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# SOG by CHAPTER

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**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

To ensure an understanding between Hannah – Salem – Friendfield Fire District personnel and the responsibilities of the Fire District to the communities within our jurisdiction.

**POLICY**

- A. The Hannah – Salem – Friendfield Fire District operates under the Board of Fire Control. This board is made up of citizens of the Fire District and is appointed by County Council.
- B. The Fire District is responsible for providing public health and safety through the provisions of the following services:
  - a. Emergency Management, which includes preparedness, response, recovery from all threats (natural and manmade) to the citizens, environment, and property.
  - b. Fire protection services that provide fire suppression, prevention, life safety, fire investigation, and coordination with other surrounding fire agencies.
  - c. Assisting the County Emergency Medical Services as First Responders by providing basic life support and rescue to the sick or injured citizens and visitors to the Hannah – Salem – Friendfield Fire District.
- C. The Fire District will deliver emergency service to the extent of its capabilities and will utilize services from other agencies to give the best fire protection available for the citizens of the Fire District. The Fire District will provide equipment, training, and apparatus to the Fire District personnel for the use of carrying out the duties assigned to them, for continuous around the clock emergency services.

**RESPONSIBILITIES**

- A. The personnel of the Fire District are committed to providing excellence in emergency care and fire protection/prevention. We take pride in providing these services to the citizens of the Hannah – Salem – Friendfield Fire District. We believe in treating the citizens with the utmost respect and being sensitive to their individual needs. We believe in going the extra mile without being asked.
- B. It will be known that the Hannah – Salem – Friendfield Fire District does not discriminate against race or gender. For the purpose of these SOG's, any statement mentioning personnel or firefighters includes both female and male.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

This guideline is to establish the understanding to the Hannah – Salem – Friendfield Fire District personnel on how changes and revisions to any of the written Standard Operating Guidelines will be handled and distributed.

**POLICY**

Standard Operating Guidelines (SOG) are directives that the Hannah - Salem - Friendfield Fire District has established for its personnel to have a standard course of action. These guidelines set a foundation for all fire district personnel to follow.

SOG's written for this fire district are developed for the purpose of legal requirements, expanding organizational missions, enhance emergency response techniques, and increasing coordination with other emergency organizations.

**PROCEDURE**

When the need for a guideline is brought to the attention of the fire district, it will be to the discretion of the Hannah – Salem – Friendfield Fire District company officers to discuss, vote, and develop a guideline for the task.

If a revision or deletion of an existing guideline is requested, it will be brought to the attention of the company officers and as a group; they will discuss, vote, and edit / revise the guideline.

It will be the responsibility of the Chief Officers to make sure that all Hannah – Salem – Friendfield Fire District personnel be advised of the new addition or revision by these following ways:

- A. A copy of the new or revised SOG will be placed in all personnel's mailbox at the district office.
- B. A copy of the new or revised SOG will be posted on the bulletin board at all the districts stations.
- C. The new or revised SOG will also be read during the Hannah – Salem – Friendfield Fire Districts next scheduled drill.

**Hannah-Salem-Friendfield**

**SECTION**

**100.3**

**Fire District**

**SUBJECT**

**Incident Reports**

# **STANDARD OPERATING GUIDELINE**

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## **PURPOSE:**

To establish requirements for the preparation of reports for incidents to which Hannah-Salem-Friendfield Fire District responds. It was instituted to:

- A. Create a permanent record of each incident to which the department responds.
- B. Develop a database for the analysis of the community's needs.
- C. Provide uniform data to the state fire marshal, the NFPA, and Florence County concerning the department's emergency response activity.

## **POLICY:**

An incident report shall be completed for each incident to which the department is dispatched. The report shall be accurate and thorough and shall contain sufficient information to allow the reader to re-create an accurate portrayal of the facts and events surrounding a given incident.

Blank incident report forms shall be carried on all first-out apparatus so that information may be gathered at the incident scene. Officers will be allowed to carry blank incident report forms in his\her private vehicle.

The incident report will be completed by the first-arriving senior officer or the incident commander. If no officer is present, the member with the most seniority will be responsible for completing the report. The report should be turned in to the district office when the apparatus returns to the station. Fire District Administration will check the reports for completeness and file them in proper order.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

The purpose of this SOG is to give all the Hannah – Salem – Friendfield Fire District personnel an understanding of why the Chain of Command plays an important part in the success of our organization. This command system and the professionalism of our firefighters is what has made our Fire District a success today.

**SCOPE**

All members need to study and learn the Chain of Command, for it will play an important part in everyday operations and in Incident Command, which will be explained in SOG 300.3.

**PROCEDURE**

- 1) The most important part of the Chain of Command is that all personnel are willing to follow the command structure. If one is not willing to start at the bottom of the structure, then the command structure could fail to be effective.
- 2) If a firefighter has a problem, he should seek help from a Company Officer. A Company Officer can be a Captain, Lieutenant, or a Corporal. If a Company Officer cannot solve the problem, or if the problem is with a Company Officer, then the firefighter should seek help from one of the Chief Officers.
- 3) The Chain of Command structure works in two ways. It works by allowing Fire District personnel to take problems and questions to a Company Officer before having to take it to one of the Chief Officers. This is how the Chain of Command distributes the workload through all officers and keeps from putting all of it on just one or two. The other way the Chain of Command works is to allow higher-ranking officers to pass down job assignments, disciplinary actions, and some of the Fire Districts responsibilities to other officers and firefighters.

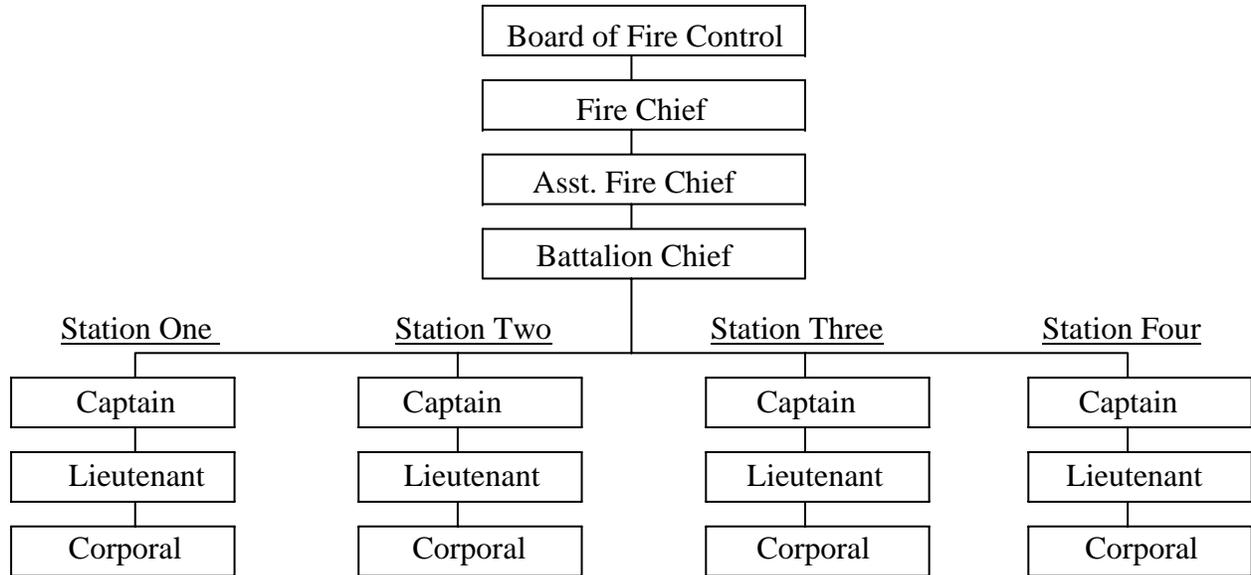
**RESPONSIBILITIES**

The personnel of the Fire District are expected to use the Chain of Command when and wherever they can. It is the Fire District Officers responsibilities to use the Chain of Command fairly and not just a simple way of “passing the buck”. No one should skip an Officer in the Chain of Command with a problem, unless the problem is with that Officer or that officer is not available.

**STANDARD OPERATING GUIDELINE**

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**THE CHAIN OF COMMAND**



**Hannah-Salem-Friendfield**

**SECTION 100.5**

**Fire District**

**SUBJECT Coverage/Response Area**

# **STANDARD OPERATING GUIDELINE**

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## **PURPOSE:**

To describe the Hannah-Salem-Friendfield Fire District coverage area.

## **POLICY:**

The Hannah-Salem-Friendfield Fire District includes the area within the following boundary:

Beginning at a point on Old River Road approximately one-quarter (1/4) mile South of the intersection of Chinaberry Road and Old River Road; then move in a Southwestern direction to Deep Creek; then follow along the course of Deep Creek across Highways 378, 225 and 359 until reaching the Lynches River and then follow the course of the Lynches River in a Western and Northwestern direction across the intersection of Lynches River and Highway 378, continuing along the course of Lynches River in a Northern direction, crossing the intersection of Lynches River and East Friendfield Road to a point West of the intersection of North Friendfield Road and Rushtown Road. Move East to the intersection of North Friendfield Road and Rushtown Road, follow Rushtown Road to the intersection of Francis Marion Road and Rushtown Road, cross through the woods to the intersection of Cox Road and North Pamplico Highway (Highway 51), follow North Pamplico Highway North to Turner Gate Road, follow Turner Gate Road to East Stardust Road. Follow Stardust Road to Armfield Road; follow along Armfield Road Southeast to Seven Mile Road. Follow Seven Mile Road North to Grant Road, follow Grant Road to Basswood Road, then follow Basswood Road until it intersects with Old River Road, then cross over Old River Road onto Pine Bluff Road. Follow Pine Bluff Road to the Pee Dee River; then running along the course of the Pee Dee River in a Southern and Southeastern direction to a point East of the point of origin, move West to the point of origin.

Excluded from this area is all property within the municipal limits of the Town of Pamplico.

**Hannah-Salem-Friendfield**

**SECTION**

**100.6**

**Fire District**

**SUBJECT**

**Membership**

# **STANDARD OPERATING GUIDELINE**

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## **PURPOSE:**

To describe the minimum requirements to become and maintain membership with Hannah-Salem Friendfield Fire District.

## **SCOPE:**

This guideline describes the minimum requirements to become and maintain membership with the Hannah-Salem Friendfield Fire District as a volunteer or paid member.

## **GUIDELINES:**

1. Twelve (12) years old or older.
2. Should be in good physical condition and any serious condition such as coronary disease, epilepsy, etc., will prevent an individual from serving as an active firefighter. However, an individual who suffers from a serious physical condition shall not be excluded from serving on the Department in some other capacity. Applicants must be willing to take a physical if provided, or deemed necessary to provide an opinion from a qualified source whether physical condition is adequate for firefighting duties.
3. Will be assigned to the station nearest to the applicant's residence.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

This guideline is to establish better understanding of behavior that will present a favorable public image of the Hannah-Salem-Friendfield Fire District and promote a healthy working environment.

**POLICY:**

1. 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. To this end, all members have the responsibility to:
  - A. perform their duties to the best of their abilities and in a manner that is efficient and meets the needs of the public;
  - B. demonstrate integrity, honesty, and ethical behavior in the conduct of all department business;
  - C. 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;
  - D. conduct all dealings with the public, county employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the department;
  - E. 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;
2. Officers shall set an example for the other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with the department's policies and practices.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish guidelines for conduct at stations and maintenance of stations.

**POLICY:****General:**

- A. Fire stations shall comply with all applicable health, safety, building, and fire code requirements.
- B. All fire stations are designated as smoke free, and no one will be permitted to smoke within a fire station. Smoking will be confined to areas outside of the building.
- C. Floors shall be kept clean and free from obstruction. Slippery substances such as water, oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be mopped up as soon as is practical.
- D. All tools and equipment shall be maintained in a clean and serviceable condition and shall be returned to their proper place immediately after use.
- E. All flammable and combustible liquids and gasses shall be stored in the station's flammable liquids cabinet. The cabinet shall be maintained in a clean and orderly manner and shall be kept closed and free of obstruction.
- F. Prior to each use, all electrical equipment such as extension cords shall be inspected to prevent the possibility of shock or electrocution.
- G. Horseplay is strictly forbidden.
- H. Proper care shall be exercised when using any chemical product, pesticide, solvent, or other harmful or toxic substance.
- I. Caution shall be exercised when using a ladder for cleaning, painting, etc.
- J. All smoke detectors, fire extinguishers, exit signs, and other safety equipment shall be maintained in proper working order.
- K. Running inside the station is prohibited.
- L. Any defective equipment or unsafe condition shall be reported immediately.
- M. Fire stations shall always be locked and secured whenever the station is unattended.
- N. Overhead doors shall not be activated until the apparatus has cleared the door.
- O. All lawn work shall be conducted in the proper attire and the proper safety precautions shall be taken.
- P. Apparatus will not be run in the engine bays unless the doors can be opened to allow the removal of engine exhaust or the apparatus' exhaust is connected to an exhaust removal system.

**Responsibilities:**

Upkeep and reporting needed maintenance of all Hannah-Salem-Friendfield Fire District stations are the responsibility of the station captains. The stations should be

**STANDARD OPERATING GUIDELINE**

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kept neat and clean at all times. Firefighters at each station should assist the captain by:

- a. Cleaning up and straightening up the station after meetings and training.
- b. Signing up to help cut the grass when possible.
- c. Cleaning and restocking apparatus after calls.
- d. Periodically cleaning bathrooms and taking garbage to the dump.
- e. Putting equipment back where it is supposed to be.
- f. Dishes should be washed and put up if used.

If the station, equipment in the station, or apparatus is found to need cleaning, do not wait, but clean up as soon as possible. The appearance of the stations directly affects the appearance of the District in the public's eyes. Dirty, sloppy stations and equipment make the District look bad.

Members shall strictly adhere to all safety regulations. Any member who violates a safety regulation shall be promptly reprimanded and the violation shall be reported to the station captain.

The safety officer and the station captain shall inspect each station at least once every six months to check for compliance with all applicable codes and safety standards. If possible, any corrections shall be made immediately.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

The purpose of this training tower is to provide, but not limit to, a very realistic and stable on-hands training environment to all the Hannah – Salem – Friendfield Fire District personnel. Some of the training evolutions may include Search and Rescue operations, Interior/Exterior Fire Attack operations, Ladder operations, Salvage and Overhaul operations, Rappelling operations, and other practical skills.

**POLICY**

- A. All Hannah – Salem – Friendfield Fire District instructors will be appointed by the Fire Chief, and shall instruct students per District SOG's. The training instructors shall have more comprehensive training and education than that provided to the general membership or students being instructed.
  
- B. All of the students participating in training tower scenarios shall be in good health, physically able to climb multi-flights of stairs, and obey all safety rules and regulations. Any student having any medical or physical condition that may interfere with their performance on the training tower shall report it to the instructor before hand. Any student that neglects safety precautions will be removed from the training tower immediately.
  
- C. Safety Precautions:
  - a. All handrails must be a minimum of 36" high and all openings must have a toe kick plate at bottom. All railing must be painted OSHA yellow.
  - b. No personnel of the Fire District shall use the training tower unless there is more than one person present for safety precautions.
  - c. Any and all safety feature of the training tower and any safety equipment that can be used must be used at all times.
  - d. Before a class begins to train on the tower, a Safety Officer must be appointed.
  - e. Any student that is not a member of the Hannah –Salem – Friendfield Fire District shall complete a Release of Claims Record. (See Attached Form)
  - f. All students and instructors shall complete a sign-in record provided by the District. (See Attached Form)

**STANDARD OPERATING GUIDELINE**

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- g. A quarterly inspection record of the training tower construction shall be kept on record. The person performing the inspection shall have sufficient knowledge of the building construction. (See Attached Form)
- h. There shall be no visitors on the tower without Fire District personnel on premises.

**RESPONSIBILITIES**

It will be the responsibilities of the Hannah – Salem – Friendfield Fire District personnel to enforce all rules of the training tower. The Fire District reserves the right to halt or cancel any training exercise that deem unsafe. The Hannah – Salem – Friendfield Fire District will be responsible for maintaining the training tower for the purpose of safety and also appearance. All procedures in SOG 200.1 “Fire Department Conduct” also apply to the training tower.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish general guidelines for conduct at the scene of a fire or an emergency.

**POLICY:**

At a fire or on the scene of an emergency, Hannah-Salem-Friendfield Fire District members will conduct themselves in a manner that promotes a positive image for the department. Members are expected to obey orders from officers promptly, act professionally, and perform assigned duties to the best of his/her ability. Officers will take control of the situation and maintain an orderly environment as much as is possible.

All personnel are expected to act professionally, loud talking and joking will not be permitted.

Members will treat victims and family members with respect and be helpful and courteous, taking into account that this is a stressful time for them.

Names of victims or details of the incident will not be given out except by approved officers (See SOG 300.1).

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

This standard operating procedure will provide guidelines into implementing a personnel accountability process to ensure all Hannah-Salem-Friendfield Fire District members and in-coming mutual aid fire department members can be accounted for should the need arise during an emergency incident.

**SCOPE:**

All Hannah-Salem-Friendfield Fire District members and all fire department members requested to assist in an emergency under the control of the Hannah-Salem-Friendfield Fire District will be expected to follow the guidelines within this procedure.

**RECOMMENDED HARDWARE:**

Each fire member will be issued an identification tag consisting of a swivel hook, metal ring, and metal tag with their name at the time they are issued their protective clothing.

The standard location for the firefighter identification tag to be worn during normal operation is the "D" ring on the rear of the firefighter helmet.

Prepared accountability devices and supplies will be available on the Rescue/Service units to assist the Manpower Pool Officer in documenting the name of firefighters assigned to the fire ground and time of entry to their assignment. These devices will be needed and used to their assignment. These devices will be needed and used to document incoming mutual aid firefighters since they will not have identification tags. Should one of these devices not be available, a note pad or some other substitute may be used.

**SYSTEM IMPLEMENTATION:****LEVEL I**

Level I accountability will be implemented when **ANY** of the following conditions exist:

1. When a hose line is pulled from an engine and the Incident Commander cannot maintain visual contact with the firefighter(s) or a Self-contained Breathing Apparatus (SCBA) is used in the **"HOT ZONE"**.
2. When the Incident Commander cannot maintain visual contact with the firefighter(s) during wood, river, or large search/investigation.
3. Anytime deemed necessary by the Incident Commander.
4. When in doubt, tag in.

**"HOT ZONE"** is the area within an imaginary circle from the nearest attack fire engine (fires, hazard materials) in proximity to the emergency incident.

**STANDARD OPERATING GUIDELINE**

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The attack engine(s) and will be the point of entry onto the fire ground. Each firefighter entering the "**HOT ZONE**" should remove his/her identification tag from their helmet and place onto the appropriate designated location as follows:

Engines - chain attached to the left center cabinet door (driver's side), cabinet with the SCBA unit.

ALL Others - "D" ring handle on any of the left side (driver's side) cabinet door.

Emergency incidents where the Rescue/Service unit is the department vehicle on the scene, identification tags will be placed on the chain inside the left center cabinet (driver's side).

**LEVEL II**

Level I accountability will upgrade to Level II should any of the following conditions occur:

1. Multiple alarms, which would indicate the need for a large number of firefighters on the fire ground.
2. Incoming mutual aid, this would bring firefighters that do not have identification tags.
3. The incident is spread out over a large area, such as a wood search, river search, or diving incident. Where multiple points of entry may be necessary, notification of all entry points, direction of travel, and names of individuals operating under the command of Hannah-Salem-Friendfield Fire District must be communicated to the Command Post for documentation.
4. Any time deemed necessary by the Incident Commander or Safety Officer.

Level II accountability will be announced by the Incident Commander; he/she will designate a Manpower Pool Officer, and designate a manpower pool area. The Manpower Pool Officer will send a firefighter to all points of entry on the fire ground to retrieve all identification tags, obtain an accountability device and supplies, and begin to establish firefighter location on the fire ground. Operations where firefighter turn-out gear is not needed, such as river and wood searches or diving incidents, names in lieu of the firefighters identification tag may be documented on the accountability board or note pad.

Firefighters will be assigned duties from the Manpower Pool Officer as designated by the Incident Commander. The Manpower Pool Officer will designate assignment, collect the firefighter identification tag or write their name on the accountability device (incoming mutual aid firefighters), and log time of entry to the assignment. The Manpower Pool Officer should take an accounting report with each sector every 20 minutes or after a significant event.

**STANDARD OPERATING GUIDELINE**

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As firefighters return from their respective assignment and go to the rehabilitation area, the Manpower Pool Officer will relocate their identification tag or name on the accountability device to the appropriate section. The identification tags will be returned to the respective firefighter when they leave the Rehab Sector.

**SCENE EVACUATION**

Should the Incident Commander foresee the need to evacuate the emergency scene, he/she will request Dispatch to activate the "All-Call" tone and announce for everyone to evaluate the emergency scene. Apparatus operators at the emergency scene will blow two long blasts on their apparatus air horn.

After hearing the two long blasts on the air horns:

**Level I**

All personnel should return to the point of entry into the "**HOT ZONE**" and wait for an officer to be designated by the Incident Commander to come and verify accountability of everyone using their identification tag.

**Level II**

All personnel should return to the manpower pool. The Manpower Pool Officer will verify the accountability of everyone utilizing the accountability devices he/she documented their fire ground assignments.

**LOST/MISSING FIREFIGHTERS****Level I**

A search/rescue team will search the scene to determine the location of the missing firefighter(s). Further actions will be performed as deemed necessary by the Incident Commander.

**Level II**

A search/rescue team(s) will search the missing firefighter(s) assigned sector. If they are not found, the search/rescue team(s) will search adjoining sectors, working outward from the missing firefighter(s) assigned sector. Further actions will be performed as deemed necessary by the Incident Commander.

**TERMINATION**

The accountability process will terminate when **all** of the following is complete:

1. All hose lines and equipment is removed from the "**HOT ZONE**".
2. All personnel have been accounted for.

**Hannah-Salem-Friendfield**

**SECTION**

**200.5**

**Fire District**

**SUBJECT**

**Accountability**

## **STANDARD OPERATING GUIDELINE**

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### **DISCIPLINARY ACTION**

Should a firefighter violate the "HOT ZONE" area without properly placing his/her identification tag at an entry point, the appropriate disciplinary step will be initiated:

First offense - Verbal warning by a fire department officer. The appropriate officer should document the warning by writing the offender's name, his name, and the nature of the warning on a disciplinary action form.

Second offense - Per Handbook of General Procedure, Disciplinary Annex, Class II.

The department Safety Officer will review the incident reports each month for violations of the accountability process and note offenders in a file to track the need for further disciplinary actions.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

This guideline was written for the Hannah – Salem – Friendfield Fire District personnel to insure that the use of any tobacco products be clearly understood. This guideline also reflects the rules and regulations of the use of tobacco products in a government building.

**POLICY**

- A. The Hannah – Salem – Friendfield Fire District is a government organization and therefore must follow any guidelines established by the government, being county, state, or federal.
- B. The fire district will allow personnel to use tobacco products at suitable places and times. Personnel are prohibited from using tobacco products any in any public building including, but not limited to, the district office, all stations, and training facilities.
- C. The use of tobacco products should be done outside of the building. The Hannah – Salem – Friendfield Fire District does not allow the use of tobacco products in the fire apparatus.
- D. Smoking is prohibited around any emergency scene due to the hidden hazards that may be present. Personnel may smoke at the personnel staging area on an emergency scene.
- E. It will be to the discretion of the Hannah – Salem – Friendfield Fire District Chief to revoke this privilege to personnel if a problem starts to occur at scenes or on Fire District property.

**Hannah-Salem-Friendfield  
Fire District**

**SECTION 200.7**

**SUBJECT Use of Drugs and Alcohol**

## **STANDARD OPERATING GUIDELINE**

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### **PURPOSE:**

This guideline is to establish the policy of the Hannah-Salem-Friendfield Fire District concerning the use of drugs and alcohol.

### **POLICY:**

The use of alcoholic beverages, debilitating drugs, or any substances that impair physical or mental capabilities while performing duties with the Hannah-Salem-Friendfield Fire District is strictly prohibited. Members are not to respond on calls, operate equipment, or represent the department while under the influence of alcohol or controlled substances.

# **STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish guidelines for appropriate clothing while representing the Hannah-Salem-Friendfield Fire District.

**POLICY:**

When representing the Hannah-Salem-Friendfield Fire District at meetings, special events, or on calls the following guidelines should be followed:

1. Members shall be fully clothed (shirt, pants, shoes, etc.).
2. Clothing should be clean and neat (Exceptions can be made in emergencies).
3. No clothing advertising alcoholic beverages or controlled substances will be worn.

When indicated, Class A uniforms will be worn. Class A uniform includes:

1. White shirt with appropriate patches, clean and starched.
2. Dark blue or black pants, clean and pressed.
3. Black dress shoes, clean and polished.
4. Black belt.

On the scene of a fire, if a member enters the Hot Zone, he/she will wear full protective gear including helmet, bunker coat, bunker pants, approved boots, gloves, and hoods.

When performing extrication, members will wear full protective gear including helmet, bunker coat, bunker pants, approved boots, gloves, and hoods. Anyone without gear should remain at a safe distance.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish procedures to insure that the physical and mental condition of members operating at the scene of an emergency incident or a training exercise does not deteriorate to a point that affects the safety of each member, or that jeopardizes the safety and integrity of the operation.

**POLICY:****RESPONSIBILITIES:****1. INCIDENT COMMANDER:**

The incident commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation of all members operating at the scene or training exercise. These provisions shall include:

- a. Medical evaluation
- b. Food and fluid replacement
- c. Mental rest
- d. Relief from extreme climatic and environmental parameters of the incident

Resources to be considered include:

- a. Hannah-Salem-Friendfield DAT Team
- b. Florence County EMS
- c. American Red Cross
- d. Florence County Emergency Preparedness
- e. Local Businesses
- f. Private Citizens

The rehabilitation shall include the provision of Emergency Medical Services at the Advanced Life Support (ALS) level by Florence County EMS.

**2. SECTOR COMMANDER:**

The officer in charge of each sector shall maintain an awareness of the condition of each member operating within their span of control, and ensure that adequate steps are taken to provide for each member's safety and health. The Incident Command structure shall be utilized to request relief and the reassignment of fatigued crews.

**3. PERSONNEL:**

During periods of exposure to heat, especially during hot weather, members are encouraged to drink water and activity beverages frequently. During periods of exposure to cold, members are encouraged to wear warm clothing and monitor themselves closely, especially their fingers and toes. During any

**STANDARD OPERATING GUIDELINE**

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emergency incident or training evolution, all members shall advise their supervising officer when they believe their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of their fellow crewmembers, as well as other crews working or training around them.

**ESTABLISHMENT OF REHABILITATION SECTOR****1. RESPONSIBILITY:**

The Incident Commander shall establish a rehabilitation Sector or Group when conditions indicate that rest or rehabilitation is needed for personnel operating at an incident scene or training evolution. The Incident Commander shall place a medically trained officer or individual in charge if possible. This person will be known as the Rehab Officer. The Rehab Officer will coordinate with all resources on scene (EMS, DAT Team, etc.) and report to the Incident Commander or his/her designee.

**2. LOCATION:**

The Incident Commander or his/her designee will normally decide the location for the Rehabilitation Area. If a specific place has not been designated, the Rehab Officer shall select an appropriate location based on the site characteristics and designations below.

**3. SITE CHARACTERISTICS:**

1. It should be in a place so as to provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency incident or training evolution.
2. It should be far enough away from the scene that members may safely remove their PPE and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.
3. It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
4. It should enable members to be free of exhaust fumes from apparatus, vehicles, or equipment (Including those involved in the Rehabilitation/Group operations).
5. It should be large enough to accommodate multiple crews, based on the size of the incident.
6. It should be easily accessible by EMS units. Entrance and exit should not interfere with fire/rescue operations.

**STANDARD OPERATING GUIDELINE**

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7. It should allow prompt reentry back into the emergency operation upon complete recuperation.

**4. SITE DESIGNATIONS:**

The following locations should be considered as options for Rehabilitation sites depending upon the situation:

1. A nearby garage, building, barn, or other structure.
2. A school bus, PDRTA bus, or a book mobile.
3. Fire apparatus, ambulance, or other emergency vehicles at the scene or called to the scene.
4. An open area in which a rehab area can be created using tarps, fans, blankets, etc.

**5. RESOURCES:**

The Rehab Officer shall advise the Incident Commander as to what resources they will require to adequately staff and supply the Rehabilitation area.

Staffing at a large incident should include the DAT team and EMS. Supplies may include the items listed below:

1. Fluids – water, Gatorade, ice.
2. Food – soup, broth, or sandwiches (provided by the DAT team and/or the Red Cross).
3. Medical – blood pressure cuffs, stethoscopes, oxygen administration equipment, cardiac monitors, IV solutions, and thermometers (usually provided by EMS and supplemented by HSFFD).
4. Other – awnings, fans, tarps, heaters, extra equipment, floodlights, blankets, towels, traffic cones, and fire line tape to identify the entrance and exit to the Rehabilitation area.

**GUIDELINES****1. Rehabilitation Sector/Group Establishment:**

Officers should consider rehabilitation during the initial planning stages of an emergency response. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab area. Any activity/incident that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy of personnel and therefore merits consideration for rehabilitation.

**2. Hydration:**

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. During heat stress, the member should consume at least one

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quart of water or Gatorade an hour. Re-hydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activities when protective equipment is worn. Carbonated beverages and caffeine beverages should be avoided.

**3. Nourishment:**

The department shall see that food is provided at the scene of an extended incident when units are engaged for 3 or more continuous hours. The Incident Commander will handle this through such agencies as the DAT team and the Red Cross. This is at the Incident Commander's discretion.

**4. Rest:**

The "two bottle rule", or 45 minutes of work time, is an acceptable level prior to mandatory rehabilitation. Members shall re-hydrate while SCBA cylinders are being changed. Firefighters who have worked for 2 bottles or 45 minutes shall be placed in the rehab area for rest and evaluation. In all cases, the objective member's fatigue level shall be the measuring criteria for rehab time. Rest time shall not be less than 10 minutes and may exceed an hour as determined by the Rehab Officer. Any members who require more than 10 minutes rest, or who have abnormal vital signs must be cleared through the Incident Commander before returning to full scene status. Fresh crews or crews released from the rehab area shall be available in the staging area.

**5. Recovery:**

Members in the rehab area should maintain a high level of hydration. Members should not be moved from a hot environment directly into an air-conditioned area because the body's cooling system can shut down in response to the external cooling. An air-conditioned area is acceptable after a cool down period at ambient temperature with sufficient air movement.

**6. Medical Evaluation:**

EMS will provide an ambulance and medical staffing at large incidents. EMS personnel will evaluate members and make proper disposition (return to duty, continue to rehab, render medical treatment, and transport to a medical facility if necessary). EMS staff will notify the Rehab Officer about a member's condition. The Incident Commander will be notified if a member requires transport to a medical facility.

**7. Accountability:**

Members assigned to the Rehab Area shall not leave the Rehab Area until authorized to do so by the Rehab Officer.

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**PURPOSE**

Documentations and experience have shown that structural type firefighting and special rescue operations, such as vehicle extrication, place extraordinary physical demands on the body. Therefore, it is necessary to ensure that each emergency response person is medically capable of performing their required duties based on their position classifications and their respective position duties.

More importantly, statistics show that many personnel suffer injuries and illnesses from providing emergency services. The intent of the medical examination program is to reduce the risk of these injuries/illnesses or death and to provide professional medical advice for members who may be suffering from various medical and physical conditions. Confidential documentation of each person's medical history will be maintained by the department physician throughout his or her volunteer career with our department.

**SCOPE**

The medical examination program is intended to cover all candidates and existing personnel who do or will participate in fire and rescue training and emergency operations. This program is not applicable to social members. National Fire Protection Association (NFPA) 1582, Standard on Medical Requirements for Firefighters, will be used as the basis for medical certifications.

**DEFINITIONS**

Fire Company Physicians: The licensed doctor (s) of medicine designated by the Hannah-Salem-Friendfield Fire District to provide professional expertise in the areas of occupational safety and health as they relate to the emergency services. These doctors as of this date are Dr. Daisy Antique of Coleman Family Practice and the staff at Carolinas Hospital Occupational Health in Florence.

Medically Certified: Classification given to members whom the fire company physicians feel are medically able to perform various fire fighting and rescue duties based on their job/position duties. Medical certification classifications include the following:

Interior Structural Firefighter

Non-Interior Structural Firefighter

Driver/Motor Pump Operator (MPO)

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Medical Evaluation: The analysis of information for the purpose of making a determination of medical certification.

Medical Examination: An examination performed by the company physicians that incorporate the components of NFPA 1582 (2000 Edition) and any other medical test(s) deemed necessary by the department physicians.

Return to Duty Medical Evaluation: This is the medical evaluation conducted by the fire company physician(s) for persons who have been suspended from participating in emergency or training operations due to an injury, illness, exposure or medical/physical complication. This evaluation is only conducted for those members wishing to continue participating in training and emergency operations.

**RESPONSIBILITIES**

**Personnel**

All active members of the Hannah-Salem-Friendfield Fire District shall cooperate and participate fully in the medical exam program. Each person shall provide complete and accurate information to the fire company physicians.

Each member is responsible for cooperating with the staff of the Coleman Family Practice in scheduling of appointments. Members requiring physicals are responsible for making an appointment for an examination during the month in which their birthday takes place. Any problems with this procedure should be brought to the attention of the Safety Officer immediately.

Uncooperative individuals will be subject to suspension from training and emergency response.

Additionally, these members may also be subject to disciplinary procedures.

**Fire Chief**

The Fire Chief shall ensure personnel who participate in training and emergency operations meet the appropriate medical classifications.

**Safety Officer**

The safety officer will serve as administrator of the medical examination program. The safety officer shall also maintain the medical classification records on each emergency response member. These records will not include specific medical information. These records will include member's medical classification (i.e., interior or non-interior, etc.)

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and any specific duty restrictions. The safety officer will be able to refer members for follow up procedures and treatment if requested by the member (i.e., a member needs to lose weight and has a diet plan provided by or doctor). The safety officer must report all information to the fire chief as requested.

**PROCEDURES****Initial Medical Examination**

Before new members can participate in fire suppression/rescue training or respond to emergency incidents, they must complete the initial medical examination process and be cleared for participation by our department physicians.

**Annual Medical Evaluation**

All active fire suppression/rescue personnel who wish to maintain their medical classification and continue to participate in training and emergency services must participate in the annual medical evaluation process.

**Follow-Up Medical Examinations**

All active fire suppression/rescue personnel who wish to maintain their medical classification and continue to participate in training and emergency services must participate in the follow-up medical examination program according to the following schedule:

1. Ages 29 and under – every 3 years
2. Ages 30 to 39 – every 2 years
3. Ages 40 and above – every year instead of an evaluation

**Return to Duty Examination**

Emergency response personnel who have been on light duty, absent or suspended from duty due to injury, illness, exposure, or medical/physical condition must complete a return to duty medical evaluation administered by the company physician(s).

**Medical Records**

The fire company physician(s) will maintain all confidential medical records. Only the necessary medical certification information will be provided to the fire company. Personnel will be responsible for completing the necessary medical information forms at the office of the fire company physician(s). If a person wishes confidential information to

**STANDARD OPERATING GUIDELINE**

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be released for any reason, the proper release procedures must be followed as designated by the fire company physician(s).

**Recovery/Post Physical Treatment**

If the fire company physician determines an individual is unable to perform certain fire company duties due to medical/physical restrictions, it is the responsibility of the individual to seek medical or rehabilitative treatment. Obviously, the individual may attend the doctor or specialist of their choice for treatment, or they may choose to utilize the services offered through the Coleman Family Practice or Carolinas Hospital Occupational Health. Regardless, the Hannah-Salem-Friendfield Fire District is not financially responsible for this post-physical treatment unless it is a line of duty injury or illness.

After the individual receives treatment or rehabilitation, they must return to the fire company physician for a return to duty medical examination to ensure they are able to resume their desired duties.

**FINANCES**

Payment for medical examinations, performed by the fire company physician(s), will be paid in full by the Hannah-Salem-Friendfield Fire District. At no time will personnel be required to pay for medical examinations. All billing will be directed to the Hannah-Salem-Friendfield Fire District.

However, with the exception of injuries or illnesses directly contracted from fire company operations and those covered through the fire company's workman's compensation insurance, all members maintain financial responsibility for any additional treatment or rehabilitation recommended by the fire company physician(s).

**ALTERNATIVE MEDICAL EXAMINATIONS**

Initial medical examinations must be attained through the fire company physicians.

There may be instance where personnel receive medical examinations through their career department or another volunteer organization. Alternate medical examinations must meet the criteria of NFPA 1582 (most current edition) and must be certified by the examining physician on the form provided by the Hannah-Salem-Friendfield Fire District. Medical examinations not meeting NFPA 1582 will not suffice for fire company medical certification. Proof of medical certification must be forwarded to the Safety Officer by the providing physician on the provided form. Alternate medical examination results will not be reviewed or approved by the Hannah-Salem-Friendfield Fire District physician(s).

# **STANDARD OPERATING GUIDELINE**

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## **PURPOSE:**

It is the policy of the Hannah-Salem-Friendfield Fire District to establish and maintain a positive working relationship with the news media. This SOG will provide guidelines to assure correct and accurate information is communicated to the news media relative to emergency incidents involving Hannah-Salem-Friendfield Fire District equipment and manpower. These guidelines also include guidelines in the release of non-emergency information such as training accomplishments, new equipment, new members, and/or other public relations type information.

## **SCOPE:**

These guidelines will establish predetermined actions to provide the media with information normally requested from the fire department on emergency incidents, to monitor the movements of media personnel for safety reasons, and to establish an operating framework for an Information Sector that will effectively integrate into the overall incident management system.

This SOG also includes guidelines in the distribution of information by Hannah-Salem-Friendfield Fire District management personnel to all carriers of news distribution; i.e., TV, newspapers, web sites, and etc. on non-emergency information.

## **I. FIREGROUND:**

The Incident Commander will be responsible for the assignment of an Information Sector on the fire ground or any significant incident. As soon as practical, after basic rescue and fire operations are extended, the Incident Commander will establish an Information Sector. The establishment of this sector will relieve the Incident Commander of the responsibility of dealing directly with the media during critical command stages and provide standard information the media will require to accurately report the incident.

The Information Officer (IO) will report to the Incident Commander, upon arrival, and establish an Information Sector if not already established.

NOTE: If a fire company or other fire department member has been assigned Information Sector responsibilities, the IO will report to the sector location, receive a briefing from the sector officer, and assist as needed. The IO may assume sector responsibilities at his/her discretion.

Radio designation will be "INFORMATION SECTOR".

**STANDARD OPERATING GUIDELINE**

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Individuals assigned to perform this sector function should consider the following general guidelines:

Basic Information:

- A. Time of response
- B. Number of units and personnel on-scene
- C. Human Interest or Safety Information

If possible, add anything to the basic information that will enhance the story; such information might include:

- A. Highly skilled and trained professionals (high rise, technical rescue, etc.)
  - B. An extremely hazardous situation
  - C. A person or company that did an outstanding job, on or off duty fire fighter involvement
  - D. A rescue scenario
  - E. Projected duration of incident
- This information will assist the reporters in their coverage of the incident and enhance the quality and accuracy of their stories.
  - When possible, an interview with the company officer is encouraged. Don't be afraid to talk to reporters. They will report the facts you give them.
  - Every effort should be made to provide accurate information.

Usually, while gathering information, you will have inquiries from reporters. Provide the information you have at that point and emphasize that this information is preliminary. If it gets to the point that questions from reporters are keeping you from gathering information, use these alternatives:

1. Tell the reporters to gather in one place and that you will return shortly with more information.
2. Request additional manpower from Incident Command to assist in gathering information and remain with the reporters.
3. Tell reporters to go ahead and get pictures and film footage without interfering with incident operations while you are gathering information. Reporters **MUST NOT** be allowed inside the **HOT ZONE** until Incident Command declares the incident under-control. Once the incident is declared under-control, a fire department member may be assigned to escort reporters into the **HOT ZONE** to get pictures or film footage with the approval of the Incident Commander.

**STANDARD OPERATING GUIDELINE**

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4. If they have deadlines to meet, get a telephone number where they can be reached and phone them as soon as possible.
5. **DO NOT RELEASE THE NAMES OF INJURED OR DECEASED PERSONS.** This information will need to be acquired from other sources; i.e., Florence County Emergency Medical Services (EMS), Coroner's office, Law Enforcement.
6. **DO NOT** speculate as to the cause of the incident.

The Information Sector will be responsible for insuring that all media personnel wear proper protective clothing on the fire ground or any other area when needed.

Significant incidents involving emergencies at locations such as industrial sites, schools, hospitals, involving hazardous materials may be better handled by establishing an agreed upon site and time for all involved agencies to conduct a group media briefing.

Each Sector Officer is responsible for the safety of media personnel in the area. If media personnel create a safety problem, or hinder operations, they will be requested to move. **AVOID CONFRONTATIONS!**

Department members should forward any request for information, other than acknowledgement of response of equipment and manpower, related to mutual aid responses to the respective agency.

**II. NON-FIREGROUND INFORMATION RELEASE:**

All non-fire ground release of information via newspapers, TV, web sites must be documented and approved by the Fire Chief or Fire Department Information Officer (Administrative Assistant).

A file should be maintained to retain approved news releases.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

It is the policy of the Hannah-Salem-Friendfield Fire District to establish and maintain a positive working relationship with other fire departments in the nearby districts. This guideline is intended to establish guidelines for assisting other departments.

**POLICY:****MUTUAL AID REQUESTS FROM OTHER DEPARTMENTS**

Hannah-Salem-Friendfield Fire District has mutual aid agreements with other departments including Johnsonville, South Lynches, and Howe Springs Fire Departments. Requests for assistance and automatic mutual aid responses must come through Central Dispatch.

When a mutual aid response is requested, Central Dispatch should give the following Information:

- A. Type of assistance and number of units requested (Engines, Tanker, Rescue Truck, manpower, etc.)
- B. Location and type of fire
- C. Location of the Incident Command and Staging Area
- D. Channel Incident Command is using

Any available officer should assume command and notify Central that he/she will coordinate our response. Mutual aid will be denied if coverage in Hannah-Salem-Friendfield Fire District will be compromised to an unacceptable level. The commanding officer will notify Central as soon as possible if units will or will not be responding.

All responding members should go to their station and respond with apparatus unless authorized by the commanding officer to do otherwise. Apparatus will not respond until at least a driver and one firefighter are on board with appropriate protective gear.

Apparatus will respond to Staging unless ordered to do otherwise by Incident Command or our responding officer in charge. On arrival, units will notify Central of their arrival and switch to the tactical channel indicated by Incident Command.

On arrival at the designated response area, members will report to the sector commander and advise him/her of personnel on board per accountability protocols.

On clearing, units will be released by Incident Command, then switch back to Hannah-Salem-Friendfield Fire District's primary operating channel and notify Central that they are returning to the district coverage area.

**Hannah-Salem-Friendfield**

**SECTION**

**300.2**

**Fire District**

**SUBJECT**

**Mutual Aid Response**

# **STANDARD OPERATING GUIDELINE**

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## **REQUESTING MUTUAL AID FROM OTHER DEPARTMENTS**

When requesting mutual aid, Central Dispatch should be given the following information:

- A. Type of assistance and number of units requested (Engines, Tanker, Rescue Truck, manpower, etc.)
- B. Location and type of fire
- C. Location of the Incident Command and Staging Area
- D. Channel Incident Command is using

The Incident Commander should contact incoming units and direct them to where they are needed and advise them of the tactical channel being used.

Sector commanders will obtain identification and numbers of personnel on board per accountability protocols.

Mutual aid units can only be released by Incident Command.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish a consistent methodology for incident command at fires and rescue incidents.

**SCOPE:**

This establishes guidelines for the management of fire and rescue incidents.

**I. General**

- A. It shall be the policy of the Hannah-Salem-Friendfield Fire District to implement the incident command system (ICS) for all fires, haz-mat incidents, rescues, and first responder responses.
- B. The ICS shall also be used at all incidents in which the scope and complexity of the incident exceeds the capability of routine operations.

**II. Command**

- A. There are three levels or types of command:
  1. Forward command
  2. Mobile command
  3. Fixed command
- B. **Forward command:** Means to lead from the front and is the exact opposite of a fixed command position. Forward command is task-oriented and should be used:
  1. When the incident requires further investigation.
  2. When the incident requires an immediate, aggressive, hands-on action and it may not be appropriate to pass command.
  3. During any incident by officers who may not be in charge of a specific sector or function but are actually performing an assignment – e.g., manning an interior hoseline, ventilation, search and rescue, etc.
- C. **Mobile command:** The commander moves around. Normally this should be limited to sector commanders.
- D. **Fixed command:** A command post is established in a safe, secure environment that allows for efficient, effective operations.
- E. **Passing command:** Command is passed from one incident commander to another by the following means:
  1. The first-arriving officer may designate another officer as Command if it is known that the other officer will arrive momentarily.
  2. Command may be passed at the command post on arrival of a senior, more experienced command officer at the request of Command or on the senior officer's assessment that it is necessary to assume command.

**STANDARD OPERATING GUIDELINE**

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**III. Establishing Command**

- A. On initial arrival, the first-arriving officer or unit shall:
  - 1. Notify Central Dispatch by radio of his arrival.
  - 2. Provide a brief size-up of the situation found on arrival. The following information shall be provided at minimum:
    - a. **Fires:** (1) The size and construction of the building or situation encountered and (2) the extent of involvement.
    - b. **Accidents:** (1) The number and type of vehicles involved, (2) the number of patients, and (3) if EMS is on the scene.
  - 3. Instruction to other units.
    - a. Designation of Command.
    - b. Level I or Level II staging.
    - c. Request for additional assistance - e.g., a second alarm.
    - d. Orders- e.g., lay supply line, reduce code, disregard, etc.
    - e. Actions you are taking – e.g., investigation, pulling preconnect, etc.
- B. Subsequent arrival of other units:
  - 1. Notify Central Dispatch of arrival.
  - 2. Notification of status – e.g., “Engine 611 staged at Big Swamp Road and Highway 378.”
  - 3. Ask Command for instructions.
- C. Incident commander:
  - 1. Shall use the term *Command* on all radio traffic combined with the location – e.g., “South Pamplico Highway Command.”
  - 2. Shall identify the location of the command post.
  - 3. Shall designate sectors.
    - a. Fires: Staging, Rehab, Sector 3, etc.
    - b. Accidents: Transportation, Triage, Staging, etc.
  - 4. Designate support functions: Safety, Water Supply, etc.
  - 5. Shall complete Tactical Worksheets on all incidents in which the system is used.
  - 6. Shall terminate command whenever appropriate.
  - 7. Shall conduct a post fire critique.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

This guideline applies to all members working in hazardous environments. It is meant to establish guidelines for the use of protective clothing and equipment to reduce the risk of illness, injury, or death that might result from a member's exposure to a hazardous environment.

**POLICY:****Firefighting and Extrication:**

Personal protective gear includes:

1. Bunker coat with liner (NFPA1971)
2. Bunker pants with liner and suspenders (NFPA 1971)
3. Boots (NFPA 1974)
4. Gloves (NFPA 1973)
5. Flash hood (NFPA 1971)
6. Helmet with face shield or goggles (NFPA 1972)

All gear will be department issued and approved. Any personally owned gear will be approved by the Chief or Safety Officer before being used. Gear will not be altered without the approval of the Chief.

All gear should be cleaned when dirty. Use approved cleaning compounds and a soft brush to wash gear and allow it to dry before using it.

Gear should be examined after each call to check for damage and wear. Severely worn or damaged gear should be reported to the station Captain as soon as possible so that it can be repaired or replaced.

Full protective gear will be worn when:

1. Entering the Hot Zone at a fire scene
2. Performing extrication

Members should be fully clothed beneath their bunker gear if possible.

Each member operating within a perimeter designated as hazardous by the incident safety officer shall wear his/her full protective clothing in the prescribed manner. The incident safety officer shall determine when and if it is safe to remove some or all of the clothing.

To assist members with identifying rank at an incident scene, helmets are color-coded as follows:

1. White – Chief Officers

**STANDARD OPERATING GUIDELINE**

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2. Black – Firefighters/Engineers/Support

**SCBA:**

All self-contained breathing apparatus used by the department shall comply with NFPA 1981.

Unless the safety of the atmosphere can be determined by testing and continuous monitoring, all personnel shall use SCBA while working in areas where:

1. The atmosphere is hazardous.
2. The atmosphere is suspected of being hazardous.
3. The atmosphere may rapidly become hazardous.

Members wearing SCBA will always work in teams of at least two members each.

SCBA and spare cylinders will be kept on each apparatus and be available for immediate use.

PASS devices will be used if available.

**First Responder:**

Non-latex gloves are provided on the rescue truck and several other vehicles. They should be used any time a member may come in contact with any body fluid. They may be worn beneath fire and extrication gloves while performing extrication. Any contaminated gloves should be carefully removed and placed in a red hazardous waste bag or given to EMS crews for disposal.

Any contaminated bunker gear, gloves, boots, etc. should be carefully removed and placed in a red hazardous waste bag. The gear can be washed with approved decontamination cleaners at the station.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

To prepare the Hannah – Salem – Friendfield Fire District personnel with information needed prior to severe weather that may produce hurricanes, tornadoes, floods, or any other dangerous weather condition.

**SCOPE**

All personnel of the Hannah – Salem – Friendfield Fire District will study and become familiar with this guideline.

**PROCEDURE**

This guideline may not cover every situation that could arise, common judgment and training is to be used in areas not addressed. This guideline is broken down into the four categories that will be used in severe weather conditions.

**LEVEL III (READINESS)**

- A. When information indicates possible weather conditions will affect our coverage area by creating a need for emergency operations, the Fire District will be put on Level III. The Fire Chief will call a meeting with all district personnel to discuss the following issues.
  - a. Present weather condition
  - b. Projected weather condition
  - c. Projected time table for changes
  - d. Readiness for personnel
  - e. Station Readiness
  - f. Fuel status and location for refill points
  - g. All portable generators and power tools are checked and running
  - h. All radio equipment checked and extra batteries secured
  - i. Relocation of any needed equipment
- B. The Fire District stations must be brought up to readiness level. Therefore these things need to be completed:
  - a. Cascade cylinders checked for adequate supply of air
  - b. Check all hand lights for operations and secure extra batteries
  - c. Tape windows, and secure all items outside
  - d. Check stations supply of food, water, ice, paper products, etc.
- C. All emergency calls that come in during Level III will be handled like any other call.

**STANDARD OPERATING GUIDELINE**

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**LEVEL II (OPERATIONAL)**

- D. When weather conditions are beginning to affect the Fire District (winds are 30 – 50 mph), all personnel will be put on high alert. Level II operations are as follows:
- a. Weather conditions are monitored and updates are given hourly
  - b. All Level III assignments are completed and reported to the Fire Chief
  - c. All equipment double checked and ready
  - d. On – duty personnel are in place
  - e. All response will proceed with Extreme Caution
  - f. All responding apparatus will respond at a maximum speed of 40 mph
  - g. Drivers and personnel outside apparatus must have on all bunker gear
  - h. Personnel will check for dangers of downed power lines and broken trees and limbs that may cause hazards to them
  - i. All fire ground operations will be done using extreme caution

**LEVEL I (OPERATIONAL)**

- E. When winds reach 50mph sustained and greater all emergency response will be on an absolute need basis. The operations for Level I are as follows:
- a. Hannah – Salem – Friendfield Command Post is established along with coordination with EOC.
  - b. All fire response and service calls will cease when wind speed reaches 60mph sustained
  - c. Any response during Level I operations will have to be approved by HSF Command Post, or Fire Chief.

**COMMAND POST OPERATIONS**

- F. Like any other operations with the Hannah – Salem – Friendfield Fire District, a command post must be established. A command post will be set up at the District office at 630 W. HWY. 378. Operations of the Command Post will consist of:
- a. All operations to the Command Post are to be identified by the word “HSF COMMAND”
  - b. Different people will staff the Command Post during Level I. If individual personnel are needed, use their radio I.D. number.
  - c. At the proper time, after the emergency is calmed, the command post will issue an announcement of the “Level I Operations are now terminated”.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish training requirement guidelines.

**POLICY:**

Training is offered in various forms for the members of the Hannah-Salem-Friendfield Fire District. These include:

- A. In-house training offered at monthly meetings.
- B. Specially scheduled classes.
- C. Joint training with other departments.
- D. South Carolina Fire Academy courses.
- E. National Fire Academy/ FEMA classes and self-study classes.

Members are encouraged to obtain as much training as possible. Some classes are mandatory due to governmental requirements, but most classes are voluntary. To advance within the department, several classes and subsequent tests must be passed successfully. Trainings are:

**Support**

- A. Orientation/Public Relations
- B. Firefighter (Support Level) Safety
- C. First Aid & CPR
- D. Communications
- E. Hazcom
- F. Fire Prevention & Portable Fire Extinguishers
- G. Emergency Vehicle Driver Training
- H. Pump Operations
- I. Rural Water Handling/Shuttle

**Firefighter**

- A. Must Complete The Support Section
- B. Interior Structural Firefighter
- C. Hazardous Materials Response - Operations Level
- D. Auto Extrication
- E. First Responder

**Corporal**

- A. Must Complete The Firefighter Section
- B. Incident Command
- C. Corporal Exam

**Lieutenant**

- A. Must Complete The Corporal Section

**Hannah-Salem-Friendfield**

**SECTION 300.6**

**Fire District**

**SUBJECT Training Requirements**

# **STANDARD OPERATING GUIDELINE**

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- B. Management Company Tactical Operations
- C. Lieutenant Exam

## **Captain**

- A. Must Complete The Lieutenant Section
- B. Leadership/Management Training

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish guidelines for communications to maintain uniformity within the department, between departments, and with Central Dispatch.

**POLICY:**

Hannah-Salem-Friendfield Fire District is dispatched by Florence County Central Dispatch by pagers on 154.385 MHz. Pagers are issued by the Fire District. Dispatch will activate station tones and gives information in the following order:

- A. Department name
- B. Station number
- C. Call numbers of apparatus to respond
- D. Location of call
- E. Type of call
- F. Any additional information about the call

Single station tones will be utilized when response of one fire station is required. Structures, fire alarms, or any response requiring multiple fire stations will utilize an “All Call” or an appropriate tone or series of tones to alert all stations.

Normal operations for Hannah-Salem-Friendfield Fire District will use the Hannah-Salem-Friendfield channel on the 800 MHz radios. Walkie-talkies on the 800MHz system will be issued only to officers. Non-officers will use radios on the apparatus to communicate.

Officers responding to calls will identify themselves and indicate that they are responding (HF-1 responding). Non-officers who have radios may sign on as responding to first responder calls if they are medically qualified.

**ON-AIR IDENTIFICATION/SCENE REPORTING**

All mobile units will use full unit designation in **all** communications. For example: “Engine 611”, “Tanker 626”, “Rescue 613”. The use of only numerals to identify a mobile unit is an unauthorized procedure.

To assist the dispatcher in recognizing which fire department’s apparatus is contacting Central, each Fire Department has been assigned a numerical number. It is imperative that the **first** number of each apparatus be assigned a number per the following list:

- |                        |                                   |                        |
|------------------------|-----------------------------------|------------------------|
| 1 – Florence F.D.      | 5 – Johnsonville F.D.             | 9 – Olanta F.D.        |
| 2 – West Florence F.D. | 6 – Hannah-Salem-Friendfield F.D. | 10 – Pamplico F.D.     |
| 3 – South Lynches F.D. | 7 – Howe Springs F.D.             | 11 – Lake City F.D.    |
| 4 – Windy Hill F.D.    | 8 – Sardis- Timmonsville F.D.     | 12 – Timmonsville F.D. |

**STANDARD OPERATING GUIDELINE**

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It is also imperative that the **second** digit represents the respective station number

The **third** number represents the type of apparatus:

- 1 – First out engine
- 2 – Second out engine
- 3 – Rescue truck
- 4 – Ladder truck, platform truck, etc.
- 5 – Brush truck, squad vehicles
- 6 – Tanker
- 7 – Service truck
- 9 – Water rescue boats, equipment
- 0 – Utility type vehicle

**EXAMPLES:**

Florence Fire Department, Station 4, first due engine; Engine 141

Johnsonville Fire Department, Station 1, ladder truck; Ladder 514

South Lynches Fire Department, Station 2, rescue truck; rescue 323

Individual call signs will also be given completely with the department name or prefix followed by a numeral number assigned by the department. Department suffixes are:

FC – Florence F.D.

HF – Hannah-Salem-Friendfield F.D.

WF – West Florence F.D.

ST – Sardis-Timmons ville F.D.

SL – South Lynches F.D.

LC – Lake City F.D.

W – Windy Hill F.D.

PR – Pamplico F.D.

JF – Johnsonville F.D.

O – Olanta F.D.

H – Howe Springs F.D.

T – Timmons ville F.D.

When responding to alarms, all units must make sure that Central acknowledges your unit when required. **Do not assume that they heard and understand your message unless the dispatcher answers and confirms.**

Because of the number of radios that operate on the fire frequency, the following procedure has been developed:

- A. All apparatus dispatched will report to Central when in service.
- B. Only officers will report to Central when in service except on first responder calls.
- C. The first apparatus or officer on the scene will report “on-scene”, give a situation report, and establish command. All additional apparatus and personnel will report to command and stage until given an assignment.
- D. All apparatus reporting “on-air” for non-emergency activities do not need to be acknowledged by Central.

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**BASIC COMMAND**

The first arriving unit or officer on the scene of ALL incidents shall set up Incident Command. The Incident Command should maintain radio contact with Central. The person or unit in charge of a scene shall use the designation of “\_\_\_\_\_ Command”, based on the geographic location of the call. Example: “HF-2 is on scene, will be Highway 378 Command”.

Incident Command shall be the only unit that transmits information or requests to Central once established. Command on the scene may change from one person to another, but it will not be necessary to update Central each time this happens. Officers do not need to transfer command through Central.

**FIRE GROUND REPORT****ARRIVAL AND SIZE UP**

The apparatus or officer arriving at the scene of a fire or emergency will give a brief description of the situation found to advise all responding personnel and equipment what action may be needed to control the incident. The following standard radio reports should be used to describe the situation found:

- A. Building Size: Small, Medium, or Large
- B. Building Description: One Story, Two Story, etc.
- C. Construction:
  - a. Wood frame, brick veneer, cement block, metal, etc.
  - b. House, barn, garage, store, industry, church, warehouse, etc.
- D. Fire/Smoke Conditions:
  - a. Nothing showing
  - b. Smoke showing (indicate nature, extent, location)
  - c. Fire showing (indicate nature, extent, location)
  - d. Fully involved
  - e. Working fire (indicate all units dispatched will probably be needed)

Assume Incident Command by giving geographic location.

Examples:

- A. South Lynches: Engine 311, on scene reporting a small, one-story, wood-frame house with smoke showing from rear, establishing Roper Crossroads command.

**STANDARD OPERATING GUIDELINE**

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- B. West Florence: Engine 421, on scene reporting a large, two-story brick veneer store with fire showing through the roof, establishing Pine Needles Road Command.
- C. Florence: Engine 121, on scene reporting a large, one-story, cement block factory with nothing showing, establishing Dargan Street Command.

**After reporting on the scene, all units except command are to go to Fireground 1 unless directed to another channel by Central or Command.**

The Incident Commander after summarizing the situation shall, as soon as possible, make a fire ground report to Central as to the situation upon arrival, what units he/she will hold, which ones to cancel, and how long they will be held if possible.

During all major incidents (working structure fires, auto extrication, hazardous materials incidents, etc.), the dispatcher will advise the Incident Commander at fifteen minute intervals of time on scene. Time will begin once Incident Command is established as a major incident, and terminate once Incident Command declares incident under control or otherwise requested by Incident Command to cancel time tracking.

#### **CALLING FOR ADDITIONAL ALARMS**

Central Dispatch will alert additional stations or other departments when further assistance or mutual aid is requested by Incident Command. These requests should go through dispatch only.

#### **FIREGROUND CHANNEL OPERATIONS**

All units on a scene will switch to FIREGROUND 1 unless ordered by Incident Command to use another channel. After arriving on the scene of an incident, all units should switch over to, and remain on, this channel until clear. Once clear, units will return to their normal operations channel. Incident Command shall request all units on arrival to switch to the fire ground channel.

If Fireground 1 is already in use, or radios are too far apart to talk, Incident Command may contact Central and be assigned to an OPS channel. Incident Command shall confirm the assignment and request all units to switch to that channel.

#### **SPECIAL EMERGENCY SITUATIONS**

If a situation occurs where life is threatened, personal injury is at stake, or a critical situation has occurred that requires immediate additional assistance, units will call Central with their unit number followed by "EMERGENCY". An "EMERGENCY" message will be given priority over all other messages. Only true **emergency** radio calls

**STANDARD OPERATING GUIDELINE**

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may persist in calling Central in this situation. Once situations are back to normal operations, the dispatchers will advise all units that Central is resuming normal operations.

When the Communications Center operations become heavy enough to prevent immediate answer to radio calls, the dispatcher may issue an "ALL UNITS STANDBY UNLESS EMERGENCY". In this situation, radio traffic will stop unless there is an emergency. Once situations are back to normal operations, the dispatchers will advise all units that Central is resuming normal operations.

**NORMAL DAY-TO-DAY OPERATIONS**

The Hannah-Salem-Friendfield Fire District normally operates on the Florence County 800 MHz trunked radio system on the channel designated Hannah-Salem-Friendfield Fire Department (HAN-SAL-FF FD). Large scale fire ground operations require use of the Fireground 1 conventional channel to avoid overcrowding the system.

Radio transmissions should be kept to a minimum, be concise, and to the point. Use of profanity is prohibited. Normal communications will be regulated by the following guideline:

- A. Sender will call the receiver by their unit number and give unit number
- B. The receiver will give their unit number to indicate that they are ready to receive
- C. Sender will then extend their message, order, etc.
- D. Receiver will give number and acknowledge receipt of the message

Plain English is preferred. Ten-Codes may be used, but it should be noted that over use of the codes is unacceptable. Single code transmission is the most acceptable and will be the most efficient form of communication. The following is a list of the more frequently used Ten-Codes used by fire departments:

- 10-1 Signal weak
- 10-2 Signal good, loud and clear
- 10-3 Stop transmitting
- 10-4 Affirmative (OK)
- 10-6 Stand by, operator busy
- 10-7 Out of service
- 10-8 In service, available
- 10-17 En route, responding
- 10-22 Cancel
- 10-23 Arrived at the scene
- 10-24 Assignment completed
- 10-91 Return to \_\_\_\_\_

**STANDARD OPERATING GUIDELINE**

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**MESSAGES OF CONFIDENTIAL NATURE**

Confidential messages shall be relayed by telephone. The following types of message shall **NOT** be transmitted over the fire frequency:

- A. Injured firefighter's name or call sign. (Note; Any time a firefighter is injured at an incident or taken to a medical facility due to fire department operations, the Chief of the department shall be notified as soon as possible.)
- B. Condition reports of injured personnel
- C. Names of fire fatalities
- D. Information regarding investigation or suspects
- E. Any information that you feel is confidential or should not be disclosed to the general public

**EMS PATIENT CODES**

The following codes are used by Florence County EMS to classify patient condition:

**Category 1** – Critical (Patient is in critical or unstable condition and/or could be considered as being in a life threatening condition.)

**Category 2** – Unstable (Patient is not critical, is currently stable but could become unstable without medical intervention.)

**Category 3** – Stable (Patient is in stable condition and not expected to decompensate.)

**Category 4** – Deceased, No Resuscitation (Patient that the paramedic has chosen not to attempt resuscitation.)

**PHONETIC ALPHABET**

The following may be used to clarify spelling when communicating with Central Dispatch:

A – ALPHA	H – HOTEL	O – OSCAR	V – VICTOR
B – BRAVO	I – INDIA	P – PAPA	W – WHISKEY
C – CHARLIE	J – JULIET	Q – QUEBEC	X – X-RAY
D – DELTA	K – KILO	R – ROMEO	Y – YANKEE
E – ECHO	L – LIMA	S – SIERRA	Z – ZULU
F – FOXTROT	M – MIKE	T – TANGO	
G – GOLF	N – NOVEMBER	U – UNIFORM	

**FAIL SOFT**

In the event that both the **MAIN** and the **BACK-UP** system controllers are rendered inoperative, an additional level of back-up has been incorporated in the "SMARTNET" system. Under such circumstances, the mobile and portables automatically revert to pre-

**STANDARD OPERATING GUIDELINE**

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assigned “**FAIL-SOFT**” channels where they are capable of conventional operation. This operates just like a one channel repeater system. All units in a group share the repeater channel.

**PAGER TESTS**

Station alert pagers will be tested once a week on Monday at 1800.

All pagers and radios issued by Hannah-Salem-Friendfield Fire District remain the property of the fire district.

**MEMBERS WITH RADIOS FROM OTHER AGENCIES**

Non-officers who have been issued 800 MHz radios by other agencies such as EMS may use their radios on Fire District calls in the following circumstances:

1. Certified members (Paramedics, EMT-I, or EMT) may report 10-8 on first responder calls.
2. Certified members may notify Dispatch of number of patients, patient categories, and may request additional ambulances if needed.
3. Members may notify other responders about hazards encountered while responding to a scene or encountered at a scene such as trees down in the road, electrical lines down, hazardous materials, etc.

Non-officers may **not**:

1. Cancel responders.
2. Cancel other agencies.
3. Request mutual aid.
4. Declare a HazMat incident.

Non-officers may advise the highest ranking responding officer about the situation found, but only an officer may cancel others, request aid, etc.

Radios not issued by Hannah-Salem-Friendfield Fire District will not be repaired or replaced by the District if damaged, lost, or destroyed on a call or responding to a call.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

It's not easy to be a leader and a good fire district officer, for it requires much study and work if he or she is to be successful. This guideline is to insure that all of the Hannah – Salem – Friendfield Fire District personnel understand the role and responsibilities a company officer must uphold. This guideline will also explain the training and requirements to be an officer.

**POLICY**

- A. The Hannah – Salem – Friendfield Fire District Company Officers consist of Captains, Lieutenants, and Corporals. The Chief, Assistant Chief, and Battalion Chief are considered Chief Officers, which include, but not limited to, administrative duties, as well as fire ground operations. The Board of Fire Control appoints the Fire Chief. The District Fire Chief appoints the Assistant Chief and Battalion Chief. See how these officers fall in the “Chain of Command” in SOG 100.4.
- B. All Company Officers shall be appointed by the Fire Chief subject to the completion of the requirements listed in this SOG. Company Officers shall be dignified, but firm with Fire District personnel. They must also be fair, sincere, loyal, and be willing to tell a firefighter “good job”.

**DUTIES**

## Station Duties:

- a. Company Officers shall act as station supervisors with regard to cleanliness and maintenance. They shall check the station after drills and meetings to supervise its restoration.
- b. Company Officers are responsible for the upkeep, maintenance, and repair of the apparatus and other firefighting equipment assigned to their station and does inspections on this equipment as deemed necessary.
- c. Company Officers shall manage, train, and supervise the firefighters of the Fire District to protect the community and citizens of the Fire District.

## Fire Ground Duties:

- a. It will be the duties of the Company Officers to follow and enforce all fire ground guidelines set forth by the Hannah – Salem – Friendfield Fire District. He shall make the scene safe as possible and bring it under control.

**STANDARD OPERATING GUIDELINE**

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- b. It shall be the duties of the Company Officers to assume command over the fire scene upon arrival. The Officer shall follow procedures written in SOG 300.3 “Incident Command” for transferring of command.
- c. A good Officer should be willing and able to work with other departments to get an assigned task complete. He will also be able to manage his firefighters if called on a scene in another fire districts area.
- d. An officer must not consider a call complete until all members are accounted for, scene is secure, and scene turned over to property owner or the proper authorities. He should then make sure all fire apparatus and fire equipment is put back into fire ready condition.

**REQUIREMENTS**

All of the Hannah – Salem – Friendfield Fire District Company Officers are required to attend all graduations, Christmas Banquets, and fund raising activities. They must also fulfill these individual officer requirements:

- a. Fire District **Captains** will be required to have been a Lieutenant with our Fire District for no less than six months, and have additional training in Leadership, and Personnel management.
- b. Fire District **Lieutenants** will be required to have been a Corporal with our Fire District for no less than six months, and have additional training in MCTO.
- c. Fire District **Corporals** shall be trained in Interior Firefighting, Hazardous Material Operations, Incident Command, Driver, Pump Operations, First Responder, Auto Extrication, and no less than one-year membership with the Fire District.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To list and describe the duties and responsibilities of Fire Fighters in the Hannah-Salem-Friendfield Fire District.

**POLICY:**

Fire Fighters will be in good physical condition and should be able to stand the physical rigors associated with fighting fires. Fire fighters should strive to obtain training that will broaden their skills and improve their performance in emergency situations.

Members must complete and pass a Hannah-Salem-Friendfield Fire District drivers test prior to driving any fire district apparatus.

Duties and responsibilities include:

- A. Has a valid South Carolina driver's license that is appropriate for the apparatus being driven
- B. Participates in fire department activities including fire suppression, rescue, extrication, public assistance, fire investigation, fire prevention, pre-fire planning, fire district training, public education, routine maintenance of apparatus, equipment, and fire district facilities.
- C. Obeys orders, cooperates with fellow fire fighters and officers and presents a neat appearance.
- D. Keeps account of all equipment removed from the apparatus, cleans and replaces equipment on apparatus after use.
- E. Cleans and fuels apparatus after calls, replaces any missing equipment.
- F. Wears and maintains department issued bunker gear.
- G. Responds to calls in a safe manner.
- H. Operates apparatus in a safe manner in accordance with applicable state laws.
- I. Reports any repairs needed to apparatus to the Fire Chief.

The following training will be offered by the District and should be completed by firefighters:

- A. Orientation/Public Relations
- B. Firefighter (Support) Safety
- C. First Aid & CPR
- D. Communications
- E. Hazcom
- F. Fire Prevention & Portable Fire Extinguishers
- G. Emergency Vehicle Driver Training
- H. Pump Operations
- I. Rural Water Handling/Shuttle

**Hannah-Salem-Friendfield**

**SECTION 400.2**

**Fire District**

**SUBJECT Fire Fighters**

# **STANDARD OPERATING GUIDELINE**

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- J. Interior Structural Firefighting
- K. Hazardous Materials Response – Operations
- L. Auto Extrication
- M. First Responder

Fire fighters **will not** perform interior fire fighting until he/she has successfully passed a Hannah-Salem-Friendfield Fire District approved interior fire fighting class. Until this course has been successfully completed, a fire fighter will only perform exterior operations.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To list and describe the duties and responsibilities of Drivers/Engineers in the Hannah-Salem-Friendfield Fire District.

**POLICY:**

Drivers/Engineers will be in good physical condition and should be able to adequately drive and operate apparatus.

Members must complete and pass a Hannah-Salem-Friendfield Fire District drivers test prior to driving any fire district apparatus.

Duties and responsibilities include:

- A. Has a valid South Carolina driver's license that is appropriate for the apparatus being driven
- B. Participates in fire department activities including fire suppression, rescue, extrication, public assistance, fire investigation, fire prevention, pre-fire planning, fire district training, public education, routine maintenance of apparatus, equipment, and fire district facilities.
- C. Obeys orders, cooperates with fellow fire fighters and officers and presents a neat appearance.
- D. Keeps account of all equipment removed from the apparatus, cleans and replaces equipment on apparatus after use.
- E. Cleans and fuels apparatus after calls, replaces any missing equipment.
- F. Wears and maintains department issued bunker gear.
- G. Responds to calls in a safe manner.
- H. Operates apparatus in a safe manner in accordance with applicable state laws.
- I. Reports any repairs needed to apparatus to the Fire Chief.

The following training will be offered by the District and should be completed by Drivers/Engineers:

- A. Orientation/Public Relations
- B. Firefighter (Support) Safety
- C. First Aid & CPR
- D. Communications
- E. Hazcom
- F. Fire Prevention & Portable Fire Extinguishers
- G. Emergency Vehicle Driver Training
- H. Pump Operations
- I. Rural Water Handling/Shuttle

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish guidelines for Junior Firefighters with Hannah-Salem-Friendfield Fire District.

**POLICY:**

Junior firefighters must be at least 12 years of age and must have a written waiver from his/her parent(s) to become a member. Health information and personal information will be kept in department files, just as with regular members.

Responsibilities of Junior Firefighters include:

- A. Assist firefighters in performing fire department related **non life hazard functions**, which include fund raising, training, advancing exterior hose lines, setting up ladders, staging tools, and assisting with firefighter rehab.
- B. At no time will a Junior Firefighter enter a burning structure, operate high-pressure hose lines, hydraulic rescue tools, or other type of life safety equipment at the scene of an emergency.
- C. Junior Firefighters may operate said equipment during training in strict accordance to the South Carolina Child Labor Laws.

Junior Firefighters must remain under the direct supervision of an officer or field appointed firefighter at all times while at the scene of any emergency or non-emergency call. Failure to obey the commands of a supervisor will result in disciplinary action.

At no time will this S.O.G. supercede S.C. child labor laws.

Junior Firefighters may be included in any training that is offered by the department if he/she is eligible to participate. Inclusion in or exclusion from training offered is at the discretion of the Fire Chief.

Junior Firefighters are subject to the same rules of conduct and the same dress codes as regular firefighters.

**Hannah-Salem-Friendfield**

**SECTION 400.5**

**Fire District**

**SUBJECT Other Officers**

# **STANDARD OPERATING GUIDELINE**

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## **PURPOSE:**

To establish policy concerning the appointment of Specialty Officers in the Hannah-Salem-Friendfield Fire District.

## **POLICY:**

Specialty Officers (such as Training Officer, Safety Officer, Water Supply Officer, etc.) will be appointed by the Fire Chief. Qualities that should be considered include:

- A. Ability to perform the duties of that position.
- B. The candidate's training.
- C. Familiarity with the area involved ( Water Supply Officer should be familiar with the location of available water supplies, Safety Officer should be familiar with accepted safety precautions and procedures, etc.)
- D. Availability to perform the duties of the officer.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

This is to establish basic guidelines to be followed to keep a fire ground as safe and orderly as possible.

**POLICY:**

Minimum response will be one pumper, one tanker, and the Service/Rescue truck.

**TACTICAL POSITIONING**

Positioning of operating companies can severely affect the safety/survival of such companies. Personnel must use caution when placed in the following positions:

- Above the fire (floors/roof)
- Where fire can move in behind them
- When involved with opposing fire streams
- Combining interior and exterior attack
- Where sector cannot control position/retreat
- With limited access - one way in/out
- Operating under involved roof structures
- In areas containing hazardous materials
- Below ground fires (basements, etc.)
- In areas where a backdraft potential exists

The safety of firefighting personnel represents the major reason for an effective and well-timed offensive/defensive decision and the associate write-off by Command. When the rescue of savable victims has been completed, Command must ask himself: "Is the risk to my personnel worth the property I can save?"

When operating in a defensive mode, your operating position should be as far from the involved area as possible and still remain effective. Position and operate from behind barriers if available (fences, wall, etc.).

The intent is for personnel to utilize safe positioning where possible/available, in an effort to safeguard against sudden hazardous developments such as backdraft explosion, structural collapse, etc.

When operating in an offensive mode, be aggressively offensive - effective interior attack operations directed toward knocking down the fire eliminates most eventual safety problems.

**STANDARD OPERATING GUIDELINE**

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Due to the inherent hazards of the immediate fire or incident scene, efforts will be made by Command personnel to limit the number of personnel on the fire ground to those assigned to a necessary function. All personnel shall either:

- Be positioned in Staging.
- Be assigned to a task or sector.

Having completed an assignment and no other assignment is available within that sector - crews should be assigned to Resource, Staging, or Rehabilitation Sector until such time as they can be either reassigned back to an operating sector or released to in-service status.

The intent of this procedure is to minimize fire ground confusion/congestion and more importantly to limit the number of personnel exposed to fire ground hazards to only those necessary to successfully control the operation. Individuals or crews shall be restricted from wandering about the fire ground or congregating in non-functional groups. If you have not been assigned to a sector or your don have a necessary staff function to perform, stay off the fire ground.

In extremely hazardous situations, (large quantities of flammable liquids, LP gas, hazardous materials, difficulty marginal rescues, etc.) Command will engage only an absolute minimum number of personnel within the fire ground perimeter. Self-standing master streams will be utilized wherever possible.

In situations where crews are operating from opposing or conflicting positions, such as front vs. rear attack streams, interior vs. exterior streams, roof crews vs. interior crews, etc. utilize radio or face-to-face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injuries.

Ground crews must be notified before ladder pipes go into operation.

Do not operate exterior streams, whether hand lines, master streams, ladder pipes, etc., into an area where interior crews are operating.. This procedure is intended to prevent injuries to personnel due to stream blast and the driving of fire and/or heavy heat and smoke onto interior crews.

When laddering a roof, the ladder selected shall be one which will extend 2'-3' above the roof line. This shall be done in an effort to provide personnel operating from the roof with a visible means of egress.

If possible, when laddering buildings under fire conditions, place ladders near building corners or fire walls as these areas are generally more stable in the event of structural failure.

**STANDARD OPERATING GUIDELINE**

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When operating above or below ground level, establish at least two (2) separate escape routes/means where possible, such as stairways, ladders exits, etc., preferably at opposite ends of the building or separated by considerable distance.

Many safety principles revolve around action that takes place on the fire ground.

For the purpose of Hannah-Salem-Friendfield Fire District operations, the fire ground is defined as: The area inside an imaginary boundary that has been determined by safety considerations according to the foreseeable hazards of the particular incident.

The flexibility boundary that determines the fire ground can be altered by various safety factors.

All personnel entering the fire ground perimeter shall:

- Wear protective clothing
- Have crew intact
- Be assigned to a sector

**ALL OTHERS STAY OUTSIDE****SECTOR - SAFETY**

The safety of firefighting personnel represents a major reason of fire ground sectorization. Sector commanders must maintain the capability to communicate with forces under his command so that he can control both the position and function of his companies.

Sector officers and company officers shall be able to account for the whereabouts and welfare of all crews/crew members under their assignment.

Company officers shall insure that all crew members are operating within their assigned sector only. Crews will not leave their respective sectors unless OK'd by the sector officer.

When crews are operating within a sector, company officers shall keep the sector officer informed of changing conditions within the sector area, and particularly those changing conditions which may affect the safety of personnel.

In an effort to regulate the amount of fatigue suffered by fire ground personnel during sustained field operations, company officers should frequently assess the physical condition of their crew members. When crew members exhibit signs of serious physical or mental fatigue, the entire crew should be reassigned to a Rehabilitation Sector if

**STANDARD OPERATING GUIDELINE**

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possible. To be reassigned to a Rehabilitation Sector, company officers shall request reassignment from their sector officer. The company officer's request shall indicate the crew's position/condition, etc., and shall advise as to the need for a replacement crew. Individual crews shall not report to the Rehabilitation Sector unless assigned to it.

It is the on-going responsibility of Command to summon adequate resource to tactical situations to effectively stabilize that situation, and to maintain adequate resource during extended operations to complete all operational phases.

The rotation of companies will be utilized by Command during extended operations to provide an effective on-going level of personnel and personnel performance.

It is the intent of this policy to reduce the fatigue and trauma experienced during difficult operations to a reasonable (and recoverable) level and is in not way intended to lessen the individual and collective efforts expected of all members during field operations.

**PERSONNEL IDENTIFICATION SYSTEM**

See SOP 200.5

**SECTORS - SAFETY SECTOR**

The recognition of situations which present inordinate hazards to fire ground personnel and the proper response to safeguard personnel from those hazards is of critical importance to all Fire Department operations.

Command has the responsibility to recognize situations requiring the implementation of a Safety Sector and to confirm the response of assigned personnel. Upon arrival at a working incident, assigned personnel (Safety Officer, or anyone of assigned by Command) will report to the Command Post and, unless otherwise assigned, will automatically establish a Safety Sector and assume assigned responsibilities. Sector personnel will respond to all multiple alarms and on request to other incidents.

A Safety Sector shall be established at those incidents posing a high potential danger to personnel such as:

- Fire complexity; e. g., most multiple alarm fires.
- Hazardous structural conditions, existing or potential.
- Hazardous materials and chemicals, etc.
- Any other situation where a Safety Sector could be advantageous to the safety of the operation.

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The establishment of a Safety Sector or the presence of a Safety Officer on the scene in no way diminishes the responsibility of all officers for the safety of their assigned personnel and of each and every member to utilize common (safety) sense, and to work within the intent of establishes safety procedures at all times.

**EVACUATION**

Interior firefighting operations should be abandoned when the extent of the fire prohibits or the structure becomes unsafe to operate within. When such conditions become untenable, evacuate, regroup, recommunicate, and redeploy.

Our primary concern when a hazard which may affect the safety of fire personnel becomes apparent is the welfare of those personnel. In an effort to protect personnel which may suffer the adverse effects of such hazards such as structural collapse, explosion, backdraft, etc. a structured method of area evacuation must be utilized, one which will provide for the rapid/effective notification of those personnel involved, and one which will be able to accurately account for those personnel.

The method of evacuation selected will vary depending on the following circumstances:

- Immanency of the hazard.
- Type and extent of hazard
- Perception of the area affected by the hazard

The emergency traffic announcement is designed to provide immediate notification for all fire ground personnel of a notable hazard that is either about to occur, or has occurred.

The use of "Emergency Traffic: should be initiated only when the hazard appears to be imminent.

Any member has the authority to utilize the "Emergency Traffic" announcement when it is felt that a notable danger to personnel is apparent; however, considerable discretion should be applied to its use - emergency traffic announcements become ineffective if overused.

When an imminent hazard has been realized, the emergency traffic process should be initiated. Usually either a company or sector officer will be the initiator. The initiator should describe the apparent hazard and order a positive response, usually to evacuate a particular are or section, according to the scope of the hazard.

If possible, the sector officers of those areas to be evacuated should request an acknowledgement of the emergency traffic dispatch from those crews to be evacuated.

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Upon receipt of the emergency traffic evacuation order, company officers shall assemble their crews and promptly exit to a safe location, where the company officer will again account for all crew members. Shortly after the evacuation order, sector officers shall begin the process of accounting for all evacuated crews. When all affected crews and crew members are accounted for, the evacuation process is complete. At this time a more specific determination as to the reality/extent of the hazard can be made and efforts initiated to redeploy/redirect attack forces.

Building evacuation generally involves a shift from offensive to defensive as an operational strategy. In such cases, Command must develop a corresponding operational plan and must communicate that plan to all operating elements. This can be a difficult shift to complete as units are committed to positions in an offensive manner. It is extremely important that everyone gets the word that a strategic shift has been made.

Hazards noted of a less than imminent nature should usually be handled by a consultation of Command, sector officers and/or the Safety Officer, company officers or outside agency authorities. These officers or specialists should make a determination as to the nature and possible effect of the suspected hazard and advise Command so that he can make a more knowledgeable decision as to the proper course of action.

Hazards that will affect only a specific sector area should be dealt within that sector and not necessarily affect the entire operation.

It is a principal Command responsibility to continually evaluate and determine if the fire building is tenable for interior operations. This on-going evaluation of structural/fire conditions requires the input of company officers advising their respective sectors and of sectors advising Command of the conditions in their local area of operation.

Structures of other than fire resistive/heavy timber construction are not designed to withstand the effects of fire, and can be expected to fail after approximately twenty minutes of heavy fire involvement. If after 10-15 minutes of interior operations heavy fire conditions still exist, Command should initiate a careful evaluation of structural conditions and should be fully prepared to withdraw interior crews and resort to a defensive position.

Crews retreating from interior operations often require hose line protection. The personnel protection afforded to firefighting personnel in such situations represents a major function of such back-up lines.

**STANDARD OPERATING GUIDELINE**

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**SEARCH AND RESCUE**

Search and rescue should be performed according to an efficient, well planned procedure which has included the safety of search-crew personnel.

The object of the search effort is to locate possible victims, not create additional ones by neglecting the safety of the search team.

Prior to entering the search area, all search team members should be familiar with a specific search plan including the overall objective, a designation of the search area, individual assignments, etc. This may require a brief conference among crew members before entering the search area to develop and communicate the plan.

Individual search activities should be conducted by two or more members where possible.

Company officers must maintain an awareness of the location and function of all members within their crew during search operations.

A brief look around the floor below the fire may provide good reference for the search team, as floors in multi-story occupancies usually have a similar layout.

Whenever a search is conducted that exposes search crews to fire conditions (particularly above the fire floor) the search team should be protected as soon as possible with a charged hose line, in order to insure a safe escape route.

If search personnel are operating without a hose line, life lines should be used when encountering conditions of severely limited visibility.

**PERSONAL VEHICLES**

Members should respond to their respective station to respond apparatus if needed. If a member responds to a fire scene, his/her vehicle should be parked at a safe distance, out of the flow of traffic so that responding apparatus can have unrestricted access to and from a fire scene.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

This guideline is intended to establish procedures to insure the safety of members involved in working motor vehicle accidents.

**POLICY:**

Minimum response will be the Rescue Truck and one pumper.

When responding to a motor vehicle accident, look for placards as the apparatus approaches. If a placard is seen, back off and consult the DOT Emergency Action Guide before approaching the vehicle.

The first officer on the scene should assume incident command, identify himself per ICS standard, and warn incoming units of hazards, if present. He/she will contact Dispatch to confirm EMS and other agency response and request any additional resources necessary.

The first priority at the scene of a motor vehicle accident is the safety of the firefighters, rescue workers, and bystanders. Move bystanders to a safe distance and make sure they are out of traffic.

**A. Apparatus placement:**

1. Position apparatus upwind and uphill from the vehicle if possible. This will keep the crew out of the smoke if the vehicle catches fire and prevents leaking fuel from running under the apparatus.
2. Apparatus should not be parked closer than 100' from a burning vehicle whenever traffic conditions permit. If the burning vehicle is labeled as transporting a hazardous material, increase the distance based on the recommendations of the DOT Emergency Action Guide.
3. The driver should position the apparatus to block one lane of the road to create a barrier between the firefighters and oncoming traffic.
4. If EMS is not on the scene, a staging area will be established for them as close as is safe. They will be directed to this area on arrival.
5. The Rescue Truck should be placed as close as is safe to facilitate access to tools.
6. Leave enough room for additional responding apparatus.
7. Tools may be placed on a tarp near the vehicle if extrication will be extensive.

**B. Safety Precautions:**

1. Members engaged in firefighting and rescue efforts shall wear full protective clothing and SCBA if necessary. Safety glasses shall be worn in addition to normal firefighting gear to protect members' eyes during

**STANDARD OPERATING GUIDELINE**

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extrication. Members not wearing bunker gear should wear reflective vests for visibility.

2. Gloves should be worn to guard against broken glass, hot metal, and sharp edges.
3. Check the area for downed power lines before approaching the vehicle(s). If a power line is down, do not touch it, maintain a safe distance. If power lines are on a vehicle, maintain a safe distance and tell the occupants to stay inside and do not attempt to exit the vehicle.
4. The vehicle(s) should be carefully checked for fire hazards and stability. Vehicles should be stabilized before any entry or extrication.
5. A charged line must be manned by a member in full protective gear at all times when extrication is being done.
6. If opening the hood or trunk is necessary, open it carefully and prop it open to prevent closure.
7. Disconnect the battery as soon as possible.
8. Watch out for air bags, hydraulic bumpers, and overhead power lines.
9. No smoking around the accident scene.

**C. Fuel Spills:**

1. A fuel tank may be punctured or may fail during an accident, so watch out for a fuel spill. If fuel spills, take precautions to contain the spill and minimize environmental damage. Large spills must be reported to DHEC.
2. Look for LP tanks and cool them if present.
3. Prohibit smoking due to fuel and fuel vapors.

**D. Personal Vehicles:**

1. Park personal vehicles at a safe distance from the burning vehicle. They should be out of the flow of traffic and should not impede additional responding units.
2. Warning flashers or red lights should be on to warn oncoming traffic of a hazard.

**E. Traffic Control:**

1. The flow of traffic must be controlled. Traffic should be routed away to maintain a safe distance from the burning vehicle.
2. Two members should work together to control the flow of traffic. One should be on either side of the incident to control traffic and the two members should communicate by signals or radio.
3. If necessary, traffic may be rerouted to another road and the road that the incident is on may be closed. The assistance of SC Highway Patrol or the Florence County Sheriff's Department may be necessary.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish procedures for responding to brush fires.

**POLICY:**

Minimum response will be one pumper, one tanker, and the Service/Rescue truck.

Small brush fires will be extinguished by Hannah-Salem-Friendfield Fire District firefighters. Large brush fires will be controlled by South Carolina Forestry Commission personnel with Hannah-Salem-Friendfield Fire District firefighters acting in a supportive role.

All members will wear protective gear. Members will respond to the station(s) to respond with apparatus. At the discretion of the officer in charge, members may respond to a designated staging area.

On arrival on the fire scene, the first responding officer should establish incident command, then assess and report the following to Central Dispatch:

- A. The actual location and the approximate acreage involved.
- B. Direction and characteristic of fire travel.
- C. Type of fuel burning (light grass, heavy brush).
- D. Exposures.
- E. Actions being taken by first arriving unit.

The Incident Commander should request additional equipment required including Forestry. If Forestry is needed, the Incident Commander should advise Central Dispatch of a channel that the responding unit(s) can use to contact Command.

In the case of a large fire, the Incident Commander should set up a command post and staging area upwind of the fire at a safe distance. The command post and staging area should allow easy access and should be easily located by incoming apparatus and firefighters. The Incident Commander should frequently assess the location of the fire and the direction of travel and be prepared to move command and staging if necessary. Central Dispatch will be notified prior to moving.

If the Incident Commander deems it necessary, evacuation of citizens should be done as quickly and as orderly as possible. All citizens being evacuated should be accounted for, either by being transported to a central location or by having firefighters report their destination to an officer designated by Command.

**STANDARD OPERATING GUIDELINE**

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Life safety, structural protection, and protection of responding apparatus take priority over extinguishment of brush.

Placement of apparatus and personnel should take into account:

- A. Have a means of escape should your position be over run.
- B. Avoid commitment of units on narrow roads in heavy brush areas.
- C. It is not uncommon for heavy vehicles to become stuck off road.

Due to the inherent hazards of the immediate fire or incident scene, efforts will be made by Command personnel to limit the number of personnel on the fire ground to those assigned to a necessary function. All personnel shall either:

- Be positioned in Staging.
- Be assigned to a task or sector.  
Having completed an assignment and no other assignment is available within that sector - crews should be assigned to Resource, Staging, or Rehabilitation Sector until such time as they can be either reassigned back to an operating sector or released to in-service status.

The intent of this procedure is to minimize fire ground confusion/congestion and more importantly to limit the number of personnel exposed to fire ground hazards to only those necessary to successfully control the operation. Individuals or crews shall be restricted from wandering about the fire ground or congregating in non-functional groups. If you have not been assigned to a sector or you do not have a necessary staff function to perform, stay off the fire ground.

**SECTOR - SAFETY**

The safety of firefighting personnel represents a major reason of fire ground sectorization. Sector commanders must maintain the capability to communicate with forces under his command so that he can control both the position and function of his companies.

Sector officers and company officers shall be able to account for the whereabouts and welfare of all crews/crew members under their assignment.

Company officers shall insure that all crew members are operating within their assigned sector only. Crews will not leave their respective sectors unless OK'd by the sector officer.

When crews are operating within a sector, company officers shall keep the sector officer informed of changing conditions within the sector area, and particularly those changing conditions which may affect the safety of personnel.

**STANDARD OPERATING GUIDELINE**

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In an effort to regulate the amount of fatigue suffered by fire ground personnel during sustained field operations, company officers should frequently assess the physical condition of their crew members. When crew members exhibit signs of serious physical or mental fatigue, the entire crew should be reassigned to a Rehabilitation Sector if possible. To be reassigned to a Rehabilitation Sector, company officers shall request reassignment from their sector officer. The company officer's request shall indicate the crew's position/condition, etc., and shall advise as to the need for a replacement crew. Individual crews shall not report to the Rehabilitation Sector unless assigned to it.

It is the on-going responsibility of Command to summon adequate resource to tactical situations to effectively stabilize that situation, and to maintain adequate resource during extended operations to complete all operational phases.

The rotation of companies will be utilized by Command during extended operations to provide an effective on-going level of personnel and personnel performance.

It is the intent of this policy to reduce the fatigue and trauma experienced during difficult operations to a reasonable (and recoverable) level and is in no way intended to lessen the individual and collective efforts expected of all members during field operations.

**PERSONNEL IDENTIFICATION SYSTEM**

See SOP 200.5

**ROAD CLOSURE**

The Incident Commander may request that roads be closed if:

- A. The smoke poses a hazard to traffic due to poor visibility.
- B. Closure of roads in the area facilitates improvement in fire operations.

The Incident Commander should contact Central Dispatch and request that South Carolina Highway Patrol and the Florence County Sheriff's Department perform the closures.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

This guideline is intended to establish procedures to insure the safety of members involved in suppressing motor vehicle fires.

**POLICY:****Minimum response will be one pumper.**

When responding to a vehicle fire, look for placards as the apparatus approaches. If a placard is seen, back off and consult the DOT Emergency Action Guide before approaching the burning vehicle and fighting the fire.

Be sure everyone is out of the vehicle immediately on arrival. The first priority is the safety of the firefighters, rescue workers, and bystanders. Move bystanders to a safe distance and make sure they are out of traffic.

**A. Apparatus placement:**

1. Position apparatus upwind and uphill from the burning vehicle if possible. This will keep the crew out of the smoke and prevent leaking fuel from running under the apparatus.
2. Apparatus should not be parked closer than 100' from the burning vehicle whenever traffic conditions permit. If the burning vehicle is labeled as transporting a hazardous material, increase the distance based on the recommendations of the DOT Emergency Action Guide.
3. The driver should position the apparatus to block one lane of the road to create a barrier between the firefighters and oncoming traffic.
4. Leave enough room for additional responding apparatus.

**B. Safety Precautions:**

1. Members engaged in firefighting and rescue efforts shall wear full protective clothing and SCBA.
2. Gloves should be worn to guard against broken glass, hot metal, and sharp edges.
3. If opening the hood or trunk is necessary, open it carefully and prop it open to prevent closure.
4. Disconnect the battery as soon as possible.
5. Watch out for air bags, hydraulic bumpers, and overhead power lines.

**C. Fuel Spills:**

1. A fuel tank may be punctured or may fail during a fire, so watch out for a fuel spill. If fuel spills, take precautions to contain the spill and minimize environmental damage. Large spills must be reported to DHEC.
2. Look for LP tanks and cool them if present.

**STANDARD OPERATING GUIDELINE**

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3. Do not remove the fuel cap until you are certain there is no pressure in the tank.
  4. Prohibit smoking due to fuel and fuel vapors.
- D. Personal Vehicles:
1. Park personal vehicles at a safe distance from the burning vehicle. They should be out of the flow of traffic and should not impede additional responding units.
- E. Traffic Control:
1. The flow of traffic must be controlled. Traffic should be routed away to maintain a safe distance from the burning vehicle.
  2. Two members should work together to control the flow of traffic. One should be on either side of the incident to control traffic and the two members should communicate by signals or radio.
  3. If necessary, traffic may be rerouted to another road and the road that the incident is on may be closed. The assistance of SC Highway Patrol or the Florence County Sheriff's Department may be necessary.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish procedures for responding to first responder calls.

**POLICY:**

The Service/Rescue Truck will respond on all first responder calls. Members will respond to the stations for the trucks instead of responding to the scene.

If a member is closer to the location of the first responder call than to the station, he/she may respond directly to the call instead of responding to the station if approved by the senior responding officer.

When responding in a privately owned vehicle, members should:

1. Obey all South Carolina traffic laws.
2. Run any warning lights they have in their vehicle.
3. Drive in a safe manner, not forcing vehicles off the road or running through stop signs or red lights.

On arrival, the first-arriving officer should assume incident command and notify Dispatch of:

1. Number and condition of patients.
2. Exact location of call if different than the location dispatched.
3. Special hazards present, if any are present.
4. Call for additional resources if necessary.

On arrival, members should wear bunker pants if wearing shorts. Long pants are considered sufficient protection unless hazards exist which would require bunker gear. Members should render first aid as necessary on a basic level. The Department is not licensed for advanced procedures such as IV's and intubation.

Gloves will be worn if any body fluids could be contacted.

Members will assist EMS with patient care as requested. Approved drivers may drive the ambulance to the hospital if requested.

Members will not:

1. Release patient information to the public or discuss patient information in a loud manner that can be overheard.
2. Discuss probable causes of incidents with the public or the press.

Private vehicles should be parked in a manner that will not interfere with EMS or other apparatus entering or leaving the scene.

**Hannah-Salem-Friendfield**

**SECTION 500.5**

**Fire District**

**SUBJECT First Responder Calls**

**STANDARD OPERATING GUIDELINE**

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Supplies used may be replaced by EMS when time permits.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

To establish a guideline for initial response and operations at any location where there is a threat of a bomb, a suspected bomb or an explosion of a bomb.

**SCOPE:**

This policy shall encompass initial response to reports of explosive devices.

**POLICY:**

Minimum response will be one pumper, one tanker, and the rescue truck.

It is the policy of the Hannah-Salem-Friendfield Fire District to respond to all reports of bombs, whether the report is for a threatened, suspected, or exploded device.

- I. **Bomb Threats:** In the case of a bomb threat, the HSFFD's role is to become familiar with the incident, provide advice regarding the protection of people in the threatened area and to stand by at a safe distance in the event of an explosion. In these situations, law enforcement has the primary public safety response role.
  - A. Upon receipt of a call threatening a bomb, Central shall dispatch the first due engine company and officer on call.
  - B. Both units shall respond emergency to the scene. The officer on call will assume incident command of Fire Department operations and coordinate response and staging of equipment.
  - C. Units shall report on the scene 500 yards away and shall then cease all radio transmissions and turn off cellular telephones and other devices that constantly transmit a signal to prevent activation of a radio-controlled device. Communications on the scene may occur only through face to face conversations, hand signals and by conventional telephone.
  - D. HSFFD apparatus shall be staged a safe distance from the building or location in question, out of the line of sight if possible, bearing in mind that devices may be placed outside of structures and that there might be secondary devices placed to target response personnel near staging areas.
  - E. Full protective clothing shall be worn.
  - F. To facilitate coordination with law enforcement, before the HSFFD units arrive, Central shall, when possible, provide the name of the senior law enforcement officer and property management official on the scene and their location.
  - G. The incident commander shall make contact with the senior law enforcement official on the scene and management official of the affected facility. HSFFD personnel shall be responsible only for the following operations:
    1. Maintain liaison with law enforcement and management officials.

**STANDARD OPERATING GUIDELINE**

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2. Gather information useful for protecting firefighters, other emergency personnel and occupants and develop a plan of action for identified contingencies.
  3. Stand by in the event that a bomb is discovered or explodes.
  4. Advise law enforcement and the facility's management on the best means for evacuation if management decides to evacuate.
  5. Assist as necessary in the evacuation of occupants. If additional fire department resources are needed to facilitate the evacuation, they should be requested by the incident commander by moving 500 yards away from the scene and using a radio, by sending a messenger outside the 500-yard area to make the request or by conventional telephone.
  6. If requested, provide ladders that access to the roof of a building for use by law enforcement personnel.
- H. If a suspected device is found, the building or threatened area should be evacuated a distance of 500 yards.
1. Evacuated occupants should be directed along a route that places them in the least amount of danger.
  2. Occupants shall be evacuated to an area unlikely to be threatened by a secondary device. Keep in mind that explosive devices might be placed outside of structures and in staging or relocation areas.

**II.** To maintain documentation on the incident and to keep personnel informed, the incident commander shall provide progress reports to Central every 30 minutes by moving 500 yards from the scene and using a radio, by sending a messenger outside the 500-yard area to provide the report, or by conventional telephone. If the information is provided by telephone, it shall be broadcast by Central so that all personnel involved are aware of the incident's status.

**III. Suspected Device Found:** It is HSFFD's policy that, when a suspected device is discovered, to determine the severity of the risk, to take actions that will protect persons in the danger area and to summon bomb disposal personnel. In these situations, if the device is apparently the result of a criminal act, the HSFFD and law enforcement share responsibility for taking action and must coordinate closely. If the presence of the device does not appear to be a criminal act, such as the discovery of an unexploded military shell, HSFFD has primary responsibility for the incident.

- A. Upon receipt of a call reporting that a possible unexploded bomb has been found, Central shall dispatch a first alarm structural response and indicate that a special hazard exists.
- B. Companies shall respond emergency to the scene.

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- C. Companies shall report on the scene 500 yards away and shall then cease all radio transmissions and turn off cellular telephones and other devices automatically transmit a signal. Communications on the scene may occur only through face to face conversations, hand signals and by conventional telephone.
- D. The incident shall be treated as a hazardous materials operation with a hot zone of at least 500 yards from the area of the device, and an appropriate distance beyond that for a warm zone.
- E. Actions shall be initiated as appropriate to minimize the loss of life and property.
- F. HSFFD apparatus shall be staged at least 500 yards from the occupancy in question and out of the line of sight of the device, bearing in mind that devices may be placed outside of structures and that there might be secondary devices placed to target response personnel near staging areas. If a secondary device is located, a 500-yard evacuation distance is needed from this device as well.
- G. Full protective clothing shall be worn.
- H. The incident commander shall make contact with the senior law enforcement official on the scene and management of the affected facility as applicable and shall take the following actions.
  - 1. Maintain liaison with law enforcement and management officials.
  - 2. Gather information useful for protecting firefighters, other emergency personnel and occupants and develop a plan of action for identified contingencies.
  - 3. Use the best means to evacuate occupants within 500 yards of the device. All structures that are within 500 yards shall be cleared to the extent possible.
    - a. Evacuated occupants should be directed along a route that places them in the least amount of danger.
    - b. Occupants shall be evacuated to an area unlikely to be threatened by a secondary device and at least 500 yards away.
  - 4. Stand by at least 500 yards away. Never attempt to move or touch a suspected device.
  - 5. Summon bomb disposal personnel and coordinate actions with them.
    - a. SLED shall be notified of all suspected devices on State or Federal property.
    - b. Fort Jackson's ordinance disposal unit can be requested to remove suspected military devices.
    - c. The Florence County Sheriff's Department and SLED can be summoned to remove any devices.
  - 6. Additional companies may be requested by the incident commander as needed to accomplish these activities.

**STANDARD OPERATING GUIDELINE**

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7. The HSFFD's role at these incidents shall be to protect people and property through evacuation and standby, not to become involved in searching for devices or disposing of suspected devices.
  8. If a device explodes after the arrival of the HSFFD, the incident commander shall initiate appropriate actions.
    - a. Request additional resources as indicated.
    - b. Account for all personnel and initiate a rescue of firefighters or occupants if needed and feasible.
    - c. Continue to coordinate with law enforcement personnel to ensure the protection of firefighters and occupants from additional devices and other hostilities.
- I. EMS and Emergency Preparedness personnel shall be notified to ensure that proper resources and coordination are provided.
  - J. The incident commander shall provide progress reports to Central every 30 minutes by moving 500 yards from the scene and using a radio, by sending a messenger outside the 500-yard area to provide the report, or by conventional telephone. If the information is provided by telephone, it shall be broadcast by Central so that personnel involved are apprised of the incident's status.

**IV. Explosion of a Device:** It is HSFFD's policy to respond to reports of explosions to take actions that minimize the loss of lives and property. If an explosion is suspected to be the result of a bomb, the HSFFD and law enforcement share responsibility for taking action and must coordinate closely, but HSFFD has primary responsibility for the incident until the threat to lives and property from the explosion is brought under control.

This guideline is intended to address only initial response, not the wide variety of incidents that may be encountered. Other SOGs and accepted practices shall be implemented as needed. During operations, personnel must consider the possibility of contamination from a device and the possibility of additional unexploded devices.

- A. Upon receipt of a call reporting the explosion of a possible device, Central shall dispatch a first alarm structural response, Emergency Medical Service and the rescue truck.
- B. The incident shall be treated as a hazardous materials operation with a hot zone of at least 500 yards from the area of the explosion.
- C. Actions shall be initiated as appropriate to minimize the loss of life and property.
- D. Decontamination, triage and treatment areas shall be set up outside the hot zone. When possible, without seriously aggravating injuries, injured persons shall be removed from the hot zone and, if indicated, decontaminated before being treated.
- E. Personnel shall take precautions not to disturb the scene any more than necessary so that evidence will be preserved.

**Hannah-Salem-Friendfield**

**SECTION**

**500.6**

**Fire District**

**SUBJECT**

**Bomb Threats**

**STANDARD OPERATING GUIDELINE**

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- F. As indicated by the situation, assistance should be requested from local, State or Federal law enforcement agencies. SLED shall be notified when the incident is on State or Federal property.
- G. The incident commander shall provide progress reports to Central every 30 minutes.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

The purpose of this guideline is to establish procedures for responding to and handling mass casualty incidents.

**POLICY:**

This procedure will establish a standard structure and guidelines for the operation of Hannah-Salem-Friendfield Fire District units in a multi-casualty emergency medical situation. The basic system may be applied to any multi-casualty disaster. Such situations may or may not include fire fighting operations which are not a part of this procedure. This procedure will integrate into the overall fire ground management system. All Fire Department standard fire ground operating procedures will be applied to medical emergencies.

It will be the responsibility of command to make an early determination of situation requiring the implementation of this procedure. The basic system outlined in this procedure is applicable to all multiple patient situations and will be used routinely in such incidents. It will be the policy of this Department to institute standard command structure at EMS incidents requiring the commitment of 3 or more companies.

The declaration of a "Major Medical Emergency" will call for implementation of this procedure. This action will be initiated by Command when a large scale incident is encountered. EMS and Disaster Preparedness should be notified as soon as possible with an approximate number of patients and brief summary of the situation.

Situations calling for this action would include those in which the number of patients involved and/or the severity of their injuries requires coordination with several ambulances, first responders and situations in which complex extrication, treatment or patient transportation problems are encountered.

**COMMAND RESPONSIBILITIES**

The responsibilities assigned to the "Medical Operations Sector" will vary to some degree in each situation. These responsibilities generally include:

1. Taking control of Medical Operation.
2. Maintaining initial and continuing situation evaluation and reporting to Command.
3. Extrication of trapped victims.
4. Triage of victims.

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5. Field treatment, stabilization and preparation of patients for transportation.
6. Provisions for transportation of victims.
7. Distribution of patients to medical facilities.
8. Provisions for medical supplies, as needed, at scene.

The officer assigned overall responsibility for these functions may subdivide this responsibility to various sectors. The details of these assignments will vary with the particular circumstances, but the following guidelines will serve as a basic organizational model which should be used in most cases.

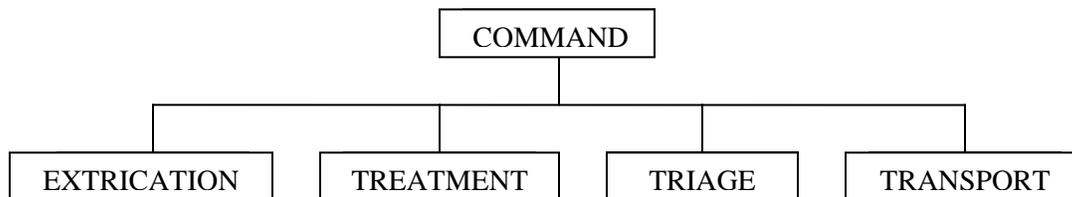
Assignments for various functions may be made by the officer in command to any personnel on the scene. The authority of such assigned personnel shall be respected by all Fire Department personnel.

The initial and continuing progress reports should indicate:

- Type of situation
- Number of victims
- Condition, type of injuries or victims (as a group)
- Resource requirements
- Need for special equipment, supplies, etc.
- Fire stability

The type and complexity of various situations suggest different but similar organizational structures.

**A. AUTOMOBILE ACCIDENT - Several victims**

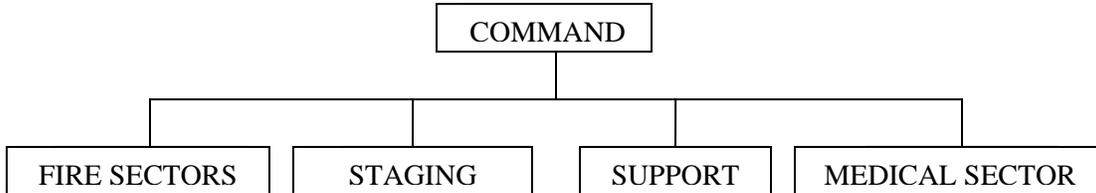


In this situation, Command would assign each company the responsibility for a specific function. This incident is entirely of an EMS nature and Command is responsible for coordination.

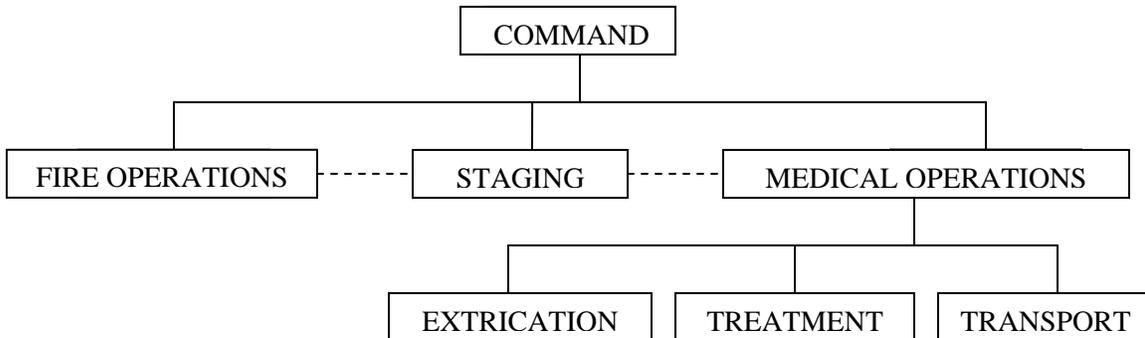
STANDARD OPERATING GUIDELINE

B. FIRE WITH VICTIMS

At a working fire, Medical may be one of several sectors assigned by Command. It may be a rescue company assigned to set-up an aid station or several companies working under a Medical Sector Officer.



C. MAJOR MEDICAL EMERGENCY - (With or without fire)



In the case of a major disaster the structure above should be instituted. When fire is involved it will probably be wise to split Fire Operations and Medical Operations, each under an operations officer who reports to Command. The Medical Operations Officer is responsible for the entire medical function and assigns units and sectors which report to him.

**EXTRICATION SECTOR**

The "Extrication Sector" is responsible for victim management at the actual incident site and for any treatment or extrication efforts before the victims are moved to a separate treatment area. This includes the moving of these patients from the actual site. An important decision must be made whether to provide triage and primary treatment at the actual site or to move the patients quickly to a separate treatment area. This will depend

**STANDARD OPERATING GUIDELINE**

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on the safety of the site and the arrangement of the victims. In many cases it will be necessary to remove the victims on backboards after only a brief examination (ABCs).

The Extrication Sector responsibilities may be summarized as follows:

1. Determine whether triage and treatment is to be conducted "on site" or at a separate treatment area.
2. Evaluation of resources needed for extrication of trapped victims and removal of victims to Treatment Area.
3. Evaluation of resources needed for triage and primary treatment of patients.
4. Communication of resource requirements to Command.
5. Resource allocation.
6. Supervision of assigned companies.
7. Reporting of progress to Command and "all clear" when all victims have been removed.
8. Coordination with other sectors as required.

Trapped victims requiring prolonged extrication should be triaged by paramedics and receive IV's or other treatment if possible. Non-trapped victims will receive IV's only in the "Immediate Treatment Area".

Extrication may have to coordinate with Fire Operations to maintain the fire stability of the scene. It is the responsibility of the Extrication Officer to make sure the safety of the operational zone is being maintained.

The Extrication Officer should assign crews or aides to help size up the situation and report resource requirements to him. An initial commitment of one company per 5 victims is reasonable for extending initial and immediate care when many victims are involved.

The Extrication Officer should position himself in a readily visible location where he is accessible to arriving companies and messengers and has a view of the scene. Face-to-face communications should be used within the sector. Company officers should use messengers to relay information to the sector officer. A command vehicle equipped with a P.A. system could be valuable.

Ambulatory patients who do not need urgent medical assistance should be removed from the scene as soon as possible to reduce confusion. This may require the assignment of one or more companies to assemble these patients and remove them to an area where they will receive medical attention if needed. These patients will initially be gathered together at an "Assembly Area". A city bus may be used to transport these people from the

**STANDARD OPERATING GUIDELINE**

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assembly area to a suitable location which could be a fire station or other convenient location.

If the victims are spread out in a safe area allowing for "on the spot" triage and treatment, companies should be assigned to specific area or group of patients. The company officer assigned will have to determine the needs of those patients and ask for assistance if necessary. The company officer has responsibility for all those patients until they are delivered to a Treatment Area, to Transportation Sector or handed over to another company. This company would then become available for re-assignment and report back to the Extrication Sector.

All patients treated "on the spot" should be triaged and tagged. The first priority for moving patients to the "Treatment Area" will be those needing "Priority 1" paramedic level treatment. "Priority 2" treatment patients should be held until later. Patients should not be moved until a treatment area has been established and reported in readiness.

All non-ambulatory patients shall be moved on backboards, with cervical collars if indicated. Companies may be assigned as "litter bearers" to assist in this movement. Pick-up trucks, rescue vehicles, baggage carts or similar conveyances may also be used.

### **TREATMENT SECTOR**

The "Treatment Sector" is responsible for the establishment and operation of a treatment area in a suitable location. The proximity of this area must be determined by the circumstances; it must be in a readily accessible area but away from any dangerous conditions associated with the incident. The function is to provide critical treatment for stabilization and continuing care of patients until they can be transported to a medical facility.

The Treatment Area should be prepared for the arrival of patients from Extrication Sector and should report when ready. The Treatment Sector should first establish a "Priority 1" Treatment Area where paramedic level treatment will be given. A "Priority 2" Treatment Area should be established if there is a need to hold non-critical patients where basic treatment and supervision are available.

The Treatment Sector will determine priorities for patients to be transported to medical facilities and will consult with the Transportation Sector on the allocation of patients to facilities.

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The Treatment Sector is responsible for:

1. Evaluation of resources required for treatment and reporting needs to Command.
2. Identification of suitable "Priority 1" and "Priority 2" Treatment Areas.
3. Assignment and coordination of companies to provide suitable treatment for all patients.
4. Reporting of progress with Command (or Medical).
5. Coordination with other sectors.

The Treatment Area should have a readily identifiable entrance. Traffic cones or other markers should be used to make this entrance obvious and the location should be announced. Personnel should be assigned to meet and direct arriving litter-bearers on the placement of patients in "Priority 1", "Priority 2", or "Assembly Areas".

Patients arriving at the Treatment Area without triage tags must be triaged at the entrance and tagged. If the incident is in an urgent removal mode a triage team should be established as a first priority, since patients will not have been triaged before removal.

Patients in the Treatment Areas should be arranged in rows with 5 feet between patients and heads toward the aisles to provide working room. (See diagram)

Paramedic functions, particularly IV's, will be given only in the "Priority 1" Treatment Area. Less intensive patient monitoring and treatment will be given in the "Priority 2" Treatment Area with fewer personnel assigned to this area.

If the condition of a patient changes significantly (better or worse) it may be necessary to transfer the patient to a higher or lower priority area.

Fire fighting personnel, paramedics, ambulance personnel, medical staff and others may be assigned to the Treatment Sector. The Treatment Sector Officer must have specific assignments for these varied personnel to patients in need of treatment and provide the necessary level of support.

### **TRANSPORTATION SECTOR**

The "Transportation Sector" is responsible for the provision of patient transportation to appropriate medical facilities and the provision of medical supplies needed at the scene. The Transportation Sector also maintains hospital capacity status received from the medic dispatcher and uses this to allocate patients to appropriate facilities in consultation with the Treatment Sector.

**STANDARD OPERATING GUIDELINE**

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Transportation Sector responsibilities include:

1. Determination of patient transportation requirements and availability of ambulances and other transportation.
2. Identification of ambulance staging and loading areas and helicopter landing areas.
3. Communication with Alarm medic dispatcher to keep medical facility status.
4. Procurement of supplies needed at scene.
5. Coordination of patient transportation and allocation (with treatment).
6. Reporting of resource requirements and progress to Command.
7. Coordination with other sectors.

The Transportation Sector Officer should station himself close to the Treatment Area since frequent coordination and communication is necessary between these sectors.

Ambulances should be initially staged at the regular Level II Staging Area and brought in one at a time to load. At some point it may be necessary to establish a separate ambulance Staging Area closer to the Treatment Area. Two coordinators should be assigned to this function. Each ambulance should be loaded with patients for one hospital only.

If helicopters are to be used a landing area must be identified at a safe distance from the scene. Coordinators must be assigned to keep track of patients allocation and to maintain safety in the area. Radio communication will be necessary with these coordinators.

Helicopters must be approached only for the front.

Ambulance personnel may be requested to bring back needed material supplies from hospitals. Police cars or helicopters may also perform this duty. One company should be assigned to set up a supply pool and gather equipment which may be needed from parked apparatus. The supply pools should be close to the Treatment and Extrication Areas.

### **TRIAGE**

Triage is a function which may be performed primarily under the Extrication or the Treatment Sectors. If it is not performed in Extrication, a triage team must be stationed at the entrance to the Treatment Area.

A triage tag should be attached to the patient to indicate that the patient has received attention and to guide the allocation of each patient. All patients should be monitored for changing conditions which would effect triage classification.

**STANDARD OPERATING GUIDELINE**

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**TRIAGE TAGS:**

Triage tags are color-coded for easy recognition and should be attached with plastic straps. Supplies of the tags will be carried on rescue trucks.

The tags indicate:

Red - Priority 1 - Immediate Paramedic Level Treatment required.

Yellow - Priority 2 - Delayed Treatment (lower urgency).

Green - Priority 3 - Ambulatory Patients with Minor Injuries.

Black - Priority 4 - Dead or Certain Death

Treatment decisions will vary greatly with the situation. The goal must be to save as many lives as possible. In situations involving many victims this may mean bypassing hopeless and minor injuries to concentrate on those who will receive the most benefit from the available treatment forces. The basic impulse to provide care and comfort to all victims may have to be temporarily set aside.

The following definitions and examples should guide the classification of patients:

**PRIORITY 1 (Red Tag)**

Priority 1 victims are those persons that will require additional and continued medical assistance at the paramedic level. This assistance may be started at the actual incident site but is usually better handled at a treatment area. Trapped victims, with Priority 1 injuries, may have to be treated prior to and during extrication.

The following conditions will necessitate paramedic level support:

- Airway and breathing difficulty
- Cardiac arrest
- Uncontrolled or suspected severe bleeding
- Shock
- Open chest or abdominal wounds
- Severe head injuries
- Medical problems induced by the incident

**STANDARD OPERATING GUIDELINE**

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**PRIORITY 2 (Yellow Tag)**

Those persons in need of medical assistance but not requiring urgent paramedical aid will be placed in the "Delay Treatment Area". These victims with Priority 2 injuries will usually be non-ambulatory, but treatment and transportation can be delayed. Priority 2 victims must be closely observed and evaluated for condition changes that may require adjustment in treatment. If, during triage, there is question on treatment priorities assume the worst in the placement of the victim.

The following victims will usually constitute a Priority 2 consideration:

- Burns
- Major or multiple fractures
- Back injuries with or without spinal damage

**PRIORITY 3 (Green Tag)**

These victims will be ambulatory and require minimum treatment or be uninjured. They will receive a white tag and be taken to an Assembly Area for future removal to a convenient holding location. Priority 3 victims can usually assist themselves or each other.

Priority 3 injuries will usually be:

- Minor fractures
- Other minor injuries
- Psychological or emotional problems

**PRIORITY 4 (Black Tag)**

Priority 4 victims are those persons with obvious mortal wounds where death appears reasonably certain or victim is already dead.

Obviously dead bodies should not be moved unless this is necessary to provide treatment for other victims. Those which must be moved should be covered and placed in an out of the way location. If possible mark the position before moving the body.

The Coroner is responsible for disposition of dead bodies. He will respond to incidents involving multiple fatalities and make arrangements for a temporary morgue if necessary. The Police Department acts as the Coroner's representative in many situations.

**STANDARD OPERATING GUIDELINE**

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**STAGING**

Level II Staging should be followed for units arriving at a major medical emergency. All outside agencies should also be dispatched to the Staging Area. This area should be at sufficient distance to keep the scene clear and maintain access.

Units assigned to sectors, unless carrying special equipment, should park in a staging configuration at a distance from the scene. This parking area should be located out of the access paths. Crews should report to Extrication or Treatment Sectors carrying their medical supplies and backboards.

Apparatus with extrication tools or other heavy equipment needed at the scene should be brought up closer to the actual incident site and parked out of the way.

Ambulances may be directed to a separate staging area to provide service directly to the Treatment Area. This will be established by the Transportation Sector and announced. This separate Staging Area will usually be located between the Level II Staging Area and the Treatment Area.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

This standard establishes guidelines to be followed during the management of an incident involving a hazardous material. It is intended to:

- A. Establish guidelines for the management of a hazardous materials incident.
- B. Provide for the safety of response personnel.

**POLICY:**

- A. The first-arriving officer at an incident involving hazardous materials will report the following information to Dispatch who will in turn notify Disaster Preparedness and EMS:
  1. The exact location of the incident.
  2. The type and quantity of the materials involved, if known.
  3. The extent of damage and the number and types of injuries.
  4. The name of the carrier if a vehicle is involved.
  5. Any other pertinent information such as the potential for runoff, threatened water sources, etc.
- B. The first-arriving officer will also request any additional resources that may be needed, establish command, and begin securing the incident scene to prevent additional injuries or contamination.
- C. The area shall be evacuated if necessary. This function should be turned over to the police once sufficient law enforcement resources arrive on the scene.

**Tactical Objectives**

- A. The incident commander will assess the situation and identify the product(s) prior to committing personnel. DOT Hazardous Materials Response Guides are located in each truck for use in identifying products involved in incidents.
- B. If entry must be made into the hot zone to rescue someone or to contain a release, the appropriate level of protective clothing shall be worn by the personnel who enter as per the DOT Hazardous Materials Response Guide.
- C. If personnel are committed to the hot zone, decontamination and rehab sectors will be established, as well as a warm zone and a cold zone.
- D. Decontamination of victims will also occur prior to their being loaded into an ambulance and being transported to a medical facility.
- E. Additional resource can be requested in accordance with the Florence County Emergency Operations Plan. This may include the dispatch of a private vendor if the incident exceeds the department's capability.
- F. The incident commander's objectives will be containment and stabilization. Final extinguishment and cleanup of incidents that exceed the department's capability will be the responsibility of the private vendor who responds to the incident.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

This is to establish basic guidelines to be followed to keep a fire ground as safe and orderly as possible.

**POLICY:**

Minimum response will be one pumper, one tanker, and the Service/Rescue truck.

**TACTICAL POSITIONING**

Positioning of operating companies can severely affect the safety/survival of such companies. Personnel must use caution when placed in the following positions:

- Above the fire (floors/roof)
- Where fire can move in behind them
- When involved with opposing fire streams
- Combining interior and exterior attack
- Where sector cannot control position/retreat
- With limited access - one way in/out
- Operating under involved roof structures
- In areas containing hazardous materials
- Below ground fires (basements, etc.)
- In areas where a backdraft potential exists

The safety of firefighting personnel represents the major reason for an effective and well-timed offensive/defensive decision and the associate write-off by Command. When the rescue of savable victims has been completed, Command must ask himself: "Is the risk to my personnel worth the property I can save?"

When operating in a defensive mode, your operating position should be as far from the involved area as possible and still remain effective. Position and operate from behind barriers if available (fences, wall, etc.).

The intent is for personnel to utilize safe positioning where possible/available, in an effort to safeguard against sudden hazardous developments such as backdraft explosion, structural collapse, etc.

When operating in an offensive mode, be aggressively offensive - effective interior attack operations directed toward knocking down the fire eliminates most eventual safety problems.

**STANDARD OPERATING GUIDELINE**

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Due to the inherent hazards of the immediate fire or incident scene, efforts will be made by Command personnel to limit the number of personnel on the fire ground to those assigned to a necessary function. All personnel shall either:

- Be positioned in Staging.
- Be assigned to a task or sector.

Having completed an assignment and no other assignment is available within that sector - crews should be assigned to Resource, Staging, or Rehabilitation Sector until such time as they can be either reassigned back to an operating sector or released to in-service status.

The intent of this procedure is to minimize fire ground confusion/congestion and more importantly to limit the number of personnel exposed to fire ground hazards to only those necessary to successfully control the operation. Individuals or crews shall be restricted from wandering about the fire ground or congregating in non-functional groups. If you have not been assigned to a sector or your don have a necessary staff function to perform, stay off the fire ground.

In extremely hazardous situations, (large quantities of flammable liquids, LP gas, hazardous materials, difficulty marginal rescues, etc.) Command will engage only an absolute minimum number of personnel within the fire ground perimeter. Self-standing master streams will be utilized wherever possible.

In situations where crews are operating from opposing or conflicting positions, such as front vs. rear attack streams, interior vs. exterior streams, roof crews vs. interior crews, etc. utilize radio or face-to-face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injuries.

Ground crews must be notified before ladder pipes go into operation.

Do not operate exterior streams, whether hand lines, master streams, ladder pipes, etc., into an area where interior crews are operating.. This procedure is intended to prevent injuries to personnel due to stream blast and the driving of fire and/or heavy heat and smoke onto interior crews.

When laddering a roof, the ladder selected shall be one which will extend 2'-3' above the roof line. This shall be done in an effort to provide personnel operating from the roof with a visible means of egress.

If possible, when laddering buildings under fire conditions, place ladders near building corners or fire walls as these areas are generally more stable in the event of structural failure.

**STANDARD OPERATING GUIDELINE**

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When operating above or below ground level, establish at least two (2) separate escape routes/means where possible, such as stairways, ladders exits, etc., preferably at opposite ends of the building or separated by considerable distance.

Many safety principles revolve around action that takes place on the fire ground.

For the purpose of Hannah-Salem-Friendfield Fire District operations, the fire ground is defined as: The area inside an imaginary boundary that has been determined by safety considerations according to the foreseeable hazards of the particular incident.

The flexibility boundary that determines the fire ground can be altered by various safety factors.

All personnel entering the fire ground perimeter shall:

- Wear protective clothing
- Have crew intact
- Be assigned to a sector

**ALL OTHERS STAY OUTSIDE****SECTOR - SAFETY**

The safety of firefighting personnel represents a major reason of fire ground sectorization. Sector commanders must maintain the capability to communicate with forces under his command so that he can control both the position and function of his companies.

Sector officers and company officers shall be able to account for the whereabouts and welfare of all crews/crew members under their assignment.

Company officers shall insure that all crew members are operating within their assigned sector only. Crews will not leave their respective sectors unless OK'd by the sector officer.

When crews are operating within a sector, company officers shall keep the sector officer informed of changing conditions within the sector area, and particularly those changing conditions which may affect the safety of personnel.

In as effort to regulate the amount of fatigue suffered by fire ground personnel during sustained field operations, company officers should frequently assess the physical condition of their crew members. When crew members exhibit signs of serious physical or mental fatigue, the entire crew should be reassigned to a Rehabilitation Sector if

**STANDARD OPERATING GUIDELINE**

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possible. To be reassigned to a Rehabilitation Sector, company officers shall request reassignment from their sector officer. The company officer's request shall indicate the crew's position/condition, etc., and shall advise as to the need for a replacement crew. Individual crews shall not report to the Rehabilitation Sector unless assigned to it.

It is the on-going responsibility of Command to summon adequate resource to tactical situations to effectively stabilize that situation, and to maintain adequate resource during extended operations to complete all operational phases.

The rotation of companies will be utilized by Command during extended operations to provide an effective on-going level of personnel and personnel performance.

It is the intent of this policy to reduce the fatigue and trauma experienced during difficult operations to a reasonable (and recoverable) level and is in not way intended to lessen the individual and collective efforts expected of all members during field operations.

**PERSONNEL IDENTIFICATION SYSTEM**

See SOP 200.5

**SECTORS - SAFETY SECTOR**

The recognition of situations which present inordinate hazards to fire ground personnel and the proper response to safeguard personnel from those hazards is of critical importance to all Fire Department operations.

Command has the responsibility to recognize situations requiring the implementation of a Safety Sector and to confirm the response of assigned personnel. Upon arrival at a working incident, assigned personnel (Safety Officer, or anyone of assigned by Command) will report to the Command Post and, unless otherwise assigned, will automatically establish a Safety Sector and assume assigned responsibilities. Sector personnel will respond to all multiple alarms and on request to other incidents.

A Safety Sector shall be established at those incidents posing a high potential danger to personnel such as:

- Fire complexity; e. g., most multiple alarm fires.
- Hazardous structural conditions, existing or potential.
- Hazardous materials and chemicals, etc.
- Any other situation where a Safety Sector could be advantageous to the safety of the operation.

**STANDARD OPERATING GUIDELINE**

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The establishment of a Safety Sector or the presence of a Safety Officer on the scene in no way diminishes the responsibility of all officers for the safety of their assigned personnel and of each and every member to utilize common (safety) sense, and to work within the intent of establishes safety procedures at all times.

**EVACUATION**

Interior firefighting operations should be abandoned when the extent of the fire prohibits or the structure becomes unsafe to operate within. When such conditions become untenable, evacuate, regroup, recommunicate, and redeploy.

Our primary concern when a hazard which may affect the safety of fire personnel becomes apparent is the welfare of those personnel. In an effort to protect personnel which may suffer the adverse effects of such hazards such as structural collapse, explosion, backdraft, etc. a structured method of area evacuation must be utilized, one which will provide for the rapid/effective notification of those personnel involved, and one which will be able to accurately account for those personnel.

The method of evacuation selected will vary depending on the following circumstances:

- Immanency of the hazard.
- Type and extent of hazard
- Perception of the area affected by the hazard

The emergency traffic announcement is designed to provide immediate notification for all fire ground personnel of a notable hazard that is either about to occur, or has occurred.

The use of "Emergency Traffic: should be initiated only when the hazard appears to be imminent.

Any member has the authority to utilize the "Emergency Traffic" announcement when it is felt that a notable danger to personnel is apparent; however, considerable discretion should be applied to its use - emergency traffic announcements become ineffective if overused.

When an imminent hazard has been realized, the emergency traffic process should be initiated. Usually either a company or sector officer will be the initiator. The initiator should describe the apparent hazard and order a positive response, usually to evacuate a particular are or section, according to the scope of the hazard.

If possible, the sector officers of those areas to be evacuated should request an acknowledgement of the emergency traffic dispatch from those crews to be evacuated.

**STANDARD OPERATING GUIDELINE**

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Upon receipt of the emergency traffic evacuation order, company officers shall assemble their crews and promptly exit to a safe location, where the company officer will again account for all crew members. Shortly after the evacuation order, sector officers shall begin the process of accounting for all evacuated crews. When all affected crews and crew members are accounted for, the evacuation process is complete. At this time a more specific determination as to the reality/extent of the hazard can be made and efforts initiated to redeploy/redirect attack forces.

Building evacuation generally involves a shift from offensive to defensive as an operational strategy. In such cases, Command must develop a corresponding operational plan and must communicate that plan to all operating elements. This can be a difficult shift to complete as units are committed to positions in an offensive manner. It is extremely important that everyone gets the word that a strategic shift has been made.

Hazards noted of a less than imminent nature should usually be handled by a consultation of Command, sector officers and/or the Safety Officer, company officers or outside agency authorities. These officers or specialists should make a determination as to the nature and possible effect of the suspected hazard and advise Command so that he can make a more knowledgeable decision as to the proper course of action.

Hazards that will affect only a specific sector area should be dealt within that sector and not necessarily affect the entire operation.

It is a principal Command responsibility to continually evaluate and determine if the fire building is tenable for interior operations. This on-going evaluation of structural/fire conditions requires the input of company officers advising their respective sectors and of sectors advising Command of the conditions in their local area of operation.

Structures of other than fire resistive/heavy timber construction are not designed to withstand the effects of fire, and can be expected to fail after approximately twenty minutes of heavy fire involvement. If after 10-15 minutes of interior operations heavy fire conditions still exist, Command should initiate a careful evaluation of structural conditions and should be fully prepared to withdraw interior crews and resort to a defensive position.

Crews retreating from interior operations often require hose line protection. The personnel protection afforded to firefighting personnel in such situations represents a major function of such back-up lines.

**STANDARD OPERATING GUIDELINE**

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**SEARCH AND RESCUE**

Search and rescue should be performed according to an efficient, well planned procedure which has included the safety of search-crew personnel.

The object of the search effort is to locate possible victims, not create additional ones by neglecting the safety of the search team.

Prior to entering the search area, all search team members should be familiar with a specific search plan including the overall objective, a designation of the search area, individual assignments, etc. This may require a brief conference among crew members before entering the search area to develop and communicate the plan.

Individual search activities should be conducted by two or more members where possible.

Company officers must maintain an awareness of the location and function of all members within their crew during search operations.

A brief look around the floor below the fire may provide good reference for the search team, as floors in multi-story occupancies usually have a similar layout.

Whenever a search is conducted that exposes search crews to fire conditions (particularly above the fire floor) the search team should be protected as soon as possible with a charged hose line, in order to insure a safe escape route.

If search personnel are operating without a hose line, life lines should be used when encountering conditions of severely limited visibility.

**PERSONAL VEHICLES**

Members should respond to their respective station to respond apparatus if needed. If a member responds to a fire scene, his/her vehicle should be parked at a safe distance, out of the flow of traffic so that responding apparatus can have unrestricted access to and from a fire scene.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

This guideline explains the importance of the fire apparatus and all the safety precautions that need to be observed when District personnel operate this equipment.

**SCOPE**

To train all Hannah – Salem – Friendfield Fire District personnel on the operations, response guidelines, safety awareness, and qualifications for operating the apparatus.

**QUALIFICATIONS**

- A. The fire apparatus driver/ engineer shall demonstrate the performance of routine test, inspection and maintenance functions required to assure the operational status of fire apparatus is upheld.
- B. The fire apparatus driver/ engineer shall also possess knowledge of all the equipment carried on the apparatus.
- C. A Hannah – Salem – Friendfield driver/ operator shall complete all requirements set forth by the Hannah – Salem – Friendfield Fire District.

**PROCEDURE**

When responding to any type of emergency call these rules need to be followed unless otherwise ordered by an officer:

- a. When responding to a call, all apparatus must run code 3(Lights and Siren).
- b. A walk around inspection of the fire apparatus should be done before it leaves the station.
- c. All apparatus must follow all state traffic laws unless otherwise stated in this SOG.
- d. No fire apparatus should ever exceed 5mph over the posted speed limit and should never exceed the speed limit posted in the vicinity of a school.
- e. Apparatus should never carry more personnel than it is designed to carry.
- f. All apparatus should have a back up man at all times.
- g. Drivers/ engineers of apparatus should always advise the driver of other apparatus when one is going to pass the other.
- h. There should never be anyone riding on the outside of the fire apparatus, such as on the tailboard, when apparatus is in motion.

**Hannah-Salem-Friendfield**

**SECTION**

**600.1**

**Fire District**

**SUBJECT**

**Apparatus Response**

# **STANDARD OPERATING GUIDELINE**

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All Hannah – Salem – Friendfield Fire District apparatus must be kept fire ready at all times and be ready to respond on any emergency. Along with ready response, all apparatus must be maintained for safety and operated in a safe manner.

All apparatus must keep at least  $\frac{3}{4}$  of a tank of fuel at all times. If any apparatus has to be put back in station with less than a full tank of fuel, a member should refuel it the next day. It is the drivers' responsibility to notify an officer if the apparatus needs fuel.

Members can learn more on what type apparatus responds to what type of call in Chapter V.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

The Hannah – Salem – Friendfield Fire District is privileged to be a multi engine/ pumper Fire District. This guideline is to assure that members respond these apparatus in the correct and most effective manner.

**SCOPE**

To make sure when our Fire District has an emergency that the correct apparatus responds and it does so in a safe manner.

**PROCEDURE**

- A. The driver of any fire apparatus should be familiar and possess a good knowledge in the following areas:
  - a. Road Locations
  - b. Water Points
  - c. Boundary Lines
  - d. All the Written SOG's
  - e. South Carolina Traffic Laws
- B. Unless otherwise stated by an officer of the Hannah – Salem – Friendfield Fire District, an engine should be first out on every call with the exception of medical calls.
- C. Unless otherwise stated by an officer of the Hannah – Salem – Friendfield Fire District, an engine should never respond without two fire personnel on board.
- D. On any type of emergency call, the engine should respond and be cautious of hidden dangers such as down power lines, septic tanks, road hazards, hazardous materials, and etc.
- E. An engine, like any other Hannah – Salem – Friendfield Fire District apparatus, must use all emergency warning devices when responding to an emergency unless otherwise stated by an officer.
- F. The driver of an engine must stay with that apparatus and is responsible for all equipment taken off that apparatus.
- G. The driver of the engine that establishes a fill site will be in command of the fill site.
- H. The driver is responsible to insure that the engines are put back in service and cleaned after each call.
- I. All engines should have a back up man at all times.
- J. An engine/ pumper should never be put back in service with less than  $\frac{3}{4}$  of a tank of fuel and should be filled up soon as possible.
- K. All personnel should have a seat and should never ride on the tailboard or any other dangerous location.

**Hannah-Salem-Friendfield**

**SECTION**

**600.2**

**Fire District**

**SUBJECT**

**Engine Response**

**STANDARD OPERATING GUIDELINE**

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- L. When a driver attempts to pass another apparatus, it should notify the driver of that apparatus for safety.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

The importance of defensive driving practices during water shuttle operations cannot be over emphasized. Tanker apparatus require special consideration due to their weight, high center of gravity, size, and potential for large load shifts. This guideline will show our members what the Hannah – Salem – Friendfield Fire District expects from them when operating these apparatus.

**SCOPE**

To make sure when our Fire District has an emergency that the correct apparatus responds and it does so in a safe manner.

**PROCEDURE**

- A. The driver of any fire apparatus should be familiar and possess a good knowledge in the following areas:
  - a. Road Locations
  - b. Water Points
  - c. Boundary Lines
  - d. All the Written SOG's
  - e. South Carolina Traffic Laws
- B. Because of the extra weight and high potential for roll, a tanker should never at any time exceed 5mph over the posted speed limit.
- C. One of the most effective things a tanker driver can accomplish is to get the dump tank set up in a quick and effective manner. This makes a scene more dangerous due to the fact of firefighters walking around the dump tank. For this reason a tanker must have a back up man before backing up to a dump tank.
- D. On any type of emergency call, the tanker should respond and be cautious of hidden dangers such as down power lines, septic tanks, road hazards, hazardous materials, and etc.
- E. A tanker, like any other Hannah – Salem – Friendfield Fire District apparatus, must use all emergency warning devices when responding to an emergency unless otherwise stated by an officer.
- F. The driver of a tanker must stay with that apparatus and is responsible for all equipment taken off that apparatus.
- G. A tanker is allowed to respond with only the driver, but when available two personnel are more suitable.
- H. The driver is responsible to insure that the tankers are put back in service and cleaned after each call.

**STANDARD OPERATING GUIDELINE**

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- I. A tanker should never be put back in service with less than  $\frac{3}{4}$  of a tank of fuel and should be filled up soon as possible.
- J. All personnel should have a seat and should never ride on the tailboard or any other dangerous location.
- K. When a driver attempts to pass another apparatus, it should notify the driver of that apparatus for safety.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

The purpose for the Service/Rescue Vehicle is to provide a quick response to emergency medical calls and then serve as logistic on all other calls the Hannah – Salem – Friendfield Fire District may have.

**SCOPE**

To assure that all Hannah – Salem – Friendfield Fire District personnel understand the purpose of the vehicle and can use it to its full capabilities.

**PROCEDURE**

- A. The driver of any fire apparatus should be familiar and possess a good knowledge in the following areas:
  - a. Road Locations
  - b. Water Points
  - c. Boundary Lines
  - d. All the Written SOG's
  - e. South Carolina Traffic Laws
- B. Unless otherwise stated by an officer of the Hannah – Salem – Friendfield Fire District, the Rescue Apparatus is the only vehicle that responds to medical calls.
- C. Unless otherwise stated by an officer of the Hannah – Salem – Friendfield Fire District, the Rescue Apparatus will respond on a structure fire after the first engine and tanker.
- D. On any type of emergency call, the Rescue Apparatus should respond and be cautious of hidden dangers such as down power lines, septic tanks, road hazards, hazardous materials, and etc.
- E. On medical calls that are believed to be domestic related, the Rescue Apparatus along with all other personnel, will stage a safe distance away till law enforcement renders the scene safe.
- F. A Rescue Apparatus, like any other Hannah – Salem – Friendfield Fire District apparatus, must use all emergency warning devices when responding to an emergency unless otherwise stated by an officer.
- G. The driver of the Rescue Apparatus must stay with that apparatus and is responsible for all equipment taken off that apparatus, unless there are no personnel on scene to treat the injured.
- H. The driver is responsible to insure that the Rescue Apparatus is put back in service and cleaned after each call.
- I. Since this apparatus carries Oxygen cylinders in the vehicle, there will be No Smoking allowed in the vehicle.

**STANDARD OPERATING GUIDELINE**

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- J. A Rescue Apparatus should never be put back in service with less than  $\frac{3}{4}$  of a tank of fuel and should be filled up soon as possible.
- K. All personnel should have a seat and should never ride in a dangerous location.
- L. When a driver attempts to pass another apparatus, it should notify the driver of that apparatus for safety.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE**

This guideline explains the importance of the fire apparatus and all the safety precautions that need to be observed when District personnel operate this equipment.

**SCOPE**

To train all Hannah – Salem – Friendfield Fire District personnel on the operations, response guidelines, safety awareness, and qualifications for responding support vehicles.

**QUALIFICATIONS**

- A. The fire apparatus driver/ engineer shall demonstrate the performance of routine test, inspection and maintenance functions required to assure the operational status of fire apparatus is upheld.
- B. The fire apparatus driver/ engineer shall also possess knowledge of all the equipment carried on the apparatus.
- C. A Hannah – Salem – Friendfield driver/ operator shall complete all requirements set forth by the Hannah – Salem – Friendfield Fire District.

**PROCEDURE**

When responding to any type of emergency call these rules need to be followed unless otherwise ordered by an officer:

- a. Support vehicle should respond non-emergency.
- b. A walk around inspection of the fire apparatus should be done before it leaves the station.
- c. All apparatus must follow all state traffic laws unless otherwise stated in this SOG.
- d. If requested to respond Code 3, no fire apparatus should ever exceed 5mph over the posted speed limit and should never exceed the speed limit posted in the vicinity of a school.
- e. Apparatus should never carry more personnel than it is designed to carry.
- f. There should never be anyone riding on the outside of the fire apparatus, such as on the tailboard, when apparatus is in motion.
- g. The apparatus should park out of traffic in a safe area, preferably at the triage area.

All Hannah – Salem – Friendfield Fire District apparatus must be kept fire ready at all times and be ready to respond on any emergency. Along with ready response, all apparatus must be maintained for safety and operated in a safe manner.

**Hannah-Salem-Friendfield**

**SECTION**

**600.5**

**Fire District**

**SUBJECT**

**Support Unit Response**

# **STANDARD OPERATING GUIDELINE**

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All apparatus must keep at least  $\frac{3}{4}$  of a tank of fuel at all times. If any apparatus has to be put back in station with less than a full tank of fuel, a member should refuel it the next day. It is the drivers' responsibility to notify an officer if the apparatus needs fuel.

Members can learn more on what type apparatus responds to what type of call in Chapter V.

**STANDARD OPERATING GUIDELINE**

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**PURPOSE:**

This guideline explains the position of the Hannah-Salem-Friendfield Fire District regarding personal vehicles responding to the station or to emergency scenes.

**POLICY:**

Members are encouraged to respond to their assigned station to respond with apparatus rather than responding to the scene of an emergency unless:

- A. An officer instructs them to respond to a different station or to go to the scene.
- B. All apparatus has already left the station.

When responding in a privately owned vehicle, members are reminded that they are not in an emergency vehicle, even if running red lights. Members may not:

- A. Exceed the posted speed limit
- B. Run through red lights or stop signs without stopping.
- C. Force other vehicles off of the road.

If a member responds to an incident scene, they must:

- A. Park out of the flow of traffic so that incoming apparatus and outgoing apparatus can move unimpeded.
- B. Leave enough room for arriving apparatus to park.
- C. Obey instructions from officers and law enforcement officials regarding parking.
- D. At night, bright lights ( high headlights, strobes, etc.) should be dimmed or turned off so that other traffic will not be blinded
- E. Exit and enter their vehicle in a safe manner.

Remember that private vehicles are subject to normal traffic laws. Responding to an emergency does not exempt drivers from traffic laws.