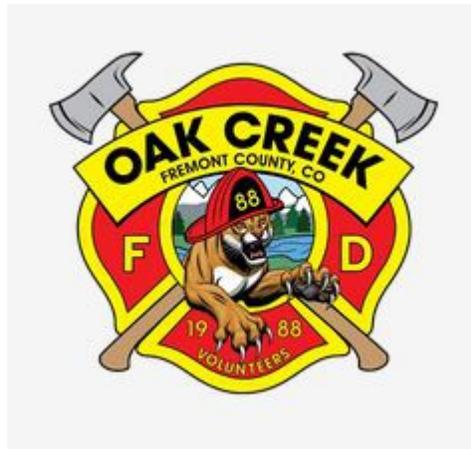


Oak Creek Grade Volunteer Fire Department

Standard Operating Procedures



Revised 07/2025

Oak Creek Grade Volunteer Fire Department

General Policies and Procedures

Purpose:

The purpose of these policies and procedures is to provide guidelines in order to establish and maintain a volunteer support component of the Oak Creek Grade Volunteer Fire Department district, and to provide a scope of duties and limitations for the Oak Creek Grade Volunteer Fire Department (OCGVFD) program.

Discussion:

OCGVFD members are not intended as long term firefighting force. Members stay on scene until mutual aid arrives. Members shall be utilized to support other departments' functions and shall receive training appropriate to the duties that they may be called upon to perform.

Policy:

It shall be the policy of the OCGVFD to maintain and operate the assignment of OCGVFD members to any duties as may be determined appropriate and necessary. OCGVFD volunteers shall be utilized to assist emergency management and other related community service functions in non-operational roles as needed and determined by the fire/EMS chief or his/her designee.

Procedure:

1. The OCGVFD program shall be under the administrative supervision of the Board of Directors of the department.
2. The Board of Directors shall coordinate and/or maintain all aspects of the OCGVFD program.
3. The Board of Directors may appoint an individual to the position of volunteer or OCGVFD coordinator when deemed necessary.
4. OCGVFD members shall not be armed with firearms of any kind while performing duties for the department.
5. OCGVFD members shall not be compensated for any time worked under this program.

OCGVFD Applications:

1. All members of the department are encouraged to actively participate in the recruitment and training of qualified community volunteers.
2. The department shall make membership applications available to the public.
3. All applications shall be forwarded to the Board of Directors or designated office/person.
 - a. The Board of Directors shall ensure all applications are acknowledged within five working days.
 - b. No application will be rejected because of an omission or error that can be corrected.
4. The Board of Directors or designated office/person shall:
 - a. Review applications.
 - b. Request background, criminal history, and driver's license checks as deemed necessary based upon the assignment.
 - c. Ensure that the admission or rejection of applicants is based on careful, sound, and rational judgment.

Qualifications:

1. OCGVFD applicants must be 18 years of age or older.
2. OCGVFD applicants must be of good moral character.
3. OCGVFD applicants must not have been dishonorably discharged from the United States Armed Forces.
4. OCGVFD applicants must not have been convicted or have pled no contest to a felony or misdemeanor offense including but not limited to immoral conduct, DUI, or narcotics sales or trafficking. This does not include minor traffic infractions; however, the decision to approve or deny a OCGVFD application shall rest with the Board of Directors or their designee.

If the background investigation establishes that the volunteer has a significant history of prior unlawful conduct, the volunteer will not be appointed. If the information comes to light after the appointment, the volunteer shall be released from the OCGVFD program.

5. OCGVFD applicants must have on file a completed, processed application with a valid state driver's license or other form of identification.
6. OCGVFD applicants must have the mental and physical capacities to perform the requirements of assigned duties as determined by the fire/EMS chief or his/her designee.

Conduct:

1. No OCGVFD member shall report for duty while under the influence of alcohol or drugs. No OCGVFD member shall consume alcohol or drugs likely to cause impairment while on duty or perform any duties for the department while under the influence of alcoholic beverages or any substance which may adversely affect physical or mental capabilities.
2. OCGVFD members represent the Department while acting in the capacity of a volunteer in the OCGVFD program. As representatives, OCGVFD members must conduct themselves in such manner as to demonstrate the highest standards of professionalism so as to earn the public trust.
3. OCGVFD members shall be polite and courteous to the public, members of the Department, and other support employees at all times.
4. If a uniform has been provided to OCGVFD members, then OCGVFD members are advised to be in uniform while on duty.
5. At no time will a OCGVFD member use their identity as a member of the Department to secure special privileges or personal gain, or to gain favorable treatment or gratuities. Violations of this directive may result in immediate release from the OCGVFD program.
6. OCGVFD members' assignments within the department may provide them access to confidential or sensitive information. Any information gained in this manner shall not be divulged. Violations of this directive may result in immediate release from the OCGVFD program.
7. If a OCGVFD member cannot fulfill a scheduled assignment, the member shall notify the team leader or the program coordinator as early as possible.

Training:

1. OCGVFD will provide all members with the necessary training and the materials in which they will need to perform OCGVFD functions.
2. All OCGVFD members shall participate, on a regular basis, in meetings or training exercises. Failure to maintain acceptable attendance may result in release from the OCGVFD program.

OCGVFD Program Assignments:

1. The Fire Chief or designated office/person shall coordinate the allocation and assignment of OCGVFD members.

Assignments may include but are not limited to:

- A. Administrative functions:
 - Clerical
 - data entry
 - office work
 - Other duties as needed
- B. Life Safety Education:
 - CERT (Community Emergency Response Team) training
 - community
 - First Aid
 - basic
 - first responder
 - CPR
 - provider
 - instructor
- C. Fundraising
- D. Junior program (under 18 years of age)

E. Rehab/Canteen Services

- water, ice, food distribution to first responders at emergency scenes
- public and fire/EMS department assistance
- sandbags

F. Public Relations

- smoke detector program
- fire prevention/life safety education

G. Performing duties in other support functions will be based on training, skills and other interests of the individual member and determined by OCGVFD Chief or Assistant Chief.

H. OCGVFD members who have received specialized training (such as CERT training) may be called upon during disasters and other emergencies.

2. OCGVFD members will be assigned to positions that augment the department's ability to provide services.
3. OCGVFD members may also receive training in traffic control as part of their ongoing training. Traffic control training is a benefit to both police and fire/EMS departments at accident and other emergency scenes. OCGVFD members receiving this training will be considered volunteers for both the police and fire/EMS department.
4. Considerations when creating assignments for OCGVFD members include:
 - A. Volunteers want to be involved in worthwhile and challenging assignments.
 - B. Ensure that the assignment will use the individual's skills and abilities.
 - C. Evaluate whether the assignment will require learning new skills.
5. OCGVFD members are expected to assist when called upon.
6. An OCGVFD member may be assigned to assist in performing duties in other support functions, including those outside of the Department, based on his/her skills, interests, and specific training.

**For more information please contact OCGVFD at
OCGVFD@yahoo.com or 719-345-1143.**

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All current department SOPs are listed below and are contained in this electronic format

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Oak Creek Grade Volunteer Fire Department

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SOP MANAGEMENT

Purpose: To identify responsibilities for the management and dissemination of the contents of the Department's standard operating procedures

The Fire Department Secretary Will

- a. Maintain the department SOPs in electronic format, and on the website, and ensure that each SOP has a specific effective date to be able to identify the current version
- b. Provide a copy of the SOPs to each current member and to each subsequent new member

Fire Department Member Review of SOPs

Each fire department member will review the SOPs, and if the member has any question on SOP content, it is their responsibility to contact a department officer for an answer, to ensure a full understanding by the member

Oak Creek Grade Volunteer Fire Department

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ARRIVING ON SCENE, DEPARTING, RETURNING TO SERVICE

Purpose: To give guidance for the procedures when arriving on the scene of an emergency, departing scene, and returning to service

1. Windshield survey

When arriving on scene, perform a “windshield survey” before exiting vehicle to orient to scene activity and understand the nature of emergency

2. Parking

- a. POV - Position personal vehicle so as not to obstruct or interfere with the scene
- b. Department - Position a departmental vehicle according to the vehicle use or as instructed by IC, or IC designated person
- c. Place vehicle in “Park” gear, but leave ignition running
- d. All vehicles must chocked in such a manner as to prevent forward and backward movement

3. Check in With Incident Command (IC)

Locate the IC and report with the following

- a. Equipment type brought to scene
- b. Personnel – number of personnel, names, certifications

4. Departing Scene

Locate the IC, and check out with a report on the following
Equipment and type
Personnel – number of personnel and names

5. Returning to Service

Resupply vehicles – drinking water, snacks, medical kits, etc.
Rehab equipment – drain, roll up hoses, add gas, add water, etc.
Fill out Vehicle Inspection checklist and submit to Chief

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COMMAND

Purpose: To establish guidelines for the initial establishment of COMMAND in emergency scenes

1. COMMAND

The first arriving fire department member will establish command at any reported or actual structural or wildland fire, medical or trauma emergency, traffic accident, hazardous materials incident, or other emergency situation where command is necessary, to provide proper resource utilization.

2. First Arriving Unit Will:

- a. Acknowledge arrival on scene by radio to OCGVFD for referral to fire agency
- b. Perform scene size-up and provide a brief description of conditions observed
- c. Assume or pass command

3. First Arriving Officer must elect an appropriate commitment for the department as follows:

- a. INVESTIGATION MODE: The officer assumes command and may go with his crew to investigate while using a portable radio to exercise command
- b. QUICK ATTACK MODE: The officer assumes command and may accompany his/her crew to make a direct attack utilizing a portable radio to either:
 - (1) Continue COMMAND
 - (2) Pass COMMAND to an incoming officer. If the pass option is elected, ensure command is passed to another officer who is prepared to receive it and will be on scene in a timely manner.
- c. COMMAND MODE: The first arriving officer recognizes a working situation which requires formal command from the outset. The officer establishes a fixed command post and begins to exercise the responsibilities of command immediately.

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EMERGENCY VEHICLE RESPONSE

Purpose: Responding to any emergency call, the Oak Creek Grade Volunteer Fire Department personnel bear a great responsibility to arrive at the scene safely. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by this organization including personnel, vehicle and portable equipment, which must arrive at the scene to provide service to those in need. Emergency vehicle drivers also have a higher standard of care to provide to the general public and must make every attempt possible to provide due care and regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. The accompanying policies and procedures provide guidances that must be followed.

1. Training

All emergency vehicle drivers shall be 18 years of age or older and possess a current valid Colorado State Drivers License. A commercial drivers license is not required to drive an emergency vehicle. In-house driver's training requires completion of a checklist for each type of vehicle, verified and checked off by a Department Officer. Further, the Fire Chief's discretion will be used in conjunction with an individual's driving record in the final determination as to who receives Department vehicle driving authorization, or the Board may request a DMV record. During annual vehicle training, an individual copy of this SOP will be reviewed and initialed by each volunteer, and it will be placed in the individual's Training Binder.

2. Circle of Safety

Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a "circle of safety" inspection around the vehicle to see that all equipment is secured, that all compartment doors are securely closed, and any physical obstructions moved out of the way. During the "circle of safety", the emergency vehicle driver shall encircle the vehicle and visually inspect all four sides, the top of the vehicle, and underneath, before entering the cab. The inspection shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or a non-emergency.

3. Warning Device Usage

When directed by the IC, running "HOT" (lights, or lights and siren), all emergency vehicle drivers must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only REQUEST the right-of-way, they do NOT ensure the right-of-way.

4. Vehicle Control and Right-of-way

All drivers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Emergency vehicle drivers should be aware that the civilian vehicle operators may not react in the manner which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle driver fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force or assume the right of way, and

therefore does not have the right of way until the other vehicle yields.

5. Response Speeds

When responding to an emergency, drivers shall operate the vehicle at as close to the posted speed limit as possible, conditions permitting. Examples of conditions requiring slower response speeds include, but are not limited to:

- a. Slippery road conditions
- b. Inclement weather
- c. Poor visibility
- d. Sharp curves

6. Intersection Practices

Extreme care should be taken when approaching any intersection, as intersections are the locations responsible for a large percentage of major accidents involving emergency vehicles.

a. At any intersection that does not offer a control device (stop sign, yield sign), all emergency vehicle drivers will:

- (1) Scan the intersection for possible hazards – other vehicles, pedestrians, animals – and observe traffic in all four directions (left, right, front, rear)
- (2) Slow down if any potential hazards are detected and cover the brake pedal with the driver's foot
- (3) Use siren or change the cadence not less than 200' from intersection
- (4) Avoid using the opposing lane of traffic if at all possible
- (5) Emergency vehicle drivers should always be prepared to stop

b. Controlled intersections (stop sign, yield sign) in the direction of travel by the emergency vehicle requires a complete stop by the emergency vehicle driver. In addition to bringing the vehicle to a complete stop, these additional steps must be followed:

- (1) Do not rely on warning devices to control traffic
- (2) Scan the intersection for possible hazards – other vehicles, pedestrians, animals – as well as driver options
- (3) Begin to slow down well before reaching the intersection and cover the brake pedal with the driver's foot; continue to scan in all four directions (left, right, front rear)
- (4) Use siren or change the cadence not less than 200' from intersection
- (5) Scan the intersection for possible passing options (pass on right, left, wait, etc.) and avoid using the opposing lane of traffic if at all possible
- (6) Come to a complete stop
- (7) Establish eye contact with other vehicle drivers; have partner communicate all is clear and reconfirm all other vehicles are stopped
- (8) Proceed one lane of traffic at a time, treating each lane of traffic as a separate intersection

7. Non-Emergency Response

When responding to a call in a non-emergency response mode or normal flow of traffic, the vehicle will be operated without any audible or visual warning devices and in full compliance with all state motor vehicle laws that apply to civilian traffic.

8. Response Check Out/In Notification

Whenever a department emergency vehicle or associated equipment is placed in service, responding/departing personnel will advise OCGVFD personnel monitoring the radio. The same procedure will also be used to return vehicles and personnel to being back in service.

9. Ordinary Travel Procedures

All drivers shall obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action by the Chief or Assistant Chief, and/or the Board of Directors, including the suspension of driving privileges.

10. Riding Policy

The department requires all persons riding on fire apparatus to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion. The emergency vehicle driver and/or the person riding in the passenger seat shall verify that all personnel are properly seated in seat belts before the vehicle is moved. The department specifically prohibits the riding on tailsteps, side steps, running boards, or any other exposed position. Only department personnel are allowed to ride in fire department vehicles.

Backing

The department recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where he/she intends to go. Whenever possible, drivers should avoid backing, since the safest way to back up a vehicle is not to back it up at all. When it is necessary to back up any departmental vehicle, all drivers shall follow one of the two following measures:

- a. The department's first choice of backing procedures is that before any vehicle is put into reverse and backed, that a spotter be put in place near the rear of the vehicle. The spotter should be safely positioned so that the emergency vehicle driver can see the spotter at all times. If at anytime the emergency vehicle driver loses sight of the spotter, he/she shall stop immediately until the spotter makes himself/herself visible again.
- b. Spotter duties: to ensure safe backing and that the area is free of obstacles
- c. If conditions exist that make use of spotters impossible, all drivers, before attempting to back up any fire department vehicle, shall make a "circle of safety" to see that: no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; and any physical obstructions are moved out of the way. The emergency vehicle driver should also note all potential obstructions in the intended path of travel.

Response in Privately Owned Vehicles

- a. When any member responds to a call in his/her private vehicle, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle laws, including, but not limited to:
 - (1) Speed limits
 - (2) Going through traffic control devices
 - (3) Passing in an unsafe manner

b. While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand the their private vehicles are NOT emergency vehicles and therefore are NOT afforded any exemptions or special privileges under state law. Any driver observed operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action by the Department Chief, Assistant Chief, and /or the Board of Directors, including suspension, loss of driving privileges, and withdrawal of courtesy light permit.

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INCIDENT REPORTING

Purpose: Incident reporting is essential to the fire department. The information gathered from the report will provide vital information for crime scene, traffic accident, and fire investigations; and in case of legal actions. The incident reports can also give important information for completing out-of-department reports and projecting trends such as types and numbers of incidents, man hours, service areas, response times, etc, and in completing grant requests.

1. Responsibility

It is the responsibility of the Incident Commander (IC) to ensure that the incident report is completed, either personally or by another member of the crew.

2. Types of Forms

a. The Incident Report Form (Attachement 1) is used for all calls - fire, medical, trauma, traffic, etc. The Incident Form will also be completed for stand-downs. Leave the NFIRS # line blank. This number will be completed by the person making the monthly NFIRS reports. The IC is responsible for completion of the Fire Report Form. Fill out all applicable entries. This form can also be found on OCGVFD website.

b. The NFIRS Report (National Fire Incident Reporting System) is used to report all incidents, by the end of each month, to the Colorado Division of Fire Safety and through them to Homeland Security. The Fire Department Secretary, or designated representative, completes this form for each incident using the Incident Reports received that month.

3. Report Submission and Maintenance

a. All reports will be completed and submitted within 48 hours of the incident

b. All completed reports will be submitted to the Department Secretary or designated representative via in-person or email

c. The Fire Department Secretary or designated representative will maintain a file of Incident Reports until they are no longer needed

Attachement: Incident Report Form

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INCIDENT RESPONSE COMMUNICATIONS

Purpose: This procedure covers the communications requirements and responsibilities associated with an incident response.

1. Call Out Response

a. Department members responding who have two-way radios will (when/where possible) contact the OCGVFD Incident Command (IC) to advise of their response to the call out and to coordinate use of a privately owned vehicle (POV) for response to the scene if appropriate.

b. Department members responding who do not have two-way radios will respond to the appropriate location designated by the IC.

2. Department Vehicle Response

When a department vehicle departs, (whether in response to a call out or as otherwise dispatched), the OCGVFD IC will be advised of the vehicle identifier, the personnel, equipment coming to the location, and identify for what purpose (response to a fire, traffic accident, etc. at [location]).

3. Department Vehicle Return to Service

Once the department vehicle returns to service, the OCGVFD IC will be advised

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INITIAL FIRE ATTACK

Purpose: To help firefighters understand their role in the attack of fire. This standard is designed with the acknowledgment that these are guidelines to follow and should not be considered as the absolute and only way to attack, contain, and mitigate a fire safely and effectively.

Goals

The firefighter's goals when attacking any fire are safety of personnel, perform rescue, control fire, and keep property loss to a minimum. All of these goals must be accomplished in addition to the single most important goal, that is, to survive this incident with zero injuries to firefighters.

1. Definitions

a. Offensive Attack Mode: Coordinated, aggressive attack. The fire is to be attacked using preconnected hose lines with the intention of limiting the spread of the fire to the area of origin. Extinguishment with a quick, safe, knock down of this fire can be accomplished with the incoming resources

b. Defensive Attack Mode: Fire is beyond the capabilities of the available resources, is too far advanced or is already displaying signs of collapse. Large hose lines and monitors will be used to combat this fire

c. Rescue Mode: Marginal operation only. There are known to be victims trapped inside the fire area. Preconnected hose lines will be used to attack the fire where the rescue is to be made. After completing this task, the crews will reassess the situation and deploy in on the of the above modes

2. Guidelines for First Apparatus on Scene

a. The highest-ranking member/officer becomes the Incident Commander (IC) and assumes command of the incident until relieved by an experienced higher-ranking member/officer

b. Communicate the size-up of the incident to all fire ground personnel and Fire Department Base. Identify resources (pumpers, tankers, brush, etc.) needed and communicate these to the appropriate dispatch. Delegate tasks to on-scene and incoming units

c. Inform all incoming responders and Base of what action the first engine is going to accomplish – Offensive, Defensive, Rescue

d. Lay lines as required

e. Attack the fire using all available personal protective equipment (PPE)

f. Maintain communications with incoming units and command

3. Guidelines for Second and Third Fire Units

- a. Establish the water source for initial attack
- b. Position the unit(s) in a position advantageous to the operation or a specific location as directed by the IC
- c. Support the first engine with maintainable water, if needed (water shuttle or porta-tank)
- d. Deploy supply lines as needed

4. Guidelines for Other Fire Units

- a. Support the overall operation of the fire ground operation as directed by the IC
- b. Provide manpower for relief of firefighters
- c. Assist the IC with accountability of firefighters, document individuals on scene
- d. The IC will assign command of a sector (staging, rehab, etc.)
- e. Prepare for salvage and overhaul

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MUTUAL AID

Purpose: To address mutual assistance and cooperation between previously agreed parties when official operations in response to an emergency situation require additional personnel and/or equipment beyond the capacity of the requiring party. This SOP covers both requesting Mutual Aid as well as generating a response to a request for Mutual Aid support.

1. Requesting Mutual Aid

- a. A request for assistance will be originated in a timely manner by our Incident Commander (IC) of the emergency situation, using such means of communication as may be available, as soon as the need for such assistance is recognized
- b. As soon as the Mutual Aid party arrives, we will relinquish command authority to the assisting party, as well as inform them of the actions taken to that point
- c. The assisting party retains final responsibility for the safety of their own personnel and equipment and will not hold us, as the requesting party, liable for any loss, damage, or other casualty to equipment or personnel

2. Response to a Mutual Aid Request

- a. Our response to a Mutual Aid request will be based on the availability of our equipment and manpower, and will be made with a good faith effort to support. However, the full and sole responsibility for determining the level of support provided rests with us as the responding party
- b. The request must have been officially requested by the agency in need
- c. All mutual aid responses must be cleared through the department Fire Chief or IC
- d. After determination of the degree of mutual aid that is being made available (full, partial, regrets), the requesting department will be notified as soon as practical. A general page will then be sent out asking for personnel to respond for a mutual aid assignment
- e. When personnel arrive, appropriate crew(s) will be formed and a lead department member will be designated
- f. On arrival at the emergency scene, our lead department member will report to the IC for assignment. Our lead department member will be responsible for overseeing to the welfare and actions of our personnel and general use of our equipment
- g. We retain the final responsibility for the safety of our own personnel and equipment and will not hold the requesting agency liable for any loss, damage, injury, or other casualty to equipment or

personnel. If an individual feels an order is unsafe, it is his/her responsibility to so advise the lead department member for appropriate response or action

h. Our lead department member will clear with the IC prior to our personnel departing the emergency scene

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NIMS REQUIREMENTS, ADDITIONAL TRAINING

Purpose: To identify the training requirements for Fire Department members and officers in support of the National Incident Management System (NIMS)

1. All Fire Department Members

Are required to complete NIMS Course IS-700 National Incident Management System, An Introduction

- a. Access the training through the FEMA website, <https://training.fema.gov/nims/>. Scroll down to classes, follow the directions for course completion.
- b. A copy of the completion notice will be provided to the Fire Department Training Officer, and will be retained in the member's Personnel File

2. All Fire Department Officers (Chief, Assistant Chief, Captains and Lieutenants) are required to complete the following additional NIMS courses:

- ICS-100 Introduction to the Incident Command System
- ICS-200 Introduction to ICS for Single Resources and Initial Action Incidents
- ICS-300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced ICS for Command and General Staff
- IS-800 National Response Framework, An Introduction

Notes:

- a. Courses ICS-100, ICS-200, and IS-800 will be taken online
 - b. Course ICS-300 will be taken in classes taught by instructors provided by the Colorado State Emergency Training Office. A schedule and location of classes can be obtained from the Fire Department Training Officer
- Course ICS-400 can be taken as an option

All Fire Department Members, Additional Training

In addition to the NIMS courses, all members are required to certify in CPR/First Aid, and Stop-the-Bleed

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ON-SCENE DRESS CODE FOR RESPONSES

Purposes: Identify the proper on-scene dress for responses and provide proper protection for responding personnel

1. Wildland Response

Dress for wildland responses consists of the wildland gear issued by the Fire Department. Any undergarments and socks should be of all cotton material; synthetics will melt. For safety, footwear needs to be wildland approved boots. OCGVFD will reimburse members for the cost of wildland boots, on the approval of the Chief, and with the understanding that the boots belong to OCGVFD if the member leaves the department.

a. The Incident Commander is responsible for reviewing all PPE of responders before the responders participate in an incident

2. All Other Responses

Dress for all other responses should consist of long pants, OCGVFD shirts and wildland approved boots. For safety reasons and protection, no shorts, dresses, skirts or sandals are to be worn during a response.

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PERSONNEL ACCOUNTABILITY SYSTEM

Purpose: To provide for the accountability for department response vehicles and personnel. To enhance the personnel safety for the individual department member, as well as provide the Incident Commander (IC) and Crew Leaders with an improved means to track and account for all personnel working a specific incident response.

1. General

Accountability of all personnel must be maintained during an incident response

2. Accountability Guidelines

Accountability involves a personal commitment to work within the system established, assuring that a accurate accounting of every department emergency vehicle and every individual responding to an incident is maintained

- a. The IC will maintain an accurate tracking and awareness of where resources are committed at an incident
- b. The IC will include accountability as a major element in incident strategy and planning, and must consider and react to any barriers to effective accountability
- c. Crew Leaders will maintain an accurate tracking and awareness of crew members working under his/her direction, and requires close supervision of crew members
- d. All crews will work in support of the IC or Crew Leader; there will be no independent or uncoordinated work efforts
- e. The minimum crew size is two members, and a radio is required. If a crew radio fails, the crew will return or exit, unless there is another working radio with the crew
- f. All assigned crew members are to stay together, unless subsequently assigned other tasks by the IC or Crew Leader

3. Accountability Procedure

Accountability of department vehicles and personnel will be performed

- a. On the scene of an incident, the IC will use a current copy of the department roster to check in and out department vehicles by vehicle numbers and personnel names. The IC is responsible for ensuring that all department vehicles and personnel that arrived at the incident, have departed the scene before he/she/ departs.
- b. The IC's annotated roster will be included with their incident report. Crew Leaders will mentally, or using the department roster, keep track of their individual crew members, and will keep the IC advised of any crew member problems (loss of accountability, injury, etc.).

4. Lost or Missing Personnel

An absent member of any crew will automatically be assumed lost or trapped unless otherwise determined to be safe. Crew Leaders must immediately report any absent members to the IC. The IC must then adjust on-scene strategies to include a priority search and rescue effort

5. Release From an Incident

On release from the incident, the Crew Leader will coordinate with the IC to identify the specific personnel departing the incident scene in the released vehicle

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PROPANE EMERGENCIES

Purpose: To provide guidelines with which firefighters can safely handle propane emergencies

Most, if not all, occupied dwellings in the response area use propane for heating, cooking, and other reasons

Fire Department personnel must be trained in propane fire fighting

1. First Responding Crews

The first responding crews should notify 911 and serving gas company, if identifiable, of the nature of the problem

2. Responding Firefighters

The firefighter will keep the area clear of bystanders and non-essential personnel

3. If a Propane Gas Leak is Suspected

If a leak is suspected, attempt to contain and disperse the leak with a water spray from an upwind position. Propane is heavier than air and, subsequently, and low-lying areas below the tank must be considered dangerous

4. Shutting Off Flow of Propane Gas

The firefighters should attempt to shut off the flow of gas, if safely possible, and keep all ignition sources away

- a. Any approach to the tank will be made with a firefighter with SCBA and a charged line ready to provide support
- b. Any approach should be made from the sides, not the ends
- c. Evacuation procedures should be considered within a 3,000 foot radius

Tanks Exposed to Fire

If a tank is exposed to fire, water spray should be directed to the upper portion of the tank with a straight stream by the first engine on the scene

- a. The tank should be observed, from a safe distance, with binoculars to assess integrity. If the tank shows signs of failure, immediate retreat and evacuation should occur
- b. Any attempt to approach a tank exposed to fire will be made by no less than 2 charged lines with fog streams only
- c. Use only ½ of the water supply to approach and control the tank and fire. If the water supply

drops below 50%, back out and wait for more water

Oak Creek Grade Volunteer Fire Department

Standard Operating Procedures

PROPERTY CONSERVATION

Purpose: To keep property loss to a minimum, and to foster positive relations with community residents

The fire department has a responsibility to protect residents and their property, as well as keeping property loss to a minimum

- a. The Incident Commander (IC) will direct activities with the goal of minimizing loss
- b. Each firefighter will execute their actions so as to conserve property whenever possible
- c. Firefighting operations will be terminated as soon as feasible after fire control is established
- d. Salvage methods and procedures will be used which aid in reducing fire damage, including preventing fire spread by checking for spot fires, cutting vegetation, creating fire breaks, and other acceptable wildland tactics
- e. A concern for firefighter welfare will be maintained during salvage operations
- f. If requested, salvage operations will be coordinated with fire investigation activities to assist in determining cause and origin of the fire and in recognizing and preserving any evidence of arson

Oak Creek Grade Volunteer Fire Department

Standard Operating Procedures

SAFETY

Purpose: To define rules, procedures, and major functions for firefighter and EMS personnel safety

1. Management of Scene by Incident Commander (IC)

The IC must take the following items into consideration when managing all emergency scenes

- a. Determine the size and magnitude of scene
- b. Develop strong command and sector control
- c. Determine the strategy for action and communicate it to all personnel
- d. Establish a scene perimeter
- e. Maintain accountability of all fire department personnel
- f. Have additional resources available for rescue operations of fire department members
- g. Continue the assessment of the scene and operations

2. Safety Officer's Responsibilities

- a. Assist the IC in developing and maintaining a safe scene
- b. Provide for the AAR (After Action Review) by fire department personnel
- c. Critique and review incidents as they relate to scene safety

3. Fire Department Personnel's Responsibility

- a. Work and behave in a smart and responsible way
- b. Report any unsafe condition or course of action to the IC

Oak Creek Grade Volunteer Fire Department

Standard Operating Procedures

SMOKING, DRINKING, DRUG USE

Purpose: To provided a safe environment for personnel and insure common courtesy

1. Smoking

There will be no smoking while in the fire department vehicles, at any Fire Department functions

2. Drinking or Intoxication

a. There will be no drinking of any liquids while responding to a call in a department vehicle. Non-alcoholic liquids may be consumed during and while returning from calls.

b. There will be no substances served or consumed at any Fire Department functions, that will intoxicate or impair individuals

c. No one may respond to an incident while under the influence of alcohol, or intoxicating drugs, or while impaired in any way

Oak Creek Grade Volunteer Fire Department

Standard Operating Procedures

TRAUMA AND TRAFFIC ACCIDENTS

Purpose: To provide guidelines for trauma and traffic accidents

1. Rescue Vehicles

OCGVFD Rescue Vehicles shall have standard First-Aid and Stop-the-Bleed kits

2. Scene Safety

- a. Scene size-up should be performed to include information such as hazardous conditions, location, number of victims, hazardous materials, entrapment, etc., and included in 911 call
- b. Traffic control personnel must wear safety vests and should have a traffic control sign, and radio if possible
- c. If bystanders have pertinent information, they should be asked to please stand back until someone has time to gather it

3. Patient Care

- a. Patient care should not be performed beyond Good Samaritan protected activities, or beyond your Scope of Practice
- b. Provide Basic First Aid, ensure ABCs, and perform CPR if needed
- c. Make the decision whether flight is needed
- d. Gather all information possible from patients(s) and bystanders

Clearing the Scene

Clean up any trash, unless the scene is a crime scene, and then follow the law enforcement directions

After Incident Duties

- a. Resupply medical kits
- b. Check fuel levels and fill and clean vehicle
- c. Fill out and submit Incident Report

Oak Creek Grade Volunteer Fire Department

Standard Operating Procedures

VEHICLE MAINTENANCE

Purpose: To keep Department vehicles in safe operating condition for personnel, response, and public safety.

1. Schedule Vehicle Maintenance Checks

- a. Vehicle operating systems shall be checked at a minimum of monthly. More frequent checks are advised so that the vehicle is in operating condition for emergency use
- b. The attached Vehicle Inspection checklist shall be used to note deficiencies and items to be repaired

Assign Responsibility

- a. A person or persons shall be assigned to perform maintenance checks for specific vehicles.
- b. Any person driving a vehicle is required to review checklist items and fill out condition for each item at the end of the driving period

Vehicle Inspection Checklist – attached

The Vehicle Inspection checklist shall be submitted to the Chief for referral to the mechanic

Oak Creek Grade Volunteer Fire Department

Standard Operating Procedures

ACKNOWLEDGMENT SIGNATURE

I, _____, have read the Oak Creek Grade Volunteer Fire Department Standard Operating Procedures and acknowledge that I understand and will follow the procedures and guidelines.

I understand that failing to follow these procedures and guidelines can result in release from the Department.

Print _____

Signature _____

Date _____

Received by _____