



Department Operating Guidelines

*Rules & Regulations
Operating & Response Guidelines
Operational Best Practices*



Newburgh Volunteer Fire Department

*Town of Newburgh | Ohio Township
Warrick County, Indiana*

Effective: March 15, 2020



Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations

Newburgh Fire Department Operating Guidelines

These Department Operating Guidelines supersede and make obsolete, null, and void all previously written policies, procedures, or directives.

By Authority of Fire Chief

A handwritten signature in black ink, appearing to read "JED" with a stylized flourish extending from the end.

March 15, 2020

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Our Mission

“Committed to protecting the citizens, travelers, and workers of our community, the Newburgh Volunteer Fire Department strives for excellence to mitigate the threat to life and property from fire, medical, and other emergencies through education, prevention, community preparedness, emergency response, rescue, and recovery.”



General Provisions



1.01 Hierarchy & Authority of Directives

| | | |
|---|-----------------------------|--|
| SOG #: 1.01 <i>General Provisions</i> | Revision: 02/11/2015 | Type: <i>Informational Guideline</i> |
|---|-----------------------------|--|

Purpose

To provide for a clear understanding of the hierarchy and authority of directives which govern the operations of the Newburgh Volunteer Fire Department.

Guidance

Chapter 1 - Hierarchy

Section 1 - The operations of the Newburgh Volunteer Fire Department (NVFD) will be governed in accordance with various laws, rules, by-laws, regulations, and guidelines as specified in this provision.

Section 2 - The following will be the Hierarchy of Directives which the operations and members of the Newburgh Fire Department will be bound by:

1. Laws and Ordinances of the State of Indiana
2. Rules and Administrative Procedures of the State of Indiana and any Department thereof
3. Laws and Ordinances of Warrick County and the Town of Newburgh
4. Rules and Administrative Procedures of the Town of Newburgh
5. Rules and Administrative Procedures of the Ohio Township Trustee
6. Corporate By-Laws of the Newburgh Firefighters Association, Inc.
7. Written Memoranda/Directives from the Fire Chief or any Chief Officer
8. Verbal Directives from any Lieutenant, Captain, or Chief officer of the Department
9. Standard Operating Guidelines, Policies & Procedures, Rules & Regulations of the Newburgh Vol. Fire Department.

Chapter 2 - Authority

Section 1 - All directives are issues under governance of their respective authorities. No guideline, rule, or policy will be established that contradicts or conflicts with the directives of any authority supreme to itself. A lower authority can expand on directives already established by a supreme authority. (*i.e., The Fire Department cannot create a rule that contradicts or conflicts with a state law but can create a rule that expands on the procedures of the law and how the fire department will comply with it.*)



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Chapter 3 - Compliance

Section 1 - The Officers and Members shall make effort to comply with and be accountable to the directives as established by the various governing authorities of the Newburgh Fire Department as directed in the Hierarchy section above.

Orders given by Officers that conflict with Operating Guidelines

Section 2 - As demonstrated in the Hierarchy section above, a verbal directive from an officer will supersede any written directive established in the Operating Guidelines of the Fire Department. In such cases that a verbal directive from an officer conflicts with or contradicts a directive established in the Operating Guidelines, the directive of the officer shall be followed and any member complying with such directive shall not be subject to discipline. Any directive given by an officer that conflicts with or contradicts the Operating Guidelines will be effect for the duration of the incident, event, or action as relevant to the situation as directed and cannot be a permanent modification to the Department's Operating Guidelines.

Disregarding Directives

Section 3 - It is understood that not all directives can apply to every possible scenario and that there may be situations which a directive cannot be followed. It is assumed that all guidelines in the Department Operating Guidelines are considered to be discretionary with exception to those directives which are explicitly non-discretionary as indicated. Officers and members may disregard a directive with just cause. Any officer or member, who does so, may be held accountable to justify their decisions or actions and may be subject to review by the Fire Chief. An officer or member, who disregards a directive, even with cause, may be subject to discipline and personal liability.



1.02 Table of Organization & Chain of Command

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|---|-----------------------------|--|
| SOG #: 1.02 <i>General Provisions</i> | Revision: 10/14/2018 | Type: <i>Informational Guideline</i> |
|---|-----------------------------|--|

Purpose

To provide for a clear understanding of the table of organization and chain-of-command which govern the operations of the Newburgh Volunteer Fire Department.

Guidance

Chapter 1 - The Administrative Table of Organization

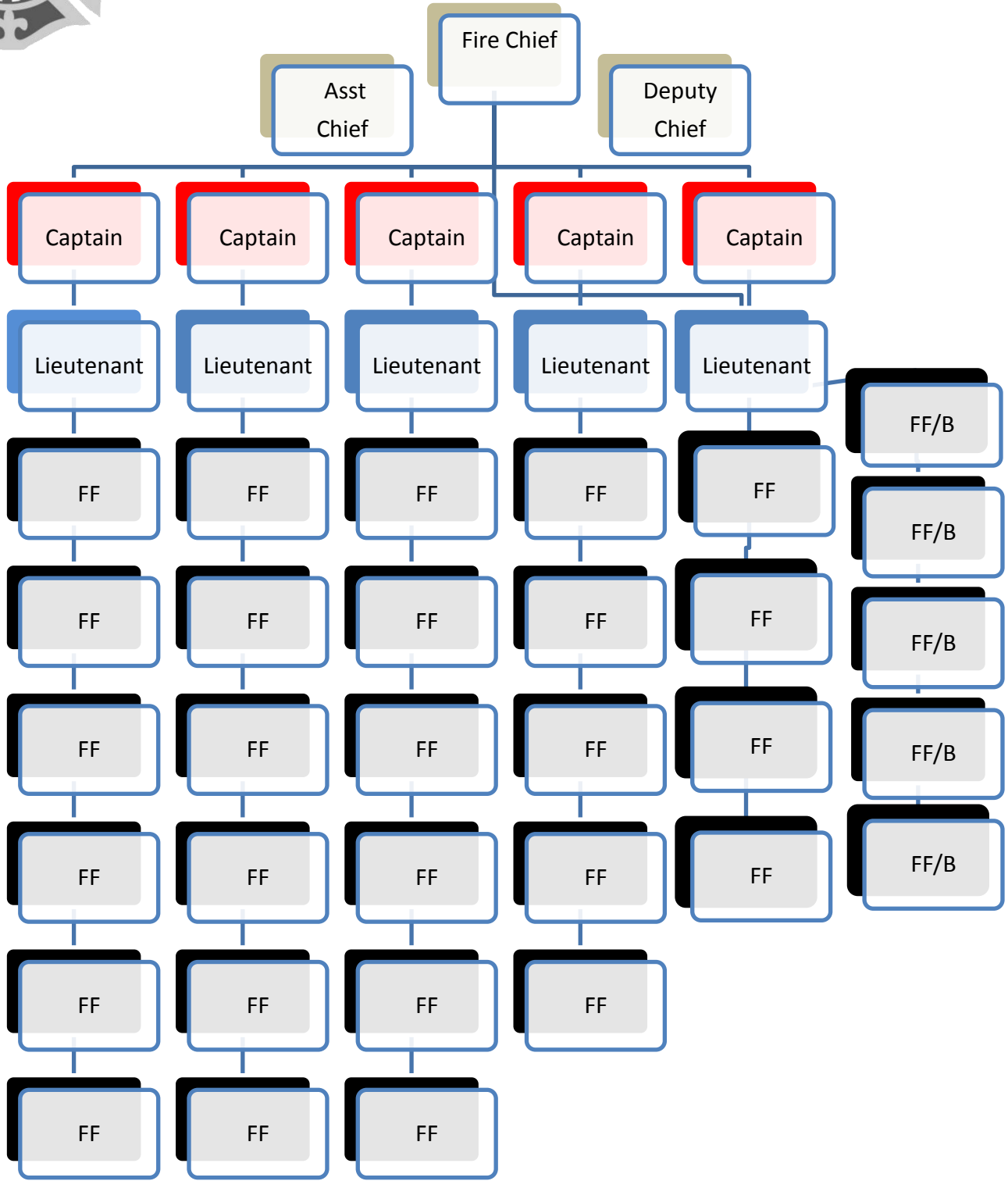
Section 1 - The Administrative Table of Organization is established to provide for a means of orderly communication within the chain of command. Each member will be assigned to an Officer. Each Officer will be assigned to a Chief Officer. Each Chief Officer reports directly to the Fire Chief. Officers are responsible to their charges, specifically in ensuring that fire department matters are being communicated, that any problems or needs members have are addressed, and ensuring the member is fit for duty and compliant with all relevant directives.



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Chapter 2 - Chain of Command

Administrative

Section 1 - For administrative concerns (concerns not relating to operations on a fireground), members should address issues through the chain-of-command as established in the Administrative Table of Organization. If the member's officer is not present or available, the member may address the issue with the next level officer within their administrative chain-of-command. If no contact within the member's chain-of-command is present or available, the member may address the issue with another officer. It will then be the responsibility of that officer to ensure that the member's officer is made aware of the issue and the disposition of the issue if action was taken by the receiving officer.

Chapter 3 - Operations

Apparatus Response

Section 1 - Officers and Members responding to the scene of an incident are the responsibility of the apparatus officer and will receive instructions and direction from the apparatus officer until delegated to another group, division, or other element with a supervising officer.

Section 2 - In cases where the apparatus officer is not a Lieutenant, Captain, or Chief Officer but one is present on the apparatus, the officer shall advise and mentor the apparatus officer on a course of action or relieve the apparatus officer after arrival and assume responsibility for the position.

Section 3 - All personnel when responding on apparatus must be outfitted in minimum of turnout pants and boots with remainder of gear close for ease of access if needed. This is mandatory for all personnel including the operator of the apparatus only exception being the crew of water 14 when operating on water incidents.

On the fireground

Section 1 - The National Incident Management System (NIMS) Incident Command System (ICS) will be followed on all firegrounds and incidents. As such, the principal of "Unity-of-Command" which states that each individual participating in the incident or operation reports to only one supervisor will be followed. This eliminates the potential for individuals to receive conflicting orders from a variety of supervisors, thus increasing accountability, preventing freelancing, improving the flow of information, helping with the coordination of operational efforts, and enhancing operational safety.



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Incident Commander

Section 1 - The Incident Commander, regardless of rank, will serve as the top of the chain-of-command and delegate authority of fireground operations to various individuals, divisions or groups as required. The Incident Commander will give assignments to these divisions or groups or may assign individuals to an established division/group.

Working in a Division or Group

Section 1 - Any member assigned to a group or division will be under the direction of a division/group supervisor from which they will receive instructions and direction.

- Captains and Lieutenants should assume the role of group or division supervisors when required.
- Chief Level officers or Captains should assume the role of section chiefs or branch directors when required.
- Officers, group or division supervisors, shall avoid Individual assignments to personnel not directly assigned to them.

Responsibility to follow instructions of a Line Officer on a fireground

Section 1 - Member's not assigned to a division or group or not already on assignment by another officer on the fireground shall follow the instruction or direction of any Lieutenant, Captain, or Chief Officer on the fireground. If the member cannot comply with the instructions due to another assignment, it is the member's responsibility to notify the officer of this. Members shall make effort to comply with all directives issued to them; with exception to any directive which a member feels is unsafe in performing. Members refusing to comply with a directive or verbal command for safety reasons must state their objection on these grounds to the issuing supervisor. A member may not be disciplined for refusing to follow orders for safety reasons as long as they have informed their supervisor of their objection and reason.



1.03 Officers Job Descriptions and Responsibilities

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| SOG #: 1.03 <i>General Provisions</i> | Revision: 01/01/2018 | Type: <i>Informational Guideline</i> |
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Purpose

To establish the authority of the Fire Chief to appoint and delegate operational responsibilities to those serving in the capacity of officer for the Newburgh Volunteer Fire Department.

Guidance

Chapter 1 – General Information

Section 1 - The Fire Chief designates his/her officers fulfill certain specialized responsibilities. An officer will be appointed as the responsible party for his/her officer role and will be responsible for ensuring that all duties and responsibilities are kept up with. Each officer will report directly to the chief they are assigned to and each Chief will be responsible for making sure their officers are fulfilling such duties assigned. Officers shall be held to a higher level than the personnel he/she is responsible for, therefore to maintain officer position a participation percentage of no less than 25% must be maintained.

Chapter 2- Chief Officers

1101-Fire Chief

This position is elected by the membership of the Newburgh Volunteer Firefighters Association. The job includes but is not limited to the planning and directing the work of the fire in public education, fire prevention, emergency medical services, protection of life and property from losses due to fire or disaster. Fire Chiefs duties are as follows:

- Assigning and Delegating responsibilities to officers and members;
- Authority to have Rules, Regulations, and Department Operating Guidelines changed;
- Making sure the department is in compliance with all state and national standards;
- Making every effort to attend all emergency calls;
- Maintaining the condition of equipment and authorizing emergency repairs and maintenance of Town owned equipment and building under the amount of \$1,000.00;
- Fire Chief will manage following officers directly
 1. 1102- Assistant Chief
 2. 1103- Deputy Chief



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1102- Assistant Chief

The Assistant Chief shall assist the Fire Chief in his/her duties as he/she may be directed. In the absence of the Fire Chief the Assistant Chief will assume the duties and powers of the Fire Chief. The Assistant Chief is responsible for services rendered which includes but is not limited to Fire suppression and Emergency Services. Assistant Chiefs duties are as follows:

- Manage all aspects of the department as assigned by the Chief Officer
- The Assistant Chief will manage the specific Job Duties as assigned by the Fire Chief

1103- Deputy Chief

The Deputy Chief shall assist the Fire Chief in his/her duties as he/she may be directed. In the absence of the Fire Chief and the Assistant Chief the Deputy Chief shall assume all the Duties and Powers of the Fire Chief. The Deputy Chief is responsible for all services relating to Administration and Human Resources. The Deputy Chief duties are as follows:

- Manage all aspects of the Fire Departments personnel and resolve any issues that may be brought fourth
- The Deputy Chief will manage the specific Job Duties as assigned by the Fire Chief

Chapter 3- Line Officer Duties

The following Duties outline the responsibilities assigned to the officer positions. These duties are not assigned to any specific department identifier ie: 1104, 1105 but are assigned to the personnel themselves. A duty may be filled by someone not holding the rank of an officer if approved by the Newburgh Volunteer Fire Department Chief Officer.

Training – The Training Officer(s) duties will be as follows:

- Training- Responsible for overseeing the departments training and education. Officer will coordinate the training schedule and ensure department trainings (Fire, EMS, and Special Operations through appropriate officers) are posted by quarter and instructors are set for both morning and evening sessions.
- State Training- Responsible for coordinating all required training required through the state and providing classes to properly educate new and current members.
- Will manage the following members directly assigned to him by Chief Officers

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Support - The Support Services Officer duties will be as follows:

- Data/Communications- Serves as coordinator for the department IT side and communications.
- NFIRS Reporting- Ensuring the run reports are input and reported to the state according to their guidelines- Manages all members who assist in the inputting of run reports and reviews there reports for final approval
- Investigations- Organizing and managing the investigation division of the Department and responsible for coordination of investigations through department investigators.

Safety - The Safety Officer(s) duties will be as follows:

- Responsible for maintaining the standards in all aspects of safety around and within the firehouse. Maintaining the proper reporting as it regards to OSHA and all other entities needed including but not limited to injury.
- Responsible for the overall safety on the firegrounds in which he/she is present. In the event of a larger scale assignment the safety officer position may be activated and will be the only person other than the IC with the authority to terminate operations in the event they see something to hazardous for operations to continue.

Pre-Planning – The Pre-Plan Officer(s) duties are as follows

- Pre-Planning- Responsible for coordinating with members and officers to keep up to date with business and building pre-plans for the fire department
- Coordination of Knox Box program with local businesses
- Uploading of completed preplans into the Department I am Responding program

Special Operations Division -Special Operations Division Officer(s) duties will be as follows:

- Care and maintain for equipment pertaining to special operations
 1. Water 14- Ensure it is taken in for service and checked and ran accordingly to ensure it is in service and ready to be utilized
 2. Dive Equipment- Ensuring all Dive equipment is maintenance utilized and ready for use
 3. Rope Rescue- Ensure all rope rescue equipment is properly inspected and ready for use.
- Training- Maintain certifications of all members in regards to diving and anything pertaining to specialized services operations. Setting Training schedule and coordinating through the department training officer by quarter.
- Responsible for keeping documented reports as they are related to water rescue or any other specialized incidents.



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Quartermaster - Quarter Master duties will include Issuing, inventorying and maintenance of fire department Gear and communications equipment

- Issuing and record keeping of department issued uniforms
- Issuing and maintenance of small equipment issued for personal use including communications equipment
- Responsible for ensuring the members properly care and maintain their gear uniforms and equipment.

EMS Division -EMS Division Officer(s) duties are as follows:

- Responsible for day to day operations of the EMS Division
- Coordination of the EMS Training and lying out of a schedule quarterly. Responsible for the scheduling of Instructors for both morning and evening training sessions.
- Will ensure the fire department receives all training mandated by the state of Indiana and ensure all licensing and certifications are kept up to date
- EMS Captain will act as a direct liaison between Newburgh Fire Department, Warrick EMS, and the Medical Director
- EMS Division Captain will be responsible for maintaining all equipment as it pertains to EMS
- EMS Division Captain will manage members directly assigned to him/her by chief officers primarily those holding EMS certifications:

Maintenance/Equipment- The Maintenance/Equipment Officer(s) duties will be as follows:

- Will oversee the day to day activities as they relate to general care and maintenance of equipment and apparatus
- Responsible for scheduling, maintaining, and keeping of records for all preventative maintenance as it pertains to equipment and apparatus
- Responsible for scheduling and keeping of records for all testing required for hose, SCBA, ladders, etc.
- Equipment /Maintenance Officer will manage members primarily assigned to them by chief officers:

Station – Station Officer(s) Duties are as follows:

- Responsible for the day to day care and maintenance of the station (including but not being limited to building appearance, painting, supplies, cleaning and lawn maintenance
- Will report any problems that occur to the proper department or town supervisors

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Cadets - The Cadet Officer(s) duties will be as follows

- Coordination of weekly cadet meetings and training
- Recruitment of more community youth to the fire department Cadet Program
- Responsible for the crossover of a cadet prior to becoming a probationary member
- Will manage primarily assigned to them by a chief officer including all juveniles involved in the cadet program

Public Relations - The Public Relations Officer(s) duties will be as follows

- Coordination of any Public Relation Request that come in through Department E-mail
- Assist in the Coordination of Fire Prevention Week
- Assist in the Coordination of the NVFD Open House Every Odd Number year.
- Responsible for helping the department to maintain a positive public image.

Driver Program - The Public Relations Officer(s) duties will be as follows

- Coordination of any New Driver Training
- Coordination of Drive Time
- Coordination of Existing Driver Continuing Education and Drive Time.
- Responsible for assuring all new driver fulfillments are required to clear them to drive apparatus

Personnel - The personnel assignment is responsible for fielding any and all issues within the department personnel

- Responsible for addressing any issues reported to them within the proper chain of command
- Responsible for handling any issues that our brought forward and if unable to addressing it within the appropriate ranks
- Responsible for handing out appropriate disciplines at the authority of the chief officers of the department.



1.04 Terminology & Definitions

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|---|-----------------------------|--|
| SOG #: 1.04 <i>General Provisions</i> | Revision: 02/11/2015 | Type: <i>Informational Guideline</i> |
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Purpose

To define and clarify the terminology used throughout the Department Operating Guidelines document.

Guidance

Chapter 1 – General Information

Section 1 - Language used in this publication can be open to various interpretations. To assist with interpretation an explanation of various terminology and definitions used follows.

- a. **Guideline** – A *discretionary* guidance directive that is advisory in nature and should be followed under most circumstances.
- b. **Directive** – A written or verbal set of instructions or directions that contain guidance for new or existing policies, procedures, guidelines or operational best practices.
- c. **Policy** – A course of action that should be followed *under most* circumstances.
- d. **Procedure** – routine method that serves a guideline and instruction set on how to accomplish a given task.
- e. **Rule** – Interchangeable with policy.
- f. **Regulation** – Interchangeable with Guideline but stresses uniformity in compliance.
- g. **Shall** – Use of the word shall in a directive indicate the action is mandatory.
- h. **May** – Use of the word may in a directive indicate the action is permissive.
- i. **The Association** – Referring to the Newburgh Volunteer Firefighters Association, Inc.
- j. **Line Officer** – A Lieutenant or Captain appointed by the Fire Chief or any Lieutenant or Captain of another fire department.
- k. **Officer** – Can include all officers from Lieutenant to Fire Chief.
- l. **Chief Officer** – Is an officer with the title of Chief. (Fire Chief or Assistant Chief) for Newburgh Fire). Can also include Deputy Chiefs, District Chiefs, or Battalion Chief when interacting with other departments.

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Administrative Guidelines



2.01 Station Stand-by & Overnight Policy

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|--|-----------------------------|----------------------------------|
| SOG #: 2.01 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
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Purpose

To develop guidance and performance expectations regarding members performing standby or overnight standby at the station.

Guidance

Chapter 1 - Station Standby

Section 1

- a. Members may stand-by on station in anticipation of future responses or during times when the department is experiencing a high-volume of calls such as during inclement weather.
- b. Member's that are on station for stand-by coverage during these times will be under the direction of an officer if present, or the senior most member.
- c. Member's that are on station for stand-by during these times should log in under the I Am Responding program indicating the times of their stand-by coverage.
- d. It is the responsibility of all individuals that are on station to comply with all house-keeping rules and general rules of station cleanliness.

Chapter 2 - Overnight Policy

Section 1

- a. Member's staying overnight shall log in on the I Am Responding program.
- b. Member's staying overnight must be fit and able to make responses that may occur during the period they are station. Member's staying overnight must make all responses which they are qualified for, with exception to any response that may come within an hour of that member having to leave for work or another relevant function.
- c. Member's staying overnight more than one consecutive day requires the authorization of an officer.
- d. Member's may not become "live-ins" or take up residence at the firehouse.



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- A live-in is defined as a member who stays at the station for more than 7 consecutive nights during a normal operating period. A normal operating period is defined as a time in which there is no ongoing incident or disaster plan in place which would require a dedicated crew to man the station and or response area.
- No member will claim residency at Newburgh Fire Department or use it as a mailing address for personal use without special permissions of a Chief Officer.
- e. Member's must remove all personal belongs from the bunkroom after use.

Chapter 3 - Bunkroom Linens

Section 1 - Members that stay overnight at the firehouse must:

- a. Strip the bunk bed of sheet and pillow case after use
- b. Fold the blanket and place it at the foot of the bed
- c. Place new/clean linens on the bed, ready to be used by a later occupant.
- d. Wash all used/dirty linens in the laundry room downstairs and place in dresser in bunk room.

Section 2 - Members may provide their own linens. Members should not leave their personal linens or dirty/used linens on the bunk beds. The Department reserves the right to dispose of any dirty/used personal linen left behind.



2.02 Smoking & Tobacco Usage

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|--|-----------------------------|-------------------------------|
| SOG #: 2.02 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Policy</i> |
|--|-----------------------------|-------------------------------|

Purpose

To develop guidance regarding tobacco usage of members on station, on scene, in vehicles, and while representing the fire department.

Guidance

Chapter 1 – General Information

Section 1 - Except in designated areas, Tobacco products (to include, chewing tobacco, cigarettes, cigars, etc) shall not be used:

- a. Inside the station
- b. While on any apparatus
- c. While wearing the issued fire department uniform.
- d. While on scene of an incident
- e. While participating in a public relations activity.

Section 2 - Members representing the Newburgh Volunteer Fire Department, who are participating in training that is being hosted at and conducted by another agency shall observe and comply with the policies of the Newburgh Volunteer Fire Department as described in Section 1, even when the local agency's policy are more relaxed.

See Also

- Town of Newburgh Policy on Tobacco Usage
- Ohio Township Trustee's Office Policy on Tobacco Usage



2.03 Drug and Alcohol Usage

| | | |
|--|-----------------------|-------------------------------|
| SOG #: 2.03 <i>Administrative Guidelines</i> | Developed: 08/22/2019 | Type: <i>Policy</i> |
|--|-----------------------|-------------------------------|

Purpose

To develop guidance regarding alcohol and drug usage of members on station, while representing the fire department, and participation after consumption.

Guidance

Chapter 1 – General Information

Section 1 -Newburgh Fire Department will have a zero tolerance when it comes to the use of Alcohol and/or Drugs:

- a. Inside the station
- b. While on any apparatus
- c. While wearing the issued fire department uniform.
- d. While on scene of an incident
- e. While participating in a public relations activity.
- f. While participating in any sanctioned Fire Department event.

Section 2 – Any member who has consumed any alcoholic beverage, controlled substance, or narcotic of any type will not be permitted within an 8 hour period from last consumption at any of the following:

- a. On or Inside the premise of Newburgh Fire Department
- b. On or at any incident scene in which Newburgh Fire Department is operating
- c. On or at any training ground in which Newburgh Fire Department is training
- d. On any Newburgh Fire Department Apparatus
- e. To operate any Blue Lights in personal vehicles under the authority of Newburgh Fire Department

See Also

- Town of Newburgh Policy on Alcohol/Drugs/Tobacco Usage
- Ohio Township Trustee’s Office Policy on Alcohol/Drugs/Tobacco Usage



2.04 Long distance telephone calls

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|--|-----------------------------|----------------------------------|
| SOG #: 2.04 <i>Administrative Guidelines</i> | Revision: 10/14/2018 | Type: <i>Guideline</i> |
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Purpose

To develop guidance regarding long distance telephone calls made from fire department phone lines.

Guidance

Chapter 1 – General Information

Section 1 - Members shall not make long distance telephone calls from the station phone lines unless it is related to the business of the fire department; with exception to exigent circumstances and with permission from an officer.



2.05 Visitors on Station

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|--|-----------------------------|----------------------------------|
| SOG #: 2.05 <i>Administrative Guidelines</i> | Revision: 10/14/2018 | Type: <i>Guideline</i> |
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Purpose

To develop guidance regarding members bringing visitors to the station for extended periods of time

Guidance

Chapter 1 – General Information

Section 1

- a. Members may have non-department visitors at the firehouse.
- b. Members are directly responsible for the conduct and actions of their visitor while at the firehouse and ensuring that all house-keeping rules and safety rules are followed.
- c. Visitors are not allowed to remain on station overnight or sleep at the firehouse; except in exigent circumstances with approval from the Fire Chief.
- d. There will be a curfew for all non- department members not to exceed 2300 hours unless special permissions are given by the Chief of Department.



2.06 Children on station during incidents

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|--|-----------------------------|----------------------------------|
| SOG #: 2.06 <i>Administrative Guidelines</i> | Revision: 10/14/2018 | Type: <i>Guideline</i> |
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Purpose

To develop guidance regarding the member's responsibility concerning children being on station during an active incident.

Guidance

Chapter 1 – General Information

Section 1

- a. Members may bring their children to the firehouse for a response.
- b. The children will be the responsibility of the member while they are on station.
- c. No member or cadet member may be forced to "baby-sit" for another member's children.
- d. Young children are not to be left unattended.
- e. If children are brought to the station during training or emergency responses they should be taken into the dayroom where they should remain during the course of training or incident. Exceptions would be if there is another adult (spouse or significant other) there to be responsible.
- f. It is the members responsibility to clean up after their children prior to leaving the firehouse.



2.07 Uniforms & Dress Code

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| SOG #: 2.07 <i>Administrative Guidelines</i> | Revision: 10/28/2017 | Type: <i>Rules & Regulations</i> |
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Purpose

To develop guidance regarding the proper display of the fire department uniform and expectation of proper attire for department training, business, and work functions.

Scope & Authority

The by-laws of the Newburgh Volunteer Firefighters Association, Inc. will have precedent on the definition of the uniform of the Newburgh Volunteer Fire Department. Where the by-laws of the association do not address the uniform or its various components, this guideline will have authority.

Guidance

Chapter 1 – Uniforms

Section 1 – The uniform of the Newburgh Volunteer Fire Department may be worn during the course of official fire department business as appropriate or when directed by an officer.

Section 2 – Only members of the Newburgh Fire Department and Cadet Members may wear the uniform. While in uniform, members shall conduct themselves professionally and honorably.

Issued Uniform Items – All Members

Section 3 - When funds permit and when authorized by the Board of Directors of the Association members will be issued the following uniform items:

- a. One (1) Short Sleeve Elbecco Uniform Shirt (Members Light Blue – Chiefs White)
- b. One (1) Dark Navy Uniform Trouser (Straight Legged or EMS BDU)
- c. One (1) set of duty work boots
- d. One (1) Newburgh Fire Department Badge of appropriate rank (Silver or Gold)
- e. One (1) set of collar brass of appropriate rank (Silver or Gold)
- f. One (1) uniform belt (Black Leather)
- g. One (1) metal uniform name bar (Silver or Gold)
- h. One (1) 'Serving Since' device attachment for name bar (Silver or Gold)
- i. One (1) All Season Sport Jacket with embroidered patch on left chest



- j. One (1) Tactical Polo Shirt with Logo Embroidery patch on left chest (Firefighters Navy, Chiefs White)
- k. One Department Issued T-Shirt (Red) for Class C events

Distinctive Colors of Insignia and Uniform Provisions

Section 4 - With exception to officers with the rank of Captain and above who will be issued gold badges, name plates, and collar insignia, all other members (Lieutenants included) will be issued silver badges, name plates, and accessories.

Section 5 - Collar Insignia, plain on no disc, of appropriate color will be worn by all officers when in uniform.

Section 6 - The badge of an officer will display the insignia of their rank in the center on a red disc instead of the standard fire department scramble.

Uniform Classifications

Section 7

- a. **Class A** – Uniform will consist of Short sleeve uniform shirt all brass and uniform trouser straight legged or EMS BDU, belt and black boots.
- b. **Class B** – Uniform will consist of Department Issued Polo, Uniform trousers straight legged or EMS BDU, (Uniform Shorts and tennis shoes permitted May 1st- September 30th), belt, and black boots.
- c. **Class C** – Uniform will consist of Department Issued T-Shirt (Red), Uniform trousers straight legged or EMS BDU, (Uniform Shorts and tennis shoes permitted May 1st- September 30th), belt, and black boots.
- d. **Special Uniform** – Determined by officer-in-charge or event coordinator.

Standard Uniform Patch, Device, Insignia Placement

Department Patch

Section 8 - The patch of the Newburgh Volunteer Fire Department will be displayed on the left sleeve (shoulder) of the following uniform items:

- a. Elbecco Uniforms Shirts



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Section 9 - The patch of the Newburgh Volunteer Fire Department will be displayed on the left chest (Embroidered or Screen Printed) of the following uniform items:

- a. All Season Jacket
- b. Polo Shirt
- c. Department T-shirt

National Flag

Section 10- The Flag of the United States of American will be displayed on the Right Sleeve of the issued uniform shirt.

Name Plate

Section 11 - The issued name plate with “Service Since” device will be displayed centered on the right pocket flap, approximately ¼ inch from the top of the flap.

Badge

Section 12 - The department badge will be displayed on the left upper chest in the designated area of the uniform shirt.

Collar Insignia

Section 13 - Collar insignia is to be located approximately ¼ inch from the edges of the collar, in the corner of the lapel so as the bottom center of the insignia points toward the lapel’s apex.

Uniforms – Authorized additional patches, devices and insignia

Section 14 - The Chief reserves the right to direct the placement of and authorize the wearing of any non-standard patches, devices, or insignia on the uniform through memoranda that supersede this guideline.

Section 15 – All devices and or pins may be displayed on the collar or an appropriate location on the Department issued jacket only.



Chapter 2 - Non-issued (personally owned) logo wear

Section 1 - Members wearing Newburgh Fire Department logo-wear or any non-uniform item that indicates affiliation with the Newburgh Fire Department shall conduct themselves in a professional manner that reflects positively on the Newburgh Fire Department. Any item wanting to be purchased that involve the Newburgh Fire Department name and or any Logo must be approved by Newburgh Volunteer Fire Chief of Department

Chapter 3- Event Dress Code (Uniform Use)

Section1- The following defines the wear and use of the different classes of uniforms.

- a. Class A – Uniforms will be worn in any event where we provide a service to the community that may require a formal appearance. Examples include Funerals, Special Meetings, Weddings. School Tours, Open House etc.
- b. Class B- Uniform will be worn on events where we will be providing information to the public or media or attending classes or meetings in which appropriate fire department presentation should be displayed in a less formal matter. Examples include Events such as Community Day, National Night Out, Offsite Classes or Meetings etc.
- c. Class C- Uniforms will be worn on any event in which we will be providing a working service. Examples include Medical Services Standby, Fire Services Standby, Offsite Training etc.

Chapter 4- Dress Code for routine fire department activity while on station

Section 1 - While on station, for work sessions, meetings, or trainings, or an incident response (including standby) members shall be clothed in appropriate logo-wear or personal attire. Bikini's, halter tops, or distasteful or offensive logo-wear is not appropriate. Shoes or footwear of some kind are required.

Section 2 - Open toed shoes are prohibited for trainings and work sessions, public relations events, official fire department functions, or on incident responses.



2.08 Non-Fire Department Personnel Riding in Apparatus

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| SOG #: 2.08 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
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Purpose

To provide guidance regarding the circumstances when non-fire department personnel may ride in NVFD apparatus.

Guidance

Chapter 1 – General Information

Section 1 - Non-Fire Department personnel who do not hold an active firefighter or emergency medical services certification may not ride in Newburgh Fire Department apparatus (with exception of Newburgh Squad 10 following guidelines outlined in 4.20 Duty Officer).

Section 2 - Active and Certified members of another Fire Department, EMS, or Law Enforcement agency may ride in Fire Department Apparatus at the direction of an officer and must sign a liability release waiver before or at earliest convenience, if during an incident disaster response.

Section 3 - *Examples of when this would be relevant include: Joint training evolutions with outside agencies, etc.*

Section 4 - Officers that are operating the Duty Officer Vehicle (Newburgh Squad 10) may transport family members in accordance to guidelines outlined in the duty officer DOG 4.20.



2.09 Pets & Animals on Station

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| SOG #: 2.09 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
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Purpose

To provide a guideline when pets and animals may be in the firehouse.

Guidance

Chapter 1 – General Information

Section 1 - Members may bring their pets to the firehouse. The pet will be the responsibility of the member while they are on station. No member or Cadet may be forced to “baby-sit” for another member’s pet. Pets will only be allowed in the apparatus bay and will not be allowed upstairs.

Section 2 - Pets may not be left unattended and must remain under the control of the pet’s owner.

Section 3 – The pet’s owner is responsible for cleaning up after their pet.



2.10 Minimum Training Standards & Continuing Education

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| SOG #: 2.10 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide a guideline on the minimum training and continuing education standards of the Newburgh Volunteer Fire Department.

Scope & Authority

The by-laws of the Newburgh Volunteer Firefighters Association, Inc. will have precedent on the definition and standardization of training requirements of its members. Where the by-laws of the association do not address training requirements or its various components, this guideline will have authority.

Guidance

Chapter 1 – Minimum Initial Training for Probationary Members

Section 1 - All Fire Department members will receive the following minimum training within their 1 year probationary period in addition to the assn. mandated requirements:

- a. Indiana Mandatory Firefighter Training & Certification – **IC 36-8-10.5-6 & IC 36-8-10.5-7**
- b. CPR for Healthcare providers & AED operation & Certification
- c. Sudden Infant Death Syndrome - **IC 36-8-10.5-7(c)**
- d. Emergency Response Driving Safety – **IC 36-8-10.5-7(d)**
- e. Autism Spectrum Disorder - **IC 36-8-10.5-7(e)**
- f. SMART Triage Tags
- g. Incident Command System (NIMS 700,800, 100, 200) Certification
- h. IDHS First Responder Hazardous Materials Awareness
- i. IDHS Technical Rescue Awareness

Section 2 - In addition, all probationary members must complete training on and show proficiency using all small tools, equipment, appliances, on each apparatus.



Chapter 2 – Firefighter Advanced Training

Section 1 – All sections of this chapter will be applicable only to members that join the department on or after January 1, 2010.

Section 2 – Within two (2) years of becoming a full member, all members that have joined the Newburgh Fire Department on or after January 1, 2010 are encouraged to obtain the following:

- a. Firefighter I/II
- b. IDHS First Responder Hazardous Materials Operations

Section 3 – Members that choose not to obtain further education as is outlined in section 2 above may be prevented from:

- a. Receiving compensation / reimbursement from the department to pursue other training opportunities
- b. Assuming additional roles or responsibilities on the department, including driver training.
- c. Making an interior fire attack when more qualified personnel are available
- d. Responding to hazardous materials incidents

Section 4 – The Fire Chief may grant a written extension on an individual basis for a member to obtain the suggested advanced training beyond the two year deadline under the following circumstances:

- a. Required training courses have been not been offered in the area in adequate quantity
- b. The member's work schedule prevents them from attending area classes
- c. Exigent circumstances exist that have prevented the member from being able to attend.
Examples would include: family or personal illness or injury, recent change in employment, birth of a new child, etc.

Chapter 3 – Officer Advanced Training

Section 1 – All officers will be required to obtain training and certification for the NIMS ICS-300. Chief Officers will be required to obtain training and certification for the NIMS ICS-400 course.

Chapter 4 – Continuing Education & Training

Section 1 - All members will be required to complete the following annual continuing education requirements:

- Healthcare provider BLS - CPR / AED (Every 2 years)
- Blood borne Pathogens / Infection Control Plan – **OSHA 29 CFR § 1910.1030**
- HAZMAT Awareness/Operations Refresher - **OSHA 29 CFR § 1910.120**



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- PPE Training / Certified Hazard Assessment / Fit Testing- **OSHA 29 CFR § 1910.134**
- Attend at least six (6) monthly fire training sessions

Section 2 – The lead instructor, with approval from the Fire Chief, or the Fire Chief designee, may designate certain training topics or additional required hours as required training during the year.

Chapter 5 - In-House Training Participation

Section 1 - During fire department sanctioned training events department members must participate to their maximum capacity in order to receive credit for attending. No member will receive credit for training by just being present and not participating in any aspect of the exercise.

Section 2- Members may also receive credit for a particular training while attending an event, meeting or an outside training that occurs during the same time as a fire department sanctioned training exercise.

Chapter 6 – Continuing Education for Specialized Training

Section 1 – All specialized training to follow State and Department requirements for continuing education.

- EMR – 20 Hours (Every Two Years)
- EMT – 40 Hours (Every Two Years)
- Fire Investigator – 30 Hours (Every Four Years)
- Dive Rescue – DR1(every 3 Years) – to include 18 Dives and Yearly Swim Test
- Rope Rescue – Skills testing Twice Yearly
- Water/ Ice Rescue – Skills Testing Twice Yearly and Swim Test Yearly



2.11 Building Security

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| SOG #: 2.11 <i>Administrative Guidelines</i> | Revision: 10/14/2018 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide a guideline on the expectation of all members to ensure the station remains secure to prevent and protect against theft, unauthorized entry, or trespassing.

Guidance

Chapter 1 – General Information

Section 1 - Except when department personnel are on station during an emergency response or for training, standby, public relations event, work session, meeting, or personal recreation, all overhead bay doors, exterior doorways, and windows will remain closed and secure.

Section 2 - This includes the Warrick EMS bay since direct access into the station can be obtained.

Section 3 – An officer should be notified, if a bay door or doorway is found to be left unsecure and no personnel are on station.



2.12 Class B Membership

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| SOG #: 2.12 <i>Administrative Guidelines</i> | Developed: 10/14/2018 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide a guideline on the expectation of all members holding a Class B membership status

Guidance

Chapter 1 - General Rules

Section 1 – Class B members shall undergo the same probationary requirements as all other members joining the organization

Section 2 - Class B members are in-eligible to hold any officer position within the Newburgh Fire Department Organization

Section 3 – Class B eligibilities remain the same as all other member types including but not being limited too Apparatus Operation, Fire-ground Job assignments, and any other responsibilities assigned or assumed.

Chapter 2 – Minimum Requirements

Section 1 – Hourly Requirements – Class B members are required to spend 20 hours monthly on Station hours. Any time spent on station (ex. Runs, Training, PR, class) should be logged and account towards your 20 hours. Hours shall be recorded on designated logs (paper and or I am Responding) issued to each Class B member and kept in designated location for such record keeping. See Addendums for paperwork

Section 2 - Training Requirements – Class B members are required to participate in any mandatory training mandated by Newburgh Fire Department. In addition Members must participate in 2 department Work Sessions 2 department fire trainings, and an additional 4 hours of training (or 2 department sanctioned Public Relation Events) that may be acquired in or out of house.



Chapter 3 – Station Duties

Section 1 – The following responsibilities fall under Class B members while participating in Station Time other than Department Events:

1. Sweep and Mop Foyer and Downstairs Bathroom.
2. Mow Grass and Weed Eat.
3. Clean Truck Interiors
4. Wash Trucks
5. Sweep or Blow out Bays.
6. Check Apparatus Equipment
7. Clean apparatus bay area.
8. Check Helmet Cams to ensure charged
9. Check Medical Equipment replace tags.
10. Clean inspect tools, ladders, etc.



2.13 Cadet Program

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| SOG #: 2.13 <i>Administrative Guidelines</i> | Effective: 10/14/2018 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guidance of this DOG shall be to establish and detail the Newburgh Fire Department High School Cadet Program.

Guidance

Chapter 1- Coordinator

- A. The Cadet Program Coordinator position is assigned by the Fire Chief and will consist of one Senior Firefighter usually within the Department Officer Ranks. If the assigned coordinator decides too he may have an assistant to be made of anyone within the ranks of Newburgh Firefighter.
- B. The coordinator and any assistants are responsible for all aspects of the Cadet Program. They will be responsible for the training and development of all cadets who are in the program and responsible at any time where cadets are on station or at Fire Department functions.

Chapter 2- Eligibility

- A. Any minor ages 14-18 who have successfully completed their 8th grade year and are either enrolled in High School or already attending High school are eligible to participate. Anyone who meets the age requirement and is enrolled in a home-schooling program are also eligible.
- B. To be eligible to participate the prospective cadet must live in the Newburgh Community and (or) be attending school in the Castle High School District. When open spots are available the program may be opened up to other area students with approval of the Fire Chief.



Chapter 3- Information and Waiver

- A. The purpose of this Cadet Program is to familiarize young people with emergency services; to present emergency services as a career path; to train interested individuals in life-saving procedures; and to promote the growth and development of the fire department by encouraging young people to dedicate time and energy to their community.
- B. The Waiver (parental Consent Form) shall be found in the Appendix of this DOG.

Chapter 4- Participation (Training, Public Relations & Emergency Responses)

- A. Cadet Training will take place on Monday Evenings at 1830 hours unless otherwise notified. During the School year any Monday in which School is not in session whether it be due to a scheduled Holiday or a weather cancellation there will be no Cadet Training. During the summer time there will be continued trainings on any Monday that is not a Holiday. Fire Department regular trainings take place on Wednesday evenings at 1900 hours and Cadets are encouraged to attend and get to know the Firefighter Ranks of our Department. This excludes meetings of the association which are held the second Wednesday of every month.
- B. Cadets are encouraged to participate in Public Relations Events when they are able to. If the Cadet wishes to participate they must get approval from the Cadet Coordinator and also must be approved by the Public Relations Officer or a Department Chief Officer. When participating in a department Public Relations Event the Cadet will be issued a Grey Polo shirt to be worn for the duration of the event and turned in at the conclusion of said event.
- C. Cadets are to report to the "Station Only" for emergency responses. If licensed, cadets are to obey all rules of the road. Cadets are not permitted to display any emergency lights within their vehicle and if are caught with them will be subject to immediate disciplinary actions and possible termination from the program. Cadets will not be permitted at any time to get on any apparatus for an emergency response in which lights and sirens will be operating. The only exception to this rule would be if the Cadet were participating in an offsite training in which he/she were assigned to a truck or any time they are participating in a public relations event. In the event they are at one of these and an incident comes out they are to remain in the truck buckled in seat unless otherwise directed by only the officer of the truck, a chief officer or the Cadet Coordinators. A cadet is never to be left unattended at the firehouse without a senior member present. In the event they respond to the station for a call the cadet is to



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ensure all doors are closed and remain closed until personnel arrive back on station. A cadet is not to open the door for anyone while standing by on station alone. If someone needs to get in they will use their key or wait until appropriate personnel return. Cadets at times may be permitted to participate in certain fireground activities. These activities include:

- a. Assist with Firefighter Rehab
 - b. Assist at the command post
 - c. Obtain equipment for Fire and EMS personnel
 - d. Assist with Rehabbing Apparatus
- D. Curfew- During the school year the Cadets will abide by a 9:00 PM curfew for being on station. There may be exceptions in only extreme circumstances. During the summertime and Non-School evening the curfew will be extended to 11:00 PM. Cadets will not be permitted at any time to stay overnight at the Firehouse. Cadets will also not be permitted to bring any guests with the exception to family members to the station to hang out (remember cadets are only allowed on station with a ranking member of the department- ranking means Firefighter and above).

Chapter 5- Expectations

- A. Equipment – All cadets will be issued a complete set of turnout gear including boots, pants jacket gloves and helmet. Cadets are expected to care for and maintain your equipment. You will be shown how too by your Cadet Coordinator. Cadets are not to be issued a mask but when need one will be issued it for the duration of drill only.
- B. Schooling –**School is #1 Priority** - Cadets to remain eligible in the cadet program must maintain good standings in school always putting their studies first. Cadets must maintain a Grade Point Average of 2.5 or better and submit their report cards upon receiving to the Cadet Coordinator. If at any time the Cadets GPA drops below 2.5 they will be suspended from the Cadet program until their next report card and GPA has been raised to required average of 2.5. At no time will fire department take president over school. At no time will Cadets be permitted to leave school for any fire department function or be able to where pagers when applicable to school. When a pager is issued if it is it will remain in Cadets vehicle or at home.
- C. Uniforms – The Cadet will be given a Green T-shirt when needed for events the Fire Department will participate in such as PR events or special details. The cadet shall wear



this Shirt with Khaki Shorts or pants (Memorial Day thru Labor Day) and Khaki Pants the rest of the times of the year and will turn back in at the conclusion of the events.

- D. Every day Tee-Shirts may be purchased for \$15.00 or through the department ordering process. These shirts may be worn for training or any other time out. When a cadet as well as any other member of the Newburgh Fire Department are wearing this shirt always remember you are representing The Newburgh Fire Department and must act accordingly.

Chapter 6- General Conduct

- A. School Code of Conduct policies are in place at the Fire Department as well as Newburgh Fire Department Policies Procedures and Guidelines.
- B. Cadets are to be neat clean and generally well-groomed when at the Fire Department and Fire Department Events.
- C. Cadets will be expected to do their part to keep the station cleaned and equipment as well. These duties will include washing trucks when needed, collecting of trash, and placing on curb for pickup and any other tasks they may be asked to perform.
- D. Cadets should refrain from conducting themselves in any manner, or be party to any act that would create any bad image to themselves or the Newburgh Fire Department.
- E. Cadets shall not at any time have in their possession alcohol, drugs or tobacco products and if caught with will be immediately terminated from the cadet program.
- F. If at any time a cadet is permitted to go on a call anything that he sees on said call must not be gossiped about. Privacy laws are in effect and could be punished by dismissal.

Chapter 7- Final Overview

- A. The cadet program is designed with one goal in my mind. To introduce youth into the exciting and rewarding world of public safety. We hope to teach you many skills and look forward to seeing you grow in our program and hopefully one day become full firefighting members of our Organization.
- B. HAVE FUN and BE SAFE!

Cadet

Date



Department Operating Guidelines
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See Appendix

For Forms and Releases for the Newburgh Volunteer Fire Department Cadet Program



2.14 Medical Leave

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| SOG #: 2.14 <i>Administrative Guidelines</i> | Developed: 10/14/2018 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide a guideline on the expectation of all members on leave of absence due to a Medical condition.

Guidance

Chapter 1 – General Information

Section 1 – A member on Medical Leave will provide documentation to a Chief Officer. Said Documentation must include restrictions and will be put into member file. In order to be released from a Medical Leave status member must provide a release to full duty status signed off by Physician.

Section 2 – A member on medical leave will not be allowed to participate in any firefighting duties or physical activity on station that would violate any restrictions set forth by any physician restricting them in any way unless authorized by chief officer. This includes but is not limited to the following:

- Riding on any apparatus
- Fire-ground Operations
- Fire Department Training (Physical Skills)
- Fire Department Work Sessions
- Use of the facility in any way that could put Newburgh Fire Department and or the Town of Newburgh at any liability if the injury were to be further aggravated.

Section 3 - A member shall be permitted on station for any activities which do not violate any Physician orders and or restrictions. This includes but is not limited to the following:

- Association Business
- Special Meetings
- Officers Meetings
- Classroom Trainings
- Physician assigned rehab



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Section 4 – Any member on medical leave violating this guideline could subject themselves to disciplinary actions.



2.15 Department Approved Leave

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| SOG #: 2.15 <i>Administrative Guidelines</i> | Revised: 10/13/14 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide a guideline on the expectation of all members requesting Department approved Leave

Guidance

Chapter 1 – General Information

Section 1- We shall offer the following types of leave for the members to be rewarded for the time and commitment to the department and community in which we serve. All leaves to be signed off by Chief of the department and must be requested and or notified of in writing.

Chapter 2 – Sabbatical

Section 1 – Each member after 3 years of service will be eligible to take a sabbatical of up to 90 days at one time. In a year the member is opting to take sabbatical it will be taken in place of the yearly given 3 weeks. Each member shall notify a chief officer when they are opting to take their Sabbatical leave.

Chapter 3 – School Leave

Section 1 – Any member who is attending college will be granted School Leave while attending school. When a member returns home and wishes to make runs they shall contact designated officer and inform them they will be in town. They will also mark their I Am Responding program the time that they are available.

Chapter 3 – Medical Leave

See SOG #2.14

See Appendix

For Forms and Releases for the Newburgh Volunteer Fire Department Leave Forms



2.16 Security of Confidential Information / Release of Information

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| SOG #: 2.16 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guidance on maintaining the security of confidential information and the rules concerning public release of information related to department responses or activities.

Guidance

Chapter 1 - Security of Confidential Information

Section 1 - All personal information obtained relating to an incident or through normal fire department business shall not be disclosed to the public, media, or any individual or entity that does not have business having this information without prior approval of the Fire Chief.

Chapter 2 - Release of Information

Section 1 - Incident Information, media releases, or report data shall not be released to the public or news media except by authorized individuals or at the direction of the Fire Chief or the Chief's designee.

Section 2 – Members shall not release information concerning fire department business to the media or general public unless approved to do so by the Fire Chief.

See Also

- SOG# 2.17 - HIPPA Compliance Statement



2.17 HIPAA Compliance

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| SOG #: 2.17 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guidance on how members of the Newburgh Volunteer Fire Department will remain in compliance with the Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of personal information.

Guidance

Chapter 1 – HIPAA Compliance Statement

Section 1 – The Newburgh Volunteer Fire Department will maintain and provide to the public, upon request, a “NOTICE OF PRIVACY PRACTICES” statement that details the patient’s protection of their personal information.

Section 2 – The “NOTICE OF PRIVACY PRACTICES” will be maintained in all clipboards on response apparatus and will be made available in the “Forms” appendix of this manual.

Chapter 2 – Protected Information

Section 1 – The Privacy Rules of HIPAA protect all “individually identifiable health information” held or transmitted by the Newburgh Volunteer Fire Department in any form or media, whether electronic or paper, or oral.

Section 2 – “Individually identifiable health information” is information, including demographic data, or other information that identifies the individual or contains information for which there is a reasonable basis to believe it can be used to identify the individual which relates to:

- a. The individual’s past, present or future physical or mental health or condition
- b. The provision of health care to the individual
- c. The past, present, or future payment for the provision of health care to the individual



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Section 3 –Subject to all applicable legal requirements and limitations, patient information, including personal information, health information, or treatment information shall only be disclosed by either the Fire Chief or the President of the Board of Directors and under the following circumstances:

- a. To another healthcare provider receiving care of the patient
- b. At the request of a law enforcement officer
- c. In response to a court order
- d. To avert a serious threat to health and safety
- e. Public health risks – Request by Health Dept.

Section 4 – Patient information, including personal, health, or treatment information may be released by a member of the fire department who is providing patient care to another emergency medical services provider who is receiving care of the patient in the course of an emergency response.



2.18 Infectious Disease / Exposure Control Reporting

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| SOG #: 2.18 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guidance on the reporting of exposures of fire department members to infectious diseases while performing their duty on medical and other emergency responses. Will serve as the Infection control plan for purposes of OSHA 29 CFR § 1910.1030. Follow guidance set forth in IC 16-41-10-2.

Guidance

Chapter 1 – General Information

Section 1 - Any member coming into unprotected contact with blood or bodily fluids of a patient or who may have been exposed to an infection disease from a patient while on a response shall document the exposure on the Exposure Control Reporting form (State Form 51467) within twenty-four (24) hours of the exposure.

Section 2 – Upon exposure, the exposed member should follow the Exposure Control Procedure outlined below:

- a. Take necessary precautions to prevent spreading the exposure to other personnel or to objects
- b. Report the potential exposure to the officer-in-charge on-scene of the incident where the exposure occurred as soon as possible, but less than twenty-four (24) hours later.
- c. Within twenty-four (24) hours after exposure, complete the Exposure Control Reporting form (State Form 51467). The completed form should be sealed in an envelope and given to the safety officer and/or Fire Chief.
- d. If immediate hospital care is believed necessary, contact the Chief or Assistant Chief, Safety Officer, or if other department officer immediately.



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- e. The completed Exposure Control form (State Form 51467) will forward a copy of the completed form to the following:
 - a. The medical director of the emergency department of the medical facility to which the patient was admitted following the exposure
 - b. The Town of Newburgh
 - c. The Medical Director of the Newburgh Volunteer Fire Department
 - d. The Indiana State Department of Health (2 North Meridian Street, #5K, Indianapolis, IN 46204 – FAX: 317-233-9271)

Section 3 – Exposure control information is to be kept confidential.

Section 4 – The Exposure Control Reporting form (State Form 51467) will be kept at the station and will be made available for download at <https://www.in.gov/iara/webfile/formsdiv/index.html>.



2.19 NIMS Compliance

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| SOG #: 2.19 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guidance on how members of the Newburgh Volunteer Fire Department (NVFD) will remain in compliance with the requirements of the National Incident Management System (NIMS) and its inherent educational requirements.

Guidance

Chapter 1 – Adoption

Section 1 – The Newburgh Volunteer Fire Department (NVFD) adopts the principles, policies, and training requirements of the National Incident Management System (NIMS) for integration into the Department’s Operating Guidelines and day-to-day operations of the department.

Section 2 – The Point-of-Contact for all NIMS related functions will be the Fire Chief or a designee.

Section 3 – The NVFD adopts the following NIMS Command and Management Activities.

- a. Implementation and Use of the Incident Command System (ICS) including consistent application of Incident Action Planning and Common Communications Plans
- b. Supporting the Integrated Multi-Agency Coordination System (MACs) by ensuring the NVFD can communicate with local Incident Command Posts, 911 centers, EOCs, state EOCs, and federal EOCs
- c. Establishing a public information system by working with other local agencies such as Emergency Management, private and public sector partners, and the news media, to gather, verify, coordinate, and disseminate information.

Section 4 – The NVFD adopts the following NIMS Preparedness Planning Activities.

- a. Revising organization plans and guidelines to incorporate NIMS policies and principles to include planning, training, response, exercises, equipment, evaluation, and corrective actions.
- b. Promote Mutual Aid by establishing Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) with governmental and non-governmental agencies to share resources and personnel; ensuring the agreement addresses credentials held by members of the NVFD.



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Section 5 – The NVFD adopts the following NIMS Preparedness Training Activities.

- a. Maintain NIMS Training of all emergency and response personnel within the NVFD organization by completing required training courses consistent with the NIMS National Standard Curriculum. This training will include IS-700 & IS-800, ICS-100, and ICS-200. ICS-300 & ICS-400 to be included for officers and Chief Officers respectively.

Section 6 – The NVFD adopts the following NIMS Preparedness Exercise Activities.

- a. Exercise NIMS by participating in local, district, regional, state, and federal NIMS based exercises.
- b. Developing NIMS based exercise program to test the NIMS concepts and principles (such as ICS) within NVFD’s organizational structure.
- c. Identifying Corrective Actions needed on completion of each exercise by first identifying any shortfalls that emerged in the exercise’s response application of the NIMS concepts and principles. Corrective actions should be identified and applied in future exercises.

Section 7 – The NVFD adopts the following NIMS Resource Management Activities.

- a. Inventory of all response assets using the NIMS resource typing standards
- b. Assisting in the coordination of mutual aid requests and exercises the organization’s response asset inventory during training opportunities.

Section 8 – The NFD adopts the following NIMS Communications and Information Management Activities.

- a. Use of Plain Language when communicating during a multi-agency, multi-jurisdiction, multi-discipline incident. Standardized and consistent terminology will be used. This includes the establishment of plain language communications standards when communicating within the NVFD organization and when communicating with local agencies.

Chapter 2- Member Compliance

Section 1 - All members are to obtain Nims 100,200,700, and 800 by the completion of their probationary period.

Section 2 – All Officers are to obtain Nims 300 within first year of becoming an officer.

Section 3 - Chief officers in addition to the previous requirements are to obtain 400 level training.



2.20 Harassment / Discrimination / Violence Policy

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| SOG #: 2.20 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guideline concerning Harassment, Discrimination, and Violence in the Newburgh Volunteer Fire Department.

Guidance

Chapter 1 – Harassment & Discrimination

Section 1 – It is the policy of the Newburgh Volunteer Fire Department (NVFD) that all members have the right to serve in a professional atmosphere and be treated with respect and dignity. The NVFD expects all members to be professional and free of bias, prejudice, and harassment.

Section 2 – The NVFD will not tolerate or condone any form of discrimination or harassment. No member should be subjected to any form of verbal, physical, or visual harassment. “Harassment” means unwelcome conduct which is sufficiently severe or pervasive to unreasonably interfere with an individual’s work performance or create an intimidating, hostile, or offensive working environment that is based on a protected group status.

Section 3 – If any member should witness any act of discrimination or harassment as defined by this policy, the member should inform any officer immediately. Harassment infringes on a member’s right to a comfortable work environment and is conduct that undermines the integrity of the organization.

Chapter 2 – Sexual Harassment Policy

Section 1 – The NVFD will not tolerate the sexual harassment of any of its members. Any member found to have sexually harassed another member could be subject to an appropriate disciplinary action ranging from a warning to termination, depending on the circumstances.

Section 2 – Sexual harassment includes such conduct as unwelcome sexual suggestion perhaps in the guise humor; verbal harassment or abuse; the display of derogatory posters, cartoons, or drawings where such conduct has the purpose or effect of interfering with an individual’s performance or creating an offensive environment; subtle pressure for sexual favors; persistent remarks about another person’s



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clothing, body or sexual activities; unnecessary touching, patting or pinching; demanding sexual favors accompanied by implied or overt threats; and sexual assault.

Section 3 – Any member who believes that he or she has been sexually harassed should promptly report the act to the Fire Chief or President of the Board of Directors of the Newburgh Volunteer Firefighters Association, Inc. An investigation of any complaint will be immediately undertaken. Any complaint will be handled as confidentially as possible. There will be no retaliation to a member for having filed a complaint or for participating in an investigation.

Chapter 3 – Workplace Violence

Section 1 – The NVFD expressly prohibits any acts or threats of violence by any member or former member against any other member in or about NVFD, Town of Newburgh, or Ohio Township facilities or elsewhere at any time. The NVFD also will not condone any acts or threats of violence against NVFD members or visitors on NVFD, Town of Newburgh, or Ohio Township premises at any time or while they are engaged in response activities or other business with or on behalf of the NVFD, Town of Newburgh, or Ohio Township. Any member who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that is deemed offensive or inappropriate will be subject to disciplinary action, up to and including termination.

Section 2 – Members have a “duty to warn” fire department officers or board members of any suspicious activity, situations, or incidents that they observe or that they are aware of involving other members, former members contractors, or visitors that appear problematic. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent.



2.21 Photography & Authorized Release

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| SOG #: 2.21 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guidance concerning photography of department activities and the release of photographs to the public or media.

Guidance

Chapter 1 – Authorized Photography

Section 1 – Any member of the fire department, a member’s family, visitor, guest, or media representative may photograph the activities of the Fire Department. Some activities or meetings, which are not open to the public, will require permission from the Fire Chief before a non-member will be allowed to photograph the activity or meeting.

Chapter 2 – Investigative Photography & Evidence

Section 1 – Photography of an incident scene for the purposes of investigation may be conducted by authorized or otherwise designated affiliated personnel.

Section 2 – All photographs deemed to be evidence in an investigation may require chain-of-custody procedures to be implemented. Photographs (including negatives) of this nature must remain in the custody of the photographer or the investigator and no one else. The investigator may turn the photographs over to a prosecutor or law enforcement officer. All evidence that is stored must be stored securely and logged in/out.

Chapter 3 – Authorized Release

Section 1 – All photographs taken by the Newburgh Fire Department or designated personnel of an Incident shall not be released until authorized by the Fire Chief and the Lead Fire Investigator for the Incident.



2.22 Firearms / Weapons Policy

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| SOG #: 2.22 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Policy</i> |
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Purpose

To provide guidance regarding the possession of firearms and/or weapons inside the station or on apparatus.

Guidance

Chapter 1 – General Information

Section 1 – All members & visitors of the Newburgh Volunteer Fire Department, including those who are legally allowed to possess firearms on their person (as holders of a License to Carry Handgun or Private Security), are prohibited from bringing firearms or other weapons inside the station or on apparatus.

Section 2 – Personnel should secure any firearms in their locked vehicle.

Section 3 – Section 1 does not apply to any sworn law enforcement officer who is engaged in the performance of his/her duty.

Section 4 –Pocket-knives are considered acceptable to possess on station or on apparatus.



2.23 Facial Hair Policy

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| SOG #: 2.23 <i>Administrative Guidelines</i> | Revision: 10/14//2018 | Type: <i>Policy</i> |
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Purpose

To establish the facial hair policy of the Newburgh Fire Department in regards to firefighter safety and interior operations or other operations requiring the use of SCBA. For compliance with OSHA 29 CFR § 1910.134

Guidance

Chapter 1 – General Information

Section 1 – In compliance with OSHA 29 CFR § 1910.134, The Newburgh Volunteer Fire Department shall not permit respirators with tight-fitting face pieces to be worn by members who have facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; or any condition that interferes with the face-to-face piece seal valve function.

Section 2 – Members who choose to have facial hair (to include beards & goatees – mustaches that do not interfere with the sealing surface are allowable), not in compliance with OSHA 29 CFR § 1910.134 as stated in section 1 shall be prohibited from making interior fire attack or any other actions which require the use of a respirator, to include Self Contained Breathing Apparatus (SCBA).

Section 3 – Members who choose not to comply with OSHA 29 CFR § 1910.134 as stated in section 1 shall sign a written waiver acknowledging:

- a. That they will not be allowed to conduct interior firefighting operations, or
- b. Other operations which require SCBA or Respirator use
- c. That they may be required to yield their seat on a truck to available personnel who can utilize SCBA or respirators

Section 4 – All personnel will be required to be fit-tested twice a year. Upon completion and passing of fit test the member will be permitted to participate in interior firefighting duties provided the growth does not exceed 48 hours (2 days).



2.24 Workplace Injury/Accident Reporting Policy

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| SOG #: 2.24 <i>Administrative Guidelines</i> | Revision: 03/01/2015 | Type: <i>Policy & Procedure</i> |
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Purpose

To establish procedure for the reporting of accidents and injuries within the Newburgh Volunteer Fire Department

Guidance

Chapter 1 – Responsibility

Section 1 – The Fire Chief is responsible for overseeing the safety of all personnel and insuring all accidents and injuries are reported

Section 2 – The Safety Officer is responsible for investigating accidents and injuries, reporting to the town, or state, as appropriate of these incidents and the implementation of countermeasures to prevent future occurrences.

Section 3 – All fire department personnel are responsible for reporting any accident or injury that occurs in the workplace immediately to the officer-in-charge of the incident, or present on station.

Chapter 2 – Town Workplace Injury Accident Procedure

Section 1 – The following procedures shall be observed

- a. Report the workplace injury/accident to an officer
- b. The injured/involved member will be removed from the hostile environment or removed from duty and the need for medical care will be evaluated
- c. If further medical attention is needed, EMS or Fire Department assets will be used to transport the individual to the medical treatment facility
- d. The injured/involved member will complete a Town of Newburgh Accident Form as soon as possible. If unable to complete the form, the Safety Officer will be responsible for obtaining the necessary information and submitting the form.



- e. The injured/involved member that is treated by a medical treatment facility will require a written release by a physician prior to resuming duties as a fire fighter. A written release is also required for all non-firefighting related injuries or illness that has prevented the firefighter from performing their duties.
- f. The Safety Officer will conduct an investigation of the incident and recommend appropriate countermeasures.
- g. Reporting to the state will be according to IDHS guidelines

Chapter 3 – Township Accident / Injury Reporting Procedure

Section 1 – The following procedures shall be observed in the event there is damage to equipment owned by the Ohio Township Trustee, an incident or accident involving equipment owned by the Ohio Township Trustee involving property damage or personal injury to a third party, or injury to a member of a volunteer fire department while performing fire protection services, firefighter training, or other uses of Trustee owned equipment.

- a. If the accident/incident involves injury – contact EMS to respond and administer service
- b. If the accident/incident involves a motor vehicle, immediately request a Law Enforcement Officer so they may arrive on scene and prepare an accident/incident report
- c. Immediately contact the Trustee at the office (853.8835) or (568.7620 after hours).
- d. Immediately contact the Fire Chief or other available Chief Officer or officer.
- e. Within twenty-four (24) hours of the accident/incident, all members of the fire department that were using the equipment, were inside the truck/vehicle, involved in the training, or were witness to the event, must prepare a written statement detailing the accident/incident and their recollection of facts and events prior to, during and after the said accident/incident and provide said statements to the Trustee.
- f. With the exception of preliminary on-site statements to Law Enforcement Officer or those necessary for the provision of medical services, no member of the fire department shall give a statement to any third party (to include Media) without approval of the Trustee.
- g. No member of the fire department shall obtain an estimate or commit to an expenditure of funds for repairs or otherwise without the prior specific authorization of the Trustee
- h. Trustee and Chief of the fire department shall meet as soon as possible after the accident/incident, as well as meet with witnesses, to make a timely report to the insurance company and receive direction from the insurance company representative as to estimates,



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repairs, and any other information and action necessary to filing a claim and obtaining coverage for the incident/accident.

Chapter 4 – Accident Investigation Policy

Section 1 – The safety officer will conduct the investigation and will forward the results of the investigation and any recommendations to the Fire Chief.

Section 2 – All accidents will be investigated to determine whether the accident was avoidable or non-avoidable. Whereas the following definitions apply:

- a. Avoidable accidents – the driver or firefighter failed to do everything reasonably possible to avoid the accident
- b. Non-Avoidable accidents – the driver or firefighter did everything possible to avoid the accident.

Section 3 – All circumstances surrounding the accident will be considered. The investigating Law Enforcement agency’s report will be included if applicable.

Section 4 – The following procedure will be observed when investigating any accident/injury.

- a. The Safety Officer must investigate all accidents and deliver a report within five (5) days of the occurrence.
- b. The Safety Officer will submit the report to the Fire Chief for review and final action, including determination of the availability of the accident. The Fire Chief may implement any recommended changes to policy or department procedures that are recommended.
- c. All accident investigations will be reviewed with the officers at the next officers meeting and members at the next business meeting unless circumstances require are more expedited review.

Chapter 5 – OSHA Reporting

Section 1 – Under Indiana and Federal law, all workplace fatal injuries and incidents involving injury and the overnight hospitalization of three (3) or more employees must be reported to OSHA within eight (8) hours of occurrence (29 CFR § 1904.9 et seq.). The responsibility for reporting remains with the employer of record and not first responders.

Section 2 – During regular business hours, incidents meeting the criteria in section 1 of this chapter can be reported by calling 317.233.2693 and after-hours 1.800.321.6742. (Inquiries can be directed to Jeff Carter with OSHA 317.233.3605



2.25 Yearly Awards

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| SOG #: 2.25 <i>Administrative Guidelines</i> | Developed: 9/17/2018 | Type: <i>Guideline</i> |
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Purpose

To provide a guideline on Annual Awards, How they are Awarded and Types of Award Given

Guidance

Chapter 1 – Length of Service Awards

Section 1 – Personnel will be recognized for every 5 years of service to the Newburgh Volunteer Fire Department and Town of Newburgh beginning from the Members Join Date.

- a) 5 Years - 5 Year Pin & Certification of Appreciation
- b) 10 Years - 10 Year Pin & Certification of Appreciation
- c) 15 Years – 15 Year Pin, Certification of Appreciation, \$25.00 Restaurant Gift Certificate
- d) 20 Years – 20 Year Pin, Certification of Appreciation, Commemorative Plaque
- e) 25 Years – 25 Year Pin, Certification of Appreciation, Commemorative Firefighter Watch
- f) 30 Years – 30 Year Pin, Certification of Appreciation, \$300.00 Check
- g) 35 Years – 35 Year Pin, Certification of Appreciation. \$350.00 Check
- h) 40 Years - 40 Year Pin, Certification of Appreciation, Bronze Axe Plaque
- i) 45 Years – TBD
- j) 50 Years - TBD

Chapter 2 – Lifetime Run Awards

Section 1 – Personnel will be recognized for Runs made in the increments of 500 at a time.

- a) All Run awards will be commemorated by a Certificate of Appreciation and by name being displayed on Appropriate Plaque in Station Foyer

Chapter 3 – Special Circumstance Awards

Section 1 – Personnel may be Recognized for special circumstances and heroic measures taken on incident scenes. Possible examples are as follows but are not limited too:

- a) CPR Save b) Fire Save c) Etc.



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Chapter 4 – Firefighter of the Year Award

Section 1 - Firefighters will be recognized by an award voted upon by all members of the Department. Award Votes should be cast for those Firefighters that display devotion and dedication above and beyond for the Newburgh Volunteer Fire Department, Town of Newburgh, and the Community in which we serve.

Section 2 – Eligibility – All firefighters who have been released from probationary status before May 1 of the current year will be eligible for the Firefighter of the Year Award.

Section 3 – Voting Process for Firefighter of the Year shall be as follows

- a) A list of all eligible candidates will be provided to all members in the October Business Meeting
- b) All members will vote for 3 candidates and forms will be collected to be tallied at the board meeting immediately following. (Any personnel on the board who are eligible for Firefighter of the Year Award will not be present for this portion of meeting)
- c) In November another vote of the final 3 candidates will be taken and the process will repeat in the board meeting following.
- d) Firefighter of the Year Award will be presented at the annual Christmas Party in December.

Chapter 5 – Officer of the Year Award

Section 1 - Officers will be recognized by an award voted upon by all members of the Department within all Firefighter Ranks. The candidates should be voted upon by those that display devotion, dedication, and leadership above and beyond for the Newburgh Volunteer Fire Department, Town of Newburgh, and the Community in which we serve.

Section 2 – Voting Process for Officer of the Year shall be as follows

- a) A list of all eligible candidates will be provided to all members in the November Business Meeting
- b) All members will vote for 1 candidates and forms will be collected to be tallied at the board meeting immediately following. (Any personnel on the board who are eligible for Officer of the Year Award will not be present for this portion of meeting)
- c) Officer of the Year Award will be presented at the annual Christmas Party in December.



Chapter 6 – Chiefs Award

Section 1 – Chiefs Award will be awarded to the member of the Department in which the Fire Chief feels has displayed dedication and service above and beyond to the Newburgh Volunteer Fire Department, Town of Newburgh, Members of our Department, and the community in which we serve.



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General Conduct



3.01 General Rules of Conduct

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| SOG 3.01 <i>Conduct & Discipline</i> | <i>Replaces: 03/01/2015</i> | <i>Rules & Regulations</i> |
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Purpose

To provide guidance concerning the general rules of conduct that all members of the Newburgh Volunteer Fire Department will be expected to observe in their day-to-day activities in the operation of the fire department

Guidance

Chapter 1 – Observance of Rules & Policy

Section 1 – All members shall familiarize themselves with the following.

- a. The Department Operating Guidelines, including all:
 - Best Practices
 - Response Guidelines
 - Rules & Regulations

Section 2 – All members are expected to observe and comply with the rules and guidelines as listed in Section 1(a) to the best of their ability. Additionally, members are expected to observe and comply with all directives as listed in the Hierarchy of Directives as noted in SOG# 1.01-1-2

Section 3 - It is understood that some guidelines are flexible and discretion is allowed. Members operating outside of the established guideline or rule may be held personally accountable for their actions, to include discipline if required.

Section 4– Any member operating under the direction of an officer that is given instructions or an order to explicitly operate outside established guidelines or rules will be exempt from any discipline.

Section 5 – Any member may refuse to follow a guideline, rule, or verbal directive of an officer, without fear of discipline, if they believe the task would place themselves or another person in danger of harm or injury. The member must voice this concern an officer if refusing on these grounds.

Chapter 2 – Personal Conduct

Section 1 – All members shall conduct themselves in a professional manner when in uniform or when on an incident or when in view of the public. This includes (but not limited to) refraining from:



- a. improper or prejudiced comments
- b. Racial slurs or jokes
- c. Improper and profane language
- d. Arguing
- e. Physical fighting
- f. Horseplay

Section 2 – All members shall be courteous and orderly when having personal contact with the public and shall perform their duties, jobs, and orders without harsh, violent, profane or insolent language. Members are expected to remain in control of their behavior regardless of provocation.

Section 3 – Members shall treat all NVFD members, officers, firefighters, cadet firefighters, and all firefighters from other departments with respect; being courteous and civil at all times.

Section 4 – Expectations of personal conduct of members of the Newburgh Volunteer Fire Department include:

- a. Keeping your gear and personal areas clean, organized, and uncluttered
- b. Removing personal belongings from common areas when not at the firehouse. All personal belongings left at the firehouse should be stored in the member's assigned gear space.
- c. Keeping sensitive or incident related investigative information confidential
- d. Keeping all department communications, including written correspondence on department letterheads and department email of a professional, business-like nature.
- e. Refraining from violating any Federal or State laws; any county or local ordinances
- f. Refraining from violating any rules/regulations as published by the Town of Newburgh or Ohio Township Trustee as applicable to the member; nor any By-law of the Newburgh Volunteer Firefighters Association, Inc. or any Guideline, or Directive the officers of the Newburgh Volunteer Fire Department
- g. Not engaging in any criminal, dishonest, immoral, or notoriously disgraceful conduct or other conduct that would bring discredit to the Newburgh Volunteer Fire Department
- h. Not disobeying or ignoring the directions or orders of an officer; with exception to circumstances as described Chapter 1, Section 4 of this SOG; and in following the guidance as stated in SOG#1.02-3-6
- i. Refraining from threatening, abusive, or insulting language toward officers or fellow members or behaving in an insubordinate or disrespectful manner.
- j. Refraining from speaking disrespectfully, publicly criticizing, or ridiculing any official action of the department, Town of Newburgh, or Ohio Township Trustee.
- k. Refraining from any attempt to originate, create, incite, cause or join any seditious movement within the department



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- l. Refraining from discussing the personal business of the department with anyone that has no cause for the information.
- m. Refraining from giving interviews or public speeches concerning the department without permission from the Chief.
- n. Refraining from writing any article or book for publication, act as co-author, or release any photograph relating to the fire department without permission of the Chief.
- o. Refraining from consuming alcoholic beverages while wearing the department uniform or any approved logo-wear or while displaying any form of department identification.
- p. Members shall not drink alcoholic beverages on the premises of the station
- q. Members shall not respond to the scene or station for an incident response while under the influence of intoxicants or controlled substances that impairs performance, including prescription medications, but also including narcotics or hallucinogens.
- r. No member shall accept any bribe, gift, token, money or other things of value as intended as an inducement to perform or refrain from performing any official act, nor shall any member engage in any action or extortion or other means of obtaining money or other things of value through their position on the Newburgh Volunteer Fire Department
- s. Members shall not make any false official statements or misrepresentation of facts.
- t. Members shall be punctual and prompt in requirements of duty where time may be specified, such as trainings, work sessions, and public relations events.

SEE ALSO

- SOG# 1.01 – Hierarchy of Directives
- SOG# 1.02 – Chain of Command



3.02 Abuse of Position

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| SOG #: 3.02 <i>Conduct & Discipline</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guidance concerning the appropriate use of a member's official position on the department

Guidance

Chapter 1 – Abuse

Section 1 – Members shall not abuse the use of their official position or identification. Members shall not use their official position or official identification for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of their duty (allowing for offered retail discounts), or to avoid consequences of illegal acts. Members shall not lend another person their identification or permit their identification to be photographed or reproduced without the approval of the Fire Chief.

Chapter 2 – Unauthorized Affiliation

Section 1 - Members shall not authorize the use of their names, photographs, or official titles which identify them as a member of the Newburgh Volunteer Fire Department, in connection with testimonials or advertisements of any commodity or commercial enterprises without the approval of the Chief.



3.03 Insubordination

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| SOG #: 3.03 <i>Conduct & Discipline</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guidance concerning the definition of insubordination

Guidance

Chapter 1 – General Information

Section 1 – Insubordination means any failure or deliberate refusal of any member to obey a lawful order given by any officer or any member acting as incident commander or acting in another delegated position of authority in the incident command system on scene of an incident response.



3.04 Discipline

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| SOG #: 3.04 <i>Conduct & Discipline</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
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Purpose

To provide guidance concerning the cause, delivery, and processes for discipline of members in the Newburgh Volunteer Fire Department.

Guidance

Chapter 1 – General Information

Section 1 – Officers may issue proportional discipline to members for violation of the Department Operating Guidelines, including those specified in SOG# 3.01.

Section 2 – Discipline in the Newburgh Volunteer Fire Department will be progressive and will consist of:

- a. Verbal Counseling
- b. Written Warnings
- c. Administrative Disciplinary Judgment
- d. Suspension
- e. Termination

Section 3 – Disciplinary actions will be maintained in the member’s personnel file. The member may request to see their personnel file by appointment with the Chief or other designated officer and may copy the contents of the file. The personnel file may not be removed from the premises of the Newburgh Volunteer Fire Department.

Section 4 – Verbal Counseling may be issued by any officer to any member for violation of Department Operating Guidelines. The officer may document that a counseling or verbal warning did occur. Any documentation of this shall be turned in to the Fire Chief and stored in the member’s personnel file.

Section 5 – Written Warnings may be issued by any Chief Officer to any member for violation of Department Operating Guidelines where the offense requires a level of discipline higher than that of a verbal counseling or verbal warning. Line officers may issue the written warning after consulting and obtaining approval by a Chief Officer. Accumulation of two (2) Written Warnings for the same offense in a one (1) year period or a total of three (3) Written Warnings in a one (1) period may be cause for



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suspension at the discretion of the Fire Chief. A verbal warning or counseling does not have to precede the issuance of a written warning.

Section 6 – Administrative Disciplinary Judgments may be entered against a member by the Fire Chief for violation of Department Operating Guidelines where the offense requires a higher level of discipline than delivered by a verbal or written warning. Administrative Disciplinary Judgments can consist of (but are not limited to):

- a. Loss of privilege or position
 - Examples include loss of position as grounds keeper, public information officer, etc or loss of privilege in being able to attend special trainings/fire schools at the fire department's expense.
- b. Demotion in rank
 - Applicable to officers.
- c. Temporary or permanent suspension of special qualifications
 - Examples include loss of apparatus driving status, proctor status, eligibility to mentor new members, suspension from serving on committees other than committees assigned by the board of directors, suspension from making interior attacks or riding on certain apparatus.
- d. Restriction or forfeiture of run participation incentive monies

Section 7 – The Chief or a Chief Officer may suspend a member outright for the following infractions:

- a. Insubordination
- b. Making false or untruthful statements
- c. Causing deliberate physical harm to another individual
- d. Reporting to the station for a response while under the influence of drugs or alcohol
- e. For cause, pending termination proceedings.
- f. For felony conviction of local, county, state, or federal criminal laws
- g. For misdemeanor convictions related to narcotics or drugs
- h. For failing to meet training requirements
- i. For committing an act which discredits the department in the public eye



Section 8 – Termination proceedings will commence as specified in Article III, Section 6 of the By-Laws of the Newburgh Volunteer Firefighters Association, Inc. A member may be suspended pending the next business meeting of the membership. Any member on suspension, pending termination proceedings is entitled to an appeal before the business meeting.

Section 9 – Discipline must be delivered within fourteen (14) days after officer first witnesses a violation or fourteen (14) days after the first officer becomes aware of the violation, through peer complaint or other evidence. Officers will forfeit the ability to issue discipline under this chapter if not carried out in the specified timely fashion.

Section 10 – For all levels of discipline above a verbal counseling, the officer must furnish a letter to the member at the time discipline is carried out stating exactly what violation the member is being charged with and what the specified punitive action is, if any. This documentation will be delivered to:

- a. The member committing the offense
- b. The original officer that brought forth the charge(s)
- c. The president of the Newburgh Volunteer Firefighter’s Association
- d. The member’s personnel file.

Chapter 2 – Disciplinary Appeal Procedure

Section 1 - A member may appeal a suspension or other disciplinary judgment, such as a written warning, Administrative Judgment, loss of position or privilege. Members have seventy-two (72) hours after they’ve been served discipline to request an appeal. The request for appeal must be made in writing and directed to the Fire Chief.

Section 2 – Once an appeal request has been made, the Fire Chief, or his designee, will appoint an appeal board which shall consist of:

- a. One (1) line officer or corporate officer to serve as chairperson
- a. Two (2) members, of any rank, with at least five (5) years membership on the Newburgh Volunteer Fire Department

Section 3 – The appeal board chairperson will also appoint:

- a. Two (2) members, of any rank, to include honorary members



Department Operating Guidelines

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Section 4 – The appeal board will meet within seventy-two (72) hours after the Chief (or designee) has appointed an appeal board Chairperson. The panel will hear from the member seeking the appeal and any individuals the member desires to speak before the panel. The panel will then hear from the officer that entered the disciplinary action against the member and any other members or individuals the officer desires to appear. Both sides may present any other evidence if applicable. The panel will then meet in closed session and render a decision based on a majority vote of the panel. The member will be given the panel’s decision orally and in writing. The panel may only render the following decisions:

- a. To uphold the disciplinary action
- b. To over-turn and dismiss the disciplinary action

See Appendix

For Forms and Releases for the Newburgh Volunteer Fire Department Discipline



Operational Guidelines



4.01 Responding to the Station

| | | |
|---|---|----------------------------------|
| SOG #: 4.01 <i>Operational Guidelines</i> | Revision: 10/28/2017 <i>Replaces:</i> | Type: <i>Guideline</i> |
|---|---|----------------------------------|

Purpose

To provide guidance for members of the Newburgh Volunteer Fire Department in regards to home response to the station.

Guidance

Chapter 1 – General Information

Section 1 – In response to a call-out, it is the duty of all members, when available, to respond to the fire station in a timely and safe manner.

Chapter 2 – Probationary Response

Section 1- A probationary member while responding to the station whom is caught speeding, driving with Blue Lights, utilizing their hazards, or driving in an erratic manner as a means to get to the station quicker, will be subsequent to disciplinary measure by any officer finding them to be in violation of this guideline.

Chapter 3 – Blue Light Use

Section 1 -Members of the fire department who have completed their probationary period, mandatory firefighter training, and have been authorized by the Fire Chief may display and operate a Blue Light(s) in compliance with IC 36-8-12-11

Section 2 – Members operating a blue light while responding to the station must observe all traffic laws, including speed limits.

Section 3 – Members who are observed operating their personally owned vehicles in an unsafe manner while responding to the station with blue lights active may be subject to discipline or loss of blue light privilege.

Section 4 – No Blue Lights should be used outside of Warrick County for responses.



4.02 Responding Direct to the Scene

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|---|---|----------------------------------|
| SOG #: 4.02 <i>Operational Guidelines</i> | Revision: 03/01/2015 <i>Replaces:</i> | Type: <i>Guideline</i> |
|---|---|----------------------------------|

Purpose

To provide guidance for members of the Newburgh Volunteer Fire Department in regards to responding direct to the scene of an incident

Guidance

Chapter 1 – General Information

Section 1 – Officers may respond direct to the scene of an incident for which they are in proximity to provided they have the proper training, PPE, and Equipment to operate safely and effectively.

Section 2 – Firefighters should only stop at the scene of an incident if it is directly in their path while responding to the station and as long as they have the proper training, PPE, and Equipment to operate safely and effectively.

Section 3 – Firefighters may respond direct to a scene in their personal vehicle when directed to do so by an officer and have the proper equipment to do so.

Section 4 – The Fire Chief may designate certain members in outlying areas to carry their turnout gear and a radio for direct response or to provide size-up information for incoming responders.



4.03 Signing in for Runs / Run & Training Credit

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|---|-----------------------------|--|
| SOG #: 4.03 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Rules & Regulations</i> |
|---|-----------------------------|--|

Purpose

To provide guidance regarding the process of signing in for runs at the fire station and when a member receives credit for runs and training.

Guidance

Chapter 1 – General Information

Section 1 – All members who respond to the station or direct to the scene shall sign in on the incident run sheet documenting the member’s activity and participation for the incident. Members shall remain on station until released by Officer or Sr. Member present.

Section 2 - Members who arrive at the fire station before the last truck has arrived back on station returning from the incident are eligible to sign in for the run and receive credit.

Section 3 – In the event the fire department has received a disregard from dispatch before any apparatus have arrived on scene, members have ten (10) minutes to arrive at the station and sign in to receive credit from the time of disregard.

Chapter 2 – Run / Training Credit when on Fire Department Duty

Section 1 – For purposes of this Chapter, Fire Department Duty shall include:

- a. Wednesday night NVFD trainings that take the member away from the station (example – Dive training on River)
- b. Approved Fire Service or Emergency Services related training, such as provided by the Indiana Firefighter Training System, Indiana Fire Instructors Association (Fire School), Indiana Department of Homeland Security, etc.
- c. Any officially sanctioned or approved meeting, such as a meeting of the town council or safety committee, District 10 Planning Council, Warrick County Fire Chiefs Association, Indiana Fire Chiefs Association, etc. where the member attending is elected or appointed by the membership of the NVFD, the NVFA Board of Directors, or NVFD Fire Chief, to serve as a representative of the NVFD.



Section 2 – Members who are absent from the station due to attendance at one of the functions listed in section 1 of this chapter, shall receive due credit for participation in training or any missed runs.

Section 3 – Members being paid by an employer to attend an event or training, or members who are being paid to provide instruction, shall not be eligible for run credit or training credit as specified in this chapter.

Chapter 3 – Availability Percentage (%)

Section 1 – For purposes of this Chapter, to provide incentive for time spent available for response and hours dedicated to the department regardless of dispatched incidents or time spent on station.

Section 2 – All personnel who mark themselves available in I Am Responding and document 48 hours per month will be rewarded with .5 % run percentage (for each month they logged) to be awarded at the end of the year to their annual run percentage.

Section 3 – All time marked in I Am Responding will be counted toward monthly count. Ex. Included are Training, Station Time, Public Relations, Incident Response, etc.

Section 4 – Personnel who fail to respond while showing available will operate on a 3 strike honor system. After the 3rd time of failing to respond the member will lose their eligibility for the Availability Percentage for the year.

Section 5 – Availability Percentage will only impact end of the year eligibility determination for Active vs. Inactive status and not have any impact on monetary payouts.

Associated Guidelines See *SOG# 4.04*



4.04 Station Stand-by during Incidents

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|---|-----------------------------|----------------------------------|
| SOG #: 4.04 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To provide guidance for members of the Newburgh Volunteer Fire Department who are standing by on station during an incident

Guidance

Chapter 1 – General Information

Section 1 – Members who have responded to the station for an incident call-out that are not needed to respond to the scene shall standby on station until the incident has been terminated and all apparatus have been returned to working order.

Section 2 – Members who cannot stay on station during the incident and must leave may do so, but may not receive run credit unless their leave is authorized by an officer or Sr Member.

Section 3 – Members on station during a working fire shall remain on station until after the apparatus have arrived back on station and should assist in returning the apparatus to service.



4.05 Minimum Manpower & Response Order

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|---|-----------------------------|----------------------------------|
| SOG #: 4.05 <i>Operational Guidelines</i> | Revision: 08/29/2017 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To provide guidance for members regarding the minimum manpower level recommended for responses.

Guidance

Chapter 1 – General Information

Section 1 – Response Guidelines in section 8 of this manual may specify a more exact manpower recommendation for a response.

Section 2 – This guideline is a recommendation only and it is understood that many variables (time of day, turnout, etc.) must be weighed against the time it takes to respond. Therefore, an officer is allowed to use discretion to ensure a safe and adequate response.

Section 3 – If there is low turnout and a safe response cannot be made or cannot be made in a timely manner, an officer, or senior most member, should request mutual aid to respond to the scene.

Chapter 2 – Fire Responses

Section 1 – For most fire-related emergency responses – a recommended minimum for first due apparatus will be four (4) trained personnel. This means, one (1) Driver/Operator, one (1) Apparatus Officer, and Two (2) Firefighters.

Section 2 – As an absolute minimum and only in extreme circumstances (or when time from dispatch has reached 8 minutes) – A first due apparatus may respond with no fewer than Three (3) trained personnel. This means one (1) Driver/Operator, one (1) Apparatus Officer, and One (1) Firefighters.

Section 3 – Second and Third due apparatus should make every effort to staff the apparatus to near capacity before responding, but as a minimum should not respond with less than Three (3) trained personnel. This means one (1) Driver/Operator, one (1) Apparatus Officer, and One (1) Firefighters.

Section 4 - All personnel responding on department apparatus must be in a department minimum bunker pants and Boots. This is to include all personnel on unit including operator.



Chapter 3 – Medical Reponses

Section 1 – For most EMS-related emergency responses – a recommended minimum is three (3) trained personnel, provided that at least two (2) members onboard are certified Emergency Medical personnel.

Section 2 – In the event 8 minutes have passed since time of Dispatch then squad 10 may respond with minimum of 2 providing both are current with CPR certs. In the event a crew minimum of 2 responds then any incoming personnel shall respond in other designated apparatus unless disregarded.

Section 3- All personnel responding on department apparatus must be in a department minimum bunker pants and Boots. This is to include all personnel on unit including operator.

Chapter 4 – Extrication / Rescue Reponses

Section 1 – For most Extrication or Rescue-related emergency responses – a recommended minimum is four (4) trained personnel. This means, one (1) Driver/Operator, one (1) Apparatus Officer, and Two (2) Firefighters. Ideally, at least one (1) member onboard is a certified Emergency Medical Technician (EMT).

Section 2- All personnel responding on department apparatus must be in a department minimum bunker pants and Boots. This is to include all personnel on unit including operator.

Chapter 5 – Dive / Water Rescue Reponses

Section 1 – For most Dive Rescue-related emergency responses – a recommended minimum is six (6) trained personnel. This means, either (2) or four (4) trained divers with two (2) tenders or two (2) trained drivers with two (2) tenders and two (2) support personnel.

Section 2 - For most Water Rescue initial responses a recommended minimum is four (4) trained personnel. This means one (1) unit driver that will act as shore contact and three (3) boat personnel preferably two (2) of which are operators and (1) of which is preferably an emt.

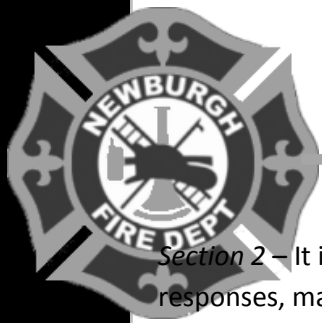
Chapter 6 – Response Order

Section 1 – As a matter of consistency, the Newburgh Volunteer Fire Department will respond the following apparatus on the specified response types:

- **Carbon Monoxide Investigations**
 - ❖ Engine 16
- **Gas Odor Investigations / Possible Leaks**
 - ❖ Engine 16



- **Smoke / Smoke Odor Investigations**
 - ❖ Truck 12
- **Electrical Hazard Investigations / Wires Down / Transformers**
 - ❖ Engine 16
- **Fire Alarms**
 - ❖ Truck 12, Engine 16
- **Structure Fire Responses**
 - ❖ Truck 12, Engine 16, Engine 17, Squad 15, Squad 10
- **Chimney Fires**
 - ❖ Truck 12, Engine 16, Engine 17
- **Trash / Dumpster Fires**
 - ❖ Engine 11
- **Vehicle fires**
 - ❖ Engine 16
- **Grass or Brush Fires**
 - ❖ Engine 11, Engine 16
- **EMS Medic Assist / EMS 1st Response**
 - ❖ Engine 17
- **Motor Vehicle Accident with Injuries**
 - ❖ Engine 16
- **Technical Rescue Response (Rope, Collapse, Trench)**
 - ❖ Engine 17, Truck 12, Squad 10
- **Dive Team / Water Rescue**
 - ❖ Squad 10, Water 14, Squad 15, Engine 17
- **HAZMAT Simple Spill / Cleanups**
 - ❖ Engine 16
- **HAZMAT Large Spill / Chemical Release**
 - ❖ Engine 16, Engine 16, Squad 10
- **Multiple Casualty Incident**
 - ❖ Engine 17 move smart tag triage ,Engine 16, Squad 10
- **Mutual Aid Responses in Ohio Township**
 - ❖ Truck 12, Engine 17 for Water Supply
- **Mutual Aid Responses out of Township**
 - ❖ Truck 12, Squad 10 for manpower



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Section 2 – It is understood the specified apparatus may not be available at all times due to other responses, maintenance, or manpower issues. Officers may therefore exercise discretion in ensuring a safe and effective response with alternate apparatus.

Section 3 – Mutual Aid may be requested to compensate the response if appropriate manpower/ apparatus are not able to respond.



4.06 Portable Radios & Eligibility

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|---|-----------------------------|----------------------------------|
| SOG #: 4.06 <i>Operational Guidelines</i> | Revision: 08/29/2017 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To provide guidance and rules for firefighters who are issued portable radios.

Guidance

Chapter 1 – Eligibility

Section 1 – The Fire Chief may assign a portable radio to an individual if all of the following conditions are met:

- a. The member must have completed all minimum basic training requirements for firefighters (IC 36-8-10.5-7) and be trained on radio use-age and completed skills for mandatory involving radio use-age.
- b. The member must be certified as completing the National Incident Management System (NIMS) 100, 200, 700 & 800 courses (all available online).
- c. The member has completed online LMS Radio training on the Acadis Portal through the IDHS website.
- d. There is a radio available
- e. The member is checked off on and fully qualified to operate as a Firefighter on all department firefighting apparatus.
- f. The member has completed training on proper radio use.
- g. The member has maintained 20% or higher run participation since joining department.

Section 2 – All officers will be issued radios (NFPA 1201)

Section 3 – Radios will be issued to all members providing the above requirements have been met.

- a. Members who are cleared for interior firefighting operations and compliant with section 1 shall be issued a radio before a member who is an exterior-only firefighter.

Section 4 – The Fire Chief may suspend any member's radio eligibility privilege if the member fails to remain in compliance with participation or attendance requirements.



Chapter 2 – Responsibilities

Section 1 – The radio is considered a fire department resource and is issued to a firefighter with the following expectations:

- a. The firefighter will have the radio available at all times to be carried in the event of call-out.
- b. The firefighter will maintain the radio's battery in a charged state, ready for use.
- c. The firefighter will take care not to drop, damage, or otherwise place the radio into a position where it can be dropped or damaged easily.
- d. The member will immediately report any damage to their radio to designated department communications officer or in their absence another officer.
- e. FF is responsible for Radio if lost or stolen. If lost or misplaced on a fire department incident scene Firefighter is not responsible



4.07 Proper Radio Use (Communications Procedures)

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|---|-----------------------------|----------------------------------|
| SOG #: 4.07 <i>Operational Guidelines</i> | Revision: 08/29/2017 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To provide guidance for proper radio usage.

Guidance

Chapter 1 – General Information

Section 1 – The Newburgh Fire Department accepts a plain language radio communications standard. There-fore all radio communications will utilize plain language and no communication will occur using codes, signals, or other abbreviations not universally known and accepted. (Designations of vehicle response priority are acceptable – ex, Code 1, Code 2, Code 3.)

Chapter 2 – Radio Procedure

Section 1 – Proper radio calling procedure will be utilized when attempting to initiate communications with a unit or station. Proper radio calling is to call the identifier of the unit you wish to communicate with followed by your unit/identifier. (Note that it is acceptable to use the word ‘from’ For example:

“Eleven-Oh-One, Eleven-Nineteen.”

Or

“Eleven-Oh-Three from Truck Twelve.”

Section 2 – Observe the following concepts when communicating on the radio

- Short & Specific: Before transmitting know what you’re going to say, don’t make it up as you go along. Think what you want to say first, and then key the mic, and then send your message.
- Choose precise terms to communicate the desired message as clearly and as briefly as possible without wasting air time.
- Clear tone: Speak clearly at a practiced rate, not too fast or too slow. Control your emotions and excitement deliberately. If you do not control your voice it will become garbled under stress.



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- d. Well timed and spaced: Prioritize your messages. Do not use valuable air time with unimportant messages and insignificant details. Let critical messages go first. Maintain an awareness of the overall situation and how you fit into it.
- e. Do not interrupt conversations unless you have EMERGENCY TRAFFIC. Listen before transmitting, and wait until a message transaction has been completed. Pause between conversation of consecutive messages to make it clear when one message has been completed and another has started. This will also allow other units a chance to transmit if needed.

Section 3 – Acknowledge all Call-outs. Unless otherwise acknowledged by an officer or other member who has called en-route direct, the first person to arrive on station shall acknowledge the run with dispatch. (Example – “Warrick Dispatch, Newburgh is on station and clear on the run to 5799 Westchester Drive.”) It is suggested you repeat back the address when acknowledging the run to ensure the correct location was received and also to allow another opportunity for members to hear the address. If the address was not clear or is not known, request dispatch to repeat the address.

Section 4 – Normal communications will be regulated by the following:

- a. Sender will call the unit ID of who they are calling, and follow with their own Unit ID
- b. Receiver will give their ID or say “go ahead.” To indicate they are ready to receive.
- c. Sender will then transmit message, order, etc.
- d. Receiver will acknowledge receipt of message. A brief restatement may be in order.
- e. Routine status messages to dispatch (en-route, on scene, returning to station) may be transmitted without pause or acknowledgement from dispatch

Section 5 – When acknowledging a message or order, retransmit the message back to the sender to insure the message was received properly. For example:

“Truck 12, Command. Report to the C-side of the structure and ladder the roof.”

“Command, Truck 12 clear. Reporting to the C-side of the structure and laddering the roof.”

Section 6 – It will be the responsibility of the apparatus officer, not the apparatus driver/operator, to utilize the apparatus mobile radio when on responses and to field all communications directed to their apparatus.



Chapter 3 – Talk group Use

Section 1 – Dispatch Talk group (FD DISPATCH) – the primary dispatch talk group will be utilized to receive a run, to talk to dispatch, or used as a ‘calling channel’ to make contact with a unit and then move to an off-channel.

Section 2 – Direct channels (also called Fire Grounds) shall be encouraged for use for fire ground (tactical) operations among units of the fire department **per NFPA 1221** and especially when radio conditions make it difficult or unsafe to use a regular talk group that is repeated, such as a fire ground talk group.



4.08 SCBA & Fit Testing

Table with 3 columns: SOG #: 4.08 Operational Guidelines, Revision: 03/01/2015 Replaces:, Type: Policy

Purpose

To provide guidance for a respirator use fit testing policy and establish guidance when SCBA should be utilized.

Guidance

Chapter 1 – Fit Testing

Section 1 – In compliance with OSHA (29 CFR § 1910.134(e)(1) the Newburgh Volunteer Fire Department shall provide a medical evaluation to determine the member’s ability to use a respirator, before the member is fit tested or required to use the respirator.

Section 2 – In compliance with OSHA (29 CFR § 1910.134(f) it is the policy of the Newburgh Volunteer Fire Department that before any member may be required to use any respirator with a negative or positive pressure tight-fitting face piece, the member must be fit tested and in compliance with Newburgh Fire Facial Hair Policy (2.18) in the administrative guidelines.

Section 3 – In compliance with OSHA (29 CFR § 1910.134(m) (2) the Newburgh Volunteer Fire Department shall establish a record of all fit tests administered to a member including:

- a. The member’s name or identification of the member tested
b. The type of test performed and Date of test
c. Specific make, model, style and size of the respirator tested
d. The pass/fail status for qualitative fit tests or the fit factor and strip chart recording or other recording of the test results for quantitative fit tests.

Chapter 2 – SCBA Use

Section 1 – Members of the Newburgh Volunteer Fire Department shall wear and utilize SCBA respiratory protection when entering a known or suspected IDLH (immediately dangerous to life or health) atmosphere. This includes but is not limited to:

- a. During carbon monoxide investigations until monitoring confirms atmosphere is safe to breathe.
b. During overhaul of a fire and natural gas leaks until monitoring confirms no longer needed.



4.09 Cell Phone Use in Apparatus

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|---|---|----------------------------------|
| SOG #: 4.09 <i>Operational Guidelines</i> | Revision: 03/01/2015 <i>Replaces:</i> | Type: <i>Guideline</i> |
|---|---|----------------------------------|

Purpose

To establish a policy concerning the use of cell phones in apparatus

Guidance

Chapter 1 – General Information

Section 1 – Cell phone use is prohibited by the Driver/Operator while operating the vehicle.

Section 2 – Cell phone use is prohibited by all personnel on the apparatus while responding to a call for service.

Section 3 – The apparatus officer or any firefighter in the back of the apparatus may use a cell phone while returning to the station or any other time the apparatus is not operating in emergency mode and not responding to a call for service.



4.10 The Incident Command System

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|---|-----------------------------|----------------------------------|
| SOG #: 4.10 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To establish guidelines for using the Incident Command System

Guidance

Chapter 1 – General Information

Section 1 – The Incident Command System as defined by the National Incident Management System (NIMS) will be utilized on all dispatched incidents for the Newburgh Vol. Fire Dept.

Section 2 – Any positions and inherent responsibilities within the Incident Command structure that are not manned shall be assumed by the Incident Commander.



4.11 Emergency Vehicle Operation

| | | |
|---|---|----------------------------------|
| SOG #: 4.11 <i>Operational Guidelines</i> | Revision: 08/29/2017 <i>Replaces:</i> | Type: <i>Guideline</i> |
|---|---|----------------------------------|

Purpose

To establish guidelines for Emergency Vehicle Operation

Guidance

Chapter 1- General Information

Section 1- All Newburgh fire department vehicles will be operated in accordance to Indiana State Driver Laws.

Chapter 2- Emergency Responses

Section 1- Vehicles responding to all emergencies will be operated with due regard to all surroundings.

- Be aware of all traffic and pedestrians around
- Vehicle must come to a complete stop at all intersections when light is red. In the event the intersection is able to be traveled with a green light continue with extreme caution.
- Speed limit not to be exceeded by any more than 5 mph over the posted speed limit.

Section 2- Personnel riding in apparatus

- All personnel riding in apparatus will remain seated and buckled in while vehicle is in motion.
- All personnel while en-route to incident will refrain from being loud in order for the officer to communicate with driver, crew, and personnel over the radio.
- All Personnel prior to mounting apparatus shall be dressed in a department minimum Turnout Pants and Department issued Boots. All other gear shall be located close by for ease of access when needed. This includes all personnel including apparatus operator.



4.12 Apparatus Placement

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|---|-----------------------------|----------------------------------|
| SOG #: 4.12 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To provide guidance for proper Apparatus Placement on an emergent or non-emergent Incident Scene.

Guidance

Chapter 1- General Information

Section 1- All apparatus operating in any mode emergent or non-emergent shall be placed in a way that allows for the apparatus to perform to its fullest capabilities. Apparatus will also serve as a safety barrier to allow personnel to operate in a safe manor.

Chapter 2- On Scene Apparatus Placement

*Section 1-*To be used in accordance with response plans outlined in SOG 4.05 Chapter 6 - Response Order

- *Structure Fire-* First responding engine shall park in a manner that will allow the first attack crews to make a quick attack on the fire while also allowing for proper placement of incoming support apparatus i.e.: Ladder Truck, additional engines, squads and ambulances.
- *Vehicle Accident/Vehicle Fire-* First responding engine shall park in a manner that will allow personnel to operate on scene safely and effectively allowing the engine to be used as a barrier and as a tool to divert traffic safely around on scene personnel. When possible park apparatus to the side and uphill from vehicle. Additional support apparatus shall be parked as far off the road as possible or in an adjacent lot to accident scene unless the on scene incident commander advises of other placement.
- *Haz-mat/Electrical Hazards/Wires Down/ Transformers-* First responding engine should place apparatus close enough to Identify hazard and far enough away to be able to keep crew and other people out of harm's way(i.e.: Hot, Warm, and Cold Zones). Additional apparatus shall stage in a location deemed suitable by on-scene IC.
- *Medical Runs-* Apparatus shall be placed in a manner not to obstruct the ambulance and hinder patient care.



Chapter 2 - Staging

Section 1- Staging shall be comprised of two levels, levels being Level 1 staging and Level 2 Staging.

- Level 1- Stage in an area of close proximity to the scene to allow for easy access when called upon, i.e. next to a water source, or 1-2 blk distances.
- Level 2- A general area large enough to accommodate a large number of apparatus or other possible resources that may be needed. The location shall be chosen by IC and a Staging Officer shall be appointed to manage resources at the staging location.



4.13 Returning Apparatus to Service

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|---|-----------------------------|----------------------------------|
| SOG #: 4.13 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To provide guidance for properly returning an apparatus to an in-service status following a call for service.

Guidance

Chapter 1 – General Information

Section 1- All apparatus should be returned to ready state prior to all personnel being released from the station unless special permissions are granted by a ranking officer.

Chapter 2- Cleaning Equipment

Section 1- All equipment used should be cleaned with soap and water and placed in the appropriate place for use on the next call. If in the event the equipment being cleaned would need to dry then it shall be replaced with clean ready to use equipment. This should be completed before all personnel are permitted to leave the station except with special permissions of ranking officer.

Section 2- In the event that apparatus is returned not clean then it is the responsibility of the truck officer to make sure his crew and or others on station clean and dry the truck. **The apparatus we respond in belong to the taxpayers; we want them to be proud when we drive by.** This should be completed before all personnel are permitted to leave the station except with special permissions of ranking officer.

Chapter 3 – Restocking Equipment

Section 1- All equipment used should be replenished and restocked after every call made. Examples would include but not be limited too – Oil Dry, Foam, SCBA Bottles, and any other equipment that would need it. This should be completed before all personnel are permitted to leave the station except with special permissions of ranking officer.



4.14 Building Evacuation Procedure

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|---|-----------------------------|----------------------------------|
| SOG #: 4.14 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To provide guidance concerning the evacuation of a building by firefighters operating on a fire ground.

Guidance

Chapter One- General Information

Section 1 -In the event of an emergency that requires an evacuation of firefighting personnel from an area, the IC will declare an evacuation. The signal will be by an audible signal on scene and over the radio. All personnel in the hazard area will report to the command post or designated apparatus and a PAR will be taken to ensure all personnel are accounted for.

Chapter 2- Hazards

Section 1 - All personnel should be on the lookout for hazardous situations on scene and report them up the chain of command so IC may remain informed of scene hazards.

- Hazards may include but are not limited to:
 - a. Live electrical lines
 - b. Roof collapse
 - c. Wall collapse
 - d. Hazardous materials discovered
 - e. Floor Collapse
 - f. Pressurized cylinders exposed
 - g. Structural instability

Chapter 3- Procedures for declaring an Evacuation

Section 1 – The Incident Commander or Safety Officer are the only on scene personnel whom may declare an evacuation.



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Section 2- Once an Evacuation has been declared the following actions must be implemented:

- All air horn equipped apparatus will sound their horns with a SOLID blast for at least 20 seconds. Evacuation orders shall also be transmitted thru the appropriate radio channel used for on-scene fire operations.
- Once sounded all personnel operating in the structure and within its collapse zone should IMMEDIATELY withdraw and report as a crew to the command post.
- Personnel operating apparatus are typically exempt and should stay with their unit unless the unit is in a hazardous area.
- A PAR will be taken. All crews should account for their members. (Please note the importance of working in crews and resisting the tendency to freelance. A freelancer can be easily lost on a scene when an emergency occurs.)
- Once accounting is completed, personnel will be redeployed as the situation warrants. Do not return to your previous assignment unless cleared by IC



4.15 MAYDAYs and Emergency Radio Traffic

| | | |
|---|-----------------------------|----------------------------------|
| SOG #: 4.15 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To provide guidance to be used when calling for assistance, and to notify all personnel on the emergency scene that an imminent life-threatening situation exists.

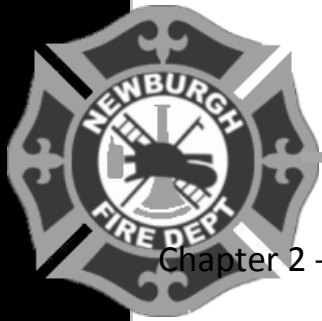
Guidance

Chapter 1- Declaring the Mayday

Section 1- When a firefighter finds himself in imminent danger and he/she or there partner feels as though all focus should be turned to the rescue of that firefighter the following guidelines shall be followed.

- **MAYDAY/MAYDAY/MAYDAY**
- **Location-** i.e. Second Floor C-side Bedroom
- **Unit-** 1124
- **Name-** Campbell
- **Assignment-** Ventilation
- **Resources -** Need spare bottle and saw for entrapment

Section 2- Once a mayday has been declared all radio traffic should cease with an exception of traffic related to mayday. Once firefighter has been located and Mayday can be declared over then IC will call for an immediate par before returning to normal fire ground operations.



Department Operating Guidelines
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Chapter 2 - Emergency Radio Traffic

Section 1- Emergency traffic shall be declared in the event that the environment is becoming quickly hazardous and could cause imminent danger for anyone involved in the fire ground operations i.e.

structural collapse, possible explosions, violent situations, etc. The guidelines for broadcasting emergency traffic is as follows:

- Emergency Traffic for Command
- Command shall reply with "All units standby Emergency Traffic Go Ahead"
- State the reason for the broadcast i.e. D-side wall collapse
- Wait for commands response and initiate any action until emergency declared over

Section 2- Once Emergency Traffic has been declared all radio traffic should cease with an exception of traffic related to broadcast. An evacuation and immediate reevaluation shall be called as well as PAR of all on scene personnel. Once all personnel are accounted for normal radio traffic can resume.



4.16 Property Inspections, Pre-plans, & Walkthroughs

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|---|-----------------------------|----------------------------------|
| SOG #: 4.16 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
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Purpose

To establish guidelines for how Property Inspections, Pre-plans, walkthroughs, or evaluations will be handled by the Newburgh Volunteer Fire Department

Guidance

Chapter One- Guidelines for Conducting

- The Pre-plan Officer or his/her authorized designee will develop a current list of pre-plans.
- The Pre-plan Officer or his/her authorized designee shall schedule the pre-plans as he/she determines is necessary to complete them in a timely manner.
- A reasonable effort shall be made to make contact with the occupants or owner prior to conducting the pre-plan. This will allow the occupants or owner to pick a time that works well with their schedule and personnel's.
- If there is difficulty in making contact with the occupant or owner, shift personnel shall pick a reasonable time to attempt the pre-plan.
- Class "B or C" uniforms shall be worn by all personnel conducting the pre-plan unless otherwise notified. Pre-plan teams shall be on their best behavior during the pre-plan, as we are representing the Newburgh Fire Department. Pre-plan groups shall remain together during the pre-planning process. No freelancing shall occur.
- Personnel conducting pre-plans shall keep in mind that they are not conducting an inspection of the occupancy. At no time shall personnel leave the occupant a notice of violation or inspection report. If during the pre-plan, personnel discover a serious life safety issue, the Fire Chief shall be immediately notified via email or text message. If a Fire Chief is not available, a reasonable attempt shall be made by Pre-plan crew to remedy the situation prior to leaving. An example of this situation may be chained, blocked, or double key bolt secured exit doors in an occupied building.
- Personnel may access completed pre-plans and forms in the designated online program I am Responding.



Department Operating Guidelines

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- After the pre-plan form has been completed, it should be entered electronically (Firehouse Software). Once the designated personnel receive a completed pre-plan, they shall place it in the apparatus preplan binders.
- When staff receives a completed pre-plan, they shall print the form and place it in the master pre-plan binder. This pre-plan will also be save electronically on the station computer.
- Any safety concerns of an occupancy discovered while conducting a pre-plan shall be directed to a Chief Officer by means of text message or emailed to Chief for follow-up.

Chapter 2- Programming

- The default planning form will be found under the member links on the Newburgh Fire website www.newburghfire.com.



4.17 Rapid Intervention Team

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|---|-----------------------------|----------------------------------|
| SOG #: 4.17 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To establish guidance concerning the use of a Rapid Intervention Team (RIT) on the fire ground.

Guidance

Chapter 1- General Information

Section 1- The top priority on any fire ground is the safety of all personnel and persons on the scene. The sole purpose for a Rescue Intervention Team is to have personnel ready in case of mayday activation. (Medic unit will be on site or en-route during all firefighting operations, it is the responsibility of the first arriving officer to ensure they are enroute and if not to request them be sent.)

Chapter 2- RIT Team Assignments

Section 1- Newburgh's main RIT team will be a minimum of 2 personnel primarily operating out of Truck 12 in the seats 4 and 5 positions on all fires and fire alarms. In the event that Truck 12 is unavailable then the third due engine will act as the RIT team. On scenes of gas investigations two personnel will act as RIT off of Engine 16 and remain on the outside of the Structure in case needed.

Section 2- Upon arrival if the ladder is going to be put into operation then the RIT Seats (4 and 5) will assist the driver in set-up of the ladder. Upon completion of Ladder set-up firefighters will assume RIT tasks grabbing all necessary equipment placing in the proper location towards the entrance of structure but outside of the collapse zone. Necessary equipment includes but is not limited to:

- RIT Bag
- Hand tools
- Saws
- Hand line (uncharged) or high rise pack



Department Operating Guidelines
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Chapter 3- RIT Team Activation

Section 1- If a Mayday is Activated then all interior fire suppression and radio traffic is to stop and all companies operating on the scene will fall back to a defensive attack (protecting exposures). All personnel are to check in with their company officers until the RIT Team and the IC declare the Mayday has been cancelled. Once the Mayday has been cancelled a PAR should be called to make sure all personnel are accounted for, once verified interior operations can be resumed.

Section 2- In the event of mayday activation the Incident Commander will assess the Risk/Benefit factor to determine what action will be taken, IF ANY. The decision to enter the structure will be made solely by the incident commander. In the event that a firefighter declines to make entry to a structure for fear of safety will be subject to know disciplinary measures and be re-assigned to an exterior task.



4.18 Firefighter Accountability & PAR

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|---|-----------------------------|----------------------------------|
| SOG #: 4.18 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To establish guidance regarding the Firefighter Accountability System in use by the Newburgh Volunteer Fire Department

Guidance

"EVERYONE TAGS IN"

Chapter 1 – General Information

Section 1 – Each firefighter shall be issued three (3) accountability tags. There are two picture ID Tags 1st one stays on the truck and is tagged in every time you enter apparatus and it re-locates. Second tag will be tagged into anytime the firefighter enters any type of hazardous environment or a firefighter enters rehab. The 3rd is the disk tag which is to remain attached to upper front left of bunker coat.

Section 2 – Accountability will be practiced on every response.

Section 3 – In order to maintain accountability, prevent freelancing, and maintain unity of command, the Chain of command on the fire ground will now flow through the apparatus officer.

Section 4 – Each firefighter will be answerable to their apparatus officer. There-fore it the responsibility of each firefighter to communicate with and follow

Chapter 2 – Apparatus Officer Responsibility

Section 1 – It shall be the Apparatus Officers responsibility to ensure all members are tagged in. Once arrival on scene the officer will give all tags to the Driver/Operator to be placed in the designated area on the unit. (Looped Cable on the Pump Panel)

Chapter 3 – Personnel Accountability Report

Section 1 - In the event of a PAR being called for, the officer will locate all of his crew based off the crews accountability tags attached to their unit.



4.19 Use of the AC Hot Stick

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|--|------------------------------|----------------------------------|
| SOG # 4.19 <i>Operational Guidelines</i> | Revisions: 03/01/2015 | Type: <i>Guideline</i> |
|--|------------------------------|----------------------------------|

Purpose

To establish guidelines for Firefighter safety when using the AC Hot Stick when checking for AC Voltage and determining whether an Electrical hazard is present.

Guidance

Chapter 1- General Information

Section 1- The Hot Stick will be stored in the crew area of Engine 16 in the rear officer side interior compartment. A second AC hot stick will be located in interior crew compartment in Engine 17.

Section 2- Safety is the primary concern of all personnel on any scene. If the Hot Stick shows that there is electricity is present back immediately away and contact Vectren.

Chapter 2- When to Use

Section 1- Motor Vehicle Accidents with Injury

- In an extreme emergency where a patient needs to be removed from injury caused by accident involving utility poles the Hot stick should be scanned in High Sensitivity mode while approaching the vehicle to see if there is any charge present.
- Switch to low Frequency and do a 360 degree scan of vehicle
- Finally switch to front mode to see if there is any charge present
- After the three scans deem it safe for crews to approach the vehicle and begin patient care extracting them from the hazard area as quickly as possible



Section 2- Structure Fires

- When needing to verify the absence of electricity in order to safely resume fire ground operations.
- When power is reportedly shut down, use the Hot Stick to verify that it is safe for personnel to continue to operate on the fire scene.
- When arriving on the fire scene if the fear of any hazards exists, have a walk around the perimeter performed with the Hot Stick to ensure that there is no hazards that could hinder fire ground operations.

Section 3- Water Emergencies

- To verify the absence of an electrical hazard in water emergency approach the water with the Hot Stick in High Sensitivity mode.
- If any reading is sounded immediately contact Vectren and remain a safe distance away from area until verification of loss of power source is confirmed.

Section 4- Power Lines Down

- Under no circumstance is a Newburgh Firefighter or anyone operating on a Newburgh Fire Scene to approach a downed power line with or without the Hot Stick.
- Keep a safe distance and ensure the public remains safe until the power source is disconnected by utility company.
- Once power has been verified shut off if any fire is present that will need extinguished approach the area with caution. One person should be carrying the Hot Stick and if any readings are received back away and let the on-scene utility worker know you are still getting readings and wait until it is confirmed safe to resume fire ground operations.



4.20 Duty Officer

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|--|----------------------------|----------------------------------|
| SOG # 4.20 <i>Operational Guidelines</i> | Written: 07/02/2017 | Type: <i>Guideline</i> |
|--|----------------------------|----------------------------------|

Purpose

To establish guidelines for an on-call duty officer.

Guidance

Chapter 1- General Information

Section 1- The duty officer should be operated as often as possible in order to provide the residents of Newburgh with the best possible emergency services we can offer including but not limited to:

- A quicker activation of the emergency response system on scene
- Quicker activation of additional resources to minimize loss
- Quicker activation of the incident command system

Section 2- When a duty officer is on duty all other personnel should respond to the station with exception of the scene obstructing direct path to the firehouse in order to ensure scene not being cluttered with non-essential vehicles and having proper personnel to respond apparatus.

Chapter 2- Responsibilities

Section 1- The duty officer responsibilities will include the following:

- Ensure that the Newburgh Fire Department is able to respond the proper apparatus to handle call possibly meaning duty officer will respond to station instead of incident
- Acknowledging the run with Dispatch
- Ensure adequate response is en-route if not request the necessary resources
- Establish the incident command system upon arrival (if needed pass command to more qualified personnel per incident upon their arrival.)
- If incident command system is already established duty officer will assist in a support role with in the command infrastructure



Chapter 3 – Assuming the Role of Duty Officer

Section 1- The duty officer roles should be assumed in the following manner

- Via I Am Responding “1106 in Service Battalion 10”

Chapter 4- Duty Officer Positions

Section 1- Duty officer in service in Newburgh Squad 10

- The Newburgh Squad is an important and effective tool in our organization. It can allow trained fire personnel to arrive at an incident in its early stages which allows for a faster scene size up and a quicker request of additional resources thus helping to keep losses to a minimum. It may be utilized for the following fire department uses:
 - a. Manning Vehicle for Command Purposes
 - b. Official Fire Department Business
 - c. Mutual Aid Responses
 - d. Fire Department Training
- Eligibility to drive and operate;
 - a. FF I/II
 - b. NIMS Minimums
 - c. Firefighter must have previous command experience and/or taken an Incident Command class, or an in-house class provided by department Chief Officers
 - d. Officer preferred but can be filled by a Newburgh Firefighter whom is qualified with approval of a Newburgh Fire Chief Officer
 - e. Up to date CPR Cert required
 - f. Firefighter must be 23 years of age and been signed off and cleared to drive by Chief of Department.
- Drop-off/Pick-up of Squad 10
 - a. Pick-up
 - b. Vehicle shall be checked using the Vehicle Check sheet provided by the department before going into service to ensure that all equipment is stocked and operational.
 - c. Firefighter ID to be written on Duty board on East Side Wall under Battalion 10
- Drop Off
 - a. Any equipment/materials used should be replaced so vehicle is in service for next use.
 - b. Erase name from Duty board on East Side Wall of Station under Battalion.
- Primary Response Areas
 - a. Squad 10 when in service as a command vehicle shall respond to all emergency calls within the Newburgh Fire Department district while manned. If vehicle is not manned normal SOG’s shall be followed and shall be followed by normal SOG’s in Place.



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- b. Squad 10 when in service as a command vehicle shall not respond to mutual aid runs in Ohio Township Primary Response areas unless in the general vicinity or as directed by the Fire Chief.
- c. Squad 10 when in service as a command vehicle may respond to mutual aid runs if dispatched into and emergency falls in an automatic dual response area
- d. While in service as Battalion 10 it is encouraged to remain in the parameters of Green River Rd to the West, Telephone Rd to the North and Alcoa Highway to the East.
- Non-Fire Department Personnel
 - a. Spouse and other family members 16 years of age or older are allowed in Squad 10 when in service as a command vehicle while in service for runs.
 - a. provided by department Chief Officers
 - b. Officer preferred but can be filled by a Newburgh Firefighter whom is qualified with approval of a Newburgh Fire Chief Officer
 - c. Medical Certification encouraged but up to date CPR Cert required
 - d. Proper equipment to function on the scene of the incident i.e.: PPE, Medical Supplies,
Radio, reflective vest for roadway incidents

Chapter 4- Duty Officer Scheduling

Section1- Provides Guidelines for scheduling duty officer s

- Via Newburgh Fire Account in the shared calendars look for battalion and sign up for date times etc.
- When color is changed it means the shift has been approved
- Via I am Responding Shift Scheduler
- Contact Designee and schedule via them and they will add to the calendar and see if position is available

Chapter 5- Battalion # Designations

- Battalion 10 – Unit ID to be utilized by on officer in service as Duty Officer or Officer utilizing their Private Vehicle to respond to a scene. When Duty officer is on or a member has already called en-route with Battalion 10 an officer responding direct shall only utilize their department issued badge number.
- Battalion 11- Unit ID to be utilized by the Newburgh Fire Department Fire Chief when responding to an incident.
- Battalion 12 – Unit ID to be utilized by Newburgh Fire department Assistant chief when responding to an incident.
- Battalion 13 - Unit ID to be utilized by Newburgh Fire department Deputy Chief when responding to an incident.

The Chief officer can assign a Battalion Designee to fulfill the position in their extended absence.



4.21 Dive & Water Rescue Operations

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| SOG #: 4.21 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To establish the method of operation, for water-related incidents. These incidents include, but are not limited to, water-related search, rescue, recovery operations, and enforcement. It is also the purpose of these guidelines to ensure the operations are carried out in a safe and organized manner.

Guidance

Chapter 1 – General Information

- Dual Response with OTFD on Dive related runs
- Safety of the team is always the top priority.
- The water rescue team, when dispatched, will respond to water-related incidents within the boundaries of Newburgh and Ohio Twp. All incidents, outside the operational boundaries of the fire department, will be considered as mutual-aid responses, and will be responded to at the discretion of the Duty Officer, Special Operations Captain or Chief Officer.
- All operations will be classified as Rescue Mode, Recovery Mode, Training, and Patrol.
- The Incident Commander, Team Supervisor, and/or Team Leader will assess the Risk/Benefit factor in all operations, to determine what action will be taken, if any. The decision to enter the water will be made solely by the team. Any team member, who declines to enter the water, will not incur disciplinary action, of any kind.
- Any member of the team, operating within 15 feet of the water's edge, will don a PFD (Personal Flotation Device).
- Members operating or riding on department owned watercraft will don a PFD.
- A medic unit will be on scene or en-route prior to divers entering the water, on rescue mode operations.
- A medic unit will be on scene prior to divers entering the water, on all operations outside our normal response area.
- A minimum of 2 divers and 2 line tenders must be present to run an operation, in rescue mode. A safety diver, back-up line tender, and 90% diver must be in place, prior to a diver entering the water, on a recovery mode operation.
- The family and friends of the victim(s) will be kept together, in an area not in direct view of the scene and accompanied by a representative of the Dive Team.



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- The media will be kept in a location allowing them to view the scene, but not to impede the operation.
- All communications, concerning the operation, will be done face to face. Radio traffic must be kept to a minimum, to avoid information getting out, before it is authorized for release.
- Witness information will be recorded, before releasing the witness. This information will be Taken from a picture I.D... The information will consist of the witnesses' name, address, home and work phone numbers.

Chapter 2- Organization

Section 1- The water rescue team shall be organized into the following positions:

- Chief Officer
- Captain Special Operations
- Divers
- Line Tenders
- Surface Swimmers
- Surface Support Personnel
- Operators

Section 2 - Personnel Requirements and Responsibilities

- *Team Supervisor / Special Operations Captain:* Certified Public Safety Diver; Rescue Diver; Responsible for general operational management of the team; Responsible for directing policy to ensure the efficient, effective, and safe operation of the team; Maintains copies of divers certifications, emergency contact information, and any other relevant documents; Directly supervises all water-related incidents unless authority is delegated to the Team Lieutenant, Team Leader, or other designee; Responsible for training of team members, maintenance of all team equipment and maintaining equipment service records.
- *Team Leader:* Certified Public Safety Diver and/or Rescue Diver; Most experienced diver on scene; Responsible for directly supervising all water-related incidents in the Team Supervisor's absence.
- *Divers:* Certified Public Safety Diver or Rescue Diver (DR1); Responsible for underwater search, rescue, and recovery of victims and property.
- *Line Tenders:* Any member of either department trained as a line tender; Responsible for dressing of the diver; Completing the pre-dive checks on his/her diver; Monitoring the air consumption and bottom time of his/her diver; Systematic execution of search patterns in the



defined search area; Staying in contact via hard-wire communication or line signals with his/her diver; relaying to operational command the progress of the diver's search; bringing his/her diver to the surface at the pre-determined out-of-water air pressure.

- *Surface Swimmers:* Any member of either department passing the swim test and water treading portion of the Public Safety Diver curriculum or other recognized open water curriculum; Responsible for assisting the diver with entry into the water; Navigating the tender line around entanglement hazards; Rescue/recovery of victims; Exiting the water. May also be used to aid in the establishment of a last-seen-point.
- *Surface Support Personnel:* Any member of either department who is not a certified diver or classified as a line tender or surface swimmer.
- *Operators:* Any member of either department who has been trained, to department standards, to operate department watercraft.

Chapter 3- Medical Physicals

*Section 1-*All divers should undergo a yearly Physical. A diver that answers NO on any line on the RSTC form will have to have a doctor sign off that the candidate can dive.

Chapter 4- Equipment

Section 1- Divers will be equipped with the following:

- Hood
- Gloves
- Fins
- Wet Suit (Non-Contaminated Environment)
- Dry Suit (Contaminated Environment)
- Weight Belt/Harness
- Buoyancy Compensator w/power inflator
- Tank (Minimum 3000 PSI)
- Full-face Mask w/communication line
- Secondary Air Source (Air II)
- Alternative Air Source Tank/ Reg
- Submersible Hand light
- Harness with Snap Shackle
- 2 Dive Tools (one high, one low)
- Pony Bottle w/ regulator



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Section 2 - Surface Swimmers will be equipped with the following:

- Mask
- Snorkel
- Fins
- Wet Suit
- Dive Tool
- PFD (personal flotation device)
- Rope

Section 3- Line Tenders will be equipped with the following:

- PFD
- Watch
- Notepad and Pen/Pencil
- Communication Line with Communication System (Divers Only)
- Throw bag with a minimum of 150 feet of line

Chapter 5- Training

Section 1- Due to the dangers of water-related operations, all divers and team members will be required to attend regular training sessions. Training will be monitored on a quarterly basis. All team members will be required to re-cert to the level at which you are trained every year. Any team member not meeting the minimum training requirements will be moved to support status, until such time as the training requirements are met. Quarterly training requirements are as follows:

- Divers must attend two training sessions per quarter. These sessions will be offered monthly. In addition, there will be sessions offered on a Saturday or Sunday.
- Divers must log all dives made in their personal log book. These dives can be made in training, as well as on incidents. Recreational dives may be used as well, but must be logged with a witness signature.
- All non-diving team members are required to attend one training sessions per quarter. If a member of the team fails to meet the minimum training requirements, he/she will be moved to an inactive status. They may still respond to any water-related incident, but will only be utilized in non-essential areas, such as equipment handling, until the training requirements are met.



Chapter 6- Safety

Section 1-The safety of the team will always be the top priority. The following sections will be Unconditionally adhered to, during all operational incidents:

- A safety diver will be provided for all divers in operational mode. The safety diver will be positioned in close proximity to the line tender. This will be done in order to affect rapid response to a diver in distress.
- A maximum depth will be established, according to the water conditions and diver experience.
- A minimum surface PSI will be established prior to a diver entering the water. Unless specified by the Team Supervisor, Team Lieutenant, and/or Team Leader, the minimum surface PSI will be set at 1000 PSI.
- Any diver may refuse to dive, for any reason, without fear of disciplinary action being taken against said diver.
- A dive operation may be terminated, at any time, when conditions are deemed unsafe to continue. This decision will be made by the Incident Commander, Team Supervisor, and/or Team Leader.

Chapter 7- Communication

Section 1-Communications between the diver and tender will be via hard wire communication. In the event of malfunction, communications will be via line pull signals. Dives will be terminated until electronic communications can be repaired unless there is a chance to save a life. The line pull signals are as follows:

- Tender to Diver
 - a. 1 Pull – Are you ok?
 - b. 2 Pulls – Stop, direction change, Take out line
 - c. 3 Pulls – Come to the surface
 - d. 4 Pulls – Stop, Danger on the surface

- Diver to Tender
 - a. 1 Pull – I'm ok.
 - b. 2 Pulls – Need more line
 - c. 3 Pulls – Object of search has been located
 - d. 4 Pulls – Need help



Chapter 8- Notification

Section 1-Notification will come from the following:

- Warrick Dispatch
- Land Line Telephone from Outside Agencies

Section 2 -Upon notification, the following information must be gathered:

- Nature of Call
- Incident Time
- Location of Incident
- Water Conditions
- Water Temperature
- Weather Conditions
- Number of Victims
- Witness Information

Section 3-The Duty Officer will relay this information to the Team Supervisor, and/or Team Leader. The information will then be relayed to all team members, on scene, prior to the start of the operation.

Chapter 9 - Incident Command

Section 1- The Incident Command System will be implemented, on all water-related incidents. It will consist of the following:

- *Incident Commander*: Responsible for managing the overall scene; Securing additional resources; Staging available equipment and personnel; has the authority to terminate the operation, if he/she deems it unsafe to continue. This role may be filled by the Team Supervisor or in his absence the Team Leader, on out of city responses incidents.
- *Dive Operations Officer*: Responsible for the overall dive operation; has ultimate authority over dive operation, unless the Incident Commander is the Team Supervisor or Team Leader. The Dive Operations Officer must be the Team Supervisor, Team Leader or the most experienced diver on scene. May establish sector officers, as needed.



Chapter 10- Operational Mode

Section 1-Operations will be classified as one of the following:

- **Rescue Mode:** Shall be used when a chance of saving life exists. Rescue Mode shall commence when victim submersion is less than 60 minutes.
 - a. Team Supervisor, Team leader, and/or senior diver must make quick assessment and develop plan
 - b. Witnesses must be located and interviewed
 - c. A Last-Seen-Point must be determined
 - d. Search patterns must be initiated immediately
 - e. EMS will be on scene and standing by for resuscitation efforts
- **Recovery Mode:** Shall be used when human life is not involved, or victim submersion exceeds 1 hour.
 - a. Team Supervisor, Team Leader, and/or senior diver must make assessment and develop plan
 - b. Witnesses must be located and interviewed, if available
 - c. A last-Seen-Point must be determined, if possible
 - d. Sonar will be run, to aid in location of potential hot spots
 - e. Search patterns will be initiated, based on sonar results and witness interviews
 - f. Vehicle recovery will be done, if vehicle is deemed a hazard

Section 2 -Mode Change: When a mode change becomes necessary, it will be done quietly and efficiently without alerting bystanders. The family and friends of the victim(s) will be informed of the mode change, as soon as possible. This will be a difficult transition, for the family and friends and must be done with respect and compassion.

- The Team Supervisor, Team Leader will assess the Risk/Benefit factor, in all operations. If the risk outweighs the benefit, an alternative plan will be presented. However, in the case of a rescue mode operation, the benefit of saving human life may necessitate the taking of greater risk.

Chapter 11- Victim Handling

Section 1-Rescue Mode

- In cold-water-near-drowning, victim must be handled with ease, to avoid further injury
- Diver will establish a strong grasp on the victim and follow the bottom contours, back to the surface



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- If distance from shore is deemed too great to swim victim in, diver will surface and victim will be loaded into boat, for transport to shore
- Victim will be turned over to EMS
- If EMS not on scene, resuscitation efforts will be started immediately upon reaching the shore or boat
- In water CPR will be performed as a last resort, due to lack of effectiveness

Section 2- Recovery Mode

- Upon location of victim, diver will notify tender and attach buoy to victim
- Diver may then surface, for further instruction
- If victim is to be bagged, bagging will be done under water

Chapter 12 - Diver Down Emergencies

Section 2- The following steps will be followed in all Diver Down Emergencies:

- Upon receipt of a verbal distress call, four pulls on the line, or a released line, the line tender will declare a Diver Down Emergency and notify the Incident Commander and Team Supervisor, and/or Team Leader of the emergency.
- The Incident Commander will request a medic unit to respond to the scene, if one is not already on scene
- The safety diver, who is located next to the line tender and fully suited up, will be informed of the direction of travel of the diver, and descend the diver's line. Upon locating the diver, both divers will surface and return to the shore or boat.
- All other operations will be suspended, until such time as the situation is resolved.
- Upon exiting the water, the diver's condition will be assessed by EMS personnel.



4.22 Determination of Fire Cause

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|---|-----------------------------|----------------------------------|
| SOG #: 4.22 <i>Operational Guidelines</i> | Revision: 03/01/2015 | Type: <i>Guideline</i> |
|---|-----------------------------|----------------------------------|

Purpose

To establish guidance on when a determination of fire cause is required.

Guidance

Chapter 1 -Authority

Section 1 -All fires shall be investigated by the *Newburgh Fire Department (NFD)* in accordance with Indiana Code 36-8-17-7.

Chapter 2 -Purpose

Section 1 -To identify the proper procedures on how to determine the origin, cause and other factors that may have contributed to the ignition and growth of a fire. Proper follow-up will be instituted on all fires to ensure arson is quickly identified and potential consumer product defects reported.

Chapter 3 -Scope

Section 1- The *Newburgh Fire Department* when performing fire investigations shall follow the Indiana Code 36, NFPA 921, 2012 Edition and NFPA 1033, 2009 Edition, which are indicative of the law and guidelines for fire investigations. These procedures shall complement and serve to guide during investigations, and are not intended to supersede any law or state rule. A systematic approach is used in processing every fire scene. The investigators job is to determine the exact origin and cause of a fire after ruling out all possibilities of how and where the fire started. This may be accomplished while working in conjunction with other appropriate agencies. The investigator may work with insurance adjusters and/or private investigators throughout and after the investigation. If possible the investigator will document a fire scene with still photographs and/or video prior to the extinguishment of a fire. This should include the



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Immediate and general area including victims, crowds, vehicles and team operations. When the fire scene is secure and safe for entry, the investigator will observe, document and photograph the scene. The scene is secured from the time of arrival, throughout the investigation and until the scene is officially released back to the property owner.

Section 2-The investigator shall submit all findings to the Incident Commander and all proper reports to the Fire Chief, containing all information regarding the investigation. All information obtained by the investigator shall remain confidential until a determination is made and approved by the Fire Chief.

Chapter 4 –Investigator Safety

Section 1 -As fire scenes by their very nature are dangerous places, investigators need to be aware of the general and particular dangers of the scene under investigation.

Section 2 -Minimum number of Investigators

- It will be the policy of the *NFD* Fire Investigation Division that the minimum numbers of investigators present, conducting an investigation will be two (2) whenever possible, if two investigators are not available a firefighter, law enforcement officer, or an investigator from the State Fire Marshal’s office may be the second party to ensure the safety of the investigator(s) while processing the scene or conducting interviews. Additionally, these investigators will be furnished with a two-way radio which is monitored at the Dispatch Center.

Section 3 -Personnel Protective Equipment

- Proper safety equipment as determined by the investigator, incident commander, and or safety officer, including steel toed shoes or boots, leather work gloves, nitrile exam gloves, safety helmet, and protective clothing / turn-out gear should be worn at all times while investigating the scene. Identification to include badge, photo ID, and / or full turn-out gear is to be worn at all times as well.
- The type of protective clothing will depend on the type and level of hazard present.

Section 4 -Atmospheric Monitoring

- As fire scene atmospheres may contain ignitable gas, vapors, and liquids, in addition to the by-products of combustion, the atmosphere should be tested using appropriate equipment to determine if such hazards exist before working in the area. The following atmospheric conditions must be corrected prior to conducting an investigation.
 - a. Oxygen Deficiency: < 19.5%
 - b. Flammability: > 10% of the Lower Flammable Limit
 - c. Carbon Monoxide (CO): > 35 PPM
 - d. Hydrogen Sulfide (H₂S): > 10 PPM



*Atmospheric monitoring shall continue as long as investigators are working on the scene. *

Section 4- Fire Scene Hazards

- Many varying factors can influence the danger potential of a fire or explosion scene. The investigator should be constantly on the alert for these conditions and should ensure that all appropriate safety precautions are taken.
- Status of Suppression: Investigators should not begin their activities until the fire has been completely extinguished.
- Re-kindles / Hot Spots: If performing activities soon after a fire has been extinguished, the investigator should be mindful of the possibility of a rekindle. The investigator should be alert for continued burning or a rekindle and should remain aware at all times of the fastest or safest means of egress.
- Structural Stability- Roofs, ceilings, partitions, load-bearing walls, and floors may have been compromised by the fire. Before entering structures involved in a fire, the investigator should make a careful assessment of the stability and safety of the structure.
- Utilities- The investigator should determine the status of all utilities (I.e., gas, electric and water) within the structure under investigation. Determining the status of all utilities is necessary to prevent the possibility of electrical shock or inadvertent release of fuel gases or water during the course of the investigation. Request Vectren Energy to the scene to disconnect power, if not already done by the Incident Commander if structure conditions dictate.
- Atmosphere-Fire scene atmospheres may contain ignitable gas, vapors, and liquids, in addition to the by-products of combustion. The atmosphere should be tested using appropriate equipment to determine if such hazards exist before working in the area. The atmosphere must also be continuously monitored throughout the investigation in the structure.

Chapter 5- Fire Investigator Call-out

Section 1- An investigator will be requested by the officer in charge and will respond to any scene in which the officer in charge requires photographic documentation or any one of the following circumstances is believed to exist:

- NFD Investigators will be called out first prior to contacting investigators from an outside agency.
- Fire deaths or serious fire injuries
- On all working first or greater alarm structure fires
- A fire for which the cause cannot be determined by the officer in charge or the nature of the fire is believed to be incendiary
- Situations in which serious code violations significantly contributed to the incident



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Explosions and bombings

Section 2- Fire Investigators requested to respond will do so in a prompt and timely manner. Upon arrival, the Fire Investigator will meet the officer in charge and review the information available. All personnel are expected to relay any and all pertinent information to their senior officer or to the Fire Investigator. All fire investigators will be trained and knowledgeable of the recommendations set forth in The National Fire Protection Associations guide #921, Guide for Fire and Explosion Investigation. All investigation casework will be completed in accordance with and the satisfaction of the Fire Chief.

*Section 3 -*The Bureau of Alcohol, Tobacco, and Firearms, and/or The Indiana State Fire Marshal Office shall be requested for any fire meeting the following criteria:

- Involves interstate commerce
- Related to a hate crime
- Is incendiary and located on a church property
- Fire exceeds one million dollars in damage and is suspicious
- Explosions and bombings
- Fire deaths or serious fire injuries

Chapter 6 –Officer in charge Investigation

Section 1- If the incident is determined to be of a minor nature (e.g. accidental, with no injuries and slight fire damage) and the origin and cause can be determined easily by the officer in charge through information received or by investigations of the fire scene (e.g. a stove fire with food remains on stove), units on the scene shall gather the information needed and accurately complete the required reports and detail findings/circumstances in narrative format in firehouse.

Section 2- If a victim requests information regarding their fire loss, for insurance purposes or other use, the company officer can give the fire department incident number to the victim and will instruct them to call to obtain a copy of the Incident Report.

Section 3- No investigator is needed for the following situations, but the company officer is responsible for the completion of an accurate field report and entering the acquired information into a narrative format in firehouse:

- Scalding burns, electrical accidents, and minor accidental burn injuries
- Car fires originating in engine area during vehicle operation
- Minor grass, fence, or trash fires with no witnesses or suspects. (If multiple small fires are found but no one is around to provide information, the company officer may enter all acquired information into a narrative format within firehouse.



Chapter 7 –Fire Personnel Role

*Section 1-*When a fire investigator is on the scene or responding, companies shall delay nonessential overhaul and secure the fire scene until a fire investigator arrives. Salvage and all unnecessary interim activities which may alter or contaminate the fire scene, or which may interfere with a subsequent origin and cause investigation must be discontinued until authorized to continue by the responding fire investigator.

Section 2- Command shall assign personnel to protect the fire scene and maintain custody of the scene until the arrival of a fire investigator, especially when delay in response to the scene by an investigator has been indicated. Any fire that is known or suspected to be incendiary in nature will be secured as soon as the fire is under control and only essential personnel will be allowed to enter the scene until the arrival of the investigator.

*Section 3-*On scene personnel may be asked to complete a Firefighter Observation Report for incidents requiring the response of the fire investigator. Each report shall be completed in a timely manor and submitted to the investigator making the request.

Chapter 8 –Equipment use for Investigation

*Section 1-*After achieving fire control, command shall release companies not required to complete investigation and overhaul. In some cases involving lengthy investigation periods, companies may return to quarters and return later to the scene to complete overhaul activities when requested by the investigator(s).

Section 2- Command shall turn over jurisdiction of the fire area to the investigator as soon as possible after the fire is stabilized. The investigator retains jurisdiction until the investigator releases it back to command or property owners. The investigator may inform command that they intend to maintain custody of the scene for further investigation.

*Section 3-*The investigator shall request from command any personnel or equipment necessary for the investigation. Command shall make every attempt to meet such requests, to the extent possible under the prevailing circumstances.

Section 4- At no time will a scene be left unattended if further investigation is needed. It is absolutely essential that scene security and possession is maintained until the completion of the investigation. Abandonment of the scene will require investigators to obtain permission or warrants to re-enter the scene.



Chapter 9 – Preservation of the Fire Scene

Section 1- The fire investigator in charge of the scene shall direct all operations related to the origin and cause investigation and will advise command on the need for personnel, equipment, or the need to halt activities in order to process the scene. All personnel shall cooperate with the fire investigator in order to process the scene in an efficient and accurate manor. Protection of the fire scene and preservation of physical evidence must be a primary concern once life safety is secured and fire control is achieved. An attempt to identify the victim and any witnesses who are at the fire scene must be made as soon as possible, and shall not be delayed until the investigator is actually on the scene. Obtaining the identification of witnesses is critical to the conduct of the subsequent investigative process. If law enforcement officers are at the scene, the company officer may request them to obtain such information and identification for fire investigators, but if law enforcement officers are unable to comply with the request (as the result of other circumstances which may take precedence) the company officer retains this responsibility.

*Section 2 -*It is incorrect to believe that evidence is completely destroyed by fire. This misconception is the reason many incendiary fires have never been brought to the attention of the courts. Evidence is not destroyed in fires except in very rare cases. The form, shape, color, size, and weight may be altered, but evidence can still be identified upon trained examination. It is critically important to preserve evidence by not moving fire debris unnecessarily.

*Section 3 -*Fire Suppression must protect the fire scene from unnecessary damage during firefighting operations. Special care must be exercised during extinguishment to avoid washing out evidence through misuse of fire streams. Overhaul presents the greatest potential for damage to evidence, which may be used by the fire investigator in subsequent court cases and prosecution. Salvage operations should be minimal until the investigation can be completed. If, in the opinion of the officer in charge, items must be removed from the structure to prevent further damage to salvageable items, notations should be made of the location of the items. The fire scene is the investigator's laboratory. They must search it carefully and thoroughly, photograph the scene in place, diagram all evidence placement, and collect and preserve all evidence.

Section 4- The fire scene must be guarded. Evidence cannot be used in court unless the investigator can establish a chain of custody by proving who found the evidence, where it was found and prove that evidence was not tampered with while in official custody. To ensure that the chain of custody remains unbroken, the scene must remain demonstrably in the custody of the Fire Division. Thus, at a fire scene where it has been determined that custody must be maintained, a guard must be posted, and custody must be maintained until the scene is released. No unauthorized persons may enter the scene. The Fire

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Division has the legal authority to close the scene entirely, even to the property owner or to other interested person(s). It is vital that command prevent personnel from unnecessarily walking through a fire area, walking on, obscuring evidence, or picking up and moving evidence. This shall include both fire personnel and the media. If it is essential that evidence be moved or if necessary firefighting operations may damage evidence, the evidence must be covered or its location marked before moving it carefully to a secure location. Once the fire investigator in charge makes the decision to secure the scene and restrict entry, no person, regardless of rank or position, may enter the scene without permission from the fire investigator in charge.



4.23 Use of Big Easy Vehicle Lock-Out Kit

| | | |
|---|------------------------------|----------------------------------|
| SOG #: 4.23 <i>Operational Guidelines</i> | Developed: 05/29/2016 | Type: <i>Guideline</i> |
|---|------------------------------|----------------------------------|

Purpose

To establish guidance on when to use the Big Easy Vehicle Lockout Kit

Guidance

Chapter 1- General Information

Section 1- The Big Easy Vehicle Lock-out kit will be stored in the officer side tool compartment on the bottom of shelf below the tool board.

Section 2- The Big Easy Vehicle Lock-out kit will only be utilized in instances where there is a direct threat to life and will not be used as a courtesy without direct authority of the Fire Chief or a Chief Officer. (Chief officer does not include Duty Officer acting in a Battalion Chief capacity)

Chapter 2- When to Use

Section 1- The vehicle lockout Emergency kit will be used in any instance that a person adult or child is unable to free themselves from the vehicle on their own will.

Section 2 – The vehicle lock-out emergency kit will be used anytime there is a case of an animal being trapped inside of a vehicle in an extreme weather situation. (i.e. Temp >85 degrees or <28 degrees)

Chapter 3 – Documentation

Section 1 – Documentation and liability waiver found in the clipboards of each apparatus outfitted with Big Easy (Squad 10 & Engine 16) must be filled out accordingly and signed by each vehicle owner/or operator prior to leaving the scene.



See Appendix

For Forms and Releases for the Newburgh Volunteer Fire Department Lockout



Department Operating Guidelines
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Response Guidelines



5.01.1 Carbon Monoxide Investigations

| | | |
|--|--------------------------------------|---|
| To include: Carbon Monoxide Alarms, CO Alarms with report of sickness/illness | | |
| Revision: 3/1/2015 | Response Guidelines & Best Practices | Incident Response: Code 1(Non-Emergent) |

Apparatus & Personnel Response

Initial Response: Engine 16
Additional Response: As needed per IC

PPE Considerations

Structural Firefighting PPE as appropriate. SCBA to be used for interior operations until atmosphere is within safe levels.

Command Considerations

- Establish IC & Conduct Size-up
- Activate EMS for any symptoms of exposure or illness

Additional Guidelines / Best Practices

- Remove occupants from home while entry team conducts investigation with CO detector
- Calibrate CO meter outside structure in clean air away from apparatus
- If elevated levels detected, determine source
- Ventilate structure if CO levels verified above 5 ppm

Special Circumstances

- *All responses shall be Code 1 unless information from dispatch indicates occupants are exhibiting signs/symptoms of illness/sickness associated with CO poisoning. Elevate response to Code 3

Reference Data

| Concentration | Source |
|----------------------|---|
| 0.1 ppm | Natural atmosphere level |
| 0.5 to 5 ppm | Average level in homes |
| 5 to 15 ppm | Near properly adjusted gas stove in homes |
| 100 to 200 ppm | Exhaust from automobiles in large metro area |
| 5,000 ppm | Exhaust from a home wood fire |
| 7,000 ppm | Undiluted war car exhaust without catalytic converter |

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| Concentration | Symptoms |
|-----------------------|---|
| 35 ppm (0.0035%) | Headache and dizziness within six to eight hours of constant exposure |
| 100 ppm (0.01%) | Slight headache in two to three hours |
| 200 ppm (0.02%) | Slight headache within two to three hours; loss of judgment |
| 400 ppm (0.04%) | Frontal headache within one to two hours |
| 800 ppm (0.08%) | Dizziness, nausea, and convulsions within 45 min; insensible within 2 hours |
| 1,600 ppm (0.16%) | Headache, tachycardia, dizziness, and nausea within 20 min; death in less than 2 hours |
| 3,200 ppm (0.32%) | Headache, dizziness and nausea in five to ten minutes. Death within 30 minutes. |
| 6,400 ppm (0.64%) | Headache and dizziness in one to two minutes. Convulsions, respiratory arrest, and death in less than 20 minutes. |
| 12,800 ppm (1.28%) | Unconsciousness after 2-3 breaths. Death in less than three minutes. |



5.01.2 Gas Odor Investigations

| | | |
|---|--------------------------------------|-------------------------------------|
| To include: Smell of Gas outside of a structure with no known source | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response: Engine 16

Additional Response: As needed per IC

PPE Considerations

Structural Firefighting PPE & SCBA as appropriate.

Command Considerations

- Determine wind direction (Dispatch)
- Stage up hill & up wind
- Establish IC & Conduct Size-up
- Consider need for additional resources

Safety Considerations

- For Gas Investigations, consider ignition sources in area

Additional Guidelines / Best Practices

- Attempt to determine source
- Utilize SCBA when investigating possible source area on foot.
- If Gas Odor source verified as Leak/Rupture or determined to be inside structure, treat as HAZMAT release response and notify utility company.



5.01.3 Smoke / Smoke Odor Investigation

To include: Smell of Smoke in general outside area or outside of a structure with no known source

| | | |
|-----------------------------|--------------------------------------|-------------------------------------|
| Revision: 03/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |
|-----------------------------|--------------------------------------|-------------------------------------|

Apparatus & Personnel Response

Initial Response: Truck 12

Additional Response: As needed per IC

PPE Considerations

Structural Firefighting PPE & SCBA as appropriate.

Command Considerations

- Determine wind direction (Dispatch)
- Establish IC & Conduct Size-up
- Consider need for additional resources

Additional Guidelines / Best Practices

- Attempt to determine source

Special Circumstances

- Reports of smoke inside a building/structure should be treated as a potential structure fire.



5.01.4 Electrical Hazard Investigations

To include: Power Lines Down, on fire, arcing, sparking, in a tree, Transformer Fires or Explosions, arcing, etc

| | | |
|----------------------------|--------------------------------------|-------------------------------------|
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |
|----------------------------|--------------------------------------|-------------------------------------|

Apparatus & Personnel Response

Initial Response: Engine 16

Additional Response: As needed per IC

PPE Considerations

Structural Firefighting PPE as appropriate.

- **Use of ANSI reflective Traffic Vest is required when working on or near roadways (Use on all Vehicle Accidents is Mandatory)**

Command Considerations

- Establish IC & Conduct Size-up
- Establish safety zones

Safety Considerations

- Scene Safety regarding Onlookers / Traffic
- Keep clear of all hazards while on scene
- Be aware of downed lines or operating in standing water

Additional Guidelines / Best Practices

- When possible, obtain pole number and verified location. Forward information to Vectren Utility through dispatch

Special Circumstances

- Conditions may require apparatus or personnel to remain on-scene to ensure scene safety until arrival of utility company



5.01.5 Fire Alarms

To include: Automatic Fire Alarms, Water Flow Alarms, Audible Fire Alarms, on all types of structures

| | | |
|----------------------------|--------------------------------------|-------------------------------------|
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |
|----------------------------|--------------------------------------|-------------------------------------|

Apparatus & Personnel Response

Initial Response: Truck 12, Engine 16

Additional Response: Nursing Homes & Schools receive automatic mutual-aid from OTVFD – If Responding to OTF for MA respond Truck 12 then Engine 16

PPE Considerations

Structural Firefighting PPE to include use of SCBA for interior operations or operations in IDLH environment.

Command Considerations

- Establish IC & Conduct Size-up
- Tactical Priorities: **R.E.C.E.O. V.S.**
(Rescue, Exposures, Confine, Extinguish, Overhaul, Ventilation, Salvage)
- Consider Water Supply
- Consider resources & mutual aid
- Institute & Maintain Accountability
- Establish Staging (Level I or designate location)
- Establish Division & Groups as appropriate

Additional Guidelines / Best Practices

- Silence alarm when possible, DO NOT reset
- Investigate thoroughly, update dispatch
- Make contact with key-holder or request one through dispatch
- If key-holder unavailable, ensure thorough check of all windows and points of entry/exit and all other relevant exterior areas for signs of smoke, fire, or sprinkler activation.
- Forcible Entry authorized by IC on indication of smoke, fire, or other relevant condition.
- Advise dispatch if house is clear

Special Circumstances

- All responses shall be Code 3 unless otherwise directed by dispatch or an officer



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5.02.1 Structure Fires

| | | |
|--|--------------------------------------|-------------------------------------|
| To include: Single & Multi-Family dwellings, Residences, Apartments, Limited Commercial Buildings, Garage, Outbuildings | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response: Truck 12, Engine 16, Engine 17, Squad 15

Additional Response: OTVFD Engine and Rescue(cascade) to scene on Working Fires

PPE Considerations

Structural Firefighting PPE to include use of SCBA for interior operations or operations in IDLH environment.

Command Considerations

- Establish IC & Conduct Size-up
- Tactical Priorities: **R.E.C.E.O. V.S.**
- Consider Mode of Operation: **Offensive/Defensive**
- Consider Water Supply
- Consider resources & mutual aid
- Institute & Maintain Accountability
- Establish Division & Groups as appropriate
- Consider station coverage or necessary move-up

Safety Considerations

- Electrical Hazards – Electric Meter; Other Utilities
- Structural Stability / Bldg Construction – Fire Damage & Water Weight
- Collapse Zones
- Use of SCBA during overhaul

Additional Guidelines / Best Practices

- Ladder Company (T-12) – Fire Attack, Rescue, Ventilation, Manpower, or Quint or Ladder operations
- First Due Engine (E-16) – Consider establishment of water supply, assist fire attack and/or rescue
- Second Due Engine (E-17 or Mutual Aid) – Water Supply / Sprinkler Operations
- Medical Rescue (S-15) – Assist EMS with Medical & Establish Rehab Group



Special Circumstances

- Consider activation of 2nd Alarm & Move-up or additional alarms
- Consider need additional aerial apparatus (Yankeetown, McCutchanville, Evansville, Boonville)



5.02.2 Fires in Buildings of Public Assembly

To include: High Occupancy Buildings, Large Churches/Schools, Churches/Schools during service hours, Nursing homes

Table with 3 columns: Revision: 3/01/2015, Response Guidelines & Best Practices, Incident Response: Code 3

Apparatus & Personnel Response

Initial Response: Truck 12, Engine 16, Engine 17, Squad 15, OTVFD Engine

Additional Response: As requested by IC

PPE Considerations

Structural Firefighting PPE to include use of SCBA for interior operations or operations in IDLH environment.

Command Considerations

- Establish IC & Conduct Size-up
Tactical Priorities: R.E.C.E.O. V.S. (Rescue, Exposures, Confine, Extinguish, Overhaul, Ventilation, Salvage)
Evacuation Consideration
Consider need for larger EMS standby response
Early Consideration of Large Search & Rescue Assignments and Aggressive Fire Attack
Consider Water Supply
Consider resources & mutual aid
Institute & Maintain Accountability
Establish Division & Groups as appropriate
Consider station coverage or necessary move-up

Safety Considerations

- Electrical Hazards – Electric Meter; Other Utilities (VECTREN)
Structural Stability / Bldg Construction – Fire Damage & Water Weight
Collapse Zones
Use of SCBA during overhaul

Additional Guidelines / Best Practices

- Ladder Company (T-12) – Fire Attack, Rescue, Ventilation, Manpower, or Quint or Ladder operations
First Due Engine (E-16) – Consider establishment of water supply, assist fire attack and/or rescue
Second Due Engine (E-17 or Mutual Aid) – Water Supply / Sprinkler Operations

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- Medical Rescue (S-15) – Assist EMS with Medical & Establish Rehab Group
- Supplement Fire Protection System – Utilize Sprinkler connections, standpipes, fire doors
- Liaison with Building Maintenance/Representative. Obtain Maps of Building. Identify Target Hazards

Special Circumstances

- Consider activation of 2nd Alarm & Move-up or additional alarms
- Consider need additional aerial apparatus (Yankeetown, McCutchanville, Evansville, Boonville)



5.02.3 Abandoned / Vacant Structure Fires

To include: Residential or Commercial Properties reported or known to be abandoned or vacant

Revision: 3/01/2015

Response Guidelines & Best Practices

Incident Response: Code 3

Apparatus & Personnel Response

Initial Response: Truck 12, Engine 16, Engine 17, Squad 15

Additional Response: OTVFD Engine to scene on Working Fires

PPE Considerations

Structural Firefighting PPE to include use of SCBA for interior operations or operations in IDLH environment.

Command Considerations

- Establish IC & Conduct Size-up
Tactical Priorities: R.E.C.E.O. V.S.
Consider Water Supply
Consider resources & mutual aid
Institute & Maintain Accountability
Conduct Risk Analysis of performing Offensive / Interior Operations once search or other information concludes structure is vacant.
Establish Division & Groups as appropriate
Consider station coverage or necessary move-up

Safety Considerations

- Electrical Hazards – Electric Meter; Other Utilities
Structural Stability / Bldg Construction – Fire Damage & Water Weight
Collapse Zones
Use of SCBA during overhaul

Additional Guidelines / Best Practices

- Ladder Company (T-12) – Rescue, Ventilation, Manpower, or Quint or Ladder operations
First Due Engine (E-16) – Consider establishment of water supply, assist fire attack and/or rescue
Second Due Engine (E-17 or Mutual Aid) – Water Supply / Sprinkler Operations
Medical Rescue (S-15) – Assist EMS with Medical & Establish Rehab Group



5.02.4 Chimney Fires

| | | |
|---|--------------------------------------|-------------------------------------|
| To include: Chimney Fires of all structures and building types | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response Truck 12, Engine 16, Engine 17

Additional Response: As needed per IC

PPE Considerations

Structural Firefighting PPE to include use of SCBA for interior operations or operations in IDLH environment.

Command Considerations

- Establish IC & Conduct Size-up
- Tactical Priorities: **R.E.C.E.O. V.S.**
- Consider Bldg Construction & possibility of extension
- Consider Water Supply
- Consider resources & mutual aid
- Institute & Maintain Accountability
- Establish Division & Groups as appropriate

Safety Considerations

- Environmental conditions on roof (wet & slick from rain, icy, snow, etc)

Method of Extinguishment

Use appropriate measures as required. To include consideration of using:

- Use Water Extinguisher for fire still burning in fire box
- ABC Dry Chemical Extinguisher in the flue of the chimney
- Use of booster line with chimney nozzle for large or stubborn fires

Special Circumstances

- Consideration of Ohio Township on Standby



5.02.5 Trash / Dumpster Fires

To include: Fires in Dumpsters, Confined Open Burning, Yard Waste, and Debris Fires, Unattended or Illegal Campfires

Revision: 3/01/2015

Response Guidelines & Best Practices

Incident Response: **Code 3**

Apparatus & Personnel Response

Initial Response: Engine 11

Additional Response: Engine 16

PPE Considerations

Structural Firefighting PPE. SCBA required for fire attack

Command Considerations

- Establish IC & Conduct Size-up
- Tactical Priorities: **Protect Exposures, Confinement, Extinguishment, Overhaul**
- Consider Water Supply

Safety Considerations

- Beware of Fuel Source on Dumpster / Trash Fires

Method of Extinguishment

- Booster Lines may be adequate
- 1 ¾" attack line preferred, necessary on dumpsters

Additional Guidelines / Best Practices

- For penetration on Dumpster Fires utilize straight-streams to maximum benefit.
- Consider attacking dumpster or trash fire with foam

Special Circumstances

- Dumpster or Trash Fires with reported exposure to a building or other structure should be treated as a Structure Fire Response.



5.02.6 Vehicle Fires

To include: Personal Use Automobiles, Motorcycles, Medium and Heavy Commercial Trucks and Conveyances

Revision: 3/01/2015

Response Guidelines & Best Practices

Incident Response:
Code 3

Apparatus & Personnel Response

Initial Response: Engine 16

Additional Response: Engine 17

PPE Considerations

Structural Firefighting PPE to include use of SCBA for fire attack

Command Considerations

- Establish IC & Conduct Size-up
- Tactical Priorities: **R.E.C.E.O. V.S.**
- Consider Water Supply
- Consider resources & mutual aid

Safety Considerations

- Operating around charged bumpers, or compression cylinders, fuel tanks
- Air bag safety, remain 5" from side impact air-bag, 10" from driver's air-bag, 18" from passenger air-bag
- Be aware of presence of Hazardous Materials

Method of Extinguishment

- Gain access to compartment of Fire
- 1 ¾" attack line

Additional Guidelines / Best Practices

- Position apparatus uphill and to the side from the vehicle when possible
- Consider attacking fire with foam
- Attack upwind, knocking down fire and advancing to extinguish
- Avoid fire attack from the front or rear. Create safety zones in front or rear of vehicle.

Special Circumstances



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- Personnel not engaged in fire attack should wear ANSI reflective vest if fire is in roadway.
- If exposure exists – treat as Structure Fire



5.02.7 Brush Fires

| | | |
|--|--------------------------------------|-------------------------------------|
| To include: Grass Fires, Field Fires, Woods Fires | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response: Engine 11

Additional Response: As needed or directed by IC

PPE Considerations

Structural Firefighting Gear or other PPE approved for use in this type of incident as appropriate. PPE considerations include appropriate protection for: hands, feet, and eyes. Use of SCBA may be needed

Command Considerations

- Establish IC & Conduct Size-up
- Tactical Priorities: **R.E.C.E.O. V.S.**
- Consider Water Supply and need for mutual aid tankers
- Consider adequacy of available resources
- Establish Division & Groups as appropriate
- Consider Weather Conditions (Changing Wind)

Method of Extinguishment

Use appropriate measures as required. To include consideration of using:

- Flappers & Shovels
- Booster Lines or Brush/Water Packs
- 1 ¾" attack line

Additional Guidelines / Best Practices

- Attack from Leading edge of fire when possible
- Use appropriate measures for extinguishment

Safety Considerations

- Terrain conditions for responders
- Keep personnel from operating in front of fire
- Monitor wind direction & changes in weather



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Special Circumstances

- Consider activation of Tanker Alarm if Water Supply is an issue
- Consider requesting Brush Trucks if accessibility is an issue



5.03.1 EMS Assist / EMS 1st Response

| | | |
|---|--------------------------------------|--------------------------------------|
| To include: Lift Assists, Manpower Requests, | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3* |

Apparatus & Personnel Response

Initial Response: Engine 17

Additional Response: Squad 10

PPE Considerations

Minimum BSI precautions – Gloves

Use elevated BSI precautions as needed to include, splash protection of eyes, clothes, and possibly HEPA filter mask

No open toed shoes

Command Considerations

- Establish IC
- Determine if adequate resources are available for this incident

Safety Considerations

- Ensure Scene Safety at all times.

Additional Guidelines / Best Practices

- Always work under the direction of the highest medical authority on-scene or follow all EMS protocols as established by Medical Control.

Special Circumstances

- *Some requests by EMS for lift assistance may be made CODE 1. Have dispatch clarify if response needs to be made Code 1 or Code 3.
- Certified EMS personnel will have priority – CPR Certification required



5.03.2 Motor Vehicle Accident - Injuries

To include: Accidents with known or unknown injuries. Cross reference with Vehicle / Machinery Extrications if applicable

Revision: 3/01/2015

Response Guidelines & Best Practices

Incident Response:
Code 3

Apparatus & Personnel Response

Initial Response: Engine 16

Additional Response: Engine 17

PPE Considerations

Appropriate PPE as required to include Structural Firefighting PPE, Boots, Latex Gloves, Extrication Gloves, Helmet, Eye Protection as needed.

- **Use of ANSI reflective Traffic Vest is required when working on or near roadways (Use on all Vehicle Accidents is Mandatory)**

Command Considerations

- Establish IC & Conduct Size-up (**6 sided approach**)
- Determine # of patients
- Consider availability of adequate resources
- Refer to **5.04.7 Vehicle / Machinery Extrication** if required

Safety Considerations

- Utilize apparatus position to create safety "buffer zone"
- Be aware of traffic in all directions, never turn your back on traffic
- Utilize cones, flares, or other traffic control devices if safe to do so
- Be aware when operating near air-bag locations
- Vehicle electrical system may remain charged for 30 seconds to 30 minutes after battery connection has been removed

Additional Guidelines / Best Practices

- Determine Scene Safety – Take BSI precautions
- Work under direction of highest medical authority on-scene to conduct patient care
- Conduct cleanup operations of small fluid spills on roadway
- Obtain Name, Address, Phone, Vehicle Make, Model, Registration, VIN, Vehicle Insurance Co. Name, Policy Number, Agent name of all involved parties

Special Circumstances

Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations



- Report any blood-borne exposures to IC or department officer ASAP
- Certified EMS personnel will have priority – CPR Certification required



5.04.1 Structural Collapse Rescue

| | | |
|---|--------------------------------------|-------------------------------------|
| To include: Building Collapse, Partial Building Collapse | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response: Engine 17, Truck 12, Engine 16
Additional Response: Request Evansville FD Tech Rescue Team

PPE Considerations

Appropriate PPE for incident (to include Structural FF Gear). Boots, Gloves, Helmet, Eye Protection as needed. SCBA as needed.

Command Considerations

- Establish IC & Conduct Size-up (**6 sided approach**)
- **Determine need for Technical Rescue**
- Tactical Priorities: **Recognize Hazards, establish control zones, maintain scene safety**
- Consider adequacy of available resources
- Request District 10 Technical Rescue Team (EFD) through State EOC (via Dispatch or EMA).
- Establish Safety Officer trained to appropriate level of incident: Structural Collapse Rescue Operations or Technician
- Limit traffic and control vibrations – shut down vehicles
- Limit access to general area by unnecessary personnel
- Consider rapid, non-entry extrication or rescue

Safety Considerations

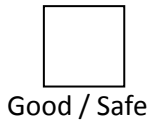
- Be alert to presence of Hazards in collapsed area – fire, HazMat, wall/slope stability
- Do not operate above level of training

Additional Guidelines / Best Practices

- Interview Witnesses : If not obvious attempt to determine any factors leading to collapse
- Make contact & communicate with victims if possible
- Determine # of victims
- Identify hazards
- Consider Conducting Void Space Rescue
- Utilize Building Marking System (Structural Triage)
- Utilize Victim Identification Marking



**See SOG 5.20 – Structural Collapse Marking Systems for further
Building Marking System (Structural Triage)**



Good / Safe



Damaged / Caution



Unsafe / DO NOT
ENTER

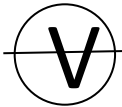
Victim Marking System



Possible



Confirmed
Located



Deceased



Removed



Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations

5.04.2 Confined Space / Trench Rescue

| | | |
|---|--------------------------------------|-------------------------------------|
| To include: Trench Collapse, Trench Extrication, Industrial, Commercial, or Residential Confined Space | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response: Engine 17, Squad 15

Additional Response: Request EFD Tech Rescue Team ASAP

PPE Considerations

Appropriate PPE, as required. Boots, Gloves, Helmet, Eye Protection as needed. SCBA as needed.

Command Considerations

- Establish IC & Conduct Size-up (**6 sided approach**)
- **Determine need for Technical Rescue**
- Tactical Priorities: **Recognize Hazards, establish control zones, maintain scene safety**
- Consider adequacy of available resources
- Request District 10 Technical Rescue Team (EFD) through State EOC (via Dispatch or EMA).
- Establish Safety Officer trained to appropriate level of incident: Confined Space or Trench Rescue Operations or Technician
- Limit traffic and control vibrations – shut down vehicles
- Limit access to general area by unnecessary personnel
- Consider rapid, non-entry extrication or rescue

Safety Considerations

- Consider all confined spaces O2 deficient until otherwise proven. – Monitor O2 & and gases in space
- Be alert to presence of Hazards in space/trench – engulfment hazards, HazMat, wall/slope stability
- Utilize Lock-out/Tag-out where possible
- Do not operate above level of training

CONFINED SPACE - Additional Guidelines / Best Practices

- Determine best access to space
- Make contact & communicate with victims if possible
- Determine # of victims

Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations



- Identify hazards
- Interview attendants / acquire copy of confined space permit
- Utilize onsite required rescue team

TRENCH - Additional Guidelines / Best Practices

- View Trench by approaching from end – stay 10' away
- Inspect walls for signs of impending/recent failure, evaluate both ends for hazards before approaching
- Use Ground Pads – place ladder in trench for safety
- > 4ft Ladder (within 25ft reach, must extend 3' above lip)
- > 5ft Shore
- Stop traffic / vibrations for area 300' from scene – Avoid use of heavy equipment
- Locate / Mark victim location on ground outside Trench



5.04.3 Rope / High-Angle / Slope Rescue

To include: All Forms and Uses of Ropes for Rescue Operations. All Slope Rescues < 60°. All High-Angle Rescues > 60°

| | | |
|----------------------------|--------------------------------------|-------------------------------------|
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |
|----------------------------|--------------------------------------|-------------------------------------|

Apparatus & Personnel Response

Initial Response: Engine 17, Truck 12,

Additional Response: As needed or directed by IC – Consider Technical Rescue Team from Evansville Fire Dept

PPE Considerations

Appropriate PPE, as required. Boots, Gloves, Helmet, Eye Protection as needed.

Command Considerations

- Establish IC & Conduct Size-up (**6 sided approach**)
- **Determine need for Technical Rescue**
- Tactical Priorities: **Recognize Hazards, establish control zones, maintain scene safety**
- Consider adequacy of available resources
- Request District 10 Technical Rescue Team (EFD) through State EOC (via Dispatch or EMA).
- Establish Safety Officer trained to appropriate level of incident: Confined Space or Trench Rescue Operations or Technician
- Limit traffic and control vibrations – shut down vehicles
- Limit access to general area by unnecessary personnel

Safety Considerations

- Be alert to presence of Hazards in work area
- Do not operate above level of training

Additional Guidelines / Best Practices

- Determine best access to victim
- Make contact & communicate with victims if possible
- Determine # of victims
- Identify hazards



***The Newburgh Volunteer Fire Department is not trained to operate above the Awareness Level on Rope Rescue Incidents. Limited offensive rescue action is authorized on minor slope incidents when danger to responder safety is minimal.**



5.04.4 Water / Ice Rescue

Table with 3 columns: Revision: 3/01/2015, Response Guidelines & Best Practices, Incident Response: Code 3

Apparatus & Personnel Response

Initial Response: Squad 10, Water 14, Squad 15
Additional Response: Engine 17 (Local incidents); Consider District 10 Tech Rescue Team or Ohio Valley Water SAR Team

PPE Considerations

Appropriate PPE as required to include, PFDs, Wet & Dry Suits, gloves, foot protection (NO Structural PPE around Water!)
All personnel working near water should have proper PPE (PFDs worn)

Command Considerations

- Establish IC & Conduct Size-up (6 sided approach)
Make initial "Search/Rescue/Recovery" determination
Identify Need for Dive / Tech Rescue or other resources
Conduct Risk / Benefit analysis
Consider additional EMS for responder standby
Secure operational area and establish Site Control Measures
Utilize Personnel Accountability System
Appoint Water Rescue Group Leader or Operations Section Chief to direct water / Ice operations
Appoint Safety Officer with training appropriately equivalent to Incident
Consider Vertical Rescue Options (Helicopter / Crane)

Safety Considerations

- Rescue Priorities = Self Rescue, Responder Rescue, Victim Rescue
Utilize 1) Reach 2) Throw 3) Row 4) Go concept
Ice thickness < 4 inches = unsafe
Determine Environmental, Aquatic, General Hazards
Utilize Kill switch lanyard for boat operations
Have resources available to execute backup rescue plan
Personnel should not operate above their level training
Regarding rescues working in water - maintain accountability & length of time in water vs. temperature of water.



SEARCH MODE - Additional Guidelines / Best Practices

- Hasty Downstream Search Team
- Use Thermal Imaging Device, Pike Poles
- Request additional resources, OVSAR, Dive Teams

WATER / ICE RESCUE - Additional Guidelines / Best Practices

- Isolate and Interview Witnesses – Gather Information
- Determine Last Seen Point of victim / object and mark it
- Utilize Thermal Protection when combination of air and water temperature is < 130 degrees F
- Consider tethering rescuers and risk/benefit issues
- On Ice – use means to distribute weight over surface and be prepared for breakthrough. (Ground Ladders)



5.04.5 Dive Rescue / Recovery Operations

To include: Water Rescue requiring Dive Team, Dive Rescue Response, Dive Recovery, Vehicle or Evidence Recovery Ops

Revision: 3/01/2015

Response Guidelines & Best Practices

Incident Response: Code 3*

Apparatus & Personnel Response

Initial Response: Squad 10, Water 14 , Squad 15

Additional Response: Engine 17 (Local incidents); Consider District 10 Tech Rescue Team or Ohio Valley Water SAR Team

PPE Considerations

Appropriate PPE as required to include, PFDs, Wet & Dry Suits, gloves, foot protection (NO Structural PPE around Water!)

- All personnel working near water should have proper PPE (PFDs worn)

Command Considerations

- Establish IC & Conduct Size-up (6 sided approach)
Make initial "Rescue or Recovery" determination
Identify Need for Tech Rescue or other resources
Conduct Risk / Benefit analysis
Consider additional EMS for responder standby
Secure operational area and establish Site Control Measures
Utilize Personnel Accountability System
Appoint Dive Group Leader or Operations Section Chief to direct water / dive operations
Appoint Safety Officer with training appropriately equivalent to Incident

Safety Considerations

- Determine Environmental, Aquatic, General Hazards
Personnel should not operate above their level training
Diver & Responder Safety is priority - Not Safe - No Dive
Use marking devices/buoys to mark dive operations
Backup Diver should always be utilized and standby for every diver in the water
Unless it compromises the safety of another diver in the water, Diver may terminate dive without fear of penalty whenever the diver feels it is unsafe to continue.
Conduct Pre-Dive Safety & Equipment Checks
Regarding rescues working in water - maintain accountability & length of time in water vs. temperature of water.



Additional Guidelines / Best Practices

- Isolate and Interview Witnesses – Gather Information
- Determine Last Seen Point of victim / object and mark it
- Utilize Thermal Protection when combination of air and water temperature is < 130 degrees F

Special Circumstances

- *Urgent Rescue Operations require Code 3 response to Incident. Scheduled or non-urgent Recovery Operations (Vehicle Recovery) will dictate a Code 1 response to incident.



Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations

5.04.6 Swift Water Rescue

| | | |
|--|--------------------------------------|-------------------------------------|
| To include: Water Rescue in moving water, floodwaters, flash floods | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response: Squad 10, Water 14 , Squad 15

Additional Response: Engine 17 (Local incidents); Consider District 10 Tech Rescue Team or Ohio Valley Water SAR Team

PPE Considerations

Appropriate PPE as required to include, PFDs, Wet & Dry Suits, gloves, foot protection (NO Structural PPE around Water!)

- All personnel working near water should have proper PPE (PFDs worn)

Command Considerations

- Establish IC & Conduct Size-up (**6 sided approach**)
- Make initial “Search/Rescue/Recovery” determination
- Identify Need for Dive / Tech Rescue or other resources
- Conduct Risk / Benefit analysis
- Consider additional EMS for responder standby
- Secure operational area and establish Site Control Measures
- Utilize Personnel Accountability System
- Appoint Water Rescue Group Leader or Operations Section Chief to direct water / Ice operations
- Appoint Safety Officer with training appropriately equivalent to Incident
- Consider Vertical Rescue Options (Helicopter / Crane)

Safety Considerations

- Rescue Priorities = Self Rescue, Responder Rescue, Victim Rescue
- Utilize 1) **Reach** 2) **Throw** 3) **Row** 4) **Go** concept
- Determine Environmental, Aquatic, General Hazards
- Have resources available to execute backup rescue plan
- Utilize Kill switch lanyard for boat operations
- **Personnel should not operate above their level training**

Additional Guidelines / Best Practices

- Isolate and Interview Witnesses – Gather Information

Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations



- Determine Last Seen Point of victim / object and mark it
- Utilize Thermal Protection when combination of air and water temperature is < 130 degrees F
- Consider tethering rescuers and risk/benefit issues
- Tension lines across moving bodies of water at 45 degree angles to current for walking stream crossings or in water safety.
- Do not clip into tensioned lines, utilize hand strap and carabiner on line to maintain hold

For Operations on Ohio River – Utilize Powered Watercraft

*Refer to SOG# 5.04.4 Water Rescue &
SOG# 5.04.5 Dive Operations*



5.04.7 Vehicle / Machinery Extrications

To include: Automobile Accidents with Entrapment, other Conveyances or Machinery requiring extrication

Revision: 3/01/2015

Response Guidelines & Best Practices

Incident Response:
Code 3

Apparatus & Personnel Response

Initial Response: Engine 16, Engine 17

Additional Response: Consider EFD Heavy Rescue

PPE Considerations

Appropriate PPE as required to include Structural Firefighting PPE, Boots, Latex Gloves, Extrication Gloves, Helmet, Eye Protection as needed.

- Use of ANSI reflective Traffic Vest is required when working on or near roadways
- Eye & 2-layer hand protection mandatory for personnel performing extrication
- SCBA mandatory for personnel on safety hoseline

Command Considerations

- Establish IC & Conduct Size-up (**6 sided approach**)
- Determine # of patients
- Tactical Priorities: Responder **Safety, Stabilization, Golden Hour**
- Consider availability of adequate resources
- Consider Lifeflight, AirEvac, or Tech Rescue Team
- Reference **5.03.2 Motor Vehicle Accidents – Injury** Guideline for all considerations/guidelines involving automobile/vehicle extrication.

Safety Considerations

- Use caution around hydraulic bumpers, shocks, hood/hatch pistons, suspension
- Beware of stored potential energy or full cycle machinery
- Appoint Safety Officer trained at appropriate level of the incident (Operations or Technician)

Additional Guidelines / Best Practices

- Determine Scene Safety – Take BSI precautions
- Deploy **two (2) firefighters** on charged 1 ¾” safety hoseline to standby for protection of rescuers on vehicle extrications or when threat of fire; SCBA Ready.
- Identify & Mitigate Electrical Hazards (Vehicle battery, power lines, machinery power) – Use Lock-out/Tag-out

Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations



- Stabilize Vehicle / Machinery
- Control the scene (stop traffic, crowds, or nearby machinery)

Special Circumstances

- Report any blood-borne or other exposures to IC or department officer ASAP
- Certified EMS personnel will have priority – CPR Certification required



5.04.8 Wilderness Search & Rescue

| | | |
|---|--------------------------------------|-------------------------------------|
| To include: Ground Search Operations for Missing Persons | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 1 |

Apparatus & Personnel Response

Initial Response: Engine 16 (Lighting), Squad 10,

Additional Response: Truck 12(TIC,Aerial) As needed, Request Ohio Valley Search & Rescue

PPE Considerations

As appropriate

Command Considerations

- This is a LE incident – Report to the IC
- Establish Branch, Division, or Group as directed/needed
- Identify Hazards in area
- Consider requesting Ohio Valley Search & Rescue (OVSAR).
- Establish and Maintain Accountability of Personnel
- Obtain Map of Area
- Obtain identifying information (personal and clothing descriptions) of lost/missing person.

Safety Considerations

- Be alert to presence of Hazards in search area

Additional Guidelines / Best Practices

- Always work in groups of two or more
- Groups should maintain contact via radio
- Search & Rescue is not a primary function of the fire department – ensure adequate manpower is available for fire incident response



5.05.1 Methamphetamine Labs

| | | |
|--|--------------------------------------|-------------------------------------|
| To include: Requests by Law Enforcement to assist on Meth Labs, Meth Lab DECON, any incident with Meth Labs | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 1 |

Apparatus & Personnel Response

Initial Response: Engine 16

Additional Response: As needed

PPE Considerations

Structural PPE as required. SCBA utilized if operating in hazardous atmosphere.

Command Considerations

- Establish IC – Conduct Scene Size-up
- Call for Law Enforcement to respond if not on scene
- Obtain Wind Direction (Dispatch)
- Stage Upwind & Uphill
- Consider area to be crime scene
- Evacuate unnecessary personnel from area
- Take no further action

Additional Guidelines / Best Practices

- Meth Labs are crime scenes and are considered a Law Enforcement Incident
- The Newburgh Fire Department will take no action to move, handle in any way, render safe, or dispose of any equipment or paraphernalia that belongs to a methamphetamine lab
- It will be Law Enforcement responsibility to contract the cleanup of labs
- Role of Fire Department will be standby only and possibly assist in Emergency DECON of personnel if necessary.

Newburgh Fire Dept does not have adequate resources or equipment to conduct proper DECON and containment of contaminated water. DECON operations would only be conducted as an emergency only.



Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations

5.05.2 Simple Spill / Cleanups

To include: Fluid Cleanup on MVAs.

Revision: 3/01/2015

Response Guidelines & Best Practices

Incident Response:
Code 1

Apparatus & Personnel Response

Initial Response: Engine 16

Additional Response: Engine 17 as needed

PPE Considerations

Appropriate PPE as required to include Structural Firefighting PPE, Boots, Latex Gloves, Extrication Gloves, Helmet, Eye Protection as needed. SCBA as required.

Use of ANSI reflective Traffic Vest is required when working on or near roadways.

Command Considerations

- Establish IC & Conduct Scene Size-up (**6 sided approach**)
- Identify Hazards
- Tactical Priorities: **Protect Life, Protect Property/Environment, Mitigate Spill**
- Consider Evacuation of nearby personnel
- Evaluate & mitigate possible ignition/flame sources even if the spill is not combustible
- Consider available resources
- Establish Safety Officer

Additional Guidelines / Best Practices

- Identify source of spill, mitigate source if possible.
- Utilize available resources to mitigate spill (sand, absorbent, etc)
- Execute cleanup and disposal of contaminated absorbent.



5.05.3 Large Spill / Chemical Releases

| | | |
|---|--------------------------------------|-------------------------------------|
| To include: Large Tanker Spills, Chemical Releases, Gas Clouds, Spills in excess of 100 gallons. | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response: Engine 16, Engine 17

Additional Response: As needed Request EFD Hazmat

PPE Considerations

Appropriate PPE as required to include Structural Firefighting PPE, Boots, Latex Gloves, Extrication Gloves, Helmet, Eye Protection as needed. SCBA as required.

Use of ANSI reflective Traffic Vest is required when working on or near roadways.

Command Considerations

- Establish IC & Conduct Scene Size-up (**6 sided approach**)
- Identify Hazards
- Consult ERG
- Establish Cold, Warm, Hot Zones
- Tactical Priorities: **Protect Life, Protect Property/Environment.**
- **Consider Requesting District 10 HAZMAT Team (EFD) through State EOC (Dispatch or EMA)**
- Consider Evacuation of nearby personnel
- Evaluate & mitigate possible ignition/flame sources even if the spill is not combustible
- Consider available resources
- Establish Safety Officer

Additional Guidelines / Best Practices

- Do not operate above level of training
- Utilize proper PPE for chemical / hazard
- Offensive Operations will be conducted by qualified HAZMAT Team.
- Newburgh Fire Department personnel limited to Defensive Operations only, dependent on training.
- Operations in WARM ZONE to assist in DECON may be conducted.
- Daming or Diking may be conducted in an attempt to control spill.
- Priority to personnel trained to HAZMAT operations & awareness level



5.06.1 Multi-Casualty Incidents

| | | |
|--|--------------------------------------|-------------------------------------|
| To include: Any incident with more than three (3) persons injured | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response: Engine 17, Engine 16, Squad 10

Additional Response: As needed

PPE Considerations

Minimum BSI precautions – Gloves

Use elevated BSI precautions as needed to include, splash protection of eyes, clothes, and possibly HEPA filter mask

Appropriate PPE as required to include Structural Firefighting PPE, Boots, Latex Gloves, Extrication Gloves, Helmet, Eye Protection as needed.

Use of ANSI reflective Traffic Vest is required when working on or near roadways.

Command Considerations

- Establish IC & Conduct Scene Size-up (**6 sided approach**)
- Identify Hazards
- Determine required resources for event
- Consider MCI Trailer Resources (AMR, EMA, Scott Twp)
- Consider medical helicopter (Air Evac / Lifelight)
- Consider use of mass transit (School Busses) to transport large numbers of “walking wounded”

Additional Guidelines / Best Practices

- Utilize Triage & SMART tags
- Assist EMS in establishing staging points for patients and ambulances
- Begin patient treatment of priority patients as directed



5.06.2 Mutual Aid Responses

| | | |
|--|--------------------------------------|-------------------------------------|
| To include: Any incident where NVFD is called to respond outside of our primary response district | | |
| Revision: 3/01/2015 | Response Guidelines & Best Practices | Incident Response: Code 3 |

Apparatus & Personnel Response

Initial Response: Truck 12 (or special request)

Additional Response: Squad 10

PPE Considerations

Structural Firefighting PPE to include use of SCBA for interior operations or operations in IDLH environment.

Use of ANSI reflective Traffic Vest is required when working on or near roadways.

Command Considerations

- Contact IC and request assignment
- Establish & Maintain Accountability

Additional Guidelines / Best Practices

- Consult Warrick County Mutual Aid Move-Up book for direction on apparatus assignments during county mutual aid move-ups.
- For responses in Ohio Township – Engine 11 will respond to support Truck 12 for Water Supply Operations
- For Responses outside of Ohio Township – Squad 10 will respond to support Truck 12 with Manpower



Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations



Appendix

(Forms)



Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations

Cadet Firefighter Parental Consent Form

Cadet Coordinators
Captain _____ / Firefighter _____

_____ has my permission to be an active participant in the Newburgh Fire Department Cadet Firefighter program. In being a participant in the program I understand that Cadets will be traveling to offsite locations for events such as training and if they choose to do so Public Relation Events. I understand that at times said events may exceed the regular posted curfew cadets are required to abide by. Said curfews are as follows: 0700-2100hrs on school nights and 0700-2300hrs on weekends and non- school nights. I also understand that in the event of any injury while on fire department activities and time on station the Newburgh Volunteer Fire Department, Newburgh Volunteer Firefighters Assn Inc., or the Town of Newburgh cannot be held liable for any injuries that may occur.

It is also to my understanding by entering into this program my son/daughter chooses to be a representative of Newburgh Volunteer Fire Department. By doing so they agree to maintain a minimum GPA of 2.0. We also understand that as a representative of the Newburgh Volunteer Fire Department they will do nothing to bring any discredit to the department. While in attendance at Department Functions they will act maturely and professionally.

As a Cadet Firefighter they may respond to the station for credit during emergency incidents. During those responses no special permissions will be granted to a cadet firefighter (ex: NO BLUE LIGHT USE OR DISPLAY). All traffic laws must be obeyed while enroute to the station.

I understand that failure to abide by the rules and regulations set forth in this permission form could result in disciplinary actions to my son/daughter including but not being limited to suspension or expulsion form the Newburgh Volunteer Fire Department Cadet Program.

| | |
|---------------------------|-------|
| _____ | _____ |
| Coordinator/Chief Officer | Date |
| _____ | _____ |
| Cadet | Date |
| _____ | _____ |
| Parent/Guardian | Date |



General Information Sheet

Name: _____ Date of Birth: _____

Address: _____

Phone #: _____

Emergency Contact Information

Contact # 1 Name: _____

Phone #: _____ Relationship: _____

Contact # 2 Name: _____

Phone #: _____ Relationship: _____

Medical Information

Physician Name: _____

Physician #: _____

Medications: _____

Allergies: _____

Pre Existing Medical Conditions: _____



Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations

Leave Request Form

Member Name: _____

Leave Type:

- School Leave
- Medical Leave
- Sabbatical – 90 Days

Beginning Date: _____

Returning Date: _____

Member: _____ Date: _____

Chief Officer: _____ Date: _____

Disciplinary Action Form

Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations



Newburgh Fire Department Operating Guidelines

Member Name: _____ Date of Occurrence: _____

Warning Type:

- Verbal
- Written
- Administrative Disciplinary Judgment
- Suspension Length _____ Effective Date ____/____ thru ____/____
- Termination Effective Date: _____/_____

Details of Occurrence:

By signing this form I acknowledge that I have been counseled about my inappropriate conduct and informed of consequences if improvements are not made.

Member: _____ Date: _____

Officer: _____ Date: _____

Chief Officer: _____ Date: _____



Department Operating Guidelines
Best Practices, Response Guidelines, Rules & Regulations
