

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 000.00	<b>Table of Contents</b>	Revision 3.0

The following Standard Operating Procedures (SOP's) shall establish the minimum standard by which Allen Parish Fire District 3 shall conduct its operations. Each member is expected to abide by these standards at all times while representing the Department in any capacity.

\_\_\_\_\_  
James Young  
Fire Chief  
Allen Parish Fire District 3

\_\_\_\_\_  
Date

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<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.01	<b>Introduction</b>	Revision 3.0

All information and directives contained within the Allen Parish Fire District Standard Operating Procedures shall be consistently applied, unless ordered to the contrary by the Chief of the Department and/or in specific circumstances, by the Assistant Chief, Captain, Acting Officer, or other Incident Commander. These guidelines will be employed at all times by all Allen Parish Fire District 3 personnel.

***It is the responsibility of all Allen Parish Fire District 3 personnel to familiarize themselves with these guidelines and to employ these principles and practices whenever acting in the performance of their official duties.***

***It is the responsibility of all Allen Parish Fire District 3 Officers to supervise and command their subordinates within the guidelines and principles contained within these Operating Procedures.***

Periodic review and revision of policies and operational Guidelines is recognized as necessary. Frequent review and updating of these Operating Guidelines is encouraged.

These Operating Procedures cannot be expected to provide a solution to every question, problem, or scenario that may arise in an emergency service delivery system. It is expected, however, that these guidelines will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities faced by Allen Parish Fire District 3.

The existence of these written guidelines is not intended to limit any member in the exercise of sound and mature judgment or initiative in taking the action a reasonable person would take in extraordinary situations that may arise in the fire service. Much by necessity must be left to the training, experience, initiative, integrity, and discretion of the members of the Allen Parish Fire District 3.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.02	<b>General Requirements</b>	Revision 3.0

**I. Scope**

This will list the general requirements of all fire personnel, officers and support personnel associated with Allen Parish Fire District 3.

**II. General Policies**

Fire fighting is an inherently dangerous and ultra hazardous activity. Proper training, practice, vigilance, and adherence to the rules, regulations and policies are essential. Unlike most other volunteer organizations, the safety and lives of the members of this organization could be jeopardized by careless or improper acts, or the failure to act when required doing so. We are not only responsible for safety of our fellow firefighters; we are entrusted with the awesome responsibility of protecting the lives and property of the members of our community. We don't take these responsibilities lightly, and we expect our members to make a serious commitment to the Fire Department. Allen Parish Fire District 3 requires that its volunteer firefighters remain active participants in the department. For the purposes of this section, "Firefighter" refers to Firefighter Candidates, Probationary Firefighters, and Fire Officers. When considering a firefighter's participation, an average over a three month period is considered.

***Age***

In order to be a firefighter, an individual must be 18 years of age or older and fully emancipated.

***Driving***

In order to be a firefighter, an individual must possess a valid Louisiana Driver's License. Firefighters may be disqualified for certain driving related crimes and infractions. Probationary Firefighters must complete the Emergency Vehicle Operator Course (EVOC), possess a Louisiana Driver's License with "E" Endorsement (or higher class such as a `CDL), and be checked out on each vehicle by an Officer to be qualified to drive any Fire/Rescue apparatus.

***Personal***

All active firefighters must make a commitment to Allen Parish Fire District 3; accept a duty to act, and a duty to respond in times of emergency. He/she must also be willing to volunteer their services without compensation, and to serve their Officers and community with pride, professionalism and honor. Firefighters must comport themselves in a manner which reflects only the highest standards, on and off duty, so as not to bring dishonor to the Department or the Fire Service.

***Meetings/Training***

In order to remain an active Firefighter or Support Member, members must participate in at least 50% of all regular and special meetings unless prevented to do so by employment or health reasons.

***Fundraising***

In order to remain an active Firefighter or Support Member, members must participate in at least 50% of all scheduled fundraisers.

***Work Details***

In order to remain an active Firefighter or Support Member, members must participate in at least 50% of all planned work details.

1. All members will know and understand the Standard Operating Procedures (SOP's) set forth by this department.
2. No alcohol or illegal substances will be permitted in or on fire department property.
3. All members are subject to drug testing at any time.
4. No members will speak to television, radio or newspaper reporters at the scene of an emergency, fire or accident unless asked to do so by the officer in charge. All questions will be handled by a Chief Officer or the Officer in Charge (OIC).
5. The privacy of the citizens we serve will be respected at all times. No comments about any alarm we receive will be discussed outside of the fire department.
6. No member shall respond to any call while under the influence of drugs or alcohol.
7. All members are expected to conduct themselves as professionals on all calls and while at the station or a department sponsored/sanctioned event.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.03	<b>Code of Conduct</b>	Revision 3.0

**I. Scope**

As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the Department’s resources.

**II. General**

To this end, all members have the responsibility to:

- A. Perform their duties to the very best of their abilities and in a manner that is efficient, is cost effective, and meets the needs of the public.
  - B. Demonstrate integrity, honesty, and ethical behavior in the conduct of all Department business.
  - C. Ensure that personnel interest do not come into conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest.
  - D. Ensure that all Department resources, including funds, equipment, vehicles, and other property, are used in strict compliance with Department policies and solely for the benefit of the Department and the community.
  - E. Conduct all dealings with the public, government employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the Department.
  - F. Treat the public and other members fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the Department’s business.
  - G. Avoid any behavior that could be considered misconduct.
1. Officers shall set an example for the members of the Department and have a responsibility to ensure that their activities and decisions pertaining to the community services, personnel actions, and the management of public funds are consistent with the Department’s policies and practices.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.04	<b>Disciplinary Actions</b>	Revision 3.0

**I. Scope**

Disciplinary action is a tool to allow supervisors to deal effectively with members whose performance or conduct is unacceptable.

**II. General Policies**

Disciplinary actions are taken to promote the efficiency of the Department’s operations. In exercising discipline, the Department will give due regard to each member’s legal rights and will ensure that disciplinary actions are based upon objective considerations without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

**III. Method**

1. Corrective action shall be taken in a progressive manner. The process shall generally be as follows:
  - Verbal discussion.
  - Written reprimand
  - Demotion.
  - Suspension.
  - Termination.
2. In extreme circumstances, immediate termination can occur if the actions of one jeopardize the safety and security of fellow fireman or the general public.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.05	<b>Media Relations</b>	Revision 3.0

**I. Scope**

The purpose of this SOP is to provide guidance in regards to media relations.

**II. General**

- A. Statements to the media, news releases, and media campaigns must be approved a Chief Officer prior to their release, except as provided below.
- B. An incident commander is authorized to provide the media with general details concerning an incident.
- C. Department personnel are authorized to provide the media with a list of incidents. This information shall be limited to the dates, times, and locations of incidents.
- D. Information pertaining to the cause and origin of an incident shall be released only by a Chief Officer.
- E. Only a Chief Officer shall release information relating to personnel matters, department policy, department litigation, or other sensitive matters.
- F. Department personnel are authorized to provide the media with public education, fire prevention information, if that information has been cleared through a Chief Officer.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.06	<b>Resignation, Termination or Demotion</b>	Revision 3.0

**I. Scope**

The purpose of this SOP is to provide guidance in regards to resignation, termination or demotion.

**II. General**

**A. Resignation:**

1. Notice of resignation shall be in writing and shall be delivered to a Chief Officer. The notice shall include the effective date of resignation and the reasons for leaving.
2. A resigning employee shall turn in all property issued by the department. A member may be assessed a replacement cost for any item that is not returned or is returned damaged due to gross negligence, willful conduct, multiple incidents of negligence, or intentional destruction.

**B. Termination:**

1. Termination of a member is immediate. The member will have the reason of termination explained and the member will have the option of filing a grievance with the Board of Directors if s/he deems the termination is unjust.
2. A terminated member will turn in all property issued by the department within 3 days. A member may be assessed a replacement cost for any item that is not returned or is returned damaged due to gross negligence, willful conduct, multiple incidents or negligence, or intentional destruction.

**C. Demotion:**

- A. Demotion can occur for multiple reasons.
  1. Voluntary: Voluntary demotion is a decision made entirely by the member. If they no longer wish to have the responsibility of the position it is within their right to not except it. Voluntary demotion request should be made in writing and delivered to a Chief Officer at least two weeks prior to the desired date of demotion.
  2. Non-Voluntary: Non-Voluntary demotion is a decision made by the Fire Chief. Reasons for Non-Voluntary demotion are: Poor performance, Lack of participation, Willful deliberate disobedience to a just order from a superior officer or Fails to attend the required minimum number of training classes, meetings or special events without just cause.
- B. A demoted member is required to return any department issued items related to the former rank.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.07	<b>Operational Chain of Command</b>	Revision 3.0

**I. Scope**

The Chain of Command provides for effective communications and appropriate involvement of members in the communication process.

**II. General Policies**

To provide specific guidelines to follow when a member is engaging in written or verbal communications with another member.

Understanding this Chain of Command policy shall help members, if and when, a situation arises that requires communication up or down the ladder. This policy will help ensure that each member is treated equally and fairly by administration.

It is the responsibility of each member to know the Chain of Command of Allen Parish Fire District 3. All members shall be accountable to each other regarding the ascending or descending Chain of Command. Members can assume that unless otherwise stated, the Chain of Command as established in this SOP is being adhered to. When an occasion arises that the Chain of Command is not followed it is the responsibility of the members participating in this exception to notify the affected parties. The Chain of Command is as follows:

- Fire Chief
- Assistant Chief
- Captain
- Fire Fighter
- Jr. Firefighter

All communication pertaining to department issues and/or business must follow the ascending Chain of Command. In cases of emergency or extreme urgency, the member initiating the communication must convey that urgency to the immediate ranking member. When an issue or communication is stopped at a level that is unacceptable to a member, the member may elect to have his/her immediate supervisor's supervisor hear his/her issue. When a member requests to go up the Chain of Command to the next level, they may do so when accompanied by their supervisor or with the written acknowledgement of that supervisor. It is required of the higher ranking officer to notify the next member up the Chain of Command, when a subordinate requests to go to the next level in the chain. The Chain of Command is established to provide a mechanism to enhance the effectiveness of communications. The Chain of Command is a means of empowering members to address needs of the Department and its members in

meeting our goals and objectives. Any communications with outside agencies must follow the Chain of Command.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.08	<b>Equal Opportunity</b>	Revision 3.0

**I. Scope**

All Allen Parish Fire District 3 personnel are considered, in essence, to be employees, and as such are required to conduct themselves in accordance with this standard regarding equal opportunity.

**II. General Policies**

It is the policy Allen Parish Fire District 3 to provide equal employment and advancement opportunity and to administer its personnel practices without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or any other unlawful criterion or circumstance. Allen Parish Fire District 3 prohibits and will not tolerate any such discrimination or harassment.

Allen Parish Fire District 3 is committed to a work environment in which all individuals are treated with respect, dignity and fairness. Each individual has the right to work in an environment that is free of discriminatory practices, including harassment, as such; the following guidelines pertain to all personnel.

Allen Parish Fire District 3 provides equal opportunity for all applicants and members. Allen Parish Fire District 3 does not discriminate on the basis of race, color, religion, sex, national origin, age disability, and sexual orientation, marital or veteran status. This policy applies to all areas of membership including recruitment, training, promotion, and social and recreational programs.

It is prohibited for Allen Parish Fire District 3 to fail or refuse to make a member, to separate membership, or to otherwise discriminate against any person with respect to compensation, terms, conditions or privileges of membership (including training) because of race, color, religion, sex, national origin, age disability, sexual orientation, marital or veteran status. Likewise, it is prohibited to limit, segregate, or classify members in any way which would deprive or tend to deprive and person of membership or firefighter opportunities because of any of these criteria. Notwithstanding the above, certain activities are not prohibited where a bona fide occupational qualification for the position can be determined.

All members of Allen Parish Fire District 3 are expected to be exemplary and outstanding citizens of the community. Even at times that a member is not in uniform or at an incident the member represents the Fire Department. Morals and personal beliefs are taken into

consideration in the membership process. In short, a person that the normal, reasonable person would wish to mentor or emulate would be the perfect person for membership.

The minimum qualifications that a person would have to possess are outlined in Application Process (SOP 100.10).

Guidelines for responding to and reporting conduct considered to be discriminating are described in SOP 100.11.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.09	<b>Complaints against Members</b>	Revision 3.0

## **I. Scope**

This standard sets Establishes guidelines for the receipt, investigation, and resolution of complaints received by the department concerning the professional or personal conduct, behavior, action, or inaction of one or more members and those complaints that concern the department as a whole. It was promulgated to ensure that a thorough investigation be conducted for every complaint received by the department.

## **II. General**

- A.** Complaints that arise from the daily conduct of business fall into one of two major categories:
  - 1.** Complaints against the department as a whole; and
  - 2.** Complaints against one or more individual members.
- B.** Complaints generally allege a violation of a department rule, procedure, or general order. A complaint may also allege that there has been a violation of a federal, state, or local statute or ordinance.
- C.** The department will hear all complaints against its members that have been initiated by any person who is found to have standing for such a complaint. Persons other than those who are actually affected by the actions of a member shall have no standing for a complaint, with the exception of cases that involve juveniles. In such cases, the parent or legal guardian shall be required to file the written complaint.

## **IV. Complaint Procedure**

- A.** Complaints must be made in writing and shall be signed by the persons making the complaint.
- B.** All complaints should be filled with a Chief Officer which will then investigate the complaint.
- C.** Where there are mitigating circumstances, a complaint may be initiated by telephone. The complaining party should be asked to submit his complaint in written form as soon as possible.
- D.** When the act described in the complaint is a crime, the circumstances will be immediately explained to the Fire Chief. The Fire Chief should then determine if the accused member should be arrested forthwith, if a warrant should be obtained for his arrest, or if there is a need for further investigation before any action is taken. He

should also determine whether or not the member should be suspended pending the outcome of the investigation.

#### **IV. Resolution of the Complaint**

**A.** On conclusion of an investigation, the complaint shall be classified as one of the following:

- 1.** Unfounded: The allegation has been proved false or there is a lack of factual evidence to support it.
- 2.** Exonerated: The incidents cited did occur, but the actions were lawful or followed proper procedures.
- 3.** Not sustained: There is insufficient evidence either to prove or disprove the allegations.
- 4.** Sustained: The allegations are supported by sufficient evidence and the complaint will be upheld.

**B. Resulting Action:**

- 1.** When an investigation results in a determination of unfounded, exonerated, or not sustained, the Fire Chief will notify the accused member that no further action will be taken against him/her. The member shall return to duty.
- 2.** When an investigation results in a determination that an allegations is supported by sufficient evidence. The appropriate action will be taken in accordance with normal procedure for such an offence.

#### **V. Format**

**A.** The supervisor who accepts the original complaint or conducts the initial investigation shall make his report as complete as possible prior to submitting it to the Fire Chief.

**B.** All Investigators (Chief Officers) shall use the following format for conducting their investigations:

- 1.** Record the facts surrounding the incident. What took place when and where, and who was involved? Be brief.
- 2.** State the allegations in detail. What does the complaint allege and against whom?
- 3.** Record the process used to investigate the complaint. What did you do as the investigator? What did you learn from talking to all the parties and witnesses? List them.
- 4.** Record all findings and the conclusion reached. What did your investigation reveal based on the facts extracted from the evidence?
- 5.** Include the written recommendation to the Fire Chief.

#### **VI. Exceptions**

- A.** A complaint should be referred to the Fire Chief or other senior staff member in those cases where the complainant prefers to speak only to those entities.
- B.** Internal investigations may also be conducted concerning a member's conduct whenever the Fire Chief has reason to believe doing so is warranted.
- C.** The procedure in Section III, above, may be waived if the Fire Chief determines that mitigating circumstances warrant such a waiver.
- D.** The Fire Chief shall have absolute and final authority in determining whether a disciplinary action should be taken.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 100.10	<b>Application Process</b>	Revision 3.0

**I. Scope**

This standards pertains to the application process.

**II. General Policies**

All prospective members must submit a complete application and are subject criminal background check and drug screening.

In addition to below guidelines, the applicant must meet the minimum criteria to be considered for membership into Allen Parish Fire District 3 and probationary firefighter status:

- Minimum age of 18 (16 for Jr Firefighters with signed release from parent or guardian).
- Reside within the fire district of Allen Parish Fire District 3.
- Physically and mentally capable to perform the duties of a firefighter.
- Complete an application form for review and approval by the Chief and command staff.
- Be of good moral character
- Must not be convicted of any felony charge
- Valid Driver’s License
- Be a US Citizen.

The procedure for applying to become a Probationary Firefighter with Allen Parish Fire District 3 is as follows:

- A Driver’s License and Criminal background check may be obtained. Allen Parish Fire District 3 reserves the right to deny membership to applicants who have a history of arson and/or other felony.
- Applicant should be in good physical health and should receive clearance from their personal physician stating that the prospective firefighter is physically able to fulfill the duties of a structural firefighter as per NFPA standards.
- During the application orientation process, the candidate will be expected to adhere to all guidelines as any other Probationary Firefighters (SOP 105.06).
- The Chief Officers will meet with the applicant to discuss the duties, responsibilities, and expectations of a firefighter. Issues to be addressed will include the applicant’s motivation, ability to make the necessary time commitment, probationary period

expectations, and comfort with operating as part of a fire service organization along with the training requirements and expectations. Responsibilities of all firefighters and officers as members of Allen Parish Fire District 3 and expectations in terms of personal conduct on and off the fire ground will be explained to the candidate.

Chief Officers may speak with other department members to determine if personality conflicts may interfere with other members.

At this point the applicant will become a Probationary Firefighter and will be issued copies of Allen Parish Fire District 3 Standard Operating Procedures, By-Laws, and other items as determined by a Chief Officer. Personal protective equipment, pager and/or Handheld radio will be issued at the discretion of the Fire Chief during the probationary period.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 101.01	<b>Member Reimbursement</b>	Revision 3.0

**I. Scope**

Allen Parish Fire District 3 will reimburse its members for approved expenditures including millage going to and from calls or other functions requested by the officer in charge.

**II. General Policies**

Millage re-imbursement is a privilege offered by the Board of Directors to help defer some of the expense incurred by department members in the execution of their duties. This amount of .55 cents per mile is currently paid as of 01/01/2010. All millage is based on the honor system of those reporting. Any abuse of this trust will result in the revocation of this privilege for the abusing party and possible legal action and/or termination.

Reimbursements are dependent on:

- All receipts for purchases of equipment or supplies must be submitted to and be approved by a Chief Officer.
- Reimbursements will be paid at the monthly board meeting. All claims must be submitted within 30 days of being incurred.
- Millage reimbursements must be submitted on department millage reimbursement form for the preceding 30 days only.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 101.02	<b>Alcohol/Drug Policy (Substance Abuse)</b>	Revision 3.0

**I. Scope**

To establish an alcohol and drug policy that communicates that alcohol and drug usage will not be acceptable or tolerated while on Duty with Allen Parish Fire District 3.

**II. General Policies**

To promote high standards of health and safety for members and citizens, Allen Parish Fire District 3 prohibits the use, possession, sale, manufacture, or distribution of illegal or illicit drugs, alcohol or other controlled substance on its property, as well as reporting to an emergency call or scene under the influence of drugs or alcohol. This includes the sale or misuse of prescribed drugs. "Under the Influence" means being affected in any detectable manner by alcohol or illegal drugs or having the odor of alcohol on the breath. Members who violate this policy are subject to discipline, up to and including termination.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 102.01	<b>Take-home Vehicle Policy</b>	Revision 3.0

**I. Scope**

To establish a policy regarding “take home” vehicles assigned to Chief Officers of Allen Parish Fire District 3.

**II. General Policies**

It is the standard policy of Allen Parish Fire District 3 that Chief Officers, being expected to respond quickly and frequently to calls both in and out of the Fire District, may be assigned a take home vehicle. The primary use of this vehicle is for fire department business. Giving the fact that these members are always “on duty” the use of take home vehicles is allowed for general purpose as long as the member is available for call and is within a reasonable distance to respond to calls pursuant to the following guidelines and procedures.

**III. Definitions**

1. A “take home vehicle” is a Fire District vehicle which an assigned officer is permitted to utilize and drive home each day.
2. “Personal use” of a vehicle means the occupant has the unrestricted use of the vehicle for personal use within a certain distance from the Fire District, typically 75 miles.

**Reasons for the Take Home Practice**

1. The Department has an interest in ensuring that Chief Officer can get to those emergencies once notified.
2. The Department cannot mandate that Chief Officers maintain a personal vehicle that they have access to 24-hours a day, so there may be times when another family member has the emergency responder’s vehicle; it may be out of service or could otherwise not be readily available to allow the emergency responder to respond in a time sensitive manner.
3. Chief Officers need to have the enhanced communications contact that Department vehicles afford them as they are responding so as to better understand the nature of the emergency and begin their input into the actions at the site.

4. The arrival of Chief Officers at a scene will be delayed as those officers must first drive to the location of where their Department vehicle is parked to retrieve that vehicle.
5. Take home vehicles contain most, if not all, of the equipment Chief Officers need, so that they can respond directly to a scene and be fully equipped to perform their job.
6. Take home vehicles are standard industry practice for appropriate personnel, and thus Department policy is consistent with generally held standards.
7. The Department would need to at least provide compensation for mileage for those utilizing their personal vehicles for trips, and could be required to compensate employees for the loss of the benefit of having a Department vehicle for their normal commute.

#### **IV. Guidelines and Procedures**

1. The board of Directors of Allen Parish Fire District 3 reserves the right to temporarily suspend this policy in the event of budget issues.
2. The Fire Chief will assign take home vehicles based on the needs of the Fire Department pursuant to the approval of the Board of Directors of Allen Parish Fire District 3 dated July 7, 2011. Personnel assigned a take home vehicle must reside within the fire district.
3. Members driving department vehicles are representing the department to the public. All members are to be diligent in upholding the highest standards so as not to bring dishonor to the Department or the Fire Service.
4. Members will refrain from having alcoholic beverages in the vehicle or driving the vehicle while under the influence of alcohol or drugs.
5. No person shall be allowed to operate or drive a department vehicle unless they are a member of Allen Parish Fire District 3 and have a current driver's license. Passengers in Department vehicles are limited to the member's immediate family, other Emergency personnel or rescue victims as well as out-of-town guests in district on official business. Exceptions to this provision must be approved by the Fire Chief.
6. In the event that members driving privileges are restricted, suspended or revoked, the member must not operate any department vehicle.
7. Department take-home vehicles are to be used for Department or personal business purposes as long as the member is available for call.

Examples of acceptable use include but are not limited to:

- Any approved department related trip or call
- To sporting events or other public events within a reasonable distance
- Trips to town within reasonable distance
- To and from regular employment within reasonable distance and the ability to leave for calls if the need arises
- Members shall not use department vehicles for private business ventures or other personal gain.

8. If the Member is to be off work for an extended time (ill, vacation, etc.) the take home vehicle will be made available at a designated site determined by a Chief Officer. Extended time is defined as more than 3 calendar days.

9. Members assigned a take home vehicle are responsible for the security and safe-keeping of the vehicle at all times while in their possession. All Federal, State and Local Laws and ordinances related to the safe operation of vehicles shall be adhered to at all times. Drivers shall insure that all passengers wear seat belts while the vehicle is in motion and young passengers are provided with appropriate and approved car seats.

10. Members receiving a citation from a peace officer related to the operation of city vehicles are personally responsible for fines related to such offences.

11. All members assigned a take home vehicle must acknowledge receipt of this policy and agree to abide by the terms above. Members who are found to have violated this policy will be charged with insubordination and violation of work rules and will be subject to progressive discipline.

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Member Name

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Fire Chief's Printed Name

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Fire Chief's Signature

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 105.01	<b>Job Description – Fire Chief</b>	Revision 3.0

**I. Scope**

This guideline will establish the duties of the Fire Chief

**II. General Policies**

1. The fire chief is the operational head of the Department and is directly responsible for the proper and efficient operation of the Department.
2. The fire chief shall be responsible for the following:
  - A. Supervising, regulating, and managing the Department to ensure preparedness for all emergency responses.
  - B. Prescribing the specifications and manner of wear of uniforms and protective clothing.
  - C. Reorganizing any part of the Department’s operations when in his judgment such reorganization would best serve the Department.
  - D. Establishing rules, regulations, and procedures as necessary to ensure Department efficiency and effectiveness.
  - E. Enforcing the Department’s rules, regulations, and Standard Operating Procedures.
  - F. Reprimanding, suspending or terminating when conditions so warrant.
  - G. Decision making concerning the use of funds available in the Department’s budget.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 105.02	<b>Job Description – Assistant Chief</b>	Revision 3.0

## **I. Scope**

This guideline is to establish the duties of the Assistant Chief.

## **II. General Policies**

1. The Assistant Chief position is appointed by and reports directly to the Fire Chief. They are responsible for the overall operation of the department and ultimately held responsible by the Fire Chief to insure the department is prepared to provide emergency services at all times in an efficient and professional manner.
2. The Assistant Chief shall be responsible for the following:
  - A. Assist with the overall management and evaluation of the Department.
  - B. May serve as Acting Fire Chief in the event that the Fire Chief becomes incapacitated, resigns, or otherwise is not able to carry out the duties of the position of Fire Chief, or as instructed by the Fire Chief.
  - C. Shall perform task as may be assigned by the Fire Chief.
  - D. Emergency operations preparedness.
  - E. Organize stand-by crew when warranted
  - F. Maintenance of the buildings
  - G. Maintenance of the apparatus and equipment
  - H. Training
  - I. Maintain and develop Department Standard Operating Procedures.
  - J. Assisting in the preparation of the Department’s budget, managing procurement, and monitoring expenditures on a daily basis.
  - K. Coordinating the submission of items to the appropriate governing body.
  - L. Administering contracts.
  - M. Purchasing agent
  - N. Maintaining records, managing the Department’s information management system and preparing reports as required.
  - O. Serving as the Department’s human resources coordinator.
  - P. Serving as the Department’s public information officer.
  - Q. Perform any task or assignment as requested by the Fire Chief.
3. The Assistant Chief shall respond to the location of an emergency incident at the time of alarm to evaluate the conditions of the emergency, develop and implement a plan to

resolve the incident, call upon additional resources if required, establish a command post, and manage the incident until considered under control or relieved of command.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 105.03	<b>Job Description – Assistant Chief of Medical</b>	Revision 3.0

## **I. Scope**

This guideline is to establish the duties of the Assistant Chief of Medical.

## **II. General Policies**

4. The Assistant Chief position is appointed by and reports directly to the Fire Chief. (S)He is responsible for the overall operation of the department as related to medical issues and ultimately held responsible by the Fire Chief to insure the department is prepared to provide emergency medical services at all times in an efficient and professional manner.
5. The Assistant Chief of Medical shall be responsible for the following:
  - A. Assist with the overall management and evaluation of the Department.
  - B. Shall perform task as may be assigned by the Fire Chief.
  - C. Emergency medical operations preparedness.
  - D. Medical Training
  - E. Maintain and develop Department medical protocol's.
  - F. Coordinating the submission of items to the appropriate governing body.
  - G. Maintaining records, managing the Department's information management system and preparing reports as required.
  - H. Serving as the Department's public information officer.
  - I. Perform any task or assignment as requested by the Fire Chief.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 105.04	<b>Job Description – Captain</b>	Revision 3.0

### **I. Scope**

This guide line is to establish the duties of a Captain.

### **II. General Policies**

1. The captain’s position(s) is appointed by the Fire Chief and reports directly to a Chief Officer.
2. Members appointed to the position of captain shall have good written and oral communications skills.
3. Captains shall be responsible for the following:
  - A. Commanding an engine, truck, or squad company. This includes being responsible for the care, maintenance and usage of all equipment, buildings and items pertaining thereto.
  - B. Maintain cleanliness of appointed station and report any un-safe conditions or needed repairs to the Fire Chief or Assistant Chief promptly.
  - C. Preparing reports and maintaining records as required.
  - D. Conducting and supervising training for personnel.
  - E. Obeying, supporting, and enforcing the Department’s rules, regulations, policies, and procedures.
  - F. Setting a good example for subordinates and requiring subordinates to meet all required standards of conduct and performance.
  - G. Promptly reporting in writing any violation of the Department’s rules, regulations, policies, and procedures, and referring all official matters to a Chief Officer through the established chain of command.
  - H. Supervising and assisting subordinates in the performance of maintenance, training, and emergency response activities.
  - I. Serve as acting Assistant Chief when instructed to do so by a Chief Officer, or in the absence there of.
  - J. Performing other such duties as may be required or directed by a Chief Officer.
4. The captain(s) shall respond to incidents as follows:
  - A. The captain(s) shall notify the dispatcher via radio of response to an incident, thereby informing the chief officers that someone is en-route to respond apparatus.
  - B. It shall be the responsibility of the Captain, when practical, to ride as the officer-in-charge of an engine, truck or Squad Company in response to an incident.

- C.** The Captain shall assist the driver with choosing the most direct and proper route to an emergency incident, maintain communications with other emergency apparatus, operational officers, and the dispatcher while in response to an incident.
- D.** Upon arrival at the incident scene, the captain shall be responsible for the placement of the apparatus at the scene and be prepared to establish "COMMAND" of the incident in the event that a chief operational officer is not present.

In the event that a driver operator of specific apparatus is not available, it shall be the responsibility of the captain to respond said apparatus to the incident scene.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 105.05	<b>Job Description – Firefighter</b>	Revision 3.0

**I. Scope**

This guideline is to establish the duties of a Firefighter.

**II. General Policies**

1. Members are appointed to the position of Fire Fighter by the Fire Chief.
2. Members with the position of firefighter shall be responsible to provide a human resource to perform the basic firefighting task as may be requested by the incident commander at an incident scene, a Chief Officer, or a Company Officer. The firefighter shall be mentally and physically fit to perform the duties of a firefighter so as not to jeopardize the safety of themselves or others. Some of the duties of the firefighter may include, but are not limited to interior structural firefighting, the suppression of brush/woods fires, and response to hazardous materials incidents, various types of rescue involving trapped, injured, and sick persons. Additionally, the firefighter will often be exposed to extreme weather conditions and hazardous situations.
3. The firefighter, while on the scene of an incident, shall obey the commands of the incident commander and any officer which shall include the Safety Officer. Disobeying any direct order from an officer shall be subject to disciplinary action by a Chief Officer. The firefighter may, however, refuse to obey a command if said firefighter feels that safety is being compromised more than would generally be accepted as a standard risk.
4. The firefighter shall also be familiar with all of the basic firefighting equipment and its location on all apparatus used by the department, as well as be able to use said equipment efficiently and safely while engaging in the firefighting activities as deemed necessary by the incident commander.
5. The firefighter shall answer directly to the Company Officers. Any suggestions, comments, complaints, and et cetera should be directed to the Company Officers before going directly to a Chief Officer.
6. If the company member responds directly to the incident scene via POV, under no circumstances shall the vehicle driven by the company member be parked at the incident scene so as to block ingress / egress of emergency apparatus, or otherwise encumber incident operations.

7. Once at the scene, the firefighter shall don all of the firefighter's protective clothing necessary.
8. After putting on the proper turn out gear, the company member shall report directly to the incident commander so as to be logged in at the incident scene.
9. In the event that the incident commander has not set up a formal command post, the company member shall report to the first arriving apparatus, and wait for further instructions.
10. The firefighter shall assist the company officers in the performance of all of their duties.
11. Minimum requirements for the position of Fire Fighter:
  - a. Shall be a minimum of 18 years of age.
  - b. Shall be capable of performing basic firefighter task using standard department hand tools, hose lines, and ground ladders.
  - c. Shall be knowledgeable of all the department's standard operating procedures.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 105.06	<b>Probationary Firefighter</b>	Revision 3.0

**I. Scope**

This guideline is to establish the duties of a Probationary Firefighter.

**II. General Policies**

A Firefighter Candidate that has satisfied all of the requirements may become a Probationary Firefighter and be issued turnout gear only with the approval of the Fire Chief. The minimum probationary period is 90 days from the receipt of turnout gear, but the typical probationary period for a new firefighter is six (6) months. This may be decreased or increased at the discretion of the Fire Chief as a function of the Probationary Firefighter's ability to perform duties as assigned. A Probationary Firefighter may be terminated for cause, at the discretion of the Fire Chief.

Exemplary attendance at alarms, training sessions, and work details and fundraisers is demanded of Probationary Firefighters. Likewise, a positive attitude and high level of maturity are expected.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 105.07	<b>Jr. Firefighter</b>	Revision 3.0

**I. Scope**

This guideline is to establish the duties of a Jr Firefighter.

**II. General Policies**

All Jr Firefighters of Allen Parish Fire District 3 are expected to be outstanding citizens of the community. Even at times that a member is not in uniform, the member represents the Fire Department. Morals and personal beliefs are taken into consideration during the membership process. In short, a person that the normal, reasonable person would wish to mentor or emulate would be the perfect person for membership.

The mission of this organization is to prevent fire through a systematic delivery service of education, fire prevention awareness, and proactive initiatives that focus on eliminating acts and/or practices that can cause fire.

Please keep in mind that this document is not an absolute nor is all-inclusive, but is in fact a guideline. Each incident is unique and good judgment must be used in providing the most effective, efficient and safe response/resolution.

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem that may arise in an emergency situation. It is expected that they will cover, whether in a specific or general way, the obligations and duties of the Explorer member of the Three Star Fire Department.

These rules and regulations apply to Jr Firefighters connected Allen Parish Fire District 3. Every member shall abide by these rules and regulations.

**Requirements:**

- Complete an application form for review and approval by the Fire Chief.
- Explorers must maintain a valid driver’s license.
- Jr Firefighter membership is limited to those who have achieved the age of 16 but not the age of 18. No prospective member shall be disqualified based on race, color, creed or sex.

- Reside within the fire district of Allen Parish Fire District 3 (exceptions shall be awarded by the Fire Chief).
- Physically and mentally capable to perform the duties of an Explorer.
- Be of good moral character.
- Must not have any felony charges or convictions.
- Once a person has established the previous conditions and has the approval of the Chief of the department, the person shall be considered the rank of Jr Recruit. For the person to move forward as an Jr Firefighter, he or she shall then meet the following conditions:
- Must understand and agree, consumption of or under the influence of alcohol or illegal narcotics while an active member of Allen Parish Fire District 3, that your presence will not be accepted or tolerated on any emergency scene or department function. If you are found under the influence of either, you will be subject for termination from Allen Parish Fire District 3.
- Attend all Training Meetings after schoolwork is complete and with the permission of the parents or guardian
- Attend all school classes. We will be checking with the school that you attend for any unexcused absences. If you are a home school student we will check with your parents
- Grades must be kept up to a passing level. If you failed your grade you failed your Fire Department. Report cards will be requested, copied and stored in your personnel file folder. If you have a failing grade in one or more of your subjects, you will be temporary relieved of membership until the next report card is issued and the grade(s) have been brought up to a passing level.

**Job Description:**

As Jr Firefighter, you will be a part of the Allen Parish Fire District 3 staff. You will also be able to assist in emergency scenes, outside fire evolutions and training events along with many other duties performed by qualified Firefighters, though on a limited and supervised basis. With this in mind, Allen Parish Fire District 3 will strive to provide a safe, learning environment and help promote leadership through the public service career approach. All training and knowledge acquired would also help instill a positive, moral induced lifestyle whether or not one chooses to stay in this selected field.

However, Jr Firefighters will only be allowed to assist at emergency scenes when under close supervision of a Department Fire Officer. Jr Firefighters shall never be allowed to participate in close proximity suppression activities including operating in a hazardous environment. Freelancing will not be tolerated and is subject for termination.

As a Jr Firefighter, you will only be allowed to use equipment such as SCBA, Extrication Tools and high powered cutting saws under close supervision and only in departmental training events.

You will be trained within the Department on subjects such as, but not limited to:

- Fire Department Orientation
- Small hand tools and loose equipment
- Radio Communications
- Run order and description of all emergency apparatus
- Understanding of Chain of Command
- Incident Command System
- CPR and other related EMS duties

### **JR FIREFIGHTER RULES & REGULATIONS**

Jr Firefighters are only allowed to ride on responding apparatus with the approval of and in the company of a Department Fire Officer. Keep in mind that a Firefighter will ride on the apparatus first. Jr Firefighters will only ride on the apparatus when there is an available seat and when there are no other higher qualified Firefighters available.

Jr Firefighters are not authorized to use emergency warning equipment (i.e. lights or sirens) on their personal vehicles and are not to operate any vehicle in an emergency fashion under any circumstances. If lights and/or sirens are found on your personal vehicle, they will be removed and confiscated from you. Jr Firefighters must adhere to all traffic laws and control devices when traveling to fire department activities. Posted speed limit will be adhered to. Exceeding posted speed will be considered reckless driving and is subject to termination.

Jr Firefighters shall report to the station. Reporting directly to the scene will only be permitted under the authorization of the Incident Commander. If given permission to report directly to an emergency scene, Jr Firefighters will immediately report to the Incident Commander. The Incident Commander shall assign the Jr Firefighter to a Fire Officer who shall continuously monitor the activities. Reporting directly to an emergency scene without authorization is subject for termination.

All equipment issued to the Jr Firefighter remains the property of Allen Parish Fire District 3 and must be returned immediately upon termination or resignation of membership.

Keep in mind that while you are a Jr Firefighter, you are on probation until you reach the age of 18. At the age of 18, if you wish to continue Allen Parish Fire District 3, you will be promoted to the rank of Firefighter Recruit.

If there are more than four (4) Jr Firefighters on the Department at one time, one may be appointed to the rank Jr. Captain within the Jr Firefighter Program. The Job will be a leadership role and you will assist in the training of new Jr Firefighter recruits.

Any conduct perceived to be objectionable or defamatory to the Department will be cause for immediate dismissal. In the event dismissal is considered, it shall be the Fire Chief who will terminate membership following input from Fire Officers.

## **DRESS CODE & HARASSMENT POLICY**

All Jr Firefighters, male or female, will wear proper attire at all times while at Allen Parish Fire District 3 calls or events.

Male Jr Firefighters – Will wear a shirt at all times. Short pants are allowed but need to be knee length. No excessively baggy pants will be allowed or clothing depicting inappropriate phrases or comments.

Female Jr Firefighters - No low cut shirts or tank tops. Shorts are allowed but need to be knee length. No mini skirts or bathing suits. No clothing depicting inappropriate phrases or comments. Hair must be worn tied up with a hair band to eliminate snagging and/or fire hazards.

Sexual Harassment will not be tolerated at Allen Parish Fire District 3. Anyone caught making sexual advances to the opposite sex or the same sex will be investigated and terminated. Sexual Harassment is described as unwanted advancements or contact, comments, gestures, etc. If you feel uncomfortable by anyone making inappropriate contact or comments, report this directly to the officer in charge immediately. An investigation will be performed and acted on appropriately. Allen Parish Fire District 3 does not promote or condone this type of activity and makes full effort to provide a safe, harassment free environment.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 110.01	<b>Obedience to Orders</b>	Revision 3.0

**I. Scope**

The purpose of this guideline is to establish a basic understanding of what is required of all members of the fire service related to the obedience of orders.

**II. General Policies**

1. Members shall read and become familiar with the department's rules, regulations, policies, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.
2. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.
3. Members shall abide by federal and state law, local ordinances and rules, and the department's general orders and rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the departments rules and regulations.
4. Members shall not openly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer:
5. Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
6. Every officer, on and off duty, shall be held responsible for enforcing the department's rules. If a violation comes to an officer's attention, that officer shall immediately notify the member of the violation and take corrective action. Should an officer fail to report a violation of an order or the department's rules, that officer shall be equally responsible for the violation.
7. Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.
8. A member may appeal for relief from orders or instructions that the member believes to be illegal, unjust, or improper.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 110.04	<b>Lost, Damaged or Destroyed Equipment</b>	Revision 3.0

### **I. Scope**

This standard sets forth the requirements for reporting the loss or destruction of equipment owned or operated by the department.

### **II. Reporting Procedure**

- A.** On discovery that a piece of equipment has been lost, damaged, or destroyed, an employee shall report his/her findings to the station Captain or acting Captain. The Captain will report the loss, in writing, to a Chief Officer.
- B.** If the lost or damaged item is replaced from existing inventory, make note of it in the written report.
- C.** The item's serial numbers and replacement costs should also be recorded in the report for budget and inventory purposes.
- D.** If disciplinary action and/ or remedial training may be required because of the loss, please note this in the written report. This refers to Section IV of this SOP.

### **III. Responsibilities**

- D.** It is the responsibility of each officer to maintain all equipment assigned to his station and apparatus in a constant state of readiness. To facilitate this process, each apparatus is to be inspected regularly and inventoried after each incident during the process of returning the apparatus to service.
- E.** It is the responsibility of every member of the department to properly use and maintain the equipment assigned to him/her.

### **IV. Accountability**

- E.** The deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or other device owned by the department, or other agency, or private individual will result in appropriate disciplinary action as prescribed in this department's rules and regulations manual.
- F.** As a part of the disciplinary process, the individual(s) responsible for the loss or destruction may be required to reimburse the department for the costs to repair or replace the equipment.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 115.02	<b>Sexual Harassment</b>	Revision 3.0

**I. Scope**

This guideline establishes rules related to sexual harassment.

**II. General Policies**

1. Unwanted or unsolicited verbal or physical harassment of members by supervisors or coworkers will not be tolerated. Supervisors shall promptly correct such behavior should it occur.
2. If a member informs a supervisor or coworker that his language or behavior is offensive and such conduct continues, the member immediately should report the situation to a Chief Officer.
3. Appropriate disciplinary action shall be taken against a member found guilty of harassing a fellow member.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 115.03	<b>Inappropriate Behavior</b>	Revision 3.0

**I. Scope**

Members of Fire District 3 are expected to behave in an appropriate manor. This guideline establishes the expectations of the department.

**II. General Policies**

The following activities are prohibited by members while on duty:

1. Unlawful behavior, quarrelsome conduct, lewd or indecent activity.
2. Threats or acts of physical violence against members of the public, coworkers, or other department members.
3. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the department without the Fire Chief’s authorization.
4. Acceptance or solicitation of gifts, rewards, or fees for service incidental to the performance of one’s duty. In addition, no member shall be required to make a donation to any person or organization as a condition of employment.
5. Publicly criticizing the official actions or orders of a superior officer. Nor may a member speak disrespectfully of the department or its members.
6. Making a false statement in any official communication or in conversation with another member or citizen.
7. Performing any act or making any statement, oral or written, about one’s immediate supervisor, intending to destroy discipline and good order.
8. Performing any act or making any statement, oral or written, about one’s coworkers, intending to destroy good morale, good order, or working relationships with coworkers.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 115.04	<b>Internet Posting &amp; Social Networking</b>	Revision 3.0

## **I. Scope**

To guide members regarding the use of the internet, the world-wide web, cell phone use and social networking as a medium of communication impacting this Department.

### **Specifics:**

- The internet, blogs, Twitter, FaceBook, MySpace, the worldwide web, social networking sites, texting, photographing and any other medium of electronic communications shall not be used in a manner which is detrimental to the mission, function and reputation of this Department.
- Any matter which brings individual members or the Department into disrepute has the corresponding effect of reducing both the trust and confidence of the public we serve and impedes our ability to work with and serve the public.
- Members do have the right to use personal/social networking pages or sites, but as members of the Department they are public servants who are held to a higher standard than the general public with regard to standards of conduct and ethics.
- Members shall maintain a level of professionalism in both on-duty and off-duty conduct that fulfills the mission of the Department and shall not violate this policy through the publication through any medium which is potentially adverse to the operation, morale of efficiency of the Department.

## **II. General Policies**

- Members are not to post, broadcast, text, tweet, post photographs or video files, or any other items or any other items or materials which would be detrimental to the reputation of themselves or the Department.
- Members who utilize social networking sites, blogs, Twitter, texting, Facebook or other mediums of electronic communication in their off-duty time shall maintain an appropriate level of professionalism and appropriate conduct so as not to broadcast information which is detrimental to the reputation of themselves or the Department.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 115.05	<b>Department Computer &amp; Internet Use</b>	Revision 3.0

## **I. Scope**

To guide members regarding the use of department computer & internet usage.

### **Specifics:**

The internet is a wealth of knowledge and useful information that is readily available. It can also be a very dangerous place. Internet and computer usage of department computers should be used for department business only.

## **II. General Policies**

Members are not to use department computers or internet for:

- Music downloading
- Pornography
- Any use that can bring disgrace or legal repercussions to the Department

Any computer or internet traffic belonging to the Department is subject to monitoring by software, internet logs and other means available. Misuse will not be tolerated and will subject the user to disciplinary action and possible legal action.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 205.01	<b>Pre-Incident Planning</b>	Revision 3.0

## **I. Scope**

Pre-incident plans are created to familiarize Fire Department personnel with the building layout, the hazards and sources of potential danger, or other unusual features in a structure or complex. Personnel also gain general knowledge of the life hazard, the contents, the type of construction, and the amount of fire suppression resources required to handle an emergency. The knowledge gained through these plans will enable Fire Operations forces to take appropriate action on familiar territory.

## **II. General Policies**

Initial pre-incident plans will be conducted by A Department Officer. Subsequent inspections any department personnel are allowed to conduct survey if no significant changes have been made to the facility.

## **III. Method**

A pre-incident plan consists of four steps: information gathering, information analysis, information dissemination, and the formulation of operational plans.

1. A company officer will schedule the pre-plan survey.

Fire Department representatives will:

- A. Arrive on time
  - B. Dress neatly in accordance with Departmental standards
  - C. Bring necessary materials including notebooks; pencils; camera, if appropriate; flashlight, pre-plan forms, etc.
  - D. Take a management representative along on the tour
  - E. Conduct the tour in an orderly fashion
2. Company personnel shall complete the fact side of a draft copy of the Pre-plan Form and a rough sketch of the facility showing features of tactical interest. The following sketches shall be completed at the site of the facility:
    - A. Site Plan: a rough sketch of the exterior of the facility and all tactical information pertinent to the outside of the building.

Examples:

- 1) Surrounding street names
- 2) Primary and secondary hydrants
  - a. Size of the main
  - b. Length of hose lay
- 3) Gas, water, electric main cutoffs
- 4) Outside dimensions
- 8) Exposures
- 9) Any information that may be deemed vital to the Fire Department's emergency response to this facility.
- B. Floor Plan: a rough sketch of the exterior of the facility and all tactical information pertaining to the inside of the facility.

Examples:

- 9) Any information that may be considered vital to fireground operations.
- C. When sketching a multi-story building, a single floor plan is sufficient if all of the floors are common.
- D. Multi-building facilities require separate floor plans for each building, along with a site plan for the facility.

### **INFORMATION ANALYSIS**

Information analysis is the process of examining gathered applicable information which can be used at most working incidents and transferring data that is pertinent and vital to Fire Operations to the Pre-plan Form. The Pre-plan Form shall be completed on-site during the initial tour and later converted to a neater copy once back at the station where personnel will have more time and better working conditions to do so. On the form, illustrative drawings shall be simple, drawn according to scale, and will include tactical symbols.

### **INFORMATION DISSEMINATION**

The information dissemination step shall be conducted at the building site. This tour will consist of a brief walk-through by all first-alarm units. All companies shall have a copy of the standard pre-plan. A general idea of the building layout and other applicable firefighting information can be pointed out.

1. Get permission and make an appointment
2. Arrive on time
3. Dress properly
4. Take a management representative along
5. Conduct the tour in an orderly manner

6. Thank management for their cooperation

### **FORMULATION OF PLANS**

The company officer of the first-in company shall organize a meeting to formulate pre-incident attack plans. All first-alarm units will attend. Using the pre-plan slides, overhead transparencies, chalkboard or other materials, different tactical problems of varying fire situations can be discussed. Points of entry, hazardous areas, water supply, apparatus placement, utility cutoffs, and resources needed are some of the items that should be discussed and pre-planned.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 205.04	<b>Reports</b>	Revision 3.0

### **I. Scope**

In order to keep accurate records, reports are very important. This guideline is to establish the proper way to handle all reports

### **II. General Policies**

There are many types of reports that department members may be called upon to file including Run Reports or Training Reports.

#### Run Report:

Any time an apparatus rolls, except for training or maintenance, a run report is required. Be it for a fire call, public service or any other purpose.

Accurate Run Reports are very critical for many reasons.

- Run reports play a role in fire rating
- Help with grant funds
- Required for legal preceding involving the department
- Are a permanent record of who, what, where, and how
- Are required by law

The Officer in Charge or his designee is required to complete the run report in its entirety.

- All apparatus present on scene or in reserve at the station are to be indicated.
- 10:8, 10:97, 10:98/8 times are available from dispatch and are required.
- All personnel on scene or in reserve at the station are to be properly indicated.
- Structure fire, Wildland fire, Vehicle Accident, and Medical sections should be completed respectively.
- All information available needs to be recorded and every effort should be made to obtain this information.
- The person filling out the report is required to sign.
- The Officer in charge is required to sign the completed report.
- All information should be recorded as soon as possible after the call as to provide a ready recollection of the event.

- Each report should have all major events recorded
- If more space is needed than provided, a piece of paper can be used.
- Reports are to be turned in by the next meeting.

#### Training Reports:

Weekly training is designed to sharpen the skills of seasoned members and provide new members with the ability to properly perform their duties. Records will be kept of all members training.

- All members present are to mark the training report in the appropriate location.
- The officer responsible for the class is to fill out the report in its entirety.
- Training reports should be filled out for any type of training.
- Completed reports are to be delivered to be turned in for proper filing.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 300.01	<b>General Safety Issues</b>	Revision 3.0

**I. Scope**

To stress the importance of safety in all department emergency, non-emergency activities and routine.

**II. General Policies**

The IC will appoint a minimum of one (1) Safety Officer for the Department at every emergency response. In the absence of a delegated Safety Officer, the Incident Commander, by virtue of position, will assume duties of Safety Officer. This Safety Officer must be or have been, of command rank when possible.

It will be the duty of the Chief Officer/Safety Officer/Captain/Incident Commander to monitor all firefighting operations at a scene. The Safety Officer must be alert to the possible dangers that may exist at an operation and report them to the Incident Commander. In the absence of a delegated Safety Officer, the Incident Commander, by virtue of position, will assume duties of Safety Officer. Vested in the Safety Officer is the authority to remove personnel from the scene or cease a particular operation when they feel that operations are being conducted in a dangerous manner or when a situation worsens and the safety of personnel is at risk.

Every officer, by virtue of position, is also delegated the tasks of monitoring for unsafe practices and situations that may arise. All parties (Safety Officer, Incident Commander, Officers) are responsible for communicating any and all unsafe practices or hazards to all involved for obvious safety factors. Command Staff personnel will evaluate the information issue appropriate commands.

This shall in no way relieve the Officers or Acting Officers, or the firefighters themselves of the responsibility to operate at a scene in a safe manner.

It will remain the responsibility of the Officers and Acting Officers to ensure that the firefighters under their immediate supervision are outfitted, equipped, and operating in a safe manner as outlined by these guidelines and by all other Allen Parish Fire District 3 SOP's. It is incumbent upon them to enforce Allen Parish Fire District 3 policy with regard to safety at all times.

Any member of Allen Parish Fire District 3 who is injured while in performance of their official duties must immediately notify a Chief Officer. The Chief Officer will make certain the official fire report reflect such injuries. All injuries must be reported through the fire reporting system. It is the responsibility of the injured firefighter, as soon after medical treatment has been rendered, to make an accident report with Chief Officer for further processing.

Personnel in poor health, physically incapable or otherwise injured, or who are mentally unprepared shall not participate in activities that may jeopardize the safety of others or their own. If at any time during an activity a member becomes overexerted, ill, mentally or physically unable to carry out assignments, he/she will notify the Incident Command, officer, or Acting Officer immediately.

The safety of all personnel is as important as operating equipment in a safe manner and within their operational limits. Never use equipment or tools other than what they were intended to be for.

It is imperative to drive/operate fire apparatus in a safe manner with due regard to the environment, road conditions, speed, time of day, and neighborhoods.

During cold and freezing weather, ice forms and slippery conditions develop quickly, presenting additional hazards to the fire scene.

Personnel shall follow all safety practices and protect themselves with appropriate PPE when dealing with Emergency calls involving bodily fluids, communicable diseases, or airborne pathogens.

Personnel assigned to perform traffic safety operations shall wear Safety Vests and use flashlights or traffic wands.

Personnel shall stay hydrated during all hot weather activities. Officers and acting officers will ensure personnel are rotated into rehab to ensure rehydration occurs.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 300.02	<b>Seatbelt Policy</b>	Revision 3.0

**I. Scope**

To establish seatbelt usage policy while operating/riding on any Three Star Fire Department Apparatus.

**II. General Policies**

Statistics have shown that on numerous occasions the failure to wear seatbelts has been determined to be a significant factor in the death of the apparatus driver and/or occupant(s). Apparatus drivers and/or occupants being seriously injured or killed after being partially or totally ejected from the vehicle following a crash is a common theme.

The U.S. Department of Transportation and the National Highway Traffic Safety Administration reports indicate that the proper use of seatbelts by truck occupants reduces the risk of fatal injury by 60 percent and moderate-to-critical injury by 65 percent.

NFPA 1500 requires all riders on fire apparatus to be seated and belted prior to the movement of the apparatus.

Allen Parish Fire District 3 requires the use of seatbelts by all drivers and occupants of department vehicles at any time the vehicle is in operation. This is to include fire apparatus responding to emergency or non-emergency incidents. If firefighting personnel find that use of seat belts interferes with the donning of SCBA or their PPE, then they must wait until their apparatus or vehicle has safely arrived on scene prior to donning their gear. Use of seatbelts is mandatory and applies to all Allen Parish Fire District 3 personnel.

It is also policy that firefighters responding to emergency incidents, whether to the station or directly, in their Privately Owned Vehicle, that they follow the State of Louisiana law and properly wear their seatbelt.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 315.01	<b>Emergency Response Procedures</b>	Revision 3.0

**I. Scope**

This standard is to establish a guideline for the safe and efficient emergency response procedures.

**II. General Policies**

When page outs are activated from the Allen Parish Sheriff's office reporting the location of a fire or emergency, firefighters and trained drivers will:

- a. Drivers are to respond to the fire station to assure apparatus roll. If all needed apparatus are in route continue to scene by POV
- b. Do quick walk-around of apparatus to confirm all equipment is secure, doors or closed and latched, air hose and/or electrical cord are disconnected and start the truck.
- c. State over the radio that unit/engine is in-route. State number of firefighters on the engine to let other firefighters and Chief Officers know that the apparatus has left the station and other firefighters can respond to the fire or emergency in their personal vehicles. If fire fighters follow engine to a fire or emergency, they must keep a safe distance of at least 500 feet behind the apparatus and DO NOT TRY TO PASS unless instructed to do so.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 315.02	<b>Emergency Vehicle Driving</b>	Revision 3.0

**I. Scope**

The purpose of this Standard is to provide a guideline for the operation of fire department vehicles while responding to and returning from emergencies. Due to the hazards associated with emergency driving, fire companies should never attempt to reduce response time by increasing speed or by practicing unsafe driving. Each member is expected to know, understand and operate according to this procedure as each situation arises.

**II. General Policies**

It shall be the responsibility of each vehicle driver and officer to know, understand and use this Standard as it applies to the situation at hand. Each member should apply good judgment in the use of this Standard.

**Driver Training:** Only members that have completed the department driver’s safety course or equivalent and have been checked off on driving skills and demonstrated the ability to operate said equipment will be certified to operate departmental vehicles.

**1. ENFORCEMENT**

The driver of each vehicle bears full responsibility for adherence to this Standard. Authority to deviate from this Standard rests solely with the Company Officer or crew leader on the vehicle.

**2. PLACING VEHICLE IN MOTION**

- a. Before moving the vehicle, the driver and the officer shall ensure that all members are seated with seatbelts fastened and ready to proceed. No fire department vehicle shall be moved without all riding personnel being seated and belted.
- b. The driver shall also ensure that all doors and equipment on the vehicle are properly secured before moving the vehicle.
- c. Upon moving the vehicle, the driver shall be aware of, and apply due caution for, other apparatus moving at the same time.
- d. Upon leaving the station, the driver shall be aware of, and apply due caution for, other members arriving at the fire station in response to the alarm.
- e. Prior to moving the vehicle, the driver shall gently apply the brakes to assure their operation before entering the street.

### 3. WARNING DEVICES

- a. Emergency lights and audible warning devices shall only be used to respond to a reported emergency. (Dispatch information indicates that the incident poses a valid threat to life and/or property that justifies the risk of an emergency response).
- b. An emergency response of a fire vehicle (using lights and sirens) shall be known as a "Code 3" response.
- c. A non-emergency response of a fire vehicle (using lights only) shall be known as a "Code 2" response.
- d. A non-emergency response of a fire vehicle (not using lights or sirens) shall be known as a "Code 1" response.
- e. After a secondary size-up of a situation, the IC may instruct Dispatch to continue one or more apparatus to assist on the scene. The IC shall designate "Code 3", "Code 2" or "Code 1" response for companies. If the IC does not designate a response mode, Apparatus shall respond "Code 3". If there is any doubt, the responding company officer may ask the IC how they would like the vehicle to respond.
- f. While operating fire department vehicles all drivers shall adhere to all Louisiana Statutes.
- g. Use good judgment, especially at night, when responding to an emergency calls. Sirens should always be used when overtaking and approaching vehicle and when approaching intersections.

#### **TWO OR MORE EMERGENCY VEHICLES**

When two or more emergency vehicles are responding to the same emergency together, drivers shall maintain a distance of not less than 500 feet between vehicles.

#### **TWO OR MORE EMERGENCY VEHICLES APPROACHING AN INTERSECTION**

When two or more responding emergency vehicles are approaching the same intersection from different directions, the company officers for each vehicle shall make radio contact and coordinate which vehicle has the right-of-way. Radio contact may not always be possible (i.e. the other emergency vehicle is an ambulance, state trooper, or sheriff's deputy) . If radio contact cannot be made, the operator of the fire department vehicle shall come to a complete stop at the intersection and yield the right-of way. If both vehicles stop, the right-of-way shall be determined as if the intersection were a four-way stop.

#### **DRIVER ATTENTION**

The driver shall focus full attention on the safe operation of the vehicle. The sole responsibility of the driver during an emergency response is to drive in a safe manner by

keeping both hands on the steering wheel and driving with due regard for the public's safety. When possible, the passenger should operate the radio, lights, sirens, etc.

### **NON-EMERGENCY DRIVING:**

When the vehicle is being operated in a non-emergency situation, extreme care should continue to be exercised.

### **BACKING VEHICLES**

Whenever any apparatus is being backed, there should be a firefighter at the rear of the vehicle. This firefighter is to be in the drivers view at all times and shall assist the driver to ensure safe backing operations.

### **VEHICLE ACCIDENTS**

- a. All accidents involving fire department vehicles will be reported to dispatch immediately.
- b. Apparatus involved will cancel their response.
- c. Apparatus officer will assure that the following are notified:
  - A Chief Officer
  - Allen Parish Sheriff Department
- d. Do not discuss the accident with anyone other than law enforcement and fire representatives.
- e. Do not move your vehicle.
- f. Gather names, address, and phone numbers of accident witnesses.

### **VEHICLE ACCIDENT INVESTIGATION**

All personnel involved in the vehicle accident will submit a written account of the accident

- a. Drivers of vehicles involved in any accident will be subject to drug and alcohol testing.
- b. A formal accident investigation will be performed by Chief Officer.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 315.03	<b>Emergency Response by POV</b>	Revision 3.0

**I. Scope**

This standard is to establish a guideline for responding to emergencies by privately owned vehicles.

**II. General Policies**

**(Privately-Owned Vehicles)**

Utmost care should be taken while responding to an emergency by POV. Members can have emergency lights/siren on the POV with the following provisions:

- Lights can be RED or RED and WHITE ONLY!
- Lights must be visible for 360 degrees around vehicle
- You must have a letter from and signed by the Chief granting this privilege and it must be kept in the vehicle at all times
- Obey all motor vehicle laws/statutes. The red light is a courtesy light. It DOES NOT allow the authorized user to violate any traffic rules. All vehicles must stop at red lights/stop signs, and operate in a safe manner at all times. Driving slightly above the posted speed, when warranted and done in a safe manor, is considered by state law acceptable when responding to an emergency where life or property is in danger and when emergency lights and siren are in use.
- Emergency lights are for emergency use only. Members using these lights for any other purpose are subject to the letter of permission being rescinded and the driver of the vehicle may face legal prosecution.

**The signed letter is a special privilege, not a right. The letter is the property of the APFD3 and must be surrendered upon the request of an APFD3 Officer.**

Excessive speed and reckless driving are behaviors which endanger the lives of yourself and others and will not be tolerated. Such reckless behavior in other fire departments has contributed to unfortunate and avoidable accidents, termination of volunteers' participation in departments, and costly lawsuits. Use good judgment and take into account weather and road conditions.

When responding to the scene by POV, it is important to remember to park in a way that does not interfere with the access or egress of other emergency vehicles.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 320.01	<b>Training Requirements &amp; Expectations</b>	Revision 3.0

**I. Scope**

This standard is to establish the requirements for training for each member of Allen Parish Fire District 3.

**II. General Policies**

Training is an important part of being a firefighter. Training class will be offered both in-house and through various programs with other Departments. Other classes currently available are LSU Feti sponsored classes and C.E.R.T.C. classes. All members are encouraged to attend any and all classes that are available to them.

**III. Requirements**

In order to remain an active Firefighter with Allen Parish Fire District 3, members are required to attend a minimum of 50% of all in-house classes available unless prevented to doing so by employment or health reasons.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 320.02	<b>Driver Competency Course</b>	Revision 3.0

**I. Scope**

Save operations on emergency calls, during non-emergency calls and training are of the utmost importance. All personnel operating apparatus belonging to Allen Parish Fire District 3 are required to complete this Driver Competency Course and be certified by a Chief Officer.

**II. General Policies**

**Driver’s Competency Course**

***Practical Driving.*** After learning the theoretical characteristics and dynamics in a classroom environment, the candidate will advance through the practical of their driver’s qualification process. The practical driving portion of the program should be progressive in nature. That is, the drivers will begin with basic vehicle familiarization tasks. The next step might then be completing simple tasks or maneuvers at slow speeds in a very controlled atmosphere. After we have mastered the simpler skills, then and only then will we then progress to more complicated procedures and over-the-road driving. By using this approach, the candidates will become increasingly familiar and comfortable with the handling characteristics of the vehicle before they will be expected to operate it in a more challenging environment. It is very important that the vehicles used during the training program be the same as that the driver will be expected to operate when he or she completes training and is released into the field. This is particularly true when preparing drivers to drive fire department tankers because of their large size and unique handling characteristics.

Why? Simply stated, a driver who completes a training and driving program while operating a standard fire department pumper will not be safely prepared to drive a tanker or vice versa once he or she is in the field. **If the drivers will be expected to drive Tanker 1 in the field, they should complete all portions of the practical training program using Tanker 1 and no other apparatus.**

***Training safety.*** Every effort must be made to ensure that the practical training program is conducted in as safe a manner as possible. Making the transition to Tanker 1 or Engine 2 from Brush Truck will be a dramatic one for most candidates. By following basic safety procedures and common sense, we can ensure that the learning experience is a safe and effective one. Some of the basic safety procedures that should be followed during practical driver training include:

- Training Officer and designated safety officers must review the training program and agenda to ensure that they comply with departmental policies and safety procedures.

- Training Officer and designated safety officers should inspect the training course prior to the commencement of training exercises to make sure that the training area is in proper repair and all appropriate safety equipment is in place.
- A safety officer should be designated during training exercises, and he or she must have the authority to stop all activities and apparatus movement when he or she notices a condition or event that poses the imminent threat of crash or injury.
- All candidates should be under the direct supervision at all times when operating vehicles on the training ground.
- Designated areas should be cordoned off for conducting driving exercises. No other vehicular traffic should be allowed in the training area while candidates are operating vehicles.
- If multiple vehicles are being used for training at the same time, the training agency should have procedures in place to ensure that the vehicles stay a safe distance apart during the exercise.
- All evaluators and safety officers shall be coordinating actions via handheld radio and instructed in hand and radio signals, as appropriate, that may be used during the training exercise and the actions that should be taken when particular signals are given.

***Driving course exercises.*** The driver's initial opportunities to get behind the wheel of the apparatus and drive it should be limited to exercises that are conducted in a strictly controlled environment. The common term for this controlled environment is a driving course. Allen Parish Fire District 3 Driving Course will be coordinated and conducted in Fairview High School Parking Lot.

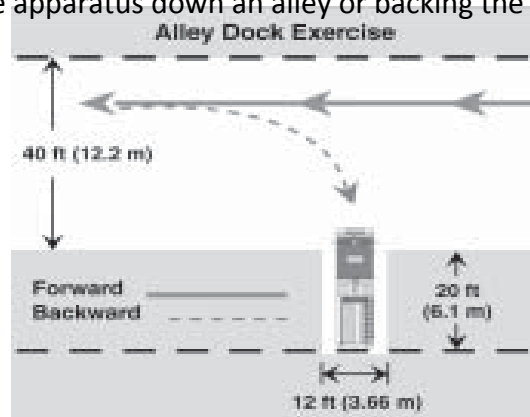
If conducting driving exercises on a facility other than the school, the training officer shall ensure that the condition and composition of the driving surface is substantial enough to support the weight of heavy fire apparatus. Some parking lots and driveways are not constructed to the same specifications as public thorough-fares. If the driving surface is not substantial enough to handle the weight of a maneuvering tanker, significant damage could be done to the property. The potential for this danger is magnified on asphalt surfaces during periods of extremely hot weather. The asphalt will become soft and the tires of the apparatus will create ruts in the driving surface.

The practical driving exercises may start with a variety of simple procedures. Drivers are encouraged and allowed to drive around the course at a slow speed so that they can begin to build confidence in their ability to handle the vehicle. Making the driver stop at various intervals will allow them to begin becoming familiar with the braking characteristics of the vehicle. Over time they may be allowed to operate the vehicle at increasingly higher speeds so

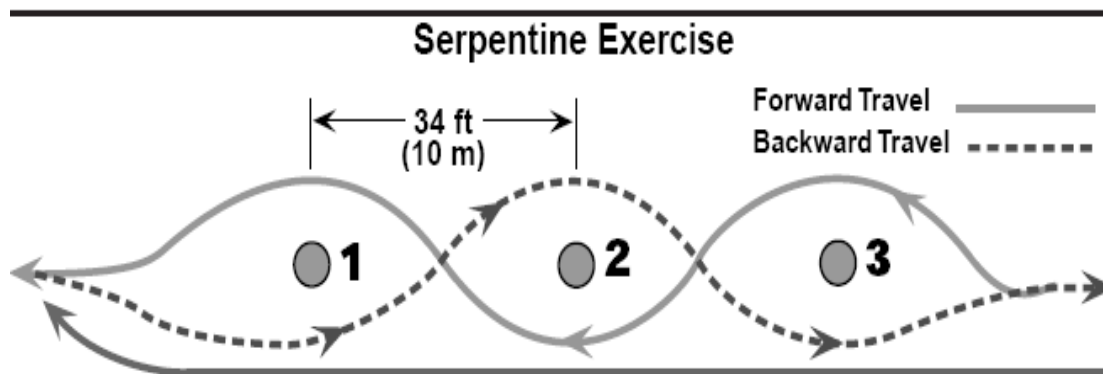
that they begin to develop vehicle handling skills at the speeds that they will be expected to operate when they are in the public.

In addition to simply driving the vehicle around the training area, there are a variety of obstacle and training courses that may be laid out using traffic cones that will increase the drivers' ability to maneuver the vehicle skillfully. These exercises are designed to simulate conditions that the drivers will commonly encounter in the performance of their duties. There are literally dozens of different courses that can be set up. Many are based on specific conditions that are found within our response district or mutual aid responsibility. However, at a minimum, it is our policy that the driver successfully masters the exercises that are required for certification under NFPA 1002. These exercises are:

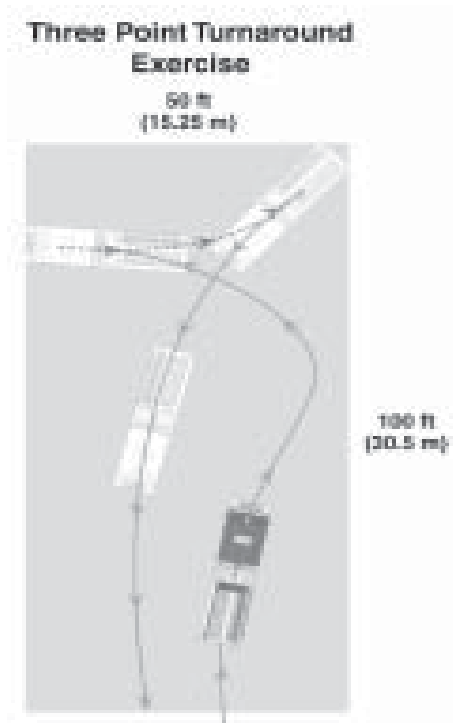
- **The Alley Dock Exercise:** This exercise measures the driver's ability to pull past a simulated dock or stall, back into the space provided, and stop smoothly. Real-life situations that this exercise simulates include backing the apparatus down an alley or backing the apparatus into its fire station bay.



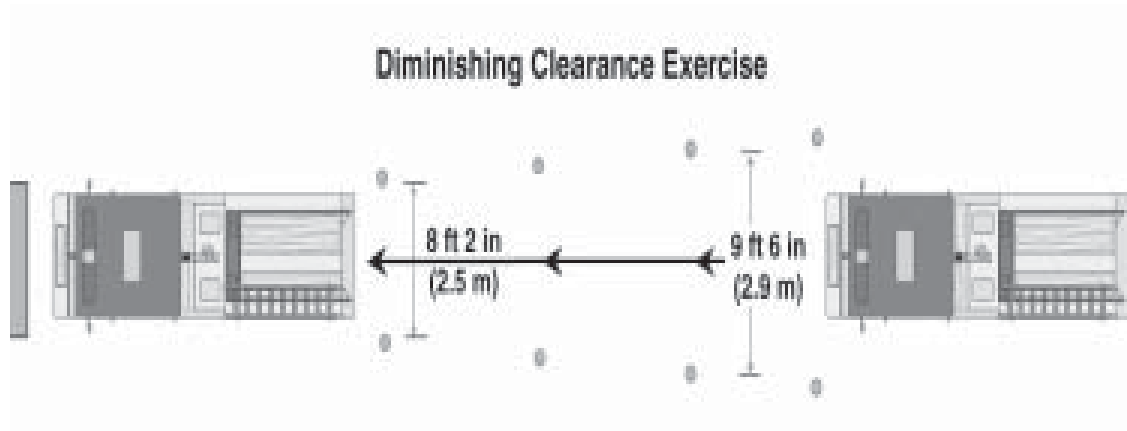
- **The Serpentine Exercise:** This exercise measures a driver's ability to steer the apparatus forward and backward around fixed objects, within close limits, without stopping. It simulates moving around parked vehicles or other objects at a fire scene.



- **The Confined Space Turnaround Exercise:** This exercise measures the driver's ability to turn the vehicle around in a confined space without striking any objects. This maneuver is often required when the apparatus approaches a congested fire scene and then is ordered to reverse lay a supply line from a pumper on the scene to a water supply source.
- **The Diminishing Clearance Exercise:** This exercise measures the driver's ability to steer the apparatus in a straight line, to judge distances from the vehicle's wheels to fixed objects, and to stop at a finish line. For tanker drivers, this exercise is particularly useful in preparing to approach a water shuttle dump site and prepare to off load water through a side-mounted discharge chute.



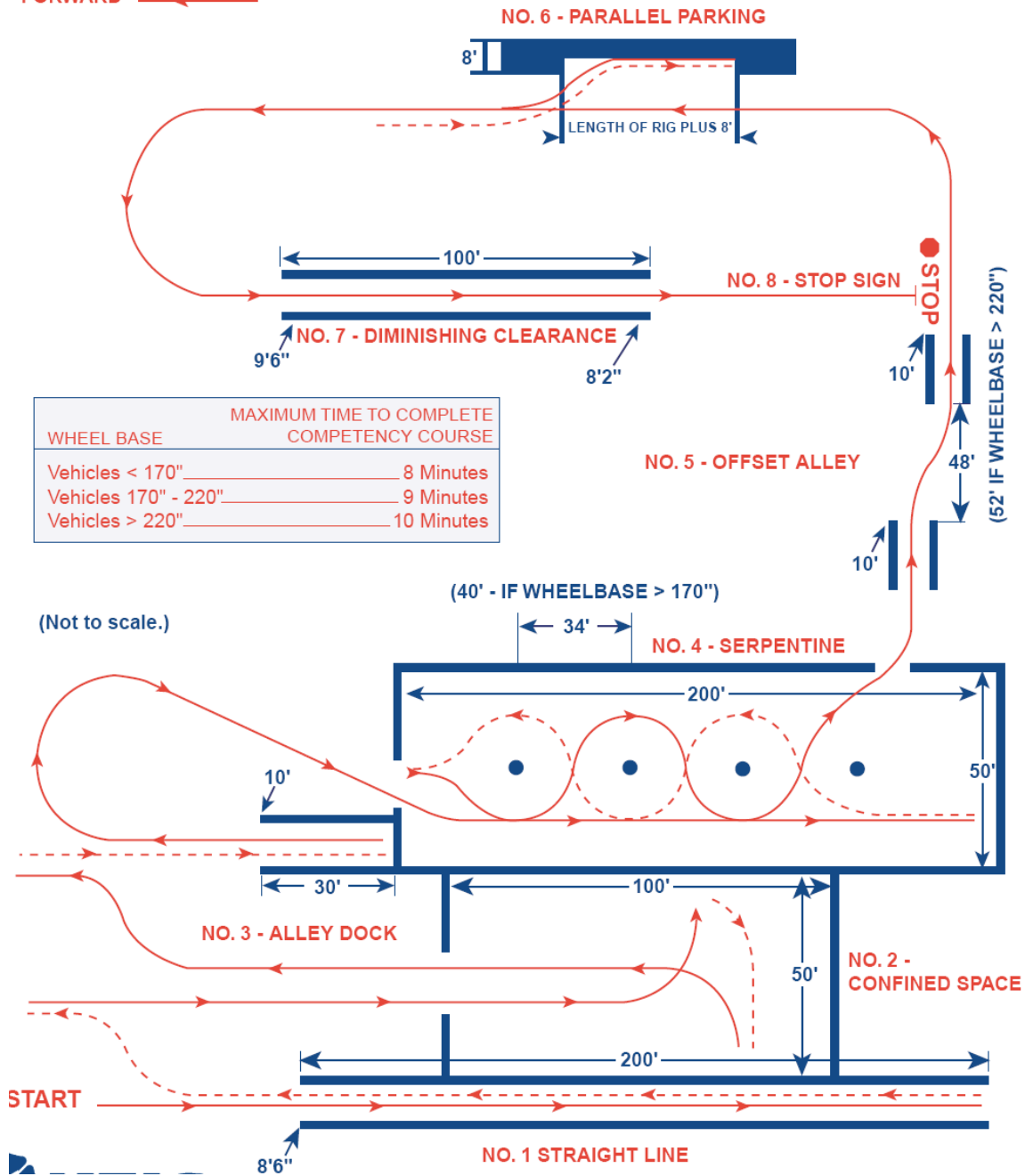
- **Basic Handling Exercise:** In this exercise you will drive the apparatus forward for a distance of 200 feet, immediately followed by maneuvering the apparatus the same distance in reverse while staying within the width outlined. This exercise simulates a scenario where the apparatus has no way in or out a situation but in a narrow and straight line. It can also be used to practice entering/leaving a situation where the apparatus is being used for pumper relay operations.



- **The Off-Set Alley/Parallel Parking:** In these exercises you will maneuver the apparatus as if aligning up for pump relay or dump tank operations in a tight situation. This demonstrates driver's ability to handle the apparatus in tight situations, and showing the apparatus turning ability. It also allows the driver to demonstrate the ability of depth perception in relationship to the apparatus.

# COMPETENCY COURSE

REVERSE   
 FORWARD 



The competency course is designed to measure driver proficiency in handling emergency vehicles. It is one portion of a four-part comprehensive emergency vehicle driver training program and should be utilized with the overall program. Through its use, the progress of each emergency vehicle driver can be measured over a period of time. The competency course is designed to duplicate eight situations in which the driver's skill, judgment, and knowledge of the limitations of the emergency vehicle, are required for effective maneuvering. This course is based on Appendix A of the NFPA #1002 publication entitled *Fire Department Vehicle Driver/Operator Professional Qualifications*. See other side for course layout schematic.

Driver: \_\_\_\_\_ Vehicle: \_\_\_\_\_  
 Wheelbase: \_\_\_\_\_ Overall Vehicle Length: \_\_\_\_\_  
 Date: \_\_\_\_\_ Max. Allowable Time: \_\_\_\_\_  
 Instructor: \_\_\_\_\_ Safety Officer: \_\_\_\_\_

**Scoring of Competency Course**

Time is only applied as acceptable or unacceptable (too slow). There should be no time comparisons between drivers, and it is recommended that actual times be recorded by the instructor, only for the purpose of measuring a driver's individual improvement. Penalty points are awarded as follows:

Penalty Point Schedule		
Station	Error	Penalty
No. 1 - 8	All	Each cone brushed, moved or overturned .....10 points
		Cross any line, each time crossed .....3 points
No. 3 and 8	Alley Dock and	Stop more than 6" but less than 12" from the measured point .....3 points
	Stop Exercise	Stop 12" or more but less than 18" from the measured point .....6 points
		Stop 18" or more from or go past the measured point .....10 points
No. 6	Parallel Park	Park 12" or more from the curb .....3 points

**Completion and Scoring Record - Competency Course**

Driving Time	Course Station #								Total Penalty Points	Scorekeeper's Initials
	No. 1	No. 2	No. 3	No. 4	No. 5	No. 6	No. 7	No. 8		
Run 1										
Run 2										
Run 3										
Run 4										
Run 5										
Run 6										

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 325.02	<b>Apparatus Repair &amp; Maintenance</b>	Revision 3.0

## **I. Scope**

This standard establishes a schedule for the inspection and maintenance of all apparatus and motorized vehicles owned or operated by Allen Parish Fire District 3. It was promulgated to:

1. Ensure that emergency response vehicles are maintained in a constant state of readiness.
2. Implement a preventative maintenance schedule for all motorized vehicles.
3. Establish procedures for the regular inspection of apparatus, equipment, and support vehicles.

## **II. General**

- A. Apparatus and support vehicles shall be:
  1. Kept clean by washing as needed
  2. Maintained in a constant state of readiness.
  3. Refueled whenever the fuel level drops below  $\frac{3}{4}$  of a tank. Oil and other fluid reservoirs shall be refilled whenever needed.
- B. All engine-powered equipment shall be kept clean and their fuel tanks, oil and fluid reservoirs shall be refilled whenever needed.

## **III. Inspections**

- A. Every vehicle garaged in a station shall be inspected by station personnel at least once per week or as requested by a Chief Officer. The inspection shall record the findings on the vehicle inspection form.
- B. The individual(s) performing the inspection shall correct the defects that are found, provided that, the individual has the expertise, tools, and supplies to do so. The items that are corrected shall be noted in the comments section of the vehicle inspection form.
- C. Defects that cannot immediately be corrected shall be noted and immediately reported to a Chief Officer.
- D. Whenever a defect requires that a vehicle be placed out of service it is required the Dispatch be notified giving the unit number. The operator of any apparatus or motorized vehicle shall have the authority to place the apparatus or vehicle out of service whenever one or more of the following defects are discovered:
  1. A failure of the braking system that results in the vehicle being difficult or impossible to stop.

2. A failure of the windshield wipers during inclement weather. Note: On a sunny day, the failure of the wipers would not be a justifiable reason to remove the vehicle from service.
3. The failure of the headlights, brake lights, or taillights during a period of darkness.
4. A flat tire.
5. The inability to engage or operate a fire pump.
6. A failure of the power steering system.
7. A failure of the coolant system causing the engine to overheat.
8. Battery, alternator, or electrical system failure that prevents the vehicle from being started or that results in a discharge of the electrical system.
9. Any defect that, if not immediately corrected, would cause further damage to the apparatus or vehicle or would endanger the lives of either the general public or the personnel assigned to it.

#### **IV. Responsibilities**

The Captain of the station where the apparatus is housed is responsible for the routine maintenance of the apparatus entrusted to him. The Captain may assign duties to other members but responsibility still remains with the Captain to assure the completion of task. S/He must be diligent to assure a constant state of readiness.

***Treat all apparatus as if your life depends on it. Because it does!***

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 325.03	<b>Equipment Repair and Maintenance</b>	Revision 3.0

## **I. Scope**

This standard establishes a schedule for the inspection and maintenance of all equipment owned or operated by Allen Parish Fire District 3. It was promulgated to:

4. Ensure that emergency equipment is maintained in a constant state of readiness.
5. Implement a preventative maintenance schedule for all equipment.
6. Establish procedures for the regular inspection of equipment.

## **II. General**

C. Equipment shall be:

4. Kept clean.
5. Maintained in a constant state of readiness.

D. All engine-powered equipment shall be kept clean and their fuel tanks, oil and fluid reservoirs shall be refilled whenever needed.

## **III. Inspections**

It is the responsibility of the Captain of the Station where the equipment is located to assure all equipment assigned to that apparatus has been inspected and is in usable condition and present on apparatus. If items are lost, damaged or stolen a report to should be filed immediately with a Chief Officer.

All apparatus shall be assigned a specific complement of small tools, equipment, and supplies to be carried on each type of vehicle. A current, complete copy of the inventory assigned to each apparatus shall be carried on the apparatus at all times and shall be updated whenever an item is added to or deleted from the inventory.

Small tools, equipment, and supplies should be carried in the same compartment or location on all apparatus of the same type whenever it is possible to do so.

## **IV. Responsibilities**

The Captain of the station where the apparatus is housed is responsible for the routine maintenance of all equipment entrusted to him. The Captain may assign duties to other

members but responsibility still remains with the Captain to assure the completion of task. S/He must be diligent to assure a constant state of readiness.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 325.05	<b>S.C.B.A Maintenance and Inspection</b>	Revision 3.0

**I. Scope**

This standard is to establish a guideline for the care and use of S.C.B.A.

**II. General Policies**

SCBA equipment shall be inspected periodically to determine its readiness for use and to discover and repair any damaged or excessive wear sustained by the unit. The frequency of inspection is as follows:

- a. Before each use:
  - Cylinder pressure: The minimum pressure should not fall below 90 percent of the full cylinder pressure. Example: A 4,500-psi cylinder should not contain less than 4,050 psi.
  - Face piece: This should be clean and free of debris, and it should seal properly to the wearer's face.
  - All valves should function normally.
- b. After Each use, each SCBA shall be inspected for the following:
  - Low or empty cylinder: Cylinders should be cleaned, low cylinders should be refilled, and empty cylinders should be replaced with fully charged ones.
  - Components and face pieces: Shall be cleaned, checked for excessive wear or damage, sanitized, and checked for proper function.

**It is the Station Captains responsibility to assure that the SCBA assigned to apparatus in his care be inspected regularly (at least once per week or more often if warranted or required) to assure its usability when needed.**

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 325.06	<b>Fire Hose Maintenance and Testing</b>	Revision 3.0

**I. Scope**

This standard is to establish maintenance and testing procedures for fire hose.

**II. General Policies**

The life expectancy of a section of fire hose is determined by the care it receives. Hose is susceptible to mechanical injury, heat and fire damage, mold and mildew, and damage due to chemical contact and excessive pressures.

**Hose cleaning:** Each section of fire hose shall be inspected and cleaned after each use. All dirt, oil, and other foreign matter should be carefully removed by clear water, a brush, or a mild soap or detergent. The hose should then be rinsed thoroughly. After being cleaned, sections of fire hose should be properly dried unless the hose is of single-jacket, rubber construction. Rubber hose may be loaded wet after it has been cleaned.

**Damaged Hose:** Whenever a section of hose is taken out of service, for any reason, it should be rolled backward with female threads toward the inside. Note should be taken as to the hose number, size, manufacture and location. This information should be reported to an Officer as soon as possible.

**ANNUAL HOSE TEST PROCEDURE -  
USING THE PUMP ON FIRE APPARATUS**

From NFPA 1962, *Care, Use and Services Testing of Fire Hose Including Couplings and Nozzles*

**Danger! Testing fire hose under pressure is a dangerous task and safety precautions should be followed.**

This is an annual hose test. Hose should be tested when purchased new according to the manufacturers recommendations and using this procedure. A HISTORY OF EACH SECTION OF HOSE SHOULD BE MAINTAINED FROM DATE OF ACQUISITION.

**Equipment needed:**

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

**1. Visually inspect hose and divide into three categories:**

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

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

Condemned hose should be destroyed.

**2. Hose should have an identification number of some type.**

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

**3. Determine Pressure for Hose to be Tested:**

- 1 1/2" and 2 1/2" single jacket hose should not be used for structural fire fighting and is not tested in this procedure.
- Hose made prior to July, 1987 should be tested to 250 psi for 5 minutes.
- Hose made after July 1987 will be stenciled on each length by the manufacturer "*Service Test to \_\_\_\_\_ psi per NFPA 1962*"
- Pumper supply (soft suction) 4" – 6" multiple jacket hose should be tested at 200 psi for 5 minutes.

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

**4. Set up the hose.**

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

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

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

Check all couplings for leakage and tighten as necessary.

#### **5. Pressurize the hose.**

All personnel should be cleared from the area. Keep the test gate valve closed. The pressure should be brought up slowly on the sections of hose to be tested to the appropriate test pressure and held for 5 minutes. If there is a severe leak or hose rupture, stop the test, replace the defective hose and start over.

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

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

#### **6. Record the test results.**

Record the test results on the hose test form for later entry into the computer records program. The test should be conducted annually. Records should be maintained in a centralized location for all hose.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 400.01	<b>Incident Command System (ICS)</b>	Revision 3.0

**I. Scope**

This standard is to establish the basic incident command system.

**II. General Policies**

The Incident Command System (ICS) is designed to accomplish the following:

1. Fix the responsibility for command on a certain position.
2. Establish visible command as soon as possible.
3. Establish the activities and responsibilities assigned to the Command Officer.
4. Provide for the orderly transfer of command to subsequent arriving officers.

The Command Officer’s overall responsibilities are to perform the following functions:

1. Designate the areas to be searched and/or evacuated.
2. Remove endangered occupants and ensure treatment of the injured.
3. Provide for the safety of all emergency personnel.
4. Stabilize and/or stop further progress of the incident.
5. Conserve property.
6. Maintain a record of all unit assignments and areas that are searched/evacuated.

**Establishing Command**

Incident Command (IC) will be established at every incident. The transfer of command is based on the needs of the incident and will occur after the transfer procedures are fulfilled.

1. First Arriving Officer – shall assume command until relieved.
2. Fire Chief or Assistant Chief may assume command upon arrival or delegate IC to another officer.

**Transfer of Command**

1. As ranking officers arrive and assume command, they will communicate with the officer being relieved. Preferably face-to-face.
2. The officer being relieved should brief the officer assuming command, on the following:

- a. Need for rescue, evacuation, etc.
  - Need for rescue, evacuation, etc.
  - If a fire, the location, extent, conditions, extension.
  - Effectiveness of control efforts.
- b. Deployment and assignments of operating companies.
- c. Appraisal of need for additional resources at that time.

### Command Responsibilities

The first arriving unit should implement the Command System. This is established through the following tasks, depending upon the circumstances of the incident:

#### Initial

1. Assume command.
2. Transmit a brief initial size-up.
3. Rapidly evaluate situation
4. Develop an operation or action plan.
5. Assign resources as required.
6. Designate search areas
7. Request additional resources as necessary.
8. Transfer command.

#### Relieving Officers

1. Assume command.
2. Evaluate situation.
3. Transmit a secondary size-up
4. Develop strategy.
5. Assure primary search and (if conducted) secondary search are completed and reported to Dispatch.
6. Assign units as required.
7. Request additional units or other assistance as necessary.
8. Provide continuing progress reports
9. Develop Incident Command Structure.
10. Develop a backup plan.
11. Develop a demobilization plan
12. Terminate Command.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 400.03	<b>Tactical Priorities</b>	Revision 3.0

**I. Scope**

This standard is to establish a guideline as to tactical priorities.

**II. General Policies**

Tactical priorities identify the three separate tactical objectives that must be addressed at every incident. These priorities also establish the order in which the objectives must be addressed.

While Command must satisfy each objective in its priority order, he/she must, in many cases, overlap and "mix" the activities of each to achieve the desired benchmark

These functions should be regarded as separate, yet inter-related activities, which must be dealt with in order.

The tactical priorities are as follows:

1. Life Safety

The activities required to protect occupants and emergency personnel, remove those who are threatened, and to treat the injured.

2. Incident Stabilization

The activities required for stopping the momentum of the incident, and concluding the incident.

3. Property Conservation

The activities required to stop or reduce additional loss to property

The objectives of each priority are reflected in the following benchmarks of completion:

1. Life Safety - Primary search complete.
2. Incident Stabilization - Under control.
3. Property Conservation - Loss stopped.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 400.05	<b>Evacuation</b>	Revision 3.0

**II. General Policies**

This standard is to establish a guideline for emergency evacuation.

**II. General Policies**

**INCIDENT COMMAND (Ref. SOP 400.01)**

The overall responsibilities of Incident Commanders are to:

1. **Designate the areas to be searched/evacuated.**
2. Remove endangered occupants and ensure treatment of the injured.
3. **Provide for the safety of all emergency personnel.**
4. Stabilize and/or stop further progress of the incident.
5. Conserve property.
6. Maintain a record of all unit assignments and areas searched/evacuated.

**OCCUPANT REMOVAL LEVELS**

1. **WARNING:** A notification that a hazardous condition exists that may endanger the lives of occupants.
2. **EVACUATION:** The mandatory removal of persons due to an immediate threat to lives, i.e., fires in progress, hazardous materials leaks or spills, etc.
3. **EMERGENCY WITHDRAWAL:** A notification for all emergency personnel to immediately withdraw from the affected site. This is accomplished by a 15 second simultaneous blast on the air horn from each apparatus present on the scene and/or radio contact. Emergency withdrawal requires that a PAR be conducted.

**EVACUATION**

Once an evacuation becomes necessary, the Incident Commander is responsible for determining the level of evacuation and the methods to be used.

Several methods may be used including primary search, secondary search, use of intercoms, loud speakers, or any other method of alerting occupants to vacate the premises.

Incident Commanders should consider instituting security measures to ensure that once occupants have been evacuated from the area, they will not be allowed to return. Use of police officers or firefighters may be necessary.

The Incident Commander should consider the need for medical triage, treatment, and transport functions; establishment of evacuation centers with transportation and needed caregivers; a media information post; and others as the situation demands.

## **SEARCH**

The purpose of searches (primary and secondary) is to provide for the safety of occupants who may be exposed to danger.

A search does not imply that occupants must be evacuated. If occupants are considered safe from the dangers of the incident, the decision may be to allow occupants to remain. (Shelter in place).

Command will determine the extent to which evacuation is to be conducted.

Personnel shall conduct a primary search in all affected areas that are safe to be entered by fire personnel. Depending on the extent of the hazard, consideration shall be given to conducting a primary search in all potentially affected areas. At the discretion of Command, a secondary search should be conducted, depending upon existing conditions and resources available. The areas to be searched on both primary and secondary searches shall be designated by Command.

Time is a critical factor in all search operations. A primary search must be done quickly during the initial stages of the operation. However, in some incidents where occupants are exposed to immediate and imminent danger such as a working fire, occupants must be quickly evacuated and the primary search extended to accomplish the evacuation effort. The Incident Commander develops strategy and tactics based upon the completion of the primary search.

Before entering the search area, all search personnel should be familiar with a specific search plan, including the overall objective, a defined search area, and individual assignments of team members.

Search activities shall be conducted by teams of two or more personnel. Company Officers must maintain an awareness of the location and function of all members within their unit during search operations.

**Large and complex occupancies require careful planning to ensure the safe completion of a primary search. The Incident Commander shall track the status of all companies assigned to search operations.**

Command shall report the completion of the primary search to Dispatch Services using the standard statement, "primary search complete on the area(s) designated to be searched."

On completion of a secondary search, Command shall report completion of the secondary search using the statement, "secondary search complete" The areas searched on both primary and secondary searches shall be documented by Command and included in the incident report.

### **RESCUE**

During search operations, victims may be located and rescued by fire personnel. After victims have been removed, they should be triaged; treatment of the injured will be a high priority. Additional resources may be required to provide treatment to the victims as well as to complete the primary search. Command shall be advised if the areas designated to be searched are not completed due to victim removal. Command shall then assign additional resources to complete the search.

Command must consider the timely response of adequate resources for removal and treatment of the victims and to stabilize the incident.

Several factors influence the development of a rescue plan. Some of these are:

1. Determine if it is more appropriate to remove the victims from the occupancy or to abate the hazard and leave victims in their location.
2. The number, location, and condition of the victims.
3. The effect of the incident upon the victims and the rescuers.
4. The capability of rescue forces to enter the occupancy and control the incident.
5. Rescue priorities, which are as follows:
  - A. Most severely threatened
  - B. Largest number of people
  - C. Area involved in the incident
  - D. Exposed areas

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 400.06	<b>Additional Resources</b>	Revision 3.0

**I. Scope**

This standard is to establish when to call for additional resources.

**II. General Policies**

The decisions required to provide for adequate resources are an important factor in effective fire forecasting. The Incident Commander must balance the tactical problems with the resources required to control those problems and stay ahead of the situation. Beware of "crisis management."

Many times, Command will reach a point where he or she begins to debate whether to call another alarm or not; in such cases, call for it. If the extra resource is not needed, it can easily be put back in service.

In most cases, Command should utilize the greater alarm mechanism. It is the quickest, provides for move-ups, and indicates in a standard manner that the fire problem is in an expanded mode. Command should resist the temptation to request help in a piecemeal fashion. Additional alarms should be struck sequentially.

It is the continuing responsibility and function of Command to determine the resources required to control the situation, and to provide for the timely call for any additional resources required. Command must be aware of both the capability and response time of additional resources, and effectively integrate these facts into calls for additional resources.

Some tactical situations move slowly, while some move very quickly. Command must call for additional resources at a rate that **stays ahead** of the fire. Some situations require the categorical call for additional alarms based upon knowledge of particular characteristics or conditions. In other situations, Command will initiate some fire control activities, ask for reports, and based upon receipt of bad news, will strike more alarms.

As Command calls for additional resources, he/she must build a corresponding command structure to manage those additional resources. Command cannot encounter a big fire situation, call additional alarms, and then expect to effectively manage those additional resources in a single alarm command mode.

**III. Method**

Additional resources should be called in any of the following situations:

1. An actual or potential fire situation exists, and the life hazard exceeds the rescue capabilities of initial alarm companies.
2. The number, location, and condition of victims exceed the rescue, removal, or treatment capabilities of companies.
3. An actual or potential fire situation exists, and the property protection demand (both internal and external) exceeds the fire control capabilities of initial alarm companies.
4. Fire conditions become more severe or the situation deteriorates significantly.
5. All companies have been committed and the fire is not controlled.
6. Forces are depleted due to exhaustion or injury or are trapped or missing (such as when a mayday is declared). Command must forecast the effect that the fire will have on personnel, and provide for the support of such personnel in advance.
7. Command runs out of some resource (personnel, apparatus, water, equipment, command, etc.).
8. There is evidence of significant fire, but companies are unable to determine location and extent.
9. The commitment of companies is not effective.
10. Companies cannot effectively perform early salvage operations.
11. The situation becomes so widespread/complex that Command can no longer effectively "cope." The situation requires a larger command organization and more division functions.
12. Command instinctively feels the need to summon additional resources (do not disregard fireground hunches).

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 400.07	<b>Rehabilitation</b>	Revision 3.0

**I. Scope**

The purpose of this standard is to assure proper rehabilitation of personnel on an emergency scene to insure their safety and their ability to perform.

**II. General Policies**

The purpose of rehab is to improve firefighter health and. And to define the desired Rehab system and describe specific responsibilities of those individuals vital to its proper function.

In an emergency situation, a balance between maximum utilization of firefighters on the scene and the safety of our firefighters is imperative. During operations that require strenuous physical labor for an extended period of time, such as multiple-alarm fires, provisions for rest and rehab of crews are necessary.

**III. Method**

**REHABILITATION**

Rehab will be utilized to evaluate and assist personnel who may be suffering from the effects of sustained physical exertion during emergency operations.

Rehab will provide a specific area where personnel will receive:

- revitalization - rest, rehydration, etc.
- treatment for injuries
- monitoring of physical condition

This policy is in no way intended to diminish fire attack aggressiveness. The intent is to establish a reasonable procedure to lessen the risk of injury resulting from extended emergency operations under adverse conditions. An effective Rehab approach should allow companies to be replaced in tactical positions and rotated to Rehab. After going through the Rehab process, in most cases, companies can be reassigned to tactical positions.

**REHAB SITE LOCATION**

1. Unless a site is designated by Command the assigned Rehab Officer will survey the area, select a suitable site, and advise Command. The location of the Rehab site will be announced over the radio.
2. The Rehab site should be located outside of the operational activity area, where breathing apparatus and protective clothing may be removed safely. Consideration should be given to wind direction, hazard zones, noise levels, and fire perimeters. The area chosen should allow access for medic units or any other equipment that may be needed in the Rehab area, when feasible.

#### STRESS AND/OR FATIGUE MONITORING

1. It is the responsibility of the company officer to continually monitor the condition of all crewmembers for signs of stress or fatigue. Company officers should proactively forecast the need for rehab and provide Command time to assign another company to the tactical position being vacated.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 405.01	<b>Glossary of Terms</b>	Revision 3.0

**I. Scope**

The purpose of the SOP is to define commonly used terms used by Allen Parish Fire District 3 in both written and oral communications:

**II. General**

**Alarm or Call:** An incident or event that requires a response by one or more fire companies or medical units. There are several types of alarms:

- A. **Automatic alarm:** A request for emergency service from an alarm company on activation of a smoke or heat detector.
- B. **Grass/Forest Fire:** An incident that requires the response of at least one engine/brush truck and multiple personnel.
- C. **Structure Fire:** An incident that requires mobilization of many of the resources available to us. All personnel should respond if able.
- D. **Automatic/Mutual Aid Call:** Dependent on the type of aid requested, different apparatus should respond. If the call is for a structure fire, at least one or two tankers should respond (dependent on request from mutual aid partner).
- E. **Medical call:** This type of call response is dependent on type of medical emergency. On most call's the units responding will be the Service Truck and Rescue 1.

**Automatic aid:** A programmed plan that responds the closest available unit to the scene of an incident even though it is in a different district or Parish.

**Charge:** To turn on the water and fill a hose with water and pressure.

**Chief Officer:** Refers to either the Fire Chief or Assistant Chief.

**Code 4:** This represents an "all clear" everything is under control.

**Command:** The officer in charge of an incident. Also known as the incident commander or IC.

**Command Post:** A designated location at an incident where the primary command functions are executed. The command post will be staffed by the incident commander, support personnel, and representatives from other agencies as required. It may be a formal structure, mobile command center, designated vehicle or just a dictated location.

**Controlled burn:** Planned burning to remove fuel, abate a hazard, or clear debris.

**Dispatch:** (1) TO order a fire company or medic unit to respond to a certain location, incident or event. (2) The radio identifier for the dispatcher that issues our calls.

**District:** A designated geographic area of service delivery normally covered by a single fire department.

**Disregard or 10:22:** An order to one or more responding units that their services are not needed and they should return to service.

**Drill:** A training session.

**Emergency:** A radio term used to clear the radio of all radio traffic. The term emergency should be followed by a specific message or set of instructions.

**Emergency traffic:** The act of clearing a radio channel of all nonessential communications.

**En route:** indicates that an apparatus or other unit is responding to an incident.

**Exposure:** A building, vehicle or other property that is endangered by fire in an adjacent building, a vehicle, or property.

**Fire Ground:** The operational area at a fire.

**Forestry:** An agency with fire control responsibility for wildland fire suppression.

**Fully involved:** A size-up report that indicates that the entire area of a building is so involved with heat, smoke, and flame that immediate access to the interior isn't possible until some measure of control has been achieved with hose streams.

**Hazard:** Any condition that poses a threat to property or that might result in injury or death.

**Incident:** A fire, medical call, or other emergency that requires one or more fire units or medical units to be dispatched to render aid. See also Alarm.

**Incident Command System:** A systematic plan for conducting operations during an incident.

**Incendiary:** A fire believed to have been deliberately set.

**Incipient:** A fire of minor consequence or in initial stages.

**In service:** (1) A report indicating that an apparatus is fully functional and available to respond to an assignment. (2) A radio message indicating that an apparatus has completed its previous assignment and is available for the next call.

**Location:** A specifically designated place to which fire apparatus or medical units are dispatched in answer to an alarm or request for assistance.

**Log:** A chronological record of events, such as Dispatch log.

**Mutual aid:** Two-way assistance by fire departments of two or more communities freely given under prearranged plans or contracts so that each will aid the other in time of emergency and also provide for joint or cooperative response to alarms near jurisdictional boundaries.

**Nothing showing:** A report given by the first-arriving unit at an incident indicating to Dispatch and other responding units that no smoke, fire, or other emergency situation is apparent.

**Officer:** Refers to any person that has attained the rank of Captain or higher.

**Out of service:** A report indicating that an apparatus is not available to respond to an alarm.

**Patient:** Someone who is sick or injured and requires the assistance of the department. A patient may also be referred to as a victim, citizen, individual, person, man, woman, or child.

**Progress report:** A periodic radio report required from an Incident commander to update Dispatch on the status of an incident.

**Quarters:** The fire station.

**Rear:** The side of a building or incident directly opposite the main street, front or command position.

**Rehab:** This term can refer either to the actual rehab vehicle or to designated location at an incident. The purpose of rehab is to provide rest, refreshments, and medical evaluation to working personnel.

**Rekindle:** An instance where, due to re-ignition, the department is called back to a location where the fire was thought to have been extinguished.

**Repeater:** A radio that receives a signal from another radio and rebroadcast the signal with greater signal strength.

**Respond:** To proceed to the scene of an incident or other event.

**Response:** The act of responding to an alarm. Also, the entire complement of personnel and apparatus assigned to an alarm.

**Response time:** An interval of time measured from the receipt of a request for emergency service until the first unit or apparatus arrives at the scene of an incident.

**Roster:** A list of fire department personnel.

**Run:** A fire or medical call

**Signal:** A radio message referring to the strength of a radio transmission and the listener's ability to hear and understand the message.

**Staging:** A designated location(s) at an incident where apparatus, equipment, and personnel are assembled for deployment.

**Station:** A building or quarters that houses apparatus and/or personnel.

**Suppression:** The total work of extinguishing a fire, beginning with its discovery

**Transmitter:** A mobile or base radio that allows voice messages to be sent by way of a given frequency.

**Under control:** A fire is sufficiently surrounded and quenched so that it no longer threatens destruction of additional property.

**Wildland fire:** A fire involving natural groundcover such as grass, brush, and rees.

**Working Fire:** A fire that requires firefighting activity on the part of most or all of the personnel assigned to the call

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 405.02	<b>Radio Procedures</b>	Revision 3.0

**I. Scope**

The purpose of this SOP is to define standard procedures for radio traffic and to reduce the chance of miscommunication.

**II. General**

All members of the department should acknowledge the call if responding. When members answer the page they should respond similarly to.

(3XX) in route or (3XX) 10-8

At the time of a page it is sometime necessary to request dispatch to also page out automatic or mutual aid. We have automatic or mutual aid agreement with all neighboring departments that are not toned out at the same time that our department receives the alarm (structure fire). If possible, tell dispatch who the mutual aid department is and to have them dispatched to save time.

Members should know the apparatus names, signals and radio 10-codes (see below). Also, they need to be familiar with the use of military time and the phonetic alphabet. Members should know the radio frequencies used by the department and the channels they are on.

Rx Freq. – 154.3400Mhz

Tx Freq. – 150.7900Mhz

**General Radio Procedures.**

Before transmitting, know what you intend to say. Push the transmitting button and hold for approximately 2 seconds and speak using a normal tone of voice. Keep background noise down when members are transmitting on the radio

**If you don't have something important to say, stay off of the radio.**

Members having any problems with radio communications should direct their questions to a Chief Officer of the department. When alarms are received, the following information should be logged:

Date

Time of Call

Location

On Scene Time

Return to Quarters Time

Times are based on the first truck out, first truck on-scene, etc.

**PHONETIC ALPHABET**

**RADIO 10-CODES**

A	ALPHA		10-1	Receiving transmission poorly
B	BRAVO		10-2	Receiving transmission clearly
C	CHARLIE		10-3	Stop transmitting
D	DELTA		10-4	Receiving, OK
E	ECHO		10-5	Meet me at: _____
F	FOXTROT		10-6	Busy
G	GOLF		10-7	Out of service
H	HOTEL		10-8	In service
I	INDIA		10-9	Repeat message
J	JULIET		10-10	Standing by _____
K	KILO		10-18	Complete assignment ASAP, Hurry
L	LIMA		10-19	Return to station
M	MIKE		10-20	Your location
N	NOVEMBER		10-21	Call by phone
O	OSCAR		10-22	Disregard
P	PAPA		10-33	Emergency traffic only
Q	QUEBEC		10-42	Your house
R	ROMEO		10-50	No, nothing
S	SIERRA		10-78	Send ambulance
T	TANGO		10-79	Send wrecker
U	UNIFORM		10-97	Arrived on scene
V	VICTOR		10-98	Finished with last assignment
W	WHISKEY			
X	X-RAY			
Y	YANKEE			
Z	ZULU			

### SIGNAL CODES

SIGNAL-20	ACCIDENT
SIGNAL-20F	FATAL ACCIDENT
SIGNAL-20I	INJURY ACCIDENT
SIGNAL-51	POSSIBLE ARSON
SIGNAL-51B	BOMB SCARE

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 500.01	<b>Size-Up</b>	Revision 3.0

**I. Scope**

A size-up is intended to provide information to other units responding to the incident. It also enables Dispatch Services to make decisions on the movement of companies, mutual aid operations, and the cancellation of non-emergency Fire Department activities.

**II. General Policies**

**INITIAL SIZE-UP**

The first unit to arrive will give an initial size-up. The initial size-up includes, but is not limited to:

1. Unit on the scene with address
2. A description of the occupancy
3. A description of the incident
4. Action the company is taking
5. Any other vital information

**SECONDARY SIZE-UP**

The secondary size-up is more comprehensive and is given on all major incidents. This size-up is given after more is learned about the situation. Secondary size-up information should include:

1. Size and condition of the incident (escalating or stabilized)
2. Major functions accomplished or being accomplished (i.e., ventilation, evacuation, primary search, secondary search)
3. On long-term incidents, size-ups should be given periodically to update the situation. This will assist in the recall of personnel, mutual aid, move-ups, etc.

**MOTOR VEHICLE COLLISION (MVC) SIZE-UP**

A size-up will be transmitted on all Motor Vehicle Collisions. (MVC-1, MVC-2). The MVC size-up will include the number of vehicles involved and an estimate of the damage (Light, Moderate, or Heavy).

**MOTOR VEHICLE COLLISION-2 FOLLOW-UP REPORT**

On multiple unit responses to MVCs a follow-up report should be transmitted. The report should include:

1. Number of injuries
2. Extrication needed
3. Hazardous materials spill
4. Additional Resources needed

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 500.02	<b>Forcible Entry</b>	Revision 3.0

**I. Scope**

To establish tactical and strategic guidelines to be executed during emergency situations when access into a specific area is immediately required.

**II. General Policies**

Allen Parish Fire District 3 personnel should thoroughly “size-up” and evaluate any situation potentially requiring forcible entry prior to selecting the most appropriate method of entry. Among the deciding factors are: urgency of entry, type of door and lock assemblies, the tools and manpower available, and the extent of damage entry will create. The need for speed should be the overriding concern, whether to save life or cut off rapidly extending fire. In certain cases, however, the type of doors or lock assembly will be the deciding factor. Certain types of doors or locks are best opened using specific methods. In some cases, there is only one way to get past that specific door. In almost all cases, the degree of damage caused by forcible entry should be consistent with the danger and damage from the hazard, usually fire. Time should not be wasted, however, where life is at risk or where a structure may be heavily involved with fire.

Four basic rules to forcible entry

1. ***Try before you pry.*** It is inexcusable to force entry through a door that is unlocked.
2. ***Don't ignore the obvious.*** Look for the easiest way to enter a premise. Entry should be made via the area of least resistance.
3. ***If possible, use the doors that the occupants normally use to enter or exit the premises.*** Not only does that put you into the likely exit paths of the occupants so you can begin your search, but it will also make your assignments easier.
4. ***Maintain the integrity of the door.*** By breaking doors or smashing glass, personnel become at a disadvantage in controlling the oxygen supply to the interior of the premise.

Entry should be considered in the earliest stages of the size-up process, which commences upon the initial alarm. Use appropriate tools for the job at hand (i.e. Halligan bar, hydraulic tools, hand tools).

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 500.03	<b>Automatic and Mutual Aid</b>	Revision 3.0

**I. Scope**

No department has all the people and resources it needs all the time. With that in mind, this standard establishes a guideline for automatic and mutual aid calls.

**II. General Policies**

It is our intent to provide whatever a mutual aid department request without stripping our community of protection.

We have mutual aid agreements with:

- Elizabeth (automatic)
- Oberlin
- East Beauregard District 3 (Automatic)
- Reeves
- Beauregard District 4 (Three Pine)
- Oakdale
- Coushatta

Automatic aid means any time there is a structure our participation is expected.

When responding to mutual aid and upon arrival at the scene, check with the incident commander of the Fire Department in charge to determine what assistance is needed (equipment, personnel, water supply, etc.) and what function we need to perform at the scene to assist our neighboring firefighters with their operation. A supportive and cooperative attitude is a must with neighboring rural fire departments.

**MUTUAL AID RESPONSES –RECEIVING**

When help is needed, be it manpower or equipment, the IC should request the dispatcher to page out the nearest mutual aid department.

Some of the reasons to request mutual aid can be:

- Lack of man power.
- Time constraints, can they be there quicker than we can? It’s not a contest, we are here to save lives and protect property!

- The need for water or water shuttle operations beyond the current available resources.
- The need of specialized equipment or trained personal not available at that time.

If mutual aid is needed do not hesitate to request it as delay can result in additional loss of life or property.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 500.05	<b>Personal Protective Equipment</b>	Revision 3.0

**I. Scope**

To provide policy on Personal Protective Equipment wear when responding to emergency call.

**II. General Policies**

It is the responsibility of every firefighter to wear and properly utilize issued personal protective equipment (“PPE” or turnout gear) when engaged in firefighting, emergency, extrication, and/or training evolutions. Personal Protective Equipment must be worn properly and in its entirety, as outlined below:

1. Helmet, with eye protection in place.
2. Turnout coat, which must be fully closed and secured with the collar in the up position.
3. Department issued fire gloves.
4. Bunker pants and boots.
5. Protective hood, which must be properly worn with the base hem completely tucked under the coat and collar as to completely cover the neck.

It is the policy of Allen Parish Fire District 3 that personnel involved in all phases of interior structural firefighting wear a complete set of PPE as outlined above (including SCBA). This is to include the hood, which must be in place and properly worn. Unless advised to the contrary by an Chief Officer, Officer, or other Incident Commander, the entire PPE “ensemble” must be worn. All personnel must wear full PPE, including SCBA, during any firefighting operation involving vehicles, dumpsters, rubbish, electricity, and other gas or odor investigation calls.

Full turnout gear, with attached face shields (eye protection) shall be worn when in the area of anyone operating power or hydraulic such equipment. Personnel will wear a minimum of a helmet and a bunker coat or reflective vest when working in or near vehicle traffic. If a rescue is in progress, those involved in the rescue or on hose lines will wear full protective clothing.

Active firefighters and all officers will be issued complete PPE, and are responsible for the care and upkeep of the equipment. This includes cleaning turnout gear on a regular basis. All PPE must be carefully inspected and cleaned following use. Any missing, damaged, or inadequate PPE should be reported to an Chief Officer immediately, and if necessary taken out of service.

All firefighters and officers will wear turnout coats and pants. Chief Officers will wear white helmets with their turnouts indicating their rank. Captains will wear red helmets. All firefighters will wear black helmets Probationary firefighters will be identified by yellow helmets.

For calls that involve contact with bodily fluids (blood, vomits, feces, saliva, etc), PPE shall be properly cleaned immediately upon return and out of service until such time.

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<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 500.06	<b>Fire Attack</b>	Revision 3.0

**I. Scope**

**To establish minimum and basic fire attack guidelines to be used during fire attack (offensive) operations.**

**II. General Policies**

The existence of these written guidelines is not intended to limit any member in the exercise of sound and mature judgment, initiative, or experience in taking the action a reasonable person would take in extraordinary situations that may arise in the fire service. Much by necessity must be left to the training, experience, initiative, integrity, and discretion of the members of the Three Star Fire Department.

There are three key components at the heart of any firefighting strategy. They are: 1) protecting life; 2) confining the fire and protecting any exposures; and 3) extinguishing the fire. Firefighting tactics, on the other hand, can be defined as the hands-on means of achieving the strategic objectives. Fire attack concentrates on the tactical aspects of firefighting operations.

First due units can potential be confronted with life-saving operations upon arrival. Saving lives is the top priority and the most serious factor at any fire, and is prioritized ahead of fighting the fire when adequate personnel are not available to do both. A factor of judgment is present at this stage; however, as the best life saving measure may be a prompt attack on the fire, which if allowed to spread could trap occupants. Life hazard, visible upon arrival, has to be dealt with immediately.

Size-up is the process of evaluating the situation at hand, including all resources and potential hazards. Ideally the size-up process begins prior to the alarm, and should include familiarity with the first-due response area and its structures. Size-up should be a continuous mental process. Effective size-up should commence prior to the alarm and should be considered prior to placing any attack lines into operation. Premature line placement can misdirect resources to the wrong street, building, room, stairway, etc.

For safety, effectiveness, and proficiency purposes, all personnel shall perform their own scene size-up. While is not the intent of this policy to provide every aspect of the size-up, it is

imperative that the below minimum considerations be taken into account when performing a thorough scene size-up. These are only a few issues to think about when performing a size-up and tactical assessment of a fire:

- Construction**
- Water Supply**
- Weather** (wind direction, Temp)
- Occupancy**
- Auxiliary Appliances**
- Exposures**
- Apparatus**
- Street Conditions**
- Area of Structure** (A,B,C,D)
- Life Hazards**
- Time of Day**
- HAZMAT issues**

### ***A/B/C/D sides of Structure***

At a building fire, the sides of buildings are identified by A, B, C, D sides, with side “A” being the front of the building, and sides B, C, D being named around the building in a clockwise fashion. This helps maintain clear communication on the fireground.

### ***Confinement***

Confining the fire means to restrain or prohibit fire extension beyond the area involved upon arrival. This is generally the immediate concern. A life hazard, however, always has top priority and would have to be resolved before extinguishing is considered.

The decision to attempt to confine the fire must be made by the Incident Commander or “Command”. Confinement must take into consideration the intensity of the fire as well as the anticipated direction of the fire travel. Be aware that the mere closing of a door or window may act to confine the fire and permit life saving, while lines are being stretched. Proper ventilation can also act to confine the fire or limit its spread.

Caution shall always be exercised by members ventilating so as not to cause fire extension or otherwise impede the advancement of the initial line. Coordination in this regard is of extreme importance (See Ventilation Guidelines (SOP 505.15)). The initial attack line is not necessarily the line that will be directed to extinguish the fire. The first line in a serious fire may be committed to confining the fire and limiting or halting its extension throughout the involved or adjacent structures.

## ***Extinguishment***

There are three phases or stages of burning.

### ***Incipient***

The incipient or beginning stage presents no real problem for fire fighting personnel. There has been no undue build up of smoke or heat and the seat of the fire can be attacked directly.

### ***Free Burning***

The second, or free burning stage, involves rapid fuel consumption and major flame development. This continues until the available oxygen has been consumed. In this stage, heated gases expand rapidly and personnel must be cautious as in any rapidly developing fire situation. Make certain that there is enough water volume for extinguishment of the fire and for the safety of the personnel on the hose line.

### ***Smoldering***

In the third, or smoldering stage, the fire has passed through the free burning stage and it is being limited by the fact that the oxygen needed for combustion is no longer available. Physical evidence is that of high heat throughout, heavy or dense smoke, and no visible flame. Smoke may be pushing out under pressure from the area. It is this situation that personnel must recognize as one with "backdraft" potential. As fresh air is introduced on entry, the fire gases can ignite rapidly, expand, and "blow". This is severe enough at times to be categorized as an explosion. Prior vertical and horizontal ventilation give the fire a safe outlet for expansion. If officers and firefighters are not sure whether appropriate ventilation has been accomplished, give the fire a chance to blow before initiating aggressive entry and attack into the fire area.

The prevailing stages of burning and fire extension are key factors in determining extinguishment tactics. The size and type of fire load are other factors, which Incident Commanders must consider.

Minimum safe fire flow is usually 150 GPM for a residential fire and 250 GPM for a commercial structure; typically 350-400 GPM is adequate for a residential fire. Whenever possible, an aggressive interior attack is preferred. Water must be applied directly to the seat of the fire, ***not*** to smoke.

## ***Backdraft***

Indications of potential backdraft are:

1. No visible flames.
2. Windows are hot and discolored.
3. Smoke is hot and rises rapidly.
4. Smoke puffs from the building at cracks and small openings.
5. Some smoke is drawn back into the building at cracks and small openings.
6. When an opening is made, air being drawn sharply inward with sort of a sucking, whistling sound and or heavy volumes of twisting, rolling smoke (usually a gray yellow color) issuing under pressure.

## ***Positioning Hose Streams***

More lives are saved at fires as a result of proper positioning of streams than by all other life saving techniques. When stretching attack lines, it is critical to consider both how much line is needed to reach the entrance and how much will be required to effectively operate within the structure. It must be determined as soon as possible if an immediate and direct fire attack will both confine and extinguish the fire. If not, the following rules for positioning streams will be followed:

1. When life is endangered, the initial attack line must be positioned, is possible, between the fire and the persons endangered by continued fire extension.
2. When life is NOT endangered, the first stream is placed between the fire and the MOST severe exposure. Remember, confinement is our second strategic component of our firefighting efforts.
3. Unless directed to the contrary by the Incident Commander, the second attack line should be advanced to the same point as the first line as a back up line in the event the water being applied on the fire by the first line is inadequate or the first line becomes inoperative. When the second line is stretched, ensure that there is an ample hose to cover the floor being attacked and the floor above.
4. A third line may be stretched depending on the occupancy and fire condition to cover the interior stairs or a secondary means of egress. Likewise, it may be deployed to protect trapped persons on fire escapes or positions above the fire, to protect adjoining buildings or exposures, or to prevent vertical extension of the fire.

Larger attack lines (2 ½") should be selected for commercial structures, structures with a high fireload or other situations requiring a greater flow of water. The same approach to advancing the line should be used, although the larger hose streams will require more personnel to safely manage them

Sometimes an aggressive interior attack is not possible, necessitating an exterior attack. This could be approached from just about anywhere outside of the structure, including from fire escapes, ground ladders, or other structures. A quick exterior or "blitz" attack can darken the fire down enough so that interior personnel can make entry and attack the fire. It is essential that the Incident Commander carefully coordinates both attacks and ensures that personnel in the interior are not in the fire room when this is attempted.

It is essential for interior attack teams to stay as low as possible, regardless of the initial conditions. A ceiling collapse or sudden venting and feeding the fire could create a chimney effect. Attack teams should always approach doorways from the hinge side, so that if superheated gases ignite they will have a greater degree of protection. During the confinement and extinguishment phases of fire attack, the Lieutenant or Acting Officer in charge of a hose team should communicate progress reports to the Incident Commander, and must always be aware of the status of his/her individual team members.

Initial streams applied to the fire should be directed high on the ceiling in a "clockwise" fashion, which will drive heat, gases, steam, smoke, and other products of combustion away. This will also cool the fire gases that have built up overhead and prevent them from igniting. After this short burst on the ceiling, the solid stream should be directed at the main body of fire.

For structure fires, the smallest diameter hose that will be utilized by Three Star Fire Department for fire suppression, rescue, etc., will be 1 1/2". For commercial and store fires, 2 1/2" attack lines are recommended.

### ***Cockloft Fires***

Cockloft is defined as the floor consisting of an open space at the top of a house just below roof; often used for storage. Fires that start in or extend into the cockloft are probably the major cause of total loss of buildings. The speed with which fires spread across these open areas can be very surprising. There are several factors that compound rapid fire extension. They include: difficulty in exposing the cockloft, potential backdraft within the ceiling space, and the difficulty in finding the seat of the fire when smoke is showing in several locations. Fires in cocklofts increase the likelihood of ceiling collapse. Fires confined to the cockloft may give little indication of their severity or the extent of fire extension until it's too late.

An attack line cannot commence operation until the ceiling is pulled and fire exposed. Failure to do so could increase likelihood of creating a venturi effect on the fire, increasing the pace

and rate of extension. Adequate personnel to thoroughly and aggressively expose fire extension should be assigned to pull ceilings with pike poles and other forcible entry tools. The nozzle man may elect to stand on a ladder in order to more effectively direct the hose stream deep into the cockloft. This should slow, if not halt, the extension of fire while the ceilings are being pulled.

### ***Overhaul***

Overhaul operations are essentially a careful and systematic examination of the fire area. Once the main body of a fire has been extinguished, the fire area often still contains sparks, embers, or small concealed fires. The objectives in overhaul operations is to make certain that no trace of fire remains to rekindle after the firefighters have left the scene and to leave the structure in as safe a condition as possible. Before overhaul operations can be initiated, holes in floors should be covered or barricaded. Unsafe areas should be roped-off or covered by portable ladders. It is important to be aware of overhead hazards and hanging objects, such as loose plaster, BX cable, etc. Adequate lighting must be provided where needed for safe and effective overhaul operations. It is also important to be aware that tools or other equipment are not buried under the debris

During cold and freezing weather, ice forms and slippery conditions develop quickly, presenting additional hazards to the fire scene. Always remember to leave a nozzle "cracked" open so that hose lines do not freeze.

### ***Emergency Retreat/Evacuation***

Notification for immediate evacuation of personnel engaged in interior structural firefighting will be the following :

1. Officers will notify interior personnel via two-way portable radio.
2. The driver/pump operator of each apparatus in close proximity of the involved structure will execute THREE LONG BLASTS of the apparatus' air horn and siren.
3. All personnel evacuated will immediately report to the Incident Commander or his designee at the command post and personnel accountability guidelines shall be implemented to ensure all personnel are clear of danger.

### ***Salvage***

Salvage touches on nearly every phase and action taken on the fireground. It is the minimization of fire, smoke, and water damage. The salvage process commences upon arrival at the fire scene and must be a continuous process. "Try before you pry" and avoiding excessive water flow once the fire is knocked-down are examples of salvage consciousness.

If conditions warrant, and personnel and resources are available, the use of tarps to protect property is encouraged. Cover high value items (furniture, television, etc.).

Debris left at the scene should be handled with care. Materials should be left as they were found, which will facilitate scene reconstruction when an investigation or cause determination is being carried out by fire investigators.

When excess water has collected inside a structure, small holes can be poked in the ceilings in order to let it drain. This will prevent a ceiling collapse or other damage due to excessive water accumulation.

Prior to leaving a scene, personnel will advise the owner or other representative of the conditions inside the premise, such as broken windows, holes in walls & floors, or other potential hazards. Department personnel should attempt to minimize damage by covering furnishings and other property with salvage covers as soon as possible while operating at a fire.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 500.07	<b>Hostile Situation</b>	Revision 3.0

**I. Scope**

This standard is designed to help protect personnel in hostile situations.

**II. General Policies**

In the discharge of duties, APFD3 personnel may encounter hostile situations. Some examples of these situations are; mentally/emotionally disturbed patients, patients under the influence of drugs or alcohol, patients involved in domestic disputes, etc.

The situations are difficult and potentially dangerous. The safety of APFD3 personnel is the top priority. Recognizing that these situations cannot be rendered totally risk-free, the following procedures are established to provide maximum safety for APFD3 personnel while treating patients or working at the scene of an emergency incident.

- When dispatched to a potentially hostile call, APFD3 personnel will stage a minimum of 600 feet from the incident address and out of direct line of sight from the scene.
- APFD3 personnel will not enter a hostile or potentially hostile environment prior to law enforcement personnel securing the scene.
- A Chief Officer will be notified immediately
- While on scene, if a patient or bystander displays a weapon of any kind, APFD3 personnel will make every attempt to exit the environment immediately.
- Any injury suffered from a hostile situation will be reported to a Chief Officer
- Every effort should be made to allow law enforcement personnel to deal with physically threatening situations. However, despite all precautions, APFD3 personnel may face physical threats from a hostile environment. In this case, personnel should take minimal action necessary to protect themselves.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.08	<b>Emergency Vehicle Placement</b>	Revision 3.0

**I. Scope**

This standard regulates the placement and positioning of emergency vehicles at emergency incidents.

**II. General Rules for Positioning Emergency Vehicles**

- E. Apparatus function shall regulate placement. The first-arriving units should position themselves to maximum advantage and go to work. Later arriving units should place themselves in a manner that builds on the initial plan and allows for expansion of the operation. However, at no time shall apparatus be positioned in a manner as to place it in an unnecessarily dangerous position.
- F. Apparatus that is not being used should be staged in an uncommitted position that will not congest the incident scene.
- G. When positioning an emergency vehicle at an incident, consider the following when practical:
  - 1. Leave an access lane open down the center of the street.
  - 2. Do not park in such a manner as to make the emergency vehicle an exposure.
  - 3. At fire, avoid heat and smoke. Guard against possible building collapse.
  - 4. Do not become trapped. Allow adequate room to reposition the vehicle if necessary.
  - 5. Be aware of overhead power lines.
  - 6. Try to use hoselines and equipment off of apparatus at the immediate scene to maintain better control and not strip all the apparatus.
  - 7. Do not park too close to another emergency vehicle. Allow sufficient room to deploy hoselines and to remove stretchers, ladders, and other equipment from the vehicle.
- H. Position the engine to make best use of its equipment such as floodlights, hose lays etc. taking precaution not to get too close to the fire to endanger the apparatus. Caution should also be taken to prevent collateral damage by driving the apparatus over septic tanks and other obstacles that may be hard to identify causing damage to the apparatus or property and possible preventing the apparatus from functioning.
- I. In the case of a structure fire, the second engine should identify the best water source and in case of dry hydrants establish a draft to commence water shuttle operations.

**III. Medical Incidents**

- A. If a non-medical unit arrives before a medical unit, care should be exercised as to not block access for medical unit's responding.
- B. Due to the danger of oncoming traffic at motor vehicle accidents, the engine or truck should be parked so as to provide a barrier for personnel.

#### **IV. POV's**

POV's should never park in a way as to interfere with emergency vehicle access. POV's, when possible, should park "down stream" and all on the same side of the road so as to not limit the flow of traffic.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.13	<b>Water Supply - Hydrant &amp; Drafting</b>	Revision 3.0

**I. Scope**

To establish minimum guidelines for fire hydrant and apparatus drafting operations.

**II. General Policies**

This policy applies to all Allen Parish Fire District 3 personnel when operating with hydrants and operations requiring drafting.

***Hydrant Guidelines***

The standard procedure to be used for hydrant hook-ups will be the following:

- All apparatus will utilize the hose carried on the apparatus for a supply line from any hydrant, or other water source. The hydrant connection will be made with the appropriate gate or manifold supplied with that apparatus.
- The hose will be wrapped around the hydrant a minimum of one complete wrap, and then the hydrant person will signal the driver of the apparatus via portable radio to proceed to the fire scene. After the apparatus is approximately 200 feet away from the hydrant, then the hydrant person will unwrap the hose from the hydrant and begin connecting it and the gate or manifold to the hydrant.
- After the gate or manifold is connected to the hydrant and the hydrant valve is opened (by turning the hydrant wrench in the direction marked on the hydrant valve) the hydrant person, **when directed to by the pump operator/Incident Commander**, will slowly open the discharge side of the gate.
- If the gate is equipped with two discharges, the spare discharge will be utilized for “blowing off” the hydrant.

***Drafting and Suction Guidelines***

If a hydrant is not readily available or nearby for pumper to connect to, Allen Parish Fire District 3 will rely on drafting operations either from a dump tank or nearby water supply.

Prior to drafting, the driver/operator will park the apparatus as close as possible to the water source. If dump tank operations is to be utilized, the pumper shall be positioned to tanker accessibility to dump its water supply and exit.

Dump tank shall be carefully removed, with not less than three personnel, and placed on flat surface, free of any debris that may cut or puncture a hole in the dump tank liner. Position

tank in such a position that when operation is completed, the water can be emptied away from the pumper and downhill. Water from the tankers shall be emptied into the tank.

Assisted by the firefighter, remove the hard suction hose from the side of the apparatus and connect the number of lengths needed to reach the water source. In the majority of operations the hard suction will be placed directly into the nearby dump tank. The strainer will be placed on the end of the hard suction length that will be placed into the water. Once the strainer is in place with a tight seal, the hard suction lengths will be placed into the water source. The strainer must be kept from hitting the bottom of the water, using a rope if necessary.

Once the hard suction hose is in a desirable location then the rope must be tied-off, as to avoid any dislocation of the strainer. The female end of the hard suction hose will be attached to the steamer connection on the pump panel. Once the suction hose is connected to the apparatus, then the pump operator will draw a vacuum and get water from the water source. Disconnection of the hard suction from the apparatus will be as stated above, but done in reverse order.

### ***Hydrant Color Scheme***

All personnel, including Officers, must be familiar with the color scheme assigned to the hydrants within Fire District 3. The colors are:

- Red - flow rate less than 499 gallons per minute
- Orange - flow rate between 500 and 999 gallons per minute
- Green - flow rate between 1000 and 1499 gallons per minute
- Blue - flow rate between 1500 gallons per minute or higher
- Black – Out of service

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.14	<b>Basic Water Hydraulics</b>	Revision 3.0

**Friction loss** occurs when water passes through a stationary hose or pipe. Distance, diameter, and the GPM / volume, all affect friction loss. As water passes through the fire hose, **turbulence** (friction) develops between the moving water and the inside surface of the fire hose. This turbulence reduces the PSI at the other end of the hose opposite to the pump.

Fire Hose Friction Loss calculations are an important factor in determining pump discharge pressure. Pump discharge pressure is the pressure you set your pump in order to compensate for friction loss in the fire hose and elevation change.

**Fire Hose Friction Loss Table:**

Hose Size	@ 50GPM	@100GPN	@150GPM	@200GPM
1.5"	3 PSI per 50 Ft.	12 PSI per 50 Ft.	27 PSI per 50 Ft.	48 PSI per 50 Ft.
2.5"	.25 PSI per 50 Ft.	1 PSI per 50 Ft.	2.25 PSI per 50 Ft.	4 PSI per 50 Ft.
3.0"	.08 PSI per 50 Ft.	.33 PSI per 50 Ft.	.76 PSI per 50 Ft.	1.35 PSI per 50 Ft.

**NOTE:** When pumping two or more supply lines of equal size and length, divide the flow equally between the number of lines and figure the friction loss for one line only.

**Elevation:**

- a. Add 5 psi for each floor above the ground floor
- b. Add 5 psi for each 10' when using elevated streams.
- c. Subtract 5 psi for each 10' below grade.

**Appliances:**

- a. Add 10 psi friction loss for wyes and siameses only if they are flowing more than 350 gpm.
- b. Add 25 psi friction loss for deluge guns.

**10. Relay operations:**

- a. When using 3" hose, pump the needed GPMs and add 20 psi for the next pumper. Relay pressures should not exceed 200 psi.

## Theoretical Discharge for Solid Stream Nozzles

	DIAMETER OF NOZZLE																	
In.	1/8	3/16	1/4	3/8	1/2	5/8	3/4	7/8	1	1-1/8	1-1/4	1-3/8	1-1/2	1-3/4	2	2-1/4	2-1/2	
mm	3.2	4.8	6.4	9.5	12.7	15.9	19.1	22.2	25.4	28.6	31.8	34.9	38.1	44.5	50.8	57.2	63.5	
PSI	U.S. Gallons Per Minute																	
10	1.47	3.3	5.9	13.2	23.5	36.7	52.8	71.9	93.3	119	147	178	211	288	376	475	587	
15	1.80	4.04	7.2	16.2	28.8	44.9	64.7	88.0	115	146	180	217	259	352	460	582	719	
20	2.07	4.68	8.30	18.7	33.2	52.0	75.0	102	133	168	208	251	299	407	531	672	830	
25	2.32	5.23	9.28	21.0	37.1	58.0	84.0	114	149	188	232	281	334	455	594	752	934	
30	2.54	5.73	10.2	23.0	41.0	64.0	92.0	125	163	206	254	308	366	498	651	824	1022	
35	2.74	6.18	11.0	24.7	44.0	69.0	99.0	135	176	222	275	332	395	538	703	890	1106	
40	2.93	6.61	11.7	26.4	47.0	73.4	106	144	188	238	294	355	423	575	751	951	1180	
45	3.11	7.01	12.5	28.0	50.0	78.2	112	153	199	252	311	377	448	610	797	1009	1252	
50	3.28	7.39	13.1	29.5	53.0	82.3	118	161	210	266	328	397	473	643	840	1063	1319	
55	3.44	7.75	13.8	31.0	55.1	86.0	124	169	220	279	344	417	496	675	881	1115	1385	
60	3.59	8.10	14.4	32.3	58.0	90.0	129	176	230	291	359	435	518	705	920	1165	1445	
65	3.74	8.43	15.0	33.7	60.0	94.0	135	183	239	303	374	453	539	733	958	1212	1506	
70	3.88	8.75	15.5	35.0	62.1	97.1	140	190	249	314	388	470	559	761	994	1258	1561	
75	4.01	9.05	16.1	36.2	64.3	101	145	197	257	326	403	486	579	788	1029	1302	1619	
80	4.14	9.35	16.6	37.3	66.4	104	149	203	266	336	415	502	598	814	1063	1345	1669	
85	4.27	9.64	17.1	38.5	68.5	107	154	210	274	347	428	518	616	839	1095	1386	1723	
90	4.40	9.92	17.6	39.6	70.4	110	158	216	282	357	440	533	634	862	1127	1426	1770	
95	4.52	10.2	18.1	41.0	72.4	113	163	222	290	366	452	547	651	887	1158	1465	1824	
100	4.63	10.5	18.6	42.0	74.3	116	167	227	297	376	464	562	668	910	1188	1504	1866	
105	4.75	10.7	19.0	43.0	76.1	119	171	233	304	385	476	575	685	932	1217	1541	1916	
110	4.86	11.0	19.5	44.0	78.0	122	175	238	312	394	487	589	701	954	1286	1577	1957	
115	4.97	11.2	20.0	44.0	80.1	125	179	244	319	403	498	602	717	975	1274	1612	2005	
120	5.07	11.5	20.3	46.0	81.3	127	183	249	325	412	508	615	732	996	1301	1647	2044	
125	5.18	11.7	20.8	47.0	83.0	130	187	254	332	420	518	628	747	1017	1328	1681	2090	
130	5.28	12.0	21.2	48.0	85.0	132	190	259	339	429	529	640	762	1037	1355	1714	2127	
135	5.38	12.1	21.6	49.0	86.3	135	194	264	345	437	539	653	776	1057	1380	1747	2157	
140	5.48	12.4	22.0	49.4	88.0	137	198	269	351	445	549	665	791	1076	1406	1779	2212	
145	5.60	12.6	22.4	50.3	89.4	140	201	275	358	453	558	676	805	1095	1431	1811	2235	
150	5.67	12.8	22.7	51.1	91.0	142	205	278	364	460	568	688	818	1114	1455	1841	2290	
175	6.13	13.8	24.6	55.2	98.2	153	221	301	393	497	614	743	884	1203	1572	1989	2456	

To convert gallons to litres, multiply by 3.785.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.15	<b>Ventilation</b>	Revision 3.0

**I. Scope**

This standard applies to incidents involving structures and confined areas where the prompt removal of smoke, heat, and other products of combustion is necessary to quickly and safely extinguish the fire.

**II. General**

- J. Prompt and efficient ventilation is necessary to mitigate the potentially harmful effects of smoke, heat and other contaminants within structures and confined areas.
- K. If unchecked, smoke and heat contribute to property damage and can injure and kill those who become trapped.
- L. Smoke and heat also hinder firefighters in their efforts to perform search and rescue operations, as well as suppression
- M. Therefore, it is the policy of this department to provide prompt and proper ventilation in all buildings and confined areas in which smoke, heat or other products of combustion are present unless otherwise ordered by the IC.

**III. When to Ventilate**

- C. Ventilation shall always be performed whenever:
  - 1. Heat, smoke, and other products of combustion are present.
  - 2. Hose crews cannot effectively make an interior attack due to excessive heat and poor visibility.
  - 3. Heat, smoke, and other products of combustion block escape routes for the occupants of the structure.
- D. When performing ventilation, the following safety precautions should be observed:
  - 1. Read the smoke. Observe conditions that might indicate that the potential for flashover or backdraft is present.
  - 2. Never direct hose streams into ventilation openings.
  - 3. Always have charged hoselines in place prior to beginning ventilation.
  - 4. Maintain communications.
  - 5. Wear full protective clothing and SCBA.
  - 6. Always consider structural soundness.
  - 7. Exercise caution whenever using power saws, axes, and other sharp instruments.
  - 8. Use a roof ladder or secure a lifeline to any firefighter who is on a potentially weakened roof.

9. Remember that improper ventilation techniques may contribute to the fire spread.

#### **IV. Types of Ventilation**

- A. Natural: Accomplished by making use of wind currents. Open the building on the leeward side to allow the smoke to escape, then open the windward side to provide fresh air currents.
- B. Mechanical: Use of electric or gasoline-powered fans or blowers to evacuate smoke from the building or confined space.
  1. Negative pressure: Exhaust smoke from the building.
  2. Positive pressure: Blow fresh air into the building to force the smoke out.
- C. Horizontal: Generally inflicts less damage to the building than vertical ventilation, since it is typically accomplished through available portals such as doors and windows.
- D. Vertical: May also take advantage of natural building features, such as skylights.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.16	<b>Personnel Accountability System</b>	Revision 3.0

### I. Scope

This standard will establish procedures to efficiently account for personnel at the scene of an emergency incident.

### II. General Policies

The personnel accountability system gives fire ground commanders a fast and efficient means to account for all personnel at the scene of an emergency.

There are three objectives of the personnel accountability system:

1. Identify who is at the scene and what qualifications they have.
2. Determine where personnel are located or assigned.
3. Identify when personnel arrived on scene, where assigned, and when they have left the scene.

### III. Method

1. Every firefighter with Allen Parish Fire District 3 will be issued two personnel identification cards (PIC).
2. The PIC will consist of a snap fastener with a personnel identification card attached. Each firefighter/officer shall keep one PIC attached to their personnel protective equipment (PPE) when not on the scene of the incident.
3. The PIC shall be considered an issue item of personal protective equipment. If the PIC is lost or misplaced, a replacement shall be obtained from a Chief Officer.
4. There shall be three (3) levels of accountability. It is the responsibility of the incident commander to determine the level used at a particular incident.
  - A. **Level I Accountability:**  
All members are to notify the IC upon arrival of their presence on scene. This type of accountability is handled verbally and is only used on non-fire small incidents with few personnel on scene.
  - B. **Level II Accountability:**  
All members are to notify the IC upon arrival of their presence on scene and the IC will collect their PIC. This type of accountability is used on larger type incidents.
  - C. **Level III Accountability:**

All members are to notify the IC upon arrival of their presence on scene and the IC will collect their PIC and indicate on the accountability form their assigned duty, location of assignment and group assigned to.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.17	<b>Scene Control</b>	Revision 3.0

**I. Scope**

The purpose of the SOP is to give emergency response personnel guidance in securing both emergency and non-emergency scenes, and to provide a safe working zone in traffic areas, on the fire ground, or at rescue incidents.

**II. General**

- G. Scene control shall be established as soon as possible after arrival.
- H. Cones, lights, and barrier tape are intended as visual aids to direct traffic or secure a scene for the safety of all emergency response personnel and the public.
- I. Cones shall not be used to block off a road or highway with out first coordinating with Law Enforcement on scene, unless the situation warrants, (ex. Charged hose already in place across the road).
- J. If the scene is on a Highway, all personnel should don reflective vest if they are going to be on the roadway.
- K. At night, personnel directing traffic should use light wands when available.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.18	<b>Ground Ladder Operations</b>	Revision 3.0

### **I. Scope**

To establish guidelines for the deployment of ground ladders during fire operations.

### **II. General Policies**

There are three key reasons for laddering a building during firefighting operations:

#### **1. Life**

- ☐ Victim safety: rescue
- ☐ Firefighter safety: provide rescue access and means of emergency egress when conventional exits are compromised by fire extension or heat build-up

#### **2. Access**

- ☐ Entry to structure
- ☐ Access to roof, decks, porches, etc.

#### **3. Ventilation**

- ☐ Must ladder every occupied floor or floor where operating
- ☐ Use of ladder to ventilate a window

### **Portable (Ground) Ladders**

Allen Parish Fire District 3 utilizes various types of ladders for different applications: straight ladders, extension ladders, folding “attic” or “captains” ladders, and roof ladders. Each ladder has its overall length marked on the rail.

Climbing angle for a ground ladder is approximately 65 to 75 degrees. This should provide the firefighter with the maximum strength and stability. An angle steeper than 75 degrees increases the likelihood of the firefighter falling from the ladder and sustaining injuries. Ladders angled less than 65 degrees require a reduction in the maximum load placed on the ladder.

A simple formula used to determine proper ladder angle is to place the base of the ladder at a distance from the object equal to  $\frac{1}{4}$  the total working length of the ladder. The working length is defined as the distance from the base of the ladder to the top of its support.

### **Ladder Placement**

Proper placement of the tip of the ladder provides for easier and safer mounting and dismounting of the ladder and it allows the firefighter to maintain balance by providing a handhold.

- Place at a window - tip shall be slightly above sill to allow for the unimpeded access and egress.
- Place at a roof - tip shall be no less than 3' above the roof.

In order to prevent slippage of the butt or movement of the tip of a raised ladder, it is important that the ladder be properly supported, or footed, by a firefighter.

When the portable ladder has been raised and placed into position, the assigned firefighter will climb on the balls of his/her feet near the arch. The underside of rails or beams is grasped with the hands or the firefighter may grasp the rungs. Climbing is done in a rhythmic and smooth manner, never jerky or bouncy. If a tool is being carried up by the firefighter, then it must be balanced in one hand while the other hand is used to grasp the rails so as to never lose contact with them.

If work is to be performed from a portable ladder, then the firefighter should use either a leg lock or a life belt for maximum stability and safety.

When climbing, firefighters should visually inspect the ladder as they ascend. This will help ensure that the locks (or "dogs") are properly deployed and will help identify any other potential problems or defects.

When raising or lowering portable ladders (regardless of whether at a fire scene or on the training ground), it is essential to do so with enough personnel so to prevent injuries and safely position the ladder. After the ladder is in place, the halyard must be secured so not to impede the climber.

When using ladders to rescue people, they need to be assured that help is on the way and that they should not attempt to either touch or climb down the ladder until the rescuing firefighters have scaled the ladder to provide assistance.

***Always be alert to and aware of overhead wires and exercise extreme caution when raising and lowering portable ladders.***

Firefighters should position ladders upwind when venting and breaking windows from outside. Portable ladders can be used to break windows for the purpose of ventilation or rescue by raising the ladder to the height of the window and then dropping it against the windowpanes. When using a ladder to vent, it is important to raise it to a height equal to the top third of window in order to minimize glass shards traveling down the rails.

Extension ladders should **never** be positioned upside down, as this can cause the ladder to slip, and the lock assemblies cannot function properly.

The ladder must be set on a firm foundation. Before climbing, check for stability and ensure that the ladder does not wobble. When operating on uneven ground, use a wedge to stabilize ground ladders.

Ladders should never be ascended when placed against windowpanes, sashes, loose boxes, barrels, or other surfaces that may break or collapse.

Always face the ladder when ascending or descending.

Do not climb higher than the third rung from the top of either a straight or extension ladder.

Resist the temptation to overreach. It is better to get down and move the ladder.

When using high ladders, it is advisable to securely lash or otherwise fasten the top of the ladder to prevent slippage, when and where possible.

The hooks on roof ladders should be checked periodically to ensure that the bolts are secured on the hooks or that the hooks have not been bent or otherwise deformed.

Both metal and wooden ladders (under certain conditions) can conduct electricity.

When placing a metal ladder against a building with aluminum siding, release the ladder before contact is made with the building. There have been occasions where aluminum siding was energized due to faulty electrical service damaged by fire conditions. Firefighters should avoid becoming a part of the electrical circuit and receiving an electric shock.

After a portable ladder is utilized it will be returned to the apparatus exactly how and where it was prior to being removed. Personnel shall ensure that the ladder bed lock is secured when a portable ladder is returned to the apparatus.

***No portable ground ladder shall ever be removed or relocated from outside the fire building unless all interior operations have been terminated and the Incident Commander has confirmed that all emergency responders and victims are present and accounted for.***

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.19	<b>RIT – Rapid Intervention Team</b>	Revision 3.0

**I. Scope**

To establish guidelines for personnel called upon to perform the demanding function of the Rapid Intervention Team (RIT) in accordance with NFPA 1500, 6-5. To provide a minimum crew(s) of two (2) trained personnel to establish on the fire ground for the primary purpose of being readily available to initiate rescue in any incidents involving trapped, lost, missing, or disoriented firefighters. To operate in the safest manner possible to rescue, remove, and resolve the firefighter(s) hazardous situation.

**II. General Policies**

This guideline applies to any situation where a firefighter or group of firefighters find themselves in an IDLH environment (collapse, structure fires, major accidents, airplane crashes, hazardous materials situations, etc.) while operating on the fire grounds. It is not limited to structure fires. These guidelines apply to all personnel operating on the fire ground as a RIT member.

The Incident Commander will call for mutual aid (if not already accomplished) for purposes of performing RIT operations.

The Incident Commander will call for Ambulance services.

The RIT shall:

- be permitted to be flexible based on Fire Department-special conditions, type of incident and size, and complexity of operations. The Incident Commander shall evaluate the situation and the risks to operating crews and shall provide (1) one or more Rapid Intervention Teams, depending on the needs of the incident.
- assemble near, but not directly at the command post, so that a visual contact with the Incident Commander and can be maintained during the incident. The RIT leader shall attempt to make a face-to-face contact with the Incident Commander.
- stage so they can see at least (2) two sides of the building structure, or incident. Larger incidents may require more that (1) one RIT at opposite sides.
- not participate in any other fire ground operations that would preclude them from quick deployment. Assisting is allowed at no expense to their mission.

- be equipped with them the following equipment, as available: SCBA, radio, forcible entry tools, hand lights.
- make entry at the at the quickest, closest, and safest point, based on last known location of lost, missing, injured, trapped, or disoriented firefighter(s).
- maintain radio contact with the Incident Commander and firefighter(s) in distress.
- use the Personnel Accountability system.
- look for evidence of building structures or locations that were described by the firefighter(s) in distress.
- listen for sounds of PASS alarms, SCBA low flow alarm, shouts of help, tapping sounds once entry is made.
- be alert and look for equipment that may have been used by firefighter(s) that will assist in locating firefighter(s) in distress.

When firefighters are located, the RIT shall:

- turn off PASS alarm.
- notify the Incident Commander that firefighter(s) have been located and give best-known location.
- check firefighter(s) for breathing. If not breathing, remove firefighter(s) immediately by the most expedient means available. If breathing, check SCBA air supply.
- attempt to drag, carry, and or extricate firefighter(s) to safe position.
- if firefighter(s) must be abandoned temporarily, activate his/her PASS device, use search rope in place while you relocate to a safer position. Abandoning should be last resort.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.25	<b>Helicopter Operations</b>	Revision 3.0

**I. Scope**

To establish guidelines to be used when the emergency situation dictates the need for emergency medevac from a helicopter.

**II. General Policies**

Allen Parish Fire District 3 periodically operates in conjunction with helicopters operated by emergency service providers. While helicopters can provide a significant advantage in both medevac and search operations, there are many significant dangers surrounding helicopter operations.

**Request for Medevac**

The Incident Commander can request “Air Med” from Acadian Ambulance via Dispatch or the. While not inclusive, any one of the following situations may necessitate a Medevac situation:

- Penetrating trauma to abdomen, pelvis, chest, neck or head
- Spinal cord or spinal column injury, or any injury producing paralysis of an extremity
- Partial or total amputation of an extremity
- Two or more long bone fractures or a major pelvic fracture
- Crushing injury to the abdomen, chest or head
- Major burns of large surface area; burns involving face, hands, feet, or perineum; burns with respiratory involvement; major electrical burns; chemical burns
- When vitals are below prescribed limits as dictated by ambulance service
- Vehicle rollover with unrestrained passengers
- Pedestrian struck by vehicle greater than 10 MPH
- Falls greater than 15 feet
- Motorcycle victims

An accurate location, particularly any large roadways or intersections nearby must be provided. Major landmarks and potential hazards or obstructions should be noted. The dispatchers need this information to plot out the bearing and distance to the chosen landing zone.

The Incident Command, if manpower allows, shall assign a Landing Zone Officer to coordinate the landing. This person shall switch and talk to the helicopter on the proper frequency.

## Landing Zone

When detailed to create a landing zone (or simply "LZ"), a level area 100' x 100' square (120' x 120' at night) should be marked-out with a strobe light if at night, marking each of the four corners. The area should have a maximum slope of 15 degrees, and must be free and clear of wires, trees, buildings, poles, emergency vehicles, debris, and other obstacles. It is essential to remember that signs, poles, and wires are difficult or impossible to see from the air. If these obstacles are present at or near the LZ, the pilot must be informed of this prior to attempting a landing. When using a highway as an LZ, all traffic must be stopped at least 150' feet away in both directions. Helicopters typically land into the wind or with no more than a 90 degree cross wind. Vertical take-offs and landings are not routinely attempted. The pilot typically flies at a slight angle.

## Safety Guidelines

**Due to the strong rotor wash, it is essential that any hats or loose articles of clothing be removed and secured.** Smoking is never permitted within 100 feet of a helicopter, nor is running permitted within the LZ.

**Never go near the tail rotor of a helicopter or approach one from the rear.** Always wait for a signal from the pilot before approaching a helicopter. Due to rotor blade flexibility, always approach helicopters from the front in a crouched stance. Should a helicopter be forced to land on a slope or grade, approach it from the downhill side. Do not attempt to open or close the aircraft doors - the specially trained helicopter crew will do it themselves.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 505.26	<b>Safety Operating Near Traffic</b>	Revision 3.0

**I. Scope**

This standard identifies practices that will provide maximum protection and safety for personnel operating in or near moving traffic. All personnel should understand and appreciate the high risk that personnel are exposed to when operating in or near moving traffic. We should operate in a defensive posture and always consider moving vehicles a threat to our safety.

**II. General Policies**

1. Always maintain an acute awareness of the high risk of working in or around moving traffic. Never trust moving traffic. Always look before you step. Always keep an eye on traffic.
2. Always position apparatus to protect the scene, patients, emergency personnel and provide a safe working area. Allow enough distance to prevent a moving vehicle from knocking apparatus into the work area if a secondary accident should occur.
3. Apparatus should be parked to allow the maximum amount of warning lights to be facing traffic. Apparatus should normally be parked parallel to the traffic lanes, not angled. Apparatus may be angled when the entire road needs completely blocked.
4. Apparatus with directional arrows should be parked to make full use of the arrow. Don't allow the arrow to be blocked by tall vehicles parked behind it.
5. For NIGHTTIME operations, turn off vehicle headlights. This will help to reduce the blinding effect to approaching drivers. Care should be taken when using flood lights not to blind oncoming traffic.
6. Crews should exit the vehicle on the non-traffic side if possible.
7. Always look before opening the door and exiting the vehicle. When walking in or near moving traffic, walk close the apparatus, keep an eye on traffic and walk facing traffic as much as possible.
8. Wear a traffic vest for visibility and identification.
9. The use of traffic cones is preferred to flares. Always place and retrieve cones while facing traffic. Cones should be spaced depending on traffic speed. The faster the approaching traffic the further apart the cones should be.
10. Command is encouraged to call for law enforcement assistance when needed.
11. Smaller utility vehicles (if not first on the scene) and all personnel vehicles should be parked "down stream", on the same side of the road or in driveways and parking lots if possible.
12. The Louisiana State Police and Allen Parish Sheriff's Office have primary responsibility for traffic control, so work with them. Our main concern is to provide a safe working area and theirs is to keep traffic moving, so conflicts may arise. If a conflict does arise

do not allow your safety or the safety of the work area to be jeopardized. All conflicts should be reported to the OIC immediately.

13. Traffic control must be dealt with immediately upon arrival and continued until the arrival of adequate law enforcement personnel. Once adequate law enforcement personnel are on the scene have them take over traffic control.
14. When directing traffic use a non-repeated channel when possible (talk-a-round or TAC channel recommended) while monitoring the assigned channel for arriving or departing emergency vehicle which should be given priority.
15. Above all, protect **YOURSELF**, Protect **YOUR SCENE** and **DON'T ASSUME** that drivers will follow your directions.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 510.01	<b>Motor Vehicle Accidents</b>	Revision 3.0

**I. Scope**

This standard is to establish basic operations at a motor vehicle accident.

**II. General Policies**

Personnel shall wear all personal protective equipment until the hazards are secured and the incident commander gives the order to remove protection. When protective clothing is removed and the scene dictates the personnel should don the safety vests for reflective warning. A fire extinguisher or hose line will be deployed until all hazards are secured. A safety line of 1 1/2" hose minimum will be deployed while mechanical extrication is being performed. All vehicles should be stabilized prior to extrication beginning. Personnel involved in mechanical extrication shall wear all personal protective equipment. All patients should be covered during mechanical extrication. Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, and hood lifting devices, etc. that present additional hazards to personnel. When mechanical extrication is necessary the incident commander or extrication leader shall evaluate the vehicle for potential air bag devices. These devices dictate where and how extrication should be accomplished. If the air bags have not deployed the electrical system should be cut. The apparatus should be staged to allow for an effective scene management with consideration to scene safety. The apparatus should be positioned in a way as to limit out of control motorist crashing into the rescue scene but not in a way to prevent other emergency vehicles or ambulances egress. Placement should be no closer than 75 feet from vehicle.

If vehicle is a tractor trailer or other vehicle that could be hauling hazardous materials first check for placards or indications that hazardous materials are involved if so, implement Hazardous materials SOP's 700.01

**SPECIAL RESCUE INCIDENTS**

Personnel shall wear all personal protective equipment that is appropriate for the type of call such as if in or around water a personal floatation device shall be worn. At any time the rescue incident is above and beyond the normal role and training of the responding personnel, a special rescue team shall be called in for assistance.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 510.02	<b>Motor Vehicle Fires</b>	Revision 3.0

**I. Scope**

The purpose of this standard is to establish basic guidelines for motor vehicle fires.

**II. General Policies**

These guidelines should be followed whenever a fire occurs involving a motor vehicle.

- Apparatus if allowable shall be parked uphill, upwind.
- Size up of findings shall be given over the radio.
- Determination shall be made if additional resources shall be required for extinguishment.
- If involved vehicle is a common carrier, determine type of cargo.
- Protective clothing shall be worn.
- Consider traffic conditions and be conscious of traffic hazardous to personnel.
- Consider the flow of spilled fuel.
- Use adequate size hose lines, appropriate portable extinguishers, and/or appropriate type foam, as needed.
- Be alert for possible explosion of fuel systems.
- Be on guard for explosion of pressurized “energy absorbing” bumpers and shock absorbers.
- Be mindful that batteries may serve as an ignition source, produce electrical shock or explode. Cut battery cable on 12 volt systems. Hybrid vehicles require special training to disconnect.
- Remember that suspension systems on many buses may collapse to within four inches of ground level when exposed to fire.
- Remember that most motor homes and campers have built-in L.P.G. tanks on board.
- Vehicles that have air bags and the air bag has not deployed should be approached with caution. Personnel should not be position themselves between the bag and seat while the air bag system is armed.

**Operations:**

- Consider life safety.

- Consider water supply.
- Consider slope of terrain.
- Determine type of fuel which may be involved:
  - Gasoline
  - Diesel
  - Propane
  - Other
  
- Consider fuel system – Newer vehicles may have pressurized fuel systems.
- Coordinate with law enforcement personnel at the scene.
- SCBA shall be necessary for operations on all vehicle fire inside and outside the vehicle if in close proximity of the vehicle.
- Be prepared for tire fires to re-ignite.

Post Emergency:

- Assist in determining the probable cause of fire.
- Cooperate with law enforcement investigation.
- Insure that vehicle is in a “fire safe” condition prior to towing service removal of vehicle.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 520.01	<b>Wildland Fires</b>	Revision 3.0

**I. Scope**

This standard was promulgated to regulate the management of incidents involving ground cover in the wildland / urban interface.

**II. General Policies**

**Definitions**

- A. Backburning: Intentionally setting fire to fuels inside the control line to reduce fuel and contain a rapidly spreading fire. Used in the indirect method only.
- B. Brands: Pieces of burning debris carried aloft into the convective column. May be carried outside the perimeter of the main fire by wind, causing spot fires.
- C. Brush: Shrubs and stands of short, scrubby trees generally three to twenty feet in height.
- D. Control line: A term used for all constructed or natural fire barriers used to control a fire.
- E. Crown fire: Any fire that advances from the top to top of trees or brush that is more or less independent of the surface fire.
- F. Fire line: The part of a control line that is scrapped or dug down to mineral soil. Normally only used in wooded areas. Generally not used on grass fires.
- G. Fire perimeter: The entire length of the outer edge of the fire.
- H. Head of a fire: The most active part of a wildland fire.
- I. Heavy fuels: Fuels of large diameter, such as logs, snags, and large tree limbs. These ignite slowly and burn slowly, but produce a large amount of heat.
- J. Mop up: After the fire has been controlled, all actions required to make the fire "safe." This includes trenching, falling snags, and checking all control lines.
- K. Rear of fire: The portion of a fire opposite the head. The slowest burning part of a fire.
- L. Wildland / urban interface: Where native vegetation comes in contact with structures and other man made fuels.

**Safety Precautions**

- A. The level of protective clothing to be used during an incident shall be determined by the incident commander. The incident commander may allow the use of durable long pants and shirts in lieu of structural fire fighting turnout gear. Under no circumstances shall short pants be allowed.
- B. Durable work boots, gloves, eye protection, and helmets shall be worn at all times by members engaged in the suppression of wildland fires.
- C. Department medical personnel shall closely monitor all personnel to prevent heat exhaustion, dehydration, and etc. A rehab sector shall be established whenever appropriate.
- D. The incident management system shall be initiated on all wildland fires.

E. Standard fire orders:

1. Keep informed of weather conditions.
2. Know what your fire is doing at all times.
3. Base your actions on current and expected fire behavior.
4. Plan escape routes for everyone and make them known.
5. Be alert, keep calm, think clearly, and act decisively.
6. Maintain good communications at all times.
7. Give clear instructions and be sure they are understood.
8. Maintain control of your personnel at all times.
9. Fight the fire aggressively, but provide for safety first.
10. On grass fires, fight the fire from the burned area whenever possible.
11. Guard against getting your apparatus stuck in soft terrain.

**As a general rule, structural engines should not leave the roadway.**

REMEMBER – Grass/Forest fires are only an emergency to us when Life or Property is threatened. Units should still respond in the emergency mode during high winds, long distances, dry conditions or fire is threatening structures. Upon call out for grass/forest fires ask dispatch if forestry has been notified. If not, ask dispatcher to please do so.

If brush fires can be safely and completely extinguished with the use of a hose reel or flappers it is OK to do so. However, if no life or property is in danger, use of 1 ½" hose and larger should not be used. Instead, wait the arrival of a Forestry Unit which is better equipped and trained for this type of fire.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 600.01	<b>AED – Automated External Defibrillator</b>	Revision 3.0

**I. Scope**

To establish guidelines to be followed when a cardiac arrest is confirmed and Automated External Defibrillation (AED) operations is appropriate.

**II. General Policies**

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The AED shall be used for patients older than 8 years of age or weighing more than 55 pounds in confirmed cardiac arrest.

***The Ambulance Service responding must be advised immediately of a confirmed cardiac arrest. This information must be relayed to the appropriate EMS agency.***

1. Assess the **A**irway.
2. Assess **B**reathing.
3. Assess **C**irculation.
4. If no pulse, perform CPR until **AED** is attached.
5. Stop CPR and press “analyze”. **DO TOUCH, MOVE, OR PERFORM CPR!**

***If no shock is indicated, check pulse, continue CPR for one minute, check pulse again, and then reanalyze.***

6. If “shock indicated” defibrillate up to 3 times if needed.

***If “stack” of three shocks is interrupted by a “NO SHOCK INDICATED” message then check pulse, repeat one minute of CPR, check pulse again, & then reanalyze. After three “NO SHOCK INDICATED” messages, repeat “ANALYZE”***

7. Check pulse.

***If pulse is present, support airway & breathing. Continually reassess ABC’s until arrival of the Ambulance Service.***

**NO PULSE**

8. CPR for 1 minute.

9. Check pulse. ***If absent:***
10. Press “ANALYZE”
11. Defibrillate up to 3 times if needed.
12. CPR for 1 minute.

Check pulse. ***If absent:***

13. Press “ANALYZE”.
14. Defibrillate up to 3 times if needed.
15. Continue CPR until arrival of EMS, or return of spontaneous circulation.

***If at anytime the patient regains a pulse but is not breathing, perform rescue breathing.***

### Training

Training must be ongoing in order to instill and maintain knowledge and skills regarding CPR and AED use. Personnel trained in AED response and use will have annual updates to ensure the ability to adequately operate the equipment, should the need arise. An approved training program will be utilized for recertification and refresher courses.

### Maintenance & Checkout Guidelines

Allen Parish Fire District 3 requires weekly maintenance checks of the AED equipment. Personnel performing equipment inspection must complete a check of the AED during weekly equipment/apparatus checks. A Chief Officer is to be immediately contacted if any equipment needs replacement or maintenance.

All AED’s shall have certain medical supplies provided with them. These supplies shall include: two sets of AED pads in sealed package, pocket mask with one-way valve, examination gloves, razors, and absorbent gauze or hand towels.

After a cardiac arrest occurs, it is critical to get the AED back into service as soon as possible. However, before putting AED back into service, A Chief Officer will be notified immediately. A Chief Officer will obtain all data from the AED, using computer programming, and ensure all equipment is returned in ready condition. This includes:

- ☐ Check and replenish supplies as appropriate (includes electrode pads, towel, razor, barrier device, and disposable gloves).
- ☐ Clean and disinfect
- ☐ Check the battery and replace if needed
- ☐ Check the device housing for cracks or other damage
- ☐ Return the AED to its designated place with appropriate supplies.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 600.03	<b>Infection Control</b>	Revision 3.0

**I. Scope**

To establish an infection control policy for all Allen Parish Fire District 3 personnel who have the potential to be exposed to blood or other infectious materials. The goal of infection control is to prevent transfer of infection from the patient to emergency response personnel and their families, while simultaneously educating Allen Parish Fire District 3 members about infection hazards in the workplace. The dangers faced by emergency response personnel are not always obvious. The hazards of AIDS, hepatitis, and other communicable toxins are invisible but very dangerous.

**II. General Policies**

**Vocabulary:**

*Normal Flora*-Microorganisms in man that assist the body in maintaining health equilibrium by preventing overgrowth of harmful bacteria.

*Bacteria*-Organisms that need certain conditions for growth, reproduction and maintenance of life.

*Virus*-A packet of genetic material surrounded by a protein covering. Unable to grow or reproduce outside the living host.

*Infectious*-illness resulting from the invasion of the body by a bacteria, virus, fungi, or parasite. The term infectious only means caused by a pathogen

*Communicable*-is a disease that can be readily spread from one person to another under certain conditions. A disease can be infectious but not communicable.

**Policy:**

The infection control policy of Allen Parish Fire District 3 applies to all personnel who have the potential for occupational exposure to blood or other infectious materials.

All personnel will wear disposable latex gloves, face shield, and mask, as appropriate when making contact with patients of a trauma or medical call where airborne pathogens, disease, blood, or other bodily fluids may become necessary and unavoidable.

Any uniform items that become soiled from bodily fluids must be sanitized immediately upon return to the fire station and before next emergency call.

All Department personnel are required to file an Infectious Exposure Form in the event of exposure to a suspected or confirmed communicable disease or toxin. Personnel will obtain these forms from a Chief Officer. This form is to be completed and filed, ensuring that Chief Officers are notified immediately of the reported exposure.

Allen Parish Fire District 3 is not qualified in the handling of chemical, biological, radiation type hazardous material. All personnel will stay clear of any suspected hazardous materials caused by intentional release, leaks, or the like.

Allen Parish Fire District 3 will provide training to all personnel and will assure that all members receive education on precautionary measures, epidemiology, and modes of transmission. Members will also receive training regarding the location and proper use of personal protective equipment, work practices, and precautions to be used in handling contaminated articles and infectious waste.

### **Infectious Diseases Most Commonly Encountered**

Note: Duty to care: you cannot deny care to a patient who you suspect has a communicable disease, even if you believe that the patient poses a risk to your safety.

A. Meningitis: Meningitis is difficult to determine in the pre-hospital environment. This infection can be due to a virus, bacteria, or tuberculosis, and involves an inflammation of the cover linings of the brain. Signs and symptoms can be fever, headache, stiff neck, and/or altered mental status. Most forms of meningitis are not contagious, however meningococcus meningitis is highly contagious and can be lethal.

B. Tuberculosis (TB): TB is bacteria not a virus and is spread by droplets in the air that are expelled by an infected individual. Risk for exposure is dependent on the following: amount of time spent with the infected individual, the ventilation present at the time of exposure, and prevention measures used. All healthcare workers should receive a TB skin test (PPD) on an annual basis. Signs and symptoms of TB include: weight loss, night sweats, swollen lymph glands, and a cough that may be productive or nonproductive and persistent for 2-3 weeks.

C. Syphilis: Syphilis is a bloodborne disease caused by bacteria. Syphilis is a sexually transmitted disease, but may also be bloodborne. Signs and symptoms include a primary lesion or chancre may appear 3 weeks after exposure. 4-6 weeks later other symptoms may appear such as rash on soles of feet and palms of the hands. This may progress into a latent phase if not treated. Testing for the exposure would include a blood test.

D. Hepatitis B: Hepatitis is a term which means inflammation of the liver. This disease is transmitted by blood to blood contact, sexual contact, or indirect contact with a contaminated

object. Needle stick injuries present the greatest risk for infection with hepatitis B (6-30%). The incubation period for this disease is up to six months. Signs and symptoms begin with flu-like illness and then may or may not progress into common signs of yellow skin and itching, dark urine, which colored stools. There are two vaccines available to prevent Hepatitis B (Recombivax HB and Engerix-HB). The vaccine is given in a series of three doses. A titer test should be performed 1-2 months after completion of the vaccine series.

E. Hepatitis C: Hepatitis C is another bloodborne disease and can be transmitted via blood-to-blood, sexual contact, or indirect contact with a contaminated object. This disease begins with signs and symptoms of fatigue, loss of appetite, malaise, headache, and nausea. The time frame from exposure to development of the disease can be as long as 200 days. There is no vaccine to protect against hepatitis C and there is no cure for this disease. Approximately 60-85% of infected persons develop long-term chronic liver disease.

F. HIV (Human Immunodeficiency Virus)/AIDS (Acquired Immune Deficiency Syndrome): HIV is a virus, which attacks the immune system and destroys its ability to fight infection. Persons infected with HIV are considered to be communicable from the time of infection. HIV that progresses to the later stage is termed AIDS. HIV is transmitted blood-to-blood contact, sexual contact, sharing IV drug needles, and infected mother to her infant. The time of infection to the time of development of this disease is two to ten years. Currently, there is no vaccine or cure for this disease. Common signs and symptoms of HIV are initial infection-fever, general malaise, flu like symptoms, swollen lymph glands followed by a phase in which no symptoms are present. Symptomatic phase-continued fatigue, chronic diarrhea, fever with night sweats, and swollen lymph glands. Progression into AIDS-pneumocystis carinii pneumonia, kaposi's sarcoma, CMV infection, and dementia. Most HIV infected persons are at high risk for TB.

### **Patient Handling Procedures**

Communicable diseases can be transmitted in several ways (Direct, Indirect, and airborne):

A. Body fluids in the form of saliva, sputum, blood, urine, vomit, and fecal matter. First Responder's must limit exposure to these fluids and minimize risk of infection by wearing PPE.

B. Open sores, wounds, or any unnatural opening of the skin is a transmission point.

Members must note these high-risk areas on both the patient and themselves and not allow any direct contact. Consider proper PPE.

C. Airborne particles of diseased materials may be encountered. A proper protective mask should be placed on them as well as attending First Responder. Consider other indicated PPE.

D. Transmission can also occur through food, water, houseflies, ticks and mosquitoes.

E. The provider's eyes can be an area prone to the receipt of foreign matter. Using the provided eye shield at all times during patient contact should protect them.

**Note:** Providers should wear the proper facemask covering both the mouth and nose, eye shields, disposable gowns and medical gloves. All open sores or wounds should be properly dressed at the start of the shift; and at any time that patient contact may be suspected, should be redressed.

### **Decontamination Procedures**

If the patient was not transported, all personal protective equipment will be properly disposed of. Soap should be provided for additional scrubbing to insure proper decontamination.

A. Application of a disinfectant and gloves should be worn for all cleaning and decontamination procedures.

#### 1. Bleach (1:10 Dilution)

Contact time is between 10-30 minutes for high level disinfection. Bleach is a powerful germ-killing agent and is therefore recommended to clean up fresh (undried) blood spills. Caution should be exercised when using this solution around metal, electronic and electric equipment due to its corrosive behavior. A bleach solution can also decolorize fabrics.

#### 2. Alcohol (70% Isopropyl)

Contact time is between 5-30 minutes for high level disinfection. It is a good skin antiseptic and does not corrode metal, but should be used with caution around electric and electronic equipment since it is flammable. It evaporates quickly.

#### 3. Hydrogen Peroxide (3% Solution)

This solution is good for dissolving dried blood and body fluids from the surfaces of equipment. However, if this is used on heavily soiled equipment, cleaning and decontamination are still required.

#### 4. Iodine Based Solutions

These are not recommended for the disinfection of equipment, but are excellent skin antiseptics.

B. Re-usable equipment (i.e. BP Cuffs, Stethoscopes, etc., should be disassembled, cleaned with disinfectant solutions, rinsed with water, then rinsed with 70% alcohol. All equipment should be dried completely prior to returning to service.

C. Stretchers, splints, and backboards should be cleaned with laundered cloths or paper towels wet with the properly diluted disinfectant solution after each patient use. The inside of the apparatus that EMS equipment is stored (i.e. Rescue 3 storage compartments), should be cleaned and disinfected on a regular basis.

Anyone exposed to a possible infectious disease should fill out the Infectious Exposure Form located in Appendix A

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 605.01	<b>Do Not Resuscitate (DNR)</b>	Revision 3.0

**I. Scope**

To establish guidelines for EMT’s and First Responders to utilize when determining whether or not to resuscitate or provide medical assistance to the terminally ill patient.

**II. General Policies**

A living will is a written document drawn up by a patient, a physician, and a lawyer. Similar documents are also drawn up, called advance directives, advance directives to physicians, durable power of attorney for health care, or do not resuscitation (DNR) orders. Living wills are often written when a patient has a terminal condition.

Resuscitation is a medical procedure which seeks to restore cardiac and/or respiratory function to individuals who have sustained a cardiac and/or respiratory arrest. "Do Not Resuscitate" ("DNR") is a medical order to provide no resuscitation to individuals for whom resuscitation is not warranted.

Cardiopulmonary resuscitation ("CPR") is the common term used to refer to resuscitation. However, the options available to treat very sick patients are broader than CPR as literally defined. Other options include intensive care, antibiotic therapy, hydration, and nutritional support. Appropriate comfort care measures should be employed for all patients, especially terminally ill patients.

DNR orders given to Allen Parish Fire District 3 shall invoke a protocol hereinafter referred to as the DNR Protocol. The DNR Protocol requires that emergency care and other health care providers:

- Confirm the presence and validity of DNR order and the Patient’s identify.
- Will notify medical control (ambulance service) and the attending physician.
- **WILL** suction the airway, administer oxygen, position for comfort, splint or immobilize, control bleeding, provide emotional support, and contact other appropriate health care providers.
- **WILL NOT** administer chest compressions, insert an artificial airway, provide respiratory assistance (other than suctioning the airway and administering oxygen), or initiate cardiac monitoring.

**Procedures:**

**NOTE: If DNR has been validated, Allen Parish Fire District 3 must honor all living wills, directives, and orders.**

1. Perform routine patient assessment and resuscitation or intervention until valid DNR is confirmed.
2. Locate original DNR order form.
  - a. Private Residential Settings (must be LA DNR form):
    - 1) Patient's bedroom door
    - 2) At the patient's bedside
    - 3) On the refrigerator
    - 4) In the patient's wallet
    - 5) On the patient (EMS DNR bracelet or necklace)

Assure DNR order is valid and has not been revoked
  - 6) Valid forms must be intact and not defaced.
    - a) Must see the original intact form (or approved alternate identification on the patient):
    - b) Louisiana DNR Form.
  - 7) Revocation – The following people may revoke a DNR order:
    - a) The patient by destroying the DNR form or the EMS DNR order or by verbally withdrawing consent to the order.
    - b) The person authorized to consent on the patient's behalf.
    - c) A physician who is physically present at the patient's side.
3. Make a good faith effort to verify the patient's identity and assure patient's identity matches that on the DNR order form. Verification may be confirmed by photo identification or come from those present on the scene (i.e., patient's family, friends, or health care providers).
4. Patients in respiratory or cardiac arrest – withhold or withdraw the following treatments:
  - a. Artificial ventilation
  - b. CPR
  - c. Defibrillation
  - d. Endotracheal intubation or Combitube utilization
  - e. Cardiac resuscitation medications

5. Appropriately treat patients who are not in cardiac arrest:
  - a. Airway open (no artificial ventilation, Combitube or endotracheal intubation)
  - b. Suction
  - c. Oxygen
  - d. Control of bleeding
  - e. Make patient comfortable (i.e., patient positioning) and be supportive
  - f. IV fluids and/or pain medication by protocol (ALS only)
  - g. Assure that the DNR order accompanies the patient if transported
  
6. If patient has expired:
  - a. Notify the Allen Parish Sheriff Department.
  - b. Complete the patient care report form and note:
    - 1) What type of DNR order was utilized (i.e., DNR form, DNR bracelet or necklace, direct order from physician or other DNR order)
    - 2) DNR order number
    - 3) Patient's attending physician
  - c. Comfort family members and be supportive
  - d. Preserve the scene and await arrival of law enforcement
  
7. Special considerations:
  - a. If the family becomes confrontational, insisting on resuscitation and demanding attempts regardless of a valid DNR order, begin CPR if needed and move the patient to the ambulance for transport. Contact Medical Control for further instructions.
  - b. In cases where no valid DNR order exists and CPR and resuscitation are indicated, resuscitate patient according to protocol. If the family becomes confrontational, demanding resuscitation be stopped, call for law enforcement. If the family interferes with resuscitation or threatens physical harm, stop the resuscitation. Seek a safe environment and await law enforcement.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 700.01	<b>Hazardous Materials</b>	Revision 3.0

THIS FIRE DEPARTMENT WILL NOT MIDIGATE ANY HAZARDOUS MATERIALS INCIDENT.

**I. Scope**

To establish tactical and strategic guidelines to be executed when responding to possible or confirmed hazardous materials spills, leaks, and fires.

**II. General Policies**

Allen Parish Fire District 3 personnel are not trained or equipped to handle hazardous material incidents at this time. Incident Commanders must immediately request assistance from the State.

When accidents or fires occur involving hazardous materials, the first priority is the prevention of fatalities and injuries. The prevention of damage to property and of injury to livestock, wildlife and the environment is a secondary priority.

To manage a hazardous materials incident in the safest manner, it is absolutely necessary to know the properties of the materials and the shipping containers involved.

It must be emphasized that no individual can ever be assumed to be an "expert" in this field and that a heavy reliance must be placed on obtaining information from external sources. It must also be stressed that hazardous materials incidents cannot be handled in the same manner as typical firefighting operations. Quick aggressive action is most often inappropriate in a hazardous materials incident and can potentially increase the risk of unnecessary exposure of personnel. Hazardous materials incidents are often time consuming and can be very demanding from an incident management perspective. It is especially critical that all officers and firefighters work within the Incident Command System. All actions taken must be deliberate and planned after properly identifying the substance involved.

It is possible that the affected area, or "Hot Zone," can have such a high degree of hazardous contamination that the only safe course is to essentially seal the outer perimeter and evacuate those who may have been exposed to the material(s). Severe hazards often exist without combustion, smoke, or noticeable fumes.

Use the Department of Transportation Emergency Response Guide (ERG handbook) located in each fire apparatus to identify and ascertain the dangers and characteristics of the hazardous materials involved. The handbook will also contain relevant emergency response information.

If an incident involving hazardous materials happens, **IMMEDIATELY:**

1. Notify Dispatch and request State Hazardous Materials Response Team.
2. Make initial survey of the scene, determining:
  - What initial actions might be taken while waiting for the Hazardous Materials Response Team. This can be obtained by using the ERG handbook.
  - Location of exposed or potentially exposed people
  - Presence of fire, smoke, or fumes
  - Presence and location of actual hazardous materials
  - Overall condition of the scene, containers, and/or vehicle
  - Wind direction, speed, and the condition of the terrain, including presence of water sources, supplies, and the sewer system, if any
3. Rescue/remove from the Hot Zone any exposed or injured people, if possible. Wearing the proper protective clothing and the utilization of appropriate equipment is paramount. NOTE: PPE issued at this time is NOT designed for hazardous material emergencies. Plan escape routes before entering the Hot Zone. Personnel are not to be exposed unnecessarily to the materials, smoke, and/or fumes.
4. Make every attempt to identify the specific products, cars, trailers, or containers involved. Identify the hazard class of all materials involved. Truck drivers are required to carry all shipping papers containing this information, or the papers will be kept within the cab of the involved truck. Placards applied to vehicles and/or labels on packages may help in identify the presence of hazardous materials, but the shipping papers are the best source of on-scene identification information. If these papers are destroyed, the carrier should be contacted to ascertain the exact material or substance being carried.

Use the Department of Transportation Emergency Response Guide (handbook) located in each fire apparatus to identify and ascertain the dangers and characteristics of the hazardous materials involved. The handbook will also contain relevant emergency response information.

5. Do not release any product(s) from containers or attempt to ignite or detonate either the materials or the containers.
6. The shipper(s) should be contacted for additional information on the product(s) involved. The shipper should be given the following information:
  - Your name, location and contact telephone number
  - Location of the incident

- Carrier involved
- Vehicle reporting marks (car or truck number)
- Placard / label applied on vehicle
- Name of commodity and shipper
- Accessibility
- Weather conditions
- Local population information
- Topographical information
- Availability of water

### ***General Classifications of Hazardous Materials***

Following is a list of the general classifications of hazardous materials. DOT classifies chemicals according to their major hazardous characteristics. These are determined by the chemical and physical properties of the chemical involved. Remember chemicals can have more than one hazard and may have multiple hazards.

1. **Explosives:** Explosives are any chemical compound, mixture or device used primarily to function by detonation or deflagration. For fires near explosives, every effort shall be made to extinguish the fire before it reaches the explosive. Do not fight fires involving explosives, as an explosion is extremely likely. Some explosives will explode immediately on ignition; others may burn for a period of time before exploding. Products of combustion of some explosives may be poisonous.
2. **Gases:** A non-flammable gas is a gas that will not form a flammable mixture in air but may support combustion. These gases may be oxidizers, poisons, corrosives, etc. Certain gases, while classified as "non-flammable" by DOT, have narrow flame ranges. Anhydrous ammonia is an example of this type of gas. There is a possibility that such gases could ignite or flash during an incident under certain circumstances. A flammable gas is a gas that will form a flammable mixture when released in air. Flammable gas vapors can be heavier than air. Do not permit these vapors to enter the sewer system where they can accumulate and ignite. A cryogenic gas is a liquefied gas at a temperature below -328F. These gases present an extreme cold hazard to the point that they freeze objects to a point of brittleness where impact can shatter the frozen object.
3. **Flammable Liquids:** A flammable liquid is any liquid having a flash point below 100F. The possibility of ignition is greatest for liquids with low flash points. The lower the flash point, the greater the probability that the temperature of the liquid at atmospheric temperature will be higher than the flash point of the liquid. The higher the temperature, the greater the amount of vapor formed and the greater the hazard. Prevent flammable liquid spills from entering the sewer system or waterways as they can easily be ignited at a distance from the actual point of entry. An empty or

partially empty container can be more hazardous than a full one because the vapor air mixture is more susceptible to ignition.

4. **Combustible Liquids:** Combustible liquids are those having a flash point above 100F. Under extreme heat conditions, liquids normally classified as combustible may evolve sufficient vapors to require handling them as flammable liquids. Keep in mind that combustible liquids may present other hazards to health and environmental contamination.
5. **Flammable Solids:** A flammable solid is any material other than an explosive which under normal transportation conditions is liable to cause a fire through friction or retained heat or one that can be ignited readily and burn vigorously. Spontaneously combustible and water reactive substances are included in this class. Spontaneously combustible substances ignite due to retained heat or will oxidize to generate heat and ignite or will absorb moisture to generate heat and ignite. Water reactive solids will chemically react with water to become spontaneously flammable or give off flammable or toxic vapors. Air reactive materials will ignite at normal temperatures when exposed to air. White phosphorous, a flammable solid and poison is an example.
6. **Oxidizers:** Oxidizers are substances that yield oxygen readily and stimulate combustion of organic material. Most oxidizers shipped as liquids will cause fire by contact to combustible material. Organic peroxides heated above their transportation temperatures are likely to explode. If an accident occurs involving refrigerated truck carrying organic peroxides and refrigeration is lost, there is a strong possibility that an explosion will occur. In addition to supplying oxygen, oxidizers have other hazards: some are explosive sensitive to heat, shock or friction, some react with combustible organic materials rapidly enough to cause spontaneous combustion. Most oxidizers will form an easily ignited or explosive mixture when united with finely divided organic materials.
7. **Poisons:** A poison may be a gas or liquid which only a very small amount of gas or vapor from the liquid mixed with air will be dangerous to life. Shipping containers for poisons DO NOT have pressure relief devices. If a poison is involved with fire, the products of combustion may be less hazardous than the poison itself. It may be less dangerous to allow the poison to be consumed in the fire than to extinguish it and be faced with a poison vapor problem. The decision can only be made after a proper hazard assessment. Any water runoff from such fire will have to be contained and tested. Empty poison containers are extremely dangerous due to residue remaining.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 900.01	<b>Fire Safety Education</b>	Revision 3.0

**I. Scope**

The purpose of this standard is to provide guidance for members in the delivery of fire safety information to Schools, Business and the General Public.

Strategic aims and objectives:

- Reduce the risk to life and material loss from fires and other emergencies.
- Protect life, property and the environment from fire and other emergencies.
- Interact with the public on a professional level in order to earn the trust and respect of the people we serve.

**II. General Policies**

Allen Parish Fire District 3 will offer to any organization or group in our district, free of charge, the opportunity to schedule a Fire Safety program. The normal program choices include:

- Matches and lighter safety
- Stop, Drop and Roll
- Smoke Detectors
- Calling 9-1-1 for help
- Firefighters – What we do
- Safe Meeting Place
- Cooking Hazards
- Fire and the Elderly
- Other request will be considered.

**III. Method**

Depending upon the class choice, one or more qualified firefighters will go to the location and deliver the program. All personnel are required to dress appropriately and act as professionals. Personnel are encouraged to involve the audience in the program.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 900.01A	<b>Fire Safety Education</b>	Revision 3.0

### **Matches and Lighter Safety Outline**

Matches, lighters, and other heat sources are the leading causes of fire deaths for children. Never underestimate your child's curiosity about fire, nor their ability to strike matches or start a lighter.

Store matches and lighters out of children's reach and sight, preferably in a locked cabinet. Remember: even child-resistant lighters are not childproof and should be stored securely as well.

When a child is curious about fire or has been playing with fire, calmly and firmly explain that matches and lighters are tools for only adults to use carefully.

In addition, instruct toddlers to tell you when they find a match or lighter.

Never use matches or lighters as amusement for your children. They may imitate your actions.

Take extreme care with the storage of your matches and lighters. Your children are depending on you.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 900.01B	<b>Fire Safety Education</b>	Revision 3.0

### **Stop, Drop, & Roll**

Fire is one of the most dangerous things that humans can encounter. It is never ok to play with fire, especially if you are alone. You should not use matches, have lit candles, or use the fire on your stove if an adult is not supervising you or doing these things for you. Sometimes fire cannot be avoided.

Accidents happen. A home can accidentally catch fire. Even if a parent is with you a candle can tip over if it is not properly placed in a candle holder. Explosions, though they are rare, can occur if something in your house is wired wrong or not working properly.

If your house is on fire or you are exposed to a fire's flames you need to know what to do to keep yourself safe. Depending on where the fire started in your house, you may be separated from your parents or other family members. At these moments you have to depend on yourself to stay safe. By knowing proper fire safety you can keep yourself from inhaling a lot of smoke, avoid getting burned, and knowing what we call stop, drop, and roll.

You should always stay close to the floor. Crawl on your hands and knees if you can or slither on your stomach quickly out of the room. When you do this you are preventing smoke from getting into your lungs and passing out from smoke inhalation. Heat rises and so does smoke so the closer you are to the floor the better you will be.

You should also always test a door handle carefully with a blanket or another cloth (perhaps the bottom of your shirt if you cannot find anything else) over your hand. Since most door handles are metal if there is fire in the room you are opening the door to, the handle will be so hot it can burn you.

The most important thing you should know though is called Stop, Drop, and Roll. If by chance your clothes or your body catches fire you want to put the flames out as quickly as possible. If you do not do this you will be burned badly and you could even die.

Stop, Drop, and Roll is a technique that was developed to smolder flames quickly. Smoldering flames means you are putting the flames out. When you stop drop, and roll the oxygen and other gases in the air that are feeding the flames, which causes them to grow, is not able to get to fire so it has no fuel to make it grow. With the rolling action the flames will die because there is nothing to keep the fire going.

Stop, Drop, and Roll is simple if you know how to do it. The first thing to remember is to not panic. It can be hard not to panic if your pant leg, shirt, or other piece of clothing is on fire. If

you can feel your skin burning it is even more important to stop, drop, and roll as quickly as possible.

### **To Stop Drop, & Roll**

**Stop:** When you stop this means stand still. If you are running around screaming it is not going to do anything but upset you and anyone around you. Try to stay calm as you stop. Do not stop for very long though. By stopping you can focus on the next step to make sure the flames are extinguished as quickly as possible.

**Drop:** Once you've stopped try to drop to your knees quickly without hurting your knees too badly. If you are dropping onto a hard surface you don't want to scrape your knees or hurt the bones in your legs. So, try to get to your knees without hurting yourself.

**Roll:** After you've dropped to your knees it is time to roll. Lie down from the position where you are on your knees. Once you lie down, start rolling back and forth. You want to roll over completely so that you can make sure if the flames have spread the entire fire is put out. Do not stop rolling until you are positive you are no longer on fire.

Once you have stopped the fire you may be burned. Depending on the burn you will need to call for help immediately so you can have a doctor check out the burn and get it treated right away. If your house is on fire you need to find the closest exit downstairs. This may be a window or a door. It could also be an exit through the garage that can lead you outside.

If you cannot get downstairs you need to go to the nearest window away from the flames and wait for help or escape through the window if you have a ladder, steps, or fire exit. Never try jumping out of an upstairs window especially if you have burns on your body.

If you get outside, find your parents, go to neighbors you know, or to a fireman/policeman working on the fire if they are present. Let them know you were on fire and show them your burns. They will take you to the hospital in an ambulance or if the burn is not serious they may treat it and tell your parents to take you to the doctor.

If your house was not on fire, but you still were burned and had to stop, drop, and roll get help immediately. Go to your parents, relatives, or a neighbor you know for help. If you cannot find help call 911 and the emergency crew will send help. They may tell you how to treat your burn if you can until an ambulance arrives.

It can be easy to burn yourself if you wear baggy clothes. When your clothes drag from your body they stand the chance of being dragged across a hot flame.

Things you want to avoid so you do not catch fire are:

**Matches or Lighters:** Do not play with them in any way. Even adults that have clumsy moments can cause damage if they are not careful. It is best to have your parents use these items. Try not to use them yourself.

**Candles:** It is very easy to accidentally drag your sleeve through the lit wick of a candle and catch fire. If you know a candle is lit make sure you do not lean too close to it. If you need to get something on the other side of the candle put the candle out first, ask a parent or another adult for help, or find a way to go around and get it without having to reach over the flame.

**Cigarettes:** If parents or another relative smokes and the flame presses to the fabric of your clothes you can catch fire. Avoid going near cigarettes or hugging your relatives while they are smoking.

**Curling Irons, Irons, and other hot metals:** Never touch an Iron or Curling Iron especially if it is plugged in. It can not only burn your skin if it touches your clothes for a long enough period they can catch fire.

**Firecrackers:** No child should play with firecrackers. Even with adult supervision they are dangerous. Use these with caution if you are with an adult.

## Stop, Drop, & Roll Worksheet

### Part A: Matching

1. \_\_\_\_\_ Stop A. Lay down and move back and forth
2. \_\_\_\_\_ Drop B. Stand Still
3. \_\_\_\_\_ Roll C. Move to your knees

### Part B: Multiple Choice

4. If your clothes or body is on fire in any way you should \_\_\_\_\_.
  - A. Dump water on yourself
  - B. Stop, Drop, & Roll
  - C. Smack the flames out
  - D. Run around screaming for help
5. It is best to stay near the \_\_\_\_\_ when your house is on fire to avoid smoke inhalation.
  - A. Ceiling
  - B. Wall
  - C. Kitchen
  - D. Floor
6. If you put the flames out and are burned your next step if your house was not on fire is to \_\_\_\_\_.
  - A. Leave the house
  - B. Run around Screaming
  - C. Find a Family Member,
  - D. Put ointment on the burn neighbor you know, or call 911 to get help
7. Never touch a door handle with a bare hand if your house is on fire because \_\_\_\_\_.
  - A. The fire can make the
  - B. The door handle will break in door hot and it can burn your hand your hand
  - C. The door handle won't
  - D. None of the Above budge
8. Smolder and extinguish mean the same thing. If you are smoldering the flames what does it mean?
  - A. Looking at the flames
  - B. Putting the flames out
  - C. Both
  - D. None of the Above

### Part C: True & False

9. It is okay to play with matches.
  - A. True

B. False

10. You should always stop, drop, and roll if you are on fire.

A. True

B. False

11. It is okay to play with firecrackers without a parent.

A. True

B. False

12. A plugged in iron is not dangerous if your sleeve is close to it or you put your skin against it.

A. True

B. False

13. If a fire breaks out you may have to depend on yourself to stay safe if you parents are in another part of your house.

A. True

B. False

14. Stop, Drop, & Roll cannot save lives.

A. True

B. False

## Answer Key

1. B
2. C
3. A
4. B
5. D
6. C
7. A
8. B
9. B
10. A
11. B
12. B
13. A
14. B

Make sure the children are rolling properly and are dropping to their knees quickly without hurting themselves. After you've taught the children how to stop, drop, and roll assign homework. With the help of a parent each child should develop a fire escape plan for their house in the event of a fire at their home. Make sure each child knows how to escape from every floor in their house.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 900.01C	<b>Smoke Detectors</b>	Revision 3.0

### Lesson Plan: Smoke Alarms

#### Learning Objectives

1. Identify the purpose of smoke alarms.
2. Identify where smoke alarms should be installed.
3. Identify how to keep smoke alarms in working order.

**Materials:** Smoke alarm, batteries

#### Procedure:

1. **Ask students if they know what smoke alarms are and why they should have them in their homes.**
  - Smoke alarms help protect families by making a very loud beeping noise to warn that smoke is in the air or a fire has started.
  - Sometimes, especially at night when people are sleeping, they may not see fire, smell smoke or wake up in time to get out safely.
  - Smoke alarms provide an early warning signal for escape from fire.
2. **Demonstrate what a smoke alarm looks like and the sound it makes when it detects smoke.**
3. **Ask students what they should do if they hear a smoke alarm sound.**
  - They need to follow their home fire escape plan and get out fast.
4. **Ask students if they know where smoke alarms should be installed.**
  - Smoke alarms should be installed on every level of the home, including the basement.
  - For extra safety, install smoke alarms both inside and outside the sleeping area.
  - Smoke alarms should be installed on the ceiling or on the side walls 6 to 8 inches below the ceiling.
5. **Ask students how often they think the batteries in smoke alarms should be changed.**
  - Batteries should be changed at least once a year and tested monthly to make sure they are working.
6. **Show students where the batteries go in a smoke alarm.**
  - Press the test button to demonstrate it is working properly. Also, remind students that alarms need to be kept clean from dust. This can be done by running a vacuum cleaner attachment over and around them.

7. **Conclude the lesson by telling students they can keep their homes safe from fire by helping grown-ups remember to:**
- put smoke alarms in the home, especially near bedrooms
  - test smoke alarms monthly to make sure they are working
  - replace with brand new batteries at least once a year
  - keep smoke alarms clean from dust

### **Smoke Alarm Safety Check for Parents**

Smoke alarms are very easy to install and take care of. To help teach your children about smoke alarms, ask them to help you install and maintain them.

- Install smoke alarms on every level of your home, including the basement.
- Many fatal fires begin late at night or in the early morning. For extra safety, install smoke alarms both inside and outside the sleeping area.
- Also, smoke alarms should be installed on the ceiling or 6 to 8 inches below the ceiling on side walls. Since smoke and many deadly gases rise, installing your smoke alarms at the proper level will provide you with the earliest warning possible.
- Always follow the manufacturer's installation instructions.
- Each month, ask your child to help you test all of the alarms in the home. This would also be a good time to make sure your alarms are clean and free of dust.
- Ask your child to pick at least one special day a year, like a birthday, holiday or other special event. Designate that day as "Smoke Alarm Safety Day" and replace all of the batteries in your smoke alarms with new ones. If your home has "hard-wired" alarms (connected to the household electrical system), they may or may not have battery back-up.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 900.01C1	<b>Smoke Detectors</b>	Revision 3.0

**LENGTH OF PRESENTATION: 30 MINUTES**

**GOALS:**

- Students will recognize a smoke alarm
- Students will recognize the sound a smoke alarm makes
- Students will identify what to do when a smoke alarm sounds
- Students will learn how often to test smoke alarm batteries
- Students will learn how often to change smoke alarm batteries

**MATERIALS:**

- SMOKE ALARM

**INTRODUCTION:**

- Introduce yourself, including name and job, how long you've been in the fire service
- Establish ground rules, i.e. raising hand, being good listeners, no stories
- Explain that you are here today to talk about the importance of smoke alarms, and that they can keep you and your family safe

**PROCEDURE:**

- Show students a smoke alarm
- Ask if they know what it does and what it sounds like
  - Explain that smoke alarms are like noses, and they smell for smoke and fire
  - Smoke alarms make a loud noise to warn people, even if they are sleeping
  - Warn children that you will be pushing the test button on the smoke alarm so they know what it sounds like.
  - Push test button so children experience the sound
- Discuss what to do if they hear a smoke alarm

- Leave immediately, no matter where they are (bedroom, kitchen, friend's house, school, movies, etc.)
- Remind them to leave all belongings behind.
- Explain how a smoke alarm works
  - Smoke alarms have batteries inside.
  - A smoke alarm's battery is like its heart; just like a human heart keeps a body working, the battery keeps the smoke alarm working.
  - Show students the 9 volt battery and how it fits into the smoke alarm.
  - Explain to students that batteries don't last forever and that they need to be changed two times a year.
    - You can either use "change your clocks, change your batteries" for Daylight Saving Time; or have students pick 2 birthdays for their smoke alarms and have mom and dad buy the smoke alarm new batteries for birthdays.
  - Explain to children that smoke alarm batteries should be tested once a month to make sure they're working.
    - The first day of every month works well because when we change our calendars to a new month, it's a physical reminder to test batteries.
  - Remind children that they can be good helpers by reminding their parents about testing smoke alarms and changing the batteries.
- Have the students close their eyes and take an imaginary walk through their house and count the smoke alarms they see. When they are finished, they should open their eyes and show the number of smoke alarms they have on their fingers.
  - When all students are showing the number of smoke alarms in their home, ask why there are different numbers. Explain that each house is different, so we have different needs.
    - Tell students their "homework" is to go home and count to see if they were correct.
    - Also encourage them to "test" mom and dad to see if they know how many smoke alarms are in the home.
  - Explain to students where smoke alarms should be placed.
    - On the ceiling or up high on walls
    - Every level of the home
    - In every bedroom.

## CONCLUSION:

- Thank students for being good listeners
- Review key points
  - Ask students why smoke alarms are important
  - Ask students what to do when they hear a smoke alarm
  - Ask students how often smoke alarms should be tested
  - Ask students how often smoke alarm batteries should be changed

- Remind students to count the number of smoke alarms they have when they get home

### **Enrichment Activity: Making Paper Plate Smoke Alarms**

#### **Materials needed:**

- 2 paper plates per child
- Scissors
- Glue
- Crayons or markers
- One copy of smoke alarm picture per student
- 1 battery to cut out per child (optional)

#### **Procedure:**

- Students cut out smoke alarm picture and glue it onto the outside of a paper plate.
- Students either draw a battery on the inside of the other plate, or cut out and glue battery picture provided.
- Students paste the two paper plates together, leaving a small part unglued so students can look inside and see the battery (or instructor can staple).
- Have students color the test button red.
- As a class, have students push test button, make smoke alarm sound, and exit the room.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 900.01D	<b>Calling 911</b>	Revision 3.0

### Know How to Call 911

Lesson Overview: Students will learn vocabulary associated with calling 911. Upon completion of this lesson, students will be able to call 911 and report and describe an emergency. Students will also learn about the Present Continuous in the optional activities section.

This lesson plan includes:

1. Call 911 Vocabulary
2. Call 911 Vocabulary Matching
3. Call 911 Reading Comprehension
4. Call 911 Dialogues Listening Activity
5. Call 911 Dialogues Listening Activity Answer Key
6. Call 911 Present Continuous (Optional Activity)
7. **Call 911 Writing Activity (Optional Activity)**
8. Call 911 Vocabulary Flash Cards
9. Referenced texts

Approximate Time: 1 hour and 30 minutes

Prerequisite Skills: Students must be able to read and write simple sentences in English. Students should have completed the following intermediate-level lessons:

- 1) Understand Fire Departments

- 2) Understand Police Departments
- 3) Call the Police to Report Accidents
- 4) Recognize Vocabulary Related to Illness and Accidents

Prerequisite Vocabulary:

accident(s)

address(es)

broken bone(s)

crime(s)

fire(s)

medical

name(s)

operator(s)

telephone number(s)

wrist(s)

Vocabulary:

ambulance(s)

conscious

CPR

drown/drowning

emergency/emergencies

fall(s)

paramedic(s)

pulse

Optional Vocabulary:

call/calling

choke/choking

dial/dialing

do/doing

have/having

lie/lying

seizure(s)	put/putting
unconscious	report/reporting
victim(s)	take/taking
	try/trying
	wait/waiting
	present continuous

Materials Needed: Whiteboard or flip chart, erasable markers, and handouts

Equipment Needed: None

Activities:

1. Explain the purpose of the lesson.
2. Ask students what an emergency is. What do they think about when they hear the word? Have them jot down a few things and share with the class. Write their responses on the board or on a flip chart.
3. Briefly review the prerequisite vocabulary. Go over the new vocabulary. You may want to write the words on the board.
  - a. Make sure that each student can correctly pronounce the new words by having them pronounce the words aloud as a group and then individually.

- b. Give the students **Call 911 Vocabulary**. Carefully explain each word and make sure that students understand the meanings.
4. For further vocabulary development, use **Call 911 Vocabulary Matching**. Students should complete these exercises independently. Review answers orally.
5. To educate students about using 911, use **Call 911 Reading Comprehension**. Read the passage aloud to your students. Tell them to circle all of the vocabulary words that appear in the passage. Invite students to read paragraphs aloud. Have students complete the questions in pairs. Review answers orally.
6. For a listening and speaking activity, use **Call 911 Dialogues Listening Activity**. This activity will give students the opportunity to see how some of the vocabulary words are in used in conversations with a 911 operator. Tell students that you are going to read each dialogue to them and that they are to fill in the blanks with the words they hear.
  - a. Read dialogue 1 from **Call 911 Dialogues Answer Key**. Read the dialogue twice, the first time at a normal pace, the second time a little slower.
  - b. Ask two students to read the parts of the caller and the 911 operator, supplying the missing words they heard. Write these on the board so that students may check their word accuracy and spelling. Continue in this manner with dialogues 2 and 3.

#### Assessment/Evaluation of Learning:

1. Instructor evaluation of students' participation.
2. Evaluation of student worksheets

Optional/Follow-up Activities:

1. For a grammar lesson on the Present Continuous, use ***Call 911 Present Continuous***. Tell students that the present continuous is used to talk about an action that is in progress. Explain that we use “-ing” on the end of a verb along with “am, is, or are”, depending on the subject. Do sentence 1 as a class, then have students complete items 2-11 on their own. Review answers orally.
2. For writing practice, use ***Call 911 Writing Activity***. Students will have five emergency situations from which to choose to write a dialogue between themselves and a 911 Operator. This activity helps with writing, and helps students anticipate what they would say if they ever had to report an emergency.
3. Have someone from the American Red Cross visit your class to teach First Aid, give additional tips for calling 911, and answer any questions the students may have.
4. Use ***Call 911 Vocabulary Flash Cards*** for further vocabulary development.
5. Have students write sentences using the vocabulary from this lesson.
6. The Oxford Picture Dictionary, by Oxford University Press, “Emergencies and Natural Disasters”, pages 102 – 103.
7. The Oxford Picture Dictionary Intermediate Workbook, by Oxford University Press, “Emergencies and Natural Disasters”, pages 102 – 103.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 900.01E	<b>Firefighters – What we do</b>	Revision 3.0

### Let's be firefighters

In this lesson, we will look at firefighters and the role they play in our community. This lesson will familiarize the students with the types of equipment used by firefighters, the special clothing worn by firefighters, and the responsibilities each of them have in our community.

#### **Learning outcomes**

Students will:

- understand the importance of firefighters.
- meet a firefighter and observe the special clothing and equipment used by firefighters.
- learn fire safety rules.

#### **Teacher planning**

#### **MATERIALS/RESOURCES**

- Charts displaying fire safety rules.
- Pictures of firefighters that show the special equipment and clothing they use.
- Actual firefighter clothes and equipment to be used during presentation.

#### **Pre-activities**

To begin our study of firefighters, we will place items that relate to this lesson in our classroom centers for the children to explore. We will have a whole group discussion to find out what the students already know about fire safety and what they would like to learn.

#### **Activities**

A firefighter will be invited to visit our classroom.

The firefighter will:

- Discuss the education and training needed to become a firefighter.

- Show students clothing and equipment needed to fight fires.
- Discuss fire safety rules and procedures.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 900.01E	<b>Safe Meeting Place</b>	Revision 3.0

### **LESSON PLAN**

"**Get Out - Stay Out**" This scenario card lesson plan is designed to teach early elementary school children about fire escape planning and practice in the school setting and the importance of escape planning for children with disabilities.

Each scenario includes a different disability and provides an opportunity for school children to discuss how to assist others or be assisted in escaping. The scenarios are pictorial and can be used in a variety of activities including role playing, sequencing, and story starters.

### **Materials**

- Sequence cards (set of 5 – laminated, if possible). Place each set of cards in a manila envelope

### **Objectives**

- Students will be able to state why it is important to have and practice a fire escape plan for persons of all ages and abilities.
- Students will be able to identify the sound of the fire alarm or the visual alert from a strobe alarm, at least two ways out of the classroom and the outside meeting place at school.
- Students will be able to describe at least one way they could help someone with disabilities get out of the school when the fire alarm sounds or flashes.

### **Procedure**

1. Write the word "Plan" on a chalkboard or whiteboard.
2. Ask students "what is a plan?" (A plan is like a road map. It tells you where to go and gives you ways to get to where you want to go.)
3. Explain that it is important to have a plan for how to get out of every room in the school.
4. Ask who knows what a fire alarm sounds like? Some fire alarms don't make a sound. Instead, these alarms flash so that persons who are not able to hear are still able to know there is an emergency and that they need to respond. Have students

demonstrate the sound of a fire alarm. Also demonstrate the flash of a strobe light. What does it mean? (There is a fire or an emergency – get out)

5. Review how you would get out of your classroom and other areas of the school such as the cafeteria, library or bathroom, or down the stairs. Talk about how a child in a wheelchair would be able to be transferred to a rescue mat or rescue chair for a safe evacuation down the stairs. Talk about how important it is for the students to wear or carry their medical passports (medical records on a flash drive) during an emergency evacuation. Identify two ways out of every room in case of an emergency. Doors should be closed after everyone has left the room. Practice the escape plan from start to finish at your outside meeting place. Practice alternative escape routes in case the primary exit is blocked.
6. Ask why is it important to have an outside meeting place. (So that you know that everyone is safe) Return to the classroom.
7. If someone could not hear the fire alarm, how could we help the person if the fire alarm sounds? (Use sign language or point to the alarm to tell them that we need to get out and then be a buddy to help them get out) . Another course of action would be to have strobe alarms installed at your school so that children who have a hearing disability also would be alerted.

If you are with someone in a wheelchair and the alarm sounds or flashes, how could you help the person? (Remember to always ask the person in the wheelchair if he or she needs help being pushed before doing so. If a teacher, teacher's aid or personal care assistant already is pushing a person in a wheelchair, ask if you can be of help to make certain they get to the meeting place. You may be able to hold a door open so the wheelchair can get through.)

If someone can't see and the alarm sounds, how could we help the person? (Have the person hold your elbow and guide the person out of the classroom. Tell the person where you are going and what is ahead so they understand what you are doing.)

If someone has broken their leg and is using crutches and the fire alarm sounds, how could we help the person? (Help the person pick up their crutches, hold a door open for the person.)

If someone is not feeling well and the fire alarm sounds, how could we help the person? (Hold the person's hand and help him or her leave the classroom. The teacher or school nurse will be bringing medicines and medical equipment that children need once they get to the meeting place.)

8. It's important to know that sometimes we might need help to get out. Sometimes it's the teacher who will help. Students can help, too – holding doors, being a good buddy, and being friendly. Who else could be a helper at school? (school nurse, janitor, principal, guidance counselor, librarian, bus driver, etc.)
9. Use the sequence cards to review how students and grown-ups can help each other during a fire drill.

10. Use the sequence cards as visuals as students recite the following poem:

**If the fire alarm sounds or flashes, I know what to do.**

**I can be a helper or you can help me, too.**

**I know the plan. It's easy as can be.**

**If the alarm sounds or flashes, I'll get out quickly!**

11. Plan for any students who may need assistance escaping during a fire or emergency.
12. Teachers, teacher aides, and personal care assistants (PCAs) should hold primary responsibility for helping children who need assistance escaping. However, students, school nurse, janitor, etc. can be helpers, signing instructions to other children, holding doors, leading students out of the classroom, etc.
13. Have students act out each scenario. Allow students to work in a learning center to put the sequence cards in the correct order.

### **Extensions**

Provide each student with a set of sequence cards. Have students cut out the cards and paste them in order on a piece of paper. Older students can write the numerals 1 through 4 to designate the correct sequence.

Using the sequence cards as prompts, have students create a story to go with the cards. This can be done as a activity with the teacher recording sentences on newsprint or students can act out each story or write their own stories in a journal.

Have students identify the beginning, middle, and end of the sequence of events for each set of cards.

### **Background information for teachers**

Every student with a disability needs a personal school emergency evacuation plan. The plan should be part of the Individual Educational Program (IEP) to provide for the safety of the child during a building emergency, including an evacuation. The IEP will specify recommendations from a child's physician or other medical staff on considerations or special needs that must be planned for during a child's emergency evacuation. NFPA's [personal school emergency evacuation document](#) provides an overview and checklist to address the specific needs of a child during emergency evacuations.

Some evacuation plans will require safety products to assist in the transfer of children with disabilities down stairs such as transfer slings, rescue chairs or mats. Make certain IEP teams are aware of the Safe Escape Program as a resource for making recommendations for evacuation products and education for school staff and families. See [www.escapesafe.org](http://www.escapesafe.org) or call +1 888 365-2022 for more information.

A portable health file for each child is important. This file should be with the child so that emergency responders can have access to the information.

Once the child has evacuated to the outside meeting place, if the child needs immediate medical attention, first responders on the scene need to be made aware immediately of the child's needs.

<b>Allen Parish Fire District 3 Standard Operating Procedure</b>		
Section 900.02	<b>Juvenile Fire Setters Program</b>	Revision 3.0

**I. Scope**

The purpose of this standard is to provide guidance for members regarding counseling of Juvenile Fire Setters.

**II. General Policies**

APFD3’s Juvenile Fire setter Program is designed as an intervention program. Referrals can be made by Law Enforcement, Schools, Parents, Legal Guardians and Clergy. The referral should happen as soon as possible after an incident.

*Referrals will not be accepted when the child has reached the age of 18.*

The program is designed for children ages 3 – 17 and consists of a 1 - 3 hour intervention meeting between Fire Department personnel, the child and a parent or guardian. During this time safety and consequences associated with fire setting will be discussed. The session is set in a casual setting where confidential interviews are conducted with the child and parent/guardian to determine the reason behind the behavior.

Program Outline:

**Education classes and times are as follows:**

- Youth ages 11–17 and youth diverted by the juvenile court attend one Saturday 3 hour course.

Curriculum includes:

1. Louisiana Arson and Fireworks Laws
  2. The Properties of Fire/Fire Science
  3. Fire in the Media
  4. Consequences, Choices and Responsibilities
  5. Burn Injuries
  6. How the Community is Affected by Firesetting
  7. Fire Safety
- Youth ages 7–10, attend one Saturday 2 hour course.

Curriculum includes:

1. Louisiana Arson and Fireworks Laws
  2. The Properties of Fire/Fire Science
  3. Fire in the Media
  4. Consequences, Choices and Responsibilities
  5. Burn Injuries
  6. How the Community is Affected by Firesetting
  7. Fire Safety
- Children ages 3-6, attend one Saturday 1 hour course.

Curriculum includes:

1. Tools and Toys
2. Fire Safety
3. Good and Bad Fire

Appendix: A



## Infectious Exposure Form

Exposed Member's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Field Inc. #: \_\_\_\_\_ Shift: \_\_\_\_\_ Company: \_\_\_\_\_

Name of Patient: \_\_\_\_\_ Sex: \_\_\_\_\_

Age: \_\_\_\_\_ Address: \_\_\_\_\_

Suspected or Confirmed Disease: \_\_\_\_\_

Transported to: \_\_\_\_\_

Transported by: \_\_\_\_\_

Date of Exposure: \_\_\_\_\_ Time of Exposure: \_\_\_\_\_

Type of Incident (auto accident, trauma): \_\_\_\_\_

Type of protective equipment utilized: \_\_\_\_\_

What where you exposed to:

Blood \_\_\_\_\_ Tears \_\_\_\_\_ Feces \_\_\_\_\_ Urine \_\_\_\_\_ Saliva \_\_\_\_\_

Vomit \_\_\_\_\_ Sputum \_\_\_\_\_ Sweat \_\_\_\_\_ Other \_\_\_\_\_

What part(s) of your body became exposed? Be specific: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you have any open cuts, sores, or rashes that became exposed? Be specific: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did exposure occur? Be specific: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Did you seek medical attention? \_\_\_\_\_ Yes \_\_\_\_\_ No

Where? \_\_\_\_\_ Date: \_\_\_\_\_

Contact Infection Control Supervisor: Date \_\_\_\_\_ Time: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medical Protocols**