

**SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT**



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***STANDARD OPERATING GUIDELINES***

***SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE  
DEPARTMENT***

***VERSION 1.2***

***JANUARY 2006***

Member Of:  
Calvert County Fire & Rescue Association  
Southern Maryland Fireman's Association  
Maryland State Fireman's Association, Inc.



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Subject:	<b>GENERAL GUIDELINES</b>	
SOG Number:	SOG-1.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for general operations of the SVRSFD.

**GENERAL:**

1. These guidelines shall form the bases of the operational procedures and processes that have been adapted as strategies, regulations, and techniques to be utilized by the SVRSFD. These are just guidelines and, as such, their interpretation and adherence is strictly dependent upon the Incident Commander's mitigation plans and desires. Our officers shall utilize these guidelines to gage the skill level, knowledge base, training level, and understanding of the members of this organization.
2. The management structure for operations by the SVRSFD is as follows:

Staff Officers:

Safety Officer  
 Chief Engineer  
 Assistant Chief Engineer(s)  
 Training Officer  
 Chaplain

Line Officers:

Rescue Chief (Rescue Chief 3)	Fire Chief (Chief 3)
Rescue Chief (Rescue 3A)	Assistant Fire Chief (Chief 3A)
Deputy Rescue Chief (Rescue 3B)	Deputy Fire Chief (3B)
Rescue Captain	Deputy Fire Chief (3C)
Rescue Lieutenant	Fire Captain 3A
Rescue Sergeant	Fire Captain 3B
	Fire Lieutenant
	Fire Sergeants

3. Personnel on standby at the stations shall remain until released by the Incident Commander. Only members who assist with placing the apparatus back in service (cleaned, stocked, repaired, etc.) shall receive credit for the call.
4. All members are responsible for ensuring apparatus is returned to service upon arrival back at the station. All gas cans are to be filled, all blades inspected, all SCBA inspected, etc.



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5. Any equipment damaged, not operating properly, or missing, shall be reported to the appropriate Fire or Rescue Officer immediately.
6. All members shall respect the decisions of our officers and no disrespect shall be permitted at any time. All concerns that are not Immediate Dangerous to Life and Health (IDLH) shall be addressed back at the station in a timely manner. All IDLH concerns shall be immediately reported to the closest officer, the Incident Commander, and the Safety Officer. All members shall respect visiting officers and instructors.
7. All members shall attempt to report to the closest station for calls and shall not pass a station to respond to calls. All members responding via their privately owned vehicles (POV) shall park their vehicles so that they do not interfere with apparatus movement. All members responding POV shall, upon their arrival to the incident, report directly to the Incident Commander for instructions. See PPE SOG for regulations.
8. No horseplay of any kind and no physical or verbal abuse will be tolerated in, out, or around the station or incident scene. No running shall be permitted in the station.
9. No member shall use, or be under the influence of, alcohol or other controlled substances while functioning in an emergency capacity on behalf of the SVRSFD. Alcohol shall not be permitted in any operational section of the stations.
10. The SVRSFD computers shall be used for official business purposes only.
11. Each member shall attend annual Ethics and Sexual Harassment training.
12. These SOGs shall be reviewed and updated if necessary on an annual basis. Additionally, these SOGs shall be considered a dynamic document and as such, can be updated, changed, revised, etc. when deemed necessary by the Fire Chief or Rescue Chief.



Subject:	<b><i>PERSONAL PROTECTIVE EQUIPMENT (PPE)</i></b>	
SOG Number:	SOG-2.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides the guidance for use of and care of the personal protective equipment. Note PPE includes any equipment worn by the Fire and Rescue department personnel.

**GUIDELINES:**

1. All fire fighters at the scene of an incident shall wear full turnout gear including an approved helmet, turnout coat, bunker pants, boots, hood (Nomex, PBI, or similar) and gloves. All fire fighters should wear full-length pants under their bunker pants when wearing their gear during an incident or during training. Fire fighters shall routinely inspect their gear for damage. All damaged PPE shall be removed from service and repaired. No gear shall be used that is damaged.
2. All fire fighters shall wear full Self-Contained Breathing Apparatus (SCBA) when operating on the fire ground. Fire fighters shall don their SCBA before they perform any interior or exterior operations including attack, backup, ventilation, salvage, overhaul, termination, ladder placement, etc.
3. All PPE shall be subject to an annual inspection. All fire fighters shall remove and inspect all PPE in such a manner as not to cause damage to the equipment. All properly functioning equipment shall be placed back in service after inspection has been accomplished. All damaged equipment shall be removed from service and repaired.
4. All rescue personnel shall don an approved jumpsuit and/or duty jacket during an incident. All rescue personnel should wear duty boots/shoes with anti-slip soles and appropriate ankle support. Shorts shall not be worn during an incident with the exception to those worn under an approved jumpsuit.



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Subject:	<b><i>CONFIDENTIALITY</i></b>	
SOG Number:	SOG-3.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the requirements to protect personal information of our members and customers.

**GUIDELINES:**

1. All members of the rescue and fire departments shall not make mention of, or discuss any details of any incident in any manner that might divulge any information of the incident to the general public. Personal details concerning a customer (victim) of any medical or fire call shall not be discussed with non-members, whereas any discussions between members shall be limited to those which possess the proper need-to-know. All Incident Reports shall be held in a secure container and be accountable data.
2. The Incident Commander (IC) or shall be responsible for providing public information at, during, and after any incident. The Incident Commander should delegate a Public Information Officer (PIO) which shall act as the spokes person for, and report directly to, the Incident Commander. No other information may be transmitted by any member, in any manner to the media, or public.
3. Proper radio communication shall be maintained during all incidents. All members shall utilized approved county communication standards when reporting conditions which might cause personal harm to the customer or which may cause spectators to come to the scene of the incident.
4. All incident news shall be reviewed by the Chief(s) before it is posted on the website.



Subject:	<b><i>DISCRIMINATORY WORKPLACE HARASSMENT</i></b>	
SOG Number:	SOG-4.	Date: <b>October 31, 2006</b>

**PURPOSE:**

The purpose of this policy is to clearly establish the Solomons Volunteer Rescue Squad and Fire Department’s commitment to provide a work environment free from harassment, to define discriminatory harassment. The SVRSFD Constitution shall govern the procedures for investigating and resolving internal complaints of harassment.

**SCOPE:**

Harassment of an applicant or member by another member based on race, religions, color, national origin, disability, medical condition, marital status, sexual orientation, gender or age is explicitly in violation of state and federal law and will not be tolerated by the SVRSFD.

Personnel found to be participating in any form of job based harassment or retaliation against members shall be subject to disciplinary action in accordance with the SVRSFD Constitution.

**RESPONSIBILITY:**

Because of the tremendous importance of a workplace free from any form of harassment, all officers at least quarterly shall review this policy. Additionally, at least annually by all members will review this policy ensuring that the personnel know its contents. The review shall be accomplished via a mandatory drill and in accordance with the Calvert County Harassment Policy

**BACKGROUND:**

All jobs within an emergency service organization are extremely important to the public safety of our community. It is critical that all emergency service personnel treat other emergency service personnel with dignity and respect. Because of the unique circumstance present in many emergency service jobs, it is the responsibility of each and every member to make sure that there is not inappropriate behavior occurring in the



station or at any official or unofficial function of the department. Inappropriate behavior, which impacts the workplace or has potential to impact the workplace, will not be tolerated.

**DEFINITIONS:**

*Verbal Harassment* – Epithets, derogatory comments, slurs or otherwise offensive words or comments on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age, whether made in general, directed to an individual or group of people regardless of whether the behavior was intended to harass. This includes, but not limited to, inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words or race oriented stories.

*Physical Harassment* – Assaults or blocking movement, leering or physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, eating areas or making explicit or implied threats or promised in return for submission of physical acts.

*Visual Harassment* – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photos, cartoons, notes, bulletins, drawings or pictures on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age. This applies to both posted material or material in or on SVRSFD equipment, apparatus, or property in the workplace.

*Sexual Harassment* – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of membership, is used as the basis of membership decision, unreasonably interferes with an individuals work performance or create an intimidating, hostile, or offensive work environment.

**CONFRONTATION:**

If any person feels he or she is the victim of any form of harassment, he or she should inform the person participating in the behavior that he or she finds it offensive. This one-to-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If inappropriate behaviors do not stop, the offended individual can either initiate an informal or formal complaint in accordance with the SVRSFD constitution. Because confrontation is difficult for some people and because of the complex nature, the members are not required to confront an offending party prior to initiating this complaint procedure.

**CONFIDENTIALITY:**



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Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local laws, these SOGs, and the SVRSFD Constitution.

**DISTRIBUTION:**

This policy shall be disseminated to all members by putting a copy in the SOG manual. Individual copies will be distributed upon request.



Subject:	<b><i>RIDING APPARATUS</i></b>	
SOG Number:	SOG-5.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defined the requirements for actions of members of the SVRSFD when boarding, dismounting, and riding on any apparatus.

**GUIDELINES:**

1. All members shall be properly seated and secure in their seat belts before the apparatus is moved. Once secured, the member shall inform the officer that they are ready and then the officer shall inform the driver to proceed.
2. Each responding member shall don appropriate PPE before boarding the apparatus. Donning PPE will not be required for Engine Company assists to the ambulance company or under the discretion of the officer. However, PPE must be taken with each riding member anytime the apparatus is not in the station.
3. For seats equipped with SCBA, SCBA may be donned in route to the incident as instructed by the officer.
4. Fire riding assignments are posted at each jump seat location on the apparatus. Ambulance riding assignments are posted in the EMS room. Members shall familiarize themselves with, and understand the requirements posted.
5. There shall be no horse playing onboard the apparatus.
6. No fire fighters shall ride the rear step of any piece of apparatus.
7. There shall be no smoking while on-board any apparatus.
8. All fire fighters shall remain on the apparatus until informed by the officer to disembark the piece. When arriving at an incident, apparatus is to be staged unless otherwise instructed by the Incident Commander or officer.
9. All fire fighters shall provide the officer with their PAT tag upon entering the apparatus. The officer shall then attach each tag to the accountability ring.
10. The Fire and Rescue Chiefs shall be the only persons to qualify members to ride the apparatus and to participate in fire fighting and / or rescue operations.



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Subject:	<b><i>DRIVING APPARATUS</i></b>	
SOG Number:	SOG-6.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for operating any apparatus.

**GUIDELINES:**

1. Apparatus is defined as any motorized vehicle owned or operated by the SVRSFD. Annex A delineates the current SVRSFD equipment that qualifies as such.
2. No unlicensed individuals or anyone under the age of 18 may be permitted to drive or move any equipment at any time. No one under 21 shall be permitted to drive any apparatus in an emergency manner.
3. All drivers must have successfully completed the MFRI EVOC training course, or equivalent, before they are permitted to drive apparatus during an incident.
4. All drivers must be approved to drive by the Chief Engineer and then the Fire and Rescue Chiefs, and shall complete annual driving training requirements.
5. All drivers must submit a copy of their driver's license. Only drivers with appropriate driving records will be permitted to drive any apparatus.
6. All drivers shall meet the Maryland State Emergency Vehicle Operator requirements. It is preferred that all apparatus drivers possess a CDL, or Class B license with applicable emergency apparatus endorsement and medical exam.
7. Maryland Class C license holders will be permitted to drive the apparatus once they successfully complete the SVRSFD Apparatus Training Program, Complete the applicable Maryland required EVOC curriculum, and successfully pass an annual SVRSFD emergency vehicle operators refresher drill. (Ref: Maryland 16-102 subsection (a)(12) and 16-104.1)
8. Engine / Pumper drivers must have attended a certified Pump Operators Class such as those offered by MFRI, whereas all Truck drivers must have complete Truck Company & Aerial Ops classes. Annual pump operators and aerial ops training shall be required.
9. Drivers shall maintain a safe speed when responding to and from calls as defined



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via the MFRI EVOC training course. Guidelines defined via this class should be followed.

10. Emergency lights and sirens must remain on when responding to all emergency calls. However, to maintain safe traffic flow when responding to St Mary's county, emergency lights and sirens shall be turned off when crossing the Governor Thomas Johnson Bridge. When conditions dictate (for examples when responding to accidents on the bridge with traffic stopped in both directions) the officer may elect to keep the emergency lights and sirens on to ensure the safety of the crew.
11. The driver is responsible for all the equipment on the apparatus and for the safety of all personnel on the apparatus when responding to and from the station.
12. Drivers shall don PPE when operating during an incident.
13. When operating as a pump operator, the driver shall not leave the pump panel area and should establish radio communication with the Incident Commander.
14. The driver / operator shall be responsible for keeping track of the equipment that is used from their apparatus and assure that the equipment is returned to the apparatus after the call is completed.
15. When transferring to another station for a fill-in assignment, the apparatus shall respond routinely.
16. When backing, the driver shall turn on the rotating emergency lights and utilize a backup person, positioned so that they can view the driver and watch for obstructions.



Subject:	<b><i>PERSONAL ALERT SAFETY SYSTEM</i></b>	
SOG Number:	SOG-7.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides the guidance for use of and care of personal devices used to automatically signal a member in immediately need of help.

**GUIDELINES:**

1. All fire fighters shall utilize the PASS and T-PASS device when entering the fire ground.
2. A PASS Device shall be integrated and attached to every SCBA. A T-PASS device shall be attached to each SCBA and automatically activated with the donning of the SCBA.
3. The PASS Device shall be turned on in conjunction with turning on the SCBA.
4. The PASS and T-PASS devices shall remain in the ‘On’ position at all times while in the fire ground or hazardous area. The device is intended to help locate you should you become disoriented, lost, trapped, low on air, or need any assistance for any reason. The device shall have an emergency activation switch which can be activated by a fire fighter should they be in need of assistance.
5. The PASS and T-PASS device shall be checked for proper operation in conjunction with the SCBA checkout procedures.
6. Any unit determined to be out of service, shall be removed from service and repaired promptly. The associated SCBA will also be out of service for the period in which it does not have a working PASS device attached.
7. See the Accountability SOG for additional information regarding the operation of the T-PASS system.



Subject:	<b><i>ACCOUNTABILITY</i></b>	
SOG Number:	SOG-8.	Date: <b>October 31, 2006</b>

## **ACCOUNTABILITY**

### **A. Purpose:**

It is necessary to be able to account for all personnel that may be assigned to or working at the scene of an emergency. Our members and our mutual aid personnel typically respond to emergency incidents via fire or rescue apparatus. However, our personnel occasionally respond to the scene in their private automobile and participate in the emergency operation. We must ensure that all personnel, regardless of the method of transportation, be accounted for in case of a change in strategies such as changing from an offensive position to a defensive position, a building collapse, or other circumstance that would require an accounting for all personnel at the scene.

Accountability is directly related to supervision. It is the responsibility of all Company Officers, Sectors Officers and Command to maintain a level of supervision that accounts for the location and function of all personnel at every incident. Sectors Officers should keep their crews intact and maintain a constant awareness of crewmembers welfare and maintain a means to communicate with Command.

### **B. Method:**

1. The Accountability methodology of the Solomons Volunteer Rescue Squad & Fire Department will meet the intent of the Calvert County's Fire & Rescue Commission Accountability SOP. The SVRSFD T-PASS automated fire fighter tracking system will supplement the Calvert County system.
2. A nametag (PAT TAG) shall be issued to every active firefighter or rescue member. This tag will be attached to the outside of the firefighters turnout coat or appropriate PPE.
3. A T-PASS accountability device is installed in each apparatus riding position and will be automatically activated with the donning of the SCBA. The device will provides immediate notification of a MAYDAY condition from either the IC or the fire fighter in need. This system provides automatic Level II accountability.
4. Upon arrival to the fire ground, Mutual Aid Companies will receive a T-PASS



- device from the IC or accountability Officer when the check-in. Mutual aid companies will be required to operate as a team and will not be allowed to operate on the fire ground without the use of a T-PASS device.
5. For personnel responding POV, the PAT shall be handed to the officer to whom you get assigned by the Incident Commander. Because SCBA is required on all incidents, each POV responder will activate a T-PASS device upon donning of the SCBA. In order to maintain positive accountability, it is imperative that POV responders only operate with the team from which the SCBA and hence T\_PASS device was obtained.
  6. If a member does not have a PAT, that member will not be authorized to enter the fire or rescue ground. Blank PAT will be available for such cases, but they will be on a first come first serve basis.
  7. Only after your apparatus is placed in service, or you get re-assigned by the Incident Commander, will the officer remove your tag from the accountability ring.
  8. Firefighters should be working under direction in teams of two or more. Firefighters entering the structure should be doing so in order to accomplish a tactical objective. If not needed inside, they should be held together in readiness until the Incident Commander assigns their team/crew an assignment. Once the team/crew enters the structure, someone should be aware that they are entering, the approximate area where they are going, the general time when they are entering, and the number of personnel going inside. It may be the incident commander, safety officer, pump operator, or other person that is assigned that sector. The intent is in the event that conditions deteriorate, someone would know their approximate location and the number of persons to look for.
  9. A T-PASS shutoff device will be available at the Rehab Sector for the purpose of temporarily removing that T-PASS device from the active fire ground. At no time shall these shut off devices be removed from the Rehab Sector. Release from the Rehab Sector will activate the T-PASS device and signal the IC and Accountability Officer of your teams return to the Manpower Pool. The T-PASS system does not however, replace the unit need of following proper radio communication and notification under the ICS.
  10. Returning of the SCBA to your riding position is the only way to shut down off the T-PASS system. In order to maintain unit / position assignments, each SCBA and T-PASS device must be return to the position from which it was obtain. At no time shall a fire fighter lay, rest or place SCBA on the ground around the fire ground as this will activate the Emergency Distress signal simulating a downed fire fighter.

### **Level I Accountability**

1. Upon boarding the fire apparatus, each fire fighter shall hand the officer their



PAT at which time the officer shall attach the tag to the accountability ring.

2. Level I Accountability remains in effect until the apparatus is released or until the Incident Commander determines that Level II Accountability is necessary.

### **Level II Accountability**

This procedure is primarily for mutual responses, as the although the T-PASS system automatically activates Level II accountability it is not in operation by our mutual companies.

1. The Incident Commander initiates Level II Accountability when he/she determines that hazardous conditions exist at the incident or that hazardous conditions are imminent.
2. Upon activation of Level II accountability via the Incident Commander, all accountability rings will be collected by the Accountability Officer and maintained at the Command Post.
3. The Accountability Officer will use a personnel accountability system to log, record unit ID, assignment, time, and sector and organize the ring to delineate the incident.
4. Upon arrival at the incident, apparatus supplying personnel to operate at the incident will report to Staging for assignment and once assigned a task in the hazardous area will provide his accountability ring to the designated Accountability Officer before entering the hazardous area.
5. Upon leaving the hazardous area, the Unit Officer will insure that his crewmembers PAT are collected from the Accountability Officer and that the unit is cleared from the hazardous area. PAT tags should be taken to the Rehabilitation Area for use by EMS personnel.
6. The Unit Officer shall insure the accountability ring is returned to the apparatus and that all PAT tag are returned prior to leaving the incident. This will insure that all members are accounted for prior to leaving the scene.

### **Level III Accountability (Point of Entry Control – Special Incidents Only)**

1. Level III accountability will be declared when the Incident Commander determines that “Point of Entry Control” needs to be established.
2. To Implement “Point of Entry Control”, the designated Officers will monitor all points on entry into the structure / are and shall be referred to as “<Reference> Entry Control”.
3. Entry Control will ensure that each firefighter’s name, unit number, duration of air supply, time of entry/exit and assignment are recorded and tracked.
4. Entry Control shall ensure those firefighters are appropriately relieved.
5. As firefighters exit a control point, the time of exit shall be reorded. Fire fighter



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should exit from the same entry point they entered. Fire fighters that must exit an alternate entry point, shall immediately inform their <Reference> Entry Control personnel of their exit fort he hazardous area.

6. "Entry Control" shall ensure that search and rescue operations are initiated for unaccounted firefighters.



Subject:	<b><i>INCIDENT COMMAND</i></b>	
SOG Number:	SOG-9.	Date: <b>October 31, 2006</b>

**PURPOSE:**

1. The effective functioning of SVRSFD units and personnel at incidents requires clear decisive action on the part of an Incident Commander. These procedures identify the guidelines to facilitate the establishment of command and the operation of a Command Post. They also fix responsibility for the command function and its associated duties on one individual at any time during the operations.
2. The Incident Commander is responsible for the command functions at all times. As the identity of the Incident Commander changes, through transfers of command, this responsibility shifts with the title. The term "Command" in this procedure refers jointly to both the person and the function.

**GUIDENANCE:**

1. The Incident Command System (ICS) of the Solomons Volunteer Rescue Squad & Fire Department will be in accordance with, and meet the intent of the Calvert County's Fire & Rescue Department ICS.

**CHAIN OF COMMAND**

1. See SOG-1 for Chain of Command.
2. Command Procedures are designed to accomplish the following:
  - Fix the responsibility for Command on a certain individual through a standard identification system depending on the arrival sequence of members, companies, and officers.
  - Insure that strong, direct, and visible Command will be established as early as possible in the operation.
  - Establish an effective framework outlining the activities and responsibilities assigned to Command.
  - Provide a system for the orderly transfer of Command to subsequent arriving officers.
  - Command is responsible for four basic fire ground objectives:
    - Provide for the safety and welfare of fire fighting personnel.
    - Remove endangered occupants and treat the injured.
    - Confine and extinguish the fire.



- Conserve property after fire control is achieved.
3. Command is responsible for the following functions as required by the circumstances of the situation.
- Assume and confirm Command and take an effective position.
  - Rapidly evaluate the situation (size-up).
  - Initiate, maintain, and control the communications process.
  - Identify the overall strategy, develop an attack plan, and assign units.
  - Develop an effective fire ground organization.
  - Provide continuing Command within the framework of standard operating guidelines.
  - Coordinate the transfer of Command as required.
  - Request and assign additional resources as required.
  - Return companies to service and terminate Command.

All of these functions are responsibilities of Command, whether or not Command is transferred from one individual to another. The first five (5) functions must be addressed immediately from the initial assumption of Command.

#### ESTABLISHING COMMAND

1. The highest officer/person on the first arriving unit shall establish Command and remain in command until relieved by a ranking Incident Commander, passes command, or until the incident is terminated. See **PASSING COMMAND**

##### Initial Report:

The person assuming Command shall transmit a brief initial radio report including:

- Unit identification on the scene, confirming assumption of Command and location. (i.e. Engine 31 on the scene establishing Dowell Rd Command.)
- Building description (occupancy, size, arrangement, construction, and address).
- Obvious fire conditions.
- Action taken (brief description).
- Any obvious safety concerns.

##### Radio Designation:

The radio designation "COMMAND" will be used with a brief description of the incident location (i.e. "Dowell Rd COMMAND"). This designation will not change through the duration of the incident.

#### COMMAND OPTIONS

1. In cases when the initial arriving Incident Commander is an officer, efforts should automatically be directed towards establishing a Command Post and fulfilling the listed Command functions.



2. The establishment of a Command Post is a priority at all working incidents. The location of the Incident Commander in a vehicle, which provides lighting, communications, equipment, reference items, and limited isolation from distractions, will make Command more effective.
3. When an Incident Commander establishes Command, the Incident Commander must decide on an appropriate commitment for responding resources that will usually fall into one of three general modes listed below.
  - Nothing Showing Mode: These situations generally require investigation by the first arriving engine while holding staged units at a distance. Normally the Incident Commander should go investigate while utilizing a portable radio to command the incident.
  - Fast Attack Mode: Situations that require action to stabilize the situation, such as interior fires in residences, apartments, or small commercial occupancies, require that the Incident Commander quickly decide how to commit resources. Where a fast interior attack is critical, utilization of the portable radio will permit the necessary involvement in the attack without neglecting Command responsibilities. See Passing Command. This mode should not last more than a few moments and will end with one of the following:
    - Situation is stabilized.
    - Command is passed to next arriving Incident Commander.
    - A Chief officer arrives and Command is transferred.
    - Situation is not stabilized and the Incident Commander must withdraw to the exterior and establish a Command Post.
  - Command Mode: Situations that require a strong command by virtue of the size of the fire, the complexity or type of occupancy, or the possibility of extension require strong, direct, overall Command from the outset. In such cases, the Incident Commander will initially assume a Command position and maintain that position until relieved, passed, or incident terminated. Tactical worksheet should be utilized to assist in managing these situations.
4. The Incident Commander assuming Command has a choice of modes and degrees of personal involvement in the attack but continues to be responsible for the identified tasks assigned to the command function. In all cases, the initiative and judgment of the Incident Commander are of great importance. The modes identified are not strict rules but general guidelines to assist the Incident Commander in planning appropriate actions.

#### PASSING COMMAND

1. In certain situations it may be advantageous for the first arriving Officer to "Pass Command" to the next arriving officer. This is indicated when the initial commitment of the first arriving resources requires their involvement in operations (i.e. a high-rise building or an immediate rescue situation).
2. The initial arriving Officer will give an on-scene report and advise that Command



will be passed. Calvert County Communications will confirm passing of Command to the highest officer responding; if highest officer is the initial arriving officer, then Calvert County Communications will advise the next highest officer. Calvert County Communications will confirm that the next arriving officer assumes Command upon arrival on the fire ground.

#### TRANSFERS OF COMMAND

1. The first driver or officer to arrive on the scene shall establish and retain Command until relieved within the following guidelines:
2. Within the chain of command indicated above, the actual transfer of command will be regulated by the following procedures:
  - The Incident Commander assuming Command will communicate with the person being relieved by radio or preferably face-to-face on arrival.
  - The person being relieved will brief the Incident Commander assuming Command indicating the following:
    - General situation status:
      - Fire location, extent, conditions
      - Effectiveness of control efforts
      - Safety considerations including name of safety officer
    - Deployment and assignments of operating resources.
    - Appraisal of needs for additional resources at that time.
  - The person being relieved should review the Tactical Worksheet with the Command officer. This sheet provides the most effective framework for Command transfer as it outlines the location and status of resources in a standard form that should be well known to all members.
3. The Incident Commander should eliminate all unnecessary radio traffic while responding unless such communications are required to insure that Command functions are initiated and completed. This requires the person initially establishing Command to give a clear on-scene report and continue to give updated progress reports as needed.
4. The arrival of a ranking Incident Commander on the fire ground does not necessarily mean Command has been transferred to that officer. Command is transferred only when the outlined communication functions have been completed.
5. The response and arrival of additional officers on the fire ground strengthens the overall command function. All officers will exercise their Command prerogative in a supportive manner that will insure a smooth transition and the effective on-going function of Command.
6. The officer assuming Command will utilize the person relieved of Command to best advantage.
7. In cases where an individual is effectively commanding a tactical situation and is completely aware of the location and function of operating companies and the general



status of the situation, it may be desirable for that person to continue as Incident Commander. In these cases, the arriving ranking Incident Commander may assume a supportive role in the overall command function.

## COMMAND FUNCTION

1. It is the responsibility of the Incident Commander to develop an organizational structure, using standard operation guidelines/procedures to effectively manage fire ground operations. The development of the organizational structure should begin with the implementation of the initial tactical control measures and may continue through a number of phases, depending on the size and complexity of the particular situation. The objective must be to develop the Command organization at a pace that stays ahead of or even with the tactical development of resources.
2. The basic configuration of a Command structure includes three levels:
  - STRATEGIC LEVEL - overall incident command
  - TACTICAL LEVEL - direction of divisions and groups
  - TASK LEVEL - unit activities
3. The Strategic Level involves the overall command of the incident and includes establishing major objectives, setting priorities, allocating resources, predicting outcomes, determining the appropriate mode of operations (offensive or defensive) and assigning specific objectives to Tactical Level units.
4. The Tactical Level includes intermediate level officers directing activities toward specific objectives. Tactical Level officers include officers in charge of grouped resources operating in assigned areas or providing special functions at the scene of an incident. The accumulated achievement of tactical objectives should accomplish strategic level objectives.
5. The Task Level refers to those activities normally accomplished by individual units or specific personnel. Task Level activities are routinely supervised by company officers. The accumulated achievement of Task Level activities should accomplish tactical objectives.
6. The most basic structure for a routine incident involves only two levels. The role of Command combines the Strategic and Tactical levels. Units report directly to Command and operate at the Task Level.
7. In more complex situations, Command should group units to work in sectors. The sector officers operate at the Tactical Levels, directing the work of several groups and units or performing specialized functions as requested by Command. Command continues to operate at the Strategic Level, determining and directing the overall strategy to deal with the incident.

## COMMAND POST ORGANIZATION

1. The responsibilities assigned to Command often require the involvement of more than one individual to manage Command functions. Support personnel in managing information at the Command Post, gathering information by reconnaissance, assisting



with communications and providing liaison, should assist the officer in Command of a working incident. The Command Post organization may be expanded through the involvement of other officers and staff personnel to provide Incident Planning and/or Technical Support at the Command Post. The roles of the individuals performing these functions may vary, depending on the situation.

2. As the fire ground organization grows in complexity, the Incident Commander may implement an additional intermediate level. The Control Level involves Operations Officers who provide direct supervision over operational Sectors. This allows the Incident Commander to focus on the strategic aspects of the overall situation and management of the organization.
  - STRATEGIC LEVEL - Incident Commander
  - CONTROL LEVEL - Operations Officers
  - TACTICAL LEVEL - Sectors / Divisions / Groups
  - TASK LEVEL - Groups / Crews
3. The function of Operations Officer is frequently initiated when a ranking officer assumes responsibility for overall Incident Command and elects to have the relieved officer continue to command the Operational Sectors. The relieved officer becomes the Operations officer.
4. The Operations Officer may elect to assign additional Groups or Sectors that report to the Operations Officer. Such communication can be handle via a fire ground radio channel.

#### OFFICER ASSIGNMENTS

1. The Operations Officer is responsible for the direction of Sectors/Divisions/Groups and functions. These should normally be grouped according to their similarities and related natures to provide the most effective organization.

Examples:

- Fire Operations - All sectors involved in direct fire suppression actions and/or working within fire ground perimeter (Attack, Vent, Rescue, etc. Sectors).
- Support - Staging, Rehab, Support, etc. Sectors
- Hazmat Sector - Hazard, Decontamination, etc.



Subject:	<b><i>NATIONAL INCIDENT MANAGEMENT SYSTEM</i></b>	
SOG Number:	SOG-10.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the SVRSFD operations in support of the National Incident Management System (NIMS)

**GUIDELINES:**

1. NIMS is a management and control philosophy developed as a result of the 9-11 terrorist incident. SVRSFD will adopt process and procedures developed under the NIMS to support the intended coordination between local, state, and federal governmental agencies during domestic incidents.
2. By definition, NIMS is more than the operation and procedures of one company or unit. Rather it outlines the principles and management approach to achieve synergy in operations during large scale domestic incidents. Calvert County Emergency Management and Public Safety Departments shall lead the county’s incorporation of the NIMS within our system.
3. NIMS contains a Command and Management section, a Preparedness section, a Resource Management section, a Communication and Information Management section, a Supporting technologies section, and an ongoing Management and Maintenance section.
4. Additional information regarding NIMS is available via [www.dhs.gov](http://www.dhs.gov) and all members are encouraged to visit this site to learn more.
5. The ICS is the primary tie for local fire departments into the NIMS. Our ICS SOG and process aligns with the intention of the NIMS.
6. Coordination with the county Emergency manger and Department of Public Safety shall be managed via the Calvert County Chief Council.
7. All officers and member “riding the seat” must understand the process to contact the Emergency Manager and must develop an understanding or the recognition of potential domestic incidents including domestic terrorist incidents.



**STANDARD OPERATING GUIDELINES**  
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Subject:	<b><i>HEALTH AND SAFETY</i></b>	
SOG Number:	SOG-11.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the need to maintain solid physical fitness.

**GUIDELINES:**

8. Activities associated with the duties performed by members of the SVRSFD are strenuous and require top physical conditioning.
9. Each member shall stay physically fit to perform all duties associated with their activities. It is the responsibility of the member to maintain his/her physical conditioning such that they can perform the duties defined herein. The SVRSFD highly recommends that each of its members develop and maintain a physical agility program that would enable that member to maintain top physical conditioning.
10. Any member deemed not physically fit to perform his or her duties will be removed from those duties by the appropriate department chief until such times as the member's physical conditioning is corrected.
11. Any member out on medical leave must have a doctor's note to return to services.
12. SVRSFD recommends an annual physical exam to include a pulmonary function test and EKG.



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Subject:	<b><i>DUTY CREWS</i></b>	
SOG Number:	SOG-12.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the rules governing the duty crew.

**GUIDELINES:**

1. Each active member shall be expected to stand “Duty” on a routine basis as defined by the Fire and Rescue Chiefs.
2. The Duty Roster shall be drafted monthly to incorporate personnel changes within the organization. The Duty Rosters for the following month shall be display on the company bulletin board by the fifteenth of the month before the duty begins.
3. Members not able to stand duty must notify the crew officer ASAP and find a standby as necessary. Failure to due so will result in disciplinary actions. The Fire and Rescue Chiefs and the BOD will define such action.
4. Care shall be used when scheduling members for duty days such that shift workers and other scheduled workers can maintain their work schedules.
5. Holidays will be scheduled as 24-hour duty days. Holidays are the 9 major holidays as defined by the US Government’s Holiday schedule. With the exception of holidays duty times are as follows:
  - Monday: 6pm Monday to 5am Tuesday
  - Tuesday: 6pm Tuesday to 5am Wednesday
  - Wednesday: 6pm Wednesday to 5am Thursday
  - Thursday: 6pm Thursday to 5am Friday
  - Friday: 6pm Friday to 6am Saturday
  - Saturday: 6am Saturday to 6am Sunday
  - Sunday: 6am Sunday to 5am Monday
6. For those that do not notify their duty officer of a problem, do not show up for duty, or do not get a standby as requested by their duty officer, the following disciplinary action shall be taken:



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- 1<sup>st</sup> Offense: Work Detail
  - 2<sup>nd</sup> Offense: Limited Suspension
  - 3<sup>rd</sup> Offense: Long-Term Suspension

The above disciplinary actions are taken from SVRS&FD policies and procedures. It is the responsibility of the officers to enforce these policies. It is not up to individual officers to waive these policies.



Subject:	<b><i>HAIR AND BEARDS</i></b>	
SOG Number:	SOG-13.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the rules that govern the need to keep hair and breads properly trimmed.

**GUIDELINES:**

1. Fire fighting takes place in highly heated, toxic, poorly illuminated, abnormal, and unsanitary conditions. Smoke inhalation, heat prostration, lacerations, burns, and falls are common consequences of fire fighting. Hair of excessive length on the head and hair on the face of any length will increase the possibilities of the indispositions mentioned above. With the mask face piece designs currently in use, it is impossible to obtain a satisfactory seal on a bearded face.
2. It is evident also that flowing hair is more readily ignited and that the health of the individual firefighter or rescue worker is also compromised when working in an unsanitary environment. Exposed hair is a breeding place for germs. Lacerations on hair covered surfaces are subject to infection in direct proportion to the area and depth of the hair thereby complicating the injury and extending the recuperation period. Accordingly, safety standards for hair and beards are hereby established within the following guidelines. They shall apply to all firefighters who perform any fire fighting activity or any other operation that requires the use of self-contained breathing apparatus.
3. Head hair shall not be excessive in length at any point such that it provides an adverse effect the SCBA facemask seal.
4. All long head hairs shall be tucked under and concealed in an approved fire fighting hood and shall be tucked into the back of the bunker coat. Ideally, the hair at the back of the neck shall be tapered neatly and should not extend below the shirt collar.
5. Moustaches shall be closely trimmed such that they do not affect the mask seal. Ideally they should not extend below the corners of the mouth and not below any portion of the upper lip.
6. Full beards and goatees are not permitted at any time.



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7. Sideburns shall be neatly trimmed and shall not be long enough to contact any portion of the SCBA facemask. They should also not extend past the lower extremity of the ear. Sideburns that, due to the individual contours of a face, come in contact and adversely affect the seal of the SCBA facemask shall be trimmed to mitigate the contact.
  8. During any incident, particularly rescue incidents, long hair must be secured in such a manner that the hair does not hang freely and make contact with the patient, the patient's belongings, or equipment used during the incident.



Subject:	<b><i>SELF-CONTAINED BREATHING APPARATUS (SCBA)</i></b>	
SOG Number:	SOG-14.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides the guidelines for the care of and use of SCBA.

**GUIDELINES:**

Type of Equipment

1. Breathing apparatus shall be positive pressure type that was constructed to the standards that were in force at the time of purchase. The unit shall have a minimum service life rating of 30 minutes, equipped with an audible alarm that will sound when unit reaches 20-25 percent of its rated service time, and meet all other requirements of CFR 1910.156 and 1910.134.

Maintenance of Equipment

1. Each unit shall be examined at least monthly and after each use. SCBA cylinders should have a minimum of 4000psi air pressure
2. Each user of the equipment shall be trained in the cleaning, operational checks, and proper disinfecting of the units.
3. Only individuals trained to perform such work should perform repairs, adjustments, and replacement of parts.
4. Flow Testing shall be conducted annually by a certified company and records maintained by the cognizant officer in charge of SCBA.
5. Cylinder Hydro-Testing shall be conducted every five (5) year (or manufacturer recommendation) by a certified testing company and records maintained by the cognizant officer in charge of SCBA.

Firefighter/User

1. Only properly trained members may use SCBA in hazardous atmospheres. Hazardous atmospheres include but are not limited to smoke, toxic or oxygen deficient atmospheres.
2. Firefighter should be physically able to perform the work associated with interior



structural fire fighting while wearing a self-contained breathing apparatus. Should you have or incur any injury, illness, or disease that you are aware would prevent you, the wearer of the unit, from doing so, it must be brought to the attention of the Fire Chief prior to further use, and your medical condition should be evaluated.

3. Firefighters should be trained in the proper pre-donning checks, donning procedures, face piece seal check, operational procedure, and any emergency procedure checks for the apparatus. The training should be similar to that found in Units 2 and 3 of IFSTA/MFRI "Fire Fighting Essentials" course.
4. Prior to the firefighter using the apparatus in a toxic environment, a fit test shall be conducted to ensure that a proper seal can be established of the face piece. Any item such as temple frames of glasses, beards, side burns, or other conditions that may cause the firefighter not to obtain a seal shall not be permitted. As part of the operational check, it is imperative that the firefighter checks for a suitable seal each time the breathing apparatus is donned.
5. "Masking –up" should not be accomplished on the apparatus.

#### Return To Service

1. It shall be the responsibility of the officer assigned to a particular apparatus to conduct and/or supervise the weekly and after use cleaning, operational checks, proper disinfecting and replacement of all SCBA. on apparatus.

#### Breathing Air/Compressor

1. The breathing air shall meet established levels of purity and shall be tested periodically based upon the frequency of compressor use and type of filtering system provided.

#### Fit Testing

1. All SCBA qualified member are required to complete annual fit testing of their SCBA mask per CFR 29.1910.134. This is necessary to ensure proper seal associated with any changes in face construct.
2. Mandatory Fit Checking is aligned with county mandates and will comply with county SOGs and process.
3. In preparation for fit checking, all members shall fill out a medical clearance sheet for the county's Medical Directors review.



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Subject:	<b><i>TRAINING REQUIREMENTS</i></b>	
SOG Number:	SOG-15.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the requirements of the training needed by its members to successfully perform the operating functions undertaken by the SVRSFD.

**GUIDELINES:**

1. All members shall receive annual training to maintain riding privileges.
2. Each member of the fire brigade is expected to attend 60% of the in-house training drills and shall possess current Fire Fighter 1, Haz Mat Awareness, and First Responder Certifications.
3. Each member of the rescue squad is expected to attend 60% of the in-house training drills and shall possess or be working towards a current EMT, AED, CPR and Haz Mat Awareness certification.
4. Members that attend seminars, conferences, or other similar training on behalf of the SVRSFD, shall provide the membership with information, knowledge, and skills learned at such events. At a minimum, a trip report shall be presented and all data made available in the SVRSFD training library.



Subject:	<b><i>BODY SUBSTANCE ISOLATION (BSI) REGULATIONS</i></b>	
SOG Number:	SOG-16.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the guidelines for use of protective equipment.

**GUIDELINES:**

1. All members shall receive annual BSI refresher training.
2. All members must take the BSI precautions during every incident. All rescue personnel shall be dressed in appropriated PPE to include the use of latex gloves.
3. On all rescue boxes, the rescue and engine companies shall wear latex gloves under their rescue gloves. All face shields shall be lowered during all patient movements.
4. The Rescue Chief shall provide a listing of all know precautionary addresses to the membership in a timely fashion as to ensure proper notification.
5. All members shall ensure proper handling of BSI substances is performed on incidents and in the station.
6. Ambulances shall be decontaminated after each call.
7. The following is issued to re-emphasize to all members the appropriate methods of limiting exposure to infectious diseases.

**Guidelines:**

- a) Assume that all patients may have a communicable disease;
- b) Assume that all blood is potentially infected;
- c) For patients known to have a communicable disease, inform medical personnel (if applicable) and the receiving hospital;
- d) Always exercise caution in administering any life support procedures which result in contact with blood or body fluids;
- e) Gloves should be worn on every call. Double gloves should be considered when treatment involves contact with patient's blood, body fluids, secretions, or excretions in order to avoid accidental contamination of open skin lesions;



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- f) Exercise care to avoid accidental wounds or punctures from sharp instruments, metal, or glass;
  - g) After coming into contact with a patient, avoid touching your mouth, nose, eyes, or other mucous membranes until you have washed your hands thoroughly;
  - h) Use of a bag-valve-mask with reservoir, a manually-triggered, oxygen-powered resuscitative device, or pocket mask is preferred for patients in respiratory arrest;
  - i) Wash your hands after every call;
  - j) Sterilize or dispose of equipment that comes in contact with patient's blood, body fluids, secretions, or excretions with a 1:10 dilution of sodium hypochlorite (1 part household bleach, 10 parts water);
  - k) Place equipment used in cardiopulmonary resuscitation in an impervious plastic bag and have the equipment sterilized by a hospital;
  - l) Place disposable surgical face mask, gloves, and any contaminated articles of clothing not intended to be reused in a red biohazard plastic bag; place contaminated non disposable items of clothing in an impervious plastic bag and have them processed by a hospital.



Subject:	<b><i>RAPID INTERVENTION TEAMS (RIT)</i></b>	
SOG Number:	SOG-17.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the rules governing the operations of the emergency extraction teams.

**GUIDELINES:**

1. As part of a comprehensive Incident Command System (ICS), a Rapid Intervention Team (RIT) shall be established by the Incident Commander for every interior fire attack, confined space, trench rescue, or other similar incident.
2. The RIT team will consist of a minimum two (2) trained fire fighter and must wear full Personal Protection Equipment (PPE). This team shall report directly to the Incident Commander and shall not be available for any other assignment during the incident. The team must stay within visual sight of the Incident Commander.
3. This team shall possess the capability to perform rapid search, rescue and extrication of trapped fire fighters. An adequately trained and equipped Rescue/Squad company should serve as the RIT.
4. At a minimum, the team should have the following equipment immediately available to them in staging:
  - A. A full compliment of hand lights.
  - B. A spare SCBA, with face piece. (RIT BAG)
  - C. A full compliment of hand tools as required by each situation, ie. haligan bar, ax, sledge hammer, life line, stokes basket, webbing...
  - D. Chain saws, hand lights, etc. . . .
5. Each member shall have a radio, forcible entry tools, 50' foot webbing, etc.
6. The group leader of the RIT shall be notified of any changes in the spread of fire, location of designated groups, and any other pertinent information that may impede or assist the team with possible rescues.
7. If possible an attack line should be made available to the RIT for necessary suppression. This attack line should come from a secondary source in case the



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primary Engine's pump fails during the incident.

8. The RIT should enter the building via the most accessible and safest vantage point. It may be necessary to enter a different door or window than the original entrance point to increase the rapid deployment of the team. The original/primary entrance may be clogged with other firefighters exiting the hazard zone.

Every fire fighter 1 qualified member must complete annual mandatory RIT training.



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Subject:	<b><i>PERSONNEL REHABILITATION</i></b>	
SOG Number:	SOG-18.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides the guidelines for monitoring the physical conditions/status of our members during an emergency action.

**GUIDELINES:**

1. As part of a comprehensive Incident Command System (ICS), a rehab sector shall be established for every working incident. The Incident Commander can, however, defer this requirement if in his opinion; the safety of the crew dictates that rehab can be accomplished as part of the incident termination procedures back in the station. However, the rehab requirement can not be waived.
2. Fire fighters that performed any duties on the fire or rescue ground shall report to the rehab sector and get medically evaluated before they return to the manpower sector for additional assignments. Once a fire fighter(s) completes an assignment, uses a bottle of air, is directed by an officer, or any time he/she deems it necessary, he/she should report to the rehabilitation sector. Specifically, once an interior crew comes out of the building, they cannot return until the Rehabilitation Sector checks them out.
3. The Medical Sector Command shall be responsible for establishing a Rehab Sector during an incident.
4. During Level II and III accountability operations, each firefighter's Personal Accountability Tag (PAT) should be presented to the Rehabilitation Sector personnel, and will not be given back until the Rehabilitation personnel check his/her vitals and general condition, and deems him/her fit to return to fire ground operations. (Note, vitals include blood pressure, pulse, and respiration; additional observations should be made concerning color, profuse sweating...)
5. The Rehabilitation Sector will also serve as a canteen. Nutritional Refreshments provided to the fire ground will be set up in the Rehabilitation Sector. Rehabilitation personnel will encourage firefighters to get something to eat and drink, and take time to relax.
6. Any member deemed not medically ready by the Rehab Sector shall not be permitted to return to the Manpower Sector.



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Subject:	<b><i>INCIDENT INVESTIGATIONS</i></b>	
SOG Number:	SOG-19.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides the guidelines for conducting investigations.

**GUIDELINES:**

1. The Maryland State Fire Marshall’s Office shall be tasked with the investigation all fire incidents in which the Incident Commander can not determine origin of fire.
2. The Maryland State Fire Marshall’s Office shall investigate all fires that appear to be incendiary; lawful or not, accidental or not.
3. The Maryland State Police or Calvert County Police shall investigate all automobile accidents. Vehicle rescue scenes are crime scenes and care should be taken when operating in such.
4. All fire fighters shall report initial findings to the Incident Commander in a timely manner such that the information can be relayed to the Fire Marshall. First in crews should pay particular attention to the surroundings and mentally record details for follow on investigations.



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Subject:	<b><i>CRITICAL STRESS INCIDENT MANAGEMENT</i></b>	
SOG Number:	SOG-20.	Date: <b>October 31, 2006</b>

**PURPOSE:**

The SOG provides the guidelines for critical stress management.

**GUIDELINES:**

1. One of the SVRSFD's high priorities is the well being of it members.
2. All members are hereby instructed to inform the Incident Commander immediately if at any time after an incident, they feel the need to discuss the same. All officers will be available for such discussions and will maintain an open door, and confidential policy.
3. The SVRSFD will utilize available Critical Stress Teams for debriefs and consultations with members who have suffered from effects of an incident.
4. All members shall notify an officer (preferable a chief officer) when they feel another member is suffering from stress as a result of an incident.



Subject:	<b><i>EQUIPMENT INSPECTIONS</i></b>	
SOG Number:	SOG-21.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance on required equipment inspections.

**GUIDELINES:**

1. All equipment shall be routinely checked for proper operation.
2. The duty crews will be responsible for completing the checkout list as defined by the Fire and Rescue Chiefs. At a minimum, daily checks of all equipment will be performed.
3. Any equipment found to be inoperative shall be reported to the duty officer and then to the Chief Engineer or Fire/Rescue Chief. Equipment will be placed out of service by their direction. No equipment shall be placed back in service until it has been fully tested and deemed operational by the aforementioned individuals.
4. Apparatus inspections will be performed annually and in accordance with the county inspection regulations. All apparatus shall be equipped to meet these minimum standards and, as such, any components missing shall be immediately replaced. The BOD without additional approval requirements shall make funding for such available.
5. The following checklists shall be used to routinely check the equipment:
  - A. Fire Apparatus Checklist
    1. Engine Checks
    2. Equipment Checks
  - B. Ambulance Checklist
    1. Engine Checks
    2. Equipment Checks

Refer to the engine/ambulance bays for current checklists.



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Subject:	<b><i>SAFETY PROGRAM</i></b>	
SOG Number:	SOG-22.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the requirements of the safety program

**GUIDELINES:**

1. All motorized vehicles shall pass an annual comprehensive safety inspection as defined by the State of Maryland. All records shall be maintained by the Chief Engineer and presented to the BOD for recording into the meeting minutes.
2. Horseplay of any manner will not be tolerated on the fire ground or in and around the station.
3. The Safety Officer shall be responsible to develop and ensure enforcement of a Safety Program defining the guideline all members are to follow to ensure a safe work environment. The BOD shall approve this program.



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Subject:	<b><i>HOSE TESTING</i></b>	
SOG Number:	SOG-021	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG defines the guidelines for hose testing.

**GUIDELINES:**

1. All hose shall be tested annually.
2. A qualified vendor will accomplish hose testing.
3. The Fire and Rescue Chiefs and BOD will ensure adequate funds are allocated in the annual budget to accomplish this testing.



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Subject:	<b>ACCIDENT / INJURY REPORTING</b>	
SOG Number:	SOG-23.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides the guidelines to report injuries obtained while performing functions as part of the SVRSFD.

**GUIDELINES:**

1. Any member injured in conjunction with any operation of the SVRSFD shall report such injury to the Incident Commander immediately.
2. All injuries shall be checked by the rescue /rehab officer and appropriate mitigation actions taken.
3. Reported injuries shall be reported to the Calvert County Public Safety Officer within 24 hours of the incident. Appropriate paperwork shall be filled out within 72 hours of the incident.
4. The Rescue Chief shall coordinate all activities resulting from the injury and shall maintain adequate files regarding such.



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Subject:	<b><i>PUMP TESTING</i></b>	
SOG Number:	SOG-24.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance on pump testing.

**GUIDELINES:**

1. All class A pumpers shall be tested by a qualified fire pump test organization / company annually.
2. The Chief Engineer shall be responsible to ensure that these tests are accomplished and shall maintain accurate records delineating such. These records shall be presented to the BOD for recording into the meeting minutes.



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Subject:	<b><i>OXYGEN EQUIPMENT REGULATIONS</i></b>	
SOG Number:	SOG-25.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance on care of and use of oxygen equipment.

**GUIDELINES:**

1. The duty crew should check both onboard and portable oxygen units. The oxygen units should be changed when the pressure reaches 500 pounds. The ambulances should carry 2 full spare portable oxygen cylinders.
2. Oxygen carried on the fire apparatus shall be checked bi-weekly by the appropriate rescue officer.
3. Empty oxygen cylinders should be marked as such and placed in a secure location in the ambulance bays.
4. Malfunctioning regulators should be placed out of service, reported to a rescue officer, and replaced ASAP.
5. Oxygen is currently on an automatic 2 week delivery. However, if personnel note the supply of full oxygen cylinders is getting low, they should contact a rescue officer.



Subject:	<b><i>RADIO COMMUNICATIONS</i></b>	
SOG Number:	SOG-26.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance on use of the emergency service radios.

**GUIDELINES:**

1. The county radio system will be utilized for communications during all incidents.
2. The county system has multiple channels assigned in the 800 MHz system for fire/rescue department use. All emergency service departments in the county share these channels.
3. The radio system will be used to transmit official information and shall be governed by all applicable rules defined by the FCC. No member of this department shall transmit obscene, vulgar or otherwise degrading information via the radio system. .
4. All members shall make every attempt to protect patient confidentiality when providing information over the radio system.
5. The Calvert County Communication Center shall be referred to as “Calvert” for all fire/EMS related communications.
6. The FMAIN channel shall be the primary communication channel. FTAC channels will be assigned by the communication center, but can be requested by the Incident Commander. All communications with the communication center shall be via the Incident Commander or highest-ranking Fire/EMS Officer.
7. The sender shall be announced first followed by the receiver. For example, Engine 31 needs to contact the communication center would be; *Engine 31 to Calvert.*
8. FMA1 channel will be used to communicate within St. Mary’s county. The Calvert Communication Center will patch our 800Mhz system into the St. Mary’s System via a manually set patch. When communicating with St. Mary’s, all apparatus shall place an “8” in front of their unit designator. For example: *Engine 31 will be designated in St. Mary’s as Engine 831 and Ambulance 38 will be Ambulance 838.* The 10-Code is no longer used in St. Mary’s. St. Mary’s protocol doesn’t include the driver when reporting manpower.



9. When responding each unit shall announce its responding status with apparatus number, rank of the officer, and total number of personnel responding to include the officer. For example Engine 31 will respond with 1 driver, captain and two fire fighters as: *Engine 31 Captain with 4*. Second example, Ambulance 37 will respond with 1 driver, captain and one aid: *Ambulance 37 rescue captain with 3*.
10. The communications via the Med Radio in Calvert County go through EMRC. The unit wishing to contact a particular hospital should contact EMRC, via channel 40, and request a consultation with a specific hospital. EMRC will advise the proper channel to be used.
11. The communications via the Med Radio in St. Mary's County go through Fireboard. The unit wishing to contact a hospital in St. Mary's County should go to channel 14. Add 10 to whatever channel is advised. Then contact the hospital directly.

#### Saint Mary's Radios

1. The Company owns five St Mary's portable radios. These radio are stored in the radio room and are pre-programmed as defined by the labeled affixed to the front of each radio.
2. These radios are intended to supplement the Calvert patch system and not intended to replace this connectivity. Officer will ensure utilization of both systems as per the recommendation contained herein.
3. Like Calvert, the St. Mary's radio CAD will display the unit designator on the screen. It is therefore important to articulate the actual piece of equipment you are responding on and ensure that St Mary's knowledge you apparatus correctly.
4. When dispatched to St Mary's, the duty officer should ensure they grab the appropriate St Mary's radio before leaving the station. Ideally, a St Mary's radio should be taken whenever a piece of equipment leaves the station to ensure communication can to obtained if we are dispatched for mutual aid before we return to the station.



Subject:	<b><i>ADDITIONAL RESOURCES MANAGEMENT</i></b>	
SOG Number:	SOG-27.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidelines for the Incident Commander concerning the requesting of additional resources.

**GUIDELINES:**

1. The incident command shall be responsible for calling in additional companies for additional manpower, equipment, or specialty.
2. The Calvert County Communication Center shall be utilized to obtain materials and specialty equipment not normally available via the standard Calvert County Emergency Command system. This includes large lumber, water vessels, earth machines, tow trucks, crash trucks, foam trucks, search & rescue helos, etc.
3. The Incident Commander shall also be responsible for calling in additional resources that are contained inside the Calvert County Emergency Response Systems. The Calvert County Communication Center shall be utilized to activate these teams. These teams include:

- CO1 – Haz Mat Team
- CO2 – Heavy Rescue
- CO4 – Water Rescue
- CO5 – High Angle Rescue
- CO6 – Confine Space
- CO7 – Mass causality
- CO10 – Calvert County Advanced Life Support (Medic Unit)
- CO1X – Search Team
- CO12 – Dive Team
- CO13 – NAS Patuxent River Fire/Rescue Department
- SMECO



***STANDARD OPERATING GUIDELINES***  
*SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT*



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Fire Marshall

Forestry

DNR

St. Mary's Medic

4. The Calvert County Emergency Manager shall also be requested via Calvert Communication Center for all incidents that have the potential to cause a adverse effect on the welfare of the citizens of the community. The Emergency Manager possesses the tools and contacts needed to ensure a timely and appropriate county response.
5. NAS Patuxent River Fire Department is highly trained in aircraft crash and rescue and will be available for help via mutual aid agreements.



**STANDARD OPERATING GUIDELINES**  
*SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT*



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Subject:	<b><i>MUTUAL AID COMPANY GUIDELINES</i></b>	
SOG Number:	SOG-28.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for our mutual aid companies.

**GUIDELINES:**

1. Mutual and automatic aids companies when responding in support of SVRSFD shall respond in accordance with these SOGs.
2. Upon arrival on the rescue/fire ground, mutual aid companies will provide the Incident Commander with a portable radio and radio operator to ensure communications with all companies is maintained. This individual will be positioned at the command post to support verbal face-to-face communication with the Incident Commander.



**STANDARD OPERATING GUIDELINES**  
**SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT**



Subject:	<b><i>ENGINE COMPANY OPERATIONS</i></b>	
SOG Number:	SOG-29.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for engine company operations.

**GUIDELINES:**

5. The Engine Company will be responsible for life safety, fire suppression, establishing a water supply, and initial forcible entry.
6. The first in engine should attempt to establish a water supply and to position the initial attack line.
7. The second in engine should pump the hydrant selected by the first in engine or should establish a water supply to the supply line laid by the first in engine. The second in engine crew should pull a backup line for the attack line established by the first in engine. The exception to this rule is on major buildings where the second engine in should report to the rear of the building (or in accordance with pre-plan) and give a size-up.
8. If applicable, the first in tanker should connect with the supply line laid by the first in engine and supply the engine company. The tanker company should also be prepared to establish a portable water supply (pond) if instructed.
9. If applicable the Engine Company shall establish an appropriate draft to adequately supply the attack pumpers with water.
10. At all times during interior fire operations, there shall remain on the exterior of the building an equal number of personnel as there are in the interior of the building. The exterior personnel shall be ready and able to provide aid to the interior personnel if such condition arise that warrant aid.
11. On standpipe equipped buildings the first in engine should connect to the FDC.



## STANDARD OPERATING PROCEDURES FOR ENGINE COMPANY

1. For incidents with a crew in the station but no officer, the units will hold up a maximum of 3 minutes. If no officer has arrived, then the member with the most seniority will ride as the Incident Commander.
2. The Officer will be responsible to see that members are properly geared-up & secured on-board the apparatus before the unit is to respond.
3. Drivers are not required to wear their turn-out gear when driving, although it will be carried along with them, and donned after arrival on scene.
4. When arriving on the scene of structure fire, the Officer aboard the first unit will advise Calvert of the conditions found (see examples).

### Examples:

- Engine-31 on the scene nothing showing will be investigating.
- Engine 31 on the scene with smoke showing. Holding assignment etc.
- If first engine has laid a supply line advise the 2nd Engine or Tanker of its location.

### **OFFICER:**

#### A. ENROUTE TO LOCATION:

1. Announces responding status via the radio to Calvert with apparatus designation, officer rank, and total number of personnel onboard.
2. Confirms location with Calvert and then checks for response route in map book.
3. Checks for hydrant location (if applicable) and advises the driver of its location.

#### B. ON LOCATION; NOTHING SHOWING:

1. Performs size-up, reports to incident building with portable radio and related tools. (Hand light, Rabbit Tool, etc.)
2. Reports situation found to Calvert or a higher-ranking officer if one is responding.
3. Stages incoming apparatus.

#### C. ON LOCATION; SMOKE OR FIRE SHOWING:

1. Size-up ALL sides of incident structure; checks for exposures, entrapment, dangers, etc.
2. Gives 2nd in engine and 1st due truck companies their assignments.
3. Establishes Command and a Command Post with Calvert.
4. Will be the Incident Commander until relieved by a higher-ranking officer.



**DRIVER/OPERATOR:**

- A. BEFORE MOVING APPARATUS:
  - 1. All emergency light switches are in the “ON” position.
  - 2. Verify with the officer location of call and route to be taken.
  - 3. Ensures that all firefighters are seated in jump seats.
- B. ENROUTE TO LOCATION:
  - 1. Ensures safe operation of apparatus.
- C. ON FIREGROUND:
  - 1. Set parking brake and chock wheels.
  - 2. Clamp and connect to the pump supply lines that have been laid.
  - 3. Clear pre-connect hose bed of any excess hose before charging of the line.
  - 4. Safe and efficient operation of the pump.
  - 5. Supplies tools and appliances to firefighters as needed.
  - 6. Responsible for starting and operation of generator.

**POSITION #1 - OFFICER'S AID:**

- A. NOTHING SHOWING:
  - 1. Reports to bldg. with officer to aid in investigation of call.
  - 2. Carries flat head axe, haligan bar, and portable radio.
- B. SMOKE OR FIRE SHOWING:
  - 1. Carries forcible entry tools and radio.
  - 2. Team leader of attack line crew.

**POSITION #2 - NOZZLEMAN:**

- A. NOTHING SHOWING:
  - 1. Reports to incident building with Officer/Aid for investigation of call.
  - 2. Carries hand-light and 20lb. Halon Extinguisher.
- B. SMOKE OR FIRE SHOWING:
  - 1. Responsible for attack line.

**POSITION #3 - BACK-UP MAN:**

- A. NOTHING SHOWING:
  - 1. Stands by at engine unless directed differently by Incident Commander.
- B. SMOKE OR FIRE SHOWING:



1. Responsible for the stretching of a 2nd attack line if required.
2. Assist nozzle man with attack line.

**POSITION #4 - LAYOUT/OUTSIDE VENTILATION MAN:**

- A. NOTHING SHOWING:
1. Responsible for laying supply lines.
- B. SMOKE OR FIRE SHOWING:
1. Responsible for laying supply lines.
  2. Performs Ventilation (see truck operations), checks for extension.

**NOTE:**

When the Engine Company is manned by less than 5 personnel, the highest numbered position will be responsible for the layout duty.

**AREA BOXES**

**Smoke or Fire Evident**

The FIRST ENGINE COMPANY shall lay a 4" supply line from a hydrant to the fire scene utilizing the Humat Valve. This supply line shall be charged unless the LAYOUT PERSON is otherwise instructed. A second 3" supply line may be laid at the discretion of the officer if the situation warrants. (NOTE: When a second supply line is laid, it remains uncharged until another engine company arrives and hooks up to the Humat Valve).

The SECOND ENGINE COMPANY shall proceed to the hydrant utilized by the first engine company and proceed to hook up the Humat Valve. The initial supply line shall be pumped at a pressure of 100 psi. If a second supply line has been laid, it shall not be charged until the first Engine Company indicates that they are ready.

**No Smoke or Fire Evident**

The FIRST ENGINE COMPANY shall lay a 4" supply line from a hydrant to the fire scene utilizing the Humat Valve. This supply line shall not be charged unless the LAYOUT PERSON is otherwise instructed.

The SECOND ENGINE COMPANY shall proceed to the hydrant utilized by the first engine company and proceed to hook up to the Humat Valve leaving hose lines uncharged until advised otherwise by the First Engine Company.



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## **COMMERCIAL BOXES**

### **Smoke or Fire Evident**

The FIRST ENGINE COMPANY shall lay dual supply lines (1) 4" and (1) 3" from the hydrant to the fire scene. The 4" line shall be charged unless the LAYOUT PERSON is otherwise instructed. The second supply line shall not be attached to the hydrant; it shall be left uncharged for later connection to the second engine company's pump discharge.

The SECOND ENGINE COMPANY shall proceed to the hydrant utilized by the First Engine Company and proceed to hook up the Humat Valve and then pump the initial supply line at the pressure of 100 psi. The second supply line shall be hooked to a pump discharge but shall not be charged until the first engine indicates that they are ready.

### **No Smoke or Fire Evident**

The FIRST ENGINE COMPANY shall lay one 4" supply line from a hydrant to the fire scene utilizing the Humat Valve. This supply line shall not be charged unless the LAYOUT PERSON is otherwise instructed.

The SECOND ENGINE COMPANY shall proceed to the hydrant utilized by the first engine company and proceed to hook up to the Humat Valve leaving hose lines uncharged until advised otherwise by the First Engine Company.



Subject:	<b><i>LADDER COMPANY OPERATIONS</i></b>	
SOG Number:	SOG-30.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for ladders company operations.

**GUIDELINES:**

1. The Ladder Company will be responsible for Ventilation, Search and Rescue, Utilities Control, Forcible Entry, Scene Lighting, and positioning ladders.
2. The Ladder Truck should be positioned in accordance with the Incident Commander, but should be positioned to reach as many sides of the building as practical.
3. Refer to SVRSFD Operation guideline book (Annex A) for specific crew tasks assignments.

**STANDARD OPERATING PROCEDURES FOR TRUCK COMPANY**

1. In order to establish teamwork and ensure that all duties of the Truck Company are completed, the following “Standard Operating Guidelines” have been developed. The following provide crew members with a guideline of operation.
2. Since all fires possess different characteristics, the priorities of the Truck Company are not always the same. Often some duties may not be completed at the same time. As a crewmember of a truck company, you must remain flexible and be aware of the changing fire conditions around you. A thorough knowledge of the Truck Company and its equipment is necessary to effectively perform on the fire ground.
3. The following duties are the responsibility of the Truck Company. However; these duties are not necessarily in the order of priority as each situation encountered is for the most part different than the last.
  - RESCUE
  - FORCIBLE ENTRY
  - VENTILATION
  - LADDERS



- FIRE EXTENSION
- UTILITY CONTROL
- OVERHAUL
- SALVAGE
- ELEVATED STREAMS

**OFFICER**

- A. ENROUTE TO LOCATION:
  - 1. Announces responding status via the radio to Calvert with apparatus designation, officer rank, and total number of personnel onboard.
  - 2. Confirms location with Calvert, and the checks for response route in map book.
- B. ON LOCATION; NOTHING SHOWING:
  - 1. Has driver position truck in proper position with respect to fire building and over head obstruction, etc.
  - 2. Reports to fire building with portable radio and related tools (hand light, rabbit tool, etc.), or
  - 3. Reports to the Incident Commander for assignment.
- C. ON LOCATION; SMOKE OR FIRE SHOWING:
  - 1. Supervision of truck company personnel to achieve the fire ground objectives.
  - 2. Coordination and communication with Incident Commander.
  - 3. Starts generator from cab just prior to arrival on location.

**DRIVER / OPERATOR**

- A. BEFORE MOVING APPARATUS:
  - 1. All emergency light switches are in the on position.
  - 2. Verify with officer location of call and route to be taken.
  - 3. Ensures that all firefighters are seated in jump seat.
- B. ENROUTE TO LOCATION:
  - 1. Safe operation of apparatus.
- C. ON FIREGROUND:
  - 1. Sets parking brakes and chocks wheels.
  - 2. When aerial is to be utilized the following steps are to be completed prior to raising aerial.



- Total overhead observation made
  - Auxiliary Jack Plates Down.
  - Intercom system turned on.
  - (Night Time Operation) Aerial tip and bed section lights to be on.
  - Designate a aerial spotter at all times.
  - Will remain at aerial controls anytime that personnel are operating on ladder.
3. Assists in forming ladder team with ladder man.
  4. Performs prompt exterior ventilation of fire building.
  5. Supplies tools and equipment to area that truck crew is operating.
  6. Operation of cascade system.
  7. Checks truck prior to leaving fire ground to ensure all equipment is accounted for.

**POSITION #1 - FORCIBLE ENTRY MAN**

- A. NOTHING SHOWING:
  1. Reports to fire building with officer to aid in investigation of call.
  2. Carries flat head axe, halligan bar, and portable radio.
  
- B. SMOKE OR FIRE SHOWING:
  1. Carries forcible entry tools and radio.
  2. Reports to the fire floor to perform the following duties:
    - Search and rescue
    - Forcible entry
    - Interior ventilation
    - Checks for extension
    - Reports conditions found to truck officer.

**POSITION #2 - LADDERMAN**

- A. NOTHING SHOWING:
  1. Stages on at the truck unless directed different by Truck Officer.
  
- B. SMOKE OR FIRE SHOWING:
  1. Teams with driver to place ground ladders in service where needed.
  2. Prompt exterior ventilation of building (windows, roof, doors)
  3. Lights and fans as required
  4. Assists driver as spotter for aerial ladder placement.

**POSITION #3 - HOOK AND AXE MAN**

- A. NOTHING SHOWING:



**STANDARD OPERATING GUIDELINES**  
*SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT*



1. Reports to building with officer / forcible entry man to assist engine company with investigation of call.
2. Carries pick head axe, 6' clements hook and hand light.

**B. SMOKE OR FIRE SHOWING:**

1. Carries assigned tools and hand light to fire floor to assist forcible entry man with the following duties:
  - Search and rescue
  - Interior ventilation (fire floor first then floor above)
  - Check for extension
  - Reports conditions found to truck officer.

**POSITION #4 - UTILITY MAN**

**A. NOTHING SHOWING:**

1. Stands by at truck unless directed different by Truck Officer.

**B. SMOKE OR FIRE SHOWING:**

1. Assists with ladder team when needed.
2. Performs roof ventilation if required.
3. Responsible for running junction boxes, lights, and fans where needed etc.
4. Responsible for shutting off gas, and other utilities as required.



**STANDARD OPERATING GUIDELINES**  
*SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT*



Subject:	<b><i>TANKER OPERATIONS</i></b>	
SOG Number:	SOG-028	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for tanker operations.

**GUIDELINES:**

1. Tanker operations will be established on all incidents in non-hydrants areas.
2. Tanker shuttles will be used and direct tanker to supply lines connections will be the preferred approach on small residential dwelling fires in establishing water supply.
3. Portable ponds will be used at the direction of the Incident Commander. When used, a level hard surface will be selected for the placement of the tank. The area will be reviewed for possible puncture obstructions before the tank is erected.
4. Staffing shall be no more than 2 members for Mutual Aid Tanker calls.
5. .



Subject:	<b><i>APPARATUS PLACEMENT / POSITIONING</i></b>	
SOG Number:	SOG-31.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for apparatus positioning.

**GUIDELINES:**

1. Placement of apparatus is pinnacle for successful mitigation. In general, the first arriving officer shall evaluate the condition and develop initial apparatus placement plan. On residential fires, side 1 shall be reserved for the Truck and initial Engine Company. Tankers shall be positioned such that they can be shuttled to and from the fire ground without the need to reposition other apparatus. Generally, the first engine proceeds just past the fire building leaving room for the truck in front of the building/structure.
2. The Incident Commander shall establish a staging area in a timely manner such that equipment is readily available for positioning once an attack plan is generated. Care should be taken to ensure timely water supply establishment.
3. On gas leaks or other explosive environments, first arriving apparatus shall not be positioned such that they expose the crew to IDLH conditions or such that they become the catalyst of additional explosions or concerns.
4. The driver shall provide the officer with information concerning the apparatus position such that the limitations of the equipment are not over looked. The driver shall provide road conditions to the officer such that adverse conditions can be utilized in the mitigation plan development.



**STANDARD OPERATING GUIDELINES**  
*SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT*



Subject:	<b><i>STATION FILL-INS</i></b>	
SOG Number:	SOG-32.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for conducting fill-in assignments.

**GUIDELINES:**

1. Routine responses shall be utilized when proceeding to a fill-in assignment.
2. In general, the Hot Line shall be utilized to communicate your departure and arrival with the Calvert Communication Center, thereby keeping the radio system free for emergency communications. Radio communication shall be used when filling out of county stations.
3. No more than four members shall be taken for fill-in assignments and at no time shall the on-duty ambulance crew be utilized for the fill-in crew. Additionally, the duty officer shall ensure that appropriate officers are remaining at the station to ensure a timely response if an emergency should occur in our first due area.
4. Fill-ins for our station shall be requested and released at the discretion of the Incident Commander and via Calvert County Communication SOP.



**STANDARD OPERATING GUIDELINES**  
*SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT*



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Subject:	<b><i>FIRE ATTACK</i></b>	
SOG Number:	SOG-33.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for successful fire suppression.

**GUIDELINES:**

1. On all residential fires a minimum 1 ¾” attack line shall be pulled.
2. A backup line of 1 ¾” or larger shall be pulled and used to protect the attack sector, and not serve as an additional attack line.
3. At all times during interior fire operations, there shall remain on the exterior of the building an equal number of personnel as there are in the interior of the building. The exterior personnel shall be ready and able to provide aid to the interior personnel if such conditions arise that warrants aid.
4. During an offensive attack, care should be taken so that opposing hose streams are avoided.
5. No master streams shall be utilized when fire personnel are inside a burning building.
6. Additional manpower shall be used to pull additional attack lines if needed. At no time will a backup line be diverted from protecting the attack crew for the purpose of extinguishment.
7. On all standpipe equipped buildings, the apartment pack shall be pulled and connected to the standpipe, if practical.



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Subject:	<b><i>PUMPING INTO FDC</i></b>	
SOG Number:	SOG-34.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for successful operations of standpipe and/or sprinkler systems.

**GUIDELINES:**

1. When responding to alarms of fire at sprinklered properties the first in engine should:
  - If no fire or smoke is showing and the water motor gong is not activated, lay in at the hydrant closest to the fire department connection, connect to the fire department connection, and advise the officer in charge of such.
  - If fire or smoke is showing and the water motor gong is not activated, charge lines from the Fire Department Connection (FDC) to pumper and pumper to hydrant in which ever direction is more expedient, advise the officer in charge of such.
  - Whether or not smoke or fire is showing, if the water motor gong is activated and there is no adverse weather or construction present, lay lines (as previously described) and pump into the system when connected.
2. When pumping into the system, a pressure of 150 psi should be maintained at the fire department connection, or at a higher pressure, if necessary, to maintain the check valve open as in those properties with fire pumps set at or above 150 psi.
3. Care should be taken not to use system or yard hydrants that may rob the sprinkler system.



Subject:	<b><i>RESPONSE TYPES</i></b>	
SOG Number:	SOG-35.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides description of incident types.

**GUIDELINES:**

**LOCAL BOXES**

1. Local box responses typically require 1 engine and 1 tanker (in non-hydrant areas). The Incident Commander can however, request additional equipment based upon the condition of the incident.
2. Local boxes include dumpster fires, brush fires, vehicle fires, smoke investigations, aircraft standbys, wires down, CO detectors, etc.)
3. The incident Command System shall be utilized with the highest-ranking company officer on-scene assuming command. Establishment of Command will be necessitated by the Incident Commander, and dependant upon his span of control required.

**FIRE ALARM BOXES**

1. Fire Alarm Boxes are dispatched to all active fire alarms with no smoke or flame present.
2. Fire Alarm Boxes will be dispatched as 2 engines and 1 Truck (special service piece).

**AREA BOXES**

1. Area boxes include single and multi-family dwellings and small outbuilding fires.
2. Area box responses typically require 3 engines, 1 tanker, 1 truck, 1 special service piece, and 2 ambulances. A third engine will be assigned RIT duties. The Incident Commander can however, request additional equipment based upon the condition of the incident.

**COMMERCIAL BOXES**



1. Commercial boxes include commercial buildings and where there is the possibility of high life or property loss.
2. Commercial boxes typically require 4 engines, 2 tankers, 2 trucks, 1 special service piece and 2 ambulances. A fifth engine will be assigned RIT duties. The Incident Commander can however, request additional equipment based upon the condition of the incident.

#### **SPECIAL BOXES**

1. Special boxes include multi-occupancy buildings, school, churches, theaters and such.
2. Special Boxes typically require 4 engines, 2 tankers, 2 trucks, 1 special service piece and 4 ambulances and the mass casualty unit. The Incident Commander can however, request additional equipment based upon the condition of the incident.

#### **RESCUE BOXES**

1. Rescue boxes are dispatched for all automobile accidents, airplane crashes, industrial accidents, domestic rescue and similar rescue situations.
2. Typically response includes the Ambulance Company, the Rescue Pumper, the Engine Company, Truck Company, and specialty apparatus as required.

#### **WATER RESCUE BOXES**

1. Water Rescue boxes are dispatched for all emergencies resulted on floating vessels. They include medical emergencies and boat rescues.
2. U-3 or B-3 will be used to pull the boat to the boat ramp.
3. Zodiac-3 will be used for all rescue operations in inlet waterways.

#### **HAZMAT BOXES**

1. Hazmat Boxes are dispatched for any life or environmental harmful situation and require response of Hazmat Trained personnel.
2. Initial units will be a chief or other officer to the scene for size-up and then the Rescue, MDNR trailer, engine, boat, ambulance as requires via the incident.
3. All apparatus shall stage out of all Hazmat zones and upwind of the incident. The objective of any response shall be life safety. At no time shall the SVRSFD attempt to mitigation the hazardous incident.

#### **MEDICAL BOXES**

1. Medical boxes are dispatch for all medical emergencies and as a minimum require 1 ambulance response. They may require an engine company for manpower and/or a medic unit.

#### **COUNTY BOX REPOSE**



1. Company 3 initial responses will include the following apparatus (not to include Mutual or Automatic Aid apparatus, or additional apparatus as requested by Incident Commander):

AREA & COMMERCIAL BOXES 301 - 302 (HYDRANTS)

2 Engines, 1 Truck, 1 Command Vehicle, 2 Ambulances

AREA & COMMERCIAL BOXES 303 - 308 (NON-HYDRANTS)

2 Engines, 1 Tanker, 1 Truck, 1 Command Vehicle, 2 Ambulances

VEHICLE ACCIDENTS (10-50 PI)

2 Ambulances, 1 Rescue, 1 Engine

BRUSH FIRES

Brush 3, 1 Engine or Tanker, 1 Ambulance

BOAT FIRE'S (DOCKED)

2 Engines, 1 Tanker, 1 Truck, 1 Ambulance, Boat 3

BOAT FIRE'S (AFLOAT)

Boat 3, 1 Engine, Ambulance

LOCAL BOX.

1 Engine



**STANDARD OPERATING GUIDELINES**  
*SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT*



Subject:	<b><i>BRUSH / WOODS FIRES</i></b>	
SOG Number:	SOG-36.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for success resolution of brush / woods fires.

**GUIDELINES:**

1. The brush unit shall be the first due on all brush fires. A tanker and/or engine will be due for additional water supply. All other apparatus will be due for manpower and as needed by the Incident Commander.
2. The apparatus shall not be utilized to make roads.
3. When a Forestry Officer is responding to a brush or woods fire, they will have command of the fire ground upon their arrival.
4. All fire fighters shall watch for fire fingers and similar fast moving fires that could trap and injure fire fighters.
5. Fire fighters should not progress into high brush areas and should watch for high, dry, thatch type brush which could spread the fire quickly over their heads.
6. Additional resources should be called upon with the slightest indication of a large or fast moving fire.
7. During brush season, a water canteen containing drinkable water will be carried on the Brush units, Cars, and Utilities. This water shall be changed daily by the Duty crew.



Subject:	<b><i>BOAT FIRES / RESCUE OPERATIONS</i></b>	
SOG Number:	SOG-37.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for boat/water vessel fires. Ref: SVRSFD Boat Operators and Mate Program guide.

**GUIDELINES:**

1. The boat operator is the Captain of the vessel and responsible for overall safety of the vessel. The fire/EMS officer is responsible for rescue or fire fighting operations only. The Captain shall determine if weather or maritime conditions are too dangerous to proceed. The Captain shall communication with other vessel and the US Coast Guard and the officer shall communication with Calvert county communication or the incident commander.
2. All members conducting maritime operations should be certified under the SVRSFD Boat Operators/Mate program or as directed by the Fire Chief.
3. Operations of Boat 3 are primarily for life safety, water rescue, and environmental protection purpose.
4. The boat in not intended to tow vessel. Towing of vessels should be handled by local towing companies. If life safety conditions dictate towing operations be conducted, towing of the vessel will be to shore location directed by the incident commander or to the closest point.

**Water Rescue:**

1. The boat is first due on all water rescue boxes. An ambulance is second due and should stage at the launch point.
2. Engine Companies and Special Service Companies are due for manpower and should stage initially at the launch point.
3. Ideally, the boat crew should include four personnel including the operator. At least 1 EMT should be deployed with the boat. At least one Dive Team member shall be included in the crew. Coordination and boarding location can be coordinated underway.



4. Radio communication shall be maintained with all appropriate agencies and information relayed to the Calvert Communication Center for dissemination to the support companies.
5. Any member deployed on the boat shall be able to swim.
6. Any member deployed on the boat shall don a life vest.
7. Fire fighting PPE shall be carried and donned as directed by the Incident Commander.
8. Survival suits will be donned as directed by the Incident Commander and only by properly trained personnel.
9. Rescue operation shall be conducted under the cognizance of the United States Coast Guard or other Authority Having Jurisdiction (AHJ).

**Fires On Water:**

1. The boat will only be operated by qualified boat operators. If no operator is available, the ambulance, engine, and rescue companies will proceed to the closest shore point of the incident, or to the location as reported by the Calvert Communication Center.
2. Life safety will be the primary objective of all boat fires on the water. Upon arrival, Boat 3 will account for all personnel reported on the burning vessel. Boat 3 will evacuate all parties on the boat and in the water.
3. The boat is first due on all boat fires afloat. The ambulance company will be positioned at the point that provides the quickest and safest patient access. Ideally, in addition to the boat operator, at least 1 fire fighter and 1 EMT shall be deployed with the Boat.
4. All PPE will be carried on the boat when responding to a reported boat fire. Life vests will be worn while on the boat. PPE, including SCBA will be donned by qualified personnel only when necessary.
5. SVRSFD will not engage in extinguishment methods that will cause the vessel to sink or to cause environmental damage. Life safety is the objective of any SVRSFD activity.
6. Generally, all fire fighting operations will be accomplished external to the burning vessel. Entry onto a burning vessel shall not be conducted unless under the guidance of the officer in charge.

**Fire at Pier:**

1. The Engine Company is first due on all boat fires at the pier.
2. The Ambulance Company will be due and staged as per the Incident Commander.
3. The primary objective will be life safety and the secondary objective will be to minimize exposures. Cutting the burning vessel free of the pier maybe a viable



option and should be attempted to minimize exposures.

4. The Truck Company will be due to provide (shore) utility control and for extended ladder pipe capability.
5. Care should be taken to ensure fuel vapors are mitigated accordingly.
6. Environmental control techniques should also be initiated to mitigate adverse effects on the environment.

#### **MANNING / STAFFING:**

1. Boat crewmate minimum standard
  - a) Crewmate must attend 6 marine drills annually
  - b) Crewmate must hold a current valid CPR card
  - c) Crewmate must have passed a Boater's Safety Course or equivalent
  - d) Crewmate must have successfully completed Mate in-house program
2. Boat operator minimum standard
  - a) Operator must be 21 years of age or older
  - b) Operator must meet standard for crewmate
  - c) Operator must have successfully completed Operator in-house program
3. Operators
  - a) Operator will responsible for the safety of the crew and boat at all times
  - b) Operator will determine if the mission will be aborted in reference to the conditions.
  - c) Operator will be responsible for the safe navigation of the boat
  - d) Operator will determine the proper launch site if necessary.
  - e) Operator will determine how many persons or extra equipment they will be able to transport safely.
  - f) Operator will be responsible for checking all fluids and fuel (diesel and gas) are sufficient and all equipment is restocked after a mission is completed.
4. Responses
  - a) Max crew will be 6 crewmates in the **summer** months and 4 crewmates in the **winter** months.
  - b) Firefighter/EMT will have priority on all boat calls
  - c) Firefighters will have priority over EMTs on fire suppression, HAZMAT, or boat in distress calls.
  - d) EMTs will have priority over firefighters on any medical or rescue (i.e. drowning, boating accidents, and etc.)
  - e) A Personal Floatation Device (PDF) will be worn **at all times during an emergency operation.**
  - f) Boat shall not respond if ice conditions over 3" thick exist.
  - g) If it is necessary to tow another vessel. They will be towed to the closet port.



**STANDARD OPERATING GUIDELINES**  
SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT



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Subject:	<b>VEHICLE FIRES</b>	
SOG Number:	SOG-38.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance to successfully mitigate vehicle fires.

**GUIDELINES:**

1. The rescue-pumper is first due on all vehicles fires. Engine/Tanker Company is due for water supply and for additional manpower.
2. The primary objective is for life safety. The first arriving unit shall perform an appropriate size-up and shall check for occupant entrapment.
3. Alternate fuel types should be considered and appropriate actions taken.
4. The Incident Commander should attempt to determine what type of cargo is contained in the vehicle.
5. AFFF should be utilized on applicable fuel fires.
6. If the vehicle was in motion on a roadway, the Incident Commander should request the police department.
7. If the fire origin is undetermined, the Fire Marshall shall be requested.



Subject:	<b><i>MEDICAL BOXES</i></b>	
SOG Number:	SOG-39.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidelines for mitigating medical incidents.

**GUIDELINES:**

1. At a minimum, the ambulance will be staffed with 1 EMT and 1 Driver. Ideally the ambulance will be minimally staffed with 1 EMT, 1 Driver, and 1 aid.
2. The Driver should be at a minimum CPR certified and the Aid should be at a minimum certified to the First Responder Level.
3. At no time will the ambulance crew go on location of an un-controlled scene before the police.
4. If at any time the ambulance crew is in fear of its safety they will request police assistance immediately and utilize the EI radio function. They should also immediately evacuate the scene.

**ENGINE COMPANY RESPONSIBILITIES**

1. All members of the SVRSFD will be certified to the First Responder Level, or higher.
2. The Ambulance Company will request Engine Company whenever they need assistance with a patient. The Utility vs. Class A Engine will be primarily used for manpower support purpose.
3. Engine Company will automatically be dispatched on all Priority One (1) calls.
4. Each engine and utility vehicle will contain the appropriate equipment to administer oxygen, control bleeding and perform CPR if necessary.



Subject:	<b><i>CHIMNEY FIRES</i></b>	
SOG Number:	SOG-40.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance on mitigation of chimney fires.

**GUIDELINES:**

1. Once a fire has been extinguished by SVRSFD, the chimney will be out of service until inspected and deemed safe by a qualified inspector. SVRSFD will not be responsible for damage of or from the extinguishment of the chimney fire and will not direct or recommend continued usage of such.
2. No hose streams will be placed down a chimney to extinguish a fire.
3. Salvage covers will be used to minimize damage to the residence. Fire in firebox will be removed and extinguished.
4. If applicable, chaining of the chimney will be attempted to break up build up inside chimney to aid in extinguishment.
5. Inspection of the chimney and surrounding structure will be attempted for signs of extension and fire spread.
6. Care should be taken not to place ladders on fake chimney surrounds, particularly found in new lightweight residential construction.



Subject:	<b><i>HAZARDOUS MATERIAL BOXES</i></b>	
SOG Number:	SOG-41.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for mitigation of hazardous materials incidents.

**GUIDELINES:**

1. Initial responding unit should seek all available information from the Calvert Communication Center regarding the incident.
2. Incoming apparatus should be staged in a safe location and out of the pending Haz Mat Zones.
3. Size-up should be performed at a safe distance and command established. The Incident Commander will request the county and/or NAS Patxent River Haz Mat Teams upon confirmation of a Hazmat incident.
4. SVRSFD primary objective is for life safety and will set-up initial Cold, Warm, and HOT zones.
5. SVRSFD objective is to minimize contamination of additional victims and contain the incident.
6. SVRSFD will not be responsible for containment, clean-up, decon, or storage of or transport of the Haz Mat.



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Subject:	<b><i>SERVICE CALLS</i></b>	
SOG Number:	SOG-42.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for conducting service calls.

**GUIDELINES:**

1. Routine responses will be used when responding to service calls.
2. The Duty Officer will determine what apparatus should be taken by the nature of the call.
3. Units will notify the Calvert Communication Center of their departure via the Hot Line and will inform the Calvert Communication Center when they are back in quarters via the Hot Line.
4. Approval is required from an officer to go on a service call.
5. Donations received from the performance of the service call shall be handled in accordance with our constitution.



Subject:	<b>VEHICLE RESCUE &amp; EXTRICATION</b>	
SOG Number:	SOG-43.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance on conducting vehicle rescue and extrication.

**GUIDELINES:**

1. The ambulance, rescue and engine companies will be due on all rescue boxes.
2. All cross-trained members (Fire fighter/EMT) shall first ensure that the ambulance is staffed and responding before responding as firefighter. If a fire is reported, the first responding piece of apparatus should be the Rescue Pumper .
3. Upon arrival the apparatus should be positioned in such a manner as not to obstruct rescue operations and in such a manner as it can be used to protect the rescue crews from other traffic and on lookers.
4. The Rescue Company shall be responsible for vehicle stabilization, electrical power control, and patient extrication and shall provide assistance to the ambulance crew if needed.
5. The Fire Company shall provide fire protection and ensure the vehicle is safe before entry into the vehicle is attempted. The Fire Company shall ensure air bags have been identified and controlled and that the vehicle is turned off and placed in park if applicable.
6. The Incident Commander will coordinate requirements with the rescue officer to ensure timely and complete support.
7. The Fire Company will establish command at all vehicle rescues.
8. Responsibilities of Fire Department Personnel.
  - Establish Command; provide assessment of victims, establishment and maintenance of basic life support operations (up to the limit of training).
  - Secure the vehicle
  - Extrication of entangled victims.
  - Extinguishment of fires.
  - Rescue operations as may be necessary.



***STANDARD OPERATING GUIDELINES***  
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- Illumination of area of operations.
  - Containment or management of hazardous materials or hazards.



Subject:	<b><i>HIGH ANGLE RESCUES</i></b>	
SOG Number:	SOG-44.	Date: <b>October 31, 2006</b>

**PURPOSE**

The purpose of this procedure is to establish guidelines for conducting high angle/rope rescues. Because of the infinite number of potential sites and situations that could be encountered, this procedure will not define a specific evolution to use, but will give guidelines to follow for conducting safe and effective operations.

**Definitions.**

**Rope Rescue** is defined as any rescue effort that requires rope and related equipment to safely gain access to, and remove patients from, hazardous geographic areas with limited access such as cliffs, high rise buildings, above or below grade structures, by means of rope system. High Angle/rope rescues are divided into two general categories: non-technical and technical.

**Non-Technical Evacuation** are those of less than 40° inclination.

**Technical Evacuations** are considered those from 40° to 90°, and require the dispatch of Calvert County High Angle Rescue Team (Company 5 Specialty).

**GUIDELINES:**

A. **First Arrival.** The first arriving company officer should assume Command after arriving on scene. The IMS process shall be used in mitigation of the rescue, with sector assignments to adequately manage Commands Scan of Control.

B. **Secure Responsible Party or Witness.** Command should secure a witness as soon as possible after arriving on scene. This will help in identifying the problem and locating the victim.

C. **Locate the Victim.** In most cases, Command will have to send a reconnaissance team to the area of the victim to determine the exact location of victim and nature of injuries. Command may wish to designate this as **Recon Group**. **Recon Group** should have EMS equipment to begin to administer first aid to the victim. If the terrain is greater than 60°



inclination, Command may decide to wait until the high angle rescue team arrives with the proper equipment to reach the victim. Command may also choose to use a helicopter for aerial recon.

D. **Rescue or Recovery.** The **Recon Group** should advise Command whether the operation should be conducted in the rescue or recovery mode. If the operation is to be conducted in the recovery mode, Command may wish to leave the victim and any related equipment in place for investigative purposes.

E. **Additional Resources.** **Recon Group** should provide Command with enough information, or recommend the need for additional resources. Information that will be helpful in determining the need for additional resources would be: number of victims, location and condition of victims, estimated angle of terrain, distance to victim, quantity and type of equipment needed, and estimated time for rescue. If needed, Command should put in an early call for additional resources. Additional crews sent in by Command to assist **Recon Group** should be designated in such a manner that it aids in the accounting of personnel. If additional resources are not needed after a call has been put in, Command may return those units to service.

F. **Assess the Hazards.** Command should designate a **Safety Officer** to identify potential hazards to rescuers. **Safety Officer** will be responsible for identify those hazards and making all members aware of those hazards. **Safety Officer** shall also be responsible for assuring that all safety procedures are adhered to.

G. **Decide on an Action Plan.** With the recommendation from **Recon Group**, Command will have to decide on an action plan.

H. Deployment of the Calvert High Angle Rescue Team (Company 5) should be requested by Command to ensure trained rescue members are available to staff critical functions. Dependent on the incident, these would be in the following areas:

1. **Rescue Team** involving rope rescue, helicopter rappel or short haul, and any climb requiring technical skills and/or training.
2. **Support** is staffed by rescue trained members to obtain any additional equipment or support items for the rescue team.
3. **Liaison** will provide technical capability to Command, especially when operation involves other companies or agencies.

### **Pre-Rescue Operations**

A. **Make the General Area Safe.** Command or his/her designee should begin to make the general area safe. This may include securing the area and not allowing civilian personnel



into the area.

**B. *Make the Rescue Area Safe.*** Command or his/her designee should make the immediate rescue area safe. This may include removing all civilian personnel and all non-essential rescue personnel from the area. If it is not possible to secure all the hazards in the immediate rescue area, all personnel operating in that area shall be made aware of those hazards. Personnel accountability shall be utilized.

**C. *Pre-Rescue/Recovery.*** The rescue company will be responsible for gathering all equipment and personnel necessary to operate according to the action plan. The highest qualified rescue member shall conduct the rescue. Support personnel shall support the rescuers, during the actual rescue phase. An alternative action plan should be developed. This alternate plan should be communicated to all personnel operating in the rescue area. The Climber shall set the pace and scope of the rescue.

### **Rescue Operations.**

Rescue operations should be conducted from low risk to high risk. Rescues should be conducted with the least amount of risk to rescuers necessary to rescue the victim. The order of rescue from low risk to high risk could include:

Talk the victim into self-rescue. If the victim is not exposed to a life-threatening situation, it may be possible to talk the victim into self-extrication. If the victim is exposed to a life-threatening situation, it may be best to advise the victim to stay in place until a rope rescue can be set up. For terrain less than 40° inclination (non-technical), most first responders have the equipment and training to assist the victim down. If the victim is ambulatory, he/she can walk down with the assistance of rescuers. If the victim is injured or unable to assist in their own rescue, he/she should be packaged properly in a stokes basket and carried to safety. A stokes extrication should be conducted with a minimum of three litter bearers. Bearers should face the direction of travel during the extrication. A belay line should be attached to the litter for assistance through unstable areas.

***For terrain of greater than 40°–60° inclination, the High Angle Rescue Company shall be called in to assist with the extrication.*** If the victim is ambulatory, he/she may be assisted down by rescuers with the use of a belay/tag line. If appropriate, rescuers should set up an anchor system for the belay. Rescuers shall use a belay line. If the victim is not ambulatory, rescuers shall build an anchor system and prepare for a steep angle evacuation. The patient shall be packaged properly in a litter and prepared for the extrication. There shall be at least 3 litter attendants assisting with the litter evacuation. Attendants should face the anchor during the evacuation and be clipped into the litter. A separate raising/lowering line and belay line shall be set up for raising or lowering during steep angle evacuations.



**For evacuations greater than 60o, the High Angle Rescue Team shall conduct the evacuation.** Evacuations greater than 60o are considered high angle operations. The Rescue Group Supervisor, in conjunction with the Safety Officer, should decide the most appropriate method to extricate the victim. This may include putting the victim(s) in a harness and raising or lowering them, or packaging them in a litter for the raising and/or lowering. In any case, a 10:1 safety (minimum, 15:1 desirable) factor shall be maintained and a double rope technique shall be used if at all possible. If possible, a separate anchor should be used for the working line and the belay line. Proper care shall be taken to assure that the victim will not come out of the harness or litter used to extricate him/her. Whichever method of extrication is used, the Rescue Group Supervisor shall ensure the overall safety of the raising/lowering system. Rescue Group shall designate the tasks of individual rescuers during the operation. Helicopter operations are considered high risk operations. Several factors must be considered before deciding on the use of a helo for extrications. Some of these factors are: time of day, condition of victim, difficult access to the victim, and the qualifications of pilot and rescuers. If Command, in conjunction with the rescue team, decides to use a helicopter for extrication, a LZ shall be set up and a **LZ Sector** shall be established. **LZ Sector** should have communication directly with the pilot as well as Command.

### **Termination**

1. Personnel accountability.
2. Equipment accountability.
3. Re-stock vehicles.
4. Consider debriefing.
5. Secure the scene.
6. Return to service.

### **Additional Considerations.**

- A. **Heat.** Consider rotation of crews.
- B. **Cold.** Consider effects of hypothermia on victim and rescuers.
- C. **Rain/Snow.** Consider the effects of rain or snow on the hazard profile.
- D. **Time of Day.** Is there sufficient lighting for operations extending into the night?
- E. **Family.** Consider the effect on family and friends; keep family informed.
- F. **Media.** Consider news media; assign a PIO.



Subject:	<b><i>NATURAL GAS LEAKS &amp; LIQUID PETROLEUM LEAKS</i></b>	
SOG Number:	SOG-45.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for mitigation of natural gas and liquid petroleum leaks.

**GUIDELINES:**

Information

1. As much information as possible should be obtained from the person reporting the leak; information such as the type of product, amount or size of the container, how long has it been leaking, are there any known ignition sources in the vicinity.
2. Size-up (gathering of information) should start as soon as the alarm is received and continues while responding to determine the extent and details of the leak.
3. Once size-up has been completed, apparatus should be staged so that only the minimum amount of equipment and personnel become exposed to the potential of an explosion.

Operational Procedures

1. If the strategy is to enter the affected area or structure, a briefing of personnel should occur with the pertinent details covered such as the type of gas, source of leak, ventilation in place, use of SCBA and full PPE, and explosive metering device.
2. The tactics should involve the minimum number (at least 2) of personnel needed to accomplish them, and all remaining personnel shall be staged in a safe and secure area. All operations that can be completed outside of the structure should be done outside. Every reported gas leak must be treated seriously and the risk to the firefighters managed as safely as possible.

Use of Equipment

1. SCBA must be worn in contaminated or suspected areas of gas vapors. Should there be a leak, it is possible that the gas may displace the air in the area such as a basement. The area would be oxygen deficient, and you could suffocate. Should an explosion occur, you will need to not only survive the explosive effect but also the



burning gases. While the fire may only be a momentary flash, should you be inhaling a breath at that moment you could severely damage your respiratory system.

2. Each firefighter should become familiar with the operation of the explosive gas meter used by our department. It is the measuring device of any concentration of flammable vapors that may be present.

#### General Considerations

##### 1. Characteristics of Gases

- Natural gas (methane) is colorless, treated with an odor detector, lighter than air -- rises and may be more predominant in the upper levels of a structure.
- LP gas (propane or butane) is colorless, treated with an odor detector, heavier than air -- settles and may be more predominant in the lower levels of a structure. Caution if the structure has strong air currents. As an example, up open stairways or stud channels as may happen in a wood frame balloon constructed building. The vapors may also be found in the upper levels as well as the lower.

##### 2. Ignition Sources

- While it is impossible to identify every potential ignition source, some of the more common ones to be considered are as follows:
  - a) Pilot lights of appliances
  - b) Motors that may start
  - c) Arcing from electrical switches opening or closing could be as small as a flashlight to as large as a knife switch on an electrical cut off
  - d) Static electricity arc. While it is impossible to outline every possible problem that may be encountered or anticipated dealing with gas leaks or solutions to resolve them, they should be treated with the utmost care.
- Personnel exposed to the consequences of an explosion should be limited to only the number required to perform the tactical assignments.
- It is essential that a good size-up is done, the real problems identified, a sound strategy developed, and tactical assignments made to support the strategy.



Subject:	<b><i>CONFINED SPACE OPERATIONS</i></b>	
SOG Number:	SOG-46.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for the mitigation of confined space incidents. A confined space are areas include areas with limited openings for entry and rescue, areas with unfavorable natural ventilation, and areas designs note intended for continuous occupancy.

**GENREAL:**

1. You must be Confined Space Qualified to conduct Confined Space Operations. The county Confined Space Team should be requested on all confirmed confined space incidents if not already dispatched by Calvert County Communications.
2. If you are not Confined Space quantified you are still vital to the operation and can gather data, secure the areas, support he rescue team. Information is pinnacle to successfully mitigation. First arriving apparatus must gather qualified data and pass such to arriving units and the incident commander.
3. Early mitigation may include ventilation of the confined space to ensure fresh air supply to the trapped victim. Care shall, however be taken, not cause additional collapse or injection of hazardous materials into the area.

**GUIDELINES:**

1. Incidents, which require Fire Department personnel to enter confined spaces to fight fires or to rescue and remove persons in need of assistance, present very serious potential dangers. In order to operate safely in these situations, special precautions must be taken and rigidly enforced.
2. Confined spaces include manholes, tunnels, pipes, tanks, and any other locations where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements. Confined space incidents may involve injured persons, persons asphyxiated or overcome by toxic substances, cave-ins or fires occurring within the space. Pre-incident planning is an important factor in dealing with these situations.



3. Operations within confined spaces shall be approached with extreme caution. Direct supervision is required and all safety precautions and procedures shall be rigidly enforced. Operations shall be conducted in a manner that avoids premature commitment to unknown risks.
4. In order to provide adequate support for confined space incidents; Command shall provide a minimum 2:1 ratio of personnel outside the confined space to support personnel working within. This shall include a stand-by rescue team with a 1:1 ratio to provide emergency assistance to the personnel in the confined space. This team shall be equipped with breathing apparatus and standing by to enter if needed. An EMS Sector (with ALS capability if possible) shall also be provided near the entrance/exit point.
5. In order to provide this capability, the Calvert County Confined Space Team shall be dispatched on any incident where confined space operations are indicated. A Safety Officer shall also be assigned.
6. Before allowing personnel to enter a confined space, the officer in command must attempt to gather any available information about the nature of the situation or hazard, particularly as it pertains to the atmosphere inside the space. **THIS IS CRITICAL WHEN THE SITUATION INVOLVES UNCONSCIOUS VICTIMS OR PERSONS WHO MAY HAVE BEEN OVERCOME BY THE ATMOSPHERE INSIDE THE SPACE.** Command must assume that an unsafe atmosphere exists within the confined space until/unless testing establishes it is safe.
7. When test instruments are available, readings of oxygen concentration, explosive gas or vapor concentrations, carbon monoxide and hydrogen sulfide shall be taken before entering.
8. ALL PERSONNEL entering confined spaces SHALL use breathing apparatus. Command must evaluate the need for extended duration or airline supplied breathing apparatus and provide for the response of this equipment when necessary.
9. Breathing apparatus shall be used without exception in confined spaces until or unless analysis of the atmosphere confirms that it is safe to breathe. Personnel shall not remove face pieces or take any other action to compromise the effectiveness of their breathing apparatus while inside the confined space atmosphere.
10. REVISION IN WORK: Monitoring of personnel, time remaining, etc.
11. Protective clothing shall be worn as required by the situation, depending on an evaluation of the hazards and the products that may be inside the confined space.
12. When feasible, Command should establish a Ventilation Sector to begin operations directed at providing fresh air and/or exhausting contaminated air from the confined space. Any electrical or mechanical equipment taken inside the confined space, including lighting equipment, shall be an explosion proof type, when any flammable hazard is suspected. When ventilating a confined space containing flammable vapors or gases, ventilation must consider the concentration in relation to the flammable limits.



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13. The Safety Officer will consult with Command on the safety measures and precautions to be taken in each case. Command will assign a Safety Officer to assume these responsibilities from the initial stages of the incident until Captain (Safety Officer) arrives at the scene. The Safety Officer shall evaluate the risks and enforce all safety requirements associated with the particular situation. If the Safety Officer judges that an operation is unsafe, the operation shall be suspended.
14. Command shall assure that personnel entering a confined space do not commit themselves to travel within the space beyond a point that provides sufficient air reserve to return and exit safely, with at least a 5 minute safety margin. The time available for operations inside shall be estimated based on air supply and monitored by personnel outside, as well as the entry team. Where feasible, lifelines shall be used by personnel entering the confined space.
15. An "Attendant" shall be established at the entrance/exit to control access to the confined space. The Attendant shall record the names, assignments, entry times, and SCBA cylinder pressures of all personnel entering the confined space. The Attendant will maintain a time awareness of the expected exit time for each individual based on air supply at the time of entry and provide a warning at the predetermined time to begin exit procedures. Warning will be provided by radio or other communications system.
16. When working in confined spaces with very restricted access, personnel shall wear rescue harnesses to provide for extrication by rope.
17. A primary function of the Attendant is to control the number of personnel and prevent crowding at the entrance to the confined space.



Subject:	<b><i>FLAMMABLE LIQUID INCIDENTS</i></b>	
SOG Number:	SOG-47.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for mitigation of flammable liquid incidents.

**GUIDELINES:**

1. Flammable liquids present particular problems for fire protection, health, safety, and environmental protection. The frequency of encounters with flammable liquids makes them a particular concern for the Fire Department.
2. The main operational problems with flammable liquids are fire extinguishment, ignition prevention, and spills. All three of these may be involved in the same incident.

**EXTINGUISHMENT**

1. The principal agent for flammable liquid fire fighting is AFFF (Aqueous Film Forming Foam). Initial attack on any flammable liquid fire should be made with AFFF.
2. The extinguishing action of AFFF is based on its ability to rapidly cover the flammable liquid surface with a film. This film prevents the escape of flammable vapors but may have difficulty sealing against hot metal surfaces. The application of AFFF should be gentle to avoid breaking the seal and agitating the liquid below.
3. Some flammable liquids are difficult or impossible to extinguish with AFFF, including alcohol, gasohol, ketoses, and other polar solvents. It may be possible to extinguish some of these liquids with a higher application rate of regular AFFF.
  - 3% concentration for Flammable Liquids
  - 6% concentration for Polar Solvents
  - 3% / 6% available on E-31, E-34, R-3
  - 3% available on E-33
4. A supply of alcohol-type foam concentrate (AFFF/ATC) is available from the NAS Patuxent River to be used on alcohol and polar solvent incidents.



5. Gasohol is gasoline containing approximately 10% alcohol. If AFFF will not extinguish a gasohol fire, it may be possible to use a short application of water to separate the gasoline from the alcohol. The alcohol and water will sink, allowing the fire to be extinguished as an ordinary gasoline fire.

#### SPILLS

1. Flammable liquid spills include spills without fire and any remaining fuel after a fire has been extinguished.
2. In both of these cases, the liquid must be protected to prevent ignition until it can be picked up or removed. All personnel working around spills must wear full protective clothing to afford protection in case of possible ignition. SCBA must be used in vapor areas.
3. Cover spills immediately with AFFF to seal vapors. The application may need to be repeated regularly, as the seal will break down in 10 to 20 minutes. For polar liquids use Alcohol-Type Concentrate AFFF, AFFF @ 6%, or FFFP. Check for escaping vapors with a combustible gas indicator to judge when the seal is breaking down.
4. Control ignition sources in the area of the spill. Extinguish pilot lights, flares, open flames, etc. Prohibit smoking. Position vehicles to prevent contact of vapor with running engines or exhaust. Disconnect electrical power from a remote location to prevent arc-caused ignition.
5. Do not permit the flammable liquid to run-off into storm drains, sewers, or drainage systems. Dam the run-off and cover the spill with AFFF pending disposal.

#### DISPOSAL

1. The SVRSFD will not be responsible for the disposal of any Spill.
2. Large quantity spills should be picked up with a tanker truck whenever possible. This requires a fuel transfer pump or vacuum truck and personnel familiar with fuel transfer precautions. A private contractor must be contacted to conduct this. Contacting of a private contractor should be done with consultation of Calvert County Emergency manager
3. Smaller spills, which cannot be picked up with a tanker, must be absorbed or emulsified.
4. Absorbent materials, in rolls and pads, may be used to absorb small spills.
5. Emulsifying agents may be mixed with hydrocarbon fuels, allowing them to be diluted with water. This method should be used only for small spills that can be flushed into a storm drain or dispersed in a safe open area. A small spill is one that is too small to be retrieved by other means (absorbent or tank truck).

#### SAFETY

1. All personnel working around a flammable liquid spill must wear full protective clothing. This includes SCBA when working in and around areas where flammable



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vapors are present.

2. Unless absolutely necessary, personnel shall not work in a spill area. When this is necessary to perform a rescue or control a leak, the spill must be covered with AFFF and all possible precautions against ignition must be taken. The area shall be monitored with a combustible gas indicator.
3. The number of exposed personnel must be kept to a minimum.
4. Advise the Calvert County Communications to advise/notify DNR and the US Coast Guard of the spill



Subject:	<b><i>EMERGENCY EVACUATION SIGNAL</i></b>	
SOG Number:	SOG-48.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for actions to take upon recognition of the evacuation signal.

**GUIDELINES:**

1. The Incident Commander will notify Calvert County Communication to activate the evacuation signal.
2. Calvert County Communication will then announce the intent to evacuate followed by a long alert.
3. After such, each apparatus will signal the alert via the air horn system by maintaining a 60-second blast of the air horns.
4. Once heard, all individuals operating on, in, around the fire ground will immediately report to their apparatus for accountability. If their apparatus is inaccessible, then returning to the OIC will be acceptable.
5. The Incident Commander will initiate a Personal Accountability Report (PAR).
6. The officer will then record accountability data to the Incident Commander.
7. Operations shall commence only after all personnel have been accounted for.

**RESPONSIBILITIES:**

INCIDENT COMMANDER: The incident commander will recognize the possible development of a potentially dangerous situation to personnel. Once the incident commander has either recognized the dangerous situation or has been informed of a dangerous situation, he/she shall immediately implement Emergency Evacuation Procedures.

APPARATUS DRIVERS: Upon receiving orders from the incident commander, the apparatus drivers of all units shall sound continuously, the vehicle air horn for one minute.

SECTOR OFFICERS: Once Emergency Evacuation Procedures orders are given, the



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Sector Officers shall ensure that all personnel under his/her responsibility immediately evacuate the dangerous area/building and report to the specified Accountability Area.

**EMERGENCY RESPONSE PERSONNEL:** Once Emergency Evacuation orders are given, emergency response personnel shall immediately evacuate the dangerous area/building under the supervision of the crew leader or sector officer.

**RAPID INTERVENTION CREW:** The designated rescue team at the scene of working structure fires or other hazard area entries. This team is designated to provide immediate available personnel for any possible need for rescue of department personnel at emergency incidents. (See RIC SOG for further description)

**SAFETY/ACCOUNTABILITY OFFICER:** Once all personnel are evacuated from the dangerous area/building, the Safety/Accountability Officer shall immediately begin a Personnel Accountability Report (PAR) to ensure that all personnel are accounted for. Once accountability is completed, the Safety Officer shall notify the incident commander immediately of the results. RE



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Subject:	<b><i>PRE-PLANS</i></b>	
SOG Number:	SOG-49.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance development and maintenance of Pre-Plans.

**GUIDELINES:**

1. The Fire and Rescue Chiefs shall annually review the Company's Pre-Plans and direct updates as necessary.
2. Pre-Plans should be developed for each major building in the first due area.
3. Pre-plans shall be available for every member to review and study and drills shall be prepared to annual dry run through each plan.
4. Figure S0G-48-1 is an example of the pre-plan format.





Subject:	<b><i>MAYDAY AND PERSONAL ACCOUNTABILITY REPORT (PAR)</i></b>	
SOG Number:	SOG-50.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for actions to follow if a fire fighter finds himself or herself in an IDLH or similar situation.

**GUIDELINES:**

1. **MAYDAY TRANSMISSION:** At any time emergency personnel feel they are in danger or have been injured to the point where they are incapacitated they will transmit a “Mayday” over the air. Such situations include: Low on air, Lost in building, Trapped, Injured, Overtaken by fire condition, etc.
2. Once you have has been transmitted the “Mayday” radio call, activate your PASS and T-PASS device (if immobilized) and relay to Command your unit number, nature of problem, last known or current location, assignment you were performing and your current condition.
3. Once a “Mayday” has been transmitted to Command, complete radio silence will be maintained to until otherwise directed by the Incident Commander.
4. Additionally, all units except the Incident Commander, Rapid Intervention Crew and injured crew/member will be switched to an alternate operating channel as to keep the communication line open on the channel the “Mayday” was transmitted over. The Incident Commander will request Calvert Communication establish an alternate radio channel to switch non-emergency channel communications. The Operations Sector Officer will assume command of this operating channel.
5. The Incident Commander will initiate the T-PASS evacuation signal and request a PAR. The Accountability Officer will compile the PAR data and then relay unit number, location, and operation task of missing fire fighters as verified via the T-PASS system and Tactical Worksheet.
6. The Incident Commander will deploy the Rapid Intervention Crew to rescue the injured personnel.



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7. The Incident Commander will issue an "All-Clear" announcement when mayday condition has been mitigated. Regular operations can resume.



Subject:	<b><i>USE OF THERMAL IMAGING CAMERA</i></b>	
SOG Number:	SOG-51.	Date: <b>October 31, 2006</b>

**PURPOSE:**

To establish a guideline to facilitate the most effective method for deploying the Scott Thermal Imaging camera in a way that provides the most protection for our personnel. To provide a reference document to be used for training of personnel in the uses, deployment, limitations, operation, care, and maintenance of the thermal image camera.

It shall be the policy of this department to utilize thermal image cameras in every structure fire and any other situations as identified where it will enhance the safety of fire department personnel and the rescue of all potential victims. This policy outlines the various uses of a thermal imaging cameras, a guideline for its use and operation in firefighting situations, method of deployment, daily inspection and care and maintenance instructions.

**GUIDELINES:**

1. The cameras are carried on Engine 34 and Truck 3. Personnel should become familiar with the location of the camera and extra batteries.
2. When operating in the “Search and Rescue Mode”, company personnel shall use available thermal image cameras to aid in the search for victims. If operating ahead of or separate from the first handline, a tag line is required. The operator of the camera shall secure the tag line to an adequate anchor just outside the entry point.
3. The established Rapid Intervention Team should reserve an additional camera, for use if one is available.
4. The camera operator shall not advance too quickly, as to leave the rest of the team lost in a zero visibility environment.
5. Firefighters should remember that they must stay low even if the camera allows them to see that the majority of the heat is at the ceiling. The possibility of a flashover in the dynamic atmosphere of a structure fire is higher than ever before because of new materials, construction methods and rapid responses. Personnel must understand that



the camera could fail and an escape route must be easily located, either by following a hose line or rope tag line to safety. The thermal imager has the potential to inspire overconfidence because it allows firefighters to “see” in an environment that in reality has zero visibility

6. Thermal Imaging Camera equipped companies operating on the fireground shall be the operators of their camera when deployed unless there are other trained personnel on the scene and approved by their respective officer.
7. If the camera is not to be used for a period of time but needs to remain in a state of readiness, press the STANDBY button located next to the power button. To activate the camera from the “standby” mode, depress the STANDBY button again.
8. The camera can transmit real time video feed by depressing the XMIT button. ANYTIME THE CAMERA IS DEPLOYED AND THE CHIEF’S COMMAND VEHICLE IS ON SCENE, THE TRANSMIT FEATURE WILL BE ACTIVATED. It is important to be aware of the fact that utilizing the video transmission feature shortens the battery life by half.

#### **BACKGROUND INFORMATION**

1. The Thermal Imaging camera allows a two dimensional view of a smoke filled environment. Depth perception is limited. Firefighters operating the camera should remain low to the ground, scanning the entire area before them. When scanning an area with the thermal imager begin at the ceiling and conclude at the floor area immediately in front of them. Walking with the thermal imager is discouraged as trip hazards may be overlooked.
2. Thermal energy does not travel directly through the walls. A thermal imager does not allow an area to be viewed, which is behind a wall. If fire is present inside a wall, the camera will only be able to “see” it if the fire has increased the temperature of the wall itself. Fire inside wooden clad walls will be picked up much faster than fire on the other side of a more significant barrier such as concrete. Normal overhaul procedures must be utilized in order to locate fire extension.
3. A human being will not provide sufficient thermal energy to penetrate most standard construction materials or solid items such as furniture. Therefore, it is reinforced that while conducting a search, rescuers must look under and or around beds, sofas and other objects where victims may have hidden to escape fire.
4. Water, plastic and glass are all effective barriers for the thermal imager and may cause a reflective image. The team operating the camera must remember that the image present on the thermal imagers’ screen could be a “mirror image” of themselves or fire behind them being reflected off of glass, plastic or water. To test suspicious images, the crew should wave their arms and determine whether they are seeing their own image.



5. Also, firefighters and occupants, who are wet from hose line operations, could be masked from the camera's view during a search because there is a momentary balance of thermal signatures.
6. The Thermal Imaging Camera must be used with the understanding that it is only a mechanical device and it can fail. Firefighters must plan for this possibility by carrying flashlights, maintaining contact with the wall, a hose line, employing a tag line or other routine methods for remaining oriented to location and the position of exits in a zero visibility environment. Crews should continue to employ standard fire fighting practices.
7. Count on no more than twenty minutes of operation per battery, less in cold temperatures. Change the battery each time the operator leaves the structure to exchange SCBA bottles unless the thermal imager is being handed off to another crew that is completing the primary search.
8. Be aware that if the controls on the thermal imaging camera are bumped the unit could become deactivated.
9. The image displayed by the thermal imaging camera may decrease in quality as soot builds up on the lens and screen while operating on the fire ground. A soft cotton cloth should be used to clean the lens and screen periodically while operating the camera.
10. If the picture displayed on the screen suddenly becomes distorted, check to insure the carrying strap is not in front of the lens.
11. "White Out" is a condition caused by aiming the unit at a very hot object or flame which causes the thermal imaging camera's sensor to become overloaded and the display to show all white, rendering the thermal imaging camera useless. To correct the problem, aim the camera away from the extreme heat source and the display should return to normal in less than one minute, often within just a few seconds.
12. The Thermal Imaging Camera has not been determined to be intrinsically safe as an ignition source. This device is not to be used in a potentially explosive atmosphere.
13. The camera can also serve as a tool for detecting heat during the overhaul phase of an incident. It must be remembered, however, that the thermal imager cannot penetrate most construction materials including drywall, plaster and lathe, concrete, glass or plastic. Also, the thermal imager cannot penetrate water. Due to the camera having a black and white display, it is sometimes difficult to differentiate between what is heat or fire trapped in a wall and what is radiant heat



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## **THERMAL IMAGING CAMERA USES**

1. Provides safer navigation in a space where there is zero visibility due to smoke.
2. Allow personnel to “see” in a zero visibility environment, which is a very useful addition to traditional search techniques. The time necessary for completing a primary search can be cut by almost half by utilizing a Thermal Imaging Camera.
3. Enables suppression crews to execute a faster, more efficient interior attack. The shortest route to the fire, holes in the floor and obstacles in the structure can be determined and located efficiently.
4. Reduces fatigue of interior crews because efficiency in performing searches and suppression is increased.
5. Allows Rapid Intervention Teams to quickly and efficiently locate downed firefighters.
6. May be used to determine fluid level within a container, which may be useful during an incident involving a hazardous material.
7. May be used as a search tool to locate lost persons in open wilderness areas.
8. The transmission feature of the Scott Thermal Imaging Camera allows the officer in charge to accurately observe and assess the situation as it is occurring.

## **INSPECTION**

1. The camera shall be checked as part of the routine equipment check of the apparatus to which is assigned.
2. The camera should be inspected for cleanliness. If any part of the camera is dirty a clean rag dampened with face piece cleaner should be used to clean the camera.
3. The camera must be thoroughly dry before being returned to the airtight case or vehicle charger.
4. The camera should be turned on and checked for proper operation and then turned off.
5. The camera should be returned to its case and all latches secured.
6. Problems with the unit should be reported to the OIC so that they can be noted and repaired as soon as possible.

## **MAINTENANCE**

1. Batteries should be rotated weekly and charge as necessary.



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2. Screws on the camera should be checked periodically for tightness.
  3. After the camera is used on an incident it should be thoroughly cleaned and dried before it is returned to its airtight case or vehicle charger and the batteries fully charged if not being placed in the vehicle charger.



Subject:	<b><i>LIVE FIRE TRAINING EVOLUTIONS</i></b>	
SOG Number:	SOG-52.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This procedure establishes guidelines for training of fire suppression personnel engaged in structural firefighting operations under live fire conditions as set forth in NFPA 1403. This procedure focuses on training for coordinated interior fire suppression operations with a minimum exposure to risk for the participants. The evolutions conducted within these guidelines shall be managed by means of a documented Incident Management System. The line of authority shall be made clear to all participants in order that both expected and unforeseen situations will be managed with the most efficiency possible and that reasonable margins of safety will be provided.

1. Minimum Training

- a. In order to ensure safe operations during a live fire training exercise, all participating students shall be a MFRI certified Fire Fighter I, or equivalent. Members who are not FFI may participate in exterior operations, but must have successfully completed the Solomons Volunteer Rescue Squad & Fire Department Pre-Basic class. Additionally, *All participants shall have completed SCBA familiarization.*
- b. Participants from other companies must meet the same criteria above and provide documentation certifying qualifications. Failure to do so will result in that participant not be allowed to take part in the exercise.

2. Structures

- a. Members must keep in mind that acquired structures were never designed or intended for burn applications and through lack of maintenance or disrepair may lack even the fundamental elements of fire resistance. For that reason strict safety practices shall be applied at all times when doing live fire training evolutions.



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- b. Any building that is considered for a structural fire training exercise shall be properly prepared for the live fire training evolution.

This includes the proper permits that include but not limited to the following:

1. Demolishing permit
  2. Burn permit
  3. Fire department waiver (which relieves the responsibility off the fire department if the owner tries to collect insurance money etc.)
- c. The property owner shall be the only individual authorized to sign the permits and prior to the burn, the owner must show proof of ownership, cancellation of insurance or a signed statement of nonexistence of insurance.
- d. In preparation for live fire training, an inspection of the structure shall be made to determine that the floors, walls, stairs and other structural components are capable of withstanding the weight of contents, participants and accumulated water that will result from the exercise. Any identified hazards which are potentially dangerous to participants such as floor openings, missing stair treads and rails and other such hazards shall be repaired or made inaccessible.

*Note: Particular attention should be made in that all walls/ceilings shall be intact, utilities shall be disconnected, adequate ventilation openings shall be made in the roof, any excessive debris is removed and any hazards of insect hives, toxic weeds are disposed of accordingly.*

*Note: Any structures containing forms of asbestos shall not be used for live fire training unless the owner has the asbestos removed by an approved contractor and has the proper paperwork documenting same from the contractor that performed the work.*

- e. Any exposures that might be damaged by the live fire training shall be properly protected or removed if applicable.
- f. Property adjacent to the structure that could be affected by the smoke shall be identified and the owner/caretaker informed about the date and time of the fire training exercise.
- g. Appropriate safeguards shall be taken when the structure is in the vicinity of streets/highways to protect motorists. These may include road closures or traffic rerouting which may warrant assistance from the State Highway Administration and/or one of the local police agencies.



- h. A fire line utilizing barrier tape shall be roped off completely around the structure to keep the general public at a safe distance. This area shall be defined by the Safety Officer.

3. Water Supply

- a. The water supply for the live fire training evolution shall be assessed based on the extent of the evolutions, size and construction of the building and contents to be involved, method of attack to be used, protection of exposures and reserves for potential unexpected problems.
- b. The minimum water supply and delivery for the live fire training evolutions shall meet the criteria identified in NFPA 1231.

**Note:**

- *The minimum water supply required for any single structure, without exposure hazards, shall not be less than 2000 gallons.*
- *The minimum water supply required for any single structure with exposure hazards shall not be less than 3000 gallons.*
- *A minimum reserve of additional water in the amount of 50% of the fire flow demand shall be immediately available to handle exposure protection or unforeseen situations.*

- c. Separate sources shall be utilized for supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time.

**Note:** *Two separate pumpers shall be utilized, one for attack and one for backup as stated above. It will be the policy in non-hydrant areas to deploy two folding tanks capable of holding a minimum of 2000 gallons of water each (one for attack apparatus, the other for backup apparatus).*

4. Apparatus Staging/Parking

- a. Adequate areas for staging, operating and parking of fire apparatus that will be used in the live fire training evolution shall be designated. Consideration for emergency medical services shall be included in the process.
- b. An area shall be designated to park apparatus and vehicles that are not part of the evolution so as to not interfere with fire ground operations. This area shall be designated for prompt response of apparatus that will be



handling true emergencies.

5. Pre-burn Briefing Session(s)
  - a. Prior to conducting an actual live fire training evolution in the structure, a pre-burn briefing session shall be conducted for all participants.
  - b. All aspects of every evolution to be conducted shall be discussed and assignments shall be made for all crews participating in the training sessions.
  - c. A plan shall be prepared for the structure and shall be utilized in the briefing sessions. All interior rooms, hallways and exterior openings shall be indicated on the plan.
  - d. Prior to conducting any live fire training in the structure, all participants shall have a knowledge and familiarity with the layout of the building in order to facilitate necessary evacuation of the building.
  - e. Prior to conducting any live fire training in the structure, all participants of the evolution shall be required to have a walk-through of the structure.
6. Spectator Safety
  - a. All spectators shall be restricted to an area outside the fire line or the operations area established by the Safety Officer.
  - d. Visitors allowed to observe operations and allowed within the operations area perimeter shall be escorted at all times and shall be equipped with, and properly wear adequate protective equipment.
7. Fuel Materials
  - a. The fuels that are utilized in live fire training evolutions shall have known burning characteristics of such a nature to be as controllable as possible. Unidentified materials, such as debris found in or around the structure, which may burn in unanticipated ways, react violently or create environmental or health hazards, shall not be used.
  - b. Class "A" materials shall be used in only the amounts necessary to create the size fire desired.

**Note:** *Pressure treated wood, rubber and plastic materials and similar materials shall not be used.*



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- c. The use of flammable or combustible liquids shall be *prohibited* for use in live fire training evolutions.
- d. The officer/instructor in charge of operations shall assess the selected fire room environment for factors that will affect the growth, development and spread of fire.
- e. The officer/instructor in charge of operations shall also monitor fuel loading, including furnishings, wall and floor coverings and ceiling materials.

**Note:** *The training exercise shall be immediately stopped if the officer/instructor determines a potential hazard. The exercise shall continue only when the appropriate actions have been taken to reduce the hazard.*

8. Safety

- a. A Safety Officer shall be appointed for all live fire training evolutions.
- b. The Safety Officer shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in their judgement, a potential or real danger, accident or unsafe condition exists.
- c. The Safety Officer's responsibilities may include but not limited to the following:
  - 1) Prevention of unsafe acts
  - 2) Elimination of unsafe conditions
- d. The Safety Officer shall provide for the safety of everyone at the training exercise, this includes visitors and spectators.

**Note:** *The Safety Officer shall not be assigned other duties that interfere with safety responsibilities.*

- e. Sufficient back up lines shall be provided to ensure adequate protection for personnel on the attack lines during live fire training exercises.
- f. The number of attack lines and back up lines shall be determined prior to each exercise by the officer/instructor in charge.
- g. The officer/instructor in charge shall assign the following:
  - 1) An officer to each functional crew, which shall not exceed



4 personnel

- 2) An officer to each “back-up line”
- 3) Sufficient additional personnel to “back-up lines” to provide mobility
- 4) An additional officer/instructor for each additional functional assignment

- h. If the Safety Officer deems it necessary, additional safety personnel shall be placed within the structure to react to any unplanned, threatening situation or condition.
- i. A method of fire ground communications shall be established, preferably by radio, to allow coordination among the incident commander, the interior and exterior sectors, the safety officer and any other functional assignment operating at the exercise.

*Note: Should the need arise for an evacuation of the building, all personnel will adhere to the SVRSFD SOP on emergency evacuations.*

- j. Emergency medical services shall be available on site to handle any injuries.

*Note: If anyone is injured, a copy of the MIEMSS run sheet will be obtained and kept with a copy of the drill sheet and placed in the individual's personal file.*

- k. One person shall be designated as the “ignition officer” to control the materials being burned. Keep in mind that this position may be altered due to the rehab of personnel on the training exercise.

*Note: This person shall be an officer/instructor, not a student. A charged hoseline shall accompany the ignition officer when igniting any fire. This person shall wear full protective equipment including SCBA and PASS device.*

- l. A thorough search of the structure shall be conducted to ensure no unauthorized personnel or objects are in the building prior to ignition.
- m. It will be the decision of the officer in charge in coordination with the safety officer when to ignite any training fires. The safety officer shall supervise the ignition officer when the fire is ignited.
- n. No person(s) shall be placed inside the building to play the role of a victim.



9. Protective Clothing

- a. Each participant that is partaking in the training exercise shall be equipped with full protective equipment including SCBA and PASS device.
- b. All participants shall be inspected by the safety officer prior to entry into a live fire training evolution to ensure that all protective equipment is being worn properly and is in serviceable condition.
- c. All protective gear shall meet the requirements of the NFPA standard applicable for that particular year of manufacture.
- d. All participants at the exercise will follow the departments SOP on wearing of air mask and will wear SCBA when operating below ground level at all times.

10. Instructors

- a. Instructors shall be at least officer level to deliver structural firefighting training.
- b. The desired ratio of students to officer shall not exceed 5 to 1.
- c. Other factors such as extreme temperatures (summer), large groups and long duration exercises shall be taken into consideration and additional instructors shall be designated as deemed necessary to ensure proper levels of safety.
- d. The officer in charge shall try to comply with NFPA 1403 and this guideline to the best of his/her ability.
- e. Prior to ignition of any fire, officers shall ensure that all protective equipment is being worn.

**Note:** *PAT tags will be grouped by teams and kept at the command post on the accountability board and IAW the Accountability SOP.*

- f. Officers shall make a head count when entering and after exiting the structure during an actual attack evolution. They shall closely monitor and supervise all assigned personnel during the live fire training evolution.

11. Reports and Records



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- a. The following records and reports (documentation) shall be maintained on all live fire training evolutions in accordance with NFPA 1403, which will include the following:
1. An accounting of the activities conducted
  2. A listing of instructors present and their assignments
  3. A listing of all participants
  4. Documentation of any unusual conditions encountered
  5. Any injuries incurred
  6. Any changes in the structure
  7. The condition of the premises and adjacent are at the conclusion of the training exercise
- b. A post training critique session, complete with documentation, shall be conducted to evaluate student performance and to reinforce the learning experiences of all participants. At this time, an over all evaluation of the exercise should be done so that any problems encountered can be corrected to prevent them from happening again.



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Subject:	<b><i>ELEVATOR RESCUE</i></b>	
SOG Number:	SOG-53.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance the necessary for conducting elevator rescues.

**GUIDELINES:**

1. Typically elevator rescues involve opening a jammed door. Every effort shall be made not to use tools to pry the doors open. Elevator keys are contained on every piece of apparatus that can be used to easily open the door via the manual system contained in each elevator.
2. Elevators stuck between floors are significant incidents and care must be taken not to place equipment or firefighters in between the elevator box and the building structure. Failure to do so, could result in injury or death.
3. Electrical power shall be secured to the elevator before attempting the rescue.
4. Cycling of electrical power to reset the elevator’s electrical control system can be attempted before utilization of the elevator keys.
5. Communication with the trapped occupants shall be made to advise them of the steps and potential effects they may feel.
6. It’s imperative to understand the medical conditions of the trapped occupants. Requesting appropriate EMS support shall be considered and requested.
7. Building maintenance personnel should be consulted for operations and technical information concerning the elevator. Typically, building maintenance personnel have training required to perform emergency operation of the elevator systems.
8. If the elevator box is stuck between floors, the incident may become a confined space rescue. Additional resources shall be considered including the county confined space rescue team and the county’s heavy rescue team.
9. Annual elevator rescue training should be included in the training syllabus including a walk through and familiarization visits of all buildings containing elevators.



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Subject:	<b><i>BLANK</i></b>	
SOG Number:	SOG-54.	Date: <b>October 31, 2006</b>

**PURPOSE:**

This SOG provides guidance for.

**GUIDELINES:**

- 1.