

ORDINANCE NO. 300

AN ORDINANCE TO ESTABLISH A STANDARD OPERATING GUIDE FOR THE MOUNT CARMEL MUNICIPAL FIRE DEPARTMENT.

**BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF
The Town of Mount Carmel, Tennessee, as follows:**

SECTION I. That the attached Standard Operating Guide of the Mount Carmel Municipal Fire Department shall become effective upon the passage of this Ordinance but may be amended from time to time as deemed appropriate by the Board of Mayor and Aldermen of the Town of Mount Carmel, Tennessee, by Resolution; and

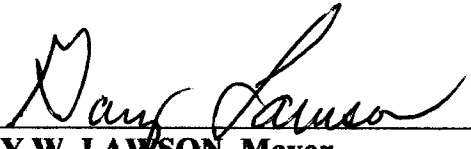
SECTION II. Any other Resolution or Ordinance presently in existence which in any way conflicts with any provision of this Standard Operating Guide for the Mount Carmel Municipal Fire Department is superseded and therefore repealed.

SECTION VI. LEGAL STATUS PROVISIONS.

A. Conflict With Other Ordinances. In case of conflict between this ordinance or any part thereof, and the whole or part of any existing or future ordinance of the Town of Mount Carmel, the most restrictive shall in all cases apply.

B. Validity. If any section, clause, provision or portion of this ordinance shall be held to be in doubt or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion of this ordinance which is not of itself invalid or unconstitutional.

C. Effective Date. This Ordinance shall become effective upon passage and publication, the public welfare requiring it.



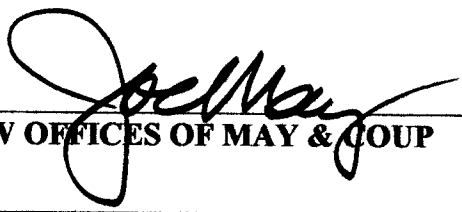
GARY W. LAWSON, Mayor

ATTEST:



NANCY CARTER, Recorder

APPROVED AS TO FORM:


LAW OFFICES OF MAY & COUP

FIRST READING	AYES	NAYS	OTHER
Alderman Henry Bailey	✓		
Vice-Mayor Eugene Christian	✓		
Mayor Gary Lawson	✓		
Alderman Tresa Mawk	absent		
Alderman Thomas Wheeler	✓		
Alderman Carl Wolfe	✓		
Alderman Wanda Worley	✓		
TOTALS	6	0	0

PASSED FIRST READING 5-31-05

SECOND READING	AYES	NAYS	OTHER
Alderman Henry Bailey	✓		
Vice-Mayor Eugene Christian	✓		
Mayor Gary Lawson	✓		
Alderman Tresa Mawk	✓		
Alderman Thomas Wheeler	✓		
Alderman Carl Wolfe	✓		
Alderman Wanda Worley	absent		
TOTALS			

PASSED SECOND READING 6-28-05

PUBLISHED ON: 7-1-05
DATE: _____
NEWSPAPER: Kingsport Times

**MOUNT CARMEL
MUNICIPAL
FIRE DEPARTMENT**



**STANDARD
OPPERATING
GUIDE**

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INTRODUCTION

All of us should strive for a higher level of service and professionalism in the fire service. To provide guidelines for the operations of our Fire Department is the purpose of this manual. It is for the use of every department member -- to help each person better represent the department and the profession. After all, both are judged by the performance of individuals.

Although most of the common and generally used operations and the rules of good conduct are covered here, each firefighter and each incident must be considered separately. If possible, departmental policies and procedures must be followed. However, when the incident requires a judgment decision, the firefighter is not and cannot be restricted by this manual. In no way should it be interpreted as removing all the discretionary powers of individual firefighters in individual situations.

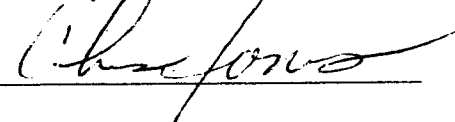
No manual, however detailed, is a substitute for good judgment.

Upon appointment to the Fire Department, it is most important that you fully realize the responsibilities imposed upon you and the confidence placed in you. This is not just a "profession". You hold a position of TRUST. The preservation and safety of life and property are the proof that a firefighter has been faithful to this trust.

When you accept a position as a firefighter, you become part of municipal and state government. One of your many responsibilities is the enforcement of town ordinances and Tennessee state laws. You should study these rules and regulations, as well as being completely familiar with all the requirements of your position. This will not only make you a valuable asset to the Department and to the community, but also will prove invaluable to you personally, as you seek promotion to a higher rank in the Department.

Authentication:

Fire Committee Chairman:  Date: 5-23-05

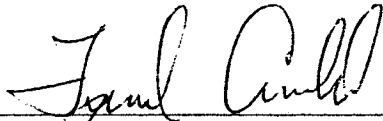
Fire Chief:  Date: 5-23-05

CODE OF ETHICS

The personnel of the Town of Mount Carmel Municipal Fire Department bear the heavy responsibility of maintaining the honor and integrity of the Fire Department as well as the Town of Mount Carmel. They shall guard against placing themselves in a position in which any person can expect special consideration, or in which the public can reasonably assume that special consideration is being given. Thus, they shall be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public's mind, be interpreted as capable of influencing their judgment in the discharge of their duties. In the exercise of the power vested by the Board of Mayor and Alderman and the Town Fire Committee upon the Chief of the Fire Department, these rules, and regulations are hereby adopted to govern the Fire Department and the discipline of its personnel.

Authentication:

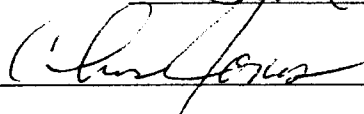
Fire Committee Chairman:



Date:

5-23-05

Fire Chief:



Date:

5-23-05

FUNCTIONS AND PURPOSES

Section 1. General Provisions

The prime functions of the Fire Department are (1) to prevent fires from starting; (2) to prevent loss of life or property; (3) to prevent injuries and damage to property. (4) To plan and prepare for natural and manmade disasters; (5) to confine a fire to the place of origin; and (6) to extinguish unwanted fires and other functions listed by ordinance. From the point of view of the Town Government, this involves the service of fire prevention, firefighting, and emergency management.

To achieve true success, the Fire Department must secure and retain the confidence and respect of the public, which it serves. Only can this be accomplished by a constant and earnest endeavor on the part of all members of the Department to perform their duties in an efficient, honest, businesslike, and professional manner, by exemplary conduct, and a showing in the public mind that the Fire Department is a most vital requisite to public well-being.

The general rules and regulations herein set forth are compiled, adopted, and published by the Fire Chief for the information, guidance, government, discipline, and administration of the Fire Department of the Town of Mount Carmel, Tennessee, and the members of the Department as to obligations required of them in the proper performance of their duties. Any violation of these regulations shall be made the subject of disciplinary actions, including termination, against all persons responsible for such violations, unless otherwise directed by the Fire Chief.

These rules and regulations cannot (nor are they expected to) provide a solution to every question or problem that may arise in an organization designed and established to render emergency service. It is expected, however, that they will be sufficiently comprehensive, and provide the members of the Town of Mount Carmel Municipal Fire Department guidance as to their foreseen responsibilities and duties.

They are not designed nor intended to limit any member in the exercise of their judgment or initiative in taking reasonable action in extraordinary situations. By necessity, much must be left to the loyalty, integrity, and discretion of the members. The degree to which individual member demonstrate these qualities in the discharge of their duty, the Fire Department will measure up to the highest standard required and expected by the citizens.

All members of the Fire Department are bound by these general rules and regulations, regardless of the duties, which may be assigned them. It shall be the duty of every member to familiarize their self with the contents of these general rules and regulations, and to conduct their self in accordance with the guideline precepts.

SECTION 2. Cooperation

No division, units, or individuals shall become so isolated from the other divisions, units, or individuals of the Department so as to interfere with efficient intradepartmental relationship and morale. All personnel of the Department shall work together, always striving to obtain a higher degree of cooperation.

SECTION 3. Personnel to Know Rules and Regulations

Policies and procedures delineated in the General Operating Guidelines apply to all Fire Department personnel as designated and are issued for effecting standardization.

Officers are charged with the responsibility of acquiring a thorough knowledge of the subject matter contained herein, and with enforcing strict compliance therewith. No set of rules and regulations is workable or effective unless there is complete accord on the part of the supervisory officers in complying with and enforcing them. Senior officers are encouraged to instruct subordinates frequently in the enforcement of the rules and regulations issued therewith.

Ignorance or misunderstanding of any of the provisions of the rules and regulations will not be accepted as an excuse for failure to observe the rules.

The right and power to amend, alter, rescind, or add to these rules and regulations, in whole or in part, is reserved by the Fire Chief, as from time to time the good of the service may require.

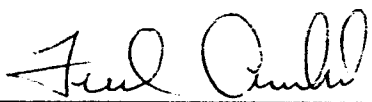
Faithful performance of duty and exemplary conduct will be guiding factors in evaluation of the personnel of the Fire Department.

All previous rules, regulations, and orders, in conflict with these rules and regulations, are hereby revoked. (Effective April, 19, 2005)

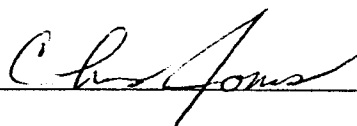
SECTION 4. Attitude toward Profession

The Fire Department members shall regard the discharge of their duties as a public trust and recognize their responsibility to public service. By diligent study and sincere attention to self-improvement, they shall strive to make the best possible application of science to the fire service and, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their position, and hold the fire service to be an honorable profession, rendering valuable service to their community and their country.

Authentication:

Fire Committee Chairman: 

Date: 5-23-05

Fire Chief: 

Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

DEFINITION OF TERMS:

The following is a list of some of the acceptable terms for use at the Fire Department.

ACTIVE MEMBER: --- Personnel who are involved in all departmental operations and practicing the art of firefighting; firefighters through officers. All active members or personnel shall attain the minimum certification by the Tennessee State Commission on Firefighting Firefighter II within three (3) years. This will apply to all existing members starting on July 1 2005. All active personnel shall be given eighteen (18) months to become certified to Firefighter I, starting on July 1 2005. All active personnel who attain Firefighter I shall be given another eighteen (18) months to become certified to Firefighter II. A total of three (3) years. All active personnel who fail to attain this minimum certification, within the established time periods, shall be dismissed from the Fire Department.

AFFIRMATIVE: --- Yes

APPARATUS OPERATOR: --- All personnel who have met minimum departmental qualifications to operate fire apparatuses.

AVAILABLE: --- Unit is in service and ready to accept assignment.

CAN HANDLE: --- The amount of equipment needed to handle an incident is adequate with units now at the scene.

CHAIN OF COMMAND: --- In descending order, the commissioned ranks of the Department are:

1. Fire Chief
2. Assistant Fire Chief
3. Captains
4. Lieutenants
5. Firefighter/Apparatus Operators
6. Firefighter Level 2
7. Firefighter Level 1
8. Apparatus Operator
9. Probationary Firefighter

Positions are subject to the needs of the Fire Department as established by the Fire Chief and or Fire Committee.

CLOTHING ISSUE: --- Clothing issued by the Town of Mount Carmel Municipal Fire Department. Items may include but are not limited to boots, helmets, gloves, suspenders, bunker coat, bunker pants, winter shirts, summer shirts, tie, cap, badge, collar pins, id card, etc.

COMMAND: --- The senior member or officer who is in-charge of an incident. Command shall be established and verified by Central Dispatch on all incidents where the Fire Department is in charge or in command; especially on structure, brush, and vehicle fires and on vehicle accidents and hazardous materials incidences within our jurisdiction.

COMPANY OFFICER: --- Captain/Lieutenant except where otherwise specifically provided.

COPY or COPIES: --- Acknowledgement that message was received; unit identifier and feedback should also be used. (Example) *Command, Engine 2102 copies- return to quarters.*

DEPARTMENT: --- The Town of Mount Carmel Municipal Fire Department.

DISCONTINUE RESPONSE OR SIGNAL 9: --- Unit(s) is not needed at the incident and should return to the fire station.

DISREGARD: --- Cancel your present response and/or assignment.

EMERGENCY TRAFFIC OR RESPONSE: --- A emergency response to an incident, either dispatched to or call-in, by Fire Department apparatuses, where audible and visible warning devices are in use and where certain state laws may be broken.

EMERGENCY RADIO TRAFFIC: --- Used to gain control of radio frequency to report an emergency. All other radio users will refrain from using that frequency until clear for non-emergency traffic.

EN ROUTE: --- You are proceeding to a destination.

FIREFIGHTERS: --- All active personnel for the purpose of preventing and/or extinguishing fires and or other incidences and or circumstances under the administration of the Fire Chief.

FIRST DUE ENGINE: --- Fire Engine expected or scheduled to arrive first on incident scene.

GO AHEAD: --- Clearance to transmit your message.

HEADQUARTERS: --- The Administrative Center of the Fire Department or Fire Station #1

IDLH: --- Immediately Dangerous to Life and Health

INCIDENT COMMANDER (IC): --- The individual responsible for the management and coordination of an emergency incident.

INCIDENT COMMAND POST (ICP): --- That location at which the primary command functions are executed and usually collocated with incident base.

IN QUARTERS: --- Unit is in its station.

IN SERVICE: --- Unit, vehicle, or person is available for assignment.

INTERIM OFFICERS: --- Personnel appointed to a position that have minimum qualifications, certifications, and appeal for that position. Ongoing training and certification to meet Departmental standards is required to maintain that position.

MEMBER OR PERSONNEL: --- Any person who belongs to the Fire Department and/or under the supervision of the Fire Chief.

NON-EMERGENCY--- No audible or visible warning devices displayed or used during a response and obeying all Tennessee State Driving Laws.

NOTIFICATION: --- An oral or written message received.

OFFICER: --- Any person who has regular, permanent control or oversight of personnel and supervision of their work.

ON-DUTY--- Where a member or members are engaged at an incident, including going to and from the incident. If the member is performing fire department business, training, and other functions related to fire department issues, the member is on-duty.

PERSONNEL ACCOUNTABILITY SYSTEM--- A system of tag(s) clipped to the ring on the back of the fire helmet, the persons, Unit Number and Department Name. On arrival to all emergency Scenes, the personnel shall locate the Incident Command or Staging area and place tag on the Pump Panel or on the Command Board.

PROPER CHANNELS: --- The organizational structure of the Fire Department to the immediate Officers from the members through to the Fire Chief.

REPORT: --- Any narrative or statistical summary generated in writing to or by the Fire Department. An incident report is to be entered into FIREHOUSE software on the computer.

RESPONDING: --- Term used for units assigned to go to an emergency incident.
(Example) *Engine #2103 responding to 1234 XDE Street.*

RULES: --- The Rules and Regulation (General Operating Guidelines) of the Town of Mount Carmel Municipal Fire Department.

SECTOR: --- A division of a defensive or offensive position for which one officer or senior member is responsible.

SENIORITY: --- The length of service an individual has with the Fire Department. In cases of several Personnel appointed on the same day, seniority shall be determined by the order of their position on the eligible register.

SENIORITY IN RANK: --- The length of time since an individual has been appointed to a position, determined by priority of appointment to the position. The person appointed or first named in order of appointment is the ranking member.

TOWN OF MOUNT CARMEL MUNICIPAL FIRE DEPARTMENT – The official name or heading of the Fire Department as is registered by the Commissioner of Commerce and Insurance and

the Tennessee State Commission on Firefighting. Other departmental identities include Mount Carmel Fire Department and Fire Department.

UNIFORM OF THE DAY: --- The prescribed class of uniform specified by the Officer in Command of the Fire Department while on-duty.

10-CODES:--- Proper radio codes used by Central Dispatch

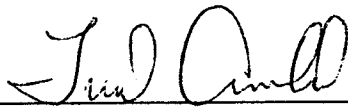
10-4 acknowledge
10-6 busy
10-7 out of service
10-8 in service
10-9 repeat traffic
10-10 eating
10-20 location
10-45 vehicle accident no injury
10-46 vehicle accident with injury
10-72 Fire
10-97 arrived at Assignment
10-98 finished with assignment

Signal 6 Call the number or location
Signal 8 Meet at location
Signal 9 Stop all action being taken

CAN: Conditions of fire, Actions FF taking, Needs of FF
PAR: Personal Accountability Report

Authentication:

Fire Committee Chairman:



Date: 5-23-05

Fire Chief:



Date: 5-23-05

Town of Mount Carmel Municipal Fire Department Guideline Signoff Form

Personnel Name: _____ Date: _____

Please Date and Initial Guidelines When You Review and Understand What Is Expected.

<u>Guideline</u>	<u>Effective/Revision</u> <u>Date</u>	<u>Initials</u>
<u>Introduction:</u>		
Introduction	_____	_____
Beginning Membership	_____	_____
Code of Ethics	_____	_____
Mission Statement	_____	_____
Fire Dept Purpose	_____	_____

Administrative Guidelines:

MCFD Member Rules	_____	_____
Guideline Development/ Revision	_____	_____
MCFD Officer Rules	_____	_____
Burning Request	_____	_____
Fire Department Visitors	_____	_____
Apparatus Operator	_____	_____
Guideline Variance	_____	_____
MCFD Definitions	_____	_____
Telephone Use	_____	_____
Outside Department Training	_____	_____
Discipline	_____	_____
Station/Apparatus Number	_____	_____
Written Communications	_____	_____
Radio Use	_____	_____
Smoking Material	_____	_____
Station Cleanup	_____	_____
Uniform Guideline	_____	_____
Public Information Officer	_____	_____
Accident w/ FD vehicles	_____	_____
Mutual Aid	_____	_____
Town Safety Policy	_____	_____
Town Safety Committee	_____	_____

<u>Guideline</u>	<u>Effective/Revision</u> <u>Date</u>	<u>Initials</u>
<u>Operational Guidelines:</u>		
Personnel Accountability	_____	_____
Apparatus Backing	_____	_____
Carbon Monoxide Incident	_____	_____
Medical First Responder	_____	_____
Truck Company Operation	_____	_____
Bomb Management	_____	_____
Fire System Activation	_____	_____
Thermal Imaging	_____	_____
Rapid Intervention Team	_____	_____
Interior Fire Attack	_____	_____
Protective Clothing	_____	_____
First Alarm Assignment	_____	_____
Moving Vehicle	_____	_____
Sprinkler Support	_____	_____
Safety Officer	_____	_____
Initial Dispatch Info	_____	_____
First Due Engine Responsibility	_____	_____
Engine Co. Operations	_____	_____
Infection Control	_____	_____
AED	_____	_____
Respiratory Protection	_____	_____
Incident Response Guide	_____	_____
False Alarm Activation	_____	_____
Fire Scene Death	_____	_____
Incident Command	_____	_____
S.C.B.A.	_____	_____
Safe Driving	_____	_____
MVA Response	_____	_____
Airport Emergency	_____	_____
Anthrax Response	_____	_____
Use of Traffic Cones	_____	_____
Severe Weather	_____	_____

Administrative Guidelines cont.

Operational Guidelines cont.

Offensive Fire Attack	_____	_____
Defensive Fire Attack	_____	_____
Natural Gas Leak	_____	_____
Responding to a Haz-Mat	_____	_____

By signing, you have read and understand the Mount Carmel
Fire Department's General Operating Guidelines

Signature of member: _____

Date: _____

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-001

EFFECTIVE DATE: 04-05-05

SAFE DRIVING

Purpose:

To establish a guideline for the efficient and safe response of fire apparatus.

Objective:

To lessen the risk of public or private property being damaged or destroyed. To prevent any injuries or deaths to the public or Fire Department personnel while the fire apparatus is in motion.

Scope:

All personnel.

Responsibility:

All personnel. Any deviation from these guidelines rests with any Officer or drivers are fully responsible.

Guideline:

State and local laws provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergency runs. However, neither state and local laws nor these guidelines are intended to absolve the driver of an emergency vehicle from the responsibility of due regard for the safety of others on the road.

Backing:

Avoid backing when possible. When backing is necessary, following backing GOG.

Entering the Fire Station:

Before entering a fire station, the apparatus must come to a complete stop. The apparatus bay door must be completely up. When the driver is convinced that the door is all the way up and the apparatus has the proper clearance, the driver may proceed to drive or back the apparatus onto the bay floor. Consideration must be taken for possible pedestrians within the fire station.

Exit from the Fire Station:

Before exiting from a station, make sure that the shore lines are disconnected and out of the way; the apparatus compartment doors are securely closed by walking around the apparatus and pulling on the doors and exterior mounted equipment; personnel are seat belted in proper locations, and apparatus bay doors have raised fully and enough clearance is available to clear apparatus height. When departing the fire station, check brakes to insure that they are working before entering the street. When more than one vehicle is exiting the station, the vehicle on the left has the right-of-way.

Warning Devices:

All audible (minimally, the electronic siren) and visual warning devices shall be in operation when responding to an emergency.

Speed:

Under ideal driving conditions, (light traffic, dry roads, and excellent visibility) the maximum speed of any responding vehicle shall be limited to not more than 10 miles per hour over the posted speed limit. Under less than ideal-driving conditions, the maximum speed of the apparatus shall be the posted speed limit. The driver shall maintain a speed that is safe under the prevailing conditions.

Intersections:

When approaching a controlled intersection (stop sign or traffic light) the driver of an authorized emergency vehicle may proceed past a red or stop signal or stop sign, but only after stopping to make certain that the intersection is clear. The driver of an emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life an/or property.

School related driving:

Observe the posted speed limit for school zones when children are present or when school is in session and lights are flashing. Fire apparatus **shall** stop for school buses loading or unloading as indicated by their flashing lights and stop sign. This applies to emergency and non-emergency responses.

Passing Emergency Vehicles:

The passing of another emergency vehicle while it is in motion when responding to an incident is prohibited.

Attention to driving responsibilities:

The driver of an emergency vehicle shall focus full attention on the safe operation of the vehicle. The single most important function of the driver is to see that the vehicle and crew arrive safely at the incident. Under normal circumstances, the driver should not operate the radio or other equipment. These functions should be left to the officer or another riding in the cab with the driver. Drivers of command vehicle, who are alone in the vehicle shall be exempt from these guidelines, however, they should exercise extreme caution and avoid excessive use of the radio or other equipment that would divert attention away from safe driving.

Reduced Response:

As soon as Emergency Service personnel are on the scene, the IC shall evaluate the need for other apparatus to continue their response in an emergency mode. While others may be allowed to continue to come to the scene, if the situation is not urgent, they may be advised to continue on to the scene in a "non-emergency mode" or told to "return to station".

Awareness of other emergency vehicles:

All drivers and officers should listen carefully to radio traffic and be constantly aware that other emergency vehicles may be responding to the same or to other incidents. It is very difficult to hear other vehicle sirens over the sound of your own siren, so careful attention should be given to the visual inspection of all roadways in front of you and careful attention at intersections. This same type of caution should be exercised as you approach the emergency scene since this is the place where many emergency vehicles may converge. Pay special attention to firefighters and others who may be on foot and may be concentrating on the emergency or distracted by it. These individuals may step in front of approaching apparatus. Fire Department and Police Department should communicate between agencies to locate all emergency vehicles in a way to promote safe and efficient operation of both agencies at an incident scene.

Accident notification:

Any member of the Fire Department who is involved in an accident while on duty or involving a city vehicle shall immediately notify an officer and or the Fire Chief. Care should be taken to follow the written Mount Carmel Safety Policy on accident notification and procedures.

Authentication:

Fire Committee Chairman: Tim Ould Date: 5-23-05

Fire Chief: Chris Jones Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-002

EFFECTIVE DATE: 04-05-05

STATION CLEAN-UP GUIDELINES

Purpose:

To establish a guideline for all stations for weekly clean-up and major station cleanup.

Objective:

To insure that all Fire Department facilities and apparatuses are in good order, safe, and in good appearance to the public.

Scope:

All personnel.

Responsibility:

All personnel.

The Fire Chief shall appoint personnel to inspect the fire buildings on a weekly and/or daily basis.

Guideline:

Each week, the Fire Station shall be cleaned or at the least straightened up, if needed.

The following items are to be done before the weekly meetings, if needed:

1. Floors swept and mopped.
2. Bathrooms picked up and cleaned.
3. Kitchen including all appliances, dishes, and utensils cleaned and put away.
4. All trash containers emptied.
5. Apparatus bay floor swept and items put in there proper place.
6. All apparatus wiped down, washed, windows cleaned, and/or etc. in order to keep the apparatus within the cleanliness standards of our department.
7. Any equipment out of place or in need of service will be given priority.

Every Monday night, the apparatuses are to be inspected, inventoried, check all fluid levels, tires, and run power equipment.

Authentication:

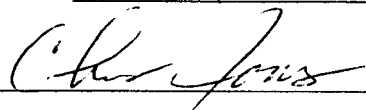
Fire Committee Chairman:



Date:

5-23-05

Fire Chief:



Date:

5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-003

EFFECTIVE DATE: 04-05-05

Hiring/Back Ground Check:

Purpose:

To establish a guideline for checking potential applicants background.

Objective:

To minimize risk to the Town of Mount Carmel Municipal Fire Department and set a standard procedure for checking backgrounds of potential applicants.

Scope:

This guideline shall apply to all Fire Department personnel and applicants

Responsibility:

The Fire Chief, Assistant Chief, and /or Captains and the Mount Carmel Police Department.

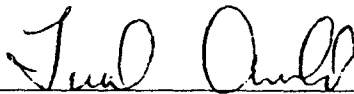
Guideline:

All potential members must undergo a background investigation and interview process.

- (1) All potential applicants must submit a standard Mount Carmel City Application.
- (2) A criminal background investigation shall be completed by the Mount Carmel Police Department.
- (3) The Asst. Chief or Fire Captain shall interview all references and submit a written report on department letterhead to the Fire Chief.
- (4) Copy's of all training certificates, diplomas, drivers license shall be obtained from the potential applicants.
- (5) Applicants may be asked at any time to submit to a physical and/or random drug test at the request of the Chief or his designee.
- (6) Applicants may be asked to submit to a physical agility test for the purpose of testing the applicant's ability to perform a job assignment.
- (7) An Oral interview shall be conducted by the Fire Chief after receiving all information relating to the background investigation.
- (8) Potential applicants appear before the Fire Committee for final recommendation prior to recommending the applicant to the Board of Mayor and Alderman for final approval.
- (9) Any applicant who has been denied may request an appeal in writing to the Board of Mayor and Alderman with in 60 days.

Authentication:

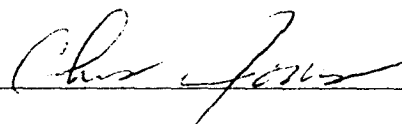
Fire Committee Chairman:



Date:

5-23-05

Fire Chief:



Date:

5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-004

EFFECTIVE DATE: 04-05-05

FIREFIGHTER/OPERATOR:

Purpose:

To establish a guideline for minimally qualifying personnel to function as a Firefighter/Operator.

Objective:

To minimize risk to the Town of Mount Carmel Municipal Fire Department and qualify personnel to drive and/or operate fire apparatus.

Scope:

This guideline shall apply to all Fire Department personnel who are qualified in the position of Firefighter/Operator.

Responsibility:

The Training Officer or designee shall qualify personnel to act in the position of Firefighter/Operator. It shall be the responsibility of the qualified members to assist in training other members to ensure that personnel have adequate training and have the tools needed to prepare themselves to become a Firefighter/Operator or act in this position should personnel desire to do so.

Guideline:

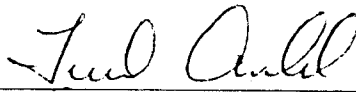
Personnel must meet the following criteria for Firefighter/Operator:

- (1) Must have logged and documented a minimum of 12 hours driving time and 4 hours pump time on an engine, and demonstrate knowledge of the vehicle.
- (2) Must provide, annually, a copy of their valid Tennessee driver's license
- (3) All personnel must notify the Fire Chief of any changes in the status of their drivers' license before driving and/or operating any Town of Mount Carmel vehicle or any other vehicle(s) in the execution of their duties.
- (4) No drivers' license, no driving privileges for all fire department and town vehicles
- (5) Successfully pass Emergency Vehicle Operations Course, within 1 year.
- (6) 3 page driver operator training form must be complete on the firefighter/operator. (form 05-001)
- (7) No one shall function as a Firefighter/Operator without meeting this guideline

Personnel should try to obtain the Tennessee Firefighting Commission certification of Driver/Operator. The Fire Chief, for reasonable or just cause, can revoke driving privileges. The fire committee will be notified of any privileges revoked. The reason(s) will be documented and discussed with the member and filed in member's personnel folder. Reinstatement after education and or cause acknowledged and or training rendered. The Fire committee shall be the governing body to reinstate driving privileges.

Authentication:

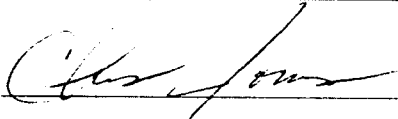
Fire Committee Chairman:



Date:

5-23-05

Fire Chief:



Date:

5-23-05

Mount Carmel Volunteer Fire Department

Driver Operator Training for all non-aerial fire apparatus

This training must be completed on each fire apparatus prior to a member being allowed to operate an emergency vehicle. This form to be completed and placed in members training file.

Member Name: _____

Drivers License Number: _____

Training for the following Fire Apparatus: _____

EVOC Completed on : _____

Task Completed	Instructor Name printed	Instructor Name signed	Pass	Fail	Date
Demonstrate knowledge of vehicle equipment and location on apparatus.					
Show proper maintenance procedure of fire apparatus when checking fluids.					
Demonstrate knowledge of emergency lighting equipment check.					
Demonstrate knowledge of all gauges and there purpose.					
Demonstrate knowledge of all warning lights and alarms.					
Demonstrate procedure for checking tires.					
Demonstrate Knowledge for fueling truck.					
Demonstrate knowledge of operating apparatus. (example: Pumping Procedure, Drafting, Water Shuttle, Generators, etc.)					
Demonstrate Knowledge of mirror location and adjustment, headlight switch, wiper switch, ignition, shut off procedure.					
Explain and Demonstrate parking procedure at Emergency Scenes, Non-Emergency Scenes, Scotches, and park brake.					
Explain and Demonstrate procedure for backing fire apparatus.					
Demonstrate ability to safely drive vehicle apparatus to and from fire calls and non emergency calls.					
Demonstrate ability to operate emergency lights and sirens.					
Complete 8 hours of driving non-emergency with instructor.					

Mount Carmel Volunteer Fire Department

Driver Operator Training for all non-aerial fire apparatus

Final Review

Member Name: _____ Drivers License Number: _____

Instructor (print): _____

Comments: _____

Driver recommended for driving privileges: Yes / No

Driver recommended for additional training: Yes / No

Instructor Signature: _____ Date: _____

Instructor (print): _____

Comments: _____

Driver recommended for driving privileges: Yes / No

Driver recommended for additional training: Yes / No

Instructor Signature: _____ Date: _____

Fire Chief Approval

Interview	Yes	No
Demonstrate Equipment and Location	Yes	No
Demonstrate Safety Procedure	Yes	No
Explain Maintenance Procedure	Yes	No
Demonstrate Driving Ability	Yes	No

Member approved as driver of the following apparatus: _____ Yes / No

Comments: _____

Fire Chief Signature: _____ Date: _____

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-005

EFFECTIVE DATE: 04-05-05

FIRST ALARM ASSIGNMENT GUIDELINE

Purpose:

To establish a guideline for the assignment of apparatus on first alarms

Objective:

To insure that each occupancy (structure) and other addresses and locations in the town are assigned a compliment of fire apparatus that will routinely be dispatched for a reported emergency at that address.

Scope:

This guideline shall apply to every dispatch of apparatus of the Fire Department and any other vehicles or personnel working under its jurisdiction. Also, subject to the Response Limitations Guideline.

Responsibility:

All personnel.

Guideline:

Each specific address type and location of emergency shall be assigned a minimum compliment of fire apparatus to be dispatched on first alarm.

Non-Structure Fire:

Vehicle Fire	1 Fire Engine
Dumpster	1 Fire Engine
Grass/Brush	1 Fire Engine

Reported Structure Fire:

A minimum response of 2 engines and a Truck Company. Support vehicle to include 2 tankers and a command vehicle when available.

Other Incidents:

Fire Alarm Activation:	1 Fire Engine and 1 Truck Co.
Power Line Down:	1 Fire Engine
Extrication:	1 Fire Engine
Vehicle Accident:	1 Fire Engine
Medical Assist:	1 Fire Engine
Spill, Leak, Odor:	1 Fire Engine
Investigation:	1 Fire Engine

Under no situation should the primary, newest engine be taken out side of the city for mutual aid calls.

Any incident in which Fire Department personnel are injured and/or die, civilian fire injuries and/or death, large property lose, commercial/industrial fires and/or hazardous materials incidents, notify the Fire Chief.

This guideline is for the initial dispatch of apparatus. This does not preclude sending additional resources, when additional resources are needed or justified. This guideline in no way interferes with the good judgment of senior members, Fire Officers or the Incident Commander in upgrading the response levels to emergency incidents.

Authentication:

Fire Committee Chairman:

Date: 5-23-05

Fire Chief:

Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-006

EFFECTIVE DATE: 5-23-05

BEGINNING MEMBERSHIP:

General:

The process of becoming a member of the Town of Mount Carmel Municipal Fire Department begins with the desire to be part of an excellent team in town government whose duty is to protect the lives, property, and interests of the citizens and visitors of The Town of Mount Carmel, Tennessee.

Application packets for membership are available at town hall or may be available from the fire department. All pertinent information for membership including job description and job requirements are contained within. (See attached example forms). *Subject to the Town's adopted Policies and Procedures Manual.*

Updating of the application packets will be an ongoing task and is subject to revision at the discretion of the Fire Chief and/or Fire Committee in an effort to comply with applicable regulations and make more efficient the application process.

Probation:

All new members of the Town of Mount Carmel Municipal Fire Department are required to serve a probationary period of one (1) continuous year from their membership date: *(six months by Town policy and six months extra by the Fire Department)*. A probationary member may be discharged for any reason or otherwise disciplined by the Fire Chief without regard to the normal appeal process and without having the right of review by the Fire Committee. Before being removed from probationary status and during the remainder of their membership with the Town of Mount Carmel Municipal Fire Department the member shall be required to live within 20 miles of the Mount Carmel City Limits. All active members are required to participate in the State of Tennessee Commission on Firefighting, Firefighter Certification program. A probationary firefighter must pass the Firefighter I exam before the end of their probationary period, which may be extended to a total of eighteen (18) months for certification purposes. After successfully passing the Firefighter I certification, the member is off probation. The firefighter then goes on to certify to Firefighter II which may include another eighteen (18) months. If the member does not successfully complete the required certification levels within the prescribed, the member shall be terminated from the Fire Department. Management shall provide all resources necessary – subject to availability - to assist the members with the certification process.

Personal Hygiene and Grooming:

Good personal hygiene habits should be practiced at all times and fire stations should be kept neat and clean at all times.

Head and Facial Hair:

Hair shall not protrude from the standard fire helmet and flame-resistive hood. Pinned-up, long hair must be kept restrained at all times when the member is on-duty. Sideburns should be trimmed to prevent a bushy appearance, which hampers the seal of an air mask, and may be extended to the center of the ear. Mustaches must be neatly trimmed and must not interfere with an air mask facial seal.

Fit Testing

All members will be required to submit to an annual fit test and medical review. Any exceptions must be approved by the fire committee.

Authentication:

Fire Committee Chairman: Jeff Auld Date: 5-23-05

Fire Chief: Chris Jones Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-007

EFFECTIVE DATE: 5-23-05

RADIO PROCEDURES and MAYDAY GUIDELINE

Purpose:

To provide the Fire Department with a standard method of communicating on the two-way radio system.

Objective:

To establish a guideline that allows clear, concise, accurate, and effective use of the radio system(s).

Scope:

This guideline shall apply to all radio communications conducted on the Fire Department frequency(s) by any personnel.

Responsibility:

All personnel.

Guideline:

All radio traffic shall be clear, brief, and accurate.

The use of nicknames, slurs, profanity, and non-related topics over the net is prohibited.

When calling an individual, use their rank followed by last name. (Firefighter Dutton to Capt. Rimer) or (2127 to 2113)

When calling a vehicle, use the assigned vehicle or call number. (2100 to Engine 2103)

If a member receives a radio transmission from a sender and does not understand the message, repeat the transmission to the sender for verification of the message or ask the sender to repeat the message.

Channel #1 is the department's main repeater channel with Dispatch. (Bays Mountain)

Channel #2 is the department's main talk-around non-repeater channel. (Truck-to-Truck)

Channel #3 is the department's alternate repeater channel with Dispatch. (Town Knob)

Channel #4 is Police Department (Bays Mountain)

Channel #5 is Police Department (Truck-to-Truck)

Channel #6 is Police Department (Town Knob)

Channel #7 is the Town's Tactical/information Repeater Channel. (Inter-city communications)

Channel #8 is the Town's tactical/information non-repeater channel. (Inter-city communications)

Channel #9 is the Hawkins County Highway Department

Channel #10 is the Church Hill EMS (Repeater Channel)

Channel #11 is the Church Hill EMS (Truck-to-Truck)

It is the Incident Commander's decision to change from channel #1 to channel #7, etc to ensure the quality and reliability of departmental radio communications. If the IC chooses to switch to channel #7 from channel #1, the IC shall have one (1) radio that the IC can receive and transmit on Channel #1 to Dispatch. In addition, have another radio to communicate on channel #7. (The IC makes use of two (2) radios)

AT THE SCENE

The first unit to arrive on the scene shall confirm their arrival to Dispatch, give a brief on-scene report, and establish command.

Any hose line team attacking a fire shall have at least one (1) portable radio for communications with the Incident Commander or Operations.

Example: "Engine 2102, on scene, light smoke visible from first floor window, in a two story brick, single family dwelling, Engine 2102 is name of street or facility Command."

Second due and all other arriving units shall confirm arrival with Dispatch and Command and await orders.

When a unit is released by Command, the unit will confirm its departure with Dispatch and all additional radio traffic from released units shall be with Dispatch.

All non-essential radio traffic should be kept to a minimum at all times. During emergency incidents and/or events, all non-essential radio traffic shall be postponed until after the emergency.

MAY-DAY TRANSMISSIONS

A person or crew that encounters problems while operating in a hostile environment (interior attack team gets lost in a structure) or a situation arises and immediate/emergency assistance is needed, shall declare "May-Day, May-Day, May-Day" over the radio.

("MAY-DAY, MAY-DAY, MAY-DAY- interior attack is lost and needs help, MAY-DAY, MAY-DAY, MAY-DAY!") or

("MAY-DAY, MAY-DAY, MAY-DAY-firefighter down, side "D"-MAY-DAY, MAY-DAY, MAY-DAY!")

Anytime a "May Day" is declared, ALL radio traffic shall cease except traffic between the Incident Commander and the caller that needs assistance. All available resources at the IC discretion shall be used to assist, find, or what needs arise, in the safest way possible, shall remedy the May Day.

Radio terms for emergency communication or accountability:

CAN: conditions, actions, needs

PAR: Personal Accountability Report

Authentication:

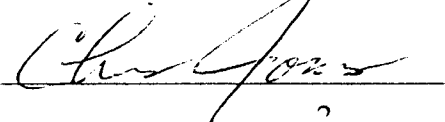
Fire Committee Chairman:



Date:

5-23-05

Fire Chief:



Date:

5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-008

EFFECTIVE DATE: 05-23-05

GUIDELINE DEVELOPMENT OR REVISION

Purpose:

It is the purpose of this guideline to establish procedures for the preparation, development, review and updating of written guidelines for the operation of the Mount Carmel Municipal Fire Department.

Objective:

To provide information, instructions and an outline so the Fire Department personnel may have the ability to write, review, and/or update the various guidelines contained in this handbook.

Scope:

It is the responsibility of the management of the Fire Department to establish guidelines. All personnel are encouraged to participate in the development and revision of the guidelines. Suggestions are always welcome.

Responsibility:

For a guideline to become effective and official signatures of the Fire Committee Chairman and the Fire Chief are required, subject to review by the Fire Board. The Fire Chief or Fire Board may appoint individuals or groups to develop, review, or revise a portion(s) of this handbook. At least annually, a review should be conducted to determine that all guidelines are current. The Fire Chief shall appoint an officer to be responsible for the master copy of the Fire Department handbook. When new guidelines are developed or revisions made to a guideline(s), notification is made on the white board in the meeting room.

Guideline:

It is the intent of the management-by ordinance-to establish in writing, guidelines, principles, and policies within which the personnel of the Fire Department shall operate; to provide internal consistency in methods of operation, but not to limit the judgment of officers and or members when operating within the principles established by these guidelines.

Each guideline shall have the following format:

NAME OF GUIDELINE

Purpose:

State the general goal of why it is necessary to have this guideline.

Objective:

State specifically what is expected to be accomplished by this guideline.

Scope:

The parameters of the subject.

Responsibility:

Who or what is affected or has authority.

Guideline:

The actual explanation of the process or procedure.

Authentication:

Fire Committee Chairman:

Date: 5-23-05

Fire Chief:

Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-009

EFFECTIVE DATE: 5-23-05

KEYS AND ACCESS TO FIRE DEPARTMENT FACILITIES

Purpose:

To establish a guideline for who gets a key and who has access to Fire Department Facilities.

Objective:

To issue key(s) and/or key cards to each member and be accountable by signing for that key(s).

Scope:

All personnel.

Responsibility:

It is the responsibility of members to have key cards, keys or codes issued to them for the purpose of gaining entry to the department or work area..

Guideline:

For security reasons and to provide a more efficient access into the Department key(s) and/or key cards are issued to members.

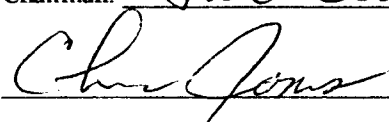
Keys and/or key cards must be signed for.

Keys and/or key cards are issued to active; non-firefighting reserve/lifetime; and non-active lifetime members only.

The keys cannot be reproduced without permission of the Chief or his designee.

Authentication:

Fire Committee Chairman:  Date: 5-23-05

Fire Chief:  Date: 5-23-05

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-016

EFFECTIVE DATE: 05-23-05

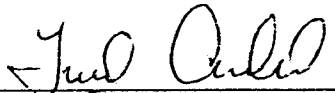
MEMBER GENERAL RULES GUIDELINE:

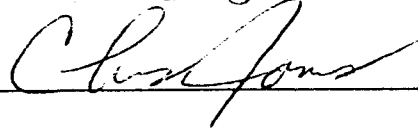
1. Fire Department personnel shall not participate in conduct unbecoming a public servant including actions that reflect unfavorably on the efficiency of the Town, cause embarrassment or are damaging to the Town, or in general reflect unfavorably on the Town, its employees or its citizens.
2. Members shall keep their Officers advised on all matters of interest to the Department and may make suggestions and recommendations for increasing its efficiency, preferable in writing.
3. A member who fails to report to their assignment and who does not furnish well-sustained reasons for the failure to do so will be subject to such formal charges and penalties as outlined in the discipline guidelines.
4. A member shall notify his/her immediate officer of any injury received in the line of duty, upon evidence of receipt of said injury.
5. Communications of every nature shall be addressed to the Officer having proper authority, but not to circumvent the chain of command.
6. At the scene of emergencies and other public activities, Officers are addressed by rank and surname. At other times where informality may be appropriate, keeping in mind the respect due the position, given names may be used.
7. No member shall loan, sell, give away, or borrow any property belonging to the Fire Department without permission of the Fire Chief.
8. Smoking is prohibited while handling gasoline or diesel or while refueling apparatus, and while inspecting or preplanning a building. Discretion is to be used at all times when in the public.
9. Members shall not attend to personal business or personal matters while on duty, to the detriment of their assigned duties without permission of the Fire Chief.
10. In the best interest of the Department, any member taking prescription medication or under the care of a licensed physician, that could interfere with his/her ability to normally function, shall not be allowed to go on-duty or remain on-duty.
11. All personnel are held responsible for all equipment, uniforms, badges, nameplates, etc, that have been issued to the individual. In case of damage or lost items, personnel shall: (1) report loss or damage to Fire Chief or any available Officer; (2) Make a written report explaining the circumstances. A study will be made of the circumstances surrounding the loss or damage and the individual may be subject to reimbursing the cost of the item and/or disciplinary action.
12. Private vehicles must not park in front of the bay doors.
13. When a member of the Department, or any instructor operating under the direction of the Chief, is conducting a training session, he/she will be in-charge of all members of the class, without regard to rank.
14. Apparatuses scheduled for training sessions at a training location away from the fire station should notify Central Dispatch that they are out of the station for training and whether they are subject to call.
15. All Fire Department personnel must live within 20 miles of the city limits.
16. All Fire Department personnel must have telephone service and must provide the Fire Department with their telephone number and address.
17. All changes of address or telephone number must be submitted to the Chief as soon as possible.
18. Any Fire Department member, who comes to the fire station(s) to answer a call and finds the apparatuses gone, shall immediately ascertain by radio: (1) The nature and location of the

- incident, and (2) any instructions from the Incident Commander regarding his/her reporting to the incident location.
19. Tobacco products are not permitted inside facilities but are permitted outside or in the bays.
 20. Prior to backing any Engine, Ladder Truck, or other Fire Department vehicle, the Department's backing policy shall be followed.
 21. Fire Department personnel shall not participate in any gambling on Town property at anytime.
 22. Fire Department personnel shall not participate in any fighting or violence on Town property at anytime. Self-defense shall be considered as an excuse when it can be clearly shown that a single individual initiated the violence.
 23. Fire Department personnel shall not participate in any horseplay when such activity contributes to the injury or ineffectiveness of the member, the public, another member/employee, damage to Town property at any time.
 24. Fire Department personnel shall not participate in any unauthorized possession or threatening use of weapons to include, but not limited to, firearms, ammunition, explosives, fireworks, or knives with more than a 3-1/2" blade on Town property at anytime.
 25. Fire Department personnel shall not participate nor fail to report any mistreatment of a client, patient, or any other individual to the Police or a Fire Department Officer.
 26. Every member shall be alert to detect incendiary cases of suspicious origin and shall immediately report such findings to an Officer. If incendiary evidence is detected, he/she, shall not move or disturb the device, but shall secure and leave the area to summon help.
 27. Fire Department personnel shall not participate in intentional endangering of the health or safety of self or others. Failure to comply shall result in termination for creating a hostile work environment to the extreme.
 28. Fire Department personnel shall not participate in destruction, abuse, or unauthorized use of Town property or equipment. Failure to comply shall result in disciplinary action or termination for abuse of power.
 29. Fire Department personnel shall not participate in stealing Town property, or property of another individual, which will be subject to disciplinary procedures and or termination.
 30. All members are responsible for keeping the stations clean and in useful array (eg. spit bottles, drink cups, overflowing garbage, food, etc.)
 31. Fire Department news and upcoming events are and will be listed on the memo board in the meeting room.
 32. Fire Department business meetings are held the first Monday every month at 6:30 pm with the training meeting following completion of any business.
 33. Fire Department training meetings or sessions are held on every Monday at 7:00 pm unless otherwise stated.
 34. Fire Department personnel shall accept their officers and comply with their directions while on-duty. Failure to comply will be dealt with disciplinary action or termination for insubordination.
 35. Fire Department personnel shall not let personal issues against other members take priority over the mission of the Fire Department. Member(s) with personal issues against another member(s) who obstruct with the mission of the Fire Department, while on-duty, shall be subject to disciplinary action or termination for creating a hostile work environment.
 36. Active Fire Department personnel shall have no less than forty-(40) hours of training a year.
 37. All members shall be responsible for the security of the Fire Department in making sure all entrance ways are secured at the building, preventing persons from walking in the department unattended and to keep heating and cooling bills at a minimum.
 38. All members are expected to keep the Fire Department, clean and presentable for the appearance to the general public or guests. (eg. all trashed disposed of, no mud on floors, trashcans emptied)

39. All members will show respect to other members, officers, other departments and their members. Remarks about other departments and/or members made outside this department or on the radio will not be tolerated.
40. Any personal disagreements will be worked out when possible. Other times, members may seek guidance through officers of the department.
41. Any person wishing to appeal a decision may do so by submitting an appeal with in 60 days, in writing to the Fire Committee.
42. Any person wishing to appeal a decision of the Fire Committee may do so by submitting an appeal with in 60 days in writing to the Board of Mayor and Alderman.

Authentication:

Fire Committee Chairman:  Date: 5-23-05

Fire Chief:  Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-011

EFFECTIVE DATE: 5-23-05

OFFICERS GENERAL RULES

1. Officers shall be just, dignified, fair, and firm at all times.
2. Officers shall maintain order and discipline at all times, responsible for the enforcement of the provisions of the Fire Department's General Operating Guidelines and Town Policies and Procedures.
3. Officers shall see to it that members properly perform any required duty within prevailing Department policies and operate all firefighting equipment under their supervision.
4. Officers shall not permit apparatus to leave the station(s) unless on call, training, inspections, public education, hydrant testing, repair work, or other official business.
5. Officers shall train members on apparatus that is in service.
6. Officers shall report promptly, by a well-documented report, all violations of the law, ordinances, conduct standards, or General Operating Guidelines to the Fire Chief.
7. All accidents to apparatus or members must be promptly and fully reported. If such accident was caused by negligence or any incompetence of drivers, such information must be included in the report. All such reports must be completed prior to involved personnel going off-duty. (Describe in writing, who, how, what, when, where, and why).
8. Officers are to insure that all personnel riding on the apparatus shall use proper safety equipment, including that all personnel are seated where seats are provided and that seat belts are worn.
9. Officers shall insure that all fires are extinguished with the least possible damage to property, if conditions favor. Caution should be used to prevent unnecessary damage by water.
10. Captains have authority over their assigned engines for equipping, maintenance, reliability, and accountability purposes. They report to the Assistant Chief.
11. Lieutenants (same as Captains) but report to the Captains.
12. Officers shall have, or cause to have, visitors escorted and politely given explanations about the building and/or apparatus. Visitors are not permitted in the private areas of the station, such as dormitory, unless the officer present has granted permission. (see *Visitors GOG*)
13. Officers shall not permit anyone, except a member of the Department or other person on official business, to ride on the apparatus when responding to or returning from an alarm, except as instructed by the ranking officer.
14. Officers shall conform to all department operations, including the keeping of necessary records, including fire incident reports and other such records as required, care and maintenance of all property, apparatus, and equipment under their command, and the department to the standards of the Chief, and shall enforce the General Operating Guidelines governing the same.
15. Captains shall forward all reports or communications that may be required to the Assistant Chief or Fire Chief.
16. Captains shall read over all reports and narratives made by members, see that the report is intelligent, and insist on being written with neatness and care.
17. Persistence in uncleanness or offensive habits will be just cause for disciplinary action.
18. Officers shall assume command of incidences under prevailing procedures and shall exercise the same until a higher-ranking officer arrives and assumes control, if need be.
19. Officers shall not allow the use of profane, indecent, or unseemly language, nor allow or permit members or visitors to speak disrespectfully of any officer or member.
20. Officers shall not allow gasoline to be used in station(s) for cleaning purposes, nor permit any person to smoke or allow a naked flame of any description while and where motorized apparatus is being refueled.
21. Officers shall not allow any bed or room to be occupied by any persons not a member of the Department, except by permission of the Chief.
22. Officers shall see that all unnecessary lights are turnoff when not in use and shall be responsible for strict economy in the use of all supplies, power, and fuel.
23. Officers shall not allow tobacco products other than in designated areas of the station.
24. Captains, aided by training officer(s), shall cause each new member to the department to be thoroughly instructed and shall see that no probationary member is assigned to any important detail until he/she is thoroughly familiar with the duties to be performed.
25. Officers shall not allow Town Mount Carmel Facilities to be used for the storage of any automobile or other property not owned, hired by, or loaned to the Town except by permission of the Chief.

26. Officers shall not allow intoxicating fluids and containers or other drugs of abuse to be brought into or used in the station.
27. Officers shall direct the drivers who shall control the speed of apparatus within the margins of state and local safety requirements and Department policy.
28. Captains and or Lieutenants shall cause a correct list to be made of all tools and appliances carried on the apparatus, and upon return from an alarm, shall check or cause to be checked promptly all equipment on the apparatus, and report any damage or missing property.
29. Captains and or Lieutenants shall see that the apparatus is, at all times, ready for use and shall be held responsible for all equipment and supplies thereon. Captains are required to report all apparatus maintenance needs, such as tire replacement, body repair, etc.
30. Officers shall report promptly to the Fire Chief, with all particulars thereof, if any municipal department, public service or other corporation, or any individual or any officer or employee of any such corporation or department that has interfered with the work of the Department. Or has refused the cooperation required and necessary for the greatest efficiency of this Department or our mission. NO officer or member of this Department, other than the Chief and/or the Assistant Chiefs, shall directly complain to or enter into any controversy with any department, corporation, or individual.
31. Officers shall require each member to properly clothe him/herself to safeguard against sickness or injury which might be brought on by being unnecessarily exposed to the weather, and will not allow members of the Department on the Fire Ground or Scene without proper personal protection equipment i.e. Turnouts.
32. Officers shall not permit any changes or alterations to be made in the building or on apparatus by members, except by permission of the Chief.
33. Officers will ascertain the authority of any contractor, mechanic, or other person reporting at the station(s) to make repairs, alterations, paint, install any equipment, perform any labor, and furnish any material, before permitting them to proceed.
34. Officers shall forward all reports, through the chain of command, addressed to the Chief. These reports shall be forwarded by the designated time allowed, if any.
35. Officers shall perform such other duties as the Fire Chief or Assistant Chiefs may direct.
36. Flags will be flown at half-mast only under the orders of the Fire Chief or Assistant Chiefs.
37. Officers shall log all incoming papers and memos at the time they are received. Officers are responsible to see that each member reads and understands the information contained.
38. All personnel shall attend the in-house training each month. This training is in addition to all regular activities and maintenance.
39. Officers are responsible for entry of accurate records (training, activities, incident response, etc...) into the Fire Department computer system as soon as practical after the activity takes place. All data must be completed in less than seven business days. Whoever is in command of a scene is responsible for the incident report.
40. Officers shall be responsible for the safety of personnel while on-duty.
41. Officers shall not permit gambling of any sort on Town property at anytime.
42. Officers shall not permit fighting on Town property at anytime.
43. Officers shall not participate in and/or permit horseplay of any kind while on and/or in Town of Surgoinsville Property.
44. Officers shall not permit unauthorized possession, threatening use of weapons to include, but not limited to firearms, ammunition, explosives, fireworks, or knives with more than a 3-1/2" blade on Town property at anytime.
45. Officers shall not permit participation in non-department related work/activities while on duty.
46. Officers shall not permit unauthorized distribution of any Town or departmental written or printed digital or multi-media materials of any description, unless authorized by the Fire Chief.
47. Officers shall not permit any mistreatment of a customer, client, patient, or any other individual and shall report any such action through the chain of command.
48. Officers shall not permit any activities that may endanger the health or safety of self or others. (*see Members Rules*)
49. Officers shall not permit destruction, abuse, or unauthorized use of Town property or equipment. (*see Member Rules*)
50. Officers shall not participate in or allow conduct unbecoming a public servant including actions which reflect unfavorably on the Town or Fire Department, cause embarrassment or damage to the Town or Fire Department, or in general, reflect unfavorably on the Town or Fire Department, its employees or its citizens.
51. Under no circumstances shall any pets be kept at a Fire Station.
52. Officers shall not permit parties or assemblages in fire stations without the permission of the Fire Chief.
53. The Fire Chief, if absent for a period of time may transfer authority to a Assistant Chief or a Captain until the Fire Chief returns and assume authority.
54. The first officer or member arriving on the scene of an incident shall assume command of the incident and have absolute jurisdiction by authority granted by local ordinance, Tennessee Code Annotated, and Federal Regulations.

- where applicable, and shall be designated as the Incident Commander, until command is transferred to a higher-ranking officer, if considered necessary or the incident is terminated.
55. The Incident Commander shall control the scene for the wellbeing of the responders and public by establishing a minimum control zone equivalent to the magnitude of incident. Hazardous Material responses shall be controlled by zones as determine by the *Emergency Response Guidebook* or *ERG*, located in the glove box. Law Enforcement could and should be utilized for other controlling measures.
 56. Officers, being members of the department, shall comply with all the members rules as well as officers rules and be subject to the same failure-to-comply procedures.
 57. Any person wishing to appeal a decision may do so by submitting an appeal with in 60 days, in writing to the Fire Committee.
 58. Any person wishing to appeal a decision of the Fire Committee may do so by submitting an appeal with in 60 days in writing to the Board of Mayor and Alderman.

Authentication:

Fire Committee Chairman: Tim Auld Date: 5-23-05

Fire Chief: Chris Jones Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-012

EFFECTIVE DATE: 5-23-05

BURNING REQUEST GUIDELINE

Purpose:

To provide a guideline for Town of Mount Carmel Municipal Fire Department personnel to address the request for burning inside the Town Limits or jurisdiction.

Objective:

To insure that all request are addressed in a uniform manner.

Scope:

This guideline shall be followed on all requests.

Responsibility:

All personnel.

Guideline:

It shall be the guideline of the Town of Mount Carmel Municipal Fire Department personnel to handle all verbal and written requests in the following manner:

When asked, by the public via phone, in person, written or by radio, about burning leaves, brush piles, garbage, garden spots, fencerows, or bono fires, Fire Department personnel shall respond by explaining that the Town of Mount Carmel Municipal Fire Department does not authorize burning of any kind.

Also, inform the caller that it is illegal to burn any petroleum-based products and the EPA for air pollution violations may prosecute them. Any burning done will be at the owner's own risk and that they will be responsible/liable for any and all damages incurred.

Upon complaint from public or at the discretion of a Commanding Officer, the Fire Department will extinguish or have extinguished any burning that is a nuisance or poses a danger to any person and/or their property. All expenses incurred (excavating equipment or etc...) for extinguishing the blaze, can and may be billed to the responsible party who started the fire and/or the property owner.

At the instruction of the officer on duty, a subject may be informed that when more that 3 complaints on separate dates and times, the fire officer shall explain to the citizens that if additional burning is done, the person or persons may receive a citation for illegal burning.

If there is an order by the Governor of the State of Tennessee or the State Forestry Division that bans all open burning, the Town of Mount Carmel Municipal Fire Department shall enforce this order to the fullest extent of the law.

When requests are made for burning of any petroleum based products such as tires, roofing materials, vinyl siding and other products, fire personnel shall explain that it is illegal to burn such materials and that they may be prosecuted by the EPA (Environmental Protection Agency) for air pollution violations. And may be cited by department officers.

Occupancies scheduled for demolishing may be burnt, as a training session, by the fire department when the proper documents have been filled out and the proper agencies have been contacted and advised of the planned action.

Authentication:

Fire Committee Chairman:

Date: 5-23-05

Fire Chief:

Date: 5-23-05

POLICY:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-013

EFFECTIVE DATE: 5-23-05

POLICY: VEHICLE POLICY

Purpose:

To establish a policy for an acceptable manner of operation and travels, which Fire Department vehicles-suppression and support vehicles are to be upheld.

Objective:

This policy is to establish who operates the vehicle(s), the purpose of the vehicle(s) travels, who may travel-as a passenger in the vehicle(s), and authorizations from the Chief.

Scope:

All Department personnel and vehicles.

Responsibility:

All personnel.

Guideline:

Suppression Vehicles-engines, ladders, brush, etc.

Responding from the Station:

For suppression vehicles, e.g. engines are to be driven and operated solely by Fire Department personnel on emergency responses with the only passengers being Fire Department personnel and seat belted in.

Responding to a call while giving a tour, a relocating of apparatus where the public is traveling as a passenger: *On tour:* the driver, authorized by an officer, may give a tour with the public and must seat belted in. In the event of a call, the driver is to precede non-emergency to the Fire Department, drop off the public, pickup fire personnel while making sure the public is safely away from the apparatus, and then proceed on the call.

Relocating of apparatus: the driver, authorized by an officer, relocating the apparatus for public education, public functions, etc, from or to the Fire Department, having the public as traveler(s) and receiving a call reroute to the relocation, shall follow the *On Tour* policy in the second sentence above, if applicable. If the apparatus is closer to the incident than the Fire Department, the driver/senior member may stop and drop off the public and then continue emergency traffic to the incident. If circumstances prevent the public from being safely dropped off, precede non-emergency traffic to the incident and keep the public in the relative safety of the cab.

In the best interest(s) of the Fire Department, personnel should not let the public travel as passengers in fire suppression vehicles unless first authorized by the Chief of the Department.

Definitions-

Public: a civilian or a person that is not a member of the Mount Carmel Fire Department. Persons who are actively petitioning the Department for membership shall be defined as public.

Support Vehicles-pickup and car

The public may travel as passengers in support vehicles where the Department is engaged in public education, public functions, and or where Departmental affairs intertwine with members of the public in the best interests of the Department.

- When members of the public are in support vehicles, as passengers, they are to be seat belted in.
- Other town employees with authorization from the Chief of the Department or Incident Commander and persons authorized by the Chief of the Department and or the Fire Committee may drive support vehicles, non-emergency mode only, when the best interest(s) of the Town and or Fire Department are concerned, which from time to time may be prescribed.

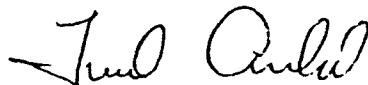
- These authorized drivers shall have a valid driver's license.
- Departmental business should be conducted in Departmental vehicles, which has priority over other affairs or uses by the Town.
- When members of the public are passengers in support vehicles, members are not to respond emergency traffic to a call.
- Persons petitioning the Fire Department may drive support vehicles for specific Departmental affairs, non-emergency, when authorized by an Officer of the Department, where prescribed.

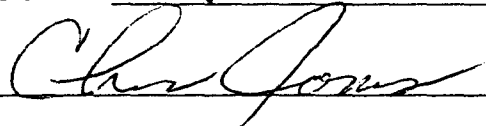
**Emergency Response of all
Fire Department Vehicles out of the County**

When a Departmental vehicle is inside Hawkins County and a call is transmitted for a structural fire or a possible structural fire, an airplane crash, a vehicle fire in close proximity to a dwelling, or other situations where the loss of life or extensive property damage may occur. The member is authorized to respond emergency traffic with due regard for the safety of others, until they are Signal-9ed or told to respond non-emergency traffic by Central Dispatch or the Incident Commander.

If a Departmental vehicle is outside Hawkins County, the member shall respond non-emergency at the posted highway speed limit until they are within 20 miles of the city limits. At such time, the member may respond emergency traffic after first contacting the Incident Commander. Due regard for the safety of others is the first priority, just as if the member was responding inside the corporate limits, even though a member is responding in a Departmental vehicle outside the Town's corporate limits.

Authentication:

Fire Committee Chairman:  Date: 5-23-05

Fire Chief:  Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-014

EFFECTIVE DATE: 5-23-05

STATE FIRE MARSHAL – BOMB and ARSON SECTION

Purpose:

To establish a guideline to act in accordance with recommended practices for the safe and systematic investigation or analysis of fire and explosion incidents in connection with the Tennessee State Fire Marshal – Bomb and Arson Section.

Objective:

To provide personnel a guideline for fire-cause investigation and origin on incidents.

Scope:

All fire incidents apply to this guideline where the department has authority of jurisdiction.

Responsibility:

All personnel.

Guideline:

Upon arrival, during, and after a fire, while on scene, any apparent evidence in plain view or unusual events, actions, finding, etc. shall be brought to the attention of the Incident Commander for investigation. Evidence shall be protected, preserved, and left as is until the investigation is completed. The Fire Department Investigator or Law Enforcement Agency having jurisdiction (when fire investigator is not available) shall have control of the scene.

After extinguishment

After extinguishment of the fire and the scene has stabilized, a fire-cause and point-of-origin investigation shall begin with the Incident Commander, Fire Marshal or local Law Enforcement.

Interviews with the owner/occupants, neighbors, first civilians on the scene, firefighters, etc. may be needed to start and or complete an investigation.

If cause investigation and point-of-origin information indicates an accidental fire, it shall be documented on the fire report as such.

If cause investigation and point-of-origin information indicates an intentional fire or is questionable, the supporting evidence shall be preserved, protected, left as is, and the entire scene cordoned off by fire line tape.

The cordoned off area shall consist of a (1) perimeter around the immediate scene and (2) around the area where the evidence is located. Example - A circle within a circle.

No entry is allowed into the cordoned off area, especially where evidence is being protected, unless authorized by the Incident Commander.

If entry into the perimeter is needed by the owner/occupant to gather personal items, two (2) firefighters or a police officer shall accompany the owner/occupant into and out of the perimeter. Any suspicious items and or behavior shall be reported to the Incident Commander immediately. All items removed shall be inventoried and pictures taken at the Incident Commanders Discretion.

Absolutely no entry, by any individual, into the cordoned off area where evidence is located is permitted.

If the Incident Commander has evidence and or suspicion of a non-accidental fire or a fire that has been deliberately set or a fire that the facts and statements do not correspond, law enforcement shall be notified and advised of the situation. After consulting with the Fire Marshal and/or law enforcement, the Incident Commander shall have Central Dispatch notify the

State Fire Marshal's Office and advise them if the situation. The Incident Commander may (discretionary) contact the State Fire Marshal's Office directly.

Pictures and documentation gathered at the scene and statements from the firefighters at the scene shall be written and placed with the fire report upon returning from the incident. No report shall be released until the fire investigation is complete.

Fire Injuries

If a civilian(s) or a firefighter(s) is injured seriously enough, on the incident scene, to be transported to a hospital, notify the State Fire Marshal's Office.

Fire Deaths

If a person(s) is found dead at the scene of a fire, the body(s) is not to be moved unless the fire is out of control or non-removal would result in more damage to the victim. Notify Fire Chief, Fire Marshal, law enforcement and the State Fire Marshal's Office.

High Dollar Fire Losses

If fire damage (loss) estimates are around one million dollars, notify the State Fire Marshal's Office.

Fire Reports

If a fire-cause and or the point-of-origin are unknown, the report shall be documented as "undetermined". Or documented "under investigation" if the scene is being investigated by the State or local agencies. Copy to report.

Consent to Search Form (see-attached form)

The Fire Scene shall be secured and a consent to search form filed out and completed prior to the fire department leaving the fire scene.

If a fire occurs and situation(s) prevent an investigation of the scene after extinguishment i.e. weather, darkness, the Incident Commander should have the owner/occupant read and sign a consent form on scene, enabling the Fire Department to start and or complete the investigation of the incident scene, under favorable conditions at a later date.

**State of Tennessee
Department of Commerce and Insurance
State Fire Marshal's Office
Bomb and Arson Section**

Office Phone: 865-594-6170

Fax: 865-694-6614

Arson Hotline: 1-800-762-3017

Authentication:

Fire Committee Chairman: Julie O'Neil Date: 5-23-05

Fire Chief: Chris Jones Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-015

EFFECTIVE DATE: 05-23-05

INCIDENT RESPONSE GUIDELINE

Purpose:

To provide a guideline for the safe response of the Fire Department apparatus to scenes.

Objective:

To decrease the risk of death or injury to our personnel and the public due to vehicle accidents.

Scope:

All personnel.

Responsibility:

All personnel.

Guideline:

Automatic Fire Alarm Activation Response:

1. The first due engine or closest apparatus, upon receiving automatic fire alarm activation, responds emergency traffic to the scene. All other first alarm units' responds non-emergency until the Incident Commander upgrades the incident or the Incident Commander cancels the other responding units, or is terminated.

Motor Vehicle Accident and Medical Assist Responses: *(Possible injuries and/or extrication)*

1. The first due engine or closest apparatus shall respond emergency traffic.
2. The Incident Commander may upgrade the incident upon his/her arrival or further dispatch information. The Incident Commander may downgrade the response after his/her arrival at the incident and size up completed.
3. Other responding units respond non-emergency less directed by the Incident Commander.

Motor Vehicle Accident Response: *(No injuries)*

1. The first due engine or closest apparatus responds emergency traffic.
2. The Incident Commander may upgrade this response based on further dispatch information or information from on scene responders.
3. All other responding units respond non-emergency.

Grass and Trash Fire Response:

1. The first due engine or closest apparatus responds non-emergency to all grass, hay bales, and dumpster fires until they reach the scene, unless exposures are threatened or involved.

Bomb Threats / Investigation:

1. The first due engine or closest apparatus responds non-emergency to a staging area, not less than 1,500 feet away from the incident scene. Upon arrival at the staging area, contact the Incident Commander for an assignment.

Reported Structure Fires and Mutual Aid Responses:

1. All apparatus respond emergency traffic.

Vehicle Fires, Spills, Leaks & Odors:

1. The first due engine or closet apparatus responds emergency traffic to the scene. By additional dispatch information or upon arrival, the Incident Commander may call for additional units mitigate the incident. The Incident Commander may upgrade or downgrade the other responding units.

Carbon Monoxide Response:

1. See Carbon Monoxide Response Guideline.

This guideline, based upon initial dispatch information, in no way can take into account good judgment based upon varying conditions and information. Additional resources may respond when they can be justified by first arriving members, an officer, or the Incident Commander.

NO INCIDENT SHALL BE UPGRADED, DOWNGRADED, OR CANCELED ON THE AUTHORITY OF NON-MOUNT CARMEL FIRE DEPARTMENT PERSONNEL, EXCEPT LAW ENFORCEMENT AND EMS PERSONNEL, WITHIN TOWN CORPORATE LIMITS.

Authentication:

Fire Committee Chairman: Paul Cevoli Date: 5-23-05

Fire Chief: Chris Jones Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-016

EFFECTIVE DATE: 5-23-05

INCIDENT COMMAND SYSTEM

Purpose:

To provide a guideline defining the command structure to be utilized at all incidents.

Objective:

To provide for a safe, efficient, and effective operation at each incident.

Scope:

This IC (Incident Command) system shall be established at all incidents.

Responsibility:

The first member and certainly the first engine on the scene shall be responsible for implementation of the IC system. The Incident Command System used by the Fire Department shall be the National Fire Service Incident Management System, first edition.

Guideline:

1. The first arriving Fire Department member shall implement the Incident Command System. This member shall establish command upon arrival by saying, "Mount Carmel Command (radio #) _____ has command."
2. A senior member or officer arriving on the scene shall take command and control the scene. If higher-ranking officers choose not to take command, they shall report to the Incident Commander or Command Post, serves as a resource, and accepts assignments given to them by the IC.
3. Transfer of command shall take place on a face-to-face basis, whenever possible, to facilitate communication and feedback. If face-to-face communication is not practical, transfer command by radio.
4. At the transfer of command, the following information shall be given to the new IC taking command: (1) The status of the current situation, (2) Resources at the scene or responding, (3) Incident organizational structure, (4) Assessment of the effect of tactical operations.
5. When a transfer of command is done, the new commander shall say, on the radio "_____ has taken command from _____". The previous IC shall confirm this radio traffic by saying "_____ has been relieved of command". Dispatch should confirm this transfer.
6. When transfer of command is complete, the new IC may return the former IC to his unit or may assign him other duties such as sector command or supporting assignment within the Command Post.
7. Incidents are to be given a specific name to avoid confusion when multiple incidents are in progress.
8. The initial Incident Commander must decide if command operations will be conducted from a fixed position or must be done simultaneous with the tactical operations. If the initial tactical operations of the first arriving resources will be able to control the incident or the personal tactical activity of the officer will have significant impact on the operation, then the command may be combined with the tactical operations. In all other situations, command should be established at a fixed location.
9. When command has not been established at a fixed location, and continues to operate in the offensive mode, as higher-ranking command officers arrive on the scene, they should take command and establish a command post at a fixed location.
10. The Incident Commander at any incident shall have the following responsibilities: Assessment of Incident Priorities as follows - a) Life Safety, b) Incident Stabilization, c) Property Conservation.
11. Perform Size-up as follows - a) What do I have? (*Situation*), b) Where is it going? (*Potential*), c) What do I need to control it? (*Resources*) *Size-up is an ongoing process throughout the incident. Weigh the gain against the risk*
12. Determine Mode of Operation - Offensive, Defensive, or Transitional.
13. Define Strategic Goals - Rescue, Exposure, Containment, Extinguishment, Overhaul, (Salvage & Ventilation where needed)
14. Establish Tactical Objectives

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE: 05-023 EFFECTIVE DATE: 05-23-05

RESPONDING TO RAILROAD INCIDENTS

Purpose:

To establish guidelines for the notification and safety of personnel while handling emergency railroad incidents.

Objective:

The Fire Department shall follow these guidelines in the handling of emergency incidents on the railroad to insure the proper handling of the incident and the safety of personnel and citizens.

Scope:

Railroad incidents inside our jurisdiction and or approximate to our jurisdictional area.

Responsibility:

All members.

Guideline:

UPON ARRIVAL – Set Incident Command up -

1. Have Fire Dispatcher notify the Norfolk Southern Railroad dispatcher of the exact location of the incident and request a railroad representative respond.
2. Request assistance as may be necessary to handle the emergency.
3. Request Police assistance, if necessary.
4. Coordinate with the train conductor, engineer and/or any available railroad personnel at the scene.
5. If cars other than the engine are involved, obtain a copy of the shipping papers (these are often kept in the engine) to determine the nature of the cargo.
6. Strategy – Life safety, Incident Stabilization, Property Conservation
7. Tactics - R.E.C.E.O. V.S. Make action plan

SAFETY

1. Responding personnel shall wear protective clothing in accordance with the emergency situation and Fire Department guidelines.
2. Personnel should be aware that diesel electric train engines might carry from 100 to 250 gallons of P.C.B. in their electric generators and up to 5,000 gallons of diesel.
3. Some situations involving cargo fires (when the cargo is of a hazardous nature) may dictate evacuation of the immediate and/or surrounding area. Use shipping papers and DOT-ERG for assistance.

ENGINE FIRES

1. Coordinate with the conductor and engineer.
2. Use CO2 or dry chemical on electrical fires.
3. Diesel engines utilize considerable quantities of diesel fuel. Handle these fires as you would a combustible liquid fire.
4. Full protective clothing and SCBA's shall be worn.

TANK CAR FIRES AND LEAKS

- C. Suppress or remove any other sources of ignition in the immediate area.
- D. Do not attempt to shut down main line gas valves. Gas Company personnel only will do this procedure.

OPERATIONS

- A. Shut off utilities.
- B. Ventilate structure from outside.
- C. Consider water supply in case of explosion and fire.
- D. Evacuate any endangered occupants in the building as well as the immediate area.
- E. Use combustible gas indicator to determine if building is safe to enter. (Natural gas is lighter than air, therefore, if confined in a structure or carport it will generally be concentrated at ceiling levels).
- F. Shut off or plug leak.
- G. Restoration of gas service should be done by Gas Company personnel only.
- H. Allow occupants back into the structure only after levels have been reduced to 0 % by Gas Company monitor.

See the Response to Gas leaks in Appendix III.

Authentication:

Fire Committee Chairman: Fred Quill Date: 5-23-05

Fire Chief: Chris Jones Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-022 EFFECTIVE DATE: 05-23-05

RESPONDING TO A NATURAL GAS LEAK IN SIDE A STRUCTURE

Purpose:

To establish a guideline in response to a natural gas leak in side a structure incident.

Objective:

To decrease the risk or injury to our personnel and the public due to natural gas leak incidents.

Scope:

All personnel.

Responsibility:

All personnel.

Guideline:

RECEIPT OF CALL

Carbon Monoxide Investigation Procedures (SEE ATTACHED: RESPONDING TO CARBON MONOXIDE INCIDENTS)

If the caller can detect a strong odor of gas or can hear gas escaping, they should be instructed to leave the building immediately. They should also be instructed not to:

1. Hang up the telephone.
 2. Operate any electrical switches, television sets, appliances or other electrical devices.
 3. Pull any circuit breakers.
 4. Re-enter the building.
- A. Notify dispatcher to respond Gas Company to the suspected leak.
 - B. Spot apparatus safe distance from the address of the leak, the first due apparatus may enter the block area of the leak and all other responding apparatus shall stage one block from the address of the leak.
 - C. Request traffic control by the Police Department if needed.
 - D. Consider immediate evacuation of the structure and other exposures.
 - E. Try and determine if there is a gas leak and the area of involvement with the atmospheric monitoring device prior to the Gas companies arrival.

SAFETY

- A. All personnel involved in the operation shall be in full protective clothing and breathing apparatus.
- B. Ventilate structure by opening windows and doors from outside.
- C. Do not operate electric switches in the building.
- D. Natural gas does not contain carbon monoxide or other toxic products, but in sufficient amount it is suffocating.
- E. Natural gas is lighter than air so always check upper levels above the leak site and place apparatus accordingly.

CONTROL UTILITIES

- A. Shut off gas supply at meter or curb valve for the occupancy only.
- B. Shut off electric power to building to prevent appliances (i.e. refrigerator, etc.) from coming on.

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-021 EFFECTIVE DATE: 05-23-05

MOTOR VEHICLE ACCIDENT RESPONSE GUIDELINE

Purpose:

To provide guidelines for Fire Department personnel to respond to motor vehicle accidents where injuries or possible injuries and fires and hazardous materials are reported or the threat of safety to others due to the accident scene.

Objective:

To establish guidelines for Fire Department personnel to operate with other agencies at motor vehicle accidents and provide a safe and effective guideline by which all responders can work together for a common goal to assist and protect the motoring public.

Scope:

All personnel.

Responsibility:

All personnel.

Guideline:

Upon arrival, the member shall size-up the situation, give on scene report, determine if additional resources are needed (more FD equipment or manpower, police, ambulance, or other resources) and establish Command. After Command is established, coordination of resources whether the town's or outside agencies is a Command responsibility. Other Departmental responding units or resources shall not be canceled except by Command (Incident Commander), once established. In cases of extended stand-by operations, the IC may release Department resources from the Incident as soon as practical so that it may be back in service. If a reliable source, (On-scene Police Officer, Firefighter, EMS personnel) determines that this is a multiple vehicle accident with multiple people trapped, multiple people injured, or a volatile situation that could cause more injuries, additional resources may be called to respond. If a reliable source, (On-scene Police Officer, Firefighter, EMS personnel) determines this is a non-injury accident with no entrapment, the response can downgrade to non-emergency traffic or canceled en-route.

VEHICLE FIRE:

If a vehicle is on fire: keep upwind and uphill, full PPE, attack from the unburnt side, if possible; keep flames away from trapped occupants and fuel cell; stay away from the bumpers; extinguish using water or foam, if needed. Consider explosions from tires, fuel cells, shock absorbers, mobile meth labs, etc. Error on the side of safety. Use R.E.C.E.O.

HAZARDOUS MATERIALS:

Set up Incident Command; Isolate the immediate area; Identify the product by placard, shape of container, papers or ERG; Notify dispatch of findings and needed resources; Evacuate area, if needed referencing the ERG; When in doubt-use the ERG # 111. Use a Unified Command with us being the IC and hazmat team being HazMat command or operations. Use no water to clean up spills, only absorbents.

Authentication:

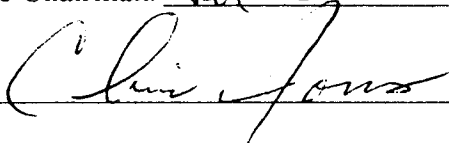
Fire Committee Chairman:



Date:

5-23-05

Fire Chief:



Date:

5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-020

EFFECTIVE DATE: 05-23-05

RAPID INTERVENTION TEAM GUIDELINE

Purpose:

The purpose of this guideline is to increase the safety of Fire Department personnel while operating at emergency incidents.

Objective:

To increase Fire Department personnel's chances of survival in the event that they become lost, trapped, injured, or need assistance in a hostile environment or situation.

Scope:

All personnel.

Responsibility:

All personnel.

Guideline:

Implementation of a Rapid Intervention Team (RIT) should be formed at the following incidents:

1. A working commercial fire.
2. A working industrial fire.
3. A working fire in a residential structure.
4. A working fire in a multi-story building.
5. Multiple alarm fires.
6. Special operations: any incident that is so large, complex, or dangerous that Fire Department personnel's safety is imminently threatened.
7. Any time personnel are working in an IDLH atmosphere(s). (Immediately Dangerous to Life or Health)

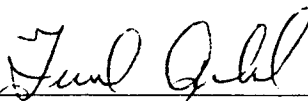
A Rapid Intervention Team shall consist of personnel under the direction of an officer or leader (one officer or leader and a minimum of one other person). This team, upon being designated a RIT, shall report to the Incident Commander, fully equipped to enter the hazardous area, including personal protective equipment and tools, etc. The Rapid Intervention Team may be composed from other responding departments to provide adequate coverage.

A Rapid Intervention Team shall remain in close proximity of the Incident Commander for easy access. They shall be available to proceed quickly to the area and assist Fire Department personnel in distress, if needed. (Also, note the Interior Fire Attack GOG)

No additional assignments are given to a Rapid Intervention Team, which would make their primary mission of fire personnel rescue, ineffective.

Authentication:

Fire Committee Chairman:



Date: 5-23-05

Fire Chief:



Date: 5-23-05

SCBA shall be worn until atmosphere has been tested and determined to be safe. Safe is defined as 35 or less parts per million Carbon monoxide and >19.5% Oxygen. If air monitoring equipment is available.

TYPE

1. All self-contained breathing apparatus shall meet the following minimum standards: a) have a full-face piece, b) have air cylinders that meet DOT and NIOSH criteria, c) have a minimum service life of 30 minutes per MSHA. d) Have an audible/vibratory alarm for low pressure, e) be positive-pressure, f) all SCBA shall be units approved by the MSHA and/or NIOSH, h) have a working PASS device.
2. The Department utilizes Scott 2.2, positive-pressure air packs.

Authentication:

Fire Committee Chairman:

Paul Angell

Date:

5-23-05

Fire Chief:

Ch. Jones

Date:

5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-019 EFFECTIVE DATE: 05-23-05

SELF CONTAINED BREATHING APPARATUS

Purpose:

To establish a guideline that will insure that all Fire Department personnel receive the level of protection that their self-contained breathing apparatus was designed to provide.

Objective:

To insure that all SCBA's are in proper working condition, that firefighters are trained in their use, and that they are worn under appropriate conditions to avoid any respiratory contact with products of combustion, super heated gases, toxic products, or other hazardous contaminants (IDLH).

Scope:

This guideline applies to all Fire Department personnel who wear SCBA-active members.

Responsibility:

Primary responsibility for adherence to this guideline rests with each individual member who wears SCBA.

Guideline:

Care and Inspection

1. All SCBA's carried on apparatus shall be inspected, cleaned, and sanitized following manufactures recommendations every Monday and after each use, if needed.
2. SCBA cylinder with less than 1800 p.s.i. shall be topped off.
3. If any problems or defects found in SCBA's inspection or use, remove from service immediately, and report (on paper) the findings to an Officer.

Training

1. Before any Fire Department personnel may enter any contaminated atmosphere, they shall have been trained in the donning and use of SCBA.
2. The minimum standard for SCBA use is the *IFSTA Essentials Manual, 4th Edition* for active members.
3. Firefighters shall have, as a minimum: fit testing, complete the OSHA medical questionnaire, and an annual SCBA check off from an outside source.

Use

1. All active Fire Department personnel in the immediate vicinity of the incident shall wear SCBA's when one or more of the following conditions exist: a) known atmospheric hazards, b) suspected atmospheric hazards; c) the atmospheric conditions may become hazardous.
2. At the direction of the Incident Commander.
3. When working at Natural Gas, LPG, Carbon Monoxide, and/or other hazardous atmospheric conditions.

line(s) to the entry point of the building, set up any ladders or other equipment required for the attack, set up positive pressure ventilation equipment, or take other action to prepare for the interior attack.

The two (2) firefighters who are going to make the interior attack shall then proceed to a safe area near the entry point of the building from which the interior attack will be made. These two (2) firefighters shall wait at this point until at least four (4) firefighters (counting themselves) are on the scene and in protective gear, including SCBA [referenced above] and then they may proceed with the interior fire attack, depending upon reassessment of the situation by the Incident Commander.

EXCEPTION:

The Incident Commander may initiate a rescue without a stand-by firefighters in place provided there is confirmation that a victim may be present and that this action may result in someone's life being saved.

If this action is taken, document the incident and related facts on the fire report.

Authentication:

Fire Committee Chairman: Tim O'Neil Date: 5-23-05

Fire Chief: Chris Jones Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-017

EFFECTIVE DATE: 5-23-05

INTERIOR FIRE ATTACK GUIDELINE

Purpose:

This guideline is to aid in the safety of all firefighters when making interior structure fire attacks and to provide for an effective fire attack team.

Objective:

To provide a guideline for an effective team of four (4) firefighters, prior to the initiation of an interior fire attack.

Scope:

This guideline shall apply to all incidents where firefighters make an interior fire attack.

Responsibility:

It shall be the responsibility of the Incident Commander to enforce this guideline and all personnel to abide by it

Guideline:

Before attempted an interior fire attack by the Fire Department, there shall be no less than four (4) firefighters on the scene of the emergency. A) There shall be no less than four (4) working self-contained breathing apparatus w/ PASS and full protective clothing for all four (4) firefighters. B) Two (2) of the firefighters shall be fully suited in protective gear and self-contained breathing apparatus w/ PASS before entering structure equipped with a charged hose line and any equipment that might be needed. C) The other two (2) firefighters (stand-by) shall have on protective clothing and self-contained breathing apparatus, but not breathing air, to be donned quickly in the event a rescue of fire personnel is needed. D) One (1) of the two stand-by firefighters shall be in such a position that he/she may observe the path of entry into the structure used by the two (2) firefighters who make the interior attack. That stand-by firefighter should also be able to see the other stand-by firefighter who may be standing at the pump panel of the fire apparatus, etc.

In the event that a rescue of the initial interior attack team should have to be attempted by the stand-by firefighters, notification to other responding units that they are entering the building to effect a rescue of the initial interior fire attack team. The stand-by firefighters may choose to take other tools, hose lines, or appliances for their own protection or for use in the rescue of the first entry team. Upon the arrival of additional personnel, with PPE, they shall attempt to establish contact with the stand-by firefighters and assist with the rescue efforts or be assigned tasks by the Incident Commander. One of the personnel arriving should take over at the pump panel of the engine providing water to maintain water supplies to the interior teams, in the event that the position had been abandoned during the rescue efforts.

First arriving personnel, with an engine, have less than four (4) firefighters on arrival at the scene, the Incident Commander must determine if conditions demand an immediate interior fire attack. If it is determined that an interior fire attack be made, they will wait for additional help to arrive, unless the fire is in an incipient stage. During this time, the first crew shall proceed immediately to prepare for the interior fire attack by: donning self-contained breathing apparatus, stretching a hose

15. Develop and Implement a sound action plan – from the above. Evaluate the plan and change, if needed.
16. When units or resources are responding to an incident and the IC has given these units no specific assignment, Staging shall be established.
17. The IC may also be the Safety Officer on smaller incidents. The IC may appoint a Safety Officer when needed or the incident increases.

Authentication:

Fire Committee Chairman: Paul Gault Date: 5-23-05

Fire Chief: Chris Jones Date: 5-23-05

1. Identify the product, if possible. *Use ERG Guide #111 for unknown or find the placard for the correct guide #.*
2. Be guided by the nature of the product. If hazardous materials are involved, seek technical assistance from ChemTrec, Hazardous Materials Guidebooks, TEMA, etc. **USE EXTREME CAUTION**
3. Wear full protective gear and SCBA's.
4. When hazardous materials are involved, proceed according to the nature of the hazard. **A DEFENSIVE MODE MAY BE CALLED FOR RATHER THAN AN OFFENSIVE MODE.**
5. Evacuation may be necessary.

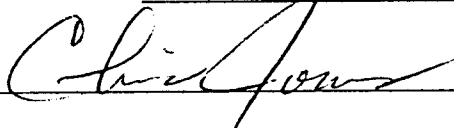
BOX CAR FIRES

1. Identify the product; if a hazardous material is involved, proceed according to the nature of the involved product. *Use ERG Guide #111 for unknown or find the placard for the correct guide #.*
2. When normal materials are involved, protect exposures, disconnect the car and separate it from the rest of the train, if possible.
3. Cool the exterior of the car and try to determine where the hottest area of the car might be. Use TIC
4. Cool the underside of the car.
5. Normally, an indirect attack is best. This is accomplished by the following:
 - a. Determine, if possible, the hottest area of the car.
 - b. Ladder the car and punch a small hole in the roof of the car over the hottest area with a penetrating nozzle.
 - c. Use a penetrating nozzle through the hole to affect an indirect attack. Ventilate as needed.
6. Full protective clothing and SCBA's shall be worn as a minimum.

Find the train's personnel and papers for guidance.

Authentication:

Fire Committee Chairman:  Date: 5-23-05

Fire Chief:  Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-024

EFFECTIVE DATE: 05-23-05

RESPONDING TO FLAMMIBLE LIQUIDS TANK WITH FLAME IMPINGEMENT GUIDELINE

Purpose:

To establish a response guideline concerning the management of direct flame impingement on a flammable liquids tank.

Objective:

To provide personnel guidelines when responding to an incident involving liquefied gas tanks where flames are impinging or may occur.

Scope:

This guideline applies to all personnel.

Responsibility:

All personnel.

Guideline:

When responding to an incident involving flammable liquids, gases, etc where tanks, cylinders, or other pressure vessels are actively being heated by direct flame impingement, consider one (1) of two (2) options after accessing the scene;

1. Quickly apply water to cool the top of the tank using an **unmanned** deluge or monitor at the flow rate of at least 500 gpm if a continuous water source (hydrant) can be secured. Evacuate at least 500 feet and wait.
- Or
2. Evacuate the area for 1,000 + feet in all directions and take shelter if number 1 cannot be accomplished.

A. If flames are directly impinging the tank, look from a safe distance, for signs of discoloration, bulging, or other tank abnormalities and look for the relief valve to see if any venting of product is occurring and or a flamethrower type flame is exiting from the relief valve. **Do not extinguish any flame coming out of the relief valve.**

B. Listen from a safe distance for the venting of the relief valve. This sound is comparable to jet engine. If you here the pitches of the venting gas increase, evacuate and seek immediate shelter.

C. If A and B exist, a BLEVE –Boiling Liquid Expanding Vapor Explosion may follow. If manpower is limited, an immediate continuous water source cannot be obtained, or a sufficient delay occurs consider withdrawing and evacuation the area.

If a potential situation existence for direct flame impingement, attempt to control the situation by any means necessary. *Example-a gasoline spill under a leaking or wrecked tractor-trailer. Foaming the scene maybe a wise choice.*

See ENGINE COMPANY OPERATION GoG for additional assistance.

Authentication:

Fire Committee Chairman:

Date: 5-23-05

Fire Chief:

Date: 5-23-05

Operational Guideline:

Town of Mount Carmel Municipal Fire Department

GUIDELINE: 05-025 EFFECTIVE DATE: 05-23-05

WATER SOURCES

Purpose:

To establish a guideline to find and use any water source available for fire protection efforts.

Objective:

To provide a water source to aid in fire protection efforts where fire hydrants are not available or in addition to.

Scope:

Our Fire district.

Responsibility:

All members of the Department.

Guideline:

Pre incident planning of available water sources to include hydrants, swimming pools, rivers, streams, ponds, creeks, cisterns, etc for access to and or a suction point for fire suppression efforts.

These suction points or filling sites shall be noted and placed on the hydrant map in the fire station and on pre plans where appropriate.

The floating pump may be utilized to provide water from any source where use of pumper suction hose is restricted.

Fire hydrants are checked at least twice a year to record the static and residual pressures in p.s.i., the available flow rate in gallons per minute, lube the available hose connections, and the overall condition of the hydrant. When pressures and flow rates are checked, the 2 ½" cap gauge should be used along with the "Hydrant" book for location, number of hydrant, pressure equivalents, and recording of data, etc.

All testing will be done by the Mount Carmel Fire Department personnel.

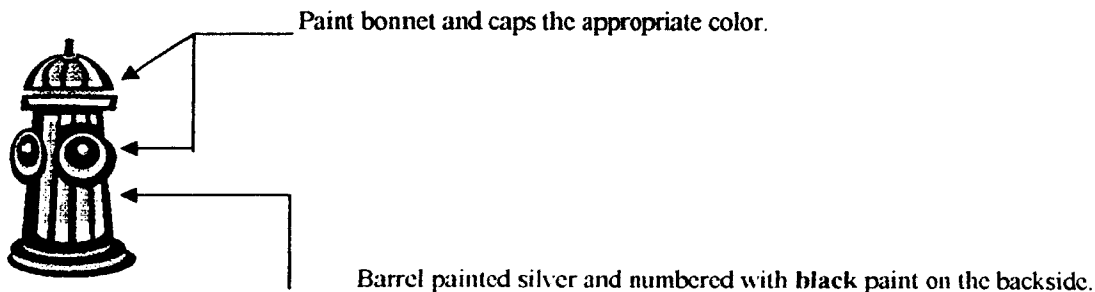
All maintenance will be conducted by the Hawkins County First Utility District.

Fire Department personnel must follow the guides in *Appendix II* as they apply to use of fire hydrants located within our jurisdiction.

Color-coding

Hydrants are painted according to NFPA and ISO recommendations. Below are the specifications:

Red = 0 to 499 gpm Orange = 500 to 999 gpm Green = 1,000 to 1,499 gpm Blue = 1,500 + gpm



Hydrants should be spaced 1,000 feet apart at the maximum distance. If a hydrant has mechanical problems, the Hawkins County First Utility District is to be contacted for repair.

Fire Hydrants shall be inspected and cleaned bi annually and tested.

Hydrants shall be color coded to the water flow of the hydrant.

Authentication:

Fire Committee Chairman: Paul Cull Date: 5.23.05

Fire Chief: Chris Jones Date: 5.23.05

Operational Guidelines:

Town of Mount Carmel Municipal Volunteer Fire Department

GUIDELINE NUMBER: 05-026

EFFECTIVE DATE: 05-23-05

PERSONNEL PLACEMENT

Purpose:

To establish an organized membership roll relating to personal intentions, restrictions, and or expectations.

Objective:

To place members in a category consisting of Active, Non-Firefighting Reserve/ Lifetime, Non-Active Lifetime, or Non-Active status.

Scope:

To place members in a category, of their choice, for insurance, training, responsibility, and accountability purposes. This is for existing members only as of January 1 2005.

Responsibility:

All members are responsible for deciding on a category of their choosing and returning the letter to the Fire Chief.

Guideline:

Fire Department personnel shall place themselves, as an individual, in a category of their choosing, in the categories of:

Active – Members, who respond to incidents for the direct applications of firefighting procedures, rescue, etc. per the job description and are not limited to such but as directed by the Fire Chief/ Incident Commander. Active members shall be the major majority of the membership. Active members shall be issued Personal Protective Equipment, wear SCBA, drive and operate apparatus', certify to a minimum of Firefighter II by the Commission, and other tasks and responsibilities within and by the Department. Only active members shall hold officers positions. Active members shall have all privileges and responsibilities as intended by the guidelines. Members who have fifteen (15) years of active service may choose to remain active. If the member of fifteen (15) years wants to go Reserve/Lifetime, Non-Active Lifetime, or Non-Active, a signed letter from the member to the Fire Chief stating their intentions is needed.

Non-Firefighting Reserves/Lifetime – Members who have a obligation to the Department but not be of active status, but instead devotes their energies and talents to the Department in a supportive role during incidents and in day-to-day operations. Supportive roles include, but are not limited to errands, making ready the apparatus' before and after a call, staging tools, station cleanup, driving and operating apparatus' after qualified to do so, training etc. Personal Protective Equipment shall be issued by the Department and worn accordingly. Reserves shall not use SCBA nor place themselves in situations at an incident were the threat of injury is highly likely. Lifetime members, fifteen (15) plus years of continuous service may choose the Non-Firefighting Reserves to stay involved with Departmental affairs. Reserves shall have all privileges and responsibilities of active members except holding an officers position.

Non-Active Lifetime – *Members who were active and have given fifteen (15) years plus of continuous service with the Department and have chosen not to be involved in any Departmental affairs with the exception of formal functions. Non-Active Lifetime Members shall not have any Department issued equipment and or gear, except a dress uniform. They shall be entitled to receive Tennessee State Fire license plates.*

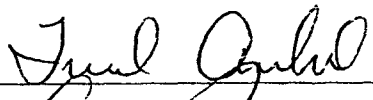
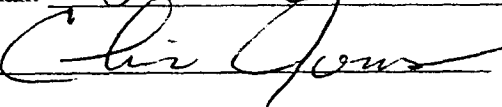
Non-Active – *Members who have left or will permanently leave the Department and shall not participate in any Departmental affairs or functions regardless of time served. All Department gear equipment shall be turned in.*

If a non-firefighting reserve/lifetime or non-active lifetime member decides to have a more active role, i.e. from non-active lifetime to active, the member must submit to the Chief, a signed letter of their intention. The member understands that the requirements of active or non-firefighting reserve status will be enforced, from the date on the letter. Their seniority is maintained. If a letter is not received by July 15th, 2005, members shall be placed in the Non-Active Lifetime, if their years of service are 15 years plus, or placed in Non-Active status for those with less than 15 years of service.

Note

A letter-of-intent from the Department to all members on the roll book as of January 1 2005 will be sent out for placement purposes and notification of the inception of the Department's Guidelines, on or before June 1, 2005. If a member does not respond and/or return the completed letter-of-intent by July 15th, 2005, their placement shall be the same as in the roll book as of January 1 2005.

Authentication:

Fire Committee Chairman:  Date: 5-23-05
Fire Chief:  Date: 5-23-05

Operational Guidelines:

Town of Mount Carmel Municipal Fire Department

GUIDELINE NUMBER: 05-027

EFFECTIVE DATE: 05-23-05

PROTECTIVE CLOTHING GUIDELINE

Purpose:

To establish a guideline that will ensure that all Fire Department personnel that respond to emergencies be dressed in the level of protection that their personal protective equipment (PPE) was designed to provide.

Objective:

To prevent or help to prevent injuries of members dressed in PPE.

Scope:

This guideline shall apply to all emergency incidents, which Fire Department personnel respond, and to appropriate training exercises.

Responsibility:

It shall be the responsibility of each individual to comply with this guideline. It shall be the responsibility of each Officer to see that each Firefighter under their command complies. It shall be the responsibility of the Safety Officer or Instructor to enforce this guideline.

Guideline:

All Fire Department personnel, except the apparatus operator in some situations, shall wear full protective clothing while operating at all incidents. This shall include turnout pants, boots, coat, helmet, gloves, hood, and SCBA, when needed.

All Fire Department personnel shall be in full protective gear while on-scene, relative to the incident.

Apparatus operators, who choose not to wear gear while responding, shall don all personal protective equipment after arrival and initial set up of apparatus at the incident scene. Apparatus operators shall also don an SCBA unit with their personal face piece readily available for a structure fire, if applicable.

All Department personnel on medical assists shall wear, at a minimum, issued safety glasses, and rubber/latex gloves. Full protective clothing should be worn, if needed or as directed by the Incident Commander.

All open wounds, cuts, etcetera shall be properly covered, to prevent possible exposure while on-duty.

All clothing that has been or might have been contaminated on an incident scene shall be removed, as soon as possible, and properly bagged and tagged for cleaning.

All footwear that has been/or might have been contaminated on an incident scene shall be properly decontaminated before leaving the incident scene, if possible or bio-bagged.

At no time shall contaminated footwear be placed in apparatus, vehicles, or living areas of stations.

Personnel shall make certain that all street clothing covered by protective gear or turnout gear.

When Firefighters are already in fire apparatus without protective clothing, such as in returning from training sessions, other incidents, etc., and receive an alarm, the apparatus operator shall drive apparatus to the incident scene.

After arriving at an emergency scene, if the Incident Commander determines that conditions are safe without some items of protective clothing, the IC may allow Firefighters to remove these items. Conditions such as weather, type of incident exposure, time on scene and other such factors should be considered by the IC when allowing Firefighters to remove protective clothing. *Neither protective clothing nor SCBA shall be removed until atmosphere has been tested for and*

determined to be safe. Example: Carbon Monoxide level shall be <35 parts per million, Oxygen >19.5%, and no other toxic or combustible gasses found. (If air-monitoring equipment is available)

If Firefighters are taking a break or otherwise resting, while on the scene, they shall be at a location of sufficient distance from the immediate hazard area as to not be concerned with smoke, flames, or other foreseen hazards while resting. The safety of Fire Department personnel and citizens shall be of primary consideration.

Twice annually, the Assistant Chief shall conduct an inspection of all personal protective clothing. Protective clothing with defects that could compromise the safety of a Firefighter shall be repaired or replaced. Should damage or wear occur between inspections, Firefighters and Officers should report these conditions through the chain of command to the Chief.

All structural Firefighting gear provided by the Fire Department shall meet the previous edition or the current edition requirements of the National Fire Protection Association.

Turnout gear shall be cleaned after each exposure to an infectious substances or hazardous materials per manufactures recommendations or properly disposed of.

Gear may be cleaned at the Firefighter's discretion per manufactures recommendations.

All personnel shall take their personal protective equipment (issued) with them when leaving the fire station for training, stand-by, public education, and other such special assignment.

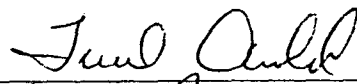
Whenever turnout gear is to be moved in vehicles other than fire apparatus, it must be in a gear bag, when available, furnished by the Fire Department. Care shall be taken not to contaminate any seating areas with turnout gear.

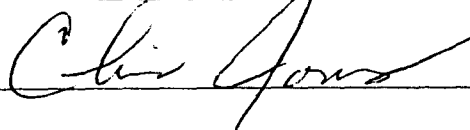
Turnout gear is issued to personnel with personnel's name on the helmet and name wrote on the inside label of pants and coat. Other decals, such as Maltese cross, star of life, and American flags are acceptable to add to helmets.

For your safety, no other markings such as, painting, stickers, decals, pins, tags, or etc. shall be added to turnout gear. Such items may offend other personnel, the public, and/or compromise the safety and/or warranty of the turnout gear issued.

This guideline should never take the place of your good judgment. This guideline outlines the minimum amount of personal protective equipment and such that should be utilized at the different categories of incidents and use stated by the manufacture.

Authentication:

Fire Committee Chairman:  Date: 5-23-05

Fire Chief:  Date: 5-23-05