



Village of Irondale, Ohio Fire & Rescue Department
STANDARD OPERATING GUIDE

1.01 PURPOSE

To set forth and establish a standard, written source of departmental policies and procedures which will promote the effective and efficient operation of the Fire Department.

1.02 POLICY

The Irondale Fire & Rescue Department shall establish an Operations Manual containing written, standardized operational policies, procedures and regulations. Said manual shall be utilized by the Fire Department personnel as the official reference source of written guidelines pertaining to departmental operations of an organizational, routine or emergency nature.

1.03 AUTHORITY

A. Pursuant to the authority vested in the Fire Chief by state Law and Local Ordinance, the Operations Manual is hereby established as the standard, written reference source of Departmental Rules, Regulations, Policies, Procedures and Operations.

B. The contents of the Operations Manual shall supersede any conflicting information contained in any other departmental publication.

1.04 RESPONSIBILITIES

A. It shall be the responsibility of all members to familiarize themselves with and conform to the policies, regulations and procedures contained within the Operations Manual.

B. It shall be the responsibility of all Fire Department Officers to supervise and command their subordinates within the guidelines and philosophies contained within the Operations Manual.

1.05 PHILOSOPHY

A. Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a workable, readable format which is available to all levels of the organization.

B. Knowledge of these policies and procedures by Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.

C. The policies, procedures and regulations contained within this Manual are intended to be reasonable and workable guidelines of a positive nature.

D. Periodic review and revision of policies and operational procedures, recognized as necessary, has been incorporated as part of this manual.

E. This Manual of Operations cannot be expected to provide a solution to every question or problem which may arise in an organization established to provide an emergency service delivery system. It is expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities which involve the members of the Irondale Fire & Rescue Department.

F. The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations which may arise in the fire service. Much by necessity must be left to the loyalty, integrity and discretion of members

G. The guidelines will be presented in the following format.

Name of guideline

- a) **Response:** This section indicates which apparatus will respond to a call. The apparatus are listed in the order they are to leave the station.
- b) **Position:** This is what each engineer or vehicle operator should do.
- c) **Procedure:** This is the standard guideline for this operation.

Irondale Fire & Rescue Department

Standard Operating Guide

Section One: Vehicle Fires

a) **Response:** 4512 4541 4599, Additional units as directed by IC.

b) **Position:** All apparatus is to be positioned no closer than 50 ft. from involved vehicle. Apparatus should not be parked directly behind involved vehicle due to the threat of exploding fuel tanks, or fuel runoff. Traffic flow should be considered when positioning apparatus. If heavy traffic, shut down the road until it is determined that it is safe to maintain traffic flow. If personnel are still working at the scene, or the roads are deemed hazardous, keep roadway closed.

c) **Procedure:** All vehicle fires shall be approached from the side with the minimum of one 1 ¾ hand line. Additional lines may be ordered by the IC. Any firefighter actively involved with the fire extinguishment will have donned all protective equipment and have on an SCBA with PASS device activated. The use of foam may be necessary.

Section Two: Motor Vehicle Accidents (MVA)

a) **Response:** 4512 4599 4541, Additional units as directed by IC.

b) **Position:** Apparatus should not be positioned closer than 25 ft from accident scene. Care should be taken to not position apparatus directly behind MVA vehicles. 4512 Engineer should position apparatus to maximize use of rescue tools as well as fire fighting equipment, and lighting. Close the road down with apparatus at 45° angle across road if necessary.

c) **Procedure:** If there is an indication of flammable liquids, or any threat of fire or explosion, a charged 1 ¾ line will be laid. If no flammable liquid is present a dry chemical extinguisher should be manned during occupant extrication.

Section Three: Grass Fire / Brush Fire

- a) **Response:** 4541 4511 4551 4581 Additional units as directed by IC.
- b) **Position:** Apparatus should be positioned as necessary; however 4541 is the only vehicle that is to leave the roadway at the scene of any grass / brush fire. Portable equipment shall be utilized as much as possible to avoid delaying 4511 from responding to another emergency.
- c) **Procedure:** All grass fires should be extinguished using forestry hose, pre-connected hand lines from 4541, brush beaters, Indian tanks, rakes and additional forestry equipment. Additional resources may be called for from ODNR by IC.

Section Four Miscellaneous Fires

- a) **Response:** 4512 4541 4599 4551, Additional units as directed by IC.
- b) **Position:** Positioning of apparatus will be at the discretion of the IC, and will be determined by the location and type of fire found.
- c) **Procedure:** The size and number of lines used will be determined by the IC. Any firefighter actively involved with the fire extinguishment will have donned all protective equipment and have on an SCBA with PASS device activated.

Section Five Chimney Fires

- a) **Response:** 4512 4599 4541 4511 or 4551 Additional units as directed by IC.
- b) **Position:** Engine 4512 will report to the incident address, 4599 will report to the incident location. 4541 will report to the nearest hydrant or water source. to set up water supply. 4551 will report to the scene and determine if a water shuttle will be needed. If a hydrant is near the scene 4551 crew will back lay hose from 4512 to hydrant.
- c) **Procedure:** 4512 will begin scene size up and extinguishment operations. 4599 will establish command. 4541 will establish water source, either from a hydrant or drafting operations. 4551 will report to the scene and determine if a water shuttle will be needed. If a hydrant is near the scene 4551 crew will back lay hose from 4512 to hydrant. Once hydrant is connected 4551 crew will report back to scene, once hydrant is turned on 4541 crew will report to scene. Any firefighter actively involved with the fire extinguishment will have donned all protective equipment and have an SCBA on. Chimney fires should be extinguished by use of Chimfex Fire Extinguishers. 4541 crew will handle ventilation operations.

Section Six Structure Fires

a) **Response:** 4512 4511 4541 4551 4599 Additional units as directed by IC.

b) **Position:** 4512 will report to the scene and report findings. *Example 4512 is 10/3 heavy smoke showing from one story frame home.* Upon hearing that there is heavy smoke or fire showing engine 4511 will lay in a 4 inch LDH supply line from nearest hydrant. If no hydrant available 4541 will establish water source, either from a distant hydrant or drafting operations. 4511 will report to the scene and lay LDH up driveway to facilitate easy use by either 4511 or 4512. If drafting operations will take place 4551 will set up drop tank near the primary engine leaving space for tanker shuttle operations. 4551 will dump water from tank and proceed to the fill site. 4599 will establish command near the scene. A staging area will be established for incoming fire and ems apparatus.

c) **Procedure:** Small fires can be attacked with booster lines. All other fires will be attacked using 1 ¾ hand lines. Master stream operations should only be established if sufficient water supply is available. If interior attack is underway, IC will assure that all personnel are accounted for. The use of the ID tags is mandatory, and if sufficient personnel are available a RIT (rapid intervention team) will be established. If we do not have enough personnel for the RIT team call for mutual aid and request RIT team. After fire has been controlled advise communications that the fire is under control. After fire is out advise communications that fire is out. These times will be carried on the log and may prove beneficial at a later time. Fire investigation will be handled by the Chief his designee, care should be taken to not disturb evidence during salvage and overhaul.

Section Seven Accountability Tags

All firefighters will hand over their Accountability Tags to the IC on every incident.

You may leave your tag with the pump operator or hanging on the air horn chains of the apparatus you responded in. After the incident it is your responsibility to pick up your tag and return it to your helmet before leaving the scene. ***Do not leave the scene for any reason without first advising the IC.***

Section Eight Evacuation Alerts

In the event of changing conditions or the IC determines it is not safe for interior operations, an immediate evacuation will be called for. The pump operators will sound the apparatus air horns for one minute. This will be repeated until it has been determined that all personnel are evacuated and accounted for.

Section Nine

Medical First Responder Calls

- a) **Response:** 4599 or 4541 Certified personnel should respond on 1st due unit.
- b) **Position:** Responding apparatus should be positioned near the scene to utilize the on board equipment, but still allow access to responding medical units. Turn off all flashers and lights except green IC light on 4599. This is per request of responding EMS units and will allow for easier positioning and backing of EMS unit. If you are parking on a roadway or high hazard area the IC will determine what warning lights to leave on.
- c) **Procedure:** Only certified 1st responders should respond to the scene of medical calls unless otherwise directed by the IC. If no certified personnel arrive at the station, you may respond with crew at hand to assist in lifting or maintaining scene until EMS arrives. Upon arrival at a medical call, only certified personnel will enter scene and evaluate the situation. If additional equipment is needed it will be called for to be brought into the scene. Upon arrival of the EMS unit personnel handling patient care will give report and render assistance until we are released. The IC will assure that all equipment is replaced and that the run sheets are completed and distributed as per our HIPPA policy.

Section Ten

Emergency Vehicle Operations

Procedure: All drivers of any Village of Irondale or Irondale Fire & Rescue Department vehicles will drive in a safe and responsible manner to and from any emergency or non emergency scene. All drivers will be the minimum of 21 years of age and will have a valid Ohio Drivers License. Seat Belts will be worn at all times. All engine operators will have the responsibility of being the pump operator once arriving at the scene unless directed otherwise by the IC. Drivers will have knowledge of local roads, and will be required to know how to operate all radios and equipment on the apparatus. Before returning to the station driver should check to see if vehicle needs fuel. Any problems will immediately be reported to the IC. If the vehicle becomes unable to complete response for any reason, advise communications and the IC that the vehicle is 10/9 and advise if any help is needed. Do not broadcast the problem over the radio. Report all equipment and or vehicle damage to the IC upon returning to the station. All drivers will need to complete the (EVOC) Emergency Vehicle Operations Course initially and then complete a yearly refresher class.

Section Eleven

Vehicle Extrication Calls

- a) **Response:** 4512 4541 4599 Additional units as directed by IC.
- b) **Position:** Apparatus should not be positioned closer than 10 ft from accident scene. Care should be taken to not position apparatus directly behind MVA vehicles. 4512 Engineer should position apparatus to maximize use of rescue tools as well as fire fighting equipment, and lighting. Close the road down with apparatus at 45° angle across road if necessary.
- c) **Procedure:** If there is an indication of flammable liquids, or any threat of fire or explosion, a charged 1 ¾ line will be laid. If no flammable liquid is present a dry chemical extinguisher should be manned during occupant extrication. The IC will immediately do scene size up and determine best route of extrication. An EMT or first responder should make attempt to gain entry into vehicle and begin patient assessment and reassurance of victims. Before extrication is started, victims will be told what is going on and will be covered by a rescue blanket. IC will determine if air bag deployment is a hazard during extrication and will take preventative actions. (Cut the battery cables, place small backboards between victims / rescuers and the air bags etc.) Rescue personnel shall stabilize the vehicle with cribbing and proceed with glass removal and extrication. The IC will direct all cuts and maneuvers with the rescue tools. Once victims are packaged and extricated, assist ems crew until victims are loaded into ems units. Then begin tool cleanup and replacement. Be sure not to move any vehicles or debris until cleared to do so by the law enforcement unit in charge of investigating the accident scene. NOTE: A charged hand line is preferred during extrication, if this is not possible the use of an ABC dry chemical extinguisher is expectable.

Section Twelve

Hazardous Materials Response

- a) **Response:** 4599 4512 4541 Additional units as directed by IC
- b) **Position:** 4599 shall respond to the scene and position unit 1000 feet from scene and perform initial scene size up. (binoculars are in rear drawer) 4512 will set up staging area 1500 feet from 4599 until it has been determined what type of situation or hazardous materials are involved. 4599 will start air monitoring operations and setup initial hot, warm, and cold zones. 4599 will set up a command post in the cold zone. If the materials involved are on fire the IC will have to determine if fire will be suppressed or if runoff from fire fighting efforts will pose more hazards than letting it burn. The IC should use the emergency response guidebook for the first five minutes of the call to establish product information and possible evacuation distances. After five minutes a more reliable source of information should be used. (Laptop, J-Comm, or by calling Chem Trek @ 1 800 – 424- 9300)

Hazardous Materials Response Contd.

c) **Procedure:** 4599 will start air monitoring operations and setup initial hot, warm, and cold zones. 4599 will set up a command post in the cold zone. If the materials involved are on fire the IC will have to determine if fire will be suppressed or if runoff from fire fighting efforts will pose more hazards than letting it burn. The IC should use the emergency response guidebook for the first five minutes of the call to establish product information and possible evacuation distances. After five minutes a more reliable source of information should be used. (laptop, J-Comm, or by calling Chem Trek @ **1 800 – 424- 9300**, East Liverpool Fire Dept. Haz- Mat Team 1-330-385-1111) Remember unmanned nozzles should be used whenever possible. All personnel operating in the hot and warm zones will adhere to site specific protective clothing and respirators or SCBA's.

Additional Information:

What happens when you call CHEMTREC's Emergency Number: 1-800-424-9300

Information and Assessment

When contacting CHEMTREC, try to have the shipping papers or other documents available to assist with the information gathering. The Emergency Services Specialist asks you for the following important information about the incident if it is available:

- Callers name, location and call back contact telephone number
- Specific Incident location (if different)
- What time the incident occurred
- Description of the incident or situation (truck accident, derailment, package damage, etc)
- Product or products involved (spelling in out may be required)
- Information from placards, labels, STCC codes, etc
- Name of the company shipping the product (s)
- Name of the carrier
- If there are any Injuries
- Amount of product involved and amount released
- What specific information is needed immediately (MSDS, shipper contact, technical guidance)
- What resources are currently on the scene (industry and emergency response)

Technical Information

Based on what the caller is requesting, CHEMTREC immediately provides technical information and guidance about the product or chemical involved from the information sources. This information can include, but not limited to the specific current product MSDS, emergency response instructions, or other technical information from our extensive library of technical information. This information can be sent via fax, email or relayed over the telephone.

Technical Assistance

CHEMTREC also contacts the shipper of the product involved to advise them of the emergency incident. If the caller requests immediate contact with the shipper for additional information, product disposition or other assistance, CHEMTREC can set up a conference call or arrangements can be made to have the shipper contact the scene directly. If the shipper is not the product manufacturer, CHEMTREC can also contact a product specialist or other expert from the manufacturer to provide assistance if required.

In some cases it may take a few minutes to locate a specific product specialist from a manufacturer.

Emergency Medical Assistance, Mutual Aid Networks, Emergency Response Contractors and Other Resources

- CHEMTREC is able to provide emergency medical information and assistance for exposures to treating physicians. Patients should be transported to the closest emergency medical facility. If treatment assistance is needed, have the treating physician contact CHEMTREC's emergency number
- CHEMTREC maintains a network of product specific mutual aid programs which include manufacturers of specific chemical products or classes of products. These include chlorine, HF, vinyl chloride, sulfur dioxide, pool chemicals and other products.
- The CHEMNET network of chemical industry emergency response teams and for-hire contractors are also available if the shipper participates in the CHEMNET program.

A Helpful Emergency Information Checklist

CHEMTREC is able to provide fast, accurate, and reliable assistance, even when little information about the incident is provided by the responder. However, you can help expedite the process by providing valuable information from the incident scene.

Helpful Information You Can Provide to Expedite Assistance:

- Your name and title
- Description of incident and actions taken
- Location, time, weather at scene
- At least one callback number at scene
- Dispatch center number, if available/appropriate
- Shipping paper information
 - UN, NA (Placard) or STCC number of the product(s)
 - Name of the products, preferably a trade name
 - Carrier and trailer or car number
 - Shipper and point of destination
 - Consignee and destination
- Type or description and number of containers/packages
- Type and number of any injuries/exposures
- Specific information needed as a priority (MSDS, medical assistance, protective clothing information)

Section Thirteen

Mass Casualty Incident Communications

Mass Casualty incidents will be handled by using your normal guideline and adapting it to a larger scale. You may need to call for additional resources and personnel. J-Comm can facilitate the use of these resources. We have a mass casualty trailer located at the TEMS Joint Ambulance District in Toronto, and two additional trailers at other locations within Jefferson County. Each trailer is equipped to handle fifty victims.

The following codes should be used when reporting deaths or injuries at a MCI. These codes are universal and are known by most EMS responders.

CODES:

Priority BLACK	Indicates the victim is deceased. (No emergency care needed)
Priority RED	Indicates the victim needs immediate transport. (Emergency)
Priority YELLOW	Indicates a need for hospital care soon, not in acute distress.
Priority GREEN	Indicates walking wounded, they can wait awhile.

Sixth Alarm: All available Jefferson County Police, Fire & EMS agencies will be toned and put on standby for further instructions.

CISD Team: Critical Incident Stress Debriefing Team

MCI: Mass Casualty Incident

Section Fourteen

CO & Odor Investigations Medical & Non Medical

a) **Response:** **Medical** 4599 4512 **Non Medical** 4599 Additional units as directed. Medical means J-Com advises that people are ill or symptoms have been reported. Non Medical means general odor investigation.

b) **Position:** As directed by the IC. Turn the LEL meter on outside the area in question in a clean environment.

c) **Procedure:** Interview the occupants upon arrival; find out why we were called. Check occupants for CO poisoning. Find out what has been done prior to our arrival, (doors left open, windows open etc. was anything shut off) what was running when odor was noticed or CO alarm sounded. Go to the door with the LEL meter on and calibrated. Check readings at door, if no readings proceed into structure, if at anytime the LEL meter alarms or readings go higher than 10% of LEL exit structure and don SCBA. Turn off all sources of possible CO (furnace, gas water heaters, gas fireplaces, dryers etc) Ventilate the structure for 15 minutes with positive pressure fan and then check LEL readings. If no readings, stop ventilation and close up structure. Begin turning on all appliances in 10 minute intervals while checking readings until source has been located. If source is located, turn it off again and advise property owner to call for repair service. Have property owner sign a CO release form. Note: Anyone with symptoms of CO poisoning should be checked by EMS. If EMS is not on scene, request the nearest ambulance be dispatched to respond. Encourage victims to seek medical assistance.

Section Fifteen

Gas Odor / Gas Leaks

a) Response: 4512 4599 4541 Additional units as directed by IC.
An engine shall respond to ALL reports of a gas odor or gas leak. If only enough personnel respond to the station for one vehicle, respond in 4512 and take the LEL meter from 4599 with you. The IC should request mutual aid if more personnel are needed.

b) Position: 4599 will establish IC near the scene but far enough away as to not create a hazard. 4512 will stage at the nearest hydrant from incident location and await orders from IC. If a supply line is requested to be laid into the scene and it is not more than 500 feet, 4512 will lay a 4 inch LDH supply to the scene. If it is greater than 500 feet to the scene, then an additional engine will be called for to lay in from the hydrant and 4512 will proceed to the scene. All traffic and bystanders will be moved back 1000 feet from the incident area. Use of air monitoring devices to establish Hot, Warm, and cold zones will need to be established ASAP.

c) Procedure: The IC will immediately do a scene size up and report conditions. An immediate evacuation of the area up to 1000 feet should begin as soon as it is determined that there is a hazard. A command post will be established in the cold zone. Air monitoring will take place non stop. If at anytime the readings exceed 10% of LEL, the command post will be moved back an additional 1000 feet. The IC will determine what additional resources will be needed and called for. (i.e. Gas companies, excavation crews, utility companies etc)

Section Sixteen

Incident Command

Procedure: Incident command will be established for all fire department responses. The incident commander will generally be the highest ranking fire official from this department that is on scene. If there are no officers on the scene at any call, then the highest ranking fire fighter will be the IC. If at anytime an officer arrives he may take over command after being briefed by the IC and then announcing to all units that they have now taken command of the scene. See IC checklist for additional information.

Salvage Chief: _____ **Yes** **No**
***Police:** _____ **Yes** **No**
***EMS:** _____ **Yes** **No**
Rehab & Supplies: _____ **Yes** **No**
Has the Personnel Accountability System been established? **Yes** **No**

Manpower Status: **Total Available:** _____
Assigned: _____
Out of Service: _____

Are the following resources needed, being requested, already on scene:

Mutual Aid Depts: _____

Police: _____

EMS Units: _____

EMA: _____

LEPC: _____

Haz – Mat: _____

EPA: Ohio _____ **US:** _____

US Coast Guard: _____

ODNR: _____

Will ICS be established as single or unified command?

If Unified, what other agencies are responsible for ICS:

Have you notified the responding agencies and on scene personnel of the command structure & incident classification?	Yes	No
Have you evacuated where necessary?	Yes	No
Do your responders have the proper PPE?	Yes	No
Is proper PPE on scene or enroute?	Yes	No
Have you established a command post?	Yes	No
Is the CP visible and have responders been advised of CP location and is it marked?	Yes	No
Do you need to conduct a safety briefing.	Yes	No
Are IC personnel wearing vest or ID markings?	Yes	No
Incident Action Plan established?	Yes	No
Are you performing size up and incident reclassification each hour?	Yes	No