

## **EXECUTIVE SUMMARY**

The Silver Bluff Volunteer Fire Department Officers continue to look critically at its paradigms, values, philosophies, beliefs, and desires. Their goal is to challenge individuals to work in the best interest of the “team.” The Chief Staff also desires to instill in the department a genuine professional attitude in every aspect of fire operations.

### ***Mission, Vision, and Values***

Clearly stated and intentionally simplistic, Silver Bluff Volunteer Fire Department’s **Mission** accurately describes the organizations general purpose.

#### ***Dedicated to the protection of life, property, and our environment***

Building on this mission, the officers, thus established targets of excellence for the future. The following are among the identified **Vision** statements:

- Continually exceed our community’s expectations to protect life, property, and the environment.
- Provide our team members with the skills, tools, and equipment to protect our community.
- Maintain a respectful and compassionate environment among all members.

Recognizing that its collective personality and the values of its members enhance the organization, the Silver Bluff Volunteer Fire Department declared a set of **Values** that included such statements as:

We Value:

- Safety first
- Community involvement
- Open communications within the team and with the community
- Working hard and having fun

### ***Introduction***

The Silver Bluff Volunteer Fire Department Officers have developed this single document to contain the essential Standard Operating Guides (SOGs) to outline the general expectations for the department. All members past, present and future shall be in full compliance with all provisions set forth in this document. Specific Standard Operating Procedures (SOPs) are developed to implement certain aspects of these SOGs and for further clarity and expectation.

## GENERAL REQUIREMENTS

- All members will know and understand the Standard Operating Guides (SOG) set forth by this department.
- The member understands that a SBVFD uniform, T-shirt, head gear, or other apparel worn that would cause the member to be identified as or associated with this fire department causes the member to be looked upon as a fire professional representing the department. The conduct of the member representing the department should instill the highest level of confidence and enhance the public's trust in the department as an organization.
- Members are expected and obligated to protect the professional image of the department and to enhance and contribute the public trust resulting from the good will established through their contributions to the department in serving the community.
- All members are expected to conduct themselves as professionals on all emergency calls and while at the station. While on the fire or emergency scene, all members shall obey chain of command orders from the ranking officer.
- Members will recognize the importance of Media organizations and their obligation to report events. No member will speak to television, radio, newspaper reporters or other members of media at the scene of an emergency, fire or accident but shall direct them to the Chief or Public Information Officer (PIO) who will handle all questions. If the Chief and PIO are not available, the Officer In Charge (OIC) shall address members of the media providing brief and concise statements describing the situation.
- The privacy of the citizens we serve will be respected at all times. No comments about any alarm we receive will be discussed outside of the fire department.
- The Chief, OIC, or first member on the scene will report to Aiken County Dispatch, as soon as possible, the conditions found and provide a size-up to district and/or mutual aid department for equipment needed.
- No alcohol will be permitted on fire department property.
- No member shall respond to any call while under the influence of drugs or alcohol.
- No member shall possess a weapon or firearm while "on duty" responding to an emergency call.

## **JOB DESCRIPTIONS**

The Silver Bluff Volunteer Fire Department is staffed entirely by volunteer members. These members have a variety of duties and job descriptions. The following provides a summary level description of each job title.

### ***Fire Chief***

The Fire Chief is a firefighter that has the highest level of authority at a fire or emergency scene and is responsible for the general operations of the fire service. The Chief is responsible for ensuring workplace safety of the members while engaged during an emergency operation. The Fire Chief is responsible for operation of the fire department and reports to the Board of Commissioners.

### ***Assistant Fire Chief***

The Assistant Fire Chief is a firefighter that has the second highest level of authority at a fire scene and is responsible for assisting the Chief in the general operations of the fire service. The Assistant Fire Chief acts for the Chief in his absence and has the same responsibilities as the Chief and reports directly to the Chief.

### ***Captain***

The Captain is a firefighter that assists the Chief(s) at a fire or emergency scene and is responsible for assisting the Chief(s) in the general operations of the fire service.

### ***Lieutenant***

The Lieutenant is a firefighter that assists the Captain(s) at a fire or emergency scene and is responsible for assisting the Captain(s) in the general operations of the fire service.

### ***Training Coordinator***

Training Coordinator is a member assignment responsible for organizing, coordinating, and delivering training for the members. The Training Coordinator is responsible through the chain of command to the Chief.

### ***Emergency Medical First Responder Personnel***

Any member certified to provide emergency medical services in South Carolina. This includes, but is not limited to, First Responders, EMT-Basic, EMT –Intermediate, and Paramedics.

### ***Firefighters***

Any person certified by the South Carolina Fire Academy and designated by the Fire Chief to be qualified to provide firefighting services on behalf of District 17 in Aiken County, South Carolina.

### ***Secretary***

A member that is responsible for secretarial duties, including taking minutes, drafting letters, etc to assist in the business aspects of the department in terms of record keeping, filing, and distribution of information.

### ***Safety Officer***

The Safety Officer is assigned by the Chief and is delegated responsibility for the safety and well being of members of the department and mutual aid department on the fire scene. The Safety Officer independently assesses the evolution of the working fire and take steps and to ensure the safety of firefighters.

### ***Public Information Officer***

The Public Information Officer (PIO) is a member assigned the responsibility to communicate directly with media. Communications include news releases, on scene interviews, and contact with other organizations regarding information related to department involvement and any and all formal communications necessary.

## **ORIENTATION TRAINING**

All new members of the Silver Bluff Volunteer Fire Department, (a.k.a. District 17), shall undergo an orientation program. This program shall cover as a minimum, the following topics:

Written Policies	Standard Operating Guides
State Regulations	Medical Control
OSHA Requirements	Hierarchy of Authority
Mass Casualty Operations	Media Relations
Fire Scene Operations	Hazmat Scene Operations
Mutual Aid Operations	Helicopter Operations
Safety Equipment	Infectious Control Guidelines
Paperwork/Recordkeeping	Geography
Driver Training	Fund Raising
Community Involvement	Auto Accidents
Protective Clothing	Communications
Standard Operating Procedures	

Upon completion of all areas of discussion, a certificate will be include in the member's training records to indicate the date of completion. The certificate will be signed by one of the Chief Officers and the member.

## **PROTECTIVE CLOTHING**

The purpose of this guideline is to assure that all personnel are prepared for fire suppression or rescue operations immediately upon arrival at an emergency scene while maintaining the highest degree of personnel safety for all personnel. The minimum Personal Protection Equipment (PPE) shall be determined by this guideline and provided by the department. The firefighter is responsible for periodic inspections and maintenance of the equipment provided by the department or used by the firefighter.

This guideline shall apply to all personnel operating at the scene of any emergency incident or training exercise. As with any guideline, primary responsibility for adherence to this guideline rests with the individual. Department Officers are responsible for enforcement of this guideline. No deviations from this guideline are allowed. The individual firefighter bears full responsibility for the results of any deviation and will be in subject to disciplinary action up to and including termination as a department member.

All personnel shall wear protective equipment during fire or rescue calls. All equipment is to be properly fastened and closed with fire hood on, coat collar turned up and helmet earflaps turned down.

For the purpose of this guideline, a minimum complement of PPE for firefighting shall consist of:

- helmet with face shield or goggles,
- fire hood,
- turnout coat,
- turnout pants,
- boots and
- gloves.

All equipment shall be manufactured in accordance with appropriate NFPA standards and shall be appropriate for its intended use. Alterations to any equipment, such as the removal of coat or pant liners, is strictly prohibited. If the need for some alteration for proper fit is needed, the Chief Officer must first approve it. Damaged department equipment shall be brought to the attention of the Chief and the department shall issue a replacement.

## **SCBA UNITS**

The SBVFD is committed to the goal of providing safe and serviceable emergency equipment for the well being of department firefighters who serve the community we protect. The purpose of this guideline is to assure that all personnel are prepared to perform emergency operations in an environment that is or may become Immediately Dangerous to Health and Life (IDHL). The use of Self-Contained Breathing Apparatus (SCBA) is an essential part of the Personal Protective Equipment (PPE) provided or made available to each member of this fire department for the purpose of working in an IDHL environment.

All personnel are expected to use the SCBA whenever the need for respiratory protection is indicated or at the direction of the Chief or Officer in Charge (OIC)/Incident Commander (IC). This shall include any atmosphere that is contaminated with smoke, gases or other by-products of combustion or any atmosphere that contains any known contaminants not normally present in clean air.

Each member is responsible for restoring to back to service the SCBA (cylinder, mask, and accessories) they used during an emergency operation. This shall include replacing the cylinder with a full cylinder, cleaning of the face piece and harness, testing the unit for proper operation and storing the SCBA in its assigned position. Any problems should be immediately reported to the Chief or Officer in Charge and the unit shall be tagged as "OUT OF SERVICE" if the problem cannot be corrected on the spot (COTS).

### **Inspection of Self Contained Breathing Apparatus**

All SCBA spare cylinders shall be inspected MONTHLY and after EACH USE to help insure operational readiness at times of need. Inspection of the SCBA(s) used includes a thorough examination of all components for cleanliness, proper positioning and operation and be so noted on inspection forms provided.

Any conditions found that would or could possibly affect the safe operation or readiness of any unit shall be corrected immediately. If the individual performing the inspection cannot correct the condition, the unit shall be removed from service and the Department Officer notified.

Person(s) conducting the inspection shall maintain records of each unit inspected. If the unit is found in an unserviceable condition, it shall be so noted on the inspection log, removed from service immediately, and tagged stating the problem. The SCBA coordinator shall be notified immediately.

Person(s) conducting monthly or after use inspections shall be specifically trained and shall work with SCBA coordinator.

### **SCBA Maintenance**

Maintenance shall be performed when indicated by: inspection, malfunction or anniversary date for required service specified by either the manufacturer or governmental agency.

## **ENGINE OPERATIONS**

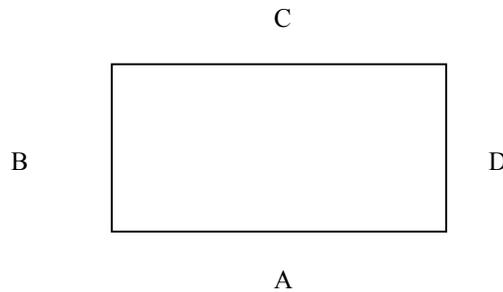
The driver of the engine shall be in charge of the pump operations and knowledgeable of all fire hose appliances, gauges and valves on the apparatus, and the location and types of hydrants.

## INCIDENT AND ALARM RESPONSE GUIDLINES

### Quadrant System

The quadrant system assigns a specific letter to each side of the structure and exposure. This system shall be used on all emergencies and all members shall be thoroughly knowledgeable with this system and its use.

The Officer in Charge shall take up a position on side A of the incident. This position is to ensure ease of access to the Officer in Charge and allow subordinate officers and/or personnel to easily direct others to him.



### Responding

Under no condition shall any member place themselves, another members of the fire department or the public in danger due to excessive speed or reckless operation of fire department vehicles or personally owned vehicles (POV) while responding to an alarm. Members shall make every effort to ride the apparatus to the scene as to reduce the congestion at the emergency scene. No member shall mount or dismount the apparatus, unless the vehicle is at a full stop. Under no condition shall any member be allowed to operate any fire department vehicle or respond to an emergency scene while under the influence of alcohol or drugs.

Members responding to the emergency scene in their POV shall exercise caution and proceed in an orderly and safe manner. Members responding to the emergency scene in their POV shall have complete the Fire Academy Emergency Vehicle Driver Training (EVDT), Emergency Vehicle Operations Course (EVOC) and gain the approval of the Chief to respond their POV with lights and siren. Members who respond to the scene in their POV shall park as to not interfere with the access or egress of other emergency vehicles.

Once members reach the emergency scene they are to don the appropriate PPE and report directly to the Officer in Charge for assignment.

### Size Up

Rescue/Life Safety is the top priority when you arrive at the scene, followed by exposure protection, confinement of the fire, followed by extinguishment and overhaul. With salvage and ventilation being performed as needed. Immediately upon arrival, provide a basic scene size up similar to the following:

“Aiken Unit 1727 is on the scene, we have a single story brick house with smoke showing”

### Rescue

Rescue is the top priority when you arrive at the fire scene. The Officer in Charge shall attempt to ascertain whether there is any person or persons in the structure and try to pinpoint where they are. The search and rescue team must make a quick and thorough search of the structure. The rescue team shall consist of a minimum of two firefighters.

### **Vehicle Fires**

Upon arrival at the scene of a vehicle fire the engine should be placed no closer than 75 feet away from the auto on fire. In the event a pick-up truck is involved the distance shall be increased to 100 feet. In the event a tractor-trailer is involved, first check for placards or indications that hazardous materials are involved. If no hazardous materials are present, then the apparatus should be placed no closer than 120 feet. If hazardous materials are present or suspected, stay up-wind and refer to NFPA Guide to Hazardous Materials carried in each vehicle.

Do not position the apparatus near the fuel tanks of the vehicle involved. Full protective clothing including SCBA is required. Attack of the fire shall be made from the front side of the vehicle involved. In the event of a vehicle fire Truck 2 shall respond.

### **Auto Accident with Injuries**

During an auto accident involving injuries, the Officer in Charge shall take charge of the scene, establish Incident Command, and coordinate efforts with the scene Emergency Medical Services person in charge who is responsible for patient care. If the ranking officer is taking part in patient care, then the next ranking line officer shall assume the responsibilities of the Officer in Charge. The Officer in Charge shall decide when the scene is safe for the EMS persons to operate near or in the vehicles involved.

### **Chimney Fires**

Upon arrival at the scene of a chimney fire the Officer in Charge shall take a hand light and survey the situation. Two firefighters shall be in full turnout gear and pull a 1½" attack line at the front door. The line shall be charged and bled of air. The line should not enter the structure, unless directed to do so by the OIC or visible fire is present inside the structure. To minimize damage all other firefighters shall remain outside the structure (except Officers), until instructed by an officer differently.

### **Structure Fires**

All operations shall be a team effort and no person shall ever work as an individual (Freelance) and disregard the SOG established by the department. It is the duty of all members to report unsafe operations, unnecessary destruction of property, and to report violations of the departmental rules and regulations.

All arson suspected fires shall be reported to the Chief ASAP and in the event of a death, the Aiken County Coroner shall be notified immediately.

When a fatality has occurred as a result of fire, all efforts shall be made to preserve the scene. If the victim is obviously deceased, then the body shall be covered by salvage covers and left where found until the arrival of the Aiken County Coroner and Aiken County Sheriff (Car 1). The fire scene should be viewed as a crime scene until proven otherwise.

The "Two In - Two Out" rule shall apply in accordance with 10 CFR 1920 (OSHA). A minimum of two firefighters shall be maintained when operations occur inside the structure or on the roof. When one of the two firefighters has to leave, both members must exit. No firefighter shall exit or leave their team without reporting to the team leader.

No member shall mount the apparatus in a position where they cannot carry out the duties assigned to it unless specifically told to do so by an officer.

All members reporting to the scene in their personal vehicles shall report directly to the officer. When released from the scene all members shall return to the station to assist in the cleaning and reloading of hose and other tasks required to return the apparatus to an "AVAILABLE FOR SERVICE" condition.

Any person who wishes to leave for work must notify the ranking officer.

When inside a structure and you hear 2 long blasts on the air horns or sirens and/or three pulses in water pressure on the hose, exit the structure immediately.

**Dissemination of Public Information**

Only the highest-ranking officer of the department shall comment to the media with regard to the call. The following generalities shall be used:

- A. With regard to Cause
  - 1. Under Investigation
  - 2. The investigation is incomplete
  - 3. Not yet determined
  - 4. No comment
  
- B. With regard to Injuries
  - 1. We had \_ number injured
  - 2. Condition is unknown at this time
  - 3. No comment
  
- C. With Regard to Damage
  - 1. Light
  - 2. Moderate
  - 3. Heavy
  - 4. No comment

## **OFFICER DUTIES**

The Chief, Assistant Chief and the Department Officers shall inspect members for compliance with SOGs, SOPs safety requirements and standards as set forth by the department or as required by state or federal regulation.

When deficiencies are detected, the member violating the standards shall be asked to correct the deficiency and will be instructed on the proper technique, response, or behavior. If a trend of violations develop, the officer shall report this to the Chief or Assistant Chief who can relieve the member from active duty in the firefighting unit until the violation is corrected.

Any and all reprimand-able violations will be handled in accordance with SOP for Discipline.

### **Fire Chief and Assistant Fire Chief's Duties**

- Maintain alarm and alarm attendance records.
- Responsible for Incident Reports being sent to the State Fire Commission.
- Maintain Turn-Out Gear assignments and records.
- Maintain all inventories and supply and supply records.
- Maintain all maintenance and apparatus records.
- Supervise necessary work details.

## **MEMBER DUTIES**

- Firefighters will familiarize themselves with the station, grounds, equipment and apparatus.
- Firefighters will be responsible for the care and cleaning of their protective equipment.
- Firefighters shall report in full turn-out gear for all fire alarms.
- Firefighters will attend, drills, training, sessions and work details. Firefighter will contact the Chief or Asst. Chief if unavailable for normally scheduled or ad-hoc drills, training or work details.
- Firefighters will respond, when available, to all calls in which he or she is qualified.
- Firefighters will not transfer or remove equipment from the Department vehicles without the permission of the Chief Officers or designated officer.
- Firefighters shall comply with all mandatory training requirements.
- Firefighters who are injured while responding, at an incident or returning from an incident shall notify the Officer in Charge and complete an accident/injury form.
- Firefighters involved in an accident with a Fire Department Vehicle shall notify the Chief or Assistant Chief.
- Firefighters at times may be required to act as the Officer in Charge. They should be knowledgeable of the officer's duties.

### **Cadet Firefighters (Explorers')**

- Cadet Firefighters are considered personnel under the age of 18.
- Cadet Firefighters should attend all drills, training sessions and work details. Promote involvement in County Government.
- Cadet Firefighters skipping a day from school and staying at the fire station will be subject to disciplinary action.
- Cadet Firefighters will comply with all fire department rules and regulations.
- Cadet Firefighters will not participate in hazardous duties.
- Cadet Firefighters will not respond on fire or emergency apparatus to emergency calls without the expressed written permission from their parent or legal guardian.
- Cadet Firefighters shall report in full turn-out gear (if available to them) for all fire alarms. Their duties will be directed toward clean-up operations.
- Cadet Firefighters shall report to the Officer in Charge when responding to alarms and check with the Officer in Charge before leaving the scene of a fire or the clean up detail after the fire or training session.
- Cadet Firefighters will be responsible for cleaning and care of issued department clothing.
- Cadet Firefighters will not enter the fire ground or fire building until after the incident has been declared under control and then only after obtaining permission from the Officer in Charge.

## COMMUNICATIONS

Upon receipt of tones, two objectives must be met 1) acknowledgement to Aiken County Dispatch (ACD) receipt of the call and 2) notification to ACD that a fire apparatus (Engine or Truck) is "IN SERVICE" and reroute. For all communications with ACD, dispatch can be abbreviated and identified simply "AIKEN". All communications will use "Plain Talk". The protocol for radio communications begins with the Unit you want to communicate with is announced first and the identification of your Unit number or designation is announced second. Examples of simple "Plain Talk" communications are as follows:

"Aiken – Unit 1705 – Is on the scene – Establishing Fox Lair Command – Unit 1705 will be Incident Commander"  
"Aiken – Fox Lair Command – Have all mutual aid stage on Beaver Creek Lane"  
"Fox Lair Command – 1700 – There has been a structural collapse at the C/D corner of the roof"

For object 1, an Officer of the department (Officer Units 17 or Units 1700 thru 1705) should acknowledge the call with ACD. This initial information will be logged on the Computer Aided Dispatching (CAD) report received at the end of the call. If no officer is available, a firefighter should ensure acknowledgement with ACD which will log his or her Unit number into CAD. Once acknowledged and while en-route to the scene, responding Unit communications are not to ACD but are to that officer to allow the officer an approximate headcount of responding firefighters. Do not try to communicate with Aiken for their acknowledgement that you are responding or en-route as this information is not for ACD but for the district officers and mutual aid companies responding before arrival on the scene. Examples are as follows:

"Aiken – Unit 17 – Structure Fire at 123 Somewhere Street"                      Expected Response (ER) – "Unit 17"  
"1709 Responding to Station 2"    ER – None

For objective 2, depending on the type of call (Auto fire, structure fire, first responder), the responding Engine/Truck shall be identified and communicated to ACD. Apparatus are either Engine or Truck. For clarity, our district number shall be designated first, followed by the type (Engine/Truck) and lastly the designation (17 - Engine - 3). Examples are as follows:

"Aiken – 17 Engine 1 is In Service – Responding to 123 Somewhere Street, two on board"      ER – "Engine 1"  
"Aiken – 17 Truck 2 is responding to 432 Anywhere Place – One on board"                      ER – "Truck 2"

In the event that no member acknowledges the alarm, a second tone will be sent. This condition must be avoided and therefore close attention to the radio/pager should be maintained.

On fire alarms, the department has an automatic mutual aid agreement with three (3) neighboring departments. Beech Island, Jackson, and New Ellenton are toned out at the same time our department receives the alarm (structure fire).

On First Responder calls, if there is no answer to the alarm in the first 4 minutes, have dispatch notify the nearest mutual aid department for assistance. The type of emergency and responding personnel must also be evaluated. On simple BLS call or ALS calls, at least Aiken County EMS must respond. Calls involving more than one patient, an additional ambulance(s) should be dispatched. Auto accidents with entrapment require a rescue unit to be dispatched. In the event that personnel on scene are overwhelmed by the amount of injuries involved, the incident will be considered a "Mass Casualty Incident." Aiken County dispatch should be informed.

Members should know the apparatus names and signals. Also, they need to be familiar with the use of military time and the phonetic alphabet.

Members should know the repeater towers used by other departments and the channels they are on.

### General Radio Guidelines

Before transmitting, know what you intend to say. Push the transmitting button and hold for approximately 2 seconds and speak using a normal tone of voice. Do not transmit with the siren going, and keep background noise down when members are transmitting on the radio. Use plain language. Do not use "10" codes.

**If you don't know what you are doing, stay off of the radio.**

## **DRIVER TRAINING PROGRAM**

This program is intended to provide the department with qualified drivers. Drivers are to be classified as **Resident Drivers** or **Drivers in Training**.

### Resident Drivers

- All Resident Drivers must be at least 21 years of age.
- Resident Drivers of Fire Engines/Trucks shall have a working knowledge of pump and hose operations and all portable equipment carried on the trucks.
- Resident Drivers shall successfully pass a Driver in Training program or be grandfathered in as a Resident Driver.

### Drivers in Training

- All members shall first be approved by the Chief before becoming a Driver in Training.
- All Drivers in Training shall be at least 21 years of age.
- All Drivers in Training must complete at least 10 hours of driving time on each piece of apparatus. The driving time shall be completed with the supervision of a Resident Driver.
- After completing the mandatory driving time, all Drivers in Training must complete and pass both a written and driving test. If the Driver in Training fails the test an additional 5 hours of operational time must be performed before the driver can retest.

## **AUTO ACCIDENTS WITH ENTRAPMENT**

1. When arriving at scene, make a quick assessment. All members working at the scene must wear full protective clothing.
2. Stabilize auto with cribbing blocks or equivalent method.
3. Medical First Responders should try and gain access to patient. Be careful of broken glass, jagged metal, etc. Maintain manual cervical stabilization; check Air, Breathing, and Circulation (ABCs) and primary assessment. Begin DEFINITIVE EMERGENCY CARE until an Emergency Medical Service unit arrives.
4. Extricate patient and transport to hospital.

## DRIVER REGULATIONS

Proper distance shall be maintained between moving apparatus to avoid rear-end collisions.

- Right of Way at intersections shall be yielded.
- No driver shall attempt at anytime to leave members in the station or the station's general area by quick response to an alarm. This will avoid the use of personal vehicles.
- Any mechanical problem found in any apparatus while in use shall be reported to the Officer in Charge. If in doubt as to any harm being done to the apparatus, stop the vehicle at once.
- Under no circumstances shall any aspect of safety be sacrificed in order to increase the speed of the response.
- Only personnel who have successfully completed and passed the departmental driver/operator training course are permitted to operate department vehicles, unless the vehicle is being operated under the supervision of an officer as part of the driver/operator training program.

**Note: Under extreme circumstances, when no Resident Drivers are available, a Driver in Training may drive during an emergency situation. The driver must have permission by the Officer in Charge and should be the driver with the most driver training time.**

- The driver shall not move the apparatus until all personnel have their seat belts fastened.
- All audible and visual devices shall be in operation when making an emergency response.
- The driver shall always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions and give "Due Regard" for all aspects of operation.
- When an emergency vehicle must approach an intersection the driver shall come to a COMPLETE stop until all other traffic in the intersection has yielded.
- The sole responsibility of the driver during an emergency response is to drive. The driver shall not operate the radio, lights, sirens or other equipment.
- On approaching the emergency scene all drivers shall watch for emergency vehicles approaching from other directions.

## **TRAINING**

All new Firefighters shall complete the following training requirements:

- See SOP for Firefighter Training
- First Aid with CPR
- Hazardous Materials Awareness Class