



# MARLOW VOLUNTER FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

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## **General Rules and Regulations**

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency services. It is expected that they will be sufficiently comprehensive to cover, whether in a general or specific way, the obligations and responsibilities of the members of the Marlow Volunteer Fire Department. Our Roles and Responsibilities document provides more details on each position and other specific Standard Operating Guidelines (SOGs) provide further detail in specific areas.

### **Responsibilities of All Members**

1. Members shall know and abide by all rules and regulations of the department.
2. Members shall be courteous and respectful in all dealings with the public and other members of the department.
3. Members shall immediately report to an officer any accidents or injuries that occurred while engaged in a department response or other activity.
4. Members shall promptly notify an officer or Board Member of any matter which you believe may affect the interest and welfare of the department.
5. Members shall discuss problems and concerns of the department with an officer or Board Member rather than with the public. Suggestions for improvements are welcomed and will be carefully considered.
6. Members shall take an active role in keeping stations and grounds neat, clean, and in good condition.
7. Members shall not be at the station unless actively engaged in some task to benefit the department. Performing stand-by duty is acceptable assuming the trucks and station is clean and in good order.
8. Members shall not change or alter the arrangement of firefighting equipment or enter apparatus while parked at the stations without specific assignment from the Chief; unless the member is checking off equipment or familiarizing themselves with the trucks.
9. Members shall not loan, give away, or appropriate for their own use any department property.
10. No member shall be engaged in any department response or activity, nor be on department property while under the influence of alcohol or drugs.
11. No member shall bring, or cause to be brought onto department property, any alcohol or drugs.

12. No member shall use obscene, uncivil, or boisterous language at any time in the presence of the general public.
13. Engagement in physical altercations under any circumstances is prohibited.
14. Members shall report to the Chief any citation for a traffic violation or any arrest.
15. Members who become inactive shall promptly surrender all department property.
16. Large MVFD signage on a member's personal vehicle is prohibited.
17. No decals or patches may be applied to any department owned gear unless approved by the Chief.

### **Additional Responsibilities of Firefighters**

1. Firefighters are expected to respond to all calls that are within their scope of training.
2. No persons other than department members shall be permitted to ride in fire apparatus during emergency runs except as authorized by the Chief.
3. No firefighter shall use emergency lights, flashing lights, or sirens when responding in a privately owned vehicle (POV).
4. Firefighters shall obey all speed limits and traffic regulations when responding in department apparatus or a POV.
5. Firefighters shall park POV so as not to obstruct traffic flow or prevent access of emergency vehicles.
6. Firefighters shall exercise precautionary measures to avoid injuries to self and others at any emergency scene.
7. Firefighters shall exercise due caution to avoid unnecessary damage to department or public property.
8. Firefighters shall be responsible for the safekeeping and proper care of all department property.
9. Firefighters shall accord obedience, respect, and courtesy to officers and those performing duties of a higher rank.
10. When assigned to act in a position of higher rank, firefighters shall accept responsibility for the performance of the duties of that position for which they are qualified.
11. The first firefighter on scene shall assume command. Command shall be relinquished to an arriving officer, or may be relinquished to an arriving senior firefighter.
12. Firefighters shall be clothed in bunker gear appropriate to the emergency scene.

13. Firefighters shall, under no circumstance, violate the two-in, two-out rule when entering a burning structure.
14. Firefighters shall not pilfer or be guilty of theft at emergency scenes or elsewhere.
15. At the conclusion of an incident, all firefighters on scene shall proceed to the station to put trucks back in service.
16. If a member wishes to volunteer at Marlow and another department, they must get approval from the Chief.

Members in violation of the Marlow Volunteer Fire Department General Rules and Regulations are subject to suspension or other disciplinary action from the department and membership status review by the Board of Directors.

Last Revised March 2012

## **Roles and Responsibilities**

The Marlow Volunteer Fire Department is staffed entirely by volunteer members. These members have a variety of duties and job responsibilities.

### **Trustees**

- Take charge of all department property and see that it is taken care of.
- To enter into (major) contracts for the department (loans, major purchase contracts such as trucks.
- Act as a liaison between the general public and the department.
- To hear and respond to grievances from within the department.
- Serve on the advisory Board of Directors.

### **Administrative Officer**

- Supervise the business and general affairs of the department.
- Preside over all membership meetings.
- With the Fire Chief, identify and approve emergency vehicle drivers.

### **Treasurer**

- Receive all money collected, give receipts, maintain records of all money collected and paid out on behalf of the department.
- Assist and advise the department as necessary on all financial matters.

### **Secretary**

- Keep a record of all proceedings of the department, call the roll, and maintain official correspondence.
- Maintain an attendance record of all department meetings.
- Maintain membership files.
- Maintain filing system for the department.

### **Chief**

- Lead all department emergency operations and preparedness.
- With the Administrative Officer, identify and approve emergency vehicle drivers.

### **Assistant Chief(s)**

- Act on behalf of the Chief at all emergencies and meetings when the Chief is not present or as directed by the Chief.

#### **Captain(s)**

- Perform duties as specified by the Chief or Assistant Chiefs and see that they are carried out.

#### **Lieutenant(s)**

- Perform duties as specified by the Chief, Assistant Chiefs, or Captains and see that they are carried out.

#### **Training Officer**

- Establish and supervise the departments training program.

#### **Chaplain**

- Provide moral and spiritual support to the department and its members.
- Assist in providing incident stress support/recovery.
- Council members as appropriate.

#### **Members**

- Attend all trainings and meetings.
- Maintain themselves with dignity at all times.
- Notify the Training Officer of absences from training sessions or Secretary of absences from meetings.
- Vote on department issues if an active member.

Last Revised June 2014

## Railroad Emergency Information

### 24 Hour Emergency Contact Numbers

CSX: 1-800-232-0144    Norfolk Southern: 1-800-946-4744

Below is a list of DOT Crossing Identification Numbers which can be relayed to Anderson County Dispatch for quick isolation of an area or railroad tracks in the event of an emergency, whatever it may be. Give dispatch a DOT Identification Number on each side of the incident so they can relay it to the railroad company and shut the tracks down if necessary. Last Revised March 2012

Road Name	DOT Identification Number	RR Track Owner
282 Bush Rd (Sulphur Springs Rd end)	347 457 F	CSX
440 Bush Rd (middle area of Bush Rd)	347 459 U	CSX
919 Bush Rd (Marlow Cir end)	347 461 V	CSX
Dutch Valley Rd @ Smith Rd	731 033 F	Norfolk Southern
Dutch Valley Rd @ Fox Ln	731 032 Y	Norfolk Southern
Dutch Valley Rd @ Popular Crossing	731 031 S	Norfolk Southern
Dutch Valley Rd @ Sneaky Snake Ln	731 029 R	Norfolk Southern
Dutch Valley Rd @ AJ Robbins Ln	731 030 K	Norfolk Southern
Laurel Rd @ Joe Byrd Ln	731 017 W	Norfolk Southern
Laurel Rd @ Long Hollow Rd	731 015 H	Norfolk Southern
Laurel Rd @ Buchannon Ln	no information	Norfolk Southern
Marlow Rd near Dutch Valley Rd	731 024 G	Norfolk Southern
Marlow Cir @ Moran Baptist Church	731 020 E	Norfolk Southern
Marlow Cir @ Power Mill Ln	731 022 T	Norfolk Southern
Old Batley Rd	347 478 Y	CSX
O.S. Hwy @ Brooks Rd	347 476 K	CSX
O.S. Hwy @ Cutter Ln	347 474 W	CSX
O.S. Hwy @ Donald Ln	347 468 T	CSX
O.S. Hwy @ King Ln	347 464 R	CSX
O.S. Hwy @ Marlow Cir	347 466 E	CSX
O.S. Hwy @ Pamela Place	347 469 A	CSX
O.S. Hwy @ Pine Ridge Rd	347 470 U	CSX
O.S. Hwy @ Sweet Estates	347 471 B	CSX
O.S. Hwy @ Webster J Cir	347 475 D	CSX
Sulphur Springs Rd (1700 block)	347 455 S	CSX
Sulphur Springs Rd @ Burriss Cemetery Rd	347 453 D	CSX



## Hose Loads

### **1 ½" Car Fire Line – 100 Feet: Combination Load**

Used on car fires and dumpster fires. First 50 feet is a flat load in the tray and the remaining 50 feet is a triple layer load.

### **2 ½" Blitz Line – 150 Feet: Flat Load**

This line is used on large fires for initial knockdown with the possibility of a direct attack. It can be used up to 6 times in six different openings (e.g. – windows, doors) for up to 20 seconds per opening. 3 seconds opening and 3 seconds closing the bail is included in the full 20 second count. While this will cool the fire significantly it also reduces your water supply by approximately 500 gallons. Be cautious in the initial phase since your water supply is more than likely still on the way.

Once you have used the blitz line for 20 seconds each of the 6 times, the bail should be closed, remove the smooth bore tips and connect the hose pack. The red or blue line pre-connect should also have been advanced to the nozzle end of the blitz line. The line needs to be advanced in a bundled shoulder load from the cross lay compartment off the engine. Once on the shoulder the pump operator will be able to un-screw the pre-connect from the engine.

### **2 ½" Attack Line – 300 Feet: Flat Load**

Used at fully involved fires, indirect attack only. It is a flat load with female end hanging out of the bed.

### **2 ½" Hydrant Lay – 800 Feet: Flat Load Forward Lay**

Used to supply water from tanker/hydrant to engine. It is a flat load, start with male end hanging out of the bed. Do not let couplings end near back of bed, put a Dutchman in the lay if necessary; try to keep couplings spread out away from one another to keep load from "humping up" in one area. The lay should be 3 rows wide.

### **2 ½" or 3" Fill Line – 25 Feet: Donut Rolled**

Used to fill the engine at a hydrant.

## **Pre-Connects:**

### **1 ¾" Blue and Red Lines – 200 Feet**

Triple layer load. For E-758 the hose should be even from the male connection to the nozzle, the overall length is 66 feet. For E-751 a short 2 foot tail should be left as a single layer. This allows it to be connected off the back of E-751. The overall length of the triple layer load is 64 feet.

### **1.5" Hose Packs – 100 Feet**

Each first due engine has a hose pack which allows a firefighter to connect to the 2.5 blitz line once the initial knockdown has been accomplished. A second pre-connect is then advanced and also connected at the wye gate.

The pack is 100 feet in length, triple layer load with a 4 ft. tail on the female end that is single layer. The pack should be 5 ½ ft. long and 2 sections wide with all the crosses in the end opposite the nozzle, finish by folding 4 ft. tail back on top of bundle to connect blue line outlet on wye gate; wye gate will be on the same end as nozzle. Make sure all the proper fittings are on the wye gate.

Last Revised 2010

## Hydrant Testing

### Equipment Needed for Testing

Four way hydrant valve with pressure gauge on one of the 2 ½" outlets.

Hydrant wrench

2 ½" to 1 ½" reducer adaptor

2 ½" bent pipe (in T-753)

Tube of grease for caps

Small bottle of oil for stem nuts and oil ports

¼" allen wrench (hex head)

### Procedure

1. Notify the water company and advise them that MVFD will be testing hydrants.
2. Remove one of the 2 ½" caps. Choose an outlet on the hydrant which when the four way is hooked up and opened for testing the flow path of water will not wash out property or hit someone's home. Try also to not flow water across the roadway if possible.
3. Connect the four way to the chosen discharge and tighten with the hydrant wrench. There should be no dripping or leaking of any of the ports during the test, if one does, tighten until it stops. You can start with the 2 ½" to 1 ½" reducer adaptor. For flows of 750 g.p.m. or better this adaptor will not give you a 20% drop in flow. Use the 2 ½" bent pipe.
4. Put hydrant wrench on stem nut and open hydrant slow and all the way.
5. Take a reading from the pressure gauge, this will be the "**static pressure.**" If the needle is bouncing wait a few extra seconds till it settles down. Record this number as the "**static pressure.**"
6. Open the ¼" turn ball valve slowly to start the flow test. Take a reading from the pressure gauge, this will be the "**flow pressure.**" The needle will be bouncing, record the number as best as you can, this is the "**flow pressure.**" Close the ball valve slowly.
7. When the test is complete, remove and stow all equipment except the hydrant wrench. Put a little grease on both of the hydrants 2 ½" discharge outlet threads. Also, put a small amount of

oil on top of the stem nut and or in any oil ports (usually a ¼” plug at the top of the bonnet, you will need a ¼” allen wrench to remove this plug.)

8. Close the hydrant with the hydrant wrench. Go to the next hydrant.
9. Upon the completion of hydrants, statistics should be put into an excel spreadsheet program so the flow rates can be compiled, then logged into hydrant flow sheet also in excel.

If a hydrant is found to be out-of-service for any reason the tester must contact the correct water company immediately. They should also notify the entire department of the hydrant that is out-of-service.

Open and close all hydrants slowly, this also includes the four way hydrant valve.

Existing hydrants must be eight inches to the ground from the centerline of the 4 ½” steamer port.

New hydrants must be fifteen inches to the ground from the centerline of the 4 ½” steamer port.

The hydrant breakdown according to utility company is in the front of the blue hydrant book.

### **Color Code**

Red bonnets – 500 g.p.m. or less

Orange bonnets – 500 to 999 g.p.m.

Green bonnets – 1000 to 1499 g.p.m.

Blue bonnets – 1500 g.p.m. or higher

### **Utility Company Phone Numbers**

A.C.U.B – 865.457.3033

Oliver Springs – 865.457.4298

Last Revised 2010

## Self-Contained Breathing Apparatus (SCBAs)

### Purpose:

This guideline ensures proper steps have been taken to protect firefighter's respiratory systems from potentially toxic atmospheres, such as an interior/exterior fire attack or hazardous materials emergency.

Based upon the nature of the job and potential exposures, appropriate SCBAs have been selected for use in Fire Department operations.

Firefighters will be trained in the proper use, maintenance, storage, and inspection of SCBAs.

Face piece fit testing will be conducted yearly on each fire suppression personnel and when conditions such as changes in equipment, facial scarring, dental changes, cosmetic changes, or significant change in body weight occur.

The firefighter or an officer may require a fit test when visual observations of the person warrant.

### Scope:

This guideline applies to all firefighters who operate on an incident scene where an IDLH (Immediately Dangerous to Life or Health) or potential IDLH atmosphere may be present. Proper use of SCBAs is required in all IDLH or possible IDLH atmospheres. Anytime Incident Command cannot identify or reasonably estimate the firefighter's exposure, these atmospheres will be considered IDLH.

Proper respiratory protection is required to protect the firefighter from injury and harm during some types of training and many types of emergency incidents.

Failure to follow this procedure can result in injury or death to the member by acute or chronic exposure.

### Responsibility:

It is each firefighter's responsibility to:

- Use the SCBAs as instructed.
- Guard against damaging the SCBA.
- Keep the SCBA clean and properly stored.
- Be proficient in the donning, doffing, and use of the SCBAs.
- Report any malfunction of the SCBA to an officer immediately and remove it from service.
- Attend training as outlined by the Training Officer or other designee.

- Must maintain facial hair so that it doesn't interfere with being able to obtain a proper seal of the face piece.

Two SCBAs have been selected for use at the Marlow Volunteer Fire Department. They are listed as follows:

1. Scott 4.5 Air-Pak X3 - this unit has a 45-minute rated air supply.
2. MSA Firehawk – this unit has a 30-minute rated air supply.

When in use, the cylinder must be changed when the low air alarm sounds. Due to demands of the job, the unit may not last for its rated time.

All face pieces are stored on the apparatus with the appropriate SCBA.

### **Training:**

Marlow has an ongoing training program in the proper use of SCBAs. The Training Officer has the responsibility of developing and implementing this training program.

### **Procedures for IDLH Atmospheres: (2 in/2out)**

Anytime firefighters enter into an IDLH or potential IDLH atmosphere they must use appropriate respiratory protection, work in teams of two or more, and remain in voice, visual or signal line contact with each other at all times. Radios are not allowed as sole means of maintaining contact between entry team members due to possible failure. The entry teams shall maintain contact with those outside via voice, visual, signal line, or radio. **Anytime** firefighters are operating in an IDLH environment, a team of at least two firefighters **fully equipped** shall be immediately available outside the IDLH atmosphere to perform firefighter rescue functions. One of the firefighters must monitor the entry team's activities and be able to initiate a rescue should the need arise. This firefighter will not be assigned any other responsibilities. The other firefighter may perform other duties as long as they stay in close proximity and direct visual contact with the firefighter monitoring the entry team or teams and remain readily available to him or her should a firefighter rescue be needed. The functions of the second firefighter cannot be functions, which would cause a risk to others at the scene if they had to be abandoned. If a firefighter rescue is initiated, the team shall communicate their actions to Incident Command. Information to be transmitted shall include but not limited to: point of entry, location within the structure you will be operating, number of personnel entering the structure and any additional resources needed.

### **Exception:**

Incident Command **may** initiate a rescue without a back-up rescue team in place provided there is **confirmation** that a victim may be present and that this action may result in someone's life being saved.

## **Regular Operational Inspections:**

Regular operational inspections shall be completed on SCBAs on a routine basis, consisting of:

1. Check cylinder gauge (cylinder must be full).
2. Check cylinder for physical damage.
3. Check harness assembly for wear or damage.
4. Check face piece for wear or damage.
5. Properly don SCBA.
6. Properly don face piece and check seal and exhalation valve. (Cylinder valve must be off and system must be free of air to properly perform test)
7. Fully open cylinder valve and check for leaks.
8. Check regulator for wear or damage and ensure proper operation by connecting to face piece and operating normally.
9. Ensure proper operation of VIBRALERT and bell alarm by turning the cylinder valve off and bleeding air from the system with the purge valve. Both alarms should operate when the gauge drops into the red zone.
10. Ensure proper operation of PAK-ALERT.

## **Cleaning and Storage Guidelines**

### **Cleaning:**

- Ensure that the regulator is properly stored in the storage holder attached to the harness assembly.
- Scrub harness assembly, backpack, and cylinder with warm soapy water and rinse thoroughly.
- Allow the harness assembly to dry.
- If the face piece is heavily soiled, wash it with a warm soapy solution and rinse thoroughly. Dry thoroughly and place face piece in storage bag.

### **Proper Storage:**

All SCBA are to be stored in a ready condition on the apparatus in their proper location.

### **Proper Donning:**

1. Turnout gear must be on properly with all snaps and buckles fastened.
2. Donning of breathing apparatus:
  - a. Properly don the SCBA
  - b. Properly don the face piece (seal and exhale valve shall be checked with the cylinder off and system free of air)
  - c. Don hood

- d. Don helmet (secure with strap)
- e. Don firefighting gloves
- f. Connect regulator

#### **Transfiling between SCBA (Emergency Breathing System):**

The SCBA with the higher pressure reading is the donor. The SCBA with the lower pressure is the receiver.

Transfiling between users of SCBA should be performed only during life-threatening emergencies or simulated training exercises.

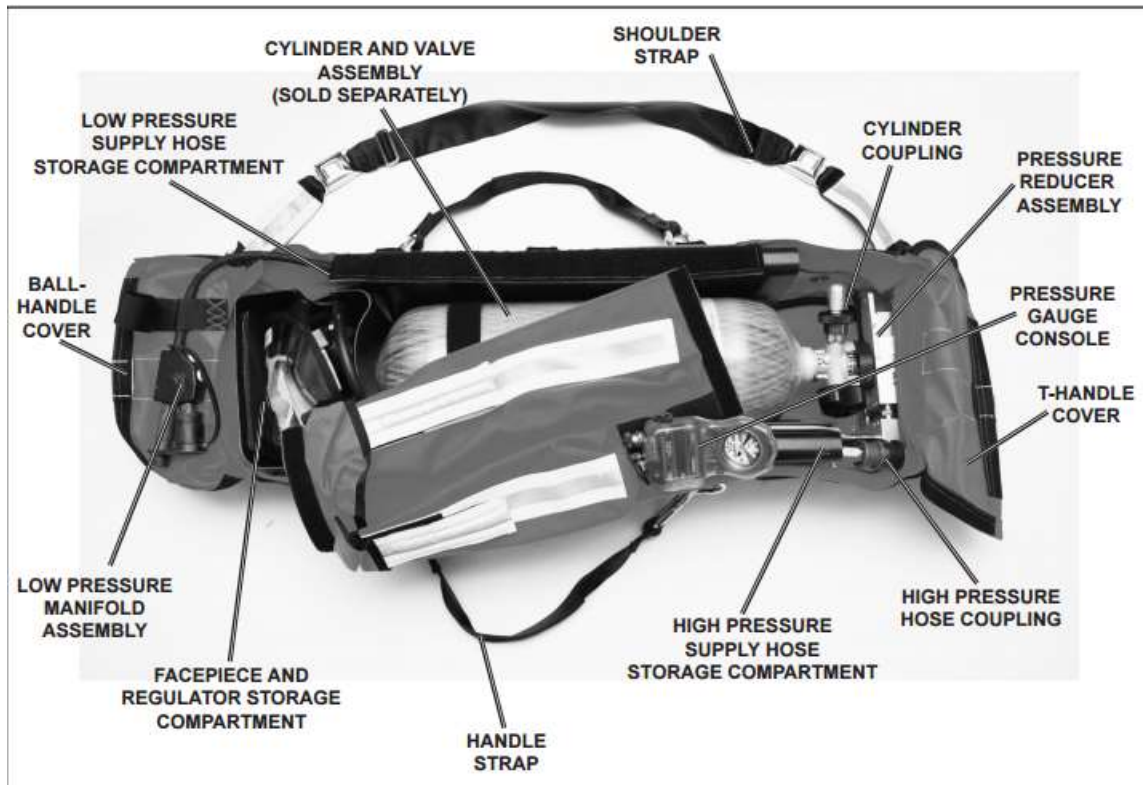
Both the donor and receiver shall return to fresh air immediately following the procedure.

Both SCBA used by MVFD are equipped with a 3 foot emergency transfill hose in a protective pouch attached to the harness assembly.

#### **Scott RIT-PAK**

The Scott RIT-PAK portable air supply is intended for use by a Rapid Intervention Team (RIT) as an emergency source of breathing air to supply air to a single respirator being used by one person while that person is being evacuated from an atmosphere requiring respiratory protection. The RIT-PAK must only be used by trained personnel.





### **Cascade System**

The Cascade System shall only be operated by personnel that have been trained.

The Marlow Volunteer Fire Department uses Breathing Air Systems to provide air quality testing on a quarterly basis.

Repairs, adjustments, and/or alterations are not to be performed to any piece of breathing equipment, except by personnel properly trained, certified, and approved by Marlow Volunteer Fire Department.

Last Revised January 2016

## **Traffic Control Safety**

1. Minimum P.P.E. – full turnout gear and traffic vest with a hand light.
2. Plan an escape route from the area in which you are directing traffic. This should be a safety zone that you can run, jump, or move to quickly in the event a vehicle does not see you or yield to your command to stop.
3. When in doubt or scene safety is compromised, especially in the action circle, completely shut down all traffic.
4. Use a transition zone on each side of the incident. Minimum distance should be 60 feet and maximum distance should be 150 feet. The longer of the two lengths of advanced warnings should be utilized on four lane roads, and on two roads with speeds over 35 miles an hour.
5. Communicate clearly with second member on traffic as to the first and last vehicle and who is going to send or hold traffic. Tell Command when the wrecker gets on scene. This should be done on channel 73 if possible.
6. Utilize cones and flares as a defensive advantage forming an early warning system.
7. Immediately notify command if a vehicle breaches a traffic control point.
8. Keep traffic control established until an Anderson County Sheriff Officer or a THP Trooper assumes traffic control, or until the incident is terminated by command.
9. Do not establish a traffic control point on the blind side of a curve or hill or in a corner. This may mean you could be out of sight of the scene and what's going on. Use good radio communication.
10. Don't assume the driver of any vehicle is going to see you or follow your instructions. Never turn your back to oncoming traffic. Stay alert, visible and be safe.

Last Revised February 2013

## All Emergency Response

1. Respond only to calls that apply to you, and that you are properly trained for.  
Example: EMS assist and lift assist calls – only First Responders
2. Begin your response at radio dispatch. No freelancing.
3. After page is received, radio your response. Don't call dispatch to report your response.  
Example: "75XX responding to structure fire 222 Smith Rd"
4. Don't call dispatch or other department members on channel 72 to ask for directions to the scene. Use your street list and map pages.
5. Obey all traffic rules en route to the scene.
6. No member shall use emergency lights, flashing lights, or sirens when responding in a privately owned vehicle (POV).
7. If you receive an "all units not on scene cancel" notification from dispatch, don't continue to the scene.
8. Park you POV well away from the scene to allow access to other emergency vehicles and permit a clear flow of traffic.
9. Drop a cone or station someone on the main road to direct later responders to the site of a difficult-to-locate scene.
10. Upon arrival at the scene, turn your radio to channel 73.
11. Dress in full gear as appropriate to the type of call.
12. Report to Incident command to give your tag out card and wait for an assignment.
13. Don't enter the hot zone without an assignment.
14. Don't smoke near or at an active scene.
15. Report to Incident Command before leaving the scene for accountability purposes.
16. Protect yourself from accusations of theft. Never enter structures or vehicles alone or without specific instructions from Incident Command or law enforcement.
17. At the conclusion of the incident, return to the station to help put trucks back in service.

Last Revised March 2013

## Communications

### Anderson County's Dispatch

Radio dispatch to Marlow Volunteer Fire Department is provided by Anderson County Sheriff's Office dispatchers using E-911 equipment. Our continued use of this dispatch system depends on proper use by our department.

### Fire Service/EMS Channels

Marlow, Andersonville, Briceville, Medford, and Rescue Squad share channels 71, 72, and 73.

Claxton and Oliver Spring radios are VHF. Our present UHF radios cannot receive transmissions from or broadcast to Claxton or Oliver Springs. There are VHF radios in the department trucks that can be used to communicate with Claxton and Oliver Springs.

Broadcasts over channels 71 and 72 are bounced off tower repeaters and are heard county-wide. These channels must be used sparingly to allow other agencies to communicate with dispatch if needed. Any transmissions on these channels must be professional in nature and content.

Channel 73 is a "radio-to-radio" channel and may be used to communicate with other department members on scene. These transmissions are limited to approximately one mile "straight line" radio waves.

### Radio Use during a Response

1. Radios are to be used only during emergency calls. No exceptions!
2. Press the transmit button for 3 seconds before and after your transmission. Hold firmly during transmission to prevent broken transmissions.
3. Don't radio your response until after a page is received.
4. When paged, radio your response with "75XX en route." Don't call dispatch to report your response.
5. Don't call dispatch to see if any other units are responding.
6. Transmit your arrival on scene with "75XX on scene." Don't call dispatch to report your arrival.
7. Don't call dispatch or other department members on channel 71 or 72 to ask for directions to the scene.
8. Once on scene, all radios should be turned to channel 73.

9. Once on scene, only Incident Command will communicate with dispatch.
10. Only Incident Command and Officers may communicate with responding units on channel 71 or 72.

### **First on Scene**

1. If you are first on scene, survey the scene and transmit a situation report to dispatch and other responding units to hear.
2. Before transmitting to dispatch, take a moment to collect your thoughts and plan what you will say.
3. Speak in a calm and clear manner so your information or request will be heard and understood the first time.
4. Convey only pertinent information.

### **General Rules**

1. Never use profane or obscene language, criticize the dispatcher or make sarcastic remarks.
2. Safeguard your radio from children who may be able to create an "open mike."
3. When riding with another agency, members must obtain a radio call number from that agency and may not use Marlow radio call numbers to broadcast transmissions.
4. Bring all dispatch concerns to the Chief or other Officer who will contact dispatch supervisors to discuss the problem.

### **Common Radio Codes**

Use plain language when communicating over the radio. These radio codes are acceptable to use.

Code 73 - DOA

Responding Code 10 - one firefighter in the truck

Responding Code 20 - two firefighters in the truck

Note – each radio is identifiable to dispatch and can be traced back to whom it is assigned. Having a department assigned radio is a privilege and can be revoked at any time if abused or not used properly.

Last Revised May 2015

## **Auto Accident with Entrapment or Hazards**

MVFD has three functions at an auto accident scene:

1. Protect rescuers, bystanders, and victims from fire, possible fire, and other hazards.
2. Support ambulance and rescue operations.
3. Secure and maintain control of the accident scene.

Immediately upon arrival, report to Incident Command.

The action circle is a 20 foot hot zone around the action scene. Don't enter the action circle without full bunker gear and an assignment from Incident Command. Stay in the staging area.

Render only the medical assistance/first aid that you are trained and qualified to perform.

Personnel shouldn't access vehicles or personal belongings of the victims unless requested to do so by law enforcement personnel.

Use extreme caution to prevent personal contamination with biohazards. Medical gloves must be worn by any personnel handling victims.

All personnel who exit the hot zone must report to the staging area to be inspected and decontaminated as necessary.

Only approved MVFD drivers are authorized to drive the ambulance and must have permission of MVFD Incident Command and Anderson County EMS.

### **Designated Tasks**

Depending on the number of firefighters responding, the following tasks may need to be shared by fewer people while maintaining the priority order of tasks.

#### **First on Scene – Incident Command**

1. Immediately conduct an outer survey by circling the entire scene at a safe distance from the vehicle(s), looking for victims and hazards. Look outward as well as inward.
2. Move in toward the vehicle(s) to conduct an inner survey. Look for:
  - a. Number and conditions of victims.
  - b. Hazards: leaking fuel, hazardous materials, and downed power lines.

3. Radio a situation report to dispatch. Include information on:
  - a. Number, condition, type, and position of vehicle(s) involved.
  - b. Number of victims.
  - c. Obvious injuries to victims.
  - d. Hazards
  - e. Additional help needed: Sheriff's Deputy, THP, or CUB.
4. If vehicle is in danger of rollover, radio the responding engine to spot in the anchor position.
5. Appoint a safety officer to handle decontamination.

### **Operator**

1. While en route, determine from dispatch which other agencies are responding.
2. Spot the engine a safe distance from the accident scene. If the accident vehicles are over an embankment, pull the engine closer so that it may be used as an anchoring point for safety lines.
3. Position the engine to:
  - a. Protect personnel from oncoming traffic.
  - b. Allow access to rescue vehicles.
  - c. Maintain traffic flow, if possible.
4. Engage the pump and set a standby pressure of 100 psi, recirculating.
5. A charged 1 3/4" hose line shall be deployed on all extrications.
6. Be prepared to increase pressure to normal operating level at any time.
7. On night incidents, start the generator and deploy scene lights.
8. If necessary, deploy safety lines and assist with anchoring of vehicle.

### **Equipment**

1. Spread 8' X 8' tarp on the ground just outside the action circle.
2. Remove and arrange on the tarp all equipment from the crash compartment.

### **Safety Officer**

1. Check MVFD personnel for contamination upon their return to staging.
2. Direct decontamination of personnel, the accident scene, and any equipment.
3. Collect and maintain control of biohazard bags containing contaminated materials for disposal by the ambulance crew or in the Marlow Station Biohazard Can.

4. File a written report of any personnel who were contaminated in the event that follow-up is required.

#### **All Personnel on Scene**

1. Park well away from the rescue vehicle parking area in a manner that will not prevent traffic flow.
2. Upon arrival, don't enter the action circle. Stage at the engine until given an assignment by Incident Command.
3. Once the scene is stabilized, extra personnel will be asked to leave to reduce congestion and minimize risk.

At the conclusion of the incident, all firefighters on scene shall proceed to the station to put the trucks and equipment back in service.

At the conclusion of the incident, it is the responsibility of the driver to ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.

Last Revised March 2013



## Brush Fires

These procedures are designed to make the best use of minimal manpower to control and extinguish brush fires in a safe manner.

### Priorities

1. Life safety – including domestic animals and livestock.
2. Protection of threatened structures.
3. Containment of the fire.
4. Extinguishment of the fire.

### Safety Rules

1. Always tag out with Incident Command. This allows Incident Command to keep track of all members on the scene. (accountability)
2. Wear appropriate non-synthetic clothing:
  - a. Helmet
  - b. Work gloves
  - c. Long pants
  - d. Work boots
  - e. Goggles (if desired)
  - f. Bandanna

Bunker pants and boots are strongly discouraged.

3. Be prepared for nightfall during afternoon and evening fires. Take your hand light.
4. Keep your face shield down or goggles on when moving through the brush at night to avoid possible eye injury.
5. Establish the apparatus as a safe anchor point from which to fight the fire.
6. Never work alone. Stay with your lines or other hazards.
7. Watch for possible downed power lines or other hazards.
8. Be alert for changes in wind or weather conditions.
9. Maintain visual and voice contact with other crew members at all times.
10. Maintain communications between the crew and the anchor point.
11. Maintain communications between the crew and Incident Command.

The safe area is the area that has already burned. In an emergency, get into it. When going into or out of the fire area, go through it.

### **Direct Attack Method – Low or No Wind Conditions or Low Intensity**

#### **Task assignments**

##### **Operator**

1. Position the apparatus to protect threatened exposures. If there are none, position as close to the hot flank of the fire as possible. Be sure the apparatus has a safe escape route.
2. Stretch the booster line and extinguish as much fire as possible.
3. Leave the booster line charged.
4. Stay with the apparatus.
5. Maintain radio communications with the crew and Incident Command.
6. Brief arriving members on conditions and the status of our efforts.
7. Monitor wind and weather conditions and inform crews of any changes.

##### **Direct Attack Crew – (4 positions)**

The crew should move along the fire line from the anchor point, attacking from the unburned side so that embers and flame blown by the extinguisher or swatter will go back into the burned area.

First member – five gallon backpack extinguisher, portable radio

1. Lead at a slow walk, knocking down the flames, including those that flame back up while still within reach.
2. When extinguisher is empty, take radio and return through the burn area to the booster line and refill.

Second member – swatter, portable radio

1. Follow the lead extinguisher man and deal with any remaining hazards.

Third member – fire rake, portable radio

1. Follow the lead extinguisher man and deal with any remaining hazards.

Fourth member – five gallon backpack extinguisher, portable radio

1. Trail other crew members, not using your extinguisher until first member's extinguisher is empty.
2. Take lead extinguisher position at a slow walk, knocking down the flames, including those that flame back up while still within reach.
3. When extinguisher is empty, take radio and return through the burn area to the booster line and refill.

Fifth member – backpack blower, portable radio

1. Blow leaves and other material to the fire side of the line.

### **Indirect Attack Method – High Wind or High Intensity Fire**

#### **Task Assignments**

**Indirect Attack Crews** – two crews of at least two members each.

Both crews should proceed to a point well in front of the head of the advancing fire and begin working away from each other down both flanks of the fire, raking a line approximately 2 feet wide down to the bare dirt.

First member – fire rake or blower, flares (2-3) or drip torch, portable radio

Additional members – fire rake, portable radio

1. Rake or blow leaves and other material to the fire side of the line.
2. Follow the terrain so that an imaginary basketball placed in the line will always roll towards the fire. This prevents a burning log from rolling across the line and spreading the fire.
3. Nothing burnable can remain across the line. The line must go around fallen trees that can't be moved.
4. After 50 feet or more of line has been raked, set a backfire in this material. The backfire will burn towards the main fire, widening the line.
5. When using flares to set backfires, wait and light longer stretches of line at once to save flares.

## **Working with Dozers**

Forestry Service dozers will frequently be working fires requiring indirect attack. They are far better at putting in line; however, they usually arrive after we do.

Dozer safety rules:

1. Incident Command should immediately tell the dozer operator where our crews are working and inform the crews by radio of the dozer's arrival.
2. Crews should immediately account for all members.
3. Get out of the dozer's way as it approaches your position.
4. Remember there may be more than one dozer working.
5. Never attempt to direct the operation of the dozer unless the operator specifically asks you to do so.
6. The dozer operator can't hear you. His vision is concentrating on his immediate front, so he won't see you either.
7. Never approach the dozer from the front or rear. Sudden changes in direction are common.
8. Don't attempt to touch or board the dozer while it is moving.
9. Don't attempt to touch or board the dozer until you have established unbroken eye contact with the operator.
10. Don't ride on the dozer.
11. The line plowed by the dozer is deeply rutted. It is a difficult path to try to walk.
12. Night operations with dozers are especially dangerous. All crew members should have their personal hand lights on at all times.

At the conclusion of any incident, all firefighters on scene shall proceed to the station to put trucks and equipment back in service.

At the conclusion of any incident, it is the responsibility of the driver to ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.

Last Revised 2010

## Structure Fires

This tactical guideline provides assistance in training and operations. Deviations are likely, depending on particular scene conditions as judged by Incident Command.

In addition to general guidance, this guideline specifically addresses interior attack, blitz attack, search and rescue, and limited area fires. Additional tactics such as exposure protection or an exclusively exterior attack may be ordered by Incident Command, depending on conditions.

No firefighter should ever assume responsibility for any task they are not trained to do. If a firefighter is not comfortable with an assigned task, they should ask the officer for another assignment.

Immediately upon arrival at the scene, firefighters should hand tag out cards to Incident Command. Tagging out with Incident Command will help us account for all personnel on scene at any given time, thus improving safety. For safety and security purposes, no firefighter should be alone during any activities. Before leaving the scene, report to Incident Command. Remember to retrieve your tag out card when you leave the scene.

### Evacuation

Three long blasts on the air horn signals all firefighters to **IMMEDIATELY EVACUATE** the structure and report to Incident Command.

### Designated Tasks

The following designated tasks are common to virtually any structure fire and are essential for prompt control of fire inside a structure.

### Incident Command – portable radio

1. 360 evaluation of the scene and the potential need for a search for victims.
2. Direct all fire and support operations and resources directly or by specific delegation.
3. Request additional resources (EMS, mutual aid, law enforcement, hazmat, etc.) as needed.
4. Serve as the single point-of-contact with dispatch.
5. Review with the property owner the status of the property, actions taken, recommended follow-up activities, fire report availability, etc.
6. Ensure with dispatch that the working fire protocol is in motion.

### **Pump operator – portable radio**

1. Decide immediately how water is to be supplied.
2. Communicate water supply decisions to incoming units.
3. Operate the pump and generator.
4. Change air bottles.
5. Monitor and communicate water resources to all on scene.
6. Monitor radio and coordinate staging of incoming tankers.

### **Drivers – portable radio**

1. Coordinate location, staging, and arrival of your incoming truck with Command or the pump operator.
2. At the conclusion of the incident, ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.

### **Interior Attack**

#### **Attack team – (two positions)**

First member – SCBA, hose line, portable radio

Second member – SCBA, irons, light box, portable radio

1. Pack out immediately upon arrival.
2. Stretch the hose line (200 foot pre-connect) to the point of entry.
3. Charge, bleed, and set hose pattern to straight stream.
4. Mask up.
5. Force entry if required – try before you pry!
6. Begin interior attack.
7. If an interior search has been declared, search as your team proceeds, maintaining account of and protecting the interior search teams.
8. Extinguish the fire.

#### **Rapid intervention team (R.I.T.) – (two positions)**

Entry man – SCBA, hose line, light box, portable radio

1. Pack out.
2. Stretch the hose line (200 foot pre-connect) to the point of entry.
3. Charge, bleed, and set hose pattern to straight stream.
4. Prevent entry into the hot zone by anyone not wearing full protective gear.
5. Maintain control of the entry point and account for those persons inside. Be alert for PASS device sounds.
6. Feed hose for the attack team.
7. Maintain and monitor radio contact with attack team and Incident Command.
8. Don't leave point of entry position unattended.
9. If rescue/assistance entry must be made, arrange for another R.I.T.

Vent man – SCBA, irons, light box, portable radio

1. Pack out.
2. Work in coordination with the attack team as they attack the fire room inside.
3. From outside the structure, remove completely all window glass and screen in the fire room when the attack team is ready to put water on the fire. This will allow heat and steam to escape. Remember, venting a little early is better than venting too late!
4. When venting the windows, look for potential victims outside in the vicinity of windows or doors.
5. When venting is complete, report immediately to the entry point.
6. Assist the entry man with feeding hose.
7. Set up the PPV fan when the hook/blitz team delivers it to the entry point.

**Hook/blitz team – (two positions)**

First member – SCBA, 6 ft pike hook, PPV fan, portable radio

Second member – SCBA, 4 ft multi-hook, portable radio

1. Pack out.
2. Drop of PPV fan with the R.I.T. vent man for set up.
3. Mask up and enter to support attack team by exposing fire with hooks and performing overhaul.

4. Members of this team must enter together, stay together, and coordinate with the attack team.

### **Blitz Attack**

When a structure is too involved upon arrival to start an interior attack, but it is felt there is still a chance to save the structure, a blitz attack is used to knock the fire down sufficiently to allow an interior attack.

The first arriving firefighters should:

1. Tag out with Incident Command.
2. Pack out.
3. Stretch and charge the 2 ½ inch 150 foot blitz line.
4. Attack the fire using up to 6 blasts of not more than 20 seconds per blast into the main body of the fire. This approach is aggressive exterior attempt to gain knockdown while using a controlled amount of water so that an interior attack can be mounted if the blitz attack is successful.
5. If knockdown is achieved, begin an interior attack as outlined above.

### **Search and Rescue**

If it has been determined that victims may be in the structure, the interior attack plan should be modified to both attack the fire and safely search for victims. Additional mutual aid should be requested.

Initiate a search of the perimeter to locate any occupants outside of the structure for information on any persons still inside.

Neighbors are not considered reliable sources of information as to whether or not anyone is in the structure.

Occupants outside the structure should be attended by department personnel at all time during the fire.

Additional teams, as determined by Incident Command, may be formed to perform interior search and exterior search duties.



All teams should consider that occupants are likely to be found in bedrooms, bathrooms, and hallways where they were most likely hiding from the fire or attempting to escape.

**Interior search team** – (two positions)

First member – SCBA, hose line, portable radio

Second member – SCBA, irons, portable radio

1. Pack out.
2. Operate under the protection of a charged hose line, or coordinate protection with the attack team and use a hose line.
3. Maintain constant voice contact with each other.
4. Search all areas quickly, beginning with the area posing the most threat to potential victims.
5. First member should stay with the hose line at the door to each room as it is being searched.
6. Second member should search the perimeter and as much of the center of the room as can be safely reached, checking:
  - a. On and under beds.
  - b. Under and behind furniture.
  - c. In closets.
  - d. In bathtubs.
7. Leave signs that the search is complete in each room such as:
  - a. Turning mattresses crosswise on the bed.
  - b. Opening the windows.
  - c. Closing doors.
8. Give an “all clear” report to Incident Command when the search is complete.

If a victim is located:

1. BOTH MEMBERS should immediately remove the victim from the dwelling, requesting additional help if necessary.
2. Use a removal route with the most tenable conditions.
3. Report removal to Incident Command.

4. Remain with the victim until relieved by another firefighter or other emergency personnel.

**Note:** after the incident is under control, a more thorough secondary search should be made to ensure that there were no victims, to salvage valuables, and to attempt to determine the cause and point of origin.

### **Exterior Search**

Exterior searches are only to be initiated in areas well removed from the actual fire but where victims may be located in smoke or attempting to distance themselves from the fire. Extreme care is to be used to avoid any risk to firefighter safety since a protective hose line is not present.

#### **Exterior search team – (two positions)**

Ladder man – SCBA, ladder, portable radio

1. Pack out.
2. Raise ladder to the sill of the window farthest from the interior attack teams.
3. Follow the search man up the ladder and remain on the ladder.
4. Maintain constant voice contact with the search man.
5. When the search man returns to the ladder, descend the ladder.
6. Reposition the ladder to the next window when the search man is down.

Search man – SCBA, irons, portable radio

1. Pack out.
2. Open or break window from the top of the ladder.
3. If there is no fire threat, carefully enter the room, close its door, and search the room.
4. Maintain constant voice contact with the ladder man.
5. Exit through the window, descend the ladder, and move to the next room.

### **Room in Contents Fires**

If a fire involves only a limited area of structure, extra care should be taken to minimize any further damage caused by firefighting operations. These measures may include:

1. Covering furniture with salvage covers to prevent water damage.
2. Using salvage runners to prevent tracking debris on carpeting and floors.
3. Removing valuables to a safe location after consulting with the owner.
4. Minimizing structural damage during overhaul by tearing out walls, ceilings, windows, etc. only when absolutely necessary.
5. Cleaning debris from fire areas to the bare walls and floors to prevent re-kindle.
6. Inspecting for possible extension to prevent re-kindle.
7. Covering openings with wood or plastic for security and weather protection, if possible.
8. Clearing door areas so that they may be closed and secured.

Note: be aware of the potential for arson and ensure preservation of evidence. If there is any suspicion of arson, stop operations and notify Command so an investigation can be conducted.

At the conclusion of any incident, all firefighters on scene shall proceed to the station to put trucks and equipment back in service.

At the conclusion of any incident, it is the responsibility of the driver to ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.

Last Revised March 2013

## **Drivers/Operators**

### **Emergency Driver/Operator Qualifications**

1. An emergency driver is a person designated by the chief and trained by authorized trainers to drive department apparatus and operate the pumps.
2. Emergency drivers will be trained at the request of the chief only.
3. All emergency drivers must qualify as pump operators.
4. Only authorized trainers may train pump operators.
5. Upon completion of training the emergency driver/pump operator trainers will recommend to the chief that the trainee should or shouldn't be accepted as a driver/operator.
6. All emergency drivers must have a valid Tennessee driver's license.
7. All emergency drivers must be 21 years of age or older, unless approved by the chief.
8. Complete EVOC/Vanessa K. Free training annually.

Each member is responsible for maintaining any certifications required to maintain the minimum training standards, such as EVOC or Vanessa K. Free.

### **Emergency Driver/Operator Responsibilities**

1. Non-MVFD personnel, adults or children, are prohibited from riding on department apparatus on emergency runs unless approved by the chief.
2. Only the driver and one passenger (two if seat belts are available) are allowed in department apparatus.
3. All drivers and passengers must wear seat belts.
4. When approaching a school zone that is marked by signs or flashing lights, you must obey the posted speed limit.
5. No one will be allowed to ride the tailboard or running board of any apparatus for any reason.
6. Headlights should be on at all times.
7. During emergency response, siren and emergency lights must be operated concurrently or not at all.
8. If traffic is at a standstill, emergency lights and siren should be turned off until such time as the driver can proceed to the scene.
9. Fire apparatus shall be driven at a safe speed under all conditions.

10. Fire apparatus shall be slowed and brought to a stop before railroad crossings and at intersections against a red traffic light or stop sign.
11. Before moving an apparatus the driver will check the front, sides, and rear of the apparatus for personnel and loose equipment before entering the cab.
12. When available a ground guide should be used as a spotter to assist in the backing of the fire apparatus.
13. An operator will not leave the pump panel during pumping operations unless relieved by a qualified operator.
14. At the conclusion of any incident, it is the responsibility of the driver to ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.
15. Operators are responsible for refueling vehicles when they fall below  $\frac{3}{4}$  fuel level at the department's designated local fuel station using a fleet fuel card.
16. Emergency response doesn't exempt the driver of the responsibility of driving to the scene with due regard to the safety of all personnel and traffic on the road.

#### **Responders in Privately Owned Vehicles (POVs)**

1. State law prohibits red or blue lights visible from private vehicles without authorization from the Anderson County Sheriff's Department. MVFD doesn't allow lights in POVs.
2. MVFD prohibits the use of flashing lights, including emergency flashers and headlights (wig wags), in all POVs for any reason.
3. All members responding POV to emergency calls will obey all traffic laws, including posted speed limits.
4. Once on scene, POVs shall park so not to obstruct arriving fire and emergency vehicles to the scene and/or obstruct the traffic being diverted around an emergency scene.

#### **All Members**

1. No person shall operate any emergency vehicle, including private vehicles, while under the influence of alcohol or drugs.
2. All moving violation citations must be reported to the Chief or Assistant Chief within 72 hours of the citation.

3. The state driving record of any member is subject to review at any time.
4. Any member observed operating fire department apparatus or POV in an unsafe manner will be subject to member status review.
5. Don't enter without cause, remove, replace, purchase, or make alterations of any kind to any parts or equipment of the company apparatus without the authorization of the vehicle committee chair or, in his absence, the Chief. Any damage shall be reported immediately.
6. The following are the only authorized uses of department apparatuses:
  - a. Response to emergency calls.
  - b. Refilling with water or fuel.
  - c. Fire department training.
  - d. Road course.
  - e. Maintenance checks.
  - f. Inspections.
  - g. Hydrant testing and painting.
  - h. Community events as approved by the Chief.
7. Any person violating the guidelines as set forth in this document is subject to membership status review by the Chief.

Last Revised January 2014

## **Apparatus Response**

All drivers should respond to the station until advised that all trucks are en route.

The driver of each apparatus can carry only one passenger in the front seat on all responses, with the exception of Engine 758 there can be two passengers. Passengers are not permitted anywhere on the apparatus other than in seats during or returning from response.

Qualified drivers should not be passengers unless all responding apparatus are already en route to the scene.

### **Responses by Call Type**

#### Structure Fires

All areas – Marlow Engine 758 and Donovan Engine 751

All areas – Marlow Tanker 752 and Donovan Tanker 753

All areas – Truck 755

#### Fire Alarms

Marlow – Engine 758 and Tanker 752 with standby from Engine 751 and Tanker 753

Donovan – Engine 751 and Tanker 753 with standby from Engine 758 and Tanker 752

All areas – Truck 755

#### Vehicle Fires

Marlow – Engine 758

Donovan – Engine 751

A second driver should standby at the station to respond with the tanker in the event the vehicle is an RV or transport truck.

#### Brush Fires

Marlow – Truck 755 followed by Tanker 752

Donovan – Engine 751 followed by Tanker 753

Drivers are to precede non-emergency if no structures are threatened.

#### Vehicle Accidents

Marlow – Truck 755 followed by Engine 758

Donovan – Engine 751

#### Search and Rescue

If Anderson County Rescue Squad requests our response we will respond non-emergency.

Marlow – Truck 755

Donovan – Engine 751

#### EMS Assists

All areas – POV unless First Responder is already on the road in fire department apparatus.

#### Mutual Aid

Only one piece of apparatus should respond on any mutual aid request unless directed otherwise by an officer.

Water supply request – closest tanker

Engine at structure fire – closest engine

Manpower only – POV all firefighters

Brush equipment – Truck 755 and POV all other firefighters

At the conclusion of any incident, it is the responsibility of the driver to ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.

Last Revised February 2018



## **Control of Infectious Disease Transmission/Emergency Medical Response**

### **Purpose**

The purpose of this guideline is to provide comprehensive infection control procedures to maximize protection against transmission of infectious disease for all Marlow Volunteer Fire Department occupational exposure members (First Responders, Emergency Medical Technicians, Paramedics), non-occupational exposure members, and the public.

### **Scope**

This Standard Operating Guideline applies to all Marlow Volunteer Fire Department members.

### **Training**

Marlow Volunteer Fire Department shall provide control of infectious disease transmission training opportunities annually to all active members.

All members designated as having occupational exposure shall receive control of infectious disease transmission training prior to attending patients and shall attend said training annually.

### **Hepatitis B Vaccinations**

Marlow Volunteer Fire Department shall schedule and provide opportunity for Hepatitis B vaccination at no cost to occupational exposure members. The department strongly recommends the series of three Hepatitis B vaccine injections be accepted and completed by all members, especially those members with potential occupational exposure.

Members who decline to receive the Hepatitis B vaccine shall provide written proof of prior vaccine or shall complete the Hepatitis B vaccine waiver prior to responding to medical assist calls.

## Emergency Medical Response

Members not in the occupational exposure categories are strictly prohibited from any contact with patients or potentially contaminated materials and equipment.

All patients should be treated as though they are potentially infectious, and gloves shall be the minimum protection worn. The following procedures are designed to minimize exposure.

1. On all medical emergency calls, personnel shall carry: a jump bag with appropriate personal protective equipment, medical gloves, or other body fluid barrier gloves.
2. On all potential trauma calls, personnel shall wear: medical gloves or other body fluid barrier gloves, helmet with chin-length face shield, and clothing such as a turnout coat, surgical gown, or long sleeve shirt to cover arms for protection from released body fluids.
3. On trauma calls where significant body fluids are released and could allow exposure, personnel shall wear: medical gloves or other body fluid barrier gloves, surgical gown, long sleeve shirt, or turnout coat, and helmet with chin-length face shield.
4. When treating a patient with a persistent cough, personnel shall wear: a HEPA N95 disposable respirator, and a disposable respirator shall be placed on the patient.
5. On all calls:
  - a. Mouth-to-mouth resuscitation is prohibited without the protection of proper resuscitation devices.
  - b. Cover cuts, scrapes or skin irritations you may have prior to providing patient care.
  - c. Change gloves between patients.
  - d. Wipe stethoscope heads and other equipment with an alcohol prep pad after contact with the patient.
  - e. Use a mechanical means such as a dust pan and broom to pick up broken glass or other sharp objects.
  - f. Place all sharp objects in sharps containers located in the ambulance.
  - g. Remove personal protective equipment prior to leaving the work area after the possibility of further exposure has been eliminated.
  - h. Wash hands thoroughly with soap and water immediately after providing patient care. Antiseptic hand wash may be used until soap and water are available.
  - i. Replace immediately all protection items that fail while being used.

## **Personal Decontamination Procedures**

1. Remove contaminated personal protective equipment prior to leaving the work area after the possibility of further exposure has been removed.
  - a. Clothing contaminated with body fluids should be removed, folded with the contaminated area inside, and placed in a red biohazard bag.
  - b. Gloves contaminated with body fluids should be removed by peeling them back inside out and placed in a red biohazard bag.
  - c. Biohazard bags shall be double bagged while wearing gloves and delivered to EMS for proper disposal at MMC.
2. Thoroughly wash hands with soap and warm water for at least 15 seconds as soon as possible following patient exposure. Antiseptic hand wash may be used until soap and water are available.
3. While wearing gloves, load clothing contaminated with body fluids in the washing machine and was separately on hot cycle using laundry detergent.
4. After decontaminating clothing, run one more cycle empty with cool water and one cup of bleach to decontaminate the washing machine.

## **Equipment Decontamination Procedures**

1. Always wear protective gloves when handling contaminated equipment.
2. Objects (personal protective equipment, fire tools, and equipment) contaminated by body fluids shall be decontaminated at the scene.
  - a. Thoroughly soak contaminated object with a bleach solution (diluted 1 to 10 with water) located in the apparatus.
  - b. Allow bleach to stand for 10 minutes.
  - c. Rinse object thoroughly with running water.

## **Percutaneous, Mucous Membrane or Cutaneous Exposure Procedures**

1. Personnel sustaining (1) percutaneous exposure (body fluid introduced through a needle stick, break in the skin, or cut), or (2) mucous membrane exposure (splash of body fluid to the eye, nasal mucosa, or mouth), or (3) cutaneous exposure (body fluid contacts skin that is not intact,

such as chapped or abraded skin) shall IMMEDIATELY report the exposure to the Incident Commander or Officer on scene.

2. Personnel sustaining cutaneous or percutaneous exposure shall immediately wash the contaminated area with soap and running water.
3. Personnel sustaining mucous membrane exposure shall immediately flood the area with water.
4. Personnel sustaining exposure shall submit to an Officer within 12 hours of the exposure a completed Infectious Exposure Report (attached).
5. Post-exposure procedures as outlined in the Marlow Volunteer Fire Department Infectious Disease Transmission Control Plan will be instituted.
6. Personnel shall report to the Infection Control Officer any confirmed off-duty exposure or communicable disease for which treatment is being received.

Last Revised 2010

**Marlow Volunteer Fire Department Infectious Exposure Report**

**Exposed Personnel Information:**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_

What were you exposed to? (circle any that apply)

Blood Tears Sweat Saliva Sputum Vomitus

Urine Feces Other (specify): \_\_\_\_\_

What parts of your body became exposed? Be specific:

\_\_\_\_\_  
\_\_\_\_\_

Did you have any open cuts, sores, or rashes that became exposed?

\_\_\_\_\_  
\_\_\_\_\_

How did exposure occur (stick, splash, etc.)? Be specific:

\_\_\_\_\_  
\_\_\_\_\_

Did you report this exposure to an Officer on scene? \_\_\_ Yes \_\_\_ No

If yes, name of Officer: \_\_\_\_\_

Did you seek medical attention? \_\_\_ Yes \_\_\_ No

If yes, where? \_\_\_\_\_ Date: \_\_\_\_\_

**Incident Information:**

Date of Exposure: \_\_\_\_\_ Time of Exposure: \_\_\_\_\_

Incident Number: \_\_\_\_\_

Type of Incident (MVA, trauma): \_\_\_\_\_

Address of Incident: \_\_\_\_\_

Patient Transported to: \_\_\_\_\_

Patient Transported by: \_\_\_\_\_

\_\_\_\_\_  
Signature of Exposed Personnel

\_\_\_\_\_  
Date of Report

\_\_\_\_\_  
Time of Report

## **Patient Confidentiality**

In accordance with the Health Information Portability and Accountability Act (HIPAA), the Marlow Volunteer Fire Department prohibits the release of any patient information to anyone except as required for purposes of patient treatment.

Acceptable uses of protected health information include, but are not limited to, the relay of information to Emergency Medical Services dispatch, responding medic units, first responders, and other such health care providers and emergency responders as may be involved directly in patient treatment or rescue. Under no circumstances will individual identifiers such as name, address, or social security number be released to media. Discretion will be used in relaying information at the emergency scene to prevent incidental disclosure and protect patient privacy. Law enforcement request for information must be directed to Incident Command.

I understand that as an emergency responder I am privy to protected health information of patients, and that such information may exist in electronic, oral, visual, written, or photographic form. All such information is strictly confidential and protected by state and federal laws.

Last Revised January 2014

## **Training and Activity**

All active members of the department will be required to attend at least fifty percent of all trainings. Regardless if absences are excused or unexcused, firefighters may not miss more than half of the trainings. If a firefighter is in a fire department class then those absences will not count against them. The operations committee will regularly review a members training attendance to see that they are in compliance with the policy. At this time the operations committee will also review the firefighter's response to call and involvement in fire department functions. If the operations committee finds that the firefighter has not been attending training or responding to call appropriately then the operations committee will move the firefighter to inactive status, and at that time they will be required to return all fire department issued equipment.

The firefighter may become active again by attending two consecutive trainings and their equipment will be re-issued if it is still available. The operations committee feels that training, responding to calls, and participating in fire department functions is very important to all members of the fire department. If a member is unable to attend an adequate number of trainings a year then safety becomes an issue.

In the instance a member has been moved to inactive status 3 times within a 12 month period, the member will be required to remain inactive for a period of 12 months before being able to become active again. After the inactive period of 12 months, if the member wishes to become active again they can do so by attending two consecutive trainings and their equipment will be re-issued if it is still available.

Last revised April 2017

## **Inclement Weather Response**

A department page notification will be sent to the department when the “Inclement Weather Response” plan has been activated. Upon notification of the plan being activated the following should take place.

1. Chains should be placed on E758 and T754.

Anytime chains are placed on trucks the exhaust brakes should be turned off.

2. POV response should be limited to 4x4 vehicles ONLY.

Seat belts are required to be in use at all times during any response.

Once the “Inclement Weather Response” plan has been de-activated the chains should be removed from Engine 758 and Tanker 754, turn the exhaust brakes back on, and POV response returned to all vehicles.

Last Revised March 2014



## Annual Hose Testing

This is a guideline for conducting annual hose testing. Hose should be tested when purchased new according to the manufacturers recommendations and using this procedure. Also hose shall be tested on an annual basis. A history of each section of hose should be maintained from date of acquisition. All records of hose testing shall be entered into the Firehouse Software.

### Equipment needed:

- Fire apparatus with adequate pump and outlets for testing hose
- Hose to be tested.
- Large black permanent marker
- Record form to record information

### 1. Visually inspect the hose that is to be tested.

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

Hose can be identified by a combination of numbers and/or letters.

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

Older hose should be tested to 250 psi for 5 minutes, 300 feet max in a run.

New hose should have the test pressure stamped on it.

### 4. Set up the hose.

Attach a nozzle at the end of the hose to be tested. 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.

Raise the pump pressure in the discharge to 45 psi. Bleed each line to allow all air to leave the line. Once all of the air is evacuated from the hose line, close the nozzle.

Check all couplings for leakage and tighten as necessary.

**5. Pressurize the hose.**

All personnel should be cleared from the area. Keep the nozzle closed. Each pump discharge valve should be gated down to the minimum opening which will still allow the pressure increase to be detected on the discharge gauge. (This prevents a large water flow and the hose whipping around if a section fails.) 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.

Once the time is completed, slowly shut down the pump, close the pump discharge valves and open the nozzle to bleed the line. Allow the water to drain and inspect the hose couplings for any slippage. Any noticeable slippage found around the coupling should be identified and the hose taken out of service.

**6. Record the test results.**

Record the test results on the attached form. The test should be conducted annually. Records should be maintained in Firehouse Software for all hose.

**ANNUAL HOSE TEST**

**MARLOW VOLUNTEER FIRE DEPARTMENT**

**Test Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Hose ID Number	Hose Location (Truck Location)	Hose Size	Remarks

**LEGEND**

**Hose ID number:** This is the identification number provided by the fire department for each section of hose.  
**Hose location:** Define location of the hose; which truck is the hose on.  
**Hose size:** List the size of the hose by diameter.  
**Remarks:** Remarks pertaining to the section of hose, e.g., stained, abrasion, coupling damaged, taken out of service, etc.

Last Revised January 2015

## **Title VI**

Equal Opportunity is the Law

Title VI of the Civil Rights Act of 1964 prohibits federally assisted programs from discriminating based on race, color or national origin.

The Marlow Volunteer Fire Department also requires that its services and programs be offered to all eligible persons regardless of race, color or national origin.

Should you feel you have been discriminated against, contact:

Stephanie Fox, Title VI Coordinator

Marlow Volunteer Fire Department

1019 Oliver Springs Hwy

Clinton, TN 37716

Phone: 865.435.1050

Email: marlowvfd@gmail.com

### **Title VI Compliant Procedure**

Any person alleging discrimination based on race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the complainant's discretion, the complaint can be filed with the Tennessee Department of Agriculture and/or the Tennessee Human Rights Commission. These procedures comply with TCA-4.21-905.

### **Receipt of Complaints**

All complaints, written or verbal, will be accepted. In the event a complainant sets forth the allegations verbally and refuses to reduce such allegations to writing, the person to whom the complaint is made will reduce the elements of the complaint to writing. It will not be necessary to know the identity of the complainant as long as the information is sufficient to determine the identity of the entity and indicates the possibility of a violation.

### **Essential Elements of a Complaint**

The following information is to be obtained from the complainant:

- 1) Name, address and telephone number of complainant.
- 2) The location and name of the entity delivering the service.
- 3) The nature of the incident that led the complainant to feel discrimination was a factor.
- 4) The basis of the complaint, i.e., race, color, or national origin.
- 5) Names, addresses, and phone numbers of people who may have knowledge of the event.
- 6) The date or dates on which the alleged discriminatory event or events occurred.

Questions regarding this policy may be directed to the Title VI Coordinator provided below.

Stephanie Fox, Title VI Coordinator  
 Marlow Volunteer Fire Department  
 1019 Oliver Springs Hwy  
 Clinton, TN 37716  
 Phone: 865.435.1050  
 Email: marlowvfd@gmail.com

### TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated, please provide the following information in order to assist us in processing your complaint:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)  
 Person discriminated against: \_\_\_\_\_  
 Address of person discriminated against: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Please indicate why you believe the discrimination occurred:  
 \_\_\_\_\_ race or color  
 \_\_\_\_\_ national origin  
 \_\_\_\_\_ other  
 What was the date of the alleged discrimination? \_\_\_\_\_  
 Where did the alleged discrimination take place? \_\_\_\_\_  
 Please describe the circumstances as you saw it: \_\_\_\_\_

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Please list any and all witnesses' names and phone numbers:

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What type of corrective action would you like to see taken?

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Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

Stephanie Fox, Title VI Coordinator  
Marlow Volunteer Fire Department  
1019 Oliver Springs Hwy  
Clinton, TN 37716  
Phone: 865.435.1050  
Email: marlowvfd@gmail.com

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Your signature

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Print your name

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Date

## Social Media

Social media forums include but are not limited to postings on sites such as Facebook, LinkedIn, Twitter, Instagram, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters. Such forums should be used thoughtfully and should not interfere with department commitments. Members who contribute to social media forums outside their department function should be mindful that it can be difficult to discern if a comment is a personal view or intended to represent the views of the Marlow Volunteer Fire Department (MVFD). If any member indicates that he/she is an employee or member of the MVFD, some readers may view that person as a spokesperson for the MVFD. Because of this possibility, the MVFD asks that members state that the views expressed are personal and not those of the MVFD, nor of any person or organization affiliated or doing business with the MVFD, when posting on social media forums.

Unless specifically instructed, members are not authorized to speak on behalf of the MVFD. Members may not publicly discuss department-related matters, patients or members, whether confidential or not, on social media forums. Members are expected to protect the privacy of the MVFD, its patients and its members. Members should not expect that their communications are private in any way or that the MVFD will not access and review communications. In addition, members should keep in mind that their identity may be discovered when posting under a pseudonym or anonymously, and that private messages are not always secure. Any violation of the MVFD's SOG via a social media forum will be subject to disciplinary action up to and including termination of membership.

If membership with the MVFD is severed, it is expected that the ex-member will update his/her web presence or employment status as appropriate within a reasonable amount of time, but in no event less than 30 days from separation. The MVFD requests and strongly urges members to report any violations, possible violations or posted information that is unfavorable or negative toward the MVFD to an Officer of the department.

Last Revised September 2017

## Point Program

The officers of the Marlow Volunteer Fire Department feel training, responding to calls, and participating in fire department functions is very important to the members, department, and community. To encourage and support members of the department, a point program is utilized based upon each member's participation.

How to earn points:

Call Response – 5 points

Events (Fundraising, Outreach, etc.) – 10 points

Training (MVFD trainings & external Marlow sponsored trainings) – 15 points

How points can be redeemed:

250 points – \$50 credit

Credit can be used towards the purchase of firefighting equipment. For example a badge, tools, clothing items, flashlight, training, etc.

Points will not expire, unless the member becomes inactive. If the member becomes inactive their points will be voided. Points can't be gifted or transferred.

A quarterly statement of points will be distributed to membership quarterly, however a member can request an update by asked the secretary or an officer of the department.

Point redemption, member must complete the provided redemption form. Points can be redeemed in \$50 increments. Multiple items can be requested on one redemption form. If the total amount exceeds the redemption amount, the member must pay the overage prior to the order being submitted. An officer must approve the item(s) being requested.



# Marlow Volunteer Fire Department

1019 Oliver Springs Highway

phone 865.435.1050

Clinton, TN 37716

marlowvfd@gmail.com

Member's Name	
Date	

Item Name	Item Price	Item Description

Total of Purchase	
Amount Owed by Member	
Remaining Redemption Points	

I, \_\_\_\_\_, validate that the information set forth in this form is accurate.

\_\_\_\_\_  
MVFD Member

I, \_\_\_\_\_, confirm that the requirements set forth by the MVFD Point Program SOG have been met and validate this redemption request.

\_\_\_\_\_  
MVFD Officer

## Lock-In/Lock-Out

Generally, emergency lock-in/lock-out situations are handled by the fire department to prevent death, serious injury, or serious property damage. Certain actions are required to ensure that the fire department is opening a lock-out situation for the rightful owner and to ensure the fire department is free of liability. Other situations, especially lock-ins, present an emergency need to have the fire department force entry. In these situations, ownership and fire department liability are not critical considerations. The fire department does not provide lock-in/lock-out services unless there is a risk of death, injury, or serious property damage.

Be sure to check the windows and doors for any vehicle or structure in which we are attempting to gain entrance. The Anderson County Sheriff's Department should be requested to respond non-emergency traffic on lock-in/lock-out incidents.

The following guideline is in the recommended order of implementation, reflecting the relative priorities on a lock-in/lock-out scene.

- 1) Vehicle Lock-Ins/Lock-Outs
  - a) The Marlow Volunteer Fire Department will respond to gain access to vehicles when any of the following conditions exist:
    - i) An infant, child, ill or unconscious person is locked inside is unable to exit the vehicle by his/her own means.
    - ii) A pet is locked inside a vehicle and the situation is life threatening.
  
- 2) Structure Lock-Outs
  - a) The Marlow Volunteer Fire Department will respond to gain access to residential, commercial, or similar structures when any of the following conditions exist:
    - i) An infant, child, ill or unconscious person is locked inside and is unable to exit the structure by his/her own means.
    - ii) A fire hazard is present (e.g., food on the stove) or flooding (e.g., broken water line or sprinkler).
  
- 3) Additional Considerations
  - a) Any requests for lock-out assistance not meeting the conditions specified in the preceding sections will not be honored unless circumstances dictate otherwise. Examples would be the inability to establish ownership or refusal to release the fire department from liability from damages.
  - b) The fire apparatus carries the tools needed to open doors to structures and vehicles.

- c) Only fire department personnel who have been trained are permitted to perform lock-in/lock-out activities.

4) Consent Forms

- a) The fire apparatuses will carry the Forcible Entry Release Form releasing the Marlow Volunteer Fire Department of any liability for damage done while unlocking a vehicle or structure.
- b) The person requesting lock-out assistance (owner, occupant, police officer, etc.) must sign the Forcible Entry Release Form before MVFD members take any action, unless timely emergency action is necessary.
- c) Ownership or legal, lawful user should be verified by reasonable and prudent efforts of the member in charge. Examples of this proof may include a driver's license, phone call to the owner, registration verification, etc.

Last Revised February 2018

# MARLOW VOLUNTEER FIRE DEPARTMENT

Phone: (865) 435-1050

1019 Oliver Springs Hwy

Fire Chief - Stephanie Fox

Website: [www.marlowfire.org](http://www.marlowfire.org)

Clinton, TN 37716

Assistant Chief - Zachary Pressnell

Email: [marlowvfd@gmail.com](mailto:marlowvfd@gmail.com)

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## FORCIBLE ENTRY RELEASE FORM

STATE OF TENNESSEE

ANDERSON COUNTY

MVFD Incident #: \_\_\_\_\_

MARLOW VOLUNTEER FIRE DEPARTMENT

I, \_\_\_\_\_ (print), do hereby acknowledge that on this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, that I requested that the Marlow Volunteer Fire Department (MVFD) provide response to assist me in gaining entry to the following property:

Vehicle: A \_\_\_\_\_ (year), \_\_\_\_\_ (make), \_\_\_\_\_ (model) vehicle with license plate number \_\_\_\_\_ for the state of \_\_\_\_\_ (abbr).

Structure: A dwelling located at \_\_\_\_\_ (street address) \_\_\_\_\_ (apt or suite) in Anderson County, TN, USA.

I further acknowledge that I am the legal owner of the above-referenced property or am otherwise authorized by the owner to utilize said property and am therefore in lawful possession of said property.

I further acknowledge that for and in consideration of the services rendered by the MVFD by providing response to this lock-out/lock-in situation, I hereby release and forever discharge the Marlow Volunteer Fire Department and its members from any and every right, claim, or demand which may now or might otherwise arise on account of, connected with, or growing out of the MVFD's response to a lock-out/lock-in, including those rights, claims or demands made by me, the lawful owner of said property or a third party.

I further agree to indemnify the MVFD and its members from any and all costs, expenses and liability which the MVFD and its members may incur resulting from a right, claim or demand arising out of or connected with the MVFD providing response to a lock-out/lock-in at my request.

I understand and intend by my execution of this document to release the MVFD and its members from any liability whatsoever as a result of providing response to a lock-out/lock-in, including release from damage to said vehicle, other personal property and real property.

This is the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Owner's Printed Name)

\_\_\_\_\_ (Owner's Signature)

\_\_\_\_\_ (MVFD Witness Printed Name)

\_\_\_\_\_ (MVFD Witness Signature)

\_\_\_\_\_ (Method of Verification)