

**BRODHEAD
FIRE
DEPARTMENT
STANDARD OPERATING
GUIDELINES**

MISSION STATEMENT

Brodhead Volunteer Fire Department was established by citizens of the town of Brodhead in the late 1920's in response to a need for local citizens to protect the livelihood and well being of the community from the ravages of fire. It shall be the ongoing responsibility of the members of BVFD to continue the traditions established by our forefathers. BVFD will consistently and faithfully respond to any emergency that our community faces.

BVFD will strive to provide the most highly trained, best equipped, firefighting force possible to protect the citizens of our fire response area.

BVFD will strive to provide the most highly trained, best equipped rescue force possible to respond to any special rescue in our fire service area.

BVFD will strive to promote fire safety in our community and educate its citizens about fire safety.

BVFD will strive to be the best example of community leadership and consistently promote community action for the greater good of humanity.

BVFD will strive to promote selfless service, good moral values, duty, honesty, bravery, leadership and brotherhood and volunteer to accept the responsibility of maintaining and promoting these values in our department.

BVFD will strive to meet the fire and emergency service needs of our fire service area with exceptional, professional services when called upon by the citizens we serve.

OFFICER APPOINTMENTS/RESPONSIBILITIES

Purpose: To define procedures for selection and appointment of the officers of BVFD and to define their roles and responsibilities within the BVFD.

Scope: This SOG shall apply to all candidates in the officer selection process.

Command: All members of the BVFD should ensure compliance with this SOG.

Content: Appointment:

The chief officer of the BVFD shall be selected from nominations by the voting body of the BVFD. A brief period of nominations will be taken and all candidates will be asked to accept or decline their nomination. Nomination may only be made from the voting body and all candidates must be active members in good standing. Each candidate may be given a few minutes to speak on their behalf. All candidates will be asked to leave the room and the members may go into closed session for discussion. Candidates may be asked to return for questions. A secret ballot vote will be taken and the candidate with the majority of votes will be presented to the city commissioners at the next scheduled city council meeting for approval as the new chief of the BVFD. Voting tally will be announced after a tally is taken by the acting secretary.

The following is a description of the selection process for all general officers of BVFD including: Assistant Chief, Captains, Lieutenants and Sergeants. After selection of the chief by the voting process, the chief shall choose an assistant chief and one other officer. In turn those three should choose the rest of the general officers for appointment. Each candidate must accept the appointment and the new officers should be reported to the voting body of the BVFD as soon as possible. The City of Brodhead Commissioners are the governing body from which BVFD is founded and must approve in the general meeting the appointment of the chief of BVFD.

The chief officer of the BVFD has the ultimate responsibility to oversee the daily operations and emergency responses of the BVFD. The chief must be of strong character and good moral judgment and able to fulfill this very important role. Great care shall be taken during selection of any chief officer.

In general, in the absence of any officer, the officer of next rank may assume the duties until a replacement is made per SOG.

The chief may be removed from office with majority vote at a regular scheduled or emergency called meeting of BVFD. Voting members of the BVFD, upon a majority vote, must recommend to the city commission and ask that the chief be removed from office.

Any officer who wishes to resign their position must do so at a meeting of the department and must also prior to the said meeting; provide a resignation letter to the chief.

RESPONSIBILITIES

Chief: The chief officer of the BVFD will be ultimately responsible for the daily operation and emergency responses of the BVFD. The chief, when needed will dictate decisions to the membership if the membership cannot reach an agreement about any situation. The chief officer will answer directly to the city commission who is elected by the people. The chief shall bear the financial responsibility for all BVFD accounts. The chief officer will be in command of all fire department activities. The chief must be a city property taxpayer. The chief must be a certified firefighter. The chief must attend all city council meetings or assign a designated representative. The chief shall have the authority to suspend any member or officer of BVFD per disciplinary SOG.

Asst. Chief: If the chief of BVFD is physically unable to perform his/her duties or resigns his/her position, the assistant chief shall assume the acting role as chief until a new chief is appointed per SOG.

The assistant chief is to support the chief in all aspects of fire department operations and shall assume responsibility for daily operation of the department.

Captains: The captains shall preserve the discipline of the department and instruct its members concerning their duties.

The captains should be responsible for apparatus and equipment maintenance and standardization for the apparatus assigned to them.

The captains should instruct members while on fire grounds and must be competent and comfortable in the fire ground command role. Captains should lead fire attacks to help ensure safety during interior fire attack.

Captains should be senior firefighters and should lead by example in emergency response. Captains should ensure compliance with orders from command. Captains should ensure safety and accountability on the fire scene.

Lieutenants: Lieutenants should be senior firefighters and be competent and comfortable in the command role. Lieutenants should lead fire attacks to ensure safety during interior fire attack. Lieutenants should ensure safety and accountability on the fire scene. Lieutenants should be responsible for apparatus and equipment maintenance and standardization for the apparatus assigned to them.

Training Officers:

Any member who completes the required instructor courses and who is certified as an instructor through the state fire commission may be assigned by the chief as a training officer.

It shall be the responsibility of all assigned training officers to ensure that all required training and proper documentation is completed and kept up-to-date per standards. Individual training officers will ensure that training they conduct is properly recorded and kept in the training files at BVFD.

Outside training done by individual members must be recorded and kept by the department and is shall be the individual member's responsibility to notify a training officer. Then the training officer can ensure the proper paperwork is filed and kept.

All training at BVFD will be open to all firefighters in Rockcastle County.

Training officers will be responsible for all aspects of their training sessions.

Safety Officer:

The chief officer will be the appointed safety officer for the department. If the chief is unavailable on scene, the Incident Commander (I.C.) or highest ranking officer should act as safety officer.

Secretary and Treasurer:

Secretary and treasurer shall be a member appointed by the chief and his officers or at their discretion of method.

When asked, the secretary and treasurer shall ensure reporting of all open records to individual members or the public per open records SOG.

The secretary shall keep minutes of every meeting and have them available for review by any member. The secretary shall read the minutes from the previous meeting at the beginning of every business meeting.

In the absence of he secretary, the chief or officers may assign another member to the duties of the secretary.

Accountability

- Purpose:** To help ensure safety and the accountability of all members while operating on an emergency scene.
- Scope:** This SOG shall apply to all members operating on any emergency scene.
- Command:** The I.C., chief, and officers shall ensure compliance.
- Content:** This SOG serves to establish an accountability system for operating in any IDLH atmosphere.

Members are responsible for obtaining an accountability tag “provided by the department” to be worn on the helmet and upon arriving on scene should be given to the I.C. or apparatus operator.

Periodic accountability checks should be done by the I.C. to ensure all members are accounted for and their location.

Accountability tags must have a snap and at least unit number present on them.

APPARATUS INVENTORY SOG

- Purpose:** The purpose of this SOG is to ensure all assigned equipment is maintained on all apparatus in good working order.
- Scope:** This SOG shall apply to all apparatus including vehicles and trailers used at BVFD.
- Command:** The chief and officers will ensure compliance with this SOG. Additionally, it will be the responsibility of all members.
- Content:** Engineers shall be responsible for apparatus they are driving while it is under their control.

Any member that takes something from a truck for any reason shall return the tools and equipment to the proper place in “ready for the next run” condition.

Any damaged equipment must be reported to an officer or I.C. immediately.

Specific members may be assigned by the chief to oversee an apparatus and its equipment. Apparatus inventory may be changed by member assigned to the apparatus only. Any changes will be announced to members at next convenient time. Suggestions for apparatus inventory or tool placement are encouraged and should be directed to the member in charge of that apparatus.

All apparatus should be loaded as close to a standard as possible to ensure easy access to tools and equipment.

Example: Fittings are loaded in the pump operator’s compartment which is the middle compartment on the driver’s side by the pump controls. If you need a fitting, you know where to get one.

APPARATUS MAINTENANCE

- Purpose:** To ensure apparatus reliability and safe operation.
- Scope:** This SOG should apply to all vehicles owned by BVFD.
- Command:** The chief and officers should ensure compliance with this SOG.
- Content:** Apparatus maintenance should be performed by an insured reputable maintenance garage.

Emergency repairs are authorized when needed to ensure readiness of all firefighting vehicles. (Refer to purchasing policy)

All members and engineers are responsible for checking apparatus checklists available in all BVFD vehicles any time the apparatus is used.

Any damaged or inoperable apparatus must be recorded in apparatus maintenance log and the chief must be informed as soon as possible.

Any apparatus that is found to be unsafe or inappeasable should be taken “out of service immediately and the appropriate actions taken to ensure a fire response. The engine should be tagged “out-of-service” with reason explained.

Pumper Maintenance:

Winterizing should be done prior to and throughout the winter season. Pumps should be drained of all water to prevent freezing. Couplings should be lubricated with dry silicone or commercial antifreeze. Tire chains should be used if needed and exercised periodically. Automatic tire chains should be deployed when needed using the general rule down at 5mph up to 30mph. Chains should not be deployed at speeds greater than 30mph and not be deployed for long periods of time under dry conditions (summertime). Tire chains are ineffective in mud and should not be used.

Insurance information should be kept current and in proper place in cab of truck. Oil levels should be checked periodically. Washing supplies are available at station and washing is encouraged if vehicles are dirty. Lights and controls should be checked periodically. Water usage is to be recorded per SOG as used for fires or training.

Chain of Command

- Purpose:** To establish a chain of command.
- Scope:** This SOG shall apply to all members of BVFD.
- Command:** The chief, general officers and all members of BVFD should ensure knowledge and use of this SOG.
- Content:** The National Incident Command System should be employed on all emergency responses.

The first arriving member should establish command of the incident. The next highest ranking member or officer may upon his/her arrival on scene should take command of the incident. If the current I.C. is deemed competent and comfortable with continuing the command role, then the highest ranking officer may assist the I.C. or assume other fire ground operations.

Senior ranking officers or members should ensure an effective I.C.; therefore, senior ranking officers or members must assist the I.C. if necessary to ensure effective incident command. A “working” I.C. is authorized if conditions dictate.

The BVFD uses the National Integrated Incident command system on all emergency responses (refer to NIIMS).

The Chain of Command for the BVFD will be as follows:

- Chief
- Assistant Chief
- Senior Captain
- Captain
- Senior Lieutenant
- Lieutenant
- Senior Sergeant
- Sergeant
- Certified Fire Fighters (Time in Grade)
- Non-Certified Fire Fighters (Time in Grade)

Committees

- Purpose:** To define the selection of special committee members.
- Scope:** This SOG shall apply to all members of BVFD.
- Command:** The chief shall ensure compliance with this SOG.
- Content:** The appointment of committee members shall be as follows:

All committees should be five active members:

- two officers
- two members
- the chief or designee

The chief or designee will act as a tie breaker and should chair meetings.

Committees will be formed as needed by the membership by majority vote and will be assigned a specific task. The committee will remain until the completion of the assigned task.

Disciplinary committees shall be formed in the same manner.

Disciplinary Procedures

- Purpose:** To define the disciplinary procedures for the members of BVFD.
- Scope:** This SOG shall apply to all members of BVFD.
- Command:** The chief shall ensure compliance with this SOG.
- Content:** It shall be the duty of each member to obey the lawful orders of his/her superior officer.

The chief or officers shall have the authority to immediately suspend any member of the department providing said charges are just. Within five days, the officer suspending the fire fighter will call a special meeting (per meeting times SOG). At the meeting, a disciplinary committee will be formed (per committees SOG). Within five additional days, a decision will be rendered and involved party(s) will be notified of the decision. The party(s) involved has the right to attend committee meetings. The disciplinary committee decision is final. If no meeting of the committee takes place within five days, charges are dropped and the member returns to duty.

The following are examples of just cause for suspension and disciplinary action but are not all inclusive:

- Insubordination
- Theft
- Inappropriate behavior or speech
- Consistent braking of department SOG's without just cause
- Lying
- Striking another member
- Gossip and slander
- Sexual harassment
- Destruction of property
- Dangerous acts or driving
- Falsifying records
- Unauthorized release of information to the press or public

Probationary time may be used as a disciplinary procedure as decided upon by the disciplinary committee.

Reference:
New Member SOG

DISCRIMINATION

Purpose: It shall be the policy of BVFD to ensure that all volunteers and the people we serve are afforded a discrimination free working environment and fire response.

Scope: Discrimination of any kind shall not occur within the ranks of BVFD or in the services we provide to the public. This shall apply to all members, volunteers, ladies auxiliary, or any other group affiliated with our organization.

Command: The chief or officers shall ensure compliance with this policy. All members shall report failures to comply with this policy.

Content: Under federal law, all volunteer employees are entitled to a harassment free working environment; free from sexual harassment, offensive jokes, violence, racial remarks, offensive posters or graffiti, threats or abuse of rank or position. Any member or volunteer subjected to such should report the situation to the chief or officers of the department immediately.

Disciplinary action should be taken according to the disciplinary policy to ensure a positive, harassment free work place.

All pertaining federal, state and local laws pertaining to a discrimination free workplace apply to volunteers at BVFD.

BVFD will respond when available to any call with all apparatus and manpower per SOG.

BVFD will provide a consistent response to everyone regardless of personal difference. All responses should be discrimination free.

DRUGS/ALCOHOL USE

- Purpose:** To outline policy on the use of drugs and/or alcohol while a member of BVFD.
- Scope:** This SOG shall apply to all BVFD members.
- Command:** The chief and officers shall ensure compliance with this SOG.
- Content:** The use of illegal drugs or alcohol while on duty by BVFD members are grounds for immediate suspension or termination by the chief or officers of BVFD. Any member suspected of illegal drug use may be asked to take a drug test at any time. Any member refusing to be tested shall forfeit their membership at BVFD. No member shall respond to or participate in any BVFD activities while under the influence of alcohol or drugs.

Any member taking any prescription drug that may in any way impair a member's ability to perform any duty expected of BVFD members shall immediately inform the chief and officers and are not authorized to respond with BVFD. A doctor's excuse may be required for reinstatement as an active firefighter.

BVFD has a "Zero Tolerance" for drug or alcohol use while on duty.

BVFD members while off duty may attend non public activities or parties and consume alcohol if the host has deemed the activity to be a "private party" and members conduct themselves in an appropriate manner. At no time shall a member present themselves as the BVFD while consuming alcohol. BVFD does not condone the use of alcohol and it will be a personal choice of the member while in an off duty status. "Off duty" drinking habits that become an issue while the member is "on duty" is a reason for disciplinary action.

Any member that has a problem with drugs or alcohol use can at any time make this known to the chief or any officer of BVFD and all appropriate action will be taken to assist in seeking help for the member with said addiction prior to dismissal. Members may be put on temporary suspension until they are deemed ready to fulfill their firefighting duties. We take care of our own as any family would. If any member has a problem with drug or alcohol use then all they have to do is ask for help.

Engineers

- Purpose:** To define roles and responsibilities of driver/operators of BVFD apparatus.
- Scope:** This SOG will apply to all driver/operators of BVFD apparatus that meet the criterion of engineer.
- Command:** The chief and officers should ensure compliance with this SOG.
- Content:** Driving and operating fire apparatus is a great responsibility and one of the most important job assignments given any member of BVFD; therefore, only those who meet all criterion for engineer and who possess the utmost integrity and skill should be given this assignment.

The chief of BVFD is the only officer that can assign a member the task of engineer. A member must have permission from the chief and be assigned the title engineer before driving or operating BVFD apparatus in an emergency response.

Engineer Criterion:

- Members must have permission from the chief
- Members must be 21 years of age
- Members must hold a valid Kentucky drivers license
- Members must have completed required training hours for driver's training
- Members must be deemed competent and capable of driving/operating the apparatus

Engineers are in total control of the apparatus they are operating. All engineers are to ensure that all apparatus needed for an emergency response has left the station before responding to the scene.

Engineer Fire Ground Responsibilities:

Engineers of individual apparatus are to remain assigned to the apparatus they take to the fire scene until replaced by another engineer unless reassigned by the IC

Engineers are responsible for all tools and equipment removed from their apparatus and should keep track of the equipment to ensure its return to their truck.

Engineers continued

Engineers are responsible for positioning and set up of their apparatus on scene. They must contact the IC for staging and placement instructions when arriving.

Engineers are to set up and pump their apparatus and must be competent pump operators.

Engineers are responsible for laying in or catching hydrants or seeking water supply for their individual apparatus. Second-in engines are to assist with water supply per SOG "Fire Ground Operations".

Engineers should ensure apparatus is returned to the station and returned to "ready for the next run" condition.

Engineers should be familiar with the vehicle accident reporting procedures per SOG.

Seatbelts are to be worn when all apparatus is in motion.

Only two people are to ride in a truck at one time when making a response.

Engineers are responsible for the safe operation of the apparatus at all times.

Backers should be used when backing an apparatus.

EVACUATIONS/MAYDAYS

Purpose: To ensure safe and rapid evacuation procedures of any IDLH atmosphere.

Scope: This SOG shall apply to all BVFD personnel.

Command: The chief, officers and IC shall ensure compliance with this SOG.

Content: Any member of BVFD can call an immediate evacuation from a structure or area when any danger to life or health of anyone on scene is identified.

The evacuation order is not reserved only for command but command should be notified immediately of an evacuation situation.

For standardization: “Evacuate, Evacuate, Evacuate” will be used as verbal orders for any emergency requiring an immediate evacuation. Additionally, as a general rule, groups of three air horn blasts, tugs on a hose line, taps on your helmet also means “danger, evacuate”.

Engineers should sound air horns three times for thirty seconds. All personnel ordered to evacuate must immediately leave a structure or area to a safe area outside of harms way and cannot return until command gives the order, “all clear”.

Mayday situations of downed fire fighters may also arise. If a mayday situation identified by the following: Lost firefighter, Injured firefighter, Trapped firefighter, Firefighter down, Victim located exists then members should call on the radio for a mayday situation. Give last location, unit, name, assignment, reason.

For example: Mayday, Mayday, Mayday. 2nd floor, side 1, 106
David Whitt, BVFD trapped by wire/lost

Command may make assignments to extricate any downed victim or firefighter.

Lost or trapped firefighters should stay in one place so rescuers can find you. If you get free, advise command.

Command is the only person who can cancel a mayday situation.

Upon completion of any evacuation, accountability checks should be performed to ensure a complete evacuation of everyone to a safe area.

EXTRICATION

- Purpose:** To ensure safe and rapid extrication of injured or trapped victims.
- Scope:** This SOG should apply to all members of BVFD.
- Command:** The chief and officers should ensure compliance with this SOG.
- Content:** BVFD responds to any type of call in our area. Rescue of injured or trapped victims is a fire department operation and all members are to respond and operate to the full extent of their training.

Every type of extrication is different and the method of extrication is subject to change at any time. Command will dictate any rescue operation performed by BVFD.

EMS units on scene shall be in charge of the victim and shall dictate to command methods for extrication that is best for the victim.

At no time shall any member provide EMS care of injured victims unless the member is acting as a good Samaritan or is employed by an EMS system.

BVFD does not provide EMS care.

When any situation is presented above the capabilities of BVFD, units are to call for mutual aid from the appropriate closet department for assistance.

BVFD should response one pumper to any extrication for fire suppression. One 1 3/4 handline should be deployed on scene and units manning the line should be in full PPE off air and at the ready when units are available.

Rescue apparatus should respond per SOG first in to any extrication.

Refer to Apparatus SOG.

FIRE GROUND OPERATIONS

- Purpose:** To ensure safe and rapid coordinated fire attack and pumper operations.
- Scope:** This SOG should apply to all BVFD personnel when responding to structure fires.
- Command:** The chief and officers should ensure compliance with this SOG.
- Content:** First arriving engine company should park apparatus just past the structure to ensure visual confirmation of three sides of the structure. Apparatus should be parked out of any collapse zones and at corners of two or more story buildings. Apparatus may be parked on or at a hydrant if one is immediately available and when possible on the same side of the road as the structure involved. Apparatus drivers should be responsible for placing the apparatus as needed on scene for fire attack. Additional pumpers, dump tanks or tanker shuttles should be kept in mind as placement of apparatus may affect their use. When ever possible, hydrants should be the first source of water supply and stopping to catch a hydrant is authorized to ensure maximum fire flow. Refer to water supply SOG.

First arriving engineers “drivers” should ensure safe placement of the apparatus and wheel chocks employed then drivers should continue with the engineers SOG responsibilities to initiate an appropriate fire stream.

First arriving officer or BVFD firefighter should radio a report to dispatch and establish command. Per radio communication SOG.

Example: E12, 10-97, 14 West Main St., heavy smoke and flames visible from a two-story commercial structure, 110 will have command operating on north repeater.

When possible, give information for other arriving units for water supply, apparatus placement and call for additional mutual aide if needed per mutual aid SOG.

BVFD units arriving on scene before apparatus should gear up in full PPE and don SCBA when apparatus arrives. Officers should establish units as attack and back up for entry into structures. Accountability can be done per SOG by the officer in command. All BVFD personnel must be in full PPE before entering any IDLH atmosphere on any scene. All BVFD personnel should have a radio on when entering any IDLH atmosphere.

Fire Ground Operations continued:

Fire attack should be established when deemed necessary by command immediately upon arrival. As fire attack has many different aspects, it shall be conducted as dictated by the I.C.

This SOG stands as a guideline to establish an attack on a structure fire and can be deviated from if just cause is presented.

Units can don PPE prior to leaving the station except for drivers.

Accountability is to be employed on every fire scene per accountability SOG.

Salvage of undamaged good should be done as best per salvage SOG.

Overhaul of burnt or smoldering material should be performed to the best of our ability and all fire should be extinguished.

Reference: Water supply/drafting
 Radio communications
 Mutual aid
 Salvage
 Accountability
 Overhaul

Fire Hydrant Testing

Purpose: To ensure maintenance and testing of all hydrants used inside the town of Brodhead for fire suppression activities.

Scope: This SOG shall apply to only hydrants owned and maintained by the town of Brodhead.

Command: The chief and officers shall ensure compliance with this SOG.

Content: The town of Brodhead water department will maintain and periodically flow test and flush all hydrants used for fire fighting operations within the town of Brodhead.

The BVFD will be notified when any hydrant is placed out of service. Likewise, BVFD will notify the water department of hydrants damaged or found in need of repair.

Maintenance and testing of hydrants should be done per regulations from the American Water Works Association guidelines (manual M17).

Hydrants will be painted NFPA color codes periodically.

BVFD units should ensure that caps are replaced and tightened after use.

FIRE INVESTIGATIONS

- Purpose:** To outline procedures for investigating cause or origin of fires.
- Scope:** This SOG will apply to all members of BVFD.
- Command:** The chief and officers of BVFD will ensure compliance with this SOG.
- Content:** The chief has the authority to investigate, determine origin and determine cause of a fire.

When requested by the homeowner, the state fire marshal's office or Kentucky state police may be contacted to investigate fires. BVFD should make all attempts to work with these agencies to ensure proper investigations of suspect fires.

In situations where a fire results in a human death, the coroner having jurisdiction and police must be called to the scene for investigation.

Any fire scene must be secured by BVFD personnel or police until released to public.

No member is authorized to make any statement pertaining to any ongoing investigation.

State Police-London Post: (606) 878-6622
State Duty Officer: (502) 607-1638
Fire Marshal: (502) 573-1004

FIRE STREAMS

Purpose: To establish guideline for use of hoses and appliances to deliver effective water flow when extinguishing fires.

Scope: This SOG shall apply to all BVFD personnel.

Command: BVFD engineers, personnel and officers should ensure compliance with this SOG.

Content: The following size, flows and appliances are best known examples to be used and are listed as an example or suggestion. With just cause, BVFD personnel may deviate from this SOG.

Fire Attack Lines: 1 3/4 handlines or larger at 150 gpm or larger. Fog nozzles at 100 psi.

Backup Lines: 1 3/4 handlines or larger and should be at least the same size as lines being backed up.
Example: "2 1/2 attack line requires 2 1/2 backup"

Master Streams: Truck mounted straight bore 80 psi. Handlines with straight bore 50 psi.
Truck mounted fog nozzle 100 psi.

Foam Lines: 1 3/4 handlines at 100 psi at nozzle.

Pumper to pumper water supply: 2 1/2 or larger 100 psi at intake of pumper being supplied.

Pumper to tanker/tender: 2 1/2 fill line minimum 100 psi at intake of tanker/tender being supplied.

Water supply to mutual aide apparatus should be at the requested volume and pressure. 100 psi at intake is standard. 2 1/2 or larger supply line.

Refer to Water supply/drafting SOG.

HAZ-MAT RESPONSES

- Purpose:** To ensure a rapid and safe response to haz-mat situation.
- Scope:** This SOG shall apply to all members of BVFD.
- Command:** The chief and officers or IC should ensure compliance with this SOG.
- Content:** BVFD should respond to all calls, haz-mat responses are no exception. All members should be trained to the operations level in haz-mat and should respond to the level of their individual training. At no time should a member of BVFD knowingly enter or cause another to enter a haz-mat warm or hot zone without proper PPE and training. BVFD may mitigate any haz-mat scene if it is in our ability to do so. Members should stay in the cold zone, assist in evacuation and de-con when possible. If at any time a haz-mat situation is found, proper authorities and services should be called to respond. Remember: Go to the level of your individual training and equipment available, but no further. Call For Help.

Reference: North American HazMat Response Guidebook (available on all apparatus).

Emergency Management
London HazMat Response Team

Chem-Trek 1-800-262-8200
State Police (London) (606) 878-6622

HOSE LOAD STANDARDIZATION

- Purpose:** To ensure safe and effective deployment reloading of hoses..
- Scope:** This SOG should apply to all hoses and apparatus used by BVFD.
- Command:** The chief or officers shall ensure compliance with this SOG.
- Content:** Pumpers should be loaded with minimum 400' of attack 1 3/4" handline consisting of two 150' cross lays and at least one 250' rear pre-connect. Flat laid hose lines are generally used.

Additionally, pumpers should have minimum of 1200' of medium or large diameter supply hose located in rear hose bed. Flat laid or horse shoe loads should be generally used.

Medium or large diameter fill lines may be loaded in compartments on the driver's side to be used when filling from a hydrant or supply to other pumpers. Fill lines should be left at the hydrant for the next available tanker to fill. It will be the first tankers responsibility to track and recover left fill lines or wrenches.

Tankers should have minimum adequate amount of medium or large diameter hose loaded for supply in the rear hose bed. Cross lays when available should be loaded with 150' 1 3/4 attack lines.

Skid ropes should be used to deploy all attack lines when available.

All hoses are to be drained prior to reloading. Gaskets at couplings should be checked each time hose is recoupled. All hoses should be reloaded and put back in ready for the next run condition before apparatus is placed back in service.

5" LDH should be loaded on city engine 12 and couplings for stortz connections should be loaded on City Engine 12.

Reference: Water Supply
Apparatus Standardization

ID'S

Purpose: To ensure proper identification of members affiliated or operating as the Brodhead Fire Department.

Scope: This policy shall pertain to all members of BVFD.

Command: The chief or officers should ensure that new or existing members possess and maintain a valid identification card.

Content: All members should possess an ID card and should ensure their card is valid and kept up-to-date.

Written permission from the chief to use red lights and siren shall be affixed to the back of BVFD identification cards and shall be signed by the chief when permission is given to use or possess lights and siren.

Any member of BVFD that is placed on suspension or who is relieved from duty shall return any identification cards to the chief or officers.

If new ID cards are issued, it shall be the individual member's responsibility to update or replace their old card and ensure the old card is destroyed.

All active members of BVFD are entitled to possess a valid ID card.

All members should wear some form of clothing on a fire scene that identifies them as a member of BVFD. The situation dictates type of dress appropriate for each firefighting activity.

No member should represent themselves as a member of BVFD in an inappropriate manner. Doing so welcomes disciplinary procedures per SOG.

Reference: Personal Hygiene
PPE

LIGHT DUTY

- Purpose:** To ensure full disclosure of physical limitations and provide prior disclosure of physical limitations to officers or other members of BVFD.
- Scope:** This policy is written to ensure firefighters who are placed on light duty or who are deemed by a doctor at any time to be disabled or have any physical restrictions that prevent them from performing the duties of firefighting, do not exceed their physical abilities or participate in activities that endanger themselves or others during fire department operations.
- Command:** The chief will ensure full disclosure of physical limitations.
- Content:** Any member who has or discovers any limitation to performing any firefighting duty reasonably expected of a firefighter shall immediately fully disclose said physical, mental/emotional or moral limitation to the chief of BVFD. If any member is given a task or order they feel they can not complete, the member is required to inform the officer who gave the order.

All members are encouraged to operate on their own reconnaissance and must inform others of their own limitations.

BVFD command will attempt to make acceptable accommodations in accordance with all federal and state laws pertaining to disabled workers.

LIGHTS AND SIREN

Purpose: To ensure proper use of red lights and siren while responding to any call.

Scope: This SOG shall apply to all members of BVFD that use apparatus equipped with red lights and siren. Additionally, this SOG/policy shall apply to use of red lights and sirens of POV's or any vehicle used to respond to an emergency.

Command: The chief of BVFD shall be the sole grantor of permission to use or possess red lights and siren for use at BVFD. This policy shall be at the full discretion of the chief.

Content: All members shall be 18 years of age to operate lights and siren.

All members shall have in their possession written permission from the acting chief of BVFD at all times to run lights and siren per ID SOG.

Members using apparatus equipment with lights and siren must hold all of the qualifications of engineer.

Any member, while operating lights and siren, shall drive with due regard to the safety of others and shall follow all traffic laws that pertain to the use of lights and siren.

All members shall only use lights and siren when responding to or at the scene of an emergency.

All members must have completed at least 20 hours of driver's training prior to use of lights or siren.

All members shall, when responding to an emergency, use both red lights and siren simultaneously. Lights are to be left on when arriving or when apparatus is parked on scene.

All applicable laws pertaining to use of red lights and siren shall apply. All members of BVFD that choose to use red lights and siren accept all responsibility as the driver of the vehicle and are not exempt from any pertaining traffic laws.

Reference: ID's
Engineer
KRS 189.900

Meeting Times (Special Called Meetings)

Purpose: To define meeting times and procedures for calling special-called meetings and regularly scheduled meetings.

Scope: This SOG should apply to all members of BVFD.

Command: All members are to ensure compliance with this SOG.

Content:

Regular Scheduled Business Meeting:

The members of BVFD will hold regular monthly or bi-monthly meetings of the membership of BVFD to discuss the operations of BVFD. All meetings will be public meetings unless the membership decides by majority vote to go into a closed session. The membership will decide the next scheduled meeting at the close of each meeting.

All meetings of BVFD shall have minutes recorded and given to the secretary for the record.

Special Called Meetings:

Any special meeting may be called by any officer. Notification of meeting time and place will be by pager a minimum of three times. Meetings will take place no sooner than 36 hours from initial page.

Officer Meetings:

Officers may hold meetings as needed, time and place to be at the discretion of the officers. Officer meetings will be closed meetings unless a member or civilian requests permission from the chief prior to meeting times.

Mutual Aid

- Purpose:** To ensure an adequate well organized response to calls for mutual aid.
- Scope:** This policy shall pertain to all responses of mutual aid of any type by members of the BVFD operating as BVFD.
- Command:** The chief and officers shall ensure an adequate response to calls for mutual aid.
- Contents:** BVFD has always supported other fire departments in the region with needed equipment and manpower as requested.

In order to maintain an adequate reserve firefighting force, the amount of apparatus, equipment and manpower that responds out of district will be at the full discretion of the chief and officers of BVFD and should be gauged upon units available and the request from other departments.

As a standing order, the following apparatus will respond to a structure fire:

- City to city mutual aide request: Pumper E12; Tanker T14; Rescue R13; (E11 left as reserve)
- County requests: E11; T14; R13; (E12 left as reserve)
- Wildland fires: T14; E11; R13
- Any vehicle accident: R13; T14; E11 if needed (E12 left as reserve)

Requests for manpower only:

Units should respond as available. The chief or officers shall ensure reserve units are available in district or that another closest department is placed on stand-by to cover BVFD district.

Request for pumper and manpower:

Units shall respond with the appropriate engine leaving the other engine as reserve.

Request for tanker and manpower:

Units shall respond with the T14 then E11 if needed.

Request for rescue:

Units shall respond with R13 and T14 if needed.

Mutual Aid continued:

BVFD shall respond to any request for mutual aid and perform to the utmost of our training and capabilities. Any request that is above and beyond the scope of BVFD capabilities shall be denied by the chief or officers. BVFD will respond with available units to do what we can to help but at no time should BVFD units exceed the level of individual training when mitigating any response challenge.

When mutual aid is needed:

Any units following the chain of command can request any needed mutual aid from any fire department at any time during a response. (If you think you need help, then you do.)

Request for mutual aid should be done through Rockcastle 911 dispatch, giving location and type of response needed. For example: Tanker, pumper or manpower and tell number of units needed if possible.

Only units on scene or officers can Signal 8 mutual aid after it has been requested.

Mutual aid is to be requested from the closest or most capable department available.

NON-EMERGENT RESPONSES

- Purpose:** To define and establish non-signal 9 response parameters.
- Scope:** This SOG should apply to all BVFD personnel.
- Command:** The chief should ensure compliance with this SOG. Officers or ranking firefighters will dictate the need for non-signal 9 responses.
- Content:** When a situation dictates a non-signal 9 response such as checking on a controlled burn, units should drive to scene at a normal speed obeying all traffic laws. Command should be notified of all such responses.

It shall be the policy of BVFD to respond signal 9 in all apparatus to all unknown situations that are dispatched from 911. Command may advise to “slow your run” or respond non-signal 9 if an emergency response is not needed. Uncontrolled burns, alarm drops, repeat runs or rekindles are emergent until confirmed otherwise.

OPEN RECORDS REQUEST

- purpose:** To ensure that all records kept by BVFD are available to the general public for inspection.
- Scope:** This SOG shall apply to all records that are subject to the open records act.
- Command:** The chief and officers shall ensure compliance with this SOG.
- Content:** All BVFD public records kept by BVFD are open to the public for inspection.

Any citizen wishing to inspect records of the BVFD shall ask in writing to the chief for said records to be available to them.

BVFD will make arrangements at the most convenient time for the public to view any records that are requested and that are covered by the open records act.

OVERHAUL

- Purpose:** To provide as much removal and extinguishment of burning or hazardous materials from a structure as possible.
- Scope:** This SOG shall pertain to all BVFD personnel.
- Command:** The chief and officers should oversee overhaul operations.
- Content:** All members may be asked to help after fire extinguishment to participate in overhaul operations.

Every effort should be made to completely remove burned or burning materials from the structure to the curb and care should be taken to ensure preservation of any evidence.

It shall be the homeowner's responsibility to clean up after a fire but BVFD should help while on scene to facilitate removal of burning or smoldering objects.

Overhaul should be done on every scene to reduce risk of rekindle.

If needed, fire watch may be done to ensure the fire is out and there are no rekindles.

The scene can be turned over to landowner for fire watch.

Reference: Fire investigations
PPE

PERSONAL HYGIENE/GROOMING STANDARDS

- Purpose:** To ensure a professional appearance and safe/clean working environment.
- Scope:** This policy will apply to all members of BVFD and if appropriate any volunteers or representatives of BVFD.
- Command:** The chief and officers shall ensure all members comply with this policy. Additionally, organizational leaders of volunteers representing the department or its support groups should ensure compliance with this policy.
- Content:** All members shall promote a professional, well groomed, well dressed appearance when participating in all fire department activities.

Firefighters donning PPE in an IDLH atmosphere must be shaven to ensure good face to mask seal. Additionally, long hair must be cut or put up above the top of the shoulders to ensure safety around moving machinery. Firefighters or volunteers who do not present a clean, appropriately dressed appearance may be asked to leave any department function by any officer.

Failure to comply with this policy may result in disciplinary action. Refer to discipline SOG.

Bathing and cleaning of your clothing or Turnout Gear on a regular basis is required of all members of BVFD.

We are all professional firefighters and should always present ourselves in a manner consistent with professional firefighter qualities. Always.

PERSONAL PROTECTIVE EQUIPMENT

Purpose: To guide in the use maintenance and standards expected when using PPE.

Scope: This SOG shall apply to all BVFD personnel and all equipment issued or used during emergency response with BVFD.

Command: The chief and officers should ensure compliance with this SOG.

Content: BVFD should strive to maintain quality PPE to be issued to members of BVFD.

Turnout gear should be issued as funding allows to all members of BVFD. New gear will be issued as need requires to maintain proper PPE for all members.

Issued PPE includes:

Helmet with all lettering; hood; coat; pants with suspenders; boots; gloves; eyewear: safety glasses/goggles; and hearing protection.

Issued PPE must be maintained by the personnel that gear is issued to. All damage to PPE must be reported to officers for replacement or repair of issued gear.

Replacement of old gear will be by seniority and new members who have no gear will take precedence.

Proper PPE is required for all activities.

It shall be the individual member's responsibility to ensure they are wearing all proper PPE for the activities they are involved in. Each member is trained to standard on proper use of PPE and all members are expected to wear proper PPE at all times.

Disciplinary action can be taken for misuse or non-use of PPE during BVFD activities.

All personally owned PPE shall be the sole responsibility of the individual firefighter and BVFD will not be responsible for damages resulting from its use.

Public Information Officer

- Purpose:** To ensure accurate and timely release of information to the public.
- Scope:** This SOG shall apply to all photos or statements released by BVFD.
- Command:** The chief will ensure compliance with this SOG.
- Content:** The chief officer of BVFD shall be the only authorized person to release any document, photo or statement to the general public.

The chief may appoint another member to act in his behalf.

No member will make any statement to anyone about BVFD activities without expressed permission from the chief.

All inquires shall be sent to the chief.

PURCHASING

- Purpose:** To guide members on how and when to purchase equipment or goods for BVFD.
- Scope:** This SOG should apply to all members of BVFD.
- Command:** The chief and officers should ensure compliance with this **SOG**.
- Content:** Purchases of goods and services for BVFD are on a cost/need/fund basis. How much something costs, how bad we need it and available funds dictate all of our purchases. No member can commit BVFD to any monetary obligation without the permission of the membership by vote at a regular or special called meeting of the membership.

The chief and officers shall be authorized to make emergency repairs or replacements of tools and equipment if said purchases have just cause and funds are available in order to maintain an effective fire response.

Purchases made outside of this SOG either for an individual or the department shall be the sole responsibility of the member making the unauthorized purchase.

At times it may be necessary to vote for a committee/member to make purchases for the department. When this is done, a set amount of money and a general idea of what is to be purchased should be clear to the committee/member and then they by vote will be authorized to make specific purchases for the department.

No member shall be authorized to make individual purchases on fire department accounts without prior permission of the voting members at a regular scheduled meeting.

BVFD must ensure that all equipment purchased is the best type for our firefighting needs.

Purchasers should ensure standard types and use is maintained as much as possible to make emergency use and operation of BVFD tools and equipment as simple and easy as possible.

Training officers and individual members should be consulted as needed to find out what works best for our department. Equipment purchased should fit the needs of the whole department as much as possible.

Purchasing continued:

This policy also applies to emergency purchases of replacement tools and equipment.

Refer to PPE section for PPE standardization policies.

The chief of BVFD will be the chief financial officer, will be responsible for all accounts and assets of BVFD, and shall ensure proper asset allocation.

RADIO COMMUNICATIONS/PROCEDURES

- Purpose:** To ensure standard equipment, communications, procedures, maintenance and care of radios used or issued by BVFD.
- Scope:** This SOG shall apply to all members of BVFD who operate, own or have issued radio equipment.
- Command:** The chief and officers should ensure compliance with this SOG.
- Content:** All BVFD personnel must be authorized by the chief to use radio equipment and channels controlled by BVFD.

All radio equipment and frequencies not authorized for use by BVFD will be considered off limits and are not to be used unless dire emergency dictates just cause for use.

Radio communications should be maintained in a professional manner at all times. Messages should be kept short and concise and when necessary telephones should be used for technically involved transmissions.

All personnel should withhold non-emergency radio traffic on fire department channels especially when another department is operating an emergency on that channel. Names, graphic details and possible cause, non-factual or speculative information should not be transmitted. Excessive misuse of radio equipment maybe grounds for disciplinary action.

Ten codes and signals are authorized but must be limited to ensure understanding of radio transmissions. Plain English and common ten codes must be used. Any unit receiving orders or information should confirm acknowledgment and understanding of radio transmissions by repeating orders back to the sender. When in doubt, clarify orders in plain English. Do not use ten codes on multi agency responses.

Probationary members should not use radios unless in case of an emergency situation.

Radio and pager testing is done weekly and will be handled by Rockcastle Dispatch. When test is complete any available units should answer test page by advising 10-2 or receiving well and likewise advise of radio problems. Probationary members authorized by the chief may answer test pages.

FIRE GROUND RADIO COMMUNICATIONS:

All responding units should call 10-51, "en route" when available to respond. Apparatus should call 10-51, "en route" when responding. The following is done to ensure officers know all units available and responding to ensure an adequate response.

Upon arrival, first units on scene should advise 10-97, "arriving". Likewise, apparatus should advise 10-97, "arriving". First arriving units or apparatus should give a radio report to other responding units upon arrival on scene. Radio report should include unit, location, type of fire, command and radio frequency.

Example: E12, 10-97 14 West Main St. Heavy smoke and flames visible from a two-story commercial structure 110 will have command operating on north repeater.

When possible, give information to other arriving units for water supply apparatus placement and call for additional mutual aide if needed.

Units changing command should advise other units and dispatch of a command change. Command will be called and respond to radio transmissions as command.

Command will advise dispatch when units are leaving and/or complete with fire ground operations by advising dispatch. All units are 10-51 to the station.

When apparatus is back in service and in quarters, units should advise dispatch.

BVFD officers are authorized the use of Rockcastle S.O. channels.

NEW MEMBERS/RECRUIT FIREFIGHTERS/PROBATION

- Purpose:** To identify new members in recruit status and detail new member responsibilities.
- Scope:** This SOG shall apply to all new members of BVFD.
- Command:** The chief shall ensure compliance with this SOG.
- Content:** All new applicants or returning past members not on the current roster of BVFD shall be considered new recruits.

New applicants must attend a scheduled meeting of BVFD and request in open forum to be considered to become a new member. Each candidate will be given a few minutes to speak to the voting body about themselves and express their request. All new member applicants must be present to be considered.

After they are finished, the members of BVFD shall have an opportunity to ask questions of the candidate and also speak on their behalf. Following the interview, the candidate shall be asked to leave the room and the members will go into closed session for discussion. Any member who feels the candidate should not be considered will have an opportunity to express their concerns. If questions are unable to be answered, then the voting can be tabled for further investigation. The candidate can be asked to attend another meeting at a later date for consideration. If the membership calls for a vote, then the vote will be taken by attending voting members. The new candidate should be informed of the vote tally and decision by the members. The chief of BVFD carries the ultimate responsibility for all the members and can override the decision of the voting members with just cause.

All new member candidates shall complete a six month probationary period in which time the members and chief can evaluate their abilities. After completion, candidates shall be voted on in the same manner as before to be instated as a voting member. Candidates shall not be a voting member until becoming a full member. The chief again must approve all new members.

Probation:

Probationary members will not be allowed to actively fight fire unless directed by the chief or an officer on scene. Probationary members will be added to the current roster as soon as possible and be considered an active member during probation. Probationary members shall not use lights and siren during responses and should report to the fire station.

Probationary members will not be counted as a voting member until after their probationary period.

Probation can be waived by the voting body with the chief's permission for members who have past experience as a firefighter and who the department feels they are comfortable with as a fire fighter.

Probationary members must complete required NIIMS testing and certification within the same time allotted for level 1 volunteer firefighter certification from the state fire commission.

Probationary time will be used for disciplinary action for current firefighters per SOG. Any active firefighter placed on probation must comply with this SOG for the term of their probation period.

Probationary members will remain of the current roster and be considered an active member of the department.

Probationary members will not be allowed to drive apparatus without permission from the chief.

During a new firefighters probationary period each new member is required to attend training classes and BVFD activities so the membership can evaluate their attitude and abilities.

All new members will be required to complete the Kentucky state volunteer firefighter certification process within the allotted time period for new firefighters per state fire commission regulations. If this is not done then BVFD has the choice to keep you on the roster and carry said member as non-certified or the member can be removed from the roster by majority vote until said certification is completed.

Retuning firefighters:

Any returning past experience firefighter may join the department in the same manner as any new member does per SOG. The same rules apply to all members of BVFD. Firefighters with prior experience or certification must complete the require 20 hour re-certification hours or finish the existing certification within the allotted time period of the state fire commission. Failure to complete required training hours is reason for dismissal from BVFD.

New members should be assigned a mentor for questions and assistance. The member should be an officer or senior member.

RESPONSE TERMINATION

- Purpose:** To define and establish guidelines for emergent responses.
- Scope:** This SOG should apply to all BVFD members.
- Command:** The chief should ensure compliance with this guideline.
- Content:** All responses shall be defined as emergent unless evidence of a non-emergency situation exists and is confirmed by dispatch or BVFD units or other officials on scene.
- BVFD units may be advised to slow their run if a non-emergency situation is either confirmed or is highly expected. Slow your run orders must come from command.
- Slow your run orders means to continue non-emergent “without lights and siren” to the scene. Reference: Non-emergent responses SOG
- Command or dispatch may advise to signal 8. All units should confirm that no emergency exists before ceasing their responses. Reports shall be completed on all signal-8 responses.

ROPES SOG

Purpose: To provide a standardization of the use and care of fire service ropes used by BVFD.

Scope: This SOG applies to all BVFD members.

Command: The chief and officers shall ensure compliance with this SOG.

Content: Types of ropes used by BVFD shall be:

- 1/2 static or dynamic kernmantle used as life safety rope.
- 3/8 static or dynamic kernmantle used as prusik cord
- Utility rope can be any size or type as needed for skid ropes and haul lines. To raise and lower tools or equipment. Utility ropes used for life safety are strictly restricted to time constraints and availability of life safety ropes.

All members of BVFD shall only use ropes or rope equipment to the level of their individual training.

All ropes used at BVFD shall be classified as life safety or utility rope. Ropes used in fire service or rescue shall be maintained in good working order.

All members should report damage to ropes to the chief or officers and remove them from service. The ropes should be tagged "out-of-service".

Rope rescue equipment can be used by any member of BVFD. Rope rescue equipment is to be logged and inspected by a member of the rope rescue team after each use.

Life safety ropes used by BVFD rescue team member's area their life lines. No members of BVFD shall use life safety ropes unless being used for training or rescue with a team member present. For example, if you are not trained and don't know how to care for, use, inspect and store the rope rescue equipment, then don't get them out. **SOMEONE'S LIFE COULD DEPEND ON IT.**

Practice ropes are provided for training.

SALVAGE

Purpose: How to provide salvage for undamaged personal goods during a fire.

Scope: The SOG pertains to all members of BVFD.

Command: The chief or officers shall ensure salvage operations are started when needed.

Content: Large salvage covers or tarps are provided in Rescue 13.

When necessary, cover personal belongings in order to prevent damage.

Furniture, clothes and other personal goods may be removed from a burning structure if doing so is easy and does not block any egress from the structure.

At no time shall a homeowner be allowed to enter a burning structure to obtain personal things, good or valuables. Every effort should be made to safely remove valuables for the homeowner but it shall remain secondary to fire suppression, control and mitigation of the scene.

Covering holes cut in roof for ventilation is also recommended.

SMALL ENGINE MAINTENANCE

- Purpose:** To ensure proper operation and maintenance of all equipment with small engines.
- Scope:** This SOG shall apply to all members of BVFD.
- Command:** The chief and officers should ensure compliance with this SOG.
- Content:** Small engine maintenance and repairs should be performed by qualified maintenance personnel.

Emergency repairs are authorized when needed to ensure readiness of all small engines. (Refer to Purchasing SOG)

All members are responsible for ensuring small engine readiness.

All fuel tanks must be refilled after use. Engine oil levels should be checked before and after use.

Any equipment malfunctions or needed repairs should be reported to the company officer ASAP.

Equipment not ready for service must be taken out-of-service and removed from apparatus. The equipment should be tagged "out-of-service" with reason explained. Proper notification should be given to the chief.

All small engines are to be exercised at least once a month. Engines are to be run several minutes until engine reaches operating temperature.

All personnel should wear proper PPE when operating equipment with small engines.

All fluid levels should be checked before and after use.

All small equipment should be cleaned and stored in proper place after use.

SOLICITING CONTRIBUTIONS

- Purpose:** To outline policy and procedure for soliciting contributions, sponsors or funding for BVFD.
- Scope:** This SOG shall apply to all members, volunteers or any persons representing BVFD.
- Command:** The chief, officers and membership should ensure compliance with this SOG.
- Content:** Only members of BVFD or BVFD Women's Auxiliary are authorized to solicit or accept contributions of any kind for BVFD.

It is a standard practice of BVFD not to ask the general public for money by begging, pleading or placing donation receptacles of any kind to solicit funds. Fundraisers operated by BVFD will be our primary source of funding. Donations are accepted when offered. Sponsors for specific events are solicited on occasion and should be authorized by the membership.

BVFD will not affiliate in any way with any organization on the basis of money donated to BVFD. BVFD has no political affiliation.

STATION HOUSE DUTIES

- Purpose:** To ensure a safe, clean and secure workplace for all BVFD members.
- Scope:** This SOG shall apply to all members of BVFD and any other organization or individuals using BVFD firehouse for any time or event.
- Command:** The chief and officers should ensure compliance to this SOG.
- Content:** The BVFD firehouse is a public building used by many people for different events and activities; therefore, we must have some general guidelines for its upkeep, security and use.

Members of BVFD and others using BVFD firehouse are required to clean up after themselves. Station garbage is to be kept in trash receptacles and will be emptied by BVFD personnel on a regular basis.

It shall be everyone's responsibility to help clean the station before and after its use.

Tools and equipment used for practice or training must be cleaned and put back in service after each use.

Tobacco use is authorized and the users of such products are required to put butts and spit in proper fire-proof and spill-proof containers and ensure their disposal.

As long as it does not interfere with department responses, washing personnel vehicles on the station grounds is authorized. Members using the station must use their own cleaning supplies and ensure the station is clean before they leave.

Restrooms are to be kept clean and supplies replaced as needed by BVFD personnel.

All doors are to be locked and checked by the last person leaving the station every time. Doors to the station should never be left open even if you are just upstairs as the first floor will be unsecured.

Televisions and non-essential lights must be turned off before personnel leave the station.

Station House Duties continued:

Personal equipment not being used for fire department related use, must be taken home and not left at the station.

The chief and officers are authorized to dispose of any old, damaged or items left at the station.

Horseplay around the station is not permitted and injury from such activities will not be considered a Workman's Comp. injury.

Damage to the station or equipment from unauthorized use or unacceptable behavior will result in disciplinary action.

The station computer is available for everyone's use and will remain so unless evidence of misuse is presented.

It will be the station policy to only lock or prevent access to personnel records and training materials.

Children shall not play on or around any apparatus or equipment unless under direct supervision of a BVFD member. Members shall not leave children in the station unattended.

Working on vehicles in the station bays is authorized as long as the member cleans up after themselves and does not interfere with department responses.

Profane language and arguing should not be used at the station. Members who find themselves involved in an argument should seek help in mitigating the situation from the officers or chief. Plead your case behind closed doors.

Reference: Disciplinary procedures

Vehicle Accident Reporting

- Purpose:** To define procedures for reporting motor vehicle accidents while operating BVFD apparatus.
- Scope:** This SOG should pertain to all members of BVFD.
- Command:** The chief and officers should ensure compliance with this SOG.
- Content:** This SOG is a guideline only and engineers should be familiar with all applicable driving laws pertaining to reporting of vehicle accidents.

When BVFD apparatus is involved in an accident, the engineer shall report this to the proper authorities and should inform the chief or officers immediately.

If an apparatus is involved in an accident while responding to an emergency then the engineer is to inform command and dispatch to ensure an emergency responder is notified to cover.

The engineer and apparatus is to terminate response and remain on scene until released by police.

Walk-In Procedures

- Purpose:** To define procedures to follow to alert fire fighters when we have an individual walk up and say they have to report a fire or emergency.
- Scope:** This SOG should apply to all members of BVFD.
- Command:** The chief and officers should ensure compliance with this SOG.
- Content:** When a person reports a fire or emergency at the fire station or walks up to any fire fighter to report a fire, units should immediately page the fire department with fire radio paging system and remember to obtain and give to responders the name, location, type of fire. Additional units should call or radio Rockcastle 911 dispatch to re-page the fire run. Units should then respond in the appropriate manner.

Non fire dept. emergencies should immediately be directed to 911 dispatch for proper notification to the proper agency.

WATER SUPPLY/DRAFTING SOG

- Purpose:** To ensure efficient water supply and drafting operations on a fire scene.
- Scope:** This SOG should pertain to all BVFD personnel.
- Command:** Engineers should be responsible for maintaining drafting water supply operations of their respective apparatus. The chief or officers shall ensure proper drafting and water supply on the fire scene.
- Content:** On structure fires inside the city limits, second in engine or tanker will catch the closest hydrant with a LDH at least 5' or larger and lay a line to the fire scene. This will be the responsibility of that apparatus engineer. Command should assist in coordination of all water supply. When possible, first in engines can pause in response to catch a hydrant if necessary.
- On rural fires, the primary water supply operation should consist of tanker shuttle. A dump tank should be used if available for water supply and a drafting operation set up to the primary pumper in order for all the tankers to dump and leave to refill. LDH may be used to supply primary pumper if unable to set up dump tank.
- Mutual aide tankers should be called for water shuttles to structure fires in the rural area where water supply is limited. This can be done en route and should be done by command only. Additionally, consider use of float pumps, dry hydrants, swimming pools, cisterns and all other possible sources of water. Best judgment is expected. Water supply to mutual aide apparatus should be at the requested volume and pressure. 100 psi at intake is standard. 2 ½ or larger supply line.
- When available hydrants should be used for water supply. When outside the reach of hydrants drafting and tanker shuttles should be used. Best judgment shall be made to ensure a continuous fire flow. Remember, when in doubt call for more tankers/tenders to assist in water supply.
- Apparatus may be parked on or at a hydrant if one is immediately available and when possible on the same side of the road as the structure involved. Apparatus drivers should be responsible for placing the apparatus as needed on scene for fire attack. Additional pumpers, dump tanks or tanker shuttles should be kept in mind as placement of apparatus may affect their use. When ever possible, hydrants should be the first source of water supply and stopping to catch a hydrant is authorized to ensure maximum fire flow. Refer to Fire Ground Operations SOG.

Reference: Fire Streams SOG, Fire Ground Operations SOG and Engineer's SOG

Definitions and abbreviations

SOG - STANDARD OPERATING PROCEDURE
IC - INCIDENT COMMAND
LDH - LARGE DIAMETER HOSE
MDH- MEDIUM DIAMETER HOSE
POV- PRIVATELY OWNED VEHICLE
ERG- EMERGENCY RESPONSE GUIDE
EMS- EMERGENCY MEDICAL SERVICES
S.O.- SHERIFFS OFFICE
DOT- DEPARTMENT OF TRANSPORTATION
GAL- GALLONS
AFFF- AQUEOUS FILM FORMING FOAM
F500- CLASS B FOAM
PPE - PERSONAL PROTECTIVE EQUIPMENT
I.D.'S- IDENTIFICATION
BVFD- BRODHEAD VOLUNTEER FIRE DEPARTMENT
MPH- MILES PER HOUR
ASST. ASSISTANT
LT- LIEUTENANT
CAPT. CAPTAIN
SGT.- SARGENT
FF- FIREFIGHTER
IDLH- IMMEDIATELY DANGEROUS TO LIFE AND HEALTH
HAZMAT- HAZARDOUS MATERIALS
SCBA- SELF CONTAINED BREATHING APPARATUS
PFD- PERSONAL FLOTATION DEVICE
KRS- KENTUCKY REVISED STATUTE
KAR- KENTUCKY ADMINISTRATIVE REGULATIONS
WORKING COMMAND- WHEN THE IC IS NEEDED FOR FIREFIGHTING
THEY CAN FIGHT FIRE AND STAY IN THE COMMAND ROLE.
10-CODES- LIST OF ABBREVIATIONS FROM 911 DISPATCH.
TANKER- 1000 GAL OR MORE WATER CARRIED ON A TRUCK.
FIRE GROUND- CONSIDERED THE AREA AROUND A FIRE SCENE.
FIREGROUND CHANNEL- CHANNEL USED WHILE ON A FIRE SCENE.
ENGINEER- DRIVER/ OPERATOR OF A FIRE TRUCK.
DECK GUN- MOUNTED MASTER STREAM.
MAYDAY- CALL FOR HELP.

THESE SOG'S ARE FOR THE BETTERMENT OF THE DEPARTMENT AND SHOULD BE FOLLOWED WHENEVER POSSIBLE. AS WITH ALL EMERGENCY OPERATIONS, IT MAY BE NECESSARY TO DEVIATE FROM THESE GUIDELINES. THESE SOG'S SERVE ONLY AS A GUIDLINE FOR THE OPERATION OF BVFD AND ALL ITS MEMBERS AGREE TO THESE STANDARDS. THEREFORE, ANY MEMBER THAT CHOOSES TO DEVIATE FROM THESE STANDARD OPERATING GUIDELINES DOES SO OF THEIR OWN FREE WILL AND SHALL ASSUME THE RESPONSIBILITY FOR THEIR INDIVIDUAL ACTIONS. THESE SOG'S ARE IN EFFECT FROM THIS DATE ON AND CAN BE AMENDED AS NECESSARY BY MAJORITY VOTE OF THE BRODHEAD FIRE DEPARTMENT.

CHIEF LARRY TAYLOR

DATE: _____

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I.D.'S- IDENTIFICATION
BVFD- BROADHEAD VOLUNTEER FIRE DEPARTMENT
MPH- MILES PER HOUR
ASST. ASSISTANT
LT- LIEUTENANT
CAPT. CAPTAIN
SGT.- SARGENT
FF- FIREFIGHTER
IDLH- IMMEDIATELY DANGEROUS TO LIFE AND HEALTH
HAZMAT- HAZARDOUS MATERIALS
SCBA- SELF CONTAINED BREATHING APPARATUS
PFD- PERSONAL FLOTATION DEVICE
KRS- KENTUCKY REVISED STATUTE
KAR- KENTUCKY ADMINISTRATIVE REGULATIONS

WORKING COMMAND- WHEN THE IC IS NEEDED FOR FIREFIGHTING THEY CAN FIGHT FIRE AND STAY IN THE COMMAND ROLE.

10-CODES- LIST OF ABBREVIATIONS FROM 911 DISPATCH.

TANKER- 1000 GAL OR MORE WATER CARRIED ON A TRUCK.

FIRE GROUND- CONSIDERED THE AREA AROUND A FIRE SCENE.

FIREGROUND CHANNEL- CHANNEL USED WHILE ON A FIRE SCENE.

ENGINEER- DRIVER/ OPERATOR OF A FIRE TRUCK.

DECK GUN- MOUNTED MASTER STREAM.

MAYDAY- CALL FOR HELP.