

Mulvane Fire Rescue

STANDARD OPERATING GUIDELINES

Organized in 1905



"We Serve So Others May Live"

Revision Date 8/1/2014

www.MulvaneEmergencyServices.org

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: March 1, 1999

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POLICY # 99-04-0001

REVISED: October 18, 2007

SUBJECT: PURPOSE

SECTION:

- A. To establish the responsibilities and general routine of the Mulvane Fire Rescue division. Written reference in this document to fire officers will be the duly appointed officers of the Mulvane Fire Rescue. Written reference in this document to administration will be the paid personnel of the City of Mulvane, Department of Emergency Services.
- B. Establish a Chain of Command for disasters and fire emergencies. (See appendix "A")
- C. To outline in general the use of the City of Mulvane's and Fire District #12's fire fighting vehicles and equipment.
- D. Any reference to Director or Chief shall mean the Director of Public Safety.
- E. All Standard Operating Guidelines will follow and be carried out in accordance to the National Incident Management System (NIMS) and will follow NFPA standards.

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DATE: March 1, 1999

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POLICY # 99-04-0002

REVISED: August 2014

SUBJECT: ADMINISTRATION

SECTION:

- A. The City of Mulvane has established paid personnel for the purpose of Fire administration.
- B. The Director of Public Safety and the Fire Captain shall be members of the Fire District #12 Board. They along with the President of the Fire Board shall meet at least once a year to discuss Fire District #12.

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DATE: October 8, 2000

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POLICY # 99-04-0003

REVISED: August 2014

SUBJECT: ORGANIZATION

SECTION:

- A. The Fire Department shall consist of a full time paid Public Safety Director/Chief, Fire Captain and Fire Lieutenant. These Officers will report directly to the Director of Public Safety.
- B. Volunteer positions include Training/Safety Lieutenant and three (3) volunteer Fire Lieutenants/crew leaders. These officers will report directly to the Fire Captain. All appointments are indefinite until the person resigns or is replaced by the Director/Chief.
- C. Other appointed positions shall be Fire Prevention Officer(s), Training Instructor(s), Reserve Advisor(s), and committee chairpersons.
- D. The Director shall make these appointments, with the officer's approval.
- E. The Chain of Command is set up in the appendixes of these S.O.G.'s and is clearly marked. (See appendix "A")
- F. The Mulvane Fire Rescue shall respond to all fires, hazardous materials spills, vehicle accidents, and other incidents as deemed necessary. They shall also respond into Fire District #12 with the same response as contracted by the City of Mulvane. (See appendix "B")

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DATE: April 2005

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POLICY # 058-04-0001

REVISED: August 2014

SUBJECT: ORGANIZATION

SECTION: TRAINING / SAFETY
LIEUTENANT

- A. Under the supervision of the Fire Captain, the position of Training/Safety Lieutenant is an appointed position. Examples of duties are as follows:
1. Shall assist the other officers in the discharge of their duties.
 2. In the absence of the Captain, assume all his/her duties and responsibilities.
 3. Will be responsible for all aspects of Fire Division training.
 4. Will be responsible for establishing a quarterly training schedule with the help of the Captain. Training will include a minimum of 4 hours per month.
 5. Shall have access to individual training records.
 6. Shall sign his/her approval to Drivers Certification sheets.
 7. Shall be responsible for the personal protective equipment for all department members. That includes inventory, issuance, and replacement.
 8. Will provide input on purchasing and replacement of personal protective equipment.
 9. Shall be notified and responsible for accident and injury analysis reviews all fire accident and injury reports for accuracy and completeness.
- B. Shall be responsible during emergency incidents for all fire fighting personnel and performs related work and other supervising duties as required.
- C. Shall participate in rescue operations and the application of emergency first aid.
- D. Shall help with instruction of members in firefighting methods, techniques and related subjects.
- E. Enforces policies and procedures, rules and regulations; directs and evaluates work performance and progress of subordinate staff.
- F. Preferred qualifications for the position of Training/Safety Lieutenant to include, but not limited to:
1. Four (4) years experience in firefighting
 2. Instructor I
 3. Certified Safety Officer
 4. Firefighter II
 5. Driver / Operator
 6. Emergency Medical Technician

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POLICY # 98-04-0003

REVISED: August 2014

SUBJECT: ORGANIZATION

SECTION: LIEUTENANT

- A. Under the supervision of the Fire Captain, the position of Lieutenant is an appointed position. Examples of duties are as follows:
 - 1. Shall assist the other officers in the discharge of their duties.
 - 2. In the absence of the Captain, assume all his/her duties and responsibilities.
 - 3. Shall be informed of the maintenance performed on all vehicles and equipment assigned to the division.
 - 4. Shall make sure that all equipment assigned to his/her team in/on fire units is checked bi-monthly and equipment records are kept up to date.
 - 5. Shall make sure that all new equipment is properly marked and recorded before being put into service.
 - 6. Shall be assigned a team of firefighters (10 maximum):
 - a. Shall be accountable for the whereabouts of team members at all meetings & trainings.
 - b. Shall monitor team member's certifications & expiration dates.
 - c. Shall try to resolve personnel problems within teams.
 - d. Shall have the authority to call team meetings.
- B. Shall be responsible during emergency incidents for all fire fighting personnel and performs related work and other supervising duties as required.
- C. Shall participate in rescue operations and the application of emergency first aid.
- D. Shall help with instruction of members in firefighting methods, techniques and related subjects.
- E. Enforces policies and procedures, rules and regulations; directs and evaluates work performance and progress of subordinate staff.
- F. Fire Lieutenants are appointed by the Director and serve at the pleasure of the Director and are subject to his/her removal powers.
- G. Preferred qualifications for the position of Lieutenant to include, but not limited to:
 - 1. Four (4) years of experience in firefighting
 - 2. Firefighter II
 - 3. Driver Trainer
 - 4. Emergency Medical Responder

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POLICY # 98-04-0003

REVISED: October 2000

SUBJECT: ORGANIZATION

SECTION: RESOURCE
CREW LEADER

- A. Under the supervision of the Training Lieutenant, the position of Resource Crew Leader is an appointed position and serves at the pleasure of the Director and is subject to his/her removal powers. Examples of duties are as follows:
1. Shall assist the Fire Department in the discharge of their duties.
 2. Shall be responsible for the personal protective equipment for his/her team members as needed. That includes inventory, issuance, and replacement.
 3. Shall be responsible for the training records of his/her team members.
 4. Shall be responsible for resolving discipline and personnel matters with team members.
 5. Shall help schedule resource personnel to ensure adequate staffing including stand-bys and special events.
 6. Shall be accountable for his/her crewmembers at meetings.
 7. Shall assist the active Firefighters at any incident or meeting with available resources as needed.
- B. Preferred qualifications for the position of Resource Crew Leader to include, but not limited to:
1. Basic knowledge of firefighter skills & needed resources.
 2. Basic computer knowledge and skills
 3. Good language and organizational skills.
 4. Have the patience, ability and skill to work with non-firefighting volunteers.

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POLICY # 00-10-0001

REVISED:

SUBJECT: ORGANIZATION

SECTION: DRIVER/TRAINER

- A. Under the supervision of the Training/Safety Lieutenant, the position of Driver/Trainer is an appointed position and serves at the pleasure of the Director and is subject to his/her removal powers. Driver/Trainers will be assigned to "A", "B", and "C" teams. Examples of duties are as follows:
1. Shall assist the Training Lieutenant in the discharge of his/her duties.
 2. Shall be responsible for training & recertification of Fire Department apparatus operators.
 3. Shall be responsible for the written paperwork associated with these duties.
 4. May ask qualified drivers to assist them with training on apparatus.
- B. Preferred qualifications for the position of Driver/Trainer to include, but not limited to:
1. Qualified on all department apparatus for a minimum of two years.
 2. Should include all Staff Officers, Training Instructors, and other qualified members of the department as necessary to ensure adequate Driver/Trainers.

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POLICY # 98-04-0003

REVISED: October 2000

SUBJECT: ORGANIZATION

SECTION: FIRE PREVENTION OFFICER

- A. Under the supervision of the Fire Captain, the position of Fire Prevention Officer is an appointed position and serves at the pleasure of the Director and is subject to his/her removal powers. This position will lead the Fire Prevention program for the division. Examples of duties are as follows:
1. Shall coordinate interaction with the public on all aspects of fire prevention, be it in the home, schools, business, or elsewhere.
 2. Shall be the chairperson of the Fire Prevention Committee.
- B. Preferred qualifications for the position of Fire Prevention Leader to include, but not limited to:
1. Two (2) years experience in firefighting
 2. Fire Prevention Certification
 3. Good public speaking skills

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POLICY # 98-04-0003

REVISED: October 2000

SUBJECT: ORGANIZATION

SECTION: FIRE RESERVE ADVISOR

- A. Under the supervision of the Training/Safety Lt., the position of Fire Reserve Advisor is an appointed position and serves at the pleasure of the Director and is subject to his/her removal powers. Examples of duties as follows:
 - 1. Shall lead and be responsible for all aspects of Fire Reserve activities, including training.

- B. Preferred qualifications for the position of Fire Reserve Advisor to include, but not limited to:
 - 1. Two (2) years experience in firefighting.
 - 2. Have the patience, ability and time to work with young adults.
 - 3. Firefighter 1

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POLICY # 98-04-0003

REVISED: October 2000

SUBJECT: ORGANIZATION

SECTION: SAFETY OFFICER

- A. Under the supervision of the Training/Safety Lieutenant, the Safety Officer is an appointed position and serves at the pleasure of the Director and is subject to his/her removal powers. Examples of duties are as follows:
1. Will report to the Incident Commander on the scene.
 2. In the absence of the Safety Officer, an alternate person will be assigned by the Incident Commander to perform the duties and responsibilities as the need arises.
 3. Will have the authority to immediately suspend any operation that jeopardizes the safety of personnel. This includes the monitoring of structure /container stability, proper and mandatory use of personal protective equipment.
 - a. Any change of activities shall be reported to the Incident Commander ASAP.
 4. Will identify and analyze health and safety hazards at emergency situations, at or around the station, and during training, and develop corrective actions to deal with the hazards.
 5. Shall be responsible for the personal protective equipment, which includes inventory, issuance, and replacement.
 6. Will periodically survey the equipment and facilities with regard to maintaining a safe environment for the Fire Division.
 7. Will make recommendations to the Training Officer on safety training classes.
 8. Will provide input on purchasing and replacement of personal protective equipment.
- B. Preferred qualifications for the position of Safety Officer to include, but not limited to:
1. 3 (three) years experience in firefighting
 2. Safety Officer Certification
 3. Kansas Certified Emergency Medical Technician
 4. Haz Mat Operations Level
 5. Firefighter 1

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POLICY # 99-04-0004

REVISED: November 2000

SUBJECT: LEAVE OF ABSENCE

SECTION:

A. Leave of absence:

1. Any member may be excused from participation for an extended time for an acceptable cause.
2. Request for leave of absence shall be presented to their Lieutenant in writing. This should include the reason for the request and an approximate length of time that the member might be gone.
3. The document will be filed with the Director.
4. The Lieutenant shall ask that all the equipment that the member has shall be returned to the Department during the leave of absence if it's going to be an extended length of time.

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POLICY # 98-04-0005

REVISED: October 2000

SUBJECT: RESOURCE TEAM

SECTION:

- A. Under the supervision of the Training/Safety Lt., the Resource Personnel performs specialized work in the areas of fire suppression, rescue, life saving services, fire prevention, record keeping, maintenance, and education. Examples of duties are as follows:
1. Will comply with all established policies, procedures and will follow the established chain of command.
 2. Will make every effort to respond to and or attend all functions of the division, as required. (i.e., fire and rescue calls, meetings, and training.)
 3. Will make every effort to protect life and property while performing these duties in a professional manner.
 4. If required, will be assigned and wear full protective gear, provided by the Division, on all incidents as deemed necessary by the Incident Commander.
 5. No Resource Personnel will enter a structure during a working fire.
 6. Will be assigned duties, within their abilities and training, which will support the Mulvane Emergency Services.
 7. Will be required to keep in contact with the Resource Crew Leader and give appropriate reports when required by job descriptions.
 8. Disciplinary action will be handled by the Director in the same manner as a regular member, if attempts by the Resource Crew Leader cannot rectify the problem.
- B. Required qualifications for Resource Team members to include, but not limited to:
1. Must live within the Mulvane Address or within Sumner County Fire District #12.
 2. Must be trained in CPR and First Aid within the first 120 days of application, and must maintain that certification.
 - a. The Fire Captain may waive this requirement.
 3. Required to keep and maintain any certifications or licenses that are required for their Job Descriptions. (i.e. Mechanic, Haz-Mat, CPA, etc.)

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POLICY # 99-04-0007

REVISED:

SUBJECT: TRAINING AND EDUCATION

SECTION:

- A. Health and Safety training shall be provided to all members.
- B. Training on all aspects of the NFPA 1500 shall be provided to all members.
- C. Training on duties and functions of the Fire Division shall be provided to all members.
- D. Qualified persons shall give instructions.
- E. Training frequency:
 - 1. Training shall be held a minimum of twice each month or 4 hrs a month.
 - 2. Training shall consist of procedures, technology, or new hazard training.
- F. Basic Training Requirements:
 - 1. No new member shall be allowed to ride on or operate any equipment until the basic training requirements have been met & they have completed equipment check off sheets.
 - 2. All new members shall seek NFPA 1001 Firefighter One Certification during the first five years that they are members.
 - 3. All members will obtain NIMS Certification.
 - 4. All members should be educated in safe exit from emergency operations.
 - 5. All new members will be on a one (1) year probationary period and a test will be given at the end of the probationary period.

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POLICY # 99-04-0009

REVISED:

SUBJECT: TRAINING FOR FIREFIGHTING

SECTION:

- A. Training for structural fires:
 - 1. There shall be a minimum of 24 hours of training on structural fires each year.
 - 2. Live fire fighting shall be made if available to all members of the Department.

- B. Wildland or other exterior firefighting:
 - 1. Six hours of training shall be held annually.

- C. All training exercises shall be approved with emphasis on safety.

- D. Special operations:
 - 1. ALL MEMBERS SHALL BE TRAINED TO THE AWARENESS LEVEL OF HAZARDOUS MATERIALS TRAINING AT THE FIRST AVAILABLE CLASS.
 - 2. All members will be trained to the Operations Level of Hazardous Materials Training with three years of membership.
 - 3. All members will receive a minimum of 3 hours of extrication training per year.
 - 4. All members will receive a minimum of 2 hours of EMS training per year.

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POLICY # 99-04-0011

REVISED: August 31, 2011

SUBJECT: DRIVER/OPERATORS OF FIRE
DEPARTMENT VEHICLES

SECTION:

PURPOSE:

To provide for the safety of fire personnel and citizens on the roadways.

POLICY:

All Department vehicles will be operated in a safe manner consistent with all department policies, procedures and SOGs.

A) All members that drive Fire Division apparatus must complete a successful driver training and certification program.

1. See Appendix "C" for driver's certifications and qualification requirements.
2. See Appendix "B" for vehicle response.

B) Any members can have their truck certification revoked if there is a question about their abilities. Written complaints should be turned in to the member's Lieutenant stating the incident and actions taken. Staff should review the incident promptly and decide if it is a truly serious offense and if remedial training or certification suspension should ensue.

C) Members must be in good standing meeting all the department's requirements to certify or re-certify on vehicles. Recertification must be accomplished bi-annually.

D) Members must have completed six (6) months of the new member probationary period and be recommended by the Training Lieutenant and or Fire Captain.

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POLICY # 99-04-0011

REVISED: August 31, 2011

SUBJECT: DRIVER/OPERATORS OF FIRE
DEPARTMENT VEHICLES

SECTION:

Procedure:

The Fire Department has a legal and moral obligation to insure that any driver of department vehicles is well trained, in good physical condition, has a proper safe driving attitude, knowledge of department policies and procedures and be capable of handling the apparatus with a high degree of skill and common sense. These factors show that not everybody will qualify as a driver, but may excel in other Fire Department duties and should not feel discouraged because they are not a fire apparatus driver.

A) No person shall drive a department vehicle prior to being authorized by the Director of Public Safety or his/her designee. Authorization shall only occur following the completion of an apparatus check form and the recommendation of a Driver Trainer for each vehicle to be operated.

DRIVER CRITERIA:

A) Drivers of emergency vehicles will be at least eighteen (18) years of age. All drivers shall have a driver's license that is current and valid in the State of Kansas.

B) Personnel will be evaluated on each individual vehicle type prior to being authorized to drive.

C) Physical Condition - any past history of the following, requires a Doctor's release prior to becoming a Fire Department driver.

1. Heart attacks
2. Strokes
3. Seizures

D) Driving Records - A Motor Vehicle Records (MVR) Abstract will be obtained on all newly hired employees and volunteers. Subsequent MVRs shall be obtained every year. The Department of Motor Vehicle point system (based on A and B violations) will be used in determining a member's ability to operate department vehicles.

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POLICY # 99-04-0011

REVISED: August 31, 2011

SUBJECT: DRIVER/OPERATORS OF FIRE
DEPARTMENT VEHICLES

SECTION:

A. Class A Violations: An individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles which issued the license. Any individual convicted of a Class A Violation will be suspended from driving Department vehicles. Conviction may also result in termination from the department. Class A Violations include the following:

1. Driving while intoxicated
2. Driving while under the influence of drugs
3. Negligent homicide arising out of use of a motor vehicle (gross negligence).
4. Operating during a period of suspension or revocation.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Reckless driving.
8. Hit-and-run driving.

NOTE: Failure to notify the Department within 72 hours of receiving a citation for any of the above violations may result in immediate termination.

B. Class B Violations: Any individual who has accumulated three (3) Class B moving violations or chargeable accidents in a three (3) year period shall be issued a warning letter from the Chief. An individual who has more than three (3) Class B violations, convictions, or chargeable accidents or accumulation of more than three (3) of the above in a three (3) year period may be suspended from driving Department vehicles. Class B Violations include all moving violations not listed as Type A violations.

Note: Unusual circumstances with individual cases will be evaluated on an individual basis by the Director of Public Safety or his/her designee.

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POLICY # 99-04-0012

REVISED: August 2014

SUBJECT: SPECIAL RESPONSES

SECTION:

A. Mutual Aid Calls:

1. When mutual aid calls are paged out the Duty Officer or Staff Officer will determine if there are sufficient firefighters in the City to warrant the sending of our equipment.
2. Request for an engine: Respond an engine with no less than 3 fire fighters, 4-5 preferred.
3. Request for tanker: Respond with 1-2 (one or two) firefighters or 1 (one) fire fighter and 1 (one) reserve if available.
4. Request for a brush unit: respond with 2 (two) fire fighters and 1 (one) reserve if available.
5. Upon arrival at the scene, Fire Units will contact the I.C or Staging Officer for an assignment.

B. Inclement Weather Rescue Response:

1. Rescue will be dispatched with the ambulance during inclement weather. Inclement weather is defined as snow depth of 2" or more, icy conditions, or as deemed necessary by staff.
2. The Duty Officer will have the 911 dispatcher page "All available fire personnel contact Building 3 for Rescue Standby".
3. A volunteer schedule consisting of 6-hour increments will be set up the same as the ambulance duty schedule.
4. The crew shall be a minimum of 2 qualified rescue personnel.
 - a. At least one of the personnel shall be a First Responder or above, preferably one certified to drive the ambulance if needed.
 - b. The pump should be drained or started to prevent freezing before the truck leaves the station.
 - c. Personnel on Rescue Response will be required to stay together at the station for the duration of the shift, to ensure a rapid response with the ambulance.
5. Rescue will be refueled and washed as needed. A Fire Report must be filled out on all calls.
6. Extra caution & due regard will be used when responding "Emergency Traffic" during inclement weather.
7. In the event that Rescue cannot make it through the snow, an alternate vehicle can be selected by the Duty Officer. (I.E. Tank 406)

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POLICY # 99-04-0012

REVISED: August 2014

SUBJECT: SPECIAL RESPONSES

SECTION:

C. Rescue Response:

1. Personnel responding on Rescue shall meet the qualifications set forth in the MFR SOG's appendix "C" Drivers Qualifications.
2. Rescue should have a minimum of two certified drivers on board the truck for all alarms.
3. Reserves are not allowed to respond to medical or Haz-mat alarms on this unit. They can however respond to MVA's and Fires as long as they are not bumping out qualified firefighters.

D. Multiple EMS Calls:

1. 3rd out ambulance calls will be staffed by a minimum of an EMT & First Responder.
 - a. If this cannot be met the Duty Officer will either fill a position on the ambulance or request Mutual Aid EMS assistance.
2. After the ambulance has been staffed, Rescue will respond on the alarm for additional resources.
3. In case of a third out EMS call or if Rescue is unavailable, E-401 should be utilized due to it carrying BLS equipment.
 - a. Reserves are not allowed to respond on Medicals.

E. Water/Ice Related Rescue Calls:

1. Response should be made by a staffed Rescue and an Engine.
2. It should be determined if this will be a rescue or recovery operation.
3. All personnel operating within three (3) feet of the water should be wearing personal floatation device. Structural firefighting gear should not be worn on water rescues.
4. Command shall be established by the first arriving fire officer or duty officer. A safety officer should also be assigned.
5. If it is a rescue operation it should be accomplished from the bank by reaching or throwing. This can be accomplished by using a pike pole or throw rope. **DO NOT ENTER** the water for a rescue operation. If subject can not be reached, Derby Fire Dept., Wellington Fire Dept., or Sedgwick County Fire Dept. should be contacted for assistance.
6. If it is a recovery operation it should be accomplished from the bank by reaching or throwing. This can be accomplished by using a pike pole or throw rope. **DO NOT ENTER** the water for a recovery operation. If subject can not be reached, Derby Fire Dept., Wellington Fire Dept., or Sedgwick County Fire Dept. should be contacted for assistance.
7. Once the rescue or recovery has been made, coordinate with appropriate agencies for further assistance.
8. Personal safety and the safety of all others shall be observed at all times.

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POLICY # 99-04-0012

REVISED: August 2014

SUBJECT: SPECIAL RESPONSES

SECTION:

F. Bomb Threats (Code 26)

1. Respond to the Station in a timely manner. Duty Officer will respond to the Incident Command post.
2. Unless instructed by the page or the Incident Commander, all units are to remain staged, at the station. Personnel should be in turnout gear ready to respond.
3. When you arrive on-scene, stay with your vehicle until verbal instructions are received from the Incident Commander.
4. All radios, walkie-talkies & cell phones shall be turned off. Orders will be given verbally, face to face.
5. Pager shall be left on in the "monitor" position.

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POLICY # 99-04-0015

REVISED:

SUBJECT: PERSONS RIDING ON FIRE APPARATUS

SECTION:

- A. No one is to ride on the outside of any Fire Department apparatus.
- B. No one shall stand up on any Fire apparatus while the vehicle is in motion.
- C. All personnel shall wear seat belts while the fire vehicle is in motion.
- D. Helmets and eyewear will be worn while on non-enclosed fire apparatus.

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POLICY # 99-04-0016

REVISED:

SUBJECT: INSPECTION, MAINTENANCE AND
REPAIR OF VEHICLES

SECTION:

- A. All fire apparatus will be checked and cleaned after every run. Windows cleaned, oil checked, and all equipment that was used shall be replaced or checked and cleaned.
- B. Vehicles with known safety deficiencies shall be removed from service. Notification of the Duty Officer shall take place and the deficiency shall be made known to them.
- C. Repairs to all fire apparatus shall be made at an approved maintenance facility.
- D. Minor repairs may be handled by the firefighters.
 - 1. Check Batteries, clean terminals, and posts.
 - 2. Replace batteries when they need it.
 - 3. Check belts & hoses and replace if needed.
 - 4. Check lights and replace bulbs as needed
 - 5. Check all fluid levels and add to, if needed.
 - 6. Check all tire pressures and adjust.
 - 7. Replace minor parts as needed (alternators, starters, etc.)
 - 8. Check engine oil and filters, fuel and air filters as needed.
 - 9. Check spark plugs and change if needed.
- E. Any equipment that has to be handled by certified technicians must be scheduled by the Director. (I.E. S.C.B.A.'S and pumps)

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POLICY # 99-04-0017

REVISED:

SUBJECT: TOOLS AND EQUIPMENT

SECTION:

- A. Safety and health is our primary concern when it comes to tools and equipment.
- B. All existing ground ladders shall be inspected at least once a month.
- C. All existing fire hose shall be tested annually.
- D. Ladders and hoses that are used must be inspected within 24 hours after they have been used for defects. Hoses not meeting NFPA 1962 specifications and ground ladders not meeting NFPA 1932 specifications will be immediately removed from service.
- E. All ground ladders, nozzles, and hose will be kept on an inventory list. Records will be maintained on equipment used for training.
- F. ALL portable fire extinguishers will be checked monthly. Those extinguishers not meeting NFPA specifications will be removed from service.

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POLICY #: 99-04-0018

REVISED: February 1, 2005

SUBJECT: PROTECTIVE CLOTHING AND EQUIPMENT

SECTION:

PURPOSE

To provide policy and guidelines relative to the proper personal protection, in the form of protective clothing, to all Fire Department members exposed to dangerous situations and hazardous atmospheres and/or environments.

POLICY

- A. Fire Department members shall utilize and wear protective clothing and safety gear as prescribed by these policies and procedures contained herein.
- B. Use of protective clothing as defined and prescribed within this policy shall be considered mandatory during emergency operations and/or whenever the chance or risk of personal injury to Fire Department members may exist.
- C. The Fire Department shall provide its members with the proper type of approved protective clothing and training on the use of protective clothing, which is currently available in the safety clothing market.
- D. All protective clothing shall be inspected every two (6) months.
- E. No protective clothing shall be removed from the station without prior approval from the Fire Chief.
- F. Protective gear purchased individually must meet all current Fire Department and NFPA specifications. The individual must also have prior written approval from the Fire Chief.

RESPONSIBILITY

- A. The Fire Chief has the overall responsibility to insure that the members abide by Fire Department policies regarding the use of protective clothing.
- B. All Fire Department members are directly responsible for their personal safety and shall utilize proper protective clothing as prescribed within this policy.

DEFINITIONS

All Fire Department personnel shall wear and utilize full protective clothing as defined herein.

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POLICY #: 99-04-0018

REVISED: February 1, 2005

SUBJECT: PROTECTIVE CLOTHING AND EQUIPMENT

SECTION:

Full Protective Clothing

- A. Helmet - Chin strap down and securely fastened holding the helmet on the head. The 4.5" lexan face shield or approved goggles shall be used whenever operating in a situation where there is any danger of any particles flying into the facial area.
- B. Gloves
- C. Turnout coat.
- D. Hood
- E. Turnout pants (with suspenders).
- F. Turnout boots.
- G. Safety Vest
- H. PASS Device

GENERAL PROCEDURES

A. Emergency Operations:

- 1. Personnel actively engaged in fire fighting shall wear full protective gear. Any person without proper gear shall not enter the fire building or engage themselves in activities in the immediate area. If the fire building or adjoining buildings are deemed safe by the IC / Officer in charge, individuals (Fire Fighters and civilians) may be permitted to enter.
- 2. All members shall wear and utilize appropriate clothing during emergency operations.
- 3. Members shall not remove their protective clothing until such time as the Incident Commander or the officer-in-charge determines that such protection is no longer necessary or that a reduced level of protective clothing will be sufficient.

B. During alarm response:

- 1. Members responding in or on fire apparatus shall wear their protective clothing.
- 2. Operators are not required to wear their protective clothing while driving. After arriving on the fire ground, operators must put on their protective clothing.
- 3. Those members responding to alarms in enclosed vehicles, or partially enclosed apparatus are not required to wear helmets during response but must have all their assigned protective clothing available once they reach the scene.

C. Medical Alarms

- 1. Turnout Pants will be worn, Coats and Helmet can be left in apparatus.
- 2. Latex or Vinyl gloves will be worn for all patient care functions.
- 3. Eye protection is encouraged in all situations

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POLICY #: 99-04-0018

REVISED: February 1, 2005

SUBJECT: PROTECTIVE CLOTHING AND EQUIPMENT

SECTION:

- D. 10-48/ Rescue Alarms
 - 1. Full Protective gear including: boots, bunker pants, bunker coat, leather or extrication gloves, helmet with appropriate eye protection.
 - 2. Latex or Vinyl gloves are to be worn under leather/extrication gloves.
 - 3. Flash hoods are optional at the discretion of the Safety Officer.

- E. During training:
 - 1. Members engaged in training sessions shall wear full protective clothing.
 - 2. Officers or members conducting training sessions are responsible to insure that adequate protective clothing is utilized properly by all personnel involved. Full protective clothing shall be worn during simulated hazardous environments.
 - 3. When on driver's training, the protective clothing to be worn by those participating in the exercise shall be at the discretion of the trainer.

- F. Routine operations:
 - 1. Members involved shall use appropriate safety gear and/or protective clothing when engaged in routine activities which may present a personal safety hazard.
 - 2. Members involved in pre-planning activities or tours shall, when necessary, wear proper and adequate protective clothing during such inspections, activities, or tours, so as to provide protection from any hazard which may be present in the area.
 - 3. Members involved in tours, or pre-planning activities shall, when not wearing it, have full protective clothing available should the need for it arise.
 - 4. When working around a charged hose that is being tested, all members shall wear protective helmets.

- G. Maintenance:
 - 1. All safety gear such as goggles, breathing apparatus, etc. shall be cleaned and maintained in accordance with the manufacturer's instructions and departmental policy.
 - 2. All protective clothing such as turnout clothing, helmets, and safety boots shall be maintained in accordance with the manufacturer's instructions and departmental policy.
 - 3. All protective clothing (coats, pants, hoods, and gloves) shall be washed as needed, but no less than once every six months. (NFPA 1581)

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SECTION:

4. Protective clothing with small holes or rips are not to be considered needing replacement unless there is a considerable number of them.
5. The Department shall provide at least one washing machine in a designated cleaning area for the purpose of cleaning protective clothing. (NFPA 1581)

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POLICY # 99-04-0020

REVISED: November 2000

SUBJECT: SELF CONTAINED BREATHING APPARATUS SECTION:

- A. SCBA'S are provided for and shall be worn in all:
 - 1. Hazardous atmospheres.
 - 2. Suspected hazardous atmospheres.
 - 3. May become hazardous atmospheres.
 - a. This includes all structural fires, vehicle fires, CO Alarms and unknown hazard situations.
- B. Fire fighters must work in two teams of two when wearing SCBA'S.
 - 1. When there is a team of personnel operating with SCBA'S a second team should be available to enter into the scene should a crisis occur.
 - 2. This team shall consist of at least 2 fire fighters with SCBA'S donned and ready to enter the crisis area.
- C. When working in a confined space SCBA'S shall be worn.
- D. The City has a positive SCBA program. These SCBA'S have Grade D air in them (ANSI/CGA G7.1). This air is tested quarterly and the cylinders are tested every five years.
- E. All personnel must pass the qualitative fit test annually and be clean shaven.
- F. Spectacles:
 - 1. Spectacle strap or temple bars are prohibited.
 - 2. Soft contact lenses are permitted.
 - 3. HARD CONTACTS LENS ARE PROHIBITED.
- G. Face piece/Face Seal:
 - 1. Head covering breaking seal prohibited.
 - 2. Protective hood under SCBA face piece/head harness prohibited.

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POLICY #: 99-04-027

REVISED: June 22, 2005

SUBJECT: PERSONAL ALERT SAFETY SYSTEM
(P.A.S.S.)

SECTION:

Purpose:

To provide policy and guidelines relative to the proper use of Personal Alert Safety System (P.A.S.S.) devices to all Fire Department members operating at an emergency incident or training exercise.

P.A.S.S. devices are intended to help save a firefighters life if they become unconscious, disoriented, lost, trapped, low on air, or are in need of assistance for any other reason.

Policy:

- A. Fire Department members shall utilize and wear P.A.S.S. devices as prescribed by these policies and procedures contained herein.
- B. Use of P.A.S.S. as defined and prescribed within this policy shall be considered mandatory during emergency operations and/or whenever the chance or risk of personal injury to Fire Department members may exist.
- C. The Fire Department shall provide its members with the proper type of approved P.A.S.S. devices and training on the use of P.A.S.S devices, currently available.
- D. All P.A.S.S. devices shall be inspected before and after every use. Batteries shall be changed every 6 months.

Responsibility:

- A. The Director of Public Safety has the overall responsibility to insure that the members abide by Fire Department policies regarding the use of P.A.S.S. devices.
- B. All Fire Department members are directly responsible for their personal safety and shall utilize P.A.S.S devices as prescribed within this policy.
- C. Fire Department members will be responsible for maintaining and testing the P.A.S.S. device that is issued to them.

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POLICY #: 99-04-027

REVISED: June 22, 2005

SUBJECT: PERSONAL ALERT SAFETY SYSTEM

SECTION:

General Procedures:

- A. All personnel shall be issued and trained on the maintenance and operation of a P.A.S.S. device.
- B. All personnel shall be issued a *Super Pass II* P.A.S.S. device with their protective gear.
- C. All P.A.S.S. devices shall meet N.F.P.A. 1982.
- D. All S.C.B.A. apparatus shall have an integrated *Pass Device* installed on the breathing apparatus.
- E. The *Super Pass II* shall be activated prior to all fire ground operations, training, and hazardous material incidents.
- F. The P.A.S.S. device shall be attached to the outside of the personal protective gear.

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POLICY #: 99-04-034

REVISED: June 22, 2005

SUBJECT: PERSONNEL ACCOUNTABILITY

SECTION:

Purpose:

To establish a coordinated system of monitoring and tracking personnel and/or units actively engaged in operations on an emergency incident.

To enable the Incident Commander to identify, locate and account for all personnel operating on the scene of an emergency incident.

Policy:

All members of the Mulvane Emergency Services shall operate under these procedures at all emergency incidents.

Responsibility:

The Incident Commander is responsible for accounting for all members responding to a situation. He/She is responsible to obtain names of those personnel responding for Mutual Aid. The Safety Officer should gather this information.

Procedure:

- A. Before un-boarding a fire unit, the firefighter should place his/her *Super Pass II accountability key* on the vehicle clip, in the cab.
- B. The IC or designated person(s) shall gather the vehicle clips at the scene and use them on the command board to track the members.
- C. As units are released from the scene, the IC will return the clips to the proper vehicle.
- D. All members will make sure they reattach their *accountability key* to their P.A.S.S. device.

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DATE: June 22, 2005
POLICY #: 99-04-035

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REVISED:

SUBJECT: PERSONNEL ACCOUNTABILITY REPORT

SECTION:

Purpose:

To provide the Incident Commander with guidelines and policies with regard to a Personnel Accountability Report (PAR)

Policy:

Personnel Accountability Report (PAR) will be initiated by the Incident Commander at specific benchmarks throughout the duration of an incident. These benchmarks include:

1. 20 minutes of elapsed time into an incident, and every 30 minutes thereafter until incident command deems the incident under control.
2. Report of a missing/trapped crew or individual.
3. Any sudden change in incident conditions that may be hazardous to operating personnel occur (building collapse, vapor cloud release, flashover, etc).
4. A change from offensive to defensive tactics.
5. Report of the incident under control.
6. Any time the Incident Commander deems that it is beneficial to the safety of operating personnel.

Responsibility:

The Incident Commander is responsible for accounting for all members at an emergency incident.

Branch, Division, and Group supervisors shall be able to account for all personnel operating under their command.

General Report Procedures:

- A. When it is necessary to conduct a PAR, the Incident Commander will announce over the radio that all functional groups and divisions shall stand ready for a PAR. When the functional group supervisors hear this prompt, they shall immediately account for all personnel that are assigned under their control. This accounting should take no longer than 30 seconds.

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SUBJECT: PERSONNEL ACCOUNTABILITY REPORT

SECTION:

- B. After 30 seconds have elapsed; the Incident Commander shall call each functional group via the radio and verify their accountability. As an example, "Command to Fire Attack---verify that you have a PAR". Fire Attack to Command ----Fire Attack has PAR with 4". The Incident Commander then cross-references this information on the command board to ensure that the functional group report is correct. This process should take no longer than 1-2 minutes to complete. Once a PAR is conducted and all personnel are accounted for, The Incident Commander shall mark the time and incident conditions.

- C. If the Incident Commander calls a group and does not get a response, he/she should proceed to the next group and verify their PAR. When the list of groups has been gone through, the Incident Commander shall recall the group that failed to respond. If he/she does not get a response from this group again, he/she shall activate the RIC, giving RIC the last known location of the group and how many individuals were assigned in it. The RIC shall proceed to the last reported location and verify that the group is in trouble. If the RIC has verified that the personnel are in danger, the Incident Commander shall initiate RIC procedures.

- D. If after conducting a PAR, a functional group reports that there are members missing from the group, the Incident Commander shall activate the RIC, giving them the RIC the number of missing members and the last reported area of operation. The RIC will attempt to locate and confirm if the missing personnel are either lost or accounted for.

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POLICY # 99-04-0031

REVISED:

SUBJECT: HEARING PROTECTION

SECTION:

- A. If there is a noise level over 90dBA on the apparatus hearing protection must be worn.
- B. If the noise level is over 90dBA on tools and equipment hearing protection must be worn.

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POLICY # 99-04-0032

REVISED: October 27, 2007

SUBJECT: INCIDENT COMMAND

SECTION:

The purpose of the Incident Command System is to eliminate unnecessary radio traffic and eliminate duplicate efforts between the Officer in Charge and the fire ground officers. NIMS guidelines will be followed.

Guidelines:

- A. "COMMAND" will be established on any call that has more than one fire unit responding.
- B. Once "COMMAND" has been established at an alarm it can be passed to a Fire Officer. On injury accidents "COMMAND" will be the responsibility of the Duty Officer or Fire Officer.
- C. "COMMAND" should be assumed by the highest ranking fire officer. It however can be passed to another officer of the department after they have conferred on all aspects of the operation.
- D. "COMMAND" has the authority to establish designated groups and divisions. These divisions and groups can consist of units such as the interior division and the search and rescue group.
- E. After "COMMAND" has been established:
 1. All radio traffic from the dispatcher shall come to "COMMAND".
 2. All radio traffic from the fire scene to the dispatcher shall come from "COMMAND".
- G. "COMMAND" must assume or delegate the following functions:
 1. Assessment of incident priorities.
 - a. First Priority - LIFE SAFETY
 - b. Second Priority - Incident Stabilization
 - c. Third Priority - Property Conservation
 2. Perform size-up.
 3. Select strategic mode.
 - a. Offensive, can it be done safely?
 - b. Defensive, do we have adequate resources?
 4. Establish strategic and tactical goals, as in:
 - a. Rescue
 - b. Extinguishment
 - c. Minimizing loss to property

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POLICY #: 99-04-037

REVISED: June 22, 2005

SUBJECT: EMERGENCY INCIDENT REHABILITATION SECTION:

Purpose:

To provide policy and guidelines relative to emergency incident rehabilitation of all Fire Department members operating at an emergency incident or training exercise.

Policy:

The EMS Division of the Mulvane Emergency Services will provide Emergency Incident Rehabilitation at emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exists. The on scene Incident Commander will initiate Emergency Incident Rehabilitation.

Responsibility:

The Incident Commander will establish a Rehab Sector or Group when climatic or environmental conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. A member will be placed in charge of the sector or group and shall be known as Rehab officer.

Climatic or environmental conditions that indicate the need to establish a Rehabilitation Area are: heat stress index above 90 F or wind chill index below 10 F.

General Procedures:

- A. **Hydration** - A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. During heat stress, the members should consume at least one quart of water per hour. Re-hydration is important even during cold weather operations where despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective clothing is worn. Caffeine and carbonated beverages should be avoided during heat stress because it interferes with the body's water conservation mechanisms.
- B. **Nourishment** - The department shall provide food at the scene of an incident when units are engaged for two or more hours. Fatty and/or salty foods should be avoided.
- C. **Rest** - The "two air bottle rule" or 45 minutes of work time, is recommended as an acceptable time limit prior to mandatory rehabilitation. Members shall re-hydrate (at least 8 oz.) while SCBA cylinders are being changed. Firefighters having worked for two 30 minute rated bottles or 45 minutes

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POLICY #: 99-04-037

REVISED: June 22, 2005

SUBJECT: EMERGENCY INCIDENT REBILITATION SECTION:

shall be immediately placed in the Rehabilitation Area for rest and evaluation. Rest shall not be less than ten minutes. In all cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time.

- D. **Recovery** - Members in the Rehabilitation Area should maintain a high level of hydration.
- E. **Medical Evaluation** - If a member's heart rate exceeds 110 beats per minute, an oral temperature should be taken. If the member's temperature exceeds 100.6 F, he/she should not be permitted to wear protective clothing. If it is below 100.6 F and the heart rate remains above 110 beats per minute, rehabilitation time should be increased. EMS personnel on scene have authority to increase or decrease rehabilitation time per vital signs.
- F. **Blood Pressure** - Will be taken as soon as possible after entering rehab and compared to baseline vitals. If asymptomatic it is at the discretion of the evaluating EMT/MICT to return the Firefighter to duty.

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POLICY #: 99-04-038

REVISED:

SUBJECT: RAPID INTERVENTION CREW (R.I.C.)

SECTION:

Purpose:

To establish a procedure for the deployment of a Rapid Intervention Crew (R.I.C.) or 2 in 2 out crew, in accordance with NFPA 1500 and OSHA 29 CFR 1910.134.

This procedure shall provide direction for operating in atmospheres that are Immediately Dangerous to Life and Health (IDLH) or potentially IDLH atmospheres while adhering to accepted standards of firefighter safety.

Policy:

- A. A R.I.C. shall be established anytime one of the following conditions exist:
 1. Structure fire where SCBA and 1 ¾" hose line or larger will be used.
 2. Personnel are operating inside of an IDLH or potentially IDLH atmosphere.
 3. Incidents with the possibility of collapse or entrapment of personnel.
 4. Incidents where personnel might become lost or disoriented.
 5. When deemed necessary by the Incident Commander.
 6. EXCEPTIONS
 - a. There is information that an immediate risk to life safety exists within the interior IDLH atmosphere.
 - b. There is a realistic expectation of successfully performing a rescue.
- B. The RIC will consist of two (2) or more personnel in full protective clothing with SCBA donned. The RIC will have a separate charged hose line in place (if required) along with any basic equipment needed to initiate rescue.
- C. The RIC should not be assigned to other duties that would in anyway delay or impede a rescue effort.

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POLICY #: 99-04-038

REVISED:

SUBJECT: RAPID INTERVENTION CREW (R.I.C.) SECTION:

Responsibility:

- A. It will be the responsibility of the Incident Commander to establish a RIC in accordance with NFPA 1500 and OSHA 29 CFR 1910.134.
- B. RIC will be initiated by the Incident Commander upon receipt of information indicating firefighters are in need of assistance.

General Procedures:

- A. RIC members shall stay in voice or visual contact with interior members if possible.
- B. Suggested equipment for RIC.
 - 1. Spare SCBA with face piece.
 - 2. Sufficient ground ladders.
 - 3. Life line
 - 4. Forcible entry tools (flathead axe, hooligan bar, bolt cutters, etc), lights, power saws, and other equipment deemed necessary.
 - 5. A portable radio for each two-person team.
- C. A RIC member may be assigned other duties by the Incident Commander, provided that such duties do not interfere with the ability to perform the specific function of RIC or cause the crew to abandon their position. Examples:
 - 1. Incident Command
 - 2. Pulling hose line
 - 3. Ground level ventilation
 - 4. Equipment retrieval (if within 50')
 - 5. Lighting

However, at least one (1) RIC member should be responsible for tracking the interior crews at all times.

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POLICY # 00-04-002

REVISED: OCTOBER 18, 2007

SUBJECT: STRUCTURE FIRES

SECTION:

Purpose:

To establish guidance for fighting structure fires. This guideline insures that initial fire ground operations will be handled by arriving apparatus on scene as quickly and efficiently as possible.

Policy:

All personnel shall observe the practices and precautions established in this guideline when responding to the report of a structure fire.

Responsibility:

The incident commander may adapt and modify the guideline as required by the magnitude of the emergency and existing conditions.

General Procedures:

- A. Fire fighter safety and health shall be the overriding consideration at all emergency response operations and shall take priority over all other factors.
- B. All personnel shall check in and out by the established Passport Accountability System (*Policy # 99-04-034*).
- C. All fire fighters shall wear NFPA compliant protective clothing.
- D. Self-contained breathing apparatus (SCBA) with PASS alarm shall be worn by fire fighters operating in, adjacent to or above active fire areas.
- E. Fire fighters shall operate in pairs.
- F. A two person backup team wearing full protective equipment including SCBA's with PASS alarms shall be provided when fire fighters operate in, adjacent to or above active fire areas (*SOG# 99-04-038*).
- G. The backup team shall have a charged 1 3/4" attack line.
- H. Fire fighters shall use care and caution when entering burning structures.
- I. Stand off to side when opening doors/windows. Limit damage to structure when forcing entry.
- J. All fire fighters shall maintain a clear means of escape when entering active fire areas.
- K. Personnel shall remain alert for fire ground safety and health hazards:
 1. Overhead power lines.
 2. Vehicular traffic
 3. Hazardous materials
 4. Back draft and flashover condition.

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POLICY # 00-04-002

REVISED: OCTOBER 18, 2007

SUBJECT: STRUCTURE FIRES

SECTION:

5. Structural failure—steel truss roofs, overhangs and false fronts
6. Any condition that does not look or feel right
7. All hazards shall be reported to the IC/ Safety Officer.
8. Personnel shall report all injuries and/or symptoms of illness to the IC/ Safety Officer.

Incident Management

Actions Size-Up

- A. The Duty Officer or ranking on-scene officer shall assume incident command and establish the incident management system.
- B. Establish scene control and security.
- C. Establish traffic control as required by the situation/location.
- D. Request assistance from law enforcement as required.
- E. Remove civilians to a safe location
- F. Have dispatch contact Red Cross if temporary housing or other assistance is required by the family.
- G. Request Mutual Aid as required by the situation.

Fire Ground Operations Size-Up

- A. Command shall review pre-incident plan if applicable.
- B. Command shall conduct a 360 degree survey and size-up the situation to identify priorities and tactics.
- C. Priorities
 1. Life/safety issues (is everyone out of the structure)
 2. Incident Stabilization
 3. Property Conservation

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POLICY # 00-04-002

REVISED: OCTOBER 18, 2007

SUBJECT: STRUCTURE FIRES

SECTION:

- D. Possible Hazards
 - 1. Fire location, intensity and involvement
 - 2. Entry and exit points
 - 3. Exposures
 - 4. Weather conditions
 - 5. Special hazards/conditions
- E. Command shall identify and communicate priorities and tactics.
- F. Search and rescue
- G. Offensive—interior fire attack and ventilation
- H. Defensive—exterior fire attack and protect exposures
- I. Identify priorities and tactics by life/safety issues, water supply and staffing.
- J. Secure Utilities
- K. Shut off electric and gas services. Contact the appropriate service and notify them utilities have been cut off.
- L. Establish Water Supply
- M. A water supply should be established.
- N. The first arriving engine may or may not lay an initial supply line.
- O. If smoke showing, the supply line should be a minimum of 5".
- P. Connect additional units to other hydrants as available.
- Q. If available hydrants are not adequate, treat as a rural structure fire.
- R. Position drop tank for drafting.
- S. Establish a tanker shuttle.

Search and Rescue Operations

- A. As determined by existing conditions ventilate (forced or vertical) structure to reduce heavy smoke before entry is made.

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POLICY # 00-04-002

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SUBJECT: STRUCTURE FIRES

SECTION:

- B. Interior Search and Rescue Operations shall not be started until a R.I.C. has been established (*SOG# 99-04-038*).
- C. Search and rescue shall be performed by two person teams (buddy system) wearing full protective gear including SCBA's with pass alarms with a fully charged attack line.
- D. Chose rule of right or left and be consistent.
- E. Maintain contact with attack line.
- F. Perform primary search (fire area, floor above fire and fire floor) and secondary search (other areas of structure).
- G. Identify rooms/areas that have been searched.

Interior Fire Attack

- A. As determined by existing conditions ventilate (forced or vertical) structure to reduce heavy smoke before entry is made.
- B. Interior Fire Attack Operations shall not be started until a R.I.C. has been established (*SOG# 99-04-038*).
- C. Attack fire by suitable mean— attack line or fire extinguisher.
- D. Attack from the unburned side if possible.
- E. Coordinate with additional attack teams.
- F. Minimize property damage. When possible remove or cover furnishings.
- G. Maintain contact with attack line.

Exterior Fire Attack / Exposure Protection

- A. Exterior fire attack shall be performed by two person teams (buddy system) wearing full protective gear including SCBA's with pass alarms.
- B. Based on existing conditions SCBA's may be omitted at the discretion of the safety officer or Incident Commander.
- C. Coordinate with attack teams.

Vertical Ventilation

- A. Coordinate ventilation with other fire ground operations.
- B. Fire fighters operating on roofs shall operate in pairs and wear full protective including SCBA's with pass alarms.

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REVISED: OCTOBER 18, 2007

SUBJECT: STRUCTURE FIRES

SECTION:

- C. Place two ladders for alternate means of escape.
- D. Place roof ladder on roof. Fire fighters shall remain on the roof ladder.
- E. Cut ventilation hole at the desired location using suitable tools.

Forced Ventilation

- A. Coordinate ventilation with other fire ground operations.
- B. Fire fighters positioning forced ventilation equipment shall operate in pairs and wear full protective equipment including SCBA's with pass alarms.
- C. Place positive pressure fan.
- D. Provide a second opening in structure to ventilate desired room/area.

Salvage and Overhaul

- A. Salvage and overhaul shall be performed by two person teams (buddy system) wearing full protective gear including SCBA's with pass alarms.
- B. Based on existing conditions SCBA's may be omitted at the discretion of the IC / Safety Officer.
 - 1. CO levels shall be continually monitored by overhaul crews utilizing the Orion Multi Gas Detector. If CO levels are below 35 PPM, the Safety Officer or IC may allow crews to remove SCBA's.
- C. Protect structure/contents from unnecessary damage.
- D. Locate and extinguish all hot spots.
- E. A minimum of one (1) foot of un-burned material should be uncovered or removed.
- F. Structural integrity shall be monitored during all overhaul operations.
- G. Place structure in a safe condition.

Incident Termination

- A. Determine fire origin and cause.
- B. Preserve any evidence if arson is suspected.

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SUBJECT: STRUCTURE FIRES

SECTION:

- C. Return control of structure to owner/tenant.
- D. Be sure the fire is completely extinguished before returning to station.
- E. Insure that all personnel are accounted for before leaving scene.
- F. Communicate to dispatch (by radio) that the incident has been terminated and that all units are returning to station.
- G. Clean apparatus and equipment.
- H. Replace used or damaged equipment on apparatus.
- I. Fuel apparatus.
- J. Conduct a debriefing as required for the incident.
- K. Note any signs of stress, injuries or complaints of illness. Ensure follow-up.
- L. Complete incident reports.

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POLICY # 00-04-003

REVISED: October 18, 2007

SUBJECT: DEFENSIVE MODE

SECTION:

- A. Once the Incident Commander has declared a defensive mode, no personnel will enter a structure.
 - 1. Defensive mode will be announced over the radio by the Incident Commander.
 - 2. Dispatch will re-issue structure fire page announcing defensive mode.
 - 3. All Pump Operators will sound the air horn with three long blasts which means all personnel need to immediately evacuate the structure.
 - 4. A PAR will be conducted to account for all personnel.

- B. Fire fighters will wear full protective gear and be equipped with activated P.A.S.S. devices and S.C.B.A. as needed.

- C. Charged hose lines of not less than 1 ½ inches with at least a 90-gallon per minute nozzle will be used.

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POLICY # # 07-10-0005

REVISED

SUBJECT: ELECTRICAL DISCONNECT

SECTION:

- A. Upon responding to any structure fire where an electrical meter is the only immediate means of disconnecting power, it shall be disconnected only upon the order of the Incident Commander.
- B. Only personnel who have been trained and cleared by the Mulvane Utility Department or the Rural Electrical Service Provider shall be authorized to disconnect the electric meter.
- C. Appropriate Gloves and other safety equipment deemed necessary to safely disconnect the electric meter will be worn.
- D. Any Fire Department personnel who have been trained and authorized by the Mulvane Utilities Department shall provide the Director of Public Safety that authorization in writing.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: April 1, 2000

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POLICY # 00-04-005

REVISED

SUBJECT: STORM SPOTTING

SECTION:

- A. When paged out for storm spotting all personnel will report to the Emergency Services Building meeting room for truck assignments.
- B. The Duty Officer or a Fire Division Officer, depending on the manpower available will make truck assignments.
- C. All units sent out will have at least two (2) trained spotters in the cab of the truck.
- D. Units will check on scene and give their post assignments to the dispatcher.
 - 1. Units should then stay off the radio unless they need to report conditions that comply with the National Weather Service reporting guidelines. (I.E.; Hailstones > 3/4" size, winds > 60 mph, wall clouds, etc.) These reports should go to the Command.
- E. Units will remain at their watch sites until recalled by Command. Command will make truck assignments if another alarm comes out while units are storm spotting.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: January 25, 1999

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POLICY # 08-01-0000

REVISED: October 18, 2007

SUBJECT: HOSE TESTING PROCEDURE

SECTION:

- A. Hose testing is to be done once a year for all fire hose that is used for structural firefighting. In addition to pressure testing, all hose should be visually checked for holes, burns, or excessively worn outer jackets. At a minimum, helmets and gloves shall be worn during testing.
1. Lay out hose to be tested in lines of convenient lengths. Examine all gaskets and replace gaskets that are worn or cracked.
 2. Connect a number of hose sections into test lengths of no more than 300 feet each, and attach a nozzle to the far end. Make a pencil mark on the hose jackets even to the couplings to check for movement after the test is completed. (Expect up to 1/8" movement on newly coupled hose.)
 3. Slowly fill the test lines to a pressure not to exceed 60 psi. During this time, inspect couplings for leaks, and tighten where necessary. Open the nozzle at the end of the test line and discharge all air from the line.
 4. For 3" and smaller hose, maintain a pressure of 250 psi for 5 minutes. For 5" hose, test to manufacturer's recommendations for 5 minutes. During this time, walk down the line and inspect for leaks or pinholes in the hose. Except for as necessary to inspect the hose and couplings, personnel should keep at least 15 feet away from the hose being tested.
 5. After 5 minutes, slowly open the nozzle to relieve pressure. Inspect the pencil marks you made at the couplings for movement.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: December 31, 2000

PAGE 1 of 1

POLICY # 12-01-0000

REVISED

SUBJECT: CO ALARMS

SECTION:

- A. When paged out for a CO Alarm, we will respond an Engine company with at least a minimum crew of 4 personnel.
 - 1. If dispatch advises that all personnel are out of the building, we will respond "regular traffic" or no red lights or sirens.
 - 2. If persons are still inside the building, if dispatch does not know if the structure is clear or there are reports of medical difficulties, we will respond "Emergency Traffic" or with red lights and sirens.
 - a. E.M.S. should also be started at this time.
- B. All personnel entering any CO Alarm structure will be wearing full protective gear with SCBA's and P.A.S.S. devices activated if at any time they encounter a reading of 35 PPM or greater.
 - 1. Fire fighters must work in teams of two when wearing SCBA'S.
 - a. When there is a team of personnel operating with SCBA'S a second team should be available to enter into the scene should a crisis occur.
 - b. This team shall consist of at least 2 fire fighters with SCBA'S donned and ready to enter the crisis area.
- C. Personnel should not be allowed back into the building or structure without SCBA's until CO levels reach an acceptable level.
 - 1. After ventilating a structure, it should be re-sealed and re-tested to ensure that the CO source is no longer present.
 - 2. Only electric fans should be used to ventilate a CO structure.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: February 6, 2003

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POLICY # 03-01-0000

REVISED

SUBJECT: HYDRANT INSPECTIONS

SECTION:

A. Hydrant inspections should be conducted twice a year. Hydrants should be flowed once a year. All teams have been assigned hydrants that they are responsible for inspecting.

1. Begin with a visual inspection, checking the paint condition, properly numbered, caps are the proper color for the flow rate. Check for obstructions such as fences and shrubbery, street signs, etc.
2. Remove caps and inspect nipple and cap threads for damage. Lubricate threads as needed.
3. Check gaskets and replace if needed.
4. Turn hydrant on and flush for a short period of time. Avoid unnecessary damage to lawns and road shoulders while flushing. Note any leaks from the bonnet, barrel, spindle, and ground.
5. Turn hydrant off and verify that the hydrant is draining properly, and replace all caps moderately tight.
6. Document inspections in the hydrant book, and inform your team leader of problems that need attention.

B. Hydrant color coding as per NFPA standards. Caps will be coded as follows.

Class AA	Lt. Blue	1,500 GPM and above
Class A	Green	1,000 GPM to 1,499 GPM
Class B	Orange	500 GPM to 999 GPM
Class C	Red	Less than 499 GPM

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: October 18, 2007

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POLICY # 07-10-0001

REVISED

SUBJECT: HAZARDOUS MATERIALS

SECTION:

Purpose:

The overall objective during any hazardous materials incident is to stabilize the incident, to protect health, property, and the environment.

Policy:

This procedure shall serve as the outline for initial arriving personnel to follow when responding to or/and operating on the scene of a reported or identified hazardous materials incident.

Procedure:

- A. Response to any reported hazardous materials incident such as a leak, spill, fire or potential container failure shall be made with a defensive posture.
- B. Responding units should approach from an upwind and uphill direction. Avoid driving into vapor clouds or smoke.
- C. The Duty officer or Senior fire officer shall assess the incident from a distance upwind, uphill, and attempt to identify:
 1. The type of material involved.
 2. The quantity of the material involved.
 3. The possibility of contamination.
 4. The immediate exposure problem.
 5. The threat to life safety.
- D. Establish an Incident Safety Officer.
- E. If additional resources are needed contact:
 1. In the City of Mulvane or Sedgwick County, contact Sedgwick County Emergency Management and Sedgwick County Hazardous Materials Team.
 2. In Sumner County, contact Sumner County Emergency Preparedness and KSFM Regional Chemical Assessment Team (CAT).
- F. Prior to the arrival of Sedgwick Co. Haz-Mat Team or the Regional CAT, Command and a Safety Officer shall be established, the site should be isolated, and secured to prevent the spread of hazardous material(s) or the accidental contamination of personnel.
- G. First arriving personnel shall treat all containers as hazardous materials until proven otherwise. First arriving units shall avoid the use of water until the material or mixture is determined not to be water reactive and/or to avoid runoff.

Mulvane Emergency Services

Fire Rescue Division

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DATE: October 18, 2007

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POLICY # 07-10-0001

REVISED

SUBJECT: HAZARDOUS MATERIALS

SECTION:

- H. Any water runoff that may be contaminated should be contained for later disposal.
- I. Decide if a close recon can be done safely by the fire department personnel on the scene. If so, commit two personnel to size-up the incident.
 - 1. Personnel shall wear full structural fire fighting protective equipment including S.C.B.A. unless otherwise instructed to by the Incident Commander.
 - a. The Mulvane Emergency Services department has purchased 4 Level B encapsulated suits that shall be kept in unit 455.
 - b. It will be the policy of this department to only use these suits when:
 - i. There is an immediate life hazard, and extra protective equipment is needed to protect the rescuer.
 - ii. To protect personal protective gear from damaging chemicals or bloodborne pathogens.
 - c. Technical data sheets are to be found in the appendix.
 - d. All manufacture guidelines shall be followed.
 - e. These suits are disposable and should be disposed of properly.
 - 2. Approach from upwind and uphill.
 - 3. Avoid contact with the hazardous material(s) and/or vapors.
 - 4. Monitor the atmosphere, assess the problem quickly, and return.
 - i. Air monitoring equipment will be kept on E-401, E-402 and V-455.
 - 5. When it is possible to perform an immediate rescue, it should be accomplished with awareness of the risk and with a minimum number of personnel.
 - 6. In situations where a rescue is required, the protection and safety of the rescuers and victim is paramount. In such cases all means and methods to accomplish this rescue should be considered.
 - 7. Establish a "gross decontamination area"
- J. Identify and determine the hazards of the material(s) involved, and the guidelines for the safe handling of it, through the following reference sources:
 - 1. D.O.T. Emergency Response Guide book.
 - 2. Placards and/or labeling.
 - 3. Contact CHEMTREC.
 - 4. Contact the shipper and/or manufacture.
 - 5. Utilize other informational sources available.
- K. Decide on a Plan Of Action.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: October 18, 2007

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POLICY # 07-10-0001

REVISED

SUBJECT: HAZARDOUS MATERIALS

SECTION:

Cleanup and Disposal:

The Incident Commander's responsibility, beyond that of preserving life and property, is only to identify and, if possible, contain the spilled material. Under most circumstances, no attempt should be made to "decontaminate" a spill unless directed and supervised by responsible parties from the industry and/or other technical advisors. Professional disposal companies and/or teams should be utilized for cleanup and disposal. Use of this resource is expected, but will normally occur after local expertise is on hand.

Mulvane Emergency Services

Fire Rescue Division

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DATE: October 18, 2007

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POLICY # 07-10-0002

REVISED

SUBJECT: NATURAL/LIQUIFIED GAS EMERGENCIES

SECTION:

Purpose:

This guideline insures that initial operations will be handled by arriving apparatus on scene as safely and efficiently as possible.

Policy:

All personnel shall observe the practices and precautions established in this guideline when responding to the report of a Natural/Liquefied Gas Emergency.

Responsibility:

The incident commander may adapt and modify the guideline as required by the magnitude of the emergency and existing conditions.

All Reported Gas Leaks should be responded to with Heighten Situational Awareness and Caution.

General Information:

A. Characteristics of gases

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

Guidelines:

Information:

- A. Obtain weather information (i.e. wind speed and direction) through Mulvane Dispatch.
- B. Apparatus should be staged so that only the minimum amount of equipment and personnel become exposed to the potential of an explosion.

Mulvane Emergency Services

Fire Rescue Division

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DATE: October 18, 2007

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POLICY # 07-10-0002

REVISED

SUBJECT: NATURAL/LIQUIFIED GAS EMERGENCIES

SECTION:

- C. As much information as possible should be obtained from the person reporting the leak; information such as the type of product, amount or size of the container, how long it has been leaking, are there any known ignition sources in the vicinity.
- D. Contact appropriate gas company representatives (i.e. KGS)

Appropriate Utility Company will be called for all Reported CO/Gas Leaks.

Operational Procedures

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

Use of Equipment

- A. SCBA must be worn in contaminated or suspected areas of gas vapors. Should there be a leak, it is possible that the gas may displace the air in the area such as a basement and the area would be oxygen deficient and you could suffocate. Should an explosion occur, you will need to not only survive the explosion effect, but also the burning gases. While fire may only be a momentary flash, should you be inhaling a breath at that moment you could severely damage your respiratory system.
- B. To determine gas level concentrations use the Orion Multi-gas detector. The detector shall be turned on in a clean atmosphere away from on scene apparatus.

All Reported Gas Leaks will be approached with Full Turnouts, SCBA, & CGI (combustible gas indicator).

Mulvane Emergency Services

Fire Rescue Division

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DATE: October 18, 2007

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POLICY # 07-10-0002

REVISED

SUBJECT: NATURAL/LIQUIFIED GAS EMERGENCIES

SECTION:

C. Ignition sources

1. While it is impossible to identify every potential ignition source, some of the more common ones to be considered are as follows:
 - a. Pilot lights of appliances
 - b. Motors that may start
 - c. Arcing from electrical switches opening or closing -- could be as small as a flashlight to as large as a knife switch on an electrical cut off.
 - d. Static electricity arc

Conclusion:

While it is impossible to outline every possible problem that may be encountered or anticipated dealing with gas leaks or solutions to resolve them, they should be treated with the utmost care. Personnel exposed to the consequences of an explosion should be limited to only the number required to perform the tactical assignment.

It is essential that a good size up be done, the real problems identified, a sound strategy developed and tactical assignments made to support the strategy.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: October 18, 2007

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POLICY # 07-10-0003

REVISED

SUBJECT: MOTOR VEHICLE ACCIDENTS

SECTION:

Purpose:

This guideline insures that initial MVA operations will be handled by arriving apparatus on scene as quickly and efficiently as possible.

Policy:

All personnel shall observe the practices and precautions established in this guideline when responding to the report of a Motor Vehicle Accident.

Responsibility:

The incident commander may adapt and modify the guideline as required by the magnitude of the emergency and existing conditions.

General Procedures:

- A. Reports of a MVA in the City or Fire Dist. #12 require the response of Rescue 407 and one Engine.
 - 1. The Duty Officer or Senior Officer on scene may request additional resources.
- B. Reports of a MVA outside of the Fire response district, requires the response of Rescue 407.
 - 1. The Duty Officer or Senior Officer on scene may request additional resources.
- C. Reports of a MVA pin or MVA on I-35 (south of milepost 34) requires the response of Rescue 407, and 2 Engines.
 - 1. The Duty Officer or Senior Officer on scene may request additional resources.
- D. If fire hazard exists, all personnel shall wear full protective equipment with SCBA. If no fire hazard exists, personnel shall wear traffic safety vest when operating outside of fire apparatus.

Incident Management:

Actions Size-Up

- A. The Duty Officer or Senior Fire Officer on scene shall assume incident command and establish the incident management system.
 - 1. Establish an overall survey of the incident.
 - a. Area should be surveyed for potential hazards such as fuel leaks, downed power lines, and vehicle stability.
 - 2. Establish scene control and security.
 - 3. Request assistance from law enforcement as required.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: October 18, 2007

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POLICY # 07-10-0003

REVISED

SUBJECT: MOTOR VEHICLE ACCIDENTS

SECTION:

4. Remove civilians to a safe location.

B. The Incident Commander must provide safe apparatus positioning for Fire/EMS crews and the accident scene.

1. Position apparatus at least 100 feet from the accident scene, if the officer in charge deems traffic conditions warrant, traffic lanes shall be shut down until a scene survey can be completed and scene safe.
2. Units should be parked at an angle, away from incident, with front wheels facing away from the incident.
3. EMS should be positioned in front of the incident.
4. Rescue vehicle should be placed near the accident scene.
5. An Engine or other large apparatus should be placed to the rear of the incident to provide blocking.
6. Apparatus may be repositioned after the scene survey is complete and hazards are identified or under control.

Actions Traffic Safety

- A. Any auto accident scene that will require traffic control will be at the discretion of the officer in charge or the incident commander.
1. Incidents involving hazardous materials, fuel leaks or an electrical emergency (wires down etc.) will have all traffic stopped until all the hazards have been removed.
 2. Accidents involving extrication or when the safety of the Fire/EMS crews is in danger due to the close proximity of passing vehicles, all or part of the roadway may need to be closed. This will be coordinated with police personnel on the scene.
 3. If no police personnel are on the scene and manpower permits, fire department personnel may assist in traffic control until a police unit arrives on the scene. At that time, traffic control will be turned over to the police agency.
 4. If no police units are on the scene and manpower is limited, traffic shall be stopped until the rescue/suppression activities are complete and the incident commander feels it is safe to let the traffic resume. If a firefighter is available at this time, he/she can assist with traffic control.

Actions Scene Stabilization

- A. An overall survey of scene stabilization shall be performed by the officer in charge and will include but not limited to the following:
1. Stabilize vehicle(s) as required.
 - a. Any vehicle that is occupied with patients to be treated or is in an unsafe situation shall be stabilized.
 - b. Stabilize vehicles as required.

Mulvane Emergency Services

Fire Rescue Division

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DATE: October 18, 2007

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POLICY # 07-10-0003

REVISED

SUBJECT: MOTOR VEHICLE ACCIDENTS

SECTION:

- c. Stabilization shall be performed on vehicles in unstable situations, such as on their side, roof or on uneven ground.
- d. Stabilization may include step chocks, wheel chocks, cribbing or securing with a winch or rope.
- e. Vehicle ignition system must be turned off, parking brake set and transmission in park or in neutral.

B. Secure the vehicle (battery etc.)

C. During time of darkness or limited lighting, scene lighting should be set up as soon as possible.

Subject or subject(s) trapped

- A. Position apparatus (keeping in mind the use of the rescue tool).
- B. Control traffic.
- C. Complete scene survey.
- D. Place 1 3/4" attack line for stand-by.
 - 1. The line will be manned by a minimum of one person to protect the crew and patients. The safety line personnel shall be wearing full PPE and SCBA.
- E. Stabilize vehicles.
- F. Provide EMS assistance as required.
- G. The engine shall be positioned at the discretion of the incident commander.

NOTE: Consideration shall be given that the vehicle is not positioned too close to the scene and provides a suitable working area for the rescue tools.

- H. All hydraulic rescue tools shall be removed from apparatus, properly connected and operated to ensure correct operations. Hydraulic tools and hand tools should be staged in a tool staging area and should be placed in the outer action circle.
- I. Under the direction of the operations/extrication officer, extrication should be coordinated with EMS personnel to ensure the safety of all occupants in the vehicle. During extrication, blankets, small backboards etc. shall be used to protect the occupants.

Mulvane Emergency Services

Fire Rescue Division

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POLICY # 07-10-0003

REVISED

SUBJECT: MOTOR VEHICLE ACCIDENTS

SECTION:

- J. No fire personnel will be permitted to be near the extrication site unless they are protected by full personal protective equipment (boots, gloves, coats, pants, helmet and eye protection).

NOTE: EMS personnel are well informed through training about proper protective equipment. The fire department incident commander shall be informed of EMS personnel not in proper protective equipment and determine if they need to be removed from the scene.

- K. At the termination of the incident all rescue tools shall be cleaned, re-fueled and readied for service.

- L. To stop any unsafe action that is taking place or about to take place the term "**STOP/FREEZE**" commands all persons to stop and correct the unsafe action.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: March 8, 2004

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POLICY # 04-01-0000

REVISED: October 18, 2007

SUBJECT: DISCIPLINARY ACTION

SECTION:

- A. In employee matters of concern, employees of the department will adhere to the chain of command. It will be the responsibility of supervisory and management staff to see that the appropriate line has been followed when dealing with questions or concerns.
- B. The Director of Public Safety or the Fire Captain shall handle all disciplinary action. Discipline will be done on a case-by-case basis. Problems with crew members, the call itself, or any other problems must be placed in writing on an incident form and put in the mail box or given to the Director or the Fire Captain. No problems or complaints will be handled unless they are put in writing.
- C. Staff Members will review these complaints and make recommendations for a resolution. Any parties involved will be given the opportunity to give a written statement on their behalf.
- D. All complaints will be dealt with in a timely manner and an answer should be returned to the complainant within 30 days.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: December 1, 2007

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POLICY # 07-12-0001

REVISED: December 2007

SUBJECT: Declaring a May Day

- A. When a member or a member of a team encounters a problem they should transmit on the operating channel to command **"MAYDAY, MAYDAY, MAYDAY"**.
- B. Some examples of when a Mayday's should be transmitted.
 - 1. Tangled, pinched, or stuck; low alarm activation
 - 2. Fall through a roof or floor.
 - 3. Tangled, pinched or stuck and cannot extricate self in 60 seconds.
 - 4. Caught in flashover.
 - 5. Zero visibility, no contact with hose or lifeline, do not know direction of exit.
 - 6. Primary exit blocked by fire or collapse, not a secondary exit in 30 seconds.
 - 7. Low air alarm, no exit (door or window) in 30 seconds.
 - 8. Cannot find exit (door or window) in 60 seconds.
- C. The member should transmit the following information;
 - 1. **L**: Location - Location of where you are or where the problem is
 - 2. **U**: Unit - Advise your radio number
 - 3. **N**: Nature - Nature of the MAYDAY-What is the exact problem
 - 4. **A**: Assignment (Per IMS)- What was your assignment (ie:fire attack, search & rescue)
 - 5. **R**: Resources Needed - What do you need
- D. The distressed firefighter or team should remain on the assigned radio channel. The firefighters PASS device should be activated.
- E. Lost or trapped firefighters should remain together.
- F. At this time, Command should advise all personnel to have all radio traffic cease.
- G. Command shall conduct a PAR if the location and identification of the lost or trapped firefighter is unknown.
- H. Command shall activate the RIT team. Command should advise the RIT team any information on the firefighters declaring the MAYDAY. Firefighting operations shall not cease and shall continue.
- I. If possible, assign the fire operations to another radio channel.
- J. Command should advise dispatch of the Mayday situation and advise if the RIT team has been deployed. The Director on Public Safety should also be advised of the situation.
- K. Command should advise dispatch when the Mayday situation has been concluded and move fire operations back to the assigned radio channel.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: January 01, 2012

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POLICY # 01-12-001

REVISED:

SUBJECT: Kansas Star Casino

SECTION:

Purpose:

To establish guidance for emergency incidents involving the Kansas Star Casino. This guideline insures that initial operations will be handled by arriving apparatus on scene as quickly and efficiently as possible.

Policy:

All personnel shall observe the practices and precautions established in this guideline when responding to emergency incidents at Kansas Star Casino.

If an alarm has been cancelled by casino staff; the Duty officer and/or first arriving engine will continue in non-emergency traffic, confirm that no emergency exist and that the alarm has been reset and restored.

Responsibility:

The incident commander may adapt and modify the guideline as required by the magnitude of the emergency and existing conditions.

Guideline:

A) Responding

1. Responding units will develop a preliminary plan based on the dispatch information.
2. The Duty Officer or Fire Officer in charge will clearly assign duties that deviate from standard practice.
3. Radio equipment will be placed on the appropriate channel (**Operations will be on Mulvane TAC 5**).
4. All apparatus will enter the complex off of the furthest South US Highway 81 entrance unless otherwise directed.
5. Always be cautious of exiting vehicles from the complex.

B) Arrival

1. Upon arrival the Duty officer or first arriving Fire Officer will give an appropriate size-up, establish command.
 - a. The Duty Officer/Fire Officer will proceed to the annunciator panel/employee entrance area and check for alarm activation.
 - b. Contact will be made with Casino Security.
 - c. This area will serve as the command post for most fire incidents involving this property.

Mulvane Emergency Services

Fire Rescue Division

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DATE: January 01, 2012

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POLICY # 01-12-001

REVISED:

SUBJECT: Kansas Star Casino

SECTION:

C) Nothing Showing/System Alarms

1. Nothing showing/System Alarms will be considered any incident where no visible personal injury and/or property damage has occurred.
2. The first arriving engine will normally go to the building entrance as directed by call type or Incident Command.
3. The second engine company should go to the fire department connection. They should prepare to make connection or lay a supply line or both.
4. The third engine company will go to the rear of the building. If rear is not accessible or other equipment already at rear go to a side not occupied or as directed by IC. This company shall remain flexible so that if it is needed in other areas it will be able to respond with a minimum of delay.
5. The first arriving ladder company (SCFD Q34 or Derby Q82) will normally go the front of the building and take appropriate action unless otherwise directed by IC.
6. The second arriving ladder company shall take a position that will enable them to operate with the third engine company in the rear of the incident. This company shall remain flexible so that if it is needed in other areas it will be able to respond with a minimum of delay.
7. Rescues and EMS companies should be located near the command post. Such companies should remain flexible so that if needed in other areas they will be able to respond with a minimum of delay.
8. All remaining equipment should stage in area designated by IC.
9. Proper consideration will be given to assist the owner in correcting the problem (removing smoke/odors, calling utility companies, turning off power/gas etc.)

D) Working Incidents

1. This will be considered any incident where visible fire, moderate to large amounts of smoke is present and/or when any victim(s) are reported or encountered.
2. The first unit on the scene will communicate a working incident/fire. This indicates that the situation is of such seriousness that companies other than those initially arriving may be needed and those on the assignment should be prepared to go to work on arrival.
3. The first arriving engine company should position the fire apparatus at the most appropriate position to attack the fire and/or protect exposures or rescue.
4. The second engine company shall support the fire department connection, standpipe, Commercial Fires sprinklers, etc. unless otherwise directed. Report to the Incident Commander when ready to operate.
5. The third engine company will do the following in order of priority.
 - a. As directed by Incident Commander.

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Fire Rescue Division

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POLICY # 01-12-001

REVISED:

SUBJECT: Kansas Star Casino

SECTION:

b. If Fire Department connections are not supported by second engine then proceed to Fire Department connection.

c. Proceed to rear of building. If rear is not accessible or other engines at rear already, proceed to a side of building not occupied.

6. The first ladder company (SCFD Q-34 or Derby Q-81) will normally go to the front of the building or at the most advantageous position for search/rescue/ventilation. Or as directed by the Incident Commander.

7. The second arriving ladder company shall take a position that will enable them to operate with the third engine company in the rear of the incident. This company shall remain flexible so that if it is needed in other areas it will be able to respond with a minimum of delay.

8. IC will coordinate initial assignments and call for additional resources as needed. On all working incidents at least one rapid intervention crew shall be maintained by the IC.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: December 9, 2011

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POLICY # 00-00-000

REVISED:

SUBJECT: Sprinkler and Standpipe Operations

SECTION:

Purpose:

To establish a guideline for the effective use of sprinkler and standpipe systems. This guideline insures that initial fire ground operations will be handled by arriving apparatus on scene as quickly and efficiently as possible.

Policy:

All personnel shall observe the practices and precautions established in this guideline.

Responsibility:

It shall be the responsibility of the second arriving engine company to support the sprinkler/standpipe system on all buildings equipped with such fire protection equipment

Connection:

The second arriving engine shall connect a 5" supply to a hydrant and position themselves near the fire department connection and supply the fire department connection with a minimum of two 3" lines. The engine shall position themselves safely and not too near the structure. One 3" line shall be charged while the other is being attached.

Engine Company Support of System:

An initial engine pressure of 150 psi shall be established to support the automatic sprinkler/standpipe system. Upon further evaluation of the fire, friction loss, and size of fire protection system, the engine pressure shall be adjusted to ensure adequate water flow. Use of additional lines from this engine should be avoided as this engine should be used solely to supply water to the sprinkler/standpipe system.

Emergency:

Should any problems occur such as burst hoselines or problems with the pump, notification shall be made to the Incident Commander at once.

Mulvane Emergency Services

Fire Rescue Division

Standard Operating Guidelines

DATE: August 31, 2011

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POLICY # 11-12-0002

REVISED:

SUBJECT: EMERGENCY VEHICLE RESPONSES

SECTION:

PURPOSE

Responding to any emergency call, the Mulvane Fire Rescue places a great deal of responsibility on the drivers of our emergency vehicles. Not only must emergency vehicles drivers provide prompt conveyance of the apparatus, equipment, and personnel to provide service to those in need, but as importantly, must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task all emergency vehicles drivers shall become familiar with, and constantly abide by the following policies and procedures.

Procedures

1. Circle of safety

Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. During the circle of safety the emergency vehicle driver shall encircle the vehicles and visually inspect all 4 sides and the top of the vehicle before entering the cab. He/she should also verify right side and rear clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

2. Warning devices and true emergencies

When responding to a true emergency, all audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. All emergency vehicle drivers must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not insure the right-of-way.

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3. Vehicle control and right-of-way

All drivers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Emergency vehicle drivers should be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

The emergency vehicle driver shall be aware of his/her rate of closure on other vehicles and a pedestrian at all times to make sure that a safe following distance is established and maintained. All drivers shall follow the rule for safe following distance and allow 1 second of following distance for every 10 feet of vehicle length for speeds under 40 mph and add 1 additional second for each 10 mph for speeds over 40 mph.

4. Response speeds

When responding to a true emergency only, drivers shall operate the vehicle they are driving at as close to the **posted speed limit** as possible, but not to exceed ten (10) miles per hour over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to;

- slippery road conditions
- inclement weather
- poor visibility
- heavy or congested traffic conditions
- sharp curves

5. Intersection Practices

Extreme care should be taken when approaching any intersection as intersections are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the organizations intersection operating guidelines during all emergency responses.

Uncontrolled intersections

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle or where a traffic control signal is green upon the approach of the emergency vehicle all emergency vehicle drivers should do the following:

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Uncontrolled intersections(CONTINUED)

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all 4 directions (left, right, front, rear)
- Slow down if any potential hazards are detected and cover the brake pedal with the driver's foot.
- Change the siren cadence not less than 200' from intersection
- Avoid using the opposing lane of traffic if at all possible.

Emergency vehicle drivers should always be prepared to stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

Controlled intersections

Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires **Prudent Action** by the emergency vehicle driver. The following steps should be taken:

- Do not rely on warning devices to clear traffic
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast etc.) as well as driver options
- Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers foot, continue to scan in 4 directions (left, right, front,, back)
- Change the siren cadence not less than 200' from intersection
- Scan intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible
- Be prepared, during an emergency response, to bring the vehicle to a complete stop for the following:
 - when directed by a law enforcement officer
 - for red traffic lights
 - for stop signs
 - at negative right-of-way intersections
 - when the driver cannot account for visible traffic in the lanes of traffic in an intersection
 - when other intersection hazards are present
 - when encountering a stopped school bus with flashing warning lights

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Controlled intersections(CONTINUED)

- Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped
- Account for traffic one lane of traffic at a time treating each lane of traffic as a separate intersection

Railroad intersections

At any time an emergency vehicle driver approaches an unguarded rail crossing he/she shall bring the apparatus or vehicle he/she is operating to a complete stop before entering the grade crossing. In addition the emergency vehicle driver shall perform the following prior to proceeding:

- turn off all sirens and air horns
- operator the motor at idle speed
- turn off any other sound producing equipment or accessories
- open the windows and listen for a train's horn

6. Non-emergency response

When responding to a call in a non-emergency response mode or normal flow of traffic the vehicle will be operated without any audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. At no time should any emergency vehicle be operated during response with only visual warning devices.

7. Ordinary travel procedures

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

8. Riding policy

The department requires all persons riding on fire apparatus to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion. The emergency vehicle driver and/or the person riding in the officer position shall verify that all personnel are properly seated and in seat belts before the vehicle is moved. Standard communication signals should be formulated and utilized by all personnel.

The department prohibits the riding on tailsteps, sidesteps, running boards, or any other exposed position. Personnel who perform emergency medical care while the vehicle is in motion should be secured to the vehicle by a seat belt or safety harness designed for occupant restraint.

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9. Backing

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

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

10. Response in private owned vehicles

When any member responds to the station, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle laws, including but not limited to;

- Speed limits
- Going through traffic control devices
- Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their **private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law**. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension and loss of driving privileges.

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SUBJECT: Elevator Emergencies

SECTION:

Purpose:

The purpose of this guideline is to establish a uniform procedure for affecting a safe rescue from a disabled elevator.

Policy:

- 1) Upon initial dispatch ensure that building maintenance or appropriate party has contacted the elevator service company.
- 2) Unless information is received from 9-1-1 Dispatch indicating a medical emergency or a person trapped in the mechanism of the elevator, responses to elevator emergencies shall be non-emergency. The Duty Officer may, at their discretion, upgrade the response to an **EMERGENCY** response.
- 3) Initial response will be Rescue and Engine (minimum of 5 personnel to safely operate)
- 4) On arrival, assess nature of problem, location of stalled car and condition of occupants.
- 5) Decide if immediate action is necessary. If life-threatening conditions are not present then it is preferable and safer to wait for the elevator service technician.
- 6) Call for additional equipment as needed i.e. Ladder Company or Rescue.

Responsibility:

The incident commander may adapt and modify the guideline as required by the magnitude of the emergency and existing conditions.

General Information:

- 1) Opening any hoist way door on a functioning elevator will stop the elevator car in whatever position it is currently in, including between floors. The power to car however will remain on and once the hoist way door is shut the elevator should function normally.
- 2) Elevators that go into "Fire Service" generally return to the first floor, unless that is where the alarm originated, upon arrival the doors will open and stay open. The only way to operate the elevator is with the fire service key.

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- 3) Elevator shafts may have detection devices (heat and/or smoke) installed based on various codes and standards. Elevator shafts equipped with sprinkler systems will have both a smoke and heat detector installed in the shaft. If the smoke detector activates, the car will go into fire service and return to the first floor. If the heat detector activates, the motor control will automatically shut down and the car will stop where ever it is, including between floors.
- 4) An elevator **incident** would include a "stuck" elevator with trapped occupants who are not in immediate danger, have suffered no evidence of injury and are not experiencing any problems due to an existing medical condition (i.e., cardiac related, diabetes, etc).
- 5) An elevator **emergency** would include, a fire endangering occupants in a "stuck" elevator, an injured person in a "stuck" elevator and an occupant experiencing a panic attack in a "stuck" elevator.

Guidelines:

- A) Upon arrival the officer in charge shall locate the elevator car and determine if the situation is an elevator incident or an elevator emergency.
- B) Upon arrival two rescuers need to respond to the mechanical room for the elevator.
 1. If possible elevator mechanical room keys need to be kept in Knox box to decrease possible damage to elevator doors.
 2. Crew need to carry a set of irons to force entry to the mechanical room, and an ABC extinguisher in the case of electrical or mechanical fire found in mechanical room causing malfunction.
 3. Access to mechanical room needs to be gained, if no fire is found, mainline power needs to be located.
- C) If an emergency bell is ringing, instruct the occupant to silence the bell by deactivating the emergency stop button. The occupant may have to pull the button from the on position.
- D) It is essential to calmly explain to the occupant(s) what the situation is and what actions will be taken to affect a rescue. It will probably be necessary to continue this dialogue throughout the rescue attempt or until a firefighter accesses the passenger compartment.

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- E) It is essential to calmly explain to the occupant(s) what the situation is and what actions will be taken to affect a rescue. It will probably be necessary to continue this dialogue throughout the rescue attempt.
- F) **ELEVATOR INCIDENT - STUCK ELEVATOR - NO IMMEDIATE RESCUE REQUIRED -**
- 1) Ensure the elevator is not in fire service mood. If so, attempt to operate the elevator with the fire service key.
 - 2) Instruct the occupant(s) to push the first floor (lobby) button.
 - 3) Press the call button in the lobby. The Officer in Charge may elect to try other floors as well.
 - 4) Instruct the occupants to verify that the inside door is fully closed by pressing the close door button and/or pushing the door toward the closed position.
 - 5) Ensure the hoist way door on all floors are fully closed. This will require a firefighter to go to each floor and push each hoist way door toward the closed position.
- 6) Locate the elevator motor control room and secure breaker (power) for a minimum of 30 seconds then reset. If car remains stalled, then power to car needs to be locked out/tagged out. If provisions for lock out/tag out are not available then one member of the crew will have to stand guard at power for duration of incident

If these methods fail to produce results, consider calling for an elevator mechanic. Officer in Charge may opt to remove occupants if arrival time of mechanic is deemed too long.

- E) **ELEVATOR EMERGENCY - RESCUE REQUIRED -** Start technical rescue team.
- 1) Depending on where car is in relation to the opening will dictate how victims are removed. The Order of removal from safest to most dangerous:
 - Floor level/normal entryway - Car is within 3 feet above or below opening
 - Floor above/normal entranceway - Car is more than 3 feet below landing
 - Floor below/normal entranceway - Car is more than 3 feet above landing
 - Top Escape Hatch

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- 2) Floor level/normal entry way
 - a. Car is within 3 feet above or below
 - b. Door can be opened to hoistway (using elevator door key, polling from below, or F.E.)
 - c. Door can be opened to car (once mainline power is cut it only takes 15lbs of force against a holding spring to open the door)
 - d. Occupants can be removed with assistance

- 3) Floor above/normal entranceway
 - a. Car is more than 3 feet below landing
 - b. Door can be opened to hoistway (using elevator door key, polling from below, or F.E.)
 - c. Door can be opened to car (once mainline power is cut it only takes 15lbs of force against a holding spring to open the door)
 - d. Occupants can be removed using a ladder to get up to landing

- 4) Floor below/normal entranceway
 - a. Car is more than 3 feet above landing
 - b. Crews need to be prepared to block lower portion of hoistway (ladder, table).
 - c. Door to hoistway can be opened, object such as table or ladder should be used to block open hoistway at bottom of door.
 - d. Door can be opened to car (using elevator door key, polling from below, or F.E.)
 - e. Occupants can be removed cautiously, if any doubt exists fall protection should be provide to occupants.

- 5) Top escape hatch
 - a. **Rescue company response should be initiated.**
 - b. Most dangerous method of removal.
 - c. Rescue should not be attempted without fall protection for occupants and rescuers.
 - d. First rescuers should enter hoistway with fall protection (anchor on entry floor, rope and minded double prussic); using ladder move down to roof of car and disconnect from fall protection and connect to top of elevator.
 - e. Rescuer should secure elevator from both upward and downward movement. (Rail lock and tying of governor ropes together).
 - f. Top hatch should be removed and folding attic ladder placed into elevator.

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- g. A second rescuer should enter hoistway using fall protection and descend ladder to roof of elevator.
- h. Second rescuer should disconnect from fall protection and connect to elevator.
- i. Second rescuer should enter through open roof hatch down folding ladder.
- j. Second rescuer should assist with dressing occupants in fall protection and helmet.
- k. One at a time, occupants in fall protection will need to climb folding ladder to top of car, then move to ladder on top of car and climb to landing.
- l. Whenever possible remove trapped occupant from the floor above (minimizes falling hazard)
- m. If the opening through the normal entrance way has less than 3 feet of clearance, remove occupant via an escape hatch

F) Miscellaneous:

- 1) Although new elevator shafts are required to have a protected (crush) zone at the bottom of the elevator pit, never allow firefighters to enter the pit without securing the power to elevator and the elevator car has been shored.
- 2) An elevator shall never be jacked or moved in an upward position. The only exception to this is when the elevator car has entrapped a victim.
- 3) Forcible entry on an elevator car or hoist way doors is a last resort. If required, the Officer in Charge will determine method, i.e., air bags, Hurst tool, to perform this operation.

G) Termination

- 1) Once a rescue has been completed, the hoistway doors shall be closed and kept closed.
- 2) Any disconnected power supplies shall be left off and lock out / tag out devices may be removed at the direction of the Incident Commander.
- 3) The building's representative should be advised to leave the elevator out of service until it can be repaired by an authorized service company.

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