

RESOLUTION NO. R24-41

**A RESOLUTION BY THE CITY TO APPROVE THE FIRE DEPARTMENTS
STANDARD OPERATING GUIDELINES**

WHEREAS, the Fire Chief is charged with developing a Fire Department policy manual to be used by employees and volunteers engaged with the fire department; and

WHEREAS, The Fire Chief has developed such a Standard Operating Guidelines Manual; and

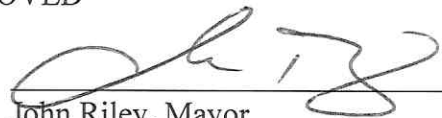
WHEREAS, it is the responsibility of the City Council to be the body to approve all policy decisions of the behalf of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HECTOR, ARKANSAS:

That the City Council hereby approves the Fire Department Standard Operating Guidelines Manual, dated 2024.

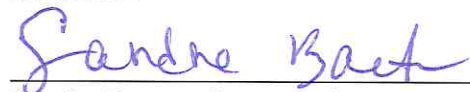
PASSED AND APPROVED on this 25th day of November 2024.

APPROVED



John Riley, Mayor

ATTEST:



Sandra Barton, Recorder/Treasurer

Present 4

Absent 1

For: 4

Against: 0

Recused: 0

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Personal Protective Equipment

Structural PPE includes boots, pants, coat, hood, helmet, gloves, and SCBA.

Extrication PPE includes boots, pants, coat, hood, helmet, gloves, and eye protection.

Wildland PPE includes boots, pants, coat, hood, helmet, gloves, and eye protection.

Wildland gear (brush gear) is to be used for wildland fire whenever possible.

SCBA includes harness, air bottle, high pressure regulator, low pressure regulator, PASS device, and mask.

Chinstraps on helmets will be snug.

When arriving at the scene of the incident, the appropriate PPE shall be worn.

Any incident where smoke, flame, or suspected hazardous materials are involved. Structural PPE, including SCBA, shall be worn.

Air pressure in SCBAs shall not be less than 4500 p.s.i. at the time of initial entry into hazardous atmosphere.

SCBAs should not be removed until atmosphere is monitored and deemed safe. Atmosphere should be monitored for CO before removal of SCBA, this can include overhaul operations.

Eye protection will be used when raising or lowering ladders, using equipment, operating power saws, or performing interior overhaul operations.

SOG 2 Apparatus Response

Apparatus in Bold should be First Out

Automatic Alarms, Smell of smoke, Unknown fire, Reported structure fire

Grass/Brush Fire

Vehicle Fire

Motor Vehicle Accident

First Responder Calls

Other Calls of Service

Pumper (**Rescue 381**)

Support/Brush (Rescue 380)

These guidelines are showing a minimum response.

Apparatus may be added to or taken off a call if the IC deems it necessary.

The first arriving fire department unit will establish COMMAND at all emergency responses. In those situations where the first arriving personnel will need to be involved in the incident operations, COMMAND will still be established. (This is known as MOBILE COMMAND). COMMAND will need to be transferred to the first arriving officer that is not going to be involved in the incident operations.

The transferring of COMMAND should be done “face to face”, when practical. It also must be announced over the fire ground radio.

The first arriving unit will:

Acknowledge arrival on scene by radio.

Provide a brief description of conditions observed (size-up.)

The first arriving officer **must elect an appropriate commitment** for the company as follows:

Nothing Showing/Investigation Mode: The officer or acting officer assumes COMMAND and may go with his crew to investigate.

Fire Attack Mode: If the officer decides to proceed with “Fire Attack”, he or she announces that in a brief radio transmission, i.e.”Engine-1 “will be fire attack”, and leads the crew in an attack. The next arriving officer assumes command and establishes the appropriate levels of supervision and fire attack functions.

The officer establishes a fixed command post and begins to exercise the responsibilities of COMMAND immediately.

The first-arriving unit or fire officer shall transmit a size-up on the fire radio channel as soon as possible. This function serves to advise other responding units of the expected situation and to advise command officers and dispatch about the nature of the incident. The size-up parameters of various incident types are listed below and should be reflected in the transmitted size-up. If an accurate size-up cannot be given upon initial arrival or if after several minutes the on-scene situation is significantly different from the initial size-up, an updated size-up shall be given.

Every effort should be made to visualize the scene from at least three (3) sides prior to giving the size-up.

The size up process serves two (2) purposes: 1st, to make a quick initial evaluation of the incident (and degree of severity) represents; 2nd, to determine what initial actions are to be taken and what resources will be necessary. Factors to be considered include: rescue needs, evacuation, weather, time of day, occupancy, hazards, exposures, pre-plan knowledge, fire/rescue personnel safety, water supply, topography, access, number of patients, degree of involvement, resources on hand and en route, and the speed of the developing incident.

Size-up Transmission Guidelines

Vehicle Fires: Type and size of vehicle and portion of vehicle involved. Include any exposures noted.

Wildland and Trash Fires: Size and nature of fire and specific location. Include direction of spread (if applicable) and whether or not there are exposures.

Vehicle Accidents: Number of vehicles involved, whether or not they are entrapped and degree of damage (light, moderate, heavy). Include road blockage and update with number of victims.

Structure Fires: The size and type of structure and note smoke conditions (light, moderate or heavy) and/or fire conditions (heavily or fully involved). Include any observed evacuation in progress and/or exposure potential. Also note initial action to be taken (investigating, attack, or command).

Automatic Alarms: Size and type of structure and any noted fire or smoke conditions. Include any observed evacuation or audible signals or alarms. Also note initial action to be taken (investigation, attack, or command).

Other: Describe visual situation.

Any special hazards noted upon arrival (Hazardous Materials, wires down, structural failure, gas leaks, etc.) should be noted in the transmitted size-up.

SOG-5 Search and Rescue Operations

Command will assign one of the initial responding units the responsibility primary search of buildings involved.

The members will enter all buildings wearing the proper level of PPE.

Search and Rescue Team will use thermal imaging camera (TIC) whenever possible.

The officer or acting officer will determine the search process to be used in the structure.

Primary Search of the structure shall be conducted in the following order, unless conditions dictate otherwise:

Immediate fire area

Floor above the fire

Uppermost floor, then work your way down

Other exposed areas

Status of the search will be reported to COMMAND in a timely manner.

A report of "PRIMARY ALL CLEAR" shall be transmitted on the air when all victims have been removed or a thorough search has been completed.

Primary search will be accomplished thoroughly and quickly. May or may not be performed with a hose-line.

A report of "SECONDARY ALL CLEAR" shall be transmitted on the air when structure has been searched a second time thoroughly. This operation will need to occur once the fire is under control, and by a second search team.

Secondary search is a slower more thorough operation than the primary.

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SOG-6 Fire Attack Operations

An Interior Attack will be attempted when deemed appropriate by command.

All fire control efforts should support the Primary Search and rapid control of the fire.

Fire Attack will be based upon the following fire control methods.

Offensive Mode: An offensive attack requires an interior fire attack. The Officer or Senior Firefighter acting as the officer is responsible for the following:

The safety of firefighters under their supervision.
Proper use of protective equipment.

Selecting the appropriate hose line from the options provided on the pumper.

Keeping COMMAND advised of fire control progress.

There shall be no Exterior Operation involving putting water in the structure while there are Interior Operations underway.

Defensive Mode: Defensive fire attacks are mounted in those situations that interior attack and saving of life is not possible or necessary.

This mode is designed to flow the maximum amount of water required in the shortest time.

When necessary defensive attacks should start with 1-3/4" hose- line deployed for exposure protection.

Master streams will be used for a rapid knockdown when possible.

SOG-7 Roof Operations

When performing roof work, crews will utilize roof ladders.

All tools necessary for roof ventilation will be in place before starting work. Power saws will be start-tested **prior to being raised to the roof.**

When possible, ladders being placed to a roof will have three rungs extended above the roofline for visibility.

Ladders are never to be removed until everyone that went up the ladder is off the roof.

The first firefighter to the roof will sound the roof. Checking the roof integrity.

A second ladder will be properly placed as an alternative escape route.

Ventilation will be coordinated with interior crews.

COMMAND will designate a “Roof Division Officer” **prior** to initiating a roof operation and ensure the officer has a portable radio.

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SOG-9 Hazardous Materials Operations

Hazardous Materials are any substance or materials, in any form or quantity, which pose an unreasonable risk to life, the environment, or property when stored, transported, or used in commerce.

PGFD response to HazMat calls is awareness level only. Primary role is evacuation and isolation.

Response Rules of Thumb for Isolation Distances:

Minor Event (1 Drum, 1 Bag, etc.) = 150 feet all directions

Major Event (1 Drum, or More, etc.) = 500 feet all directions

Residential & Light Commercial = 300 feet all directions

Open Areas = 1,000 feet all directions

Boiling Liquid Expanding Vapor Explosion (BLEVE) Potential = 2,500 feet or more all directions!

Stage incoming units 2,500 feet upwind, uphill and upstream!

Position apparatus/vehicles pointing out!

UNIFIED COMMAND shall be established.

Mutual Aid HazMat response initiated as soon as possible.

Use of resources will be for evacuation.

While Enroute to incident obtain weather conditions especially wind speed and direction.

Structural PPE shall be worn including SCBA.

Utilize Binoculars to visualize incident and identify hazard.

Identify Hazard in the Emergency Response Guide

SOG-10 First Responder Operations

The senior fire officer or senior department responder to medical emergencies is responsible for overall scene control and shall establish command.

This responsibility includes scene safety, providing the best route to ambulance and fire units, crowd control, rehabilitation of all responders, and incident reporting.

Firefighters will initiate medical care within the scope of their abilities.

Firefighters will ensure that a safe environment is established for fire and ambulance personnel to work in.

All responders shall wear the appropriate level of PPE, including exam gloves at all times.

Upon arrival of ambulance personnel, firefighters will assume a support role.

At least one fire department crew will remain on scene until ambulance personnel release fire units or a higher priority call is received.

At a minimum one of the Automatic External Defibrillator (AED) equipped fire apparatus shall respond on all medical responses.

Documentation of Medical Responses:

A medical report including a description of services provided by the Prairie Grove Fire Department will be completed after each response.

All medical treatment shall be in line with the Northwest Arkansas Regional EMS Protocols.

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SOG-11 MVA with Entrapment

Response to MVA with entrapment is a dangerous scene.
SAFETY is number one concern.

All personnel involved in extrication operations will wear full Extrication PPE.

Placement of apparatus is important. Consider scene protection and tool access!!
COMMAND will be established by first arriving unit and provide a brief description of scene conditions (Size-up).

COMMAND will confirm whether there is entrapment or no entrapment.

Upon confirmation of entrapment:

Vehicle stabilization (step chocks, quick struts, winch, or etc.)

Patient access

Fire protection (extinguisher, hose-line)

Perform extrication operations (door removal, dash roll, roof removal, or etc.)

All operations will need to be coordinated with patient care.

Anyone at any time may STOP unsafe operations if conditions are observed that may cause injury to fire, EMS, or the patient.

When extrication is complete, COMMAND will announce on appropriate radio channel.

Extrication complete time needs to be logged.

All equipment will need to be placed back in service.

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SOG-12 Emergency Evacuation

Emergency evacuation can occur during anytime of interior operations.

It is the responsibility of all interior operations to be listening for the emergency evacuation transmission at all times.

The need for emergency evacuation can be observed by any personnel on the fire ground.

Once the need for evacuation has been observed, Report will be given to the scene safety officer or IC. This report can be given via radio or face-to-face. Face-to-face is the preferred method.

Report of emergency evacuation will include conditions observed and reason evacuation is needed.

EMERGENCY EVACUATION TONES:

Three two second blasts of attack pumper's air horn

Radio transmission of evacuation

Once emergency evacuation has been implanted. All interior operation must stop immediately!! All personnel inside structure must exit immediately!!

When evacuation is complete all personnel will give a PAR report to IC.

SOG-13 Mayday

It will be the practice of the City of Hector Volunteer Fire Department to use the term **MAYDAY**.

This will alert everyone on the fire-ground a firefighter is trapped, lost, injured or in a situation that could result in firefighter harm and that they need assistance.

MAYDAY's will be alerted via radio, with the term **MAYDAY** stated 3 times.

This transmission will be followed by LUNAR information. **Last Known Location, Unit, Name, Air Left, and any Resources Needed to Help You (LUNAR).**

All other units on the fire-ground will hold all non-essential radio traffic, and will continue with their current assignment (extinguishment, ventilation, etc).

Once the firefighter in trouble has given LUNAR information they should hold their location, activate their PASS device, and use air conserving breathing techniques.

Once a MAYDAY has been called the incident commander will need to deploy the RIT team, and may want to deploy any firefighting units operating in that vicinity of the MAYDAY to assist.

The IC will assign a rescue division along with a commander, this operation will stay on the fire operation channel, and all other fire operations will be moved to another channel.

The IC must notify Fire Dispatch of the situation, and ask for any additional resources

SOG-14 Two In/ Two Out

All personnel responding to potential or existing IDLH situation must be dressed in full PPE, to include SCBA.

All personnel working inside an IDLH area must operate in teams of at least two firefighters.

Two firefighters in full PPE must be assigned outside the IDLH area to serve as a Rapid Intervention (RIT) Team in the event the IDLH operating entry team needs assistance.

Once a second team enters the IDLH area a dedicated RIT Team of two members shall be assigned outside the IDLH area.

Deviations from this SOG may only be made during a situation with a potential life-hazard or during a rescue situation.

Rescue Situation: A rescue situation is one where there is a compelling factor beyond a reasonable doubt to start an interior rescue before all required personnel have arrived on scene.

SOG-15 Radio Communications

All transmissions will be in plain language.

Transmissions should be short and to the point.

All fire/emergency frequencies are assumed to be monitored by others.

No unauthorized information will be transmitted on fire/emergency frequencies.

We will use assigned radio ID's when possible.

Apparatus will announce the following bench marks to Fire Com on all response.

- 1- Responding
- 2-On the Scene
- 3-In Service

SOG-16
Apparatus Operations

Drivers shall possess a valid Arkansas driver's license.

Drivers shall be at least 21 years of age and be insurable by the department's insurance.

All Drivers must be familiar with locations of streets, addresses and hydrants.

Drivers shall be held responsible for the care and maintenance of the apparatus and see that it is left clean, in good safe order and ready for service after each use.

They shall be responsible for getting the apparatus to the scene safely and operate the unit in accordance with district standard operating guidelines.

Drivers shall inform the Chief of all necessary repairs needed on apparatus and note it on the truck check sheets located on the filing cabinet.

All Firefighters shall be trained to handle any and all of the fire apparatus maintained by the City of Hector Volunteer Fire Department.

Any traffic or other accident involving a Hector Fire Department vehicle shall be promptly reported to a Chief Officer.

Firefighters must have 1 year of continuous service and be evaluated by a department officer to operate apparatus during emergency operations.

Vehicles shall be operated in compliance with all traffic laws of the state of Arkansas, including sections pertaining to emergency vehicles. Response through a SCHOOL ZONE while children are present shall

follow posted speed limits and proceed with extreme caution. If possible routes through SCHOOL ZONES should be avoided while in emergency mode.

Drivers of fire department vehicles shall be directly responsible for the safe and prudent operation of all vehicles and equipment at all times.

Drivers shall not move fire department vehicles until all persons on the vehicle are seated and secured with seat belts

Drivers shall use a spotter when backing. In the event that a spotter is not available the operator will complete a 360 degree walk around the vehicle before attempting to back up.

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Wheel chocks shall be used on all apparatus when parked except when parked in the fire station. All apparatus and vehicles will be inspected once a week and following each response. The drivers of responding apparatus shall perform a "post response" vehicle check to ensure it is ready for the next response.

SOG-17 Apparatus Operations (Cont.)

All fuel (At least 3/4 tank), oil and water levels of all apparatus and support apparatus shall be kept at the proper levels at all times.

When air temperatures drop below 32 degrees apparatus pumps shall be drained to prevent freezing

All personnel who drive apparatus will need to be trained and proficient in pumping operations of apparatus.

SOG-18 Training

The Hector Volunteer Fire Department will assign a member to act as training officer.

Training shall always be carried out under strict control and discipline, using good safe practices and procedures.

At the conclusion of training personnel shall return to the fire station and promptly place all equipment back into service. **Hose, SCBA, Fire Equipment and Apparatus shall be cleaned and washed after use.**

Regular training sessions shall be held in conjunction with fire meetings. They shall consist of a study of the safe, modern and generally well-recognized methods of firefighting.

Special training sessions may be held throughout the year and shall be announced prior to occurrence.

A review of all major responses during the week should be conducted with discussion held on tactics and safety.

Firefighters must complete Intro to Fire Protection, Protective Equipment, and Introduction to Wildland Fire prior fire ground operations. Prior documentation will be accepted.

New volunteer will participate in 80 hours of training before being allowed to participate in interior fire attack.

Before being allowed to operate fire apparatus in emergency mode fireman will participate in 80 hours of driver operator training and demonstrate the knowledge of apparatus and equipment on each apparatus. Each driver must have 12 hours of continued driver operator training each year as well.

Officers of the department will be required to participate in at least 12 hours of officer related training per calendar year. A portion of this training will be built into regular training exercises.

Each year fireman must complete a minimum of 16 hours of training accredited by the Arkansas Fire Academy.

Firefighters will be required to attend and receive a certification in CPR.

Firefighters conducting facility inspections and fire prevention education will be required to participate in continuing education training.

Training and continuing education may be in person, virtual or any multimedia form including You-tube videos.

SOG-19 New Firefighter Application Process

Applications for employment/volunteers will be accepted year-round from anyone legally entitled to work in the United States.

Application forms are available in the Hector Volunteer Fire Department or the Hector City Hall

Applications will be void after (1) year.

Applicant must be (18) years of age.

Applicant must possess a valid AR driver's license.

Applicant must have no felony convictions.

Volunteer applicants must live within the Hector Volunteer Fire Department primary response district

Applicant must disclose any known physical or mental disabilities.

Applicant may be subject to a background check.

SOG-20 Protective Equipment Maintenance

Cleaning

1. Structure Fires

Gear needs to be washed in extractor with gear soap

- a. Separate outer shells from inner shells
- b. Wash outer shells and gloves together
- c. Wash inner shells and hood together
- d. Hose dryer for drying

2. Car Wrecks

Inspect gear for Fluids (Ex: oil, gas, blood) Wash if present

3. Wildland Fires

Wash gear according to how dirty or soiled

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Air Packs and Masks

Air Packs

- a. Soap, water and brush for scrubbing (Dawn soap w/o bleach)

Masks

- a. Warm water and soap (Dawn soap w/o bleach)
- b. Wipe excess water from mask and hang to dry before placing back in storage bag.

4. Tools

Wash with soap, water and scrubbed with brush

Maintenance

1. Bunker Gear

Inspect after structure fires and car wrecks

- a. Check for burn spots, rips and holes

Inspect 6 months and 12 months or twice a year

- a. By a designated person

Use gear bags or other bag to keep gear out of direct sunlight

2. Air Packs and Masks

Air Packs

- a. Inspect shoulder straps and waist straps (fraying, cuts and rips)
- b. Inspect all connections and hoses

Masks

- a. Inspect for scratches and spidering of the mask from excessive heat
- b. Inspect straps for excessive looseness and fraying

