

Valley Fire & Rescue

Policies, Rules, & Standard Operating Guidelines

2026 Edition

Contents

Valley Fire & Rescue Training Policy	4
Valley Fire & Rescue Station Rules	14
Valley Fire & Rescue Staffing Policy	15
Valley Fire & Rescue Internal Communications Policy	17
Valley Fire & Rescue Sexual Harassment Policy	22
Valley Fire & Rescue Disciplinary Action Policy	25
Valley Fire & Rescue Uniform Policy.....	26
Valley Fire & Rescue Driving Policy	28
Valley Fire & Rescue Drug & Alcohol Policy	31
Valley Fire & Rescue Bloodborne Pathogen Policy.....	32
Valley Fire & Rescue Leave Policy	35
Valley Fire & Rescue Auxiliary Policy.....	37
Valley Fire & Rescue Emergency Responder Policy	38
Valley Fire & Rescue Health & Safety Policy	39
Valley Fire & Rescue Apparatus Maintenance Policy.....	43
Valley Fire & Rescue Apparatus Cleaning Policy	45
Valley Fire & Rescue Tornado Evacuation Policy.....	48
Valley Fire & Rescue SAFER Stipend Policy.....	50
Valley Fire & Rescue Personal Protective Equipment SOG	52
Valley Fire & Rescue Self Contained Breathing Apparatus SOG	54
Valley Fire & Rescue Digital Access Policy	56
Valley Fire & Rescue Traffic Incident Management SOG.....	57
Valley Fire & Rescue Active Threat SOG.....	61
Valley Fire & Rescue Structure Fire SOG	63
Valley Fire & Rescue Vehicle Fire SOG.....	67
Valley Fire & Rescue Industrial Fire SOG	69
Valley Fire & Rescue Commercial Fire SOG.....	73
Valley Fire & Rescue Wildfire SOG.....	77
Valley Fire & Rescue Rehab SOG	79
Valley Fire & Rescue Rapid Intervention Team SOG.....	80
Valley Fire & Rescue Motor Vehicle Accident SOG	82
Valley Fire & Rescue Confined Space SOG	84
Valley Fire & Rescue Trench Rescue SOG.....	87
Valley Fire & Rescue Rope Rescue SOG	90
Valley Fire & Rescue Landing Zone SOG.....	92

Valley Fire & Rescue Water Rescue SOG	94
Valley Fire & Rescue Lock-out Tag-out SOG	96
Valley Fire & Rescue HazMat Response SOG.....	99
Valley Fire & Rescue Carbon Monoxide Investigation SOG	102
Valley Fire & Rescue Air Monitoring SOG.....	105
Valley Fire & Rescue Decontamination SOG	109
Valley Fire & Rescue Unmanned Aircraft Systems SOG	112

Valley Fire & Rescue

Training Policy

To support our mission, we must meet the training requirements outlined by the West Virginia Fire Commission and strive to meet the training goals of NFPA and ISO.

Each member upon appointment to the position of probationary firefighter shall complete the following training within the first 365 days to be considered a firefighter:

- WV/NFPA 1001 Firefighter 1
- CPR/First Aid/AED
- WV/NFPA 470 Hazardous Materials Operations
- NIMS IS-100
- NIMS IS-200
- NIMS IS-700
- NIMS IS-800
- National Traffic Incident Management

Each member upon appointment to the position of probationary firefighter shall complete the following training within 1,095 days:

- WV Emergency Vehicle Operator Course
- WV/NFPA 1001 Firefighter 2
- NFPA 1006 Vehicle Extrication Operations
- Incident Safety Officer

Each member wishing to drive Valley Fire & Rescue Apparatus must participate in the following training before being released by both the Chief and Training Officer to drive. Training may start before the minimum experience is achieved, but only after completing the required training.

Utility Vehicles:

- EVOC.
- 2 years Firefighting experience or recommended by other officer to be approved by chief, training officer, and president
- Minimum 8 hours' drive time in utility vehicles.
- Pass practical road test.

Engines/Tanker:

- Utility Vehicle sign off plus,
- 3 years Firefighting experience or recommended by other officer to be approved by chief, training officer, and president.
- Minimum 24 hours' drive time on engines/tanker;
 - Or NFPA 1002 Driver Operator - Pumper with 8 hours' drive time.
 - 4 hours in each engine to be signed off.

- Pass practical road test on each engine/tanker.
- Pass pump operator test on each engine/tanker.

Off Road Vehicles:

- Utility Vehicle sign off plus;
- Minimum 8 hours drive time on Off Road Vehicle.
- Pass trailering test.
- Pass practical off-road test.

Boat Watercraft:

- Utility Vehicle sign off plus;
- 8 hours watercraft training time.
- Boater safety card.
- Pass trailering test.
- Pass boating test.

Each firefighter prior to the appointment to the position of engineer shall complete the following training:

- Signed off on all Engines.
- All probationary training.
- NFPA 1002 Driver Operator - Pumper.
- Engine Company Operations

Each firefighter prior to the appointment or election to the position of Training Officer shall complete the following training:

- All requirements of Engineer
- NFPA 1041 Instructor 1
- Fire Officer 1

Following completion of each member's initial firefighter training they will be required to participate in continuing education to maintain their abilities to serve our communities. Each member will be required to participate in:

- 16 hours of fire/rescue training per year
- 12 hours of driver training per year (Drivers/Engineers ONLY)
 - EVOC every 5 calendar years
- 12 hours of officer training per year (Officers ONLY)
- Biennial CPR/First Aid/AED training
- Meet the requirements to maintain specialized certifications

To meet the needed training requirements for each member, Valley Fire & Rescue will offer:

- two evening (2 hour) training sessions per month (unless month contains a Monday holiday)
- one half day training (4 hours minimum) per quarter;
 - two other departments will be invited twice per year

- one will be conducted on a Saturday starting at 2000 hours
- one half day officer class (4 hours minimum) per quarter
- one half day driver training (4 hours minimum) per quarter
- two half day (4 hours minimum) live fire exercises;
 - one will be conducted on a Saturday starting at 2000 hours
- two half day (4 hours minimum) hazmat drills
- Note all training will equal a minimum of 64 hours per year.

A training schedule shall be published by the Training Officer for each calendar quarter meeting the agency's training needs and following this policy. Chief Officers shall conduct training on one training session per quarter. Line Officers shall conduct training on one training session per quarter. All other training session instructors will be filled by volunteers or assigned by the Training Officer. Any training that is scheduled and does not have an instructor signed up at least 24 hours before the start of the training, will be canceled, credit will not be given for canceled training sessions.

Any member failing to adhere to the provisions of this policy; at the discretion of the Training Officer and Fire Chief, may be granted a three-month extension to complete the required training or hours. If the Training Officer and Fire Chief do not grant an extension, or the required hours are not achieved during the extension, it will be accepted as a voluntary resignation. Any member failing to participate in training will not be given credit for attending.

Members must submit all training certificates into Records Management System (RMS) within 30 days of receipt. Additionally, it is each member's responsibility to maintain an independent record of their own training.

No member shall be permitted to respond to an emergency in which they have not received proper training or certification for. No member shall perform a task they are not trained or certified to complete. Training and certification must be included in each member's RMS training file to be considered trained or certified.

Members may substitute WVPST, WVU-FSE, NFPA, FEMA, OSHA, Other State, US Fire Academy, or other approved training courses for up to 90% of their required annual continuing education training.

All at cost training must be approved by the training officer before application. All training shall be approved by the training officer, unless for reasons of departmental financial constraints, disciplinary action, previous poor experiences with an instructor/training institution, or member has not completed required training/prerequisites. The training officer is not responsible for verification of prerequisites before enrollment, this remains the responsibility of the member.

If a member fails to attend or complete a course, they shall immediately be suspended from attending any at cost training until they reimburse the department for the cost of the incomplete course. Each member will only be permitted 2 attempts at passing a course, after the 2nd attempt any future attempts will be at the cost of the member. Any member paying for their own

training will either pay the institution directly or pay the department before making application.

Valley Fire & Rescue will provide transportation to all approved classes. If a department vehicle is not available, members will use their own vehicle and be reimbursed at the current government rate for volunteer mileage. If a member chooses to drive their own vehicle instead of using the department provided transportation, that member is not eligible for reimbursement.

Nothing in this document prevents any member from furthering their education and attending outside training courses at their own expense, or within the financial reach of the department.

Required Training for Response

Below lists the minimum levels of training required to initiate a response from the station for each call type. If you're on an apparatus on another call and diverted to a call in which you're not trained for, you may respond, but not perform any actions in which you are not trained to perform.

Box Alarm / Structure Fire

Firefighter 1 or
TIM (traffic control ONLY)

Industrial Fire

Firefighter 2 or
Industrial Firefighter

Motor Vehicle Fire

Firefighter 1 or
Hazmat Operations (hazmat response ONLY) or
TIM (traffic control ONLY)

Motor Vehicle Accident / Roadway Incident

Firefighter 2 or
Auto Extrication Operations or
Hazmat Operations (hazmat response ONLY) or
TIM (traffic control ONLY)

Rope Rescue

Rope Rescue Awareness

Confined Space

Confined Space Awareness

Hazmat

Hazmat Operations

Water Rescue

Swift Water Rescue Awareness

All members who do not meet the training requirements outlined in this policy will have the outlined time to achieve the required training from the date of this policy going into effect. All drivers will remain signed off on the apparatus as previously signed off.

Valley Fire & Rescue

Professional Development Plan

In order to support our mission we must meet the training requirements outlined by the West Virginia Fire Commission, and strive to meet the training goals of NFPA and ISO.

Each member wishing to further their knowledge and education in the realm of fire services and emergency response is highly encouraged to do so. In order to assist our members in this task we are outlining departmental paths to assist with your progression and provide a path to your success. Any member may choose to pursue any, all, or none of the provided pathways.

It is highly recommended that each member request a training review with the Training Officer to review their progress and assist with furthering their education and ensuring their success.

Engineer

Members wishing to pursue the Engineer designation need to attend the following training courses, as well as complete the other requirements outlined below:

- EVOC
- Sign off on all Engines
- NFPA 1002 Driver Operator - Pumper
- Engine Company Operations

In addition to the above training courses, members will need to have 3 years of firefighting experience, starting from the date of issue of your first firefighter 1 certification.

Master Firefighter

Members wishing to pursue the Master Firefighter designation need to attend the following training courses, as well as complete the other requirements outlined below:

- NPPA 1001 Firefighter 1
- NFPA 1001 Firefighter 2
- S-130 Firefighter Training
- S-190 Introduction to Wildland Fire Behavior
- IS-100 Introduction to the Incident Command System, ICS 100
- IS-200 Basic Incident Command System for Initial Response, ICS-200
- IS-700 An Introduction to the National Incident Management System
- IS-800 National Response Framework, An Introduction
- ICS-300 Intermediate Incident Command System
- Emergency Vehicle Operations (EVOC)
- NFPA 1002 Driver Operator - Pumper
- NFPA 1041 Fire Instructor 1
- NFPA 1021 Fire Officer 1
- Incident Safety Officer (WV or NFA)
- National Traffic Incident Management

- Engine Company Operations
- Fire Investigation Level 1
- 2 of the following advanced firefighting courses:
 - Advanced Structural Firefighting
 - Limited Staffing Aggressive Fire Attack with Limited Staffing
 - Aggressive Search
 - Rapid Intervention Team
 - Can confidence
 - Forcible Entry
 - Truck Company Operations
 - Fire Investigation Level 2
- 1 of the following medical courses
 - EMR
 - EMT-B
 - EMT-A
 - EMT-P
 - RN with emergency certification
- 3 of the following operations level courses:
 - Hazmat
 - Vehicle Rescue
 - Rope Rescue
 - Confined Space Rescue
 - Water Rescue (Swift, Flood, Surf, Watercraft)
 - Structural Collapse Rescue
 - Trench Rescue
 - Tower Rescue
 - Wilderness Search & Rescue
 - Cave Rescue (Mine)
 - Dive Rescue
 - Ice Rescue
- 2 of the following technician level courses:
 - Hazmat
 - Vehicle Rescue
 - Rope Rescue
 - Confined Space Rescue
 - Water Rescue (Swift, Flood, Surf, Watercraft)
 - Structural Collapse Rescue
 - Trench Rescue
 - Tower Rescue
 - Wilderness Search & Rescue
 - Cave Rescue (Mine)
 - Dive Rescue
 - Ice Rescue
- 2 offerings from the National Fire Academy
 - Any 2 day courses
 - Any 6 day courses
 - Any 9 or 10 day courses

In addition to the above training courses members will need to have 8 years of firefighting experience, starting from the date of issue of your first firefighter 1 certification. In leu of this experience up to 60 college credits may account for up to 3 years of experience. West Virginia Part Time Teaching Permit is not required for this designation. Active EMS Certification not required for

this designation.

Hazardous Materials Specialist

Members wishing to pursue the Hazardous Materials Specialist designation need to attend the following training courses, as well as complete the other requirements outlined below:

- NFPA 470 Hazardous Materials Operations (472)
- NFPA 470 Hazardous Materials Technician (472)
- Hazardous Materials Incident Commander
- Hazardous Materials Safety Officer
- Introduction to Terrorism Course Q0890
- AWR-140 Introduction to Radiological Nuclear WMD Operations
- AWR-313 Homemade Explosives: Awareness, Recognition, and Response
- PER-261 Hazardous Materials Technologies: Sampling, Monitoring, and Detection
- PER-290 Tank Car Specialist
- PER-291 Highway Emergency Response Specialist
- Radiological Operations (PER-388 or PER-904)
- Chemistry for Emergency Response (R0233)
- PER-381 Transportation Container Loading and Unloading Emergency Response (TCLUER)

In addition to the above training courses members will need to have 8 years of hazardous materials experience, starting from the date of issue of your hazmat technician certification. In lieu of this experience up to 60 college credits may account for up to 3 years of experience.

Technical Rescue Specialist

Members wishing to pursue the Technical Rescue Specialist designation need to attend the following training courses, as well as complete the other requirements outlined below:

- NFPA 470 Hazardous Materials Operations (472)
- NFPA 470 Hazardous Materials Technician (472)
- NFPA 1006 Vehicle Rescue Operations
- NFPA 1006 Vehicle Rescue Technician
- NFPA 1006 Rope Rescue Operations
- NFPA 1006 Rope Rescue Technician
- NFPA 1006 Confined Space Rescue Operations
- NFPA 1006 Confined Space Rescue Technician
- NFPA 1006 Trench Rescue Operations
- NFPA 1006 Trench Rescue Technician
- NFPA 1006 Swift Water Rescue Operations
- NFPA 1006 Swift Water Rescue Technician
- Special Operations Program Management R0254
- 1 of the following medical courses:
 - EMR
 - EMT-B
 - EMT-A

- EMT-P
- RN with emergency certification

In addition to the above training courses members will need to have 8 years of technical rescue experience, starting from the date of issue of your first operations certification. In leu of this experience up to 60 college credits may account for up to 3 years of experience. Active EMS Certification not required for this designation.

Training Specialist

Members wishing to pursue the Training Specialist designation need to attend the following training courses, as well as complete the other requirements outlined below:

- Training Officer Class
- NFPA 1041 Instructor 1
- NFPA 1041 Instructor 2
- NFPA 1041 Instructor 3
- Incident Safety Officer (WV or NFA)
- AHA BLS CPR Instructor
- Stop The Bleed B-CON Instructor
- NFPA 1403 Live Fire Training Instructor
- Incident Command System (ICS) Curricula Train-the-Trainer
- Fire and Emergency Services Training Program Management (R0445)
- Training Operations in Small Departments (O0290)
- Fire and Life Safety Educator Course
- Any Instructor Development Training Seminars (40 hours)

In addition to the above training courses members will need to have 8 years of instructing experience, starting from the date of issue of your first instructor certification. In leu of this experience up to 60 college credits may account for up to 3 years of experience. West Virginia Part Time Teaching Permit is not required for this designation.

Managing Officer

Members wishing to pursue the Managing Officer designation need to attend the following training courses, as well as complete the other requirements outlined below:

- NFPA 1041 Instructor 1
- NFPA 1021 Fire Officer 1
- NFPA 1021 Fire Officer 2
- NFPA 1021 Fire Officer 3
- NFPA 1021 Fire Officer 4
- ICS-300 Intermediate Incident Command System
- ICS-400 Advanced Incident Command System
- Hazardous Materials Incident Commander
- Incident Safety Officer (WV or NFA)
- Public Information Officer, Basic
- Emergency Operations Center/Incident Command System Interface (E/L/O/G-191)

- IS-2200 Basic Emergency Operations Center Functions
- MGT-314 Enhanced All-Hazards Incident Management/Unified Command
- PER-292 Leadership and Management of Surface Transportation Incidents
- Type 3 All-Hazards Incident Management Team (L/O/N/R-0305)
- Leadership in Supervision (N/O/R-0645)
- Strategy & Tactics for Initial Company Officers (Operations) (NFA F/W/O-0455)
- NIMS ICS All-Hazards Incident Commander
- 1 of the following medical courses
 - EMR
 - EMT-B
 - EMT-A
 - EMT-P
 - RN with emergency certification

In addition to the above training courses members will need to have 8 years of officer experience, starting from the date of issue of your first officer certification. In lieu of this experience up to 60 college credits may account for up to 3 years of experience. West Virginia Part Time Teaching Permit is not required for this designation. Active EMS Certification not required for this designation.

Any member who completes all the requirements of any of the designations above will be awarded a certificate of achievement at our next annual awards banquet.

Valley Fire & Rescue

Station Rules

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations we have established the following rules:

- Members shall behave in a responsible manner while at the firehouse. Excessive rowdiness in and around the firehouse shall not be tolerated.
- Tampering with personal protective gear or other department issued equipment is prohibited.
- Personal cars are not to be left unattended on the apron. Momentary parking shall be allowed to load or unload supplies.
- Weather permitting, members may use the truck bays for performing maintenance on personal vehicles. Under no conditions may a fire vehicle be blocked in by a personal vehicle. When finished working, the member using the bay shall remove all trash, put it in the dumpster, and sweep and clean the floor.
- Threats or acts of physical violence against members of the public, co-workers, other department members or county employees is strictly prohibited. Disciplinary action up to and including termination and legal proceedings may be taken.
- Campaigning for or against any elected official is prohibited while representing Valley Fire & Rescue. As well as on Valley Fire & Rescue property.
- Permanently parking or storing vehicles, trailers, campers, tractors, boats, and so forth, on department property is prohibited without permission from the Chief.
- Trash cans must be emptied if half full.
- Station floors must be free of slippery substances. Traffic route areas, hallways, stairs, etc., should be clear of unnecessary obstacles and obstructions.

Valley Fire & Rescue

Staffing Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations Valley Fire & Rescue is establishing a Staffing program.

After low response volumes on the weekends in the summer months, it has become necessary to begin staffing our response area on the weekends from April through September.

Requirements

All active firefighting members must participate in the staffing program. Unless unable to due to; age (over 65), medical leave, military leave, personal leave, probationary status, junior status, or working out of the area without the ability to travel home.

Each weekend will be staffed from 1800 on Friday until 0600 on Sunday with 2-3 members. Probationary members may provide weekend staffing but must be an additional crew member.

Each March the Chief will determine the personnel required to staff and find the most equitable way to divide up the staffing, then post a blank schedule on the message board for signups. Staffing will be scheduled voluntarily, if each member hasn't volunteered for the determined number of weekends each season, assignments will be made.

No member will be required to staff more than one weekend a month. At the end of March, any open weekends will be assigned by the Chief.

When providing weekend staffing, it is encouraged to spend some time at the station, however it is not required. You are responsible for responding to 100% of emergency responses on your staffing weekend. You must safely arrive at the station within 20 minutes of dispatch. The Officer or acting Officer will be responsible for all radio requests from the 911 Center. The Officer, or acting Officer will be responsible for all emergency response activities and all

operations for the weekend. The Officer or acting Officer may assign training or other duties for each crew while staffing.

Members are required to contact the weekend Officer/Driver before 2000 on Friday to check in. Any member failing to check-in will not be credited with participating in the duty weekend and subject to disciplinary action.

All other members are encouraged to participate on the weekends as normal.

Members failing to respond on their assigned weekend are subject to disciplinary action, up to and including termination or extra station duties.

Valley Fire & Rescue

Internal Communications Policy

To support our mission, we must maintain a clear, reliable, and accountable internal communications system that ensures all members receive timely information necessary for safe operations, training, administrative compliance, and departmental effectiveness.

This policy establishes the required communication platforms, expectations for use, acknowledgment requirements, and responsibilities of both members and officers.

Definitions

Official Communications Channels – The only approved mechanisms for departmental communication.

Critical Communication – Information requiring member acknowledgment and action within a defined timeframe.

Operational Communication – Information required for routine activities, training, staffing, and administrative readiness.

Passive Communication – Information posted for member reference but not requiring acknowledgment.

Record Management System (RMS) – The official system used by the department to document incident, training, and administrative information.

Acknowledgment – A required confirmation indicating a member has received and understood a communication.

Authorized Communications Channels

Valley Fire & Rescue utilizes the following four official channels:

Email – Official written communication for all critical and operational information.

Alert Application – Used for super-urgent, time-sensitive notifications.

Facebook Messenger / Direct Message – Used for urgent operational communication requiring rapid acknowledgment.

Station TV Displays / Website / SharePoint (Mirrored) – Passive information and weekly reminders.

Tiered Messaging System

Critical Communications (Tier 1)

Delivered via:

Email
Messenger
Alert App (when time sensitive)

Examples:

- Policy updates (SOG changes, administrative updates)
- Safety alerts
- Disciplinary policy notifications
- Training requirements
- Deadline reminders (maintenance, training, participation hours, credentialing)
- Duty crew assignments or changes
- Time-sensitive operational requirements

MANDATORY ACKNOWLEDGMENT REQUIRED WITHIN 7 DAYS

Operational Communications (Tier 2)

Delivered via:

Email
Messenger

Examples:

- Training announcements
- Meeting reminders
- Routine administrative updates
- Call volume updates
- Non-urgent duties or assignments

Acknowledgment **may** be required at the discretion of the Chief or officer issuing the message.

Passive Communications (Tier 3)

Delivered via:

Station TV Displays
Website
SharePoint

Examples:

- Weekly reminders
- Celebrations (birthdays, anniversaries)
- Statistics
- General updates
- Schedules posted for convenience
- Departmental expectations already published elsewhere

No acknowledgment is required.

Information posted here does **not** replace Tier 1 or Tier 2 communications.

Member Responsibilities

All members shall:

- Maintain active access to email, Messenger, and alert application.
- Check email **at least once per week**.
- Acknowledge all Tier 1 Communications within 7 days.
- Maintain awareness of passive information posted on TV, website, or SharePoint.
- Keep contact information (phone, email) current.
- Adhere to instructions issued via official communications.
- Reach out to an officer when in doubt or when clarification is needed.
- Ensure communications from the department are acted upon in a timely manner.

Failure to meet these responsibilities may result in disciplinary action.

Officer Responsibilities

All officers shall:

- Ensure communications are clear, concise, and issued through the correct tier.
- Track acknowledgments for all Tier 1 communications.
- Follow up with members who fail to acknowledge within 7 days.
- Escalate unacknowledged critical messages to the Chief after 48 hours.
- Ensure information requiring action is also documented in the RMS when appropriate.

- Maintain redundancy across channels only when necessary (e.g., critical safety alerts).
- Ensure updates to SOGs or policies are distributed through the correct channels.
- Ensure new members are added to all communication channels during onboarding.
- Ensure departing members are promptly removed from all channels.

Mandatory Acknowledgement Requirements

Members shall acknowledge Tier 1 messages using one of the following formats:

- "Received"
- "👍"
- "Acknowledged"
- Or an officer-approved equivalent

If a member does not acknowledge within 7 days:

1. The issuing officer or Chief Officer shall issue a follow-up message.
2. Failure to respond to the follow-up within 24 hours will be documented and may result in disciplinary action under the Disciplinary Action Policy.

Communication Procedures

SOG, Policy, and Administrative Updates

- Distributed via email and Messenger (Tier 1).
- Must include clear effective dates.
- Must be uploaded to SharePoint and QR code system.
- Members must acknowledge receipt.

Emergency / Safety Communications

- Distributed via Alert App + Messenger.
- Used only for urgent notifications requiring immediate awareness.
- Officers must verify member acknowledgment when safety may be impacted.

Training Communications

- Distributed via email or messenger (Tier 2).

- Highlight required vs. optional training.
- Training status and compliance updated in RMS.

Duty Crew Communications

- Staffing schedules sent via email (Tier 2) and then posted to TV/SharePoint (Tier 3).
- Assignments or changes are Tier 2.
- Officers shall track responses.

Operational Readiness

- Monthly reminders posted to TV/SharePoint.
- Noncompliance warnings issued via email (Tier 1).
- General Updates via TV/SharePoint.

Valley Fire & Rescue

Sexual Harassment Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

It is the goal of the Valley Fire & Rescue to promote a workplace that is free of sexual harassment. To achieve our goal of providing a workplace free from sexual harassment, the unacceptable conduct that is described in this policy statement will not be tolerated. Further, we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

The Valley Fire & Rescue takes allegations of sexual harassment seriously. We will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

This policy sets forth our goal of promoting a workplace that is free of sexual harassment. The policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfied the definition of sexual harassment.

Sexual harassment of members occurring in the workplace or in other settings in which members may find themselves in connection with their membership is unlawful and will not be tolerated by the Valley Fire & Rescue.

Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated by Valley Fire & Rescue.

DEFINITION OF SEXUAL HARASSMENT:

For the purposes of this policy, sexual harassment is defined as meaning sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term of membership or a basis for membership decisions; or,
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Within the scope of these definitions, direct or implied requests by a member for sexual favors in exchange for actual or promised job benefits such as favorable reviews, promotions, increased benefits, or continued membership constitutes sexual harassment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment.

DEFINITION OF UNACCEPTABLE CONDUCT:

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

Unacceptable Behavior

Sexual propositions, inquiries into one's sexual experiences, discussions of one's sexual activities, uninvited and offensive touching, pinching, brushing against the body, and coercing sexual assault.

Unacceptable Verbal Harassment

Sexual epithets, jokes, whistling, oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, and comment about an individual's sexual activity, deficiencies, or prowess. Make crude, lewd, demeaning or derogatory remarks.

Unacceptable Non-Verbal Harassment

Leering, making obscene gestures, and displaying sexually suggestive objects, pictures or cartoons.

NON-RETALIATION:

All employees should have no doubt that, as stated previously, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Valley Fire & Rescue.

COMPLAINT PROCEDURE:

If any of our member believes that he or she has been subjected to sexual harassment, the member has the right to file a complaint. This should be done in writing.

This policy designates more than one person to whom a member may report sexual harassment. Any member may report offensive behavior to any officer.

SEXUAL HARASSMENT INVESTIGATION:

When a sexual harassment complaint is reported, the Fire Chief will promptly investigate the allegation in a fair and expeditious manner.

Confidentiality

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. An interview with the person alleged to have committed sexual harassment would also be conducted. When the investigation has been completed, the investigators will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the unacceptable conduct, of the results of that investigation.

Actions

If it is determined that inappropriate conduct has occurred, action will be taken by management to promptly eliminate the offending conduct and follow-up afterward to make sure behavior has changed and protect the employee from retaliation.

DISCIPLINARY ACTION:

If it is determined that inappropriate conduct has been committed by any Valley Fire & Rescue member. Such action may range from counseling to termination from membership and may include other forms of disciplinary action as deemed appropriate under the circumstances.

Valley Fire & Rescue

Disciplinary Action Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

Disciplinary actions may be taken against members who violate any of the department's policies, rules, or regulations, or engage in conduct that is detrimental to the department's mission, goals, and values.

Disciplinary actions may include, but are not limited to, the following:

- Verbal warning
- Written warning
- Suspension
- Requirement of additional duties
- Removal from duty
- Removal from position
- Termination of membership

Before any disciplinary action is taken, the department will conduct a fair and impartial investigation into the matter. The member will be provided with notice of the investigation and an opportunity to respond to the allegations. The investigation will be conducted in accordance with applicable laws, regulations, and department policies.

Members who have been disciplined may appeal the decision in writing within 10 calendar days. The appeal will be reviewed by the board of directors who were not involved in the original decision. The board's decision will be final.

Valley Fire & Rescue

Uniform Policy

GENERAL INSTRUCTIONS

Uniforms are not required; however, members shall still dress appropriately. Dress uniforms are not issued by Valley Fire & Rescue. Any uniform worn while representing Valley Fire & Rescue must comply with this policy.

Members are strongly encouraged to wear clothing appropriate, clean, and in good repair while on Valley Fire & Rescue property or events.

HAIR

Hair will be clean, well-groomed and safe. Any hairstyle considered unsafe shall be trimmed accordingly or bound to eliminate the hazard. Sideburns can extend to the bottom of the ear lobe. Sideburns and mustaches will be trimmed and well-groomed. Other facial hair, such as a beard, is not acceptable. Any hairstyle that significantly distracts from the uniform appearance of the members will not be allowed. Facial hair shall not be allowed at points where the SCBA face piece is designed to seal with the face. Any facial hair considered to be unsafe shall be trimmed/shaved to eliminate the hazard.

DRESS UNIFORM

Shirt

Regulation blue shirt with long or short sleeves, regulation white shirt with long or short sleeves for Command Officers and certain staff members, badge, nameplate, and collar insignia appropriate to rank or title. The shirt is to be worn over a plain white 100% cotton crewneck undershirt.

Collar Insignias

Collar insignia devices, depicting rank or title, shall be worn in a manner consistent throughout the Department. Bugle or star devices shall be affixed so as to be parallel with the front edge and centered between the top and bottom edges of the collar. Initials or letter style devices should be affixed so as to be parallel with the top edge of, and centered between the top and

bottom edges of the collar. The front edge of the device shall not be more than one-half to three-quarter inches from the front edge of the collar.

Tie

A tie shall only be worn for special events or funerals. Tie shall be navy blue or black in color. For female members a navy-blue scarf is optional.

Trousers

For Command Officers, trousers shall be of approved style. For all other sworn members, they shall be navy blue.

Skirts

Women for special events, may wear a regulation blue skirt with regulation navy blue half-lined blazer in lieu of the approved dress trousers. This skirt shall be one of the following:

- a. Regulation navy blue, A-line skirt with a single center front pleat
- b. Regulation navy blue, straight line with back overlap slit

NOTE: Members WILL NOT be permitted to respond on any fire apparatus while wearing this uniform.

Socks

Socks shall be plain black or navy blue; however, they may be worn with a white under sock or be black or navy blue with white soles attached. White socks may be worn with high top boots.

Belt/Buckle

Belts shall be 1 1/2" wide, black, and either plain or basket weave design.

Jackets

The regulation uniform jacket shall be navy blue with name, rank, and the Valley Fire & Rescue insignia affixed to it.

Emergency Response Presentation

All members shall present themselves as professional as possible when representing Valley Fire & Rescue. All members shall be as clean and presentable as possible.

Members should keep Valley Fire & Rescue attire (t-shirt, polo, pull over, radio strap, etc.) available to wear when responding to emergencies. A professional image will help convey our professionalism to the public.

Valley Fire & Rescue

Driving Policy

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

Fire apparatus may only be operated by individuals meeting all of the following requirements:

- Have a valid driver's license
- Have successfully completed training for operation of the apparatus outlined in the training policy
 - Trainee drivers may operate apparatus when under the supervision of a qualified driver
- Over the age of 18

Response from the station shall be initiated as soon as possible after the initial encode from 911. Once a qualified driver and crew arrive at the station, it is expected that an apparatus will be enroute within 80 seconds 90% of the time. A crew of two or more shall be considered enough for an initial response and to begin an exterior attack or begin operations at an emergency scene.

Before entering a fire station:

- A Spotter should always be used when backing, if available.
- The driver shall sound the apparatus horn when backing up.
- Consideration must be taken for the possibility of pedestrians within the fire station.

Before exiting from a fire station:

- The driver will ensure all apparatus compartment doors are securely closed.
- All personnel are seat belted in proper locations.
- Ensure apparatus bay door is raised fully and enough clearance is available to clear apparatus height.
- Test brakes before entering street.

Safe Driving:

- All audible and visible warning devices shall be in operation when responding to an emergency incident as encoded by Dispatch.
- The driver shall sound the apparatus horn when backing up.
- The driver shall maintain a speed that is safe under the prevailing conditions.
- When approaching a controlled intersection (i.e., stop sign, traffic light):
 - The driver of an authorized emergency vehicle may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear.

- The driver or an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.
- School zone related driving:
 - Observe the posted speed limit for school zones when children are present or when speed warning lights are flashing.
 - Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by the buses flashing lights and/or stop sign.
- Upon first unit's arrival on an emergency scene:
 - The scene should be evaluated.
 - If the situation is not urgent, other responding units should be advised to continue to the scene "non-emergency mode" or disregard and return to their respective stations.
 - Establish Command
- Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicle at all times.
- Any member of the Valley Fire & Rescue who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and Fire Chief.

Backing:

- When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided.
- The spotter shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing the apparatus. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately. Vehicle mounted cameras or other devices are not a substitute for a spotter.
- In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.
- Emergency warning lights are to be activated while backing an apparatus.
- The driver shall sound the apparatus horn when backing up.

Personal Vehicles:

- Member shall be signed off on driving Engine/Tanker to obtain red light permit.
- Red light permits are issued at the discretion of the Fire Chief
- To obtain a red light permit members shall have:
 - All required Firefighter training
 - Fire Officer 1
- Members with a red-light permit are permitted to respond directly to scene provided;
 - No one else has marked enroute to scene

- Apparatus is enroute or ample drivers are enroute to the station
- All requirements of safe driving section of this policy are followed
- No other members are permitted to respond to scene unless
 - The scene is in their direct travel path to the station
 - IC gives direct approval

The driver of any Valley Fire & Rescue vehicle or apparatus shall be directly responsible for the safe operation of the vehicle and understand the liability.

Drivers are subject to drug and alcohol testing upon accident or suspicion of policy violation.

All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited, except during parades.

Valley Fire & Rescue

Drug & Alcohol Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

- No member shall report for emergency response, drive any fire department apparatus, attend training drills, attend departmental events or meetings or respond on calls under the influence of alcohol, or with the smell of alcoholic beverage on their breath, or if, in the judgment of the Incident Commander, the member appears to be under the influence of an alcoholic beverage or any type of drugs.
- Fire department members that are "on call" agree not to consume any alcohol for the entire duration of that standby assignment.
- No member shall respond to any other incident if such member is under the influence of any type of drugs or has a Blood Alcohol Concentration (BAC) of greater than .04%, or in the judgment of an officer, or Incident Commander, the member's faculties appear to be impaired as a result of the alcohol or drugs.
- Any member convicted of driving at any time while intoxicated or driving while under the influence of drugs, in a vehicle not belonging to the Valley Fire & Rescue, shall have their Fire Department driving privileges reviewed by the Fire Chief and the President of the Board of Directors. Other disciplinary action will be considered as well, up to and possibly including termination.
- No member shall consume or serve any alcoholic beverages in public, or in taverns or in the bar areas of restaurants while wearing an official issue Valley Fire & Rescue uniform.
- A drug and alcohol test may be required when there is probable cause to believe that a member's faculties are impaired on the job or that the member is otherwise unfit for duty due to the use of a controlled substance. "Probable cause" is a belief based on objective and articulable facts sufficient to lead a reasonable person to believe a member's faculties are impaired on the job due to the use of a controlled substance or alcohol.
- Any drug or alcohol test shall be taken in accordance with the procedures prescribed by West Virginia statute. Any person who refuses to submit to a request for alcohol and drug testing made pursuant to, and in accordance with this policy, or is found using, possessing or distributing any illegal substances, is subject to discipline up to and including termination of membership in the department.
- All members consent to participating in random drug and alcohol testing.

Valley Fire & Rescue

Bloodborne Pathogen Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

OSHA standards are established to reduce first responder risk. Every member of Valley Fire & Rescue has the potential to experience occupational exposure to blood borne pathogens.

Blood borne Pathogens

Definition: Pathogenic micro-organisms present in human blood that can cause disease in humans. The term 'blood' also includes blood components and products made from human blood. An example of an exposure is contact with skin, eyes, mucous membrane or parenteral contact with blood or infectious materials. Protect your eyes and avoid rubbing your eyes, and any open sores.

Body fluids include:

- Blood (liquid and dried)
- Semen
- Vaginal secretions
- Fluid from the brain and spinal cord (Cerebral spinal fluid [CSF]) which may be clear in color
- Fluid from the abdominal cavity
- Amniotic fluid (Clear fluid that protects the fetus)
- Saliva
- Any body fluid mixed with blood

A rescuers first line of defense includes:

- Appropriate PPE
- Bunker Gear
- Disposable gloves
- HEPA masks
- Goggles, face masks and gowns

Treat all human body substances as though they are contaminated.

Items that can be contaminated:

- Clothing, bandage material, linens such as towels, sheets, blankets
- Bunker Gear
- Tools used on the scene of an accident or other emergency
- Any needles, or other 'sharps' including broken glass, or exposed dental products

Universal precautions will be followed at all times when there is reasonable potential for exposure. All human blood and body fluids are to be treated as if infected. Remember that both the living and the dead can contaminate you. Antiseptic hand cleaner is available in every ambulance and should be used immediately after removing gloves. Hands and exposed skin surface should also be washed with soap and water as soon as possible after coming in contact with, or handling any victim or object potentially exposed to body fluids. Needles or any other 'sharps' should not be recapped, bent, sheared, broken or handled in any way that could produce undue risk of exposure. All used or opened needles or other 'sharps' are to be placed in a proper container immediately, or as soon as possible, after use. Extreme caution should be used to avoid contact with any object, such as broken glass, torn metal, wood splinters, etc. capable of causing an abrasion, puncture or laceration in human skin. All procedures involving potentially infectious material should be performed in a manner so as to minimize splashing, spraying, spattering or generation of droplets. If assisting EMS personnel, make certain that all available (goggles, masks, gloves etc.) are worn appropriately. Potentially contaminated linen or equipment will be placed in proper containers provided.

Potentially contaminated employee clothing should be removed as soon as possible and laundered in a manner so as to terminate any potentially infectious blood borne pathogens. All potentially contaminated surfaces and equipment should be cleaned with a proper disinfectant as soon as is feasible after possible contamination.

Prevention Exposure infection can be prevented via:

- Always being aware of your situation and assuming the worst-case scenario
- Decontamination with soap and antibiotic sprays such as 'Cavalcade'
- Physical controls such as sharps containers, self-sheathing needles, gloves, masks, goggles and gowns. Personnel Protective Equipment (PPE) / Body Substance Isolation (BSI) PPE for blood borne pathogens can include gloves, gowns, masks, eye protection, hair nets and shoe covers and should be used in direct relation to the potential for exposure
- Medical latex gloves should be worn at all times when handling any victim
- All protective equipment, including heavy duty rubber gloves, eye protection and protective clothing should be used when there is potential for splash, spray or splatter or when there is likely to be more body fluids on scene than would normally be expected
- Protective/tear and puncture resistant clothing, including leather work gloves worn over latex gloves should be worn on any scene, such as motor vehicle accidents, where sharp edges and other hazards are normally expected to be present.

Personnel should feel free to make use of any personal protection equipment any time he/she feels there is a possible need. If in doubt, personnel are encouraged to inquire from EMS personnel on scene what the necessary precautions should be.

Training

All personnel with the potential for occupational exposure will participate in an annual training program relating to such exposure. This training will also be provided to all new recruits. All training will be in accordance with CFR 29, 1910.1030.

To protect yourself as a first responder:

- Carry and use latex or non-latex gloves
- Use a HEPA mask for potential TB patients or spitting patients
- Have available facemasks, goggles, gloves and eye shields and gowns need to be available for immediate use
- Fluid resistant shirts, jackets, pants, gloves and gowns are available
- Use the sharps containers for any IV or glucose level needle sticks
- Do not use mouth-to-mouth resuscitation - Always use a mask, shield, or ambu-bag
- Your bunker gear may help, but always wash your gear immediately after the call
- If you're personal clothing or shoes are contaminated with body fluids. Notify your officer, dispose of the articles of clothing in a biohazard (red) bag, Members can apply for reimbursement if you were functioning as a firefighter or assisting EMS and took every reasonable precaution as noted above. Hand washing is the single most effective way to prevent being infected
- Wash your hands after every call of which a possible exposure exists
- Wash your hands as soon as your gloves are removed
- Wash your hands for at least five (5) minutes if you have contacted body fluids
- Use the red biohazard bags for exposed gloves, masks, gowns, clothing, linen, backboard straps, dressing and bandages
- Decontaminate any contaminated portion of the apparatus with Cavicide® after calls in which contamination was possible

Valley Fire & Rescue

Leave Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

Medical Leave

Any member who is experiencing medical issues or is unable to perform their required duties must submit for medical leave for a period not exceeding one year. Those wishing to take medical leave will be exempt from Training, Emergency Response, and Departmental Function requirements for the duration of their leave. Any member who is on medical leave shall not respond to emergency calls. Any member on medical leave shall turn their gear into the Gear Officer for storage while they are on leave.

To apply for medical leave each member must bring documentation from their medical provider stating they are on restricted, light, or removed from duty. Once the leave term is complete, each member must bring release to work documentation in. Release to work documentation must include verbiage stating the member is released to perform firefighting activities.

Any member requesting leave or taking leave exceeding one year in duration will be removed from the active roster and placed inactive. If a member is placed inactive for 2 years, they will be removed from the department. Inactive members must bring in release documentation to be placed back on the active roster and have all rights and responsibilities restored. Once a member requests medical leave an interim replacement may be appointed to assume their duties.

Military Leave

Any member who is issued a deployment that will interfere with their performance for an extended amount of time must provide orders. After submitting your military orders, you will turn in your gear to the Gear Officer for storage while away. Any member who is on military leave will be exempt from Training, Emergency Response, and Departmental Function requirements for the duration of their leave. Once a member requests military leave an interim replacement may be appointed to assume their duties.

Personal Leave

Any member who is experiencing any personal issues or is unable to perform their required duties must submit for personal leave for a period not exceeding six months. Those wishing to take personal leave will be exempt from Training, Emergency Response, and Departmental Function requirements for the duration of their leave. Any member who is on personal leave shall not respond to emergency calls. Any member on personal leave shall turn their gear into the Gear Officer for storage while they are on leave.

To apply for personal leave each member must submit a request to the Chief.

Any member requesting leave or taking leave exceeding six months in duration will be removed from the department. Once a member requests personal leave an interim replacement may be appointed to assume their duties. Member will be placed on auxiliary for six months then subject to removal from the department.

Valley Fire & Rescue

Auxiliary Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations Valley Fire & Rescue is establishing an auxiliary program.

Auxiliary members are non-firefighter members who wish to support Valley Fire & Rescue through fundraising, technical rescue, or other support actions.

Requirements

Any person wishing to join our auxiliary must submit a membership application and follow the same procedure for gaining membership, with the exception of age and residency requirements.

Each auxiliary member must receive the following training within 365 days of joining the department and maintain any currency requirements:

- CPR/First Aid/AED
- Hazmat Awareness if responding to incident scenes

Auxiliary members will be required to participate in 16 hours of departmental activities each year to maintain status.

Auxiliary members wishing to participate in medical response, technical rescue, hazardous materials response, or other emergency responses are required to receive training for such activities. This training will be paid for by Valley Fire & Rescue.

Auxiliary members are encouraged to attend all trainings and meetings. Auxiliary members will not have department voting rights.

Valley Fire & Rescue policies and SOG's are applicable to auxiliary members the same as firefighting members.

Valley Fire & Rescue

Emergency Responder Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations Valley Fire & Rescue is establishing an auxiliary program.

Auxiliary members are non-firefighting members who wish to support Valley Fire & Rescue through fundraising, medical support, technical rescue, support, or other NON-Firefighting actions.

Requirements

Any person wishing to join as an emergency responder must submit a membership application and follow the same procedure for gaining membership, with the exception of age and residency requirements.

Each auxiliary member must receive the following training within 365 days of joining the department and maintain any currency requirements:

- CPR/First Aid/AED
- Hazmat Awareness
- TIM
- NIMS 100, 200, 700, 800
- Training required to respond to emergencies

Emergency Responder members will be required to participate in 16 hours of departmental activities each quarter to maintain status.

Emergency Responder members are required to be trained in medical response, technical rescue, hazardous materials response, firefighting or other emergency responses. This training will be paid for by Valley Fire & Rescue.

Emergency Responder members are encouraged to attend all trainings and meetings. Emergency Responder members will not have department voting rights.

Valley Fire & Rescue policies and SOG's are applicable to Emergency Responder members the same as firefighting members.

Valley Fire & Rescue

Health & Safety Policy

It is the policy of Valley Fire & Rescue to provide the highest level of safety and health for all members. The Department shall make every reasonable effort to provide a safe and healthy work environment, with the goal of the prevention and reduction of accidents, injuries and occupational illnesses. Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.

Health and Safety Officer

- A Health and Safety Officer shall be appointed or elected and will be responsible for managing the Departments safety program and shall report to the Fire Chief or his designee.
- The Health and Safety Officer duties shall include, but not be limited to:
 - Chair the Safety Committee by preparing meeting agendas and notices;
 - Act as the Incident Safety Officer at incidents, if needed;
 - Provide input on equipment and protective clothing safety;
 - Manage the safety inspection program;
 - Assist with the investigation of all accidents, injuries and exposures;
 - Maintain accident, injury and exposure statistics;
 - Make recommendations to reduce or eliminate accidents, injuries or exposures;
 - Provide for safety education to all Department members.
 - Ensure all safety related polices are enforced.
- The Health and Safety Officer qualifications;
 - The Health and Safety Officer will have and maintain knowledge of current applicable laws, codes and standards regulating occupational safety and health to the fire service;
 - The Health and Safety Officer will have and maintain knowledge of occupational safety and health hazards involved in emergency operations;
 - The Health and Safety Officer will have and maintain knowledge of current principles and techniques of safety management;
 - The Health and Safety Officer will have and maintain knowledge of current health maintenance and physical fitness issues that affect the fire service members;
 - Incident Safety Officer Training course consisting of a minimum of 16 hours of training. (National Fire Academy or WV Fire Commission approved training preferred.)
 - Health and Safety Program Manager Training course consisting of a minimum of 16 hours of training. (National Fire Academy Training preferred.)

- The Health and Safety Officer will have the responsibility to identify and cause correction of safety and health hazards.
- The Health and Safety Officer will have the authority to cause immediate correction of situations that create an imminent hazard to members.
- Where no imminent hazards are identified, the Health and Safety Officer shall develop actions to correct the situation within the administrative process of the Department. The Health and Safety Officer shall have the authority to bring notice of such hazards to whomever has the ability to cause correction.
- Functions of the Health and Safety Office will include, but not be limited to:
 - Development, implementation, and management of a written risk management plan;
 - Development, review and revision of rules, regulations and standard operating procedures pertaining to the Department occupational safety and health program and that ensure compliance to acceptable standards;
 - Ensure training in safety procedures relating to all Department operations and functions is provided to all members;
 - Manage an accident prevention program;
 - Review specifications for new apparatus, equipment, protective clothing and protective equipment for compliance with applicable safety standards;
 - Submit recommendations on occupational safety and health to the Fire Chief or his designee;
 - Ensure that the Departments infection control program meets or exceeds the requirements of 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens
 - Establish a critical incident stress management program.
 - Ensure training on health and safety is in compliance with all applicable standards and best practices and completed as required.

Incident Safety Officer

- An Incident Safety Officer should meet the following requirements:
 - Will have the knowledge, skill and ability to manage incident scene safety;
 - Will have and maintain a knowledge of safety and health hazards involved in emergency operations;
 - Will have and maintain a knowledge of building construction;
 - Will have and maintain a knowledge of the Departments Personnel Accountability System;
 - Will have and maintain knowledge of incident scene rehabilitation.
 - Incident Safety Officer Training course consisting of a minimum of 16 hours of training. (National Fire Academy or WV Fire Commission approved training preferred.)
- The Incident Safety Officer will have the authority at an emergency incident where activities are judged by the Officer to be unsafe or to involve an imminent hazard, have the authority to alter, suspend, or terminate those activities. The Incident Safety Officer

will immediately inform the Incident Commander of any actions taken to correct imminent hazards at the emergency scene.

- At an emergency incident where an Incident Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Incident Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard at the incident scene.
- Functions of the Incident Safety Officer will include, but not be limited to:
 - Be integrated with the incident management system as a command staff member
 - Shall monitor conditions, activities and operations to determine whether they fall within the criteria as defined in the Departments risk management plan
 - Will ensure that the Incident Commander establishes an incident scene rehabilitation tactical level management unit during emergency operations
 - Will monitor the scene and report the status of conditions, hazards and risks to the Incident Commander
 - Will ensure that the Departments Personnel Accountability System is being utilized
 - Will obtain the incident action plan from the Incident Commander and will provide the Incident Commander with a risk assessment of incident scene operations
 - Ensure that established safety zones, collapse zones hot zone and other designated hazard areas are communicated to all members present on scene
 - Will evaluate motor vehicle scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards
 - Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication
 - Survey and evaluate the hazards associated with the designation of a landing zone and interface with helicopters
 - Shall ensure that a Rapid Intervention Team is available and ready for deployment
 - Where a fire has involved a building or buildings, shall advise the Incident Commander of hazards, potential collapse and any fire extension in such building(s)
 - Will evaluate visible smoke and fire conditions and advise the Incident Commander, tactical level management unit officers and company officers on the potential for flashover, backdraft, blow-up or other fire event that could pose a threat to operating teams
 - Monitor accessibility of entry and egress of structures and the effect it has on the safety of members conducting interior operations
 - Assist with safety management of Hazardous Materials events

Health and Safety Committee

- The Health and Safety Committee will provide policy guidance pertaining to health and safety issues.

- The Health and Safety Officer shall report annually to the Health and Safety Committee on the impact and implementation of the Safety Program and on the effectiveness of any specific program actions.
- The Health and Safety Committee will also act as a fact-finding and review entity with the authority to cause immediate corrective action when any hazardous condition or practice is detected or reported.
- The Health and Safety Committee will:
 - Meet at least annually to review safety issues and concerns;
 - Review effectiveness of safety activities;
 - Develop and implement safety procedures;
 - Make a written record of its meetings available to all firefighters in the fire department.
- The Health and Safety Committee may include:
 - Fire Chief
 - Assistant Fire Chief
 - Department Training Officer
 - Health and Safety Officer
 - Incident Safety Officers
 - Firefighters

Valley Fire & Rescue

Apparatus Maintenance Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

All members of the department shall become familiar with the maintenance, inspection and testing procedures and documentation for apparatus and equipment.

Inspection and testing procedures for front line vehicles shall be done with the aid of vehicle apparatus check sheet. The sheets will be reviewed and signed off by the Maintenance Officer. The Maintenance Officer will review all vehicle check sheets for completeness and accuracy and determine any documented problems.

The Maintenance Officer will maintain running files on each vehicle or apparatus to ensure that the apparatus have been properly checked and to detect any noted problems with the apparatus. These records will be maintained for the life of the apparatus.

Apparatus checklists will be filled out in their entirety. Any problems found with that particular apparatus shall be noted on the apparatus form.

The apparatus checklist is considered to be a comprehensive overall check. It is the opportunity to bring the vehicle to top operating condition.

If during maintenance checks any problem with the apparatus or equipment is found, it shall be reported to the Maintenance Officer and corrected immediately by authorized personnel. Any equipment needing further repairs should be tagged with colored ribbon.

Small, gasoline-powered engine equipment will be started and ran. Any problems with small engines shall be reported to the Maintenance Officer.

Maintenance checks shall be conducted monthly or more often as required to maintain optimal condition and readiness of emergency response equipment. All firefighters are required to participate in maintenance checks.

Maintenance checks will open 7 days before the 2nd Monday of the month. If your assigned maintenance is not complete by the 3rd Monday of the month at 1500hrs your second warning will be given via email. If your maintenance is not complete by the 4th Monday of the month at 1500hrs you will receive a write up and disciplinary action as follows. 1st offence will be a warning and 30 day pause from emergency response, a time to get yourself where you need to be and back on track. 2nd offence will be a write-up and 60 day suspension from the department, including a loss of good standing and you will return on a PIP. 3rd offense will be accepted as a voluntary resignation.

Preventive maintenance (PM) and repairs will be conducted under the supervision of the Maintenance Officer or by a selected contractor. All vehicles will have preventive maintenance (PM) a minimum of once a year.

From November 1 until March 31 apparatus pumps will be drained after each use and kept

drained to prevent freezing and damaging the pump and or other associated components.

All gasoline engine powered equipment will be maintained by a authorized technician as needed.

All Fire Engines will have an annual pump performance test in accordance with NFPA, Standard 1911, Standard for Service Tests of Fire Pump Systems on Fire Apparatus. Records of these tests will be maintained by the department's Chief.

A pump test will also be conducted after any significant repairs or maintenance to the pump. Hose testing shall be conducted yearly.

All Department ground ladders will be inspected and maintained as needed during the vehicle's check. All ground ladders will undergo an annual service test by a contractor in accordance with NFPA 1932. Standard for Use, Maintenance and Service Testing of Fire Department Ground Ladders.

Forgery is subject to disciplinary action.

Valley Fire & Rescue

Apparatus Cleaning Policy

To ensure all fire apparatus are routinely rinsed, washed, and detailed to maintain appearance, longevity, health safety, and readiness. This SOG outlines procedures, acceptable supplies, and prohibited practices for apparatus cleaning after responses and during scheduled maintenance cycles.

Responsibility

The driver/operator and crew are responsible for rinsing after emergency responses. Semi annual detailing is the responsibility of the member assigned to that apparatus in April and October, however it is expected that other members step in and assist with detailing. Apparatus cleaning and detailing shall be performed by personnel trained on this SOG. Company officers shall verify compliance.

RINSE — After Each Emergency Response

Each fire apparatus shall be rinsed after every emergency response before returning to normal service.

- Stage Apparatus: Position truck in a designated wash area
- Low-Pressure Rinse: Using a hose or pressure washer on a moderate setting, thoroughly rinse the entire exterior** front, sides, rear, undercarriage, and wheel wells.
- Cab Entry Points: Rinse steps, handrails and mirrors to remove slippery residues.
- Post-Rinse: Allow truck to air dry, or use chamois/towels to prevent water spots.

AS NEEDED WASHING — Regular Full Washes

Each apparatus shall be washed on an as-needed basis when soil build-up occurs or at scheduled routine intervals. A minimum expectation is a wash at least monthly or whenever dirt/grime impacts visibility or performance.

How to Properly Wash

Supplies to Use

- pH-neutral apparatus wash soaps designed for emergency vehicles
 - Car wash with ceramic
 - Car wash with wax
 - Car wash foaming
- Soft wash mitts, brushes, and microfiber towels
- Wash & rinse bucket

- Foam cannon (optional) to apply deep foam that lifts dirt
- Water source hose
- Pressure Washer (optional)

Step-by-Step

- Pre-Rinse: Rinse entire apparatus to remove loose contaminants, starting at the rear and working toward the front of the apparatus
- Wash Solution: Mix soap per manufacturer instructions into wash bucket
- Top-to-Bottom Cleaning: Apply soap with mitt/soft brush, working from top down, back to front of the apparatus.
- Undercarriage: Clean wheel wells and underside with separate brushes after washing everything else on the apparatus
- Rinse Frequently: Rinse off suds and grime before soap dries
- Drying: Use chamois or microfiber towels to dry surfaces and prevent water spots

Supplies NOT to Use

- Harsh solvents (e.g., trichloroethylene) that can damage paint/finishes or pose health hazards
- Dawn soap
- Abrasive brushes or scouring pads that can scratch paint
- Gasoline/diesel engine degreasers on painted surfaces unless clearly approved
- Strong acids or alkalis that degrade protective coatings

SEMI-ANNUAL DETAILING — April & October

A comprehensive detail shall occur twice annually — in April (spring) and October (fall) — to prepare apparatus for seasonal conditions, remove accumulated residues, and perform protective maintenance.

Detailing Requirements

Detailing includes:

- Exterior
- Compartments
- Apparatus Interior (cab & crew areas)
- Protective coating application

Exterior Detailing

- Deep wash: As in Section 2 with extra attention to tight areas
- Chrome & Aluminum Polish: Use non-abrasive metal polish
- Decontaminate Wheels/Tires: Dedicated brushes and cleaners

- Glass & Mirrors: Streak-free glass cleaner

Compartments

- Empty & Inspect: Remove items before cleaning
- Sweep/Dry Vacuum: Remove loose debris
- Mild Soap & Water: Wipe walls, shelves, and trays
- Rinse & Dry: Ensure compartments are completely dry to prevent rust and mold
- Lubricate Tracks/Slides: Light silicone spray

Cab Interior Detailing

- Vacuum Seats & Floor: Remove dust, sand, and soot
- Mild Interior Cleaner: Wipe dash, door panels, and seating
- Disinfect High-Touch Areas: Door handles, steering wheel
- Seat Belts & Fabrics: Clean with manufacturer-approved cleaners

Protective Coating Application (Ceramic/Sealants)

- Ceramic Coating or Paint Sealant: Apply after each detail for year-round protection
- Follow Manufacturer Instructions: Ensure surfaces are clean and clay-barred if needed before application
- Polish Before Coating: If paint has swirls or dullness.

Log each apparatus cleaning — date, personnel, method used, and any unusual findings.

Valley Fire & Rescue

Tornado Evacuation Policy

Purpose

To ensure the safety of personnel and apparatus during a tornado threat by evacuating the station and continuing emergency operations from alternate locations.

Activation Criteria

This plan will be activated when:

- A Tornado Warning is issued for the department's service area.
- A tornado has been confirmed or is imminent.
- County Emergency Management recommends or mandates evacuation.

Evacuation Procedures

Apparatus Relocation

All department units will be removed from the station and staged at separate, strategic locations to minimize the risk of total loss. Operators are responsible for taking assigned units directly to the designated site, with all equipment and communication tools ready for service.

Unit	Relocation Site	Direction
Engine 21	Northbound on Rt 2 or	North
Engine 22	Southbound on Rt 2 or State Road Lot	South
Rescue 23 + UTV + Tanker 24	Hannan High School	Southeast
Rescue 26 + Truck 27	Mount Union Church	East

Note: Units staged on Rt 2 should be parked at safe, elevated pull-off areas or driveways, away from trees, powerlines, and traffic, and remain mobile in case relocation is required.

Personnel Evacuation

- Members on-site will leave the station and report to the nearest apparatus staging location.
- Personal vehicles may be used if not assigned to a unit.
- A radio check-in and headcount will be conducted once units are staged.

Command & Communication

Interim Command Location:

Primary: Staged with **Rescue 23 at Hannan High School**

Secondary: Staged with **Rescue 26 at Mount Union Church**

- Incident Command may shift based on storm path or damage.
- All communications will be maintained via department radios and cell phones.
- Mason County 911 will be notified once relocation begins and is complete.

Post-Tornado Procedures

- Confirm all personnel are accounted for.
- Assess damage to the fire station, surrounding area, and equipment.
- Coordinate with County EMA for recovery operations and mutual aid.
- Resume operations from field positions until the station is deemed safe.
- Document any damage or losses for insurance and grant reporting.

Training & Maintenance

- This plan will be reviewed and updated annually before storm season.
- All personnel are responsible for knowing this plan and the route to their designated relocation site.

Valley Fire & Rescue

SAFER Stipend Policy

To meet the requirements set forth under the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program Valley Fire & Rescue is implementing the following Stipend Policy.

All active Firefighting members of Valley Fire & Rescue shall be eligible for nominal stipends on a Pay-Per-Call basis. Stipends shall be paid out annually, each December, to any firefighter who meets the requirements outlined in this policy

Requirements:

- Firefighter who has attended the minimum level of training set forth in the Training Policy; Firefighter 1 & 2; Hazardous Materials Operations; NIMS-100, 200, 700, 800; Incident Safety Officer; EVOC; Traffic Incident Management; CPR First Aid AED; and Auto Extrication Operations.
- Be considered active, by participating in a minimum of 24 hours of department activities for each quarter per our By-Laws.
- Complete W-9.
- Be at least 18 years old.

If a member fails to meet the requirements above, they will be ineligible for stipend payouts for the duration of their period of non-compliance rounded to the whole month. If a member does not meet their quarterly participation requirements, they will be ineligible for any stipends earned that quarter. Quarters will run for a 3-month period starting January 1 of each year. Once a member is in good standing and meets the requirements stated above, they will be eligible for stipends.

Pay out

Eligible members will receive a stipend of \$20 for each emergency response, monthly or quarterly training attended, or duty shift participated in. Emergency Response is defined as participating in emergency response and/or cleanup. For a member to be counted they must respond to the incident scene or be instructed to standby at the station by the Officer In Charge (OIC). The OIC will be responsible for completing incident report including the personnel on scene and on standby within 24 hours of the completion of the incident. The Training Officer will log each member for the monthly and quarterly training events. Duty Shifts must be a minimum of 8 hours and will be issued by the Chief or highest-ranking Officer. Duty Shifts must be documented in Record Management System RMS as such by the member. Stipends will be paid on a pro rata balance once in the final year of performance, or once the stipend fund is low on funds. Once the SAFER stipend fund of \$116,800.00 has been exhausted or the grant period of performance expires on 11/9/2028, there will be no further payouts under this policy.

All documentation of emergency response, training, and duty shift must be submitted in RMS within 24 hours of the closure of the month in which the activity occurred. After that it

becomes ineligible for payout, and the unsubmitted stipend is forfeited. Disputes over response numbers and training activities will be sent to the Board of Directors for final say. Stipend payout will occur annually for the period running from November 10 of the previous year to November 9 of the current year. Stipends will be paid out in December of the closing year.

SAFER Recruits

Members recruited and/or trained under the SAFER grant will be eligible for a stipend of \$20 for each 8 hours of class training until the \$5,460 fund is exhausted.

Members recruited and/or trained under the SAFER grant will be eligible for mileage reimbursement at the rate of .67 cents per mile driven in their personal vehicle to approved SAFER certification training activities until the \$2,053.55 fund is exhausted.

Taxes

Stipends are taxable income under IRS regulations. A W-9 form must be on file for each person to be eligible to earn stipends and receive a payout. At the end of each year a 1099 will be provided to each member who received stipends for the year.

Valley Fire & Rescue

Personal Protective Equipment SOG

It is the policy of Valley Fire & Rescue is to provide personnel with the appropriate protective clothing and equipment. This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the department shall meet or exceed the requirements of NFPA 1971-Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and department specifications in effect at the time of purchase. Each individual is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and department policy or guidelines.

Protective clothing shall not be modified in any manner without written approval from the Department and manufacturer. Only personal protective clothing or equipment issued by the fire department is authorized for use. Personal items such as hand lights, wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.

Personnel shall not remove their protective clothing until such time that their company officer or the Incident Commander (IC) determines that such protection is no longer necessary. If operating conditions warrant, company officers may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the officer.

Training:

All personnel shall have a working knowledge of their assigned Personal Protective Equipment (PPE.) Personnel shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of the PPE.

Storage of PPE:

Protective clothing and equipment shall be stored in a designated location at the fire station. Protective clothing shall not be worn or stored in the living or office areas of the fire station. This includes the kitchen, dayroom, bunkroom, washrooms, or other areas.

Cleaning, Maintenance, and Inspection:

It is the responsibility of the firefighter to ensure that their assigned personal turnout gear is clean and maintained. At a minimum all equipment shall be inspected and cleaned every 6 months, January and July. More frequent cleaning may be required based on exposure to fire products

chemicals or bloodborne pathogens contamination. The equipment manufacturer's instructions must be followed when cleaning gear.

Washing of turnouts is to be done at the station. Turnout gear shall not be washed at home, at a Laundromat or dry cleaned. Turnout gear with bloodborne contamination may be first sprayed/rinsed with an approved product to help in removal of any stains, and then washed in the washer.

For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the individual shall notify their Officer. Any unserviceable turnout clothing is to be cleaned, removed from service, and repaired or replaced. Failure to clean, inspect, and document shall result in disciplinary action.

Valley Fire & Rescue

Self Contained Breathing Apparatus

SOG

It is the policy of the Fire Department to:

- provide a respiratory protection program that meets the requirements of NFPA 1500 and 29 CFR 1910.134
- provide all members with respiratory protection training that meets NFPA 1404
- provide self-contained breathing apparatus that meets NFPA 1981
- Ensure self-contained breathing apparatus are selected, cared for and maintained in accordance with NFPA 1852

All personnel expected to respond and function in areas of atmospheric contamination, shall be equipped with self-contained breathing apparatus (SCBA) and trained in its proper use and maintenance.

Members shall achieve a NON-LEAKING facepiece-to-skin seal WITH THE MASK. Facial hair shall not be allowed at points where the SCBA facepiece is designed to seal with the face. INDIVIDUAL MEMBERS SHALL BE ACCOUNTABLE FOR COMPLIANCE WITH THIS REQUIREMENT. Members found not in compliance with this rule will not be permitted to wear SCBA and will face disciplinary action.

- Each member shall be accountable for and shall check the condition of SCBA, after each use, and at any other time it may be necessary to render the equipment in a ready state of condition.
- Each member shall be accountable for their personal facepiece.
- If a SCBA is found to be functioning improperly, it shall be taken out of service, tagged, reported, and replaced immediately.

The intent of the SCBA policy is to avoid any respiratory contact with products of combustion, superheated gasses, toxic products or other hazardous contaminants.

The use of breathing apparatus means that all personnel shall have facepieces in place, breathing air from the supply provided. Where appropriate, Airline-Supplied Breathing Apparatus may be used in place of SCBA.

SCBA SHALL BE USED BY ALL PERSONNEL OPERATING:

- **IN A CONTAMINATED ATMOSPHERE**
- **IN AN ATMOSPHERE WHICH MAY SUDDENLY BECOME CONTAMINATED**
- **IN AN ATMOSPHERE WHICH IS OXYGEN DEFICIENT**

- **IN AN ATMOSPHERE WHICH IS SUSPECTED OF BEING CONTAMINATED OR OXYGEN DEFICIENT**

This includes all personnel operating:

- In an active fire area
- Directly above an active fire area
- In a potential explosion or fire area, including gas leaks and fuel spills
- Where products of combustion are visible in the atmosphere, including vehicle fires and dumpster fires
- Where invisible contaminants and/or carcinogens are present, suspected to be present, or may be released without warning
- In any confined space which has not been tested to establish respiratory safety
- Engineers or apparatus operators in a contaminated atmosphere or one that may become contaminated
- In any unknown atmospheres

In addition to the above, SCBA shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances only, the SCBA may be worn with the facepiece removed. The wearing of SCBA in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required.

Premature removal of SCBA must be avoided at all times. This is particularly significant during overhaul when smoldering materials produce increased quantities of toxic substances including carcinogens. Firefighters should be mindful that exposure to products of combustion, such as smoke, does not require visible conditions.

If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is established to be safe by testing. The IC is responsible for this determination. This is required in complex situations, particularly when toxic materials may be involved.

An evaluation of all members in the use of the SCBA should be conducted annually. Each member shall be able to demonstrate a high level of proficiency and compatibility with the SCBA under conditions which simulate those expected as a job requirement. Each member shall also demonstrate an effective facepiece to skin seal of the SCBA facepiece.

All members who wore SCBA shall wipe face, neck and any other exposures immediately and shower as soon as possible after wearing SCBA.

Valley Fire & Rescue

Digital Access Policy

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations Valley Fire & Rescue is implementing a Digital Access Policy

Digital systems are critical in maintaining operations.

All members of the organization shall be issued access to our online Records Management System (RMS), email account, etc.

All members shall check their department email weekly. Failure to check emails and be aware of what has been sent out is not an excuse for lack of knowledge.

Upon termination from the organization, all members shall retain access to email for six (6) months. After six months, access will be permanently removed. Upon termination all other digital access shall be revoked.

Valley Fire & Rescue

Traffic Incident Management SOG

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

Overview

The first priority for the fire department must be to ensure that its personnel arrive safely at an emergency scene and operate safely at that scene. Operating at roadway incidents is particularly risky due to the hazards posed by moving traffic. Fire personnel must create a safe area to protect themselves and the people they are assisting while taking into account the dangers inherent in working in or near traffic.

In a roadway incident, the fire department's response is only one part of the total mitigation effort. Thus, fire personnel must coordinate their operations with law enforcement agencies, DOTs, and other organizations that may have jurisdiction. The fire department should take the initiative to contact these organizations to work with their personnel in advance of emergencies to determine the roles and responsibilities each will take to make an emergency mitigation effort smooth and effective. Ongoing training involving all organizations will create the cooperation, communication, and trust necessary for safe and efficient public safety service at roadway incidents.

The fire department's primary role at a roadway incident is to safely provide the service needed to stabilize any victims and mitigate the situation without allowing operations to cause additional hazards for passing motorists. For other roadway emergencies such as vehicle fires, the fire must be safely controlled while providing for responder safety. Fire personnel should assume that motorists will be inattentive and/or distracted and gear their operations to account for problems that may arise.

Terminology

The following terms are relevant for roadway incidents and should be used during incidents, in analysis of incidents, and in training for response in or near moving traffic.

Advance warning—Notification procedures used to warn approaching motorists of the need to move from driving normally to driving as required by the temporary emergency traffic-control measures ahead.

Block—Positioning of fire department apparatus at an angle to the lanes of traffic, creating a physical barrier between upstream traffic and the emergency work area. Includes “block to the right” and “block to the left.” Buffer zone—The distance or space between emergency personnel and vehicles in the protected work zone and nearby moving traffic. Downstream—The direction traffic moves as it travels away from the incident scene.

Flagger—The fire department member assigned to monitor upstream traffic and activate an emergency signal if a motorist does not conform to traffic-control measures and thus presents a hazard to emergency operations.

Shadow—The protected work area of a roadway incident shielded by the block from fire apparatus and other emergency vehicles. Taper—The action of merging lanes of moving traffic into fewer moving lanes.

Temporary work zone—The physical area of a roadway within which emergency personnel perform their mitigation tasks.

Transition zone—The lanes of a roadway within which upstream motorists must change their speed and position to comply with the traffic-control measures established at an emergency scene.

Upstream—The direction traffic is traveling from as the vehicles approach the incident scene. Safety Tactics for Fire Personnel The risk of injury and death when working in and near moving traffic is extremely high.

Fire personnel shall use the following tactics to keep themselves safe and reduce their risks:

- Firefighters shall always wear gear with retroreflective trim appropriate to the situation. If turnout gear is not necessary, safety vests with fluorescent retroreflective trim meeting the requirements of ANSI 207, Standard for High Visibility Public Safety Vests, with the breakaway option shall be worn.
- At least one firefighter shall always face and be aware of oncoming traffic.
- Firefighters shall use the first-arriving apparatus to establish an initial block to create a temporary work zone.
- Firefighters shall exit apparatus on the shadow side, away from moving traffic. If that is not possible, they shall watch carefully and use caution in exiting the apparatus. They

shall not walk around fire apparatus without taking caution and ensuring that they will be safe in doing so.

- At dawn, dusk, and nighttime, firefighters shall ensure that apparatus headlights, spotlights, and traffic-control strobes that may impair motorists' vision are turned off. Emergency warning lights should be kept to a minimum; more is not better.
- Working with law enforcement personnel, firefighters shall establish advance warning and adequate transition area traffic-control measures upstream of incidents to allow approaching motorists to reduce travel speeds in the transition zone and pass the incident safely. This includes placing traffic cones and flares at intervals on both the upstream and downstream sides of the incidents.
 - Speed Limit less than 55MPH place signs 150FT upstream from flagger.
 - Speed Limit 55MPH or greater place signs 250FT upstream from flagger.
- A firefighter shall be assigned as flagger to monitor approaching traffic and activate a prearranged emergency signal if a motorist presents danger to firefighters operating in the temporary work zone.
- Firefighters arriving on the scene ahead of responding fire apparatus shall use extreme caution when accessing the emergency scene and while working on the incident scene

Safety Tactics for Fire Apparatus

- In addition to conveying fire personnel to emergency scenes, fire apparatus shall be used to create safe temporary work zones.
- The first-arriving apparatus shall be angled at about 45° on the roadway with a “block to the left” or “block to the right” to establish a physical barrier between the incident and oncoming traffic.
- If practical, apparatus shall be placed to block the lane of the incident and one additional lane.
- If practical, apparatus shall be placed so that firefighters can exit on the shadow side and the pump operator can work on the shadow side.
- Apparatus shall be used to block a temporary work zone large enough for all necessary emergency operations.
- Ambulances shall be placed within the temporary work zone downstream of the incident with their loading doors angled away from moving traffic.
- If the emergency is at an intersection or near the center of the roadway, two or more sides of the incident shall be protected. The blocking shall be prioritized from the most critical or highest traffic flow side to the least critical. If only one fire apparatus responds, police vehicles shall be used for blocking on the less critical sides.
- If apparatus respond to an emergency on a limited-access freeway in the lanes going opposite from where the incident has occurred, they shall use an approved lane to turn around, or go to the next exit and turn around.
- Blocking apparatus shall be positioned in a manner that will prevent it from entering the safe temporary work zone if it is struck by passing vehicles.

Safety Strategy for Incident Command

- The first-arriving Company Officer (CO) and/or the Incident Commander (IC) shall be responsible for ensuring that the emergency operation is conducted in a safe manner.
- The IC shall ensure that fire apparatus provide the necessary blocking to establish a safe temporary work zone. He/She shall establish communications with other agencies on the scene to ensure that the overall response is as smooth and effective as possible. He/She shall ensure that appropriate transition zones are established and marked with cones or flares both upstream and downstream of the temporary work zone. Use the apparatus to shield the ambulance patient-loading zone.
- The IC shall direct placement of ambulances and parking of additional vehicles to ensure safe medical operations and to ensure that such vehicles do not pose a hazard or a problem to any responding personnel.
- The first-arriving officer and/or IC shall act as scene safety officer until this assignment is delegated.
- The IC shall ensure that the temporary work zone is lighted as needed in such a way that the vision of oncoming motorists is not impaired.
- The IC shall manage the termination of the incident as swiftly and effectively as the initial activities. Personnel, apparatus, and equipment shall be removed promptly to reduce exposure to traffic hazards and to minimize congestion.

Equipment The following equipment shall be available and used appropriately:

- Safety vests meeting the requirements of American National Standards Institute (ANSI) 207, Standard for High Visibility Public Safety Vests, with the breakaway option for each emergency responder.
- A minimum of six traffic cones, 28-inch-high fluorescent orange with white reflective striping, as described in the MUTCD.
- Illuminated warning devices such as highway flares or strobes.
- FHWA approved 48x48-inch retroreflective signs stating, "EMERGENCY SCENE AHEAD".
- Alternating 4-inch fluorescent yellow and red chevron striping shall be installed on the rear vertical surfaces of all new apparatus to provide apparatus visibility.

Valley Fire & Rescue

Active Threat SOG

Response

All members responding to an active threat shall be trained to the level of CPR/First Aid/AED and Stop the Bleed at a minimum.

Arrival on Scene

- Arrival shall be coordinated with law enforcement and will include force protection/escort
- Apparatus must be parked in a manner that best protects the crew
- The member in command shall collect as much information as possible and rapidly communicate that information to responding companies and agencies
- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the structure when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.

Scene Safety

- If personnel find themselves in a hostile/violent situation, they shall immediately retreat to a safe location
- All personnel shall wear easily identifiable clothing
- Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
 - Hot – no fire personnel shall enter
 - Warm – appropriately trained personnel may enter if being escorted by L.E.
 - Cold – where most fire operations will occur

Incident Actions

- Active Fire situation should consider the following priorities:
 - Active Fires will be allowed to burn until confirmation of a secure scene has occurred

- Additional Fire Resources should be pre-staged, with consideration of the worst-case scenario, should the Active Fire be allowed to burn with exposure and weather considerations
 - An Incident Action Plan should be developed specifically for fire attack
- Care of the victims is a shared responsibility between law enforcement, fire/rescue and EMS
- Personnel should be prepared to support law enforcement and EMS partners with rehabilitation, treatment, and transportation as necessary

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Structure Fire SOG

Response

All members who respond to initiate firefighting operations must have Firefighter 1 or higher. Members responding for traffic control only must have Traffic Incident Management. All responses will be treated as **entrapment** unless entrapment is **confirmed** “**NO entrapment**” **present** by Incident Command, EMS, Dispatch, or Law Enforcement.

Arrival On Scene

- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the structure when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- The Officer or highest-ranking firefighter will ensure that the Alpha side of the structure is established as the one where the first due engine is parked.

Scene Safety

- There shall be at least 2 personnel on any interior attack hose-line.
- There shall be at least 2 personnel on any interior search and rescue.
- There should be a “R.I.T.” in place on any interior operation or any situation where personnel are exposed or could be exposed to any IDLH situation.
- Personnel must be authorized and properly trained before participating in any interior structural fire attack or search and rescue operations.
- There shall be a minimum of 2 ladders placed on any building when interior operations are being conducted. Ladders shall be on different sides and announced via radio.
- Personnel shall wear SCBA during interior operations and in any IDLH environment.
- No person shall wear SCBA with facial hair interfering with the seal.

Incident Actions

Rescue

- Human life is the most important consideration at a fire or other emergency.
- Rescue of humans override all other strategic considerations at a fire.
- The primary functions of an adequately staffed truck (if available) shall be rescue.
- A primary and secondary search shall be conducted at all structure fires. During search all rooms should be marked by some means to indicate that the particular room has been searched.
- All structures shall be searched unless entry into the structure is unsafe. If adequate staff to search is not available, search shall be conducted as soon as adequate staff is available.

Exposure Protection

- Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or uninvolved parts of the fire building.
- The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

Confinement

- The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There may be situations when both approaches could be used, but a defensive attack with master stream devices should not be used when crews are operating on the interior.
- All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.
- Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open up and fire attack crew operate water streams into such areas.

Extinguishment

- In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.
- The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

Overhaul

- The purpose of overhaul is to make sure the fire is completely out.
- Overhaul operations must be properly coordinated with fire investigation efforts.
- Unsafe conditions should be identified early in the overhaul process and efforts made to avoid the possible problems associated with the same.
- During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gasses and verified with atmospheric monitoring devices.
- When available, a fresh crew should perform overhaul.
- Particular attention should be given to hidden areas during overhaul.
- During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.
- Atmospheric air monitoring should be conducted throughout overhaul operations.

Ventilation

- Based upon the situation, ventilation may need to occur anytime during the operation.
- Ventilation shall be employed to:
 - Channel heat, smoke and flames from potential victims.
 - To prevent backdraft and flashover.
 - To remove heat and smoke from the building to reduce property damage.
 - To allow the interior of the structure to be more tenable and safer for firefighting operations.

Salvage

- Salvage may need to begin at various points during a fire operation.
- Salvage is those operations required to safeguard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
- Valuables shall be secured by the property owner or law enforcement or the OIC as a last resort.
- Salvage should include:
 - The use of salvage covers.
 - Removing water from the structure.
 - Removing furniture and personal belongings to a safe location.
 - Debris removal.
 - Removal of valuables from debris.
 - Covering openings to keep weather out and to secure the building.
- All members are expected to perform in a manner that continually reduces loss during fire operations.

Utility Control

- Utilities should be shut down and brought under control to ensure that they will not contribute to the fires spread, overall damage or create any type of safety

- hazard.
- At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
 - If the electric company is not available in time, fire personnel may shutdown the power.
 - If necessary, shut down gas lines at the meter and have the Gas Department notified.
 - Meters that have been shut off by fire department personnel should be properly locked.
 - If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.
- Members who participate in the removal of a civilian from hazardous conditions or immediate threat at a structure fire shall collectively complete a Firefighter Rescue Survey at www.FirefighterRescueSurvey.com within 7 days of the incident.

Valley Fire & Rescue

Vehicle Fire SOG

Response

All members responding to a fire involving a vehicle shall be trained to the level of Firefighter 1 or higher. Members responding for traffic control only must have Traffic Incident Management. All responses will be treated as **entrapment** unless entrapment is **confirmed “NO entrapment” present** by Incident Command, EMS, Dispatch, or Law Enforcement.

Arrival on Scene

- The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during fire suppression activities
- The driver operator will engage the pump and stand by the pump panel for further instructions
- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the structure when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.

Scene Safety

- Ensure that unauthorized/untrained personnel do not enter the hazardous area
- Ensure all personnel operating in the Hot Zone wear SCBA.
- See HAZMAT procedures for vehicle fires involving Hazardous Materials
- Traffic Hazards shall be accounted for in all plans
- Possibility of Electric Vehicle must be accounted for

Incident Actions

- The attack team will pull the hose line instructed by the Officer
- Additional firefighters will do as instructed by the officer
- The driver/operator will charge the hose line when directed and continue to monitor the pump operations.
- The attack team will approach the vehicle slowly from the side extinguishing the fire as they approach. Caution should be taken as the team approached for exploding bumpers, fuel tanks, tires, etc.
- When the fire is under control the engine compartment and trunk of the vehicle on fire will be opened and cooled. The vehicles battery cables should be disconnected or cut when possible.
- Electric Vehicle specific actions
 - Request a tanker for cooling operations.
 - Utilizing portable monitor flow water on the battery area until cooled
 - Water required may exceed 8,000 gallons
 - If deemed necessary by the IC, fire may be allowed to burn with only cooling surrounding areas and exposures

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within **24 hours**.

Valley Fire & Rescue

Industrial Fire SOG

Response

All members who respond to initiate firefighting operations must have Firefighter 2 or Industrial Firefighter. All responses will be treated as **entrapment** unless entrapment is **confirmed “NO entrapment” present** by Incident Command, EMS, Dispatch, or Law Enforcement.

Arrival On Scene

- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the structure when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- The Officer or highest-ranking firefighter will ensure that the Alpha side of the structure is established as the one where the first due engine is parked.
- Coordinate utility control with plant personnel.

Scene Safety

- There shall be at least 2 personnel on any attack hose-line.
- There shall be at least 2 personnel on any search and rescue.
- There should be a “R.I.T.” in place on any interior operation or any situation where personnel are exposed or could be exposed to any IDLH situation.
- Personnel must be authorized and properly trained before participating in any interior or exterior structural fire attack or search and rescue operation.
- There shall be a minimum of 2 ~~6ft~~ ladders placed on different sides of a multi-story building when interior operations are being conducted. If the building exceeds the reach of ladders, an alternative plan shall be established for escape.

- Personnel shall wear SCBA during interior operations and in any IDLH environment.
- No person shall wear SCBA with facial hair interfering with the seal.

Incident Actions

Rescue

- Human life is the most important consideration at a fire or other emergency.
- Rescue of humans override all other strategic considerations at a fire.
- The primary functions of an adequately staffed truck (if available) shall be rescue.

Exposure Protection

- Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
- The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.
- Exposure protection should be placed high on the priority list due to the dangerous nature of industrial facilities.

Confinement

- Utilize E-Stop as part of fire confinement, if present.
- The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There may be situations when both approaches could be used, but a defensive attack with master stream devices should not be used when crews are operating on the interior.
- All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.
- Where fires involve concealed spaces (attic, ceilings, construction voids, equipment etc.) it becomes very important that the vent crews open up and fire attack teams operate fire streams into such areas.

Extinguishment

- In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.
- The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.
- Large diameter hose (2^{1/2}") should be considered as a primary attack line.
- Multiple teams may need to attack the fire at the same time.
- Fire Suppression systems shall remain activated and flowing until all fire is extinguished

or their shutdown is required for overhaul operations.

Overhaul

- The purpose of overhaul is to make sure the fire is completely out.
- Overhaul operations must be properly coordinated with fire investigation efforts.
- Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- During overhaul most firefighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gasses and verified with atmospheric monitoring devices.
- When available, a fresh crew should perform overhaul.
- Particular attention should be given to hidden areas during overhaul.
- During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.
- Atmospheric air monitoring should be conducted throughout overhaul operations.

Ventilation

- Based upon the situation, ventilation may need to occur anytime during the operation.
- Ventilation shall be employed to:
 - Channel heat, smoke and flames from potential victims.
 - To prevent backdraft and flashover.
 - To remove heat and smoke from the building so to reduce property damage.
 - To allow the interior of the structure to be more tenable and safer for firefighting operations.

Salvage

- Salvage may need to begin at various points during a fire operation.
- Salvage is those operations required to safeguard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
- Salvage should include:
 - The use of salvage covers.
 - Removing water from the structure.
 - Removing furniture and personal belongings to a safe location.
 - Debris removal.
 - Removal of valuables from debris.
 - Covering openings to keep weather out and to secure the building.
- All members are expected to perform in a manner that continually reduces loss during fire operations.

Utility Control

- Utilities should be shut down and brought under control to ensure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
- Simply shutting down utilities may resolve the issue and should be considered part of fire attack efforts.
- At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
 - If the electric company is not available in time, fire personnel may shutdown the power.
- If necessary, shut down gas lines at the meter and have the Gas Department notified.
 - Meters that have been shut off by fire department personnel should be properly locked.
- If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.
- Members who participate in the removal of a civilian from hazardous conditions or immediate threat at a structure fire shall collectively complete a Firefighter Rescue Survey at www.FirefighterRescueSurvey.com within 7 days of the incident.

Valley Fire & Rescue

Commercial Fire SOG

Response

All members who respond to initiate firefighting operations must have Firefighter 1 or higher. Members responding for traffic control only must have Traffic Incident Management. All responses will be treated as **entrapment** unless entrapment is **confirmed “NO entrapment” present** by Incident Command, EMS, Dispatch, or Law Enforcement.

Arrival On Scene

- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the structure when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- The member in command will ensure that the Alpha side of the structure is established as the one where the first due engine is parked.

Scene Safety

- There shall be at least 2 personnel on any interior attack hose-line.
- There shall be at least 2 personnel on any interior search and rescue.
- There should be a “R.I.T.” in place on any interior operation or any situation where personnel are exposed or could be exposed to any IDLH situation.
- Personnel must be authorized and properly trained before participating in any interior or exterior structural fire attack or search and rescue operations.
- There shall be a minimum of 2 ~~6ft~~ ladders placed on different sides of a multi-story building when interior operations are being conducted.
- Personnel shall wear SCBA during interior operations and in any IDLH environment.
- No person shall wear SCBA with facial hair interfering with the seal.

Incident Actions

Rescue

- Human life is the most important consideration at a fire or other emergency.
- Rescue of humans override all other strategic considerations at a fire.
- The primary functions of an adequately staffed truck (if available) shall be rescue. A primary and secondary search shall be conducted at all structure fires. During search all rooms should be marked by some means to indicate that the particular room has been searched.

Exposure Protection

- Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
- The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

Confinement

- Utilize E-Stop as part of fire confinement, if present.
- The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- Whenever possible, the most effective method of confining fire spread is a direct attack on the fire with adequate water flow.
- The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There may be situations when both approaches could be used, but a defensive attack with master stream devices should not be used when crews are operating on the interior.
- All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.
- Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open up and fire attacks operate fire streams into such areas.

Extinguishment

- In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.
- The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.
- Large diameter hose (2^{1/2}") should be considered as a primary attack line.
- Fire Suppression systems shall remain activated and flowing until all fire is extinguished or their shutdown is required for overhaul operations.

Overhaul

- The purpose of overhaul is to make sure the fire is completely out.
- Overhaul operations must be properly coordinated with fire investigation efforts.
- Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gasses and verified with atmospheric monitoring devices.
- When available, a fresh crew should perform overhaul.
- Particular attention should be given to hidden areas during overhaul.
- During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.
- Atmospheric air monitoring should be conducted throughout overhaul operations.

Ventilation

- Based upon the situation, ventilation may need to occur anytime during the operation.
- Ventilation shall be employed to:
 - Channel heat, smoke and flames from potential victims.
 - To prevent backdraft and flashover.
 - To remove heat and smoke from the building so to reduce property damage.
 - To allow the interior of the structure to be more tenable and safer for firefighting operations.

Salvage

- Salvage may need to begin at various points during a fire operation.
- Salvage is those operations required to safeguard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
- Salvage should include:
 - The use of salvage covers.
 - Removing water from the structure.
 - Removing furniture and personal belongings to a safe location.
 - Debris removal.
 - Removal of valuables from debris.
 - Covering openings to keep weather out and to secure the building.
- All members are expected to perform in a manner that continually reduces loss during fire operations.

Utility Control

- Utilities should be shut down and brought under control to ensure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.

- At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
 - If the electric company is not available in time, fire personnel may shutdown the power via circuit breakers.
- If necessary, shut down gas lines at the meter and have the Gas Department notified.
 - Meters that have been shut off by fire department personnel should be properly locked.
- If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.
- Members who participate in the removal of a civilian from hazardous conditions or immediate threat at a structure fire shall collectively complete a Firefighter Rescue Survey at www.FirefighterRescueSurvey.com within 7 days of the incident.

Valley Fire & Rescue

Wildfire SOG

Response

All members responding to a wildfire shall be trained to the level of firefighter 1, or basic wildfire suppression, or higher.

Arrival on Scene

- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the structure when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- The Driver/Operator will park the apparatus in a safe, accessible location pointing away from the fire with the windows closed and the keys in the ignition
- Consider evacuations of citizens

Scene Safety

- All personnel should know the location and direction of the fire travel
- Escape Plans shall be known to all fire personnel
- Be cautious for Spot fires
- Be cautious for Flare-ups
- Be aware of wind direction and velocity
- Be aware of topography
- Monitor crews for exhaustion
- Be aware of down wires, electric fences, etc.
- Be aware of equipment and personnel working above or around teams

Incident Actions

- Base all actions and strategy on current and expected fire behavior
- Establish staging area for additional arriving apparatus and personnel
- Life safety and structural protection take priority over extinguishment of forest, brush, or ground cover
- If offensive attack is indicated, the head of the fire is to be attacked first. If that is not possible, the flanks should be attacked while working toward the head of the fire.
- If the fire is large and fast moving, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by creating a fire line a distance ahead of the fire to halt the progress of the fire.
- Different methods of attack may be used simultaneously according to the situation
- Teams assigned to structural protection must keep hose lines flexible enough to be able to quickly break away in the event of being over run
- Collaborate with the DNR, County Officials, and specialists/technicians as needed
- Communications and accountability of all incident personnel shall be maintained at all times.

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Rehab SOG

Response

All auxiliary or non-firefighting members may respond to an incident for the purpose of providing rehab.

Arrival on Scene

- Upon arrival all personnel shall check in with the IC
- All personnel assigned to rehab shall operate under the Rehab Officer
- The Rehabilitation Officer shall ensure that the rehabilitation area is safe, secure, and properly marked

Scene Safety

- The Rehabilitation Officer shall monitor the conditions of all personnel in the rehabilitation area, including vital signs, hydration status, and general well-being
- Non-firefighting personnel are to remain in the cold zone at all times

Incident Actions

- Personnel shall establish and maintain a system to track the entry and exit of all personnel from the rehabilitation area
- Personnel shall provide appropriate hydration, nourishment, and medical care to personnel in the rehabilitation area as needed
- Personnel shall coordinate with Incident Command to ensure that all personnel receive appropriate rest and rehabilitation before leaving

Valley Fire & Rescue

Rapid Intervention Team SOG

Definitions

Rapid Intervention Team (RIT): A specifically designated team assigned to provide personnel for the rescue of members operating at emergency incidents if the need arises.

Qualified Firefighter: Any individual possessing a minimum of a West Virginia Firefighter 1 Certification and has completed the training requirements as established by the Department.

Establishing RIT

- A Rapid Intervention Team (a minimum of 2 qualified firefighters) will be established when operations are being performed in an IDLH atmosphere as soon as is practicable.
- The establishment of a RIT is the responsibility of the Incident Commander and preferably will consist of more than the minimum of two members. The decision will be based on the following:
 - Incident type.
 - Building construction.
 - Size of building.
 - Number of personnel operating within the IDLH atmosphere.

*Note: These are not meant to be limiting factors when establishing the RIT.
- If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of Rapid Intervention Teams so that the rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.
- Due to the highly stressful and sometimes technical nature of incidents involving the rescue of emergency personnel, it is preferable that the RIT members be some of the more experienced and highly trained members.
- The incident commander will appoint a team leader after establishing the RIT. The Rapid Intervention Team leader reports directly to the Incident Commander throughout the incident, until deployed.

RIT Responsibilities

- Immediately after being established the RIT leader will perform their incident evaluation/size-up. The purpose of this is to assess the following:
 - Construction type of the building.
 - Building size (large structures may require more than one RIT).

- Structural integrity.
 - Access/egress points.
- Upon completion of their evaluation, the RIT leader may make recommendations to the incident commander concerning deployment of the RIT (i.e., laddering the building, the need of more than one team, etc.)
- Organize/procure the appropriate equipment necessary to affect a rescue of a lost, trapped, or disoriented member. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following:
 - A complete SCBA (regulator, face piece, air cylinder and frame).
 - Lifeline
 - Forcible entry, cutting and breaking tools.
 - Appropriate lighting.
 - Portable radio.
 - Small hand tools (pliers, wire cutters...)
 - Any other equipment deemed necessary by the IC or RIT leader

*Note: these are only the minimum equipment that will be needed and should not be a limiting factor in selecting the equipment for use.
- When deployed, the members of the RIT are to operate as a unit and report directly to the team leader. The assignment of the RIT is to locate, rescue and remove lost, trapped, or disoriented firefighters, using any means necessary.
- At no time during the incident should members of the RIT be assigned other fire ground tasks, unless the members can either be replaced or the alternate task does not interfere with deployment of the team. This is particularly important, as the task of the RIT is critical.
- Throughout the rescue effort the RIT will provide updates to the Incident Commander.
- As appropriate, the Incident Commander shall assign personnel to assist the RIT with the rescue effort. The Incident Commander shall also provide personnel to establish a second RIT when the original RIT has been deployed as, unfortunately, these members may also find themselves in need of being rescued.

Valley Fire & Rescue

Motor Vehicle Accident SOG

Response

Members responding to a motor vehicle accident shall be trained to the level of firefighter 2 or Vehicle Extrication Operations or higher. Members responding for hazardous materials response only must have Hazardous Materials Operations or higher. Members responding for traffic control only must have Traffic Incident Management. All responses will be treated as **entrapment** unless entrapment is **confirmed “NO entrapment” present** by Incident Command, EMS, Dispatch, or Law Enforcement.

Arrival on Scene

- The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during rescue and operational activities
- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the scene when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- The member in command will request additional resources as needed (EMS, Hazmat, Towing)

Scene Safety

- Ensure that unauthorized/untrained personnel do not enter the hazardous area
- Wear High Visibility PPE and other safety measures for Traffic Hazards
- Ensure members who perform auto extrication have appropriate PPE (long pants, long sleeves, eye protection, etc.)
- All Vehicles shall be disabled (shut off, wheels chocked, etc.)

Incident Actions

- Command will assign teams as needed for:
 - Fire and Hazard Control
 - Extrication
 - Patient Care
 - Landing Zone
 - Traffic Control
- Extrication shall be performed rapidly with a goal of having the patient out of the vehicle within 20 minutes of arrival on scene.
- All measures possible shall be taken to protect all patients and providers during extrication operations.
- Fire suppression should be considered by the IC, a fire extinguisher, at a minimum shall be staged on every incident.
- No person shall perform Patient Care that is not trained to do so.

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus, if necessary.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Confined Space SOG

Definitions

Confined space: A confined space is any area or vessel, which meets all 3 of the following:

1. Is large enough and so configured that an employee can enter and perform work
2. Has limited means of entry or exit
3. Is not designed for continuous occupancy

Permit required confined space: A permit required confined space is defined as a confined space

which has one or more of the following:

1. Contains or has a potential to contain a hazardous atmosphere
2. Contains a material with potential for engulfment
3. Is so structured that an entrant could become trapped or asphyxiated
4. Contains any other recognized serious safety or health hazard – i.e., moving parts, noise

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or

after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be

alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Confined space rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. Examples of possible confined spaces includes tunnels, sewers, tanks, process vessels, manholes, storm drains, furnaces, silos, and industrial spaces.

The Valley Fire & Rescue functions at the AWARENESS level. Therefore, it is the policy of the Valley Fire & Rescue that personnel SHALL NOT enter into a confined space. Entry is considered to have occurred as soon as any part of an entrant's body breaks the plane of an opening into the space.

Examples of activities and functions appropriate at the AWARENESS level include:

- Recognition of a confined space incident
- Recognition of confined space hazards
- Performing a non-entry retrieval
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

Response

All members who respond to initiate confined space operations must have Confined Space Awareness or higher.

Arrival On Scene

- The first-in unit should position the apparatus appropriately
- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the scene when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- Considerations for initial size-up Including:
 - Secure any witnesses
 - Obtain the confined space entry permit and any other available information
 - Location, number, condition of victims, and length of time in confined space
 - Utility and other scene hazards – i.e., hazardous materials, low oxygen levels
 - Type of work being performed in the confined space
 - Type of PPE being used by victim(s)
 - Determination of rescue or recovery mode
 - Determination of additional resources needed

Scene Safety

- Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- Ensure that unauthorized/untrained personnel do not enter the confined space
- Confirm or implement lock out/tag out

Incident Actions

- If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area
- Attempt to establish contact with victim(s)
- Establish atmospheric monitoring
- Establish ventilation of confined space after atmospheric monitoring
- If safe to do so and if it can be accomplished from outside the confined space, shutdown non-essential equipment that is located within the confined space
- Establish staging area for additional arriving apparatus and personnel

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Trench Rescue SOG

Definitions

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or

after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be

alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Trench: An excavation in which the depth is greater than the width and is less than 15 feet wide.

Trench rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources.

Valley Fire & Rescue functions at the AWARENESS level. Therefore, it is the policy of the Valley Fire & Rescue that personnel SHALL NOT enter into an unsafe trench or excavation.

Examples of activities and functions appropriate at this level include:

- Recognition of a trench collapse incident
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control

Response

All members responding to a trench rescue shall be trained to the level of trench rescue awareness or higher.

Arrival on Scene

- The first-in unit should position the apparatus a minimum of 50' from the location of the trench collapse. Additional arriving units should initially stage a minimum of 150' from the location.
- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of

- rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the scene when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- Considerations for initial size-up:
 - Secure any witnesses
 - Location, number, condition of victims and how long buried
 - Depth of trench
 - Utility and other scene hazards
 - Determination of rescue or recovery mode
 - Determination of additional resources needed

Scene safety

- Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
 - Hot – 0-100' from trench
 - Warm – 100-500' from trench
 - Cold – 500' and further from trench
- Secure and/or shut down machinery and traffic within 300' of trench
- Implement lock out/tag out
- Place ground pads within 4 feet of trench

Incident Actions

- If victim is partially buried, lower lifeline and instruct victim to tie around themselves
- If indicated, lower ladder into trench - for victim self-rescue only
- If victim is buried, mark last known location using dry chemical extinguisher
- Establish atmospheric monitoring
- Establish ventilation of trench (if necessary)
- Relocate any soil piles to be a minimum of 2 feet from trench
- Establish staging area for additional arriving apparatus and personnel

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Rope Rescue SOG

Rope rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources.

Response

All responding members must be trained to the level of Rope Rescue Operations or higher. Members who act as rescuers should be an EMR or higher.

The initial response team will include a minimum of four personnel, including a team leader (technician), a safety officer, and two rescuers. Personnel from the facility may be utilized to reach the required personnel for rescue. If the minimum team is not available mutual aid shall be requested.

Arrival on Scene

- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the scene when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- Additional personnel and equipment will be requested as necessary based on the severity of the incident and the number of victims and the number of rescuers
- The safety officer will assess the scene for any potential hazards and establish a safety perimeter
- The rescuers will assess the victim(s) and begin to formulate a plan for rescue
- The team leader will establish communication with any other agencies on the scene and provide them with a briefing on the situation

Scene safety

- The safety officer will be responsible for maintaining a safe working environment for all personnel on the scene
- All personnel will be equipped with appropriate personal protective equipment (PPE) and rescue equipment

- All personnel within 8 feet of an edge shall be secured to prevent a fall
- A safety backup system will be utilized during all rope rescue operations
- A minimum of two rescuers will be required for all rope rescue operations

Incident Actions

- Establish staging area for additional arriving apparatus and personnel
- The team leader will develop and implement an incident action plan (IAP) based on the situation and available resources.
- The IAP will include a rescue plan, evacuation plan, and a backup plan in case of equipment failure.
- The rescuers will work as a team to execute the rescue plan, with the safety officer monitoring the safety of all personnel on the scene.

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Landing Zone SOG

Response

All members responding to a landing zone shall be trained to the level of Traffic Incident Management higher. Members should also have attended Healthnet Landing Zone Safety.

Arrival on Scene

- Site selection should be as close as possible to the incident scene or location selected by EMS personnel
- The site should be a minimum of 50 foot by 50 foot, but preferably 100 feet by 100 feet
- The member in command shall ensure there are no hazards to the helicopter (i.e., power lines, buildings, trees, etc.)
- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the scene when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.

Scene Safety

- Ensure that unauthorized/untrained personnel do not enter the hazardous area
- Traffic Hazards shall be accounted for in all plans
- Small debris shall be removed from the landing zone area by personnel
- Nearby power lines shall be marked by placing apparatus or vehicle under the lines, facing the direction the lines are running
- Secure all loose items to prevent them flying into the rotor blades

Incident Actions

- Crew shall mark the corners of the Helicopter Landing Zone with cones for daylight and

- flashing landing lights for limited visibility operations
- If flashing landing lights are not available, 3 flashlights may be utilized facing inward and shined down at the ground
 - Additional firefighters will do as instructed by the officer
 - IC or designee shall give helicopter crew a description of landing zone conditions and potential hazards (trees, powerlines, light poles etc. near the landing zone or approach) via radio
 - Upon helicopter approach to the landing zone, all personnel shall position themselves in a manner to protect themselves from flying debris
 - Fire suppression should be considered by the IC
 - If approaching the helicopter: Wait for the crew to direct any approach toward the helicopter
 - Establish eye contact with the pilot before approaching
 - Only approach the helicopter from the front or sides
 - Approach in a crouch
 - Stay away from the tail rotor
 - Do not touch the helicopter without permission from the crew
 - Upon departure all personnel shall position themselves in a manner to protect themselves from flying debris.

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Water Rescue SOG

Definitions

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Water rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources.

Valley Fire & Rescue functions at the AWARENESS level. Therefore, it is the policy of the Valley Fire & Rescue that personnel SHALL NOT enter into an unsafe water way or water body.

Cabell County DIRT team should be immediately requested to conduct any water rescue operations.

Examples of activities and functions appropriate at this level include:

- Recognition of a water rescue incident
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control

Response

All members who respond to initiate water rescue operations must have Swift Water Rescue Awareness or higher.

Arrival on Scene

- The first-in unit should position the apparatus a minimum of 50' from the location of the water body. Additional arriving units should initially stage far enough away that operational and technical rescue crews have access to the scene.
- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of

rank, position, or the known or unknown response status of officers or chiefs.

- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the scene when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- Considerations for initial size-up including:
 - Secure any witnesses
 - Location, number, condition of victims and how long in the water
 - Utility and other scene hazards
 - Determination of rescue or recovery mode
 - Determination of resources needed in addition to the DIRT team

Scene safety

- Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
 - Hot – 0-10' from water
 - Warm – 10-25' from water
 - Cold – 25' and further from water
- No Valley Fire & Rescue personnel shall enter the hot zone without wearing an appropriate PFD.

Incident Actions

- If water is flowing, establish a downstream location where the victim can be caught.
- If possible, utilize a rope throw bag to rescue the victim.
- Establish staging area for additional arriving apparatus and personnel
- Assist the water rescue team as instructed.

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Anyone exposed to hazardous materials, carcinogens, or were in the water shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Lock-out Tag-out SOG

This policy is intended to provide specific practices and procedures to safeguard personnel from equipment becoming unexpectedly energized, the start-up of machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.

Personnel can be seriously or fatally injured if machinery or equipment they are working within becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.

Situations requiring device lock-out:

- When a device or piece of equipment is not operating in its designed capacity and could injure any employee who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.
- When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.
- When the department responds to an emergency scene where employees are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.

Emergency Incident Procedure:

This requires that designated fire department personnel (company officers, chiefs, etc.) work with facility personnel to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department personnel install lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated.

Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader shall retrieve the lock-out/tag-out equipment. The Officer in Charge must work closely with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

- All energy sources to the machinery or equipment have been de-energized.
- The Officer in Charge places fire department lock-out/tag-out equipment to secure energy sources. Verify that all energy sources have been secured.

- The Officer in Charge holds the keys and controls the fire department's lock-out/tag-out equipment.
- Once fire department operations have been completed, remove the fire department's lock-out/tag-out equipment and turn the machinery or equipment back over to facility personnel.

Non-Emergency/Servicing/Maintenance Procedure:

- Notify all affected personnel that servicing, or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- The authorized person shall refer to the manufacturer's procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- Lock out the energy isolating device(s) with assigned individual lock(s).
- Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
- Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
- The machine or equipment is now locked out.

Restoring Equipment to Service:

- Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- Verify that the controls are in neutral.
- Remove the lockout devices and reenergize the machine or equipment. The removal of some forms of blocking may require repowering of the machine before safe removal.
- Notify affected personnel that the operation is completed, and the machine or equipment is ready for use.

Keeping Equipment Out of Service:

If equipment is deemed unsafe the equipment shall remain in the off position. The equipment shall be secured with tie wraps and a tag stating that the equipment should remain out of service until serviced by authorized personnel.

Authority

The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the event that this individual has left the immediate area, the Officer in Charge may authorize the removal of the locking device or tag, however only before:

- A. Making a valid attempt to contact the individual who originally locked out the device.
- B. If that person cannot be reached, the Officer in Charge must ensure that all tools have been removed, all guards have been replaced and all personnel are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service. In the event that a lockout, tag-out situation occurs during normal operations (not at the scene of an emergency), the Chief of the Department or Safety Officer will fill the Officer in Charge's role described above.

Training:

Employees not authorized to perform LOTO procedures are referred to as "affected" employees. All affected employees shall be instructed in the purpose and use of the LOTO procedure.

Instruction for affected employees will also include the prohibition of:

- Attempts to restart or re-energize machines or equipment that have been locked/tagged out by an authorized employee
- The use or removal of LOTO equipment by non-authorized employees

Valley Fire & Rescue

HazMat Response SOG

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

Definitions

- Emergency Response Guide – (ERG) book or smartphone application utilized for identification of hazardous materials and providing critical information on first aid, fire extinguishment and evacuation distances
- Guideline - a general rule, principle, outline of a policy
- Hazardous Materials – (HAZMAT) materials that pose a health hazard, life threat or environmental danger if not mitigated
- Member – any volunteer, staff, and auxiliary personnel affiliated with the department
- Parts Per Million – (ppm) number of units of mass of a contaminant per million units of total mass of a substance, typically used in measuring contaminants in air samples
- Shall - indicates a mandatory requirement

Response

All members responding to a hazardous materials incident shall be trained to the level of Hazmat Operations or higher per 29CFR1910.120(q)(6)(ii). All personnel shall have completed annual refresher training within the last calendar year to respond.

Response call types may include:

- Motor Vehicle Accident
- Carbon Monoxide Alarm activation
- Unknown Odors
- Liquid Propane or Natural Gas leaks
- Vehicle Fires
- Chemical Releases
- Train incidents
- Structure Fires

Arrival on Scene

- Drivers shall attempt to approach the incident from a safe direction (uphill, up wind, etc.)
- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of

- rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the scene when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- If the Incident Commander determines that the situation requires a Hazardous Materials Technician response, they will request a HAZMAT or Regional Response Team
- The Incident Commander shall advise all other units to stage at a safe location until instructed to take a specific action

Scene Safety

- There are three Control Zones for a hazardous materials incident:
 - Hot Zone - which is the area immediately surrounding the hazardous material or release.
 - Warm Zone - is the area surrounding the Hot Zone, typically where decontamination occurs and located between the Hot Zone and Cold Zone
 - Cold Zone - is the contamination free area surrounding the Warm Zone where emergency operations are coordinated and conducted
- Atmospheric monitoring should be utilized in maintaining the boundaries for the Hot Zone. The following levels will be used:
 - Oxygen levels below 19.5% or above 23.5%
 - Hydrogen Sulfide levels of 10 ppm or greater
 - Carbon Monoxide levels of 35 ppm or greater
 - Distances established by the ERG or SDS
- Safety Officer shall be established as soon as practical
- The IC shall ensure the "2 in 2 out" rule is in place when entry is made into a hazardous or potentially hazardous environment

Incident Actions

- Operations personnel may perform:
 - Identification of potential hazards (Emergency Response Guide, gas monitor, etc.)
 - Identification of action options (evacuation, request HAZMAT or Regional Response Team, containment, etc.)
 - Implementation of action plan (foam fire streams, diking, damming, etc.)
 - Performing emergency decontamination
 - Assisting Hazardous Materials Technician operations

- Donning, doffing personal protective equipment
- Decontamination (mass and technical decontamination)
- Evidence gathering and sampling operations
- Product control (diking, damming, ventilation, absorption, etc.)
- Victim rescue and recovery operations
- Safety for Hazardous Materials Technicians/Specialists
- The Incident Commander shall reference the Emergency Response Guide and/or ChemTrec while developing the action plan.
- The Incident Action Plan (IAP) shall be in writing
- All incident action plans shall provide for:
 - Safety of Emergency Responders and residents
 - Evacuation of the endangered area, if necessary
 - Incident stabilization
 - Control or containment of the hazardous materials
 - Mitigation of the hazardous materials
- All personnel entering the warm or hot zone shall don the appropriate PPE as directed by the Safety Officer or Hazardous Materials Technician
- Hazardous Materials Technicians shall conduct any offensive operations
- Hazardous Materials Technicians may recruit Operations level personnel to act as a safety/buddy while they enter the hot zone
- Decontamination shall be established before any personnel enter the hot zone
- All persons exiting the hot zone (responder or general public) shall be decontaminated
- All attempts shall be made to ensure a safe environment before clearing the scene

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Carbon Monoxide Investigation SOG

Carbon Monoxide (CO) is a colorless and odorless gas, produced as a by-product of combustion. Common household sources of CO include, but are not limited to furnaces, stoves, hot water heaters, and automobiles. CO is lighter than air and therefore may be found at higher elevations within a structure. CO is an asphyxiant to humans. Excessive levels of CO over a prolonged period of time can cause flu-like symptoms, convulsions, unconsciousness, or death in humans.

Response

All members responding to a carbon monoxide investigation shall be trained to the level of Hazmat Operations or higher per 29CFR1910.120(q)(6)(ii). All personnel shall have completed annual refresher training within the last calendar year to respond.

Arrival on Scene

- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or chiefs.
- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the scene when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- The member in charge will request additional resources as needed (EMS, Flight, Hazmat, Towing)

Scene Safety

- The incident command system and the accountability system shall be utilized.
- All personnel operating at this type of incident shall wear full PPE including SCBA until levels are proven safe
- SCBA masks shall be donned in the hazardous atmosphere if CO levels exceed 35 PPM
- The IC shall ensure the "2 in 2 out" rule is in place when entry is made into a hazardous or potentially hazardous environment

Incident Actions

- All occupants shall vacate the structure until the fire department completes an investigation
- Ensure the occupants are interviewed to determine if they are experiencing any symptoms of CO poisoning, and if so, ensure EMS is dispatched to the scene
- Ensure investigation team turns gas monitor on and allows it to "zero" in fresh air
- Follow manufacturer's recommendations for operation of gas monitors
- The structure should not be ventilated until the investigation is complete, unless a rescue is necessary. Ensure investigation team measures and records CO levels in all rooms and at all recognized sources of combustion
- Air monitor findings:
 - Less than 10 PPM
 - Notify the occupant(s) that the level of CO detected by the fire department's meter DID NOT EXCEED NORMAL LIMITS.
 - Advise occupant(s) to have CO alarm checked following the manufacturer's recommendations and/or replaced.
 - Advise the occupant(s) to call 9-1-1 should the detector activate again.
 - 10 PPM to 35 PPM
 - Notify the occupant(s) that the level of CO detected by our meter is POTENTIALLY DANGEROUS.
 - Attempt to identify the source of the CO.
 - If the source is a found request the appropriate service company to respond
 - Shut off the source and direct occupant(s) to not turn it on until it is inspected by the appropriate service company
 - If the source is not found, shut off the gas to the structure and notify the appropriate service company to respond
 - Advise the occupant(s) to call 9-1-1 should the detector activate again
 - 35 PPM or Greater
 - Notify the occupant(s) the level of CO detected by our meter is above the NIOSH threshold and could become POTENTIALLY LETHAL
 - Have EMS respond for a formal medical evaluation of the occupant(s)
 - Request the appropriate service company to respond
 - Shut off the source and direct occupant(s) to not turn it on until it is inspected by the appropriate service company
 - Ventilate the structure
 - Take and record a second set of CO level readings
 - If the CO levels are within the NORMAL LIMITS, the structure may be re-occupied
 - Advise the occupant(s) to call 9-1-1 should the detector activate again
- Ensure all air monitor findings are included in the written report

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Air Monitoring SOG

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

Definitions

- Emergency Response Guide – (ERG) book or smartphone application utilized for identification of hazardous materials and providing critical information on first aid, fire extinguishment and evacuation distances
- Guideline - a general rule, principle, outline of a policy
- Hazardous Materials – (HAZMAT) materials that pose a health hazard, life threat or environmental danger if not mitigated
- Member – any volunteer, staff, and auxiliary personnel affiliated with the department
- Parts Per Million – (ppm) number of units of mass of a contaminant per million units of total mass of a substance, typically used in measuring contaminants in air samples
- Shall - indicates a mandatory requirement

Response

All members responding to a hazardous materials incident shall be trained to the level of Hazmat Operations or higher per 29CFR1910.120(q)(6)(ii). All personnel shall have completed annual refresher training within the last calendar year to respond.

Response call types may include:

- Motor Vehicle Accident
- Carbon Monoxide Alarm activation
- Unknown Odors
- Liquid Propane or Natural Gas leaks
- Vehicle Fires
- Chemical Releases
- Train incidents
- Structure Fires

Arrival on Scene

- The first arriving unit or qualified member on scene shall establish Incident Command and provide an initial scene size-up via radio.
- Incident Command shall be established by the first arriving qualified member regardless of rank, position, or the known or unknown response status of officers or

chiefs.

- The member establishing Incident Command shall maintain command until it is formally transferred and verbally accepted by another qualified firefighter or officer.
- The member in command shall complete a 360-degree assessment of the scene when conditions and staffing allow, or shall clearly communicate the reason for deferring the 360 and when it will be completed.
- The member in command shall ensure appropriate radio communications and tactical channels are established and coordinated.
- Failure or refusal to establish command, provide a size-up, or perform required initial command functions constitutes a violation of department policy and may result in corrective or disciplinary action.
- The air monitoring team or 4 gas monitor team shall assess the situation and determine the appropriate locations for air monitoring using a 4-gas monitor
- The air monitoring team or 4 gas monitor team shall establish a safe work zone around the monitoring locations to prevent unauthorized personnel from entering the area.

Scene Safety

- The air monitoring team shall wear the appropriate personal protective equipment (PPE) for the identified hazards
- The air monitoring team shall continually monitor the air for hazardous conditions and report any changes to the incident commander
- Atmospheric monitoring should be utilized in maintaining the boundaries for the Hot Zone. The following levels will be used:
 - Oxygen levels below 19.5% or above 23.5%
 - Hydrogen Sulfide levels of 10 ppm or greater
 - Carbon Monoxide levels of 35 ppm or greater
 - Distances established by the ERG or SDS
- Safety Officer shall be established as soon as practical
- The IC shall ensure the "2 in 2 out" rule is in place when entry is made into a hazardous or potentially hazardous environment

How to Use the Monitor

- Prior to each use, the 4-gas monitor shall be turned on and allowed to warm up for a minimum of 60 seconds
- The 4-gas monitor shall be calibrated and tested in accordance with the manufacturer's instructions prior to each use
- The 4-gas monitor shall be worn in a manner that allows the user to continuously monitor the air
- If the 4 gas monitor alarm sounds, personnel shall immediately evacuate the area and report the incident to the incident commander

Bump Testing and Calibration

- The 4-gas monitor shall be bump tested prior to each use in accordance with the

manufacturer's instructions

- The 4-gas monitor shall be calibrated at least once every six months or more frequently as recommended by the manufacturer
- The results of bump testing and calibration shall be recorded and kept on file

Incident Actions

- All personnel entering the warm or hot zone shall don the appropriate PPE as directed by the Safety Officer or Hazardous Materials Technician
- The air monitoring team or 4 gas monitor team shall continually monitor the air using a 4-gas monitor throughout the incident.
- The air monitoring team or 4 gas monitor team shall communicate the air monitoring results to the incident commander and other personnel as necessary.
- The air monitoring team or 4 gas monitor team shall provide guidance to the incident commander on appropriate actions based on the air monitoring results.
- The air monitoring team or 4 gas monitor team shall document all air monitoring results and provide a report to the incident commander
- All attempts shall be made to ensure a safe environment before clearing the scene

Air Contaminant Level Information

- The 4-gas monitor shall be configured to detect and measure the following four gases: oxygen (O₂), combustible gasses (LEL), carbon monoxide (CO), and hydrogen sulfide (H₂S).
- The following air contaminant levels shall be used as a guideline for determining the need for evacuation or other protective measures:
 - Oxygen (O₂): 19.5% to 23.5%
 - Combustible Gasses (LEL): 0-10% Lower Explosive Limit (LEL)
 - Carbon Monoxide (CO): 35 parts per million (ppm) for long-term exposure or 200 ppm for short-term exposure
 - Hydrogen Sulfide (H₂S): 10 ppm for long-term exposure or 100 ppm for short-term exposure
- If the 4-gas monitor detects air contaminant levels above the guidelines mentioned above, personnel shall immediately evacuate the area and report the incident to the incident commander
- If air contaminant levels are below the guidelines mentioned above, the air monitoring team shall continually monitor the air to ensure that the levels remain below the guidelines

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Decontamination SOG

To support our mission, we must meet the legal requirements outlined by the West Virginia Fire Commission, West Virginia Legislature, and United States Code of Federal Regulations.

Definitions

- Emergency Response Guide – (ERG) book or smartphone application utilized for identification of hazardous materials and providing critical information on first aid, fire extinguishment and evacuation distances
- Guideline - a general rule, principle, outline of a policy
- Hazardous Materials – (HAZMAT) materials that pose a health hazard, life threat or environmental danger if not mitigated
- Member – any volunteer, staff, and auxiliary personnel affiliated with the department
- Parts Per Million – (ppm) number of units of mass of a contaminant per million units of total mass of a substance, typically used in measuring contaminants in air samples
- Shall - indicates a mandatory requirement

Response

All members responding to a hazardous materials incident shall be trained to the level of Hazmat Operations or higher per 29CFR1910.120(q)(6)(ii). All personnel shall have completed annual refresher training within the last calendar year to respond.

Response call types may include:

- Motor Vehicle Accident
- Carbon Monoxide Alarm activation
- Unknown Odors
- Liquid Propane or Natural Gas leaks
- Vehicle Fires
- Chemical Releases
- Train incidents
- Structure Fires

Arrival on Scene

- The IC shall assess the situation and determine the appropriate decontamination method based on the type and amount of hazardous material involved

- Hazardous Materials Technicians or Specialists may assist with this decision
- IC shall also establish a decontamination corridor and ensure that it is clearly marked and easily accessible
- IC shall set up decontamination equipment, including water supply, decontamination showers, and collection pools

Scene Safety

- The IC shall ensure the "2 in 2 out" rule is in place when entry is made into a hazardous or potentially hazardous environment
- All responders shall wear appropriate personal protective equipment (PPE) of the same level or one level lower of the entry team during the decontamination process
- All water utilized after emergency decon shall be collected and disposed of per EPA and DEP regulations

Incident Actions

- Emergency Decon:
 - Personnel shall use emergency decon for victims who are critically injured and cannot wait for mass decon
 - Personnel shall use clean water or a dry absorbent to remove the hazardous material from the skin and clothing of victims
- Mass Decon:
 - Personnel shall use mass decon for large numbers of people who have been exposed to a hazardous material
 - Personnel shall use decontamination showers to remove the hazardous material from the skin and clothing of victims
- Technical Decon:
 - Personnel shall use technical decon for victims who have been exposed to hazardous materials that require specialized decontamination procedures. Personnel shall use specialized equipment and techniques to decontaminate victims
 - The following are some examples of hazardous materials that may require technical decontamination:
 - Radioactive materials
 - Chemical warfare agents
 - Biological agents
 - Hazardous drugs
 - Toxic metals
 - The decontamination process may also involve the use of decontamination solutions, such as decontamination powders, foams, or soap
 - The goal of technical decon is to remove or neutralize the hazardous material from the victim's body and clothing
- Dry Decon:
 - Personnel shall use dry decon for victims who have been exposed to hazardous materials that are not water-soluble

- Personnel may use absorbent materials to remove the hazardous material from the skin and clothing of victims
- Personnel may use Positive Pressure Ventilation fans to blow gasses off of and away from victims or responders
- Dry decon is less invasive than wet decon and is less likely to cause secondary contamination
- Dry decon may not be as effective as wet decon in removing certain types of hazardous materials
- Hybrid Decon:
 - Personnel shall use hybrid decon for victims who have been exposed to hazardous materials that require a combination of decontamination methods.
 - Personnel shall use a combination of water, absorbent materials, and specialized equipment and techniques to decontaminate victims
- After decontamination all victims or responder must be checked for the presence of hazardous materials
- All victims or responders must be sent to shower immediately after decon
- ChemTrec may be utilized for specific information on selecting the appropriate decon method

Post Incident

Clean-up

- Ensure all equipment is cleaned.
- Ensure equipment is accounted for and placed back in its proper location.
- Decontaminate contaminated PPE.

Return to Station

- Wash soiled PPE as necessary.
- Refill tank water, if necessary.
- Replace any supplies that were used, notify Officer if items are low stock or out of stock.
- Replace soiled hose with clean, properly pack on apparatus, if necessary.
- Anyone exposed to hazardous materials, carcinogens, or utilized breathing apparatus shower as soon as possible.
- Ensure Officer in Charge completes report within 24 hours.

Valley Fire & Rescue

Unmanned Aircraft Systems SOG

It is the policy of Valley Fire & Rescue that duly trained and authorized personnel may deploy small, unmanned aircraft systems (SUAS) when such use is appropriate in the performance of their official duties. This technology will be utilized where its deployment, its use, and the collection and use of any audio/video recordings or other data originating from or generated by the SUAS comply with the policy provisions provided herein and applicable law.

Valley Fire & Rescue SUAS will be used to provide aerial support for the organization's investigative, tactical, and administrative needs at specific incidents or events with defined perimeters where this technology may be suitable. All operation of the Department's SUAS will be conducted in such a manner that no infringement occurs upon the statutory and/or constitutional rights of any individual. This policy is intended to provide personnel who are assigned responsibilities associated with the deployment and use of SUAS with instructions on when and how this technology and the information it provides may be used for public safety purposes in accordance with Federal Law, State Law, Federal Aviation Regulations and Valley Fire & Rescue Policies and Directives.

Definitions-

- SUAS- small, unmanned aircraft system.
- Chief Pilot- pilot in charge of administration of the drone program.
- RPIC- remote pilot in command. Pilot in charge of the SUAS for a specific mission.
- RPIC-IT- Remote Pilot in command in training.
- VO- Visual observer. Maintains line of sight with the SUAS and communications with the RPIC.
- FAR Part 107- Federal Aviation Regulations part 107 pertaining to the use of SUAS.
- FAA- Federal Aviation Administration.
- SGI- Special Government Interest- a waiver to operate SUAS outside of normal limitations.
- RTH- Return-to-Home.
- GPS- Global positioning system.
- ATTI- Attitude mode.

- VLOS- Visual line of sight.

Use of Small Aircraft Systems

All deployments of the SUAS must be in accordance with the mission and objectives of the SUAS program as defined below.

Valley Fire & Rescue has adopted the use of SUAS to provide an aerial visual perspective in responding to emergency situations and in exigent circumstances and certain investigative purposes for the following objectives.

- Situational Awareness- to assist decision makers in emergency situations.
- Search and rescue- to assist in missing person investigations, AMBER alerts, SILVER alerts and other rescue missions.
- Training- to train personnel in the safe operations and use of SUAS.
- Firefighting- to assist fire dept personnel in firefighting operations, locating hot spots, located trapped individuals or other actions as necessary to save life and property.
- Other missions- other missions as deemed appropriate by the Chief Pilot and/or Fire Chief.

Training

Visual Observer

- Aids the pilot.
- Maintain visual line of sight.
- Monitor the airspace.
- Scan for obstacles.
- Provide situational awareness.
- Communicate with the pilot.
- Assist with navigation and emergencies.
- Enhance safety.
- Prevent distractions.

Visual observer training requirements

- VO core knowledge
- Understand FAA 107.33 and VO responsibilities.

- Training on
- Maintaining visual line of sight (VLOS)
- Detecting and report airborne hazards.
- Observational scanning patterns and techniques.
- Clear, concise communication protocols with RPIC.
- VO Practical training
- Participate in live flight exercises serving as VO.
- Demonstrate ability to:
 - Maintain continuous VLOS on the aircraft.
 - Identify and communicate hazards (aircraft, terrain, personnel).
 - Relay operational commands effectively.
- VO Recurrency
 - Participate in at least 2 live flights per quarter in the VO role.

RPIC-IT

- Must be a member in good standing.
- Must have successfully completed initial VO training.
- RPIC-IT training and supervision.
- RPIC-IT may only operate a SUAS under the direct supervision of a qualified RPIC.
- The supervising RPIC is responsible for the safety of flight and has final authority to intervene or assume control.
- RPIC-IT must complete structured training included.
 - NIST standard test methods for SUAS (basic proficiency evaluation, open/obstructed/confined test lanes).
 - Emergency response scenario flights (night operations, search patterns, obstacle-rich environment).
 - Communication and crew resource management with VO.
- RPIC-IT operational limitations
 - RPIC-IT shall not act as a sole RPIC on an emergency mission.
 - RPIC-IT may perform operational flights for training, proficiency, or evaluation purposes only.
 - RPIC-IT may participate in emergency response flights only in a supervised capacity with a qualified RPIC designated as RPIC or as a VO.
- RPIC-IT progression to PIC status
 - Must demonstrate proficiency in all NIST SUAS test lanes with documented scoring.
 - Must log a minimum of 20 hours and 20 supervised emergency response

training scenarios.

- Must receive a satisfactory evaluation by the SUAS program coordinator or designee.
- Upon completion, the RPIC-IT may be designated as a fully qualified RPIC for department operations.

Remote Pilot in Command

- Every SUAS mission must have a designated remote pilot in command (RPIC.)
- To serve as an RPIC the operator must possess a FAR Part 107 license.
 - SUAS missions should also have a designated visual observer (VO.)
 - VO's do not have to possess a license; however, they should be familiar with drone operations.
 - The RPIC will conduct a mission briefing prior to every mission.
 - The RPIC will complete a preflight check before each mission.
 - After each mission the RPIC will complete a post-flight check and inventory of supplies.
 - The RPIC may delegate some of these tasks to the VO.
 - The VO will be responsible for maintaining line of sight with the aircraft.
 - The VO will be responsible for a secondary preflight and postflight check of the aircraft.

RPIC Training Requirements

- RPIC Certification
 - Must hold and maintain a valid FAA Part 107 Remote Pilot Certificate.
 - Must complete biannual FAA recurrent training or examination.
- RPIC Knowledge Training
 - Night operations, airspace authorization, and emergency waivers.
 - Public safety missions' profiles (search and rescue, fire ground support, disaster reconnaissance).
 - Risk management, crew resource management, and communication protocols.
- RPIC Skills and proficiency
 - Complete NIST SUAS standard test methods, including but not limited to:
 - Basic proficiency evaluation for remote Pilots.
 - Open test lane level 1-3 with each SUAS.
 - Obstructed test lane.
 - RPIC scenario-based training
 - Conduct emergency response scenarios including:

- Night operations with visual observer support.
- Obstacle-rich environments.
- Urban/structural reconnaissance.
- RPIC Recurrency
 - Minimum of 2 flight hours per quarter.
 - Annual re-evaluation using NIST test methods or equivalent.
 - Proficiency assessments.

RPIC Instructor

Eligibility :

- Hold a valid FAA Part 107 RPIC certificate in good standing.
- Be designated as a fully qualified RPIC under department policy.
- Have a minimum of 40 logged flight hours on department-approved SUAS platforms, with at least 10 hours in emergency response scenarios.
- Successfully complete documented training in instructional methods
- NFPA Instructor 1 or equivalent.

Training & certification

- Complete ASTM F3379-20 (guide for training for RPIC of SUAS used in public safety operations).
- Be proficient in NIST standard test methods for SUAS (basic proficiency evaluation, open/obstructed/ confined test lanes) and certified to administer and score these evaluations.
- Maintain familiarity with NFPA 2400, FAA regulations, and department-specific polices.
- Complete the departments instructor orientation program which includes.
 - Teaching methodology and adult learning principles.
 - Safe conduct of live-flight training events.
 - Documentation and evaluation standards for trainees.
- Responsibilities
 - Conducting classroom, simulator, and live-flight training sessions.
 - Administrating end evaluating NIST test lanes and scenario-based exercises.
 - Certifying trainee proficiency in accordance with department and ASTM standards.
 - Ensuring safety oversight during all training evolutions.

- Maintain training records, reports, and evaluation scores for each trainee.
- Recurrency and professional development
 - SUAS instructors must log a minimum of 10 instructional hours per year.
 - Must demonstrate continued RPIC flight proficiency.
 - Must complete at least one professional development activity per year such as:
 - Attendance at a recognized SUAS training course (Drone responders, FAA safety team, DHSS&T).
 - Participation in a regional or national SUAS public safety exercise.
 - Completion of FAA recurrent training or equivalent continuing education.
- Instructor renewal & oversight
 - Instructor status will be reviewed every 2 years by the SUAS program coordinator or designee.
 - Renewal requires.
 - Proof on continuing compliance with all eligibility requirements.
 - Documentation of training delivered, and evaluation completed.
 - Demonstrated adherence to department safety and instructional standards.
 - Instructors who fail to meet requirements may be placed on probationary status or removed from the instructor designation.

Chief Pilot

- The chief pilot will be responsible for administering the SUAS program to include:
 - Keeping logs and records of all missions.
 - Final approval of missions if that mission falls outside of this policy.
 - Administering the program budget to include aircraft maintenance and new pilot training/testing.
 - Coordinating Training.
 - Notifying the FAA in writing of any mishaps or accidents required under FAR Part 107.

Mission planning

- Safety will be the responsibility of all crew members when planning a SUAS mission. SUAS crew members will exercise extreme vigilance to ensure safe flight operations. Safety takes priority over all other mission objectives.

- When planning a mission, the RPIC along with the incident commander should plan how and for what purposes the drone is going to be used.
- Once the mission is planned the RPIC must determine if the mission is going to be flown under FAR Part 107 current regulations.
- The remote PIC should be familiar with the airspace in which the mission will be flown, and the weather forecast for the time of the flight.
- Airspace and weather minimums will never exceed those limitations listed under FAA regulations Part 107.
- Should the need to exceed part 107 regulations arise an SGI will need to be obtained.
- The remote PIC should get a Special Government Interest (SGI) waiver when flying inside certain airspaces, above certain altitudes, and below outlined weather minimums.
- SGI's can be obtained by calling 1-202-267-8276

Weather Minimums

- Weather Minimums are defined in the FAR Part 107 Section 6 parts 1-4.

Airspace Requirements

- Review sectional charting to determine the airspace that flight operations are being conducted and follow the FAR Regulation 107.51.

Flying Limitations

- Every RPIC should be familiar with the normal operating conditions of the drone they are flying.
- SUAS should not be flown over 400 feet AGL unless flying over an obstacle or to avoid a collision.
 - If mission planning dictates flying over 400 feet AGL an SGI must be obtained.
- SUAS should not be flown beyond visual line of sight (VLS)
 - If mission planning dictates flying beyond VLS then an SGI must be obtained.
 - SUAS should not be flown at a forward speed faster than the operator can safely control the aircraft.

Aircrew Management

- Human factors such as stress, fatigue or illness can play a role in a SUAS crew member's ability to perform their assigned duties in a safe, effective, and acceptable manner. These factors must be considered before a flight crew member may be assigned or a flight crew member may accept a mission. Generally, no SUAS flight

crew member should be assigned a duty day that exceeds 15 hours in any 24-hour period. Flight crew members should be afforded a minimum uninterrupted rest period of 8 hours during any 24-hour period.

- Each SUAS crew member is responsible for certifying their personal mental and physical fitness for accepting a mission. If any crew member feels they are unable to perform their duties as a flight crew member for any reason they should remove themselves from active flight crew status until they can perform their required duties at safe and acceptable levels.
- If any SUAS crew member is unable to perform their duties at safe and acceptable levels the Incident Commander shall be immediately notified, and a replacement SUAS flight crew member will be put in place to accomplish the mission.

Accident Procedures

- It is the responsibility of the RPIC to report an accident or mishap to the Chief Pilot as soon as possible.
- It is the responsibility of the RPIC to complete an accident/mishap form c. If the SUAS is down, it is the responsibility of the RPIC to plot the location on the map and report it to the Chief Pilot.
- It is the responsibility of the Chief Pilot to notify the FAA when/if required per FAR part 107.

Emergency Procedures

- Lost signal
 - Activate the RTH function.
 - Enable failsafe landing mode.
 - Switch to manual control mode and use VO or screen feed to manually navigate the SUAS back safely.
- Motor failure.
 - Use the SUAS telemetry data or video feed to identify affected motor.
 - Adjust flight path to avoid further damage.
 - If SUAS is still controllable, initiate a controlled descent and land safely.
 - Choose clear landing zone free of obstacles and people.
 - If SUAS is not controllable, enable emergency landing mode and notify any personnel in or around the area of the emergency.
- Battery emergencies
 - Low battery.

- Initiate the RTH and ensure your flight path is clear of obstacles and people.
- Battery overheating in flight.
- Monitor battery temperature during flight, especially in hot weather.
- Land SUAS immediately if battery overheats and allow them to cool down.
- Battery Over-Discharge.
- Avoid flying the SUAS until batteries are fully charged and mission ready.
- GPS Signal Loss.
 - If GPS signal is lost, switch to ATTI mode for manual flight.
 - Maintain situational awareness and avoid obstacles when flying in manual mode.
 - Activate the RTH or land manually once the GPS signal is restored.