrators.
- The F/R IC should establish a Staging Officer and staging area(s) as soon as practical in order to control and account for the incoming F/R resources.
- The staging area for F/R shall be in a location that is not in view from the affected structure /area and provides cover for all personnel. The staging distance shall be such that once Law Enforcement has cleared an access point to the structure, there will be a minimum response time.
- As soon as practical, an Incident Safety Officer (ISO) shall be identified to ensure that any issues that may arise are addressed at the earliest opportunity.
- The Unified Command Post shall establish a CCP in the warm zone for the purpose of treating and ultimately evacuating victims to definitive medical care.

### Communications

- When possible or practical, a tactical channel should be assigned and all resources moved to this channel.

### Operations

- Once an active shooter/hostile situation is identified, a primary objective should be establishing Command. Ideally, a Unified Command with the Law Enforcement agency having authority is the first choice. However, in the absence of Law Enforcement, Command shall be established by the first arriving unit and transferred as when practical to the appropriate person.

## Active Shooter Response

Effective: January 2021

Page 6 of 9

---

- The primary responsibility for overall incident safety, security, and stabilization during an active shooter/violent person rests with the Law Enforcement agency having authority. F/R plays a support role in these types of events and must either integrate into an existing Incident Management System or establish command.

### INCIDENT PRIORITIES

As with all responses the following incident priorities will be safely achieved:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Evidence Preservation

If F/R personnel are aware of an active shooter/hostile incident, fire-rescue units should consider one of two response modes:

1. Stage for Law Enforcement and wait for the scene to be secured.
2. Respond directly to the confirmed, secured scene and proceed with caution.

The initial arriving unit shall be responsible for establishing Command. A Unified Command should be established as soon as possible. For more complex incidents, safety zones should be created. Personnel shall understand that these zones are dynamic and can change as the incident develops.

### The Unified Command Post:

Upon announcement or establishment of Unified Command, all involved agency Command personnel shall report to the Command Post (CP). The CP shall be established in a safe location, with an assigned security element. Expand the Incident Command Structure as needed. The Incident Management System will be determined by the scale of the emergency.

**Active Shooter Response**

Effective: January 2021

Page 7 of 9

---

- Response into a “Restricted Area or Warm (Yellow) Zone” will only occur as a PEM Team. Security force protection (LE) must remain with F/R units at all times until the threat is mitigated , then escorted out of the “Restricted Area”. The IC will be advised immediately of any exceptions. F/R WILL NOT respond into “Denied Areas or Hot (Red) Zones.”
- Units in staging will NOT be deployed into a known or suspected lockdown area until the IC believes that LE has the area secured and that they can maintain the security of areas that FR will operate within.
- Other agency representatives (e.g. DOT, School Administration, and Division of Emergency Management and Homeland Security (DEMHS)) shall participate in Unified Command as needed.
- All fire rescue or mutual-aid units assigned to the incident, or in staging, should be kept up to date of current situations, through the IC or designee.
- The organizational structure utilized to effectively handle the MCI shall be initiated as soon as possible.
- The MCI functions of Triage, Treatment will take place in the CCP unless the scene is determined to be safe “cold zone” then triage may be performed where the victims are and the victims moved to a treatment area until transport is available from an established staging area.
- At no time shall the organizing or deployment of MCI functions delay the activation of the “THREAT” principles once an area of the incident has been granted access for a PEM Teams to enter and treat victims.
- Consideration should be given to acquiring a sizeable staging area that allows for reliable ingress and egress for a large number of apparatus. If securing a parking lot, it will take approximately eight (8) parking spaces for each fire apparatus in staging.
- The staging area should be established in an area that LE determines to be safe from a hostile threat.

## Active Shooter Response

Effective: January 2021

Page 8 of 9

---

- Code 3 -warning lights, sirens, and horns are NOT to be used while responding within lockdown areas and responses will be in a non-emergency mode unless directed.
- F/R resources will be committed to an incident in the lockdown area only if there is a threat to life, exposures or the IC determines that the benefits outweigh the risks.
- If there is active fire, the mode of operation should be defensive in nature and be conducted in such a fashion that personnel safety is maximized. Consideration should be given to providing a quick retreat should the conditions become untenable or ill advised.
- Active fires will be allowed to burn until confirmation of a secure scene has occurred.
- Additional fire resources should be pre-staged, with consideration of the worst case scenario.
- Personnel should operate from a position of cover or remain in vehicles whenever practical.
- If personnel are physically or verbally attacked or threatened, personnel will immediately take cover and will withdraw immediately. If ordered to evacuate, place the equipment back on the apparatus only if it can be done without jeopardizing personnel safety.

### Recovery/Demobilization

- Evidence preservation is essential. All efforts to protect the scene and any evidence should be taken.
- Records retention is crucial. Document all information, in detail, for investigative purposes which shall be considered Public Safety Sensitive (PSS).
- Photos by authorized personnel of any damage to our property or apparatus should be taken before repairs are made.
- Consideration of a Critical Incident Stress Management Team (CISM) response for responders

NO SELF DISPATCH– A common problem that occurs during unique emergency incidents is Fire Department personnel making a decision to Self Dispatch themselves, often in personal or department issued vehicles. Often with the best intentions and nature of the fire service being to go into any situation in order to save lives, these persons become part of the problem rather than the solution. Safety and accountability issues are only some of the problems caused. If not formally requested, do not Self Dispatch.

### INCIDENTS WITH ACTIVE FIRE

At hostile or violent incidents the coordination between agencies at the Command Post, with consideration of scene control, patient treatment, and evidence preservation while continually maintaining the safety of all emergency personnel, will ultimately determine Fire Department actions toward extinguishment of active fires, regardless of size.

Incidents with an Active Fire situation should consider the following priorities:

- Active Fires will be allowed to burn until confirmation of a secure scene has occurred.
- Additional Fire Resources should be pre-staged, with consideration of the worst case scenario, should the Active Fire be allowed to burn with exposure and weather considerations.
- An Incident Action Plan should be developed specifically for fire attack.

# Acknowledgement

By signing this form, I acknowledge that I have received and reviewed the Fire Department Standard Operating Policies & Procedures (SOP's.) adopted January 2021.

I understand that I am responsible for reading these documents and familiarizing myself with their contents. I also understand that the policies contained in these documents apply to me and that it is my responsibility to comply with the policies and any revisions made to them.

I understand that the Fire Department SOP's adopted supersedes all prior handbooks or personnel policies on the subjects contained in it and that the has the right to change, modify, add to, substitute or eliminate, and to interpret and apply, the policies and rules described therein.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX A

### VACCINE DECLINATION

Hepatitis B (*a vaccine-preventable liver infection caused by the hepatitis B virus (HBV). Hepatitis B is spread when blood, semen, or other body fluids from a person infected with the virus enters the body of someone who is not infected*)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Firefighter sign \_\_\_\_\_ Date \_\_\_\_\_

Hepatitis A (*a vaccine-preventable liver infection found in the blood & stool of infected people. Hep A is very contagious and is spread when someone unknowingly ingests the virus - even in microscopic amounts - through personal contact with an infected person*)

I understand that due to my occupation exposure to blood, raw sewage, or other potentially infectious materials I may be at risk of acquiring Hepatitis A Virus (HAV) infection. I have been given the opportunity to be vaccinated with Hepatitis A vaccine at no charge to myself. However, I decline Hepatitis A vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis A, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis A vaccine, I can receive the vaccination series at no charge to me.

Firefighter sign \_\_\_\_\_ Date \_\_\_\_\_

# New Firefighter Orientation Checklist

(to be completed with an Officer of  
Ellendale Fire Protection District)

- Response to Fire Hall protocol (speed, traffic signs)
- Operation of pager system / fire whistle
- Operation of entry locks
- Operation of overhead doors
- Location of light switches
- Procedure for "first arriving" at fire hall in response to a page
  - Unlock doors, turn on lights
  - Write directions on response board
  - Don gear, Get portable radio
  - Unplug electrical lines and air lines from necessary trucks
  - Close pump valves
- Procedure for filling out "Response Sheet"
- Indicate location of portable radios (each fireman shall respond with a radio)
- Don/Doff turnout gear (pants, boots, coat, hood, helmet, gloves)
- Overview of crew minimums
  - Response numbers per truck
  - No new members in first truck unless authorized by I.C.
- Radio skills
  - Portable radio operation
  - Mobile radio operation
  - Base radio operation
  - Terminology
  - Channel descriptions/usage
  - Notifying I.C. when responding (number of personnel, truck number)
  - Operation of lights/sirens in each truck
- Procedure for coupling and uncoupling hose (tools, higbee indentation)

Hydrant usage

Hydrant tools

Opening/closing hydrants

Making a hose connection from truck to hydrant

Hydrant problems (leaks, doesn't drain, etc.)

SCBA Bottle replacement

Location of spare SCBA bottles

Procedure for replacing used bottles while on firefighters back

Placement of empty SCBA bottles

Indicate locations and uses of hand tools, pike poles, etc.

Indicate locations and types of ladders

Monthly meeting/training

Supper (time?)

Meeting

Training

Completed by:

\_\_\_\_\_  
Ellendale Fire Protection District Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firefighter

\_\_\_\_\_  
Date