

Hampton County Fire/Rescue



Standard Operating Guidelines



Hampton County Fire/Rescue

Standard Operating Guidelines

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Updated

April 07, 2015

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Disclaimer

HCFR

Date Created: 12/01/10 **Effective Date:** 01/01/11 **Date Revised:**

Subject: Disclaimer

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DISCLAIMER

- All Employees of Hampton County Fire/Rescue Department are employed at-will and may quit or be terminated at any time and for any reason.
- Nothing in any of the Hampton County Fire/Rescue Departments Rules, Policies, Handbooks, Guidelines or other documents relating to employment creates an express or implied contract of employment.
- No past practices or procedures, whether oral or written, form an express or implied agreement to continue such practices or procedures.
- No promises or assurances, whether written or oral, which are contrary to or inconsistent with the limitations set forth in this paragraph, create a contract of employment:



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

1.1.01

Date Created: 12/15/2007 Effective Date: 02/01/2008 Date Revised:

Subject: Apparatus Placement for Motor Vehicle Accidents

Page 1 of 5

Scope: This document shall serve to establish guidelines necessary when responding to motor vehicle accidents (MVAs) and car fires. Safety of our personnel, as well as that of any accident victims, is critical during roadway operations. Officers and firefighters must adhere to these guidelines when responding to incidents occurring on roadways.

Purpose: Vehicle accidents on the roadway are one of the most hazardous alarms requiring response. Proper utilization of equipment and manpower is crucial to avoid firefighter injury or death. This document provides the actions necessary to protect both firefighters and accident victims.

Responsibility: It shall be the responsibility of the Incident Commander to make certain all personnel are operating within the intent of this SOG. The Incident Commander and/or Safety Officer shall consider the safety of emergency personnel and accident victims at all times and establish an incident action plan with this in mind.

Note: No two-accident scenes are ever alike. This SOG was developed to serve as a guideline to assist in the response to roadway-based incidents. No SOG can ever take into account all of the challenges that will be present on-scene. The SOG is not designed to relieve the Incident Commander of the responsibility of using common sense. If following this SOG in any way places or will place either emergency workers or victims in harm's way, another set of tactics and strategies should be considered immediately.

APPARATUS RESPONSE TO ROADWAY INCIDENTS

The following apparatus shall respond to all MVAs:

Incident Commander's Vehicle: The Incident Commander may respond in a command vehicle that enables him or her to establish a visible command post.

Medic Unit or Ambulance: A minimum of one medic unit or ambulance shall respond to all MVAs. The Incident commander has the authority to request an additional medic unit, should the situation warrant it.

Rescue Truck: A minimum of 1 rescue truck with extrication capabilities shall respond to MVAs with possible entrapment.

Fire Engine: A minimum of one fire engine shall respond to all MVAs.

RESPONSE TO THE ACCIDENT SCENE

Dispatch shall relay all pertinent information to the Incident Commander while en route to the scene. This information shall be relayed via a talk group or channel monitored by responding units.

Responding units need to pay close attention to the following hazards on all roadway-based MVAs:

A. Power lines and utility poles in roadway

NEVER drive over downed power lines.

B. Vehicles involved in the MVA

Watch for vehicles involved in the MVA. Scan the scene for vehicles off the roadway, which may not be evident at first glance.

C. Bystanders and patients approaching emergency vehicles

Helpful bystanders may approach your vehicle, even stepping in front of it to attract your attention.

D. Hazardous materials from the accident

Gasoline, oil, coolants and other fluids will be present at the scene of an MVA or car fire. Care should be taken to avoid spotting apparatus near these hazards.

WEATHER CONDITIONS

Proceed with caution during times of bad weather. Snow, rain and fog may decrease visibility. Proceed to the scene with due regard for the present weather conditions and develop your incident action plan with those conditions in mind.

ARRIVAL ON-SCENE

- Arriving emergency vehicles should be positioned to afford as much protection as possible for emergency workers and victims.
- Position the emergency vehicles at a 45-degree angle in the roadway.
- If the MVA occurs on the side of the roadway, a minimum of one lane of traffic will be closed. If the accident occurs in a middle lane, a minimum of two traffic lanes will be closed.
- Position emergency vehicles far enough from the scene to warn oncoming traffic and still provide ample protection for the scene.
- All emergency vehicles shall keep their warning lights in operation during the entire incident. Amber-colored directional lights on the rear of vehicles shall be utilized at all times if equipped on that particular unit.
- Headlights shall be turned off when vehicles are blocking lanes of oncoming traffic.

Emergency vehicles not used in shielding the accident may be parked on the shoulder or the median, if one exists that is of an appropriate grade as to not tilt the apparatus in an unsafe way. All vehicles shall be staged on the same side of the road to aid in traffic flow around the incident

PPE FOR EMERGENCY WORKERS

- EMS workers shall don all necessary PPE for patient care. In addition, all EMS workers shall wear a traffic safety vest, provided by their department.
- If EMS workers will be in the vehicle administering patient care during extrication, they shall don their turnout coats and wear adequate head and eye protection.
- Fire crews working at the scene shall don all structural firefighting turnout gear or extrication gear if provided. All fire/rescue personnel shall wear a traffic safety vest during traffic control activities or when the need for turnout gear no longer exists. This is only after all hazards have been secured and victims have been transported or cleared by EMS.

TRAFFIC-FLOW CONSIDERATIONS

- Consideration must be given to warning oncoming vehicles of the accident scene ahead.
- Traffic cones may be used to close the needed lane or lanes up to and around the accident scene in addition to the apparatus.
- Coordination of lane closures with law enforcement shall be considered a priority of the Incident Commander.
- The following distances shall be used as a guide when setting up traffic cones (these figures represent the distance from the accident site at which traffic cones need to be deployed):

25-mph traffic 70 feet

35-mph traffic 115 feet

45-mph traffic 165 feet

55-mph traffic 225 feet

65-mph traffic 300 feet

SCENE LIGHTING

Lighting shall be established as soon as possible at the accident scene. Responding vehicles with light towers shall be placed as close to the scene as possible to assist with scene lighting. Care should be taken to avoid positioning these light towers so that the lights do not blind or disorient oncoming traffic.

NOTE: This SOG is followed by a two-page reference guide.



Gene Rushing
Hampton County Fire Chief

This supplement is intended to serve as a quick reference for Incident Commanders who arrive on the scene of a vehicle accident.

This does not replace any Hampton County Fire/Rescue SOG but rather serve as a reference based on the current SOGs.

PROCEDURES:

At all MVAs the Apparatus should be placed to protect firefighters from being subjected to passing cars.

Any Vehicle involved in an MVA must be chocked/stabilized until the incident is controlled and the vehicle is removed, or stabilized with emergency brake or transmission.

The battery(s) on any vehicle involved in an MVA should not be disconnected without specific orders from the I.C. If they must be disconnected, the negative - cable should be removed first. Except when the vehicle uses a positive ground system. In this case the positive + shall be cut first.

When possible the battery cable should be disconnected rather than being cut. On any vehicle in need of extrication the cables must be cut.

Any time Fire/Rescue or EMS personnel are working inside the vehicle the battery must be disconnected for protection of air bag deployment.

Any leaking fluids need to be absorbed and runoff contained.

Commanders Safe Parking “Cue Card”

“Block” with first-arriving apparatus to protect the scene, patients, and emergency personnel.

- Block at least one additional lane
- Block so pump panel is “down stream”
- Block most critical or highest traffic volume direction first
- Consider requesting additional Law Enforcement assistance

Crews wear proper PPE w/Helmet

- HCFR issued reflective traffic vests at all times
- Helmet at all times
- Full PPE (during extrication or when securing hazards)

Establish more than adequate advance warning

- Traffic cones at 15' intervals
- Deploy minimum 5 cones upstream

- Cones only "Suggest" they don't **BLOCK!**
- Expand initial safe work zone

Direct placement of ambulances

- Assure ambulances park within shadow of larger apparatus as directed
- Ambulances should be placed as close to the scene as possible for Patient treatment. However if hazards are present or extrication is required then ambulances should be staged behind fire units. The ambulances should be staged on the same side of the highway as fire units.
- All patients loaded into Medic Units should be from within the protected work zone

You are the Scene Safety Officer

- Consider assigning FF as upstream "Spotter" as necessary for approaching traffic

Night or Reduced Light Conditions

- Turn OFF vehicle headlights
- Provide overall scene lighting
- All personnel in PPE w/helmet
- Consider additional unit for additional upstream "Block"

Limited access, high-volume highway incidents

- Establish initial block: if possible two lanes
- Second apparatus establishes upstream block
 - Two lanes plus paved shoulder or
 - Three driving lanes
- Place cones upstream of apparatus
 - Last cone approximately 150 feet "upstream" of apparatus
- Establish traffic controller (Flagger) position
 - Monitor approaching traffic
 - Sound emergency radio signal as necessary
- Use Law Enforcement vehicles for additional blocking if possible
- Stage additional units off highway if shoulder permits
- Establish liaison with Law Enforcement
- Make sure all report information is gathered before clearing the scene
- Terminate incident aggressively (when units clear the scene, blocker apparatus should clear last)

	Hampton County Fire/Rescue Standard Operating Guidelines				SOG # 1.2.02
Date Created:	12/15/2007	Effective Date:	05/01/2013	Date Revised:	04/01/2013
Subject:	Landing Zone			Page 1 of 2	

PURPOSE: To establish guidelines for all personnel during the landing and departure of an aircraft.

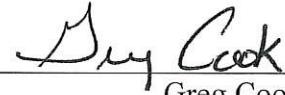
SCOPE: All personnel

General: The Hampton County Fire/Rescue Department will establish a safe zone for all helicopters assisting in an emergency incident. Each LZ must have a minimum of one engine standing by at all times. The commander is responsible for all actions on and during the LZ operations. The commander shall be the only personnel communicating with the aircraft unless pertinent information is required. (medical information for patient from EMS)

Guidelines:

1. Each Landing Zone (LZ) shall have a LZ commander that is responsible for providing LZ information to dispatch and the aircraft as well as securing the LZ site. This individual shall notify dispatch as to who will be the commander. The commander shall notify dispatch when the aircraft has landed and departed.
2. If possible, the LZ commander should always use one of the preset landing zones. Dispatch has the coordinates for each preset LZ. Dispatch also can provide coordinates if given exact locations of LZ (Ex. Half of a mile south of Patrick Henry Academy on Savannah Hwy.).
3. As much information as possible should be gathered regarding the LZ location including the following:
 - A. Street Address
 - B. Geographic description based on landmarks or cities
 - C. Latitude/Longitude coordinates
 - D. Pertinent LZ information
4. If a dry dusty area must be used for an LZ, lightly wet down the area to keep dirt and dust to a minimum.
5. All firefighter personnel shall be properly clothed with full turnout gear.
6. The fire attack team shall be prepared to deploy a quick fire attack however should not deploy a hose line prior to the helicopter arriving. This will allow the apparatus to stay mobile if the pilot chooses another location for an emergency landing.

7. If possible, when the aircraft begins to land or depart from the LZ personnel should try to have a protection barrier. (Fire apparatus, buildings, medic unit)
8. The LZ commander shall be responsible for securing the area from vehicles, pedestrians, and any other objects that may interfere with the safe landing or departure of an aircraft. This includes obstructing traffic flow in both directions when landing on a roadway. The individual responsible for establishing this LZ should not stand in the middle of the area. Instead, they should establish a position at one side that would face them toward the front of the aircraft. Remember that in most instances the pilot will land and depart into the wind. Establishing wind direction at the scene by use of flags, smoke or trees will enable you to determine the normal approach of the aircraft.
9. A minimum of a 100ft X 100ft area is required for the LZ for daytime and a 150ft x 150ft area for night time. This area should be free from obstructions and any other debris (trees, signs, trash, electrical wires, etc.) that might interfere with the landing of the aircraft.
10. If the LZ is located close to the scene, additional precautions regarding rotor wash should be taken “covering patient, securing any loose objects, protecting eyes from dirt or dust.”
11. If multiple helicopters are responding to the same LZ as soon as communications are established with the first helicopter crew advise the crew that multiple helicopters
12. Do not mark the LZ with flares. Use emergency lights on the emergency vehicles. Do not shine lights at the aircraft.
13. Try to park the emergency vehicles around any obstructions.
14. The aircraft will establish communications with the LZ commander. The LZ commander should report all pertinent information regarding the LZ to the aircraft. A description that indicates a geographic direction from a fixed object is usually best, such as north of the fire engine in the southbound lane.
15. No one should approach the aircraft without the direction of a crew member. Never approach from the rear of the aircraft.
16. Crew members shall be responsible for directing personnel in procedures regarding the loading of patients.
17. All LZ communications for the responding helicopters must be communicated on the “Air to Ground” Channel. Any information given to or received from dispatch may be communicated on the “Dispatch” Channel or other designated channels as needed.



Greg Cook
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

1.3.01

Date Created: 04/28/2008 Effective Date: 06/05/2008 Date Revised:

Subject: Incident Response

Page 1 of 3

SCOPE: All personnel responding to any emergency incident within Hampton County or on behalf of the Hampton County Fire/Rescue Department.

PURPOSE: To establish a guideline for the safe response to and from an emergency scene. Including but not limited to "POV" response and emergency vehicle response.

PROCEDURE: All fire department personnel **MUST** have read and signed the Hampton County Fire/Rescue Policy for driving emergency vehicles and/or POVs. **NO** firefighter will be allowed to respond to any fire department response unless the member is cleared through the Fire Chief and District Chief.

- 1) The firefighter must have as a minimum, a South Carolina Class E license. (Or may have the firefighter endorsement sticker)
- 2) The firefighter must report any driving violations to the Fire Chief immediately.
- 3) Each member must supply a copy of his/her driver's license on an annual basis due by January 31st of each year.

Emergency Vehicle Response:

Any vehicle owned by the Hampton County Fire/Rescue Department using warning lights and sirens to request the right-of-way from the public classifies as an emergency vehicle. These vehicles will operate in only two modes. The first is "code 1" and the second is "code 3".

CODE 1: The code 1 response is the normal driving, thus obeying all traffic laws. This is the mode used for returning to the station after a response or during training, public service calls, maintenance, etc.

CODE 3: The code 3 response is when there is an emergency and it is necessary to request the right-of-way from the public to save and protect life or property.

CODE 1 Responses

- 1) During normal driving in an emergency vehicle all occupants **MUST** wear their seat belts.
- 2) The occupant level must not be more than the seated position number. (3 seated positions = 3 occupants)
- 3) During normal driving the driver **MUST** obey all driving laws with no exceptions.

CODE 3 Responses

- 1) During a response in an emergency vehicle all occupants **MUST** wear their seat belt.
- 2) The occupant level must not be more than the seated position number. (3 seated positions = 3 occupants)
- 3) When using warning lights the siren must be used in conjunction.

- 4) The driver must adhere to the HCFR Response Policy # 7.1.01

Response for emergency vehicles:

An emergency vehicle will only respond when requested. At NO time will an emergency vehicle respond to an incident without it being requested or it being specified in a SOG/Policy. NO emergency vehicle will respond (leave the station) without the approval of the District Chief or his/her designee unless it is an actual emergency. The emergency vehicle can respond to any location dispatched to. However, for any response that is not an emergency such as a service call the emergency vehicle should not respond out of its district unless specifically requested or has been approved by the district chief (or designee).

POV (Personally Owned Vehicles)

All members of the Hampton County Fire/Rescue Department when responding to an incident MUST obey all driving laws with **NO EXCEPTIONS**. The Hampton County Fire/Rescue Department will not furnish any warning lights for POV's. If the member chooses to purchase emergency warning lights for his/her vehicle the vehicle will not be covered under any insurance on behalf of the department and the department will not be liable for any damages. The department recommends that the member choose NOT to install warning lights in his/her vehicle, for the vehicle is not an emergency vehicle. The Hampton County Fire/Rescue Department **WILL NOT** be responsible or liable for any damage to any vehicle.

Response in POV:

Any member of the Hampton County Fire/Rescue Department may respond to any response within their assigned district. The member should respond to his/her station unless granted permission by the District Chief or his/her designee.

- A. No member of the Department may respond outside his/her district unless the following apply.

- 1) Your station or units from your station are specifically requested.
- 2) You are in the immediate area and can provide vital care or information to the responding units.

If you (a member of the department) are in the immediate area of a dispatched emergency incident you may respond. The member must be able to provide the appropriate care/tasks for that particular incident. If the member cannot provide the appropriate care/tasks then the member **MUST** not respond. (Example: If a hazmat call is dispatched and you have no hazmat training **DONOT** respond) The members responding outside of his/her district **WILL NOT** cancel any unit responding. The member may advise the responding units of the status of the incident and/or recommend that some of the units to be canceled however at least one unit must respond for incident report information. Once the units have arrived the POV member must give all information to the Officer/senior firefighter unless he/she are granted to have command by the first arriving unit. If the member is not taking command, at this time he/she **MUST** check with the commander to see if there are any tasks for them or if they can clear the call. The member must check into the ICS once command has been established. If a member arrives on a incident without any units being dispatched the member should first notify dispatch. If the member performs any fire/rescue related task the member should request for the fire department to respond. This will insure adequate manpower, equipment and proper documentation.

NOTE: IF THE FIRE/RESCUE DEPARTMENT IS NOT REQUESTED THEN YOU (A MEMBER OF THE FIRE/RESCUE DEPARTMENT) WILL NOT BE COVERED UNDER THE INSURANCE IF AN ACCIDENT WERE TO OCCUR!

- B. If a member of the Fire/Rescue Department is out of their district and their station is dispatched to an incident the member may respond if he/she can provide manpower or provide care before other trained personnel could arrive.

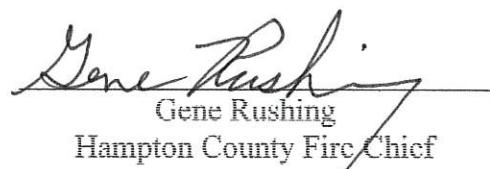
1) The following are examples where a member can respond.

- There is a report of a structure fire. (the member can respond for manpower because of lengthy fire ground operations)
- There is a MVA with a landing Zone requested. (the member may respond because of the manpower needed and because an immediate response is not warranted due to an average 20 minute arrival time for most helicopters)

2) The following are examples where a member should not respond.

- There is a medical call dispatched in the member's district. The member if responded would not arrive before the medic unit or before the fire apparatus. **THE MEMBER SHOULD NOT RESPOND IN THIS SITUATION.** (the member would not be able to provide vital care because personnel of equal or higher training would arrive before them)

***NOTE:** Each member should use common sense when responding to an incident. If the member cannot change the outcome of the incident or provide vital/immediate care to an incident the member should not put themselves in danger by responding to the incident or further more put the public in danger by their actions. **REMEMBER YOU ARE NO HELP IF YOU DO NOT ARRIVE SAFELY!!**



Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

1.4.01

Date Created:

6/30/08

Effective Date:

8/7/2008

Date Revised:

Subject:

Fire Explorer Program

Page 1 of 4

SCOPE: All Fire/Rescue personnel including all Fire Explorer cadets.

PURPOSE: This program is designed to introduce the explorer to the fire service. This program will hopefully train and educate the explorer to pursue a career as either a volunteer or career firefighter.

GOAL: The ultimate goal of this program is to have the explorer become a firefighter once they become 18 and be an effective citizen.

PROCEDURE:

Mentor: All stations must have a minimum of 1 mentor with a maximum of 2 mentors. This mentor will be the "guardian" over the fire explorers. If a station does not or cannot find a mentor within the stations personnel then the station will not be allowed to have any fire explorers participating with their station.

- 1) The mentor will be responsible for the needs of the fire explorer. This would include equipment, paperwork, etc.
- 2) The mentor is responsible for insuring that the explorer understands the guidelines of the department and that he/she follows them.

Fire Explorer Application: All Fire Explorers must complete an application before he/she can be a part of the department. This application would include a standard HCFR application in addition to a Fire Explorer application form. These forms are to be completed and delivered to the HCFR Headquarters Office to be approved. ALL APPLICANTS MUST BE AT LEAST 14 YEARS OLD.

Equipment: The Fire Department will provide each Fire Explorer with a black helmet including goggles, hood, coat, gloves, pants, suspenders, boots, pager, and safety vest. The equipment officer issues these items after the Fire Chief approves the Fire Explorer and pending that turnout gear is available. To respond to fire calls the Fire Explorer must have his entire turnout items identified above. Once issued turnout gear, the Fire Explorer is expected to keep the turnout gear stored in a safe place and is to keep the gear out of sunlight. The Fire Explorer is expected to keep the turnout gear dry. Once the gear is dirty the Fire Explorer is expected to clean the turnout gear per the cleaning instructions.

- 1) If a Fire Explorer is not 16 years old or older the Explorer will only be issued a black helmet including goggles, gloves, and a safety vest.

Attendance: Due to the fact this program depends on explorer participation, it is highly recommended the explorer not miss a meeting. The department requires each explorer to attend fifty percent of called meetings. Fire Explorers are encouraged to attend fire calls when they are available. Fire Explorers are not allowed to attend fire calls after 10:00 PM during school nights. School nights are Sunday, Monday, Tuesday, Wednesday, and Thursday. This does not apply during the school year if the next day is a student holiday.

Participation: It is our personal and professional belief that every explorer must be prepared to carry on a conversation on the fire topic or participate in an activity on the fire topic. Participation, interaction and discussion help provide for a better setting and give the explorers the opportunity to express their views. It is also our belief that explorers do not need to be afraid to contribute to the program because they are the program. Interactive learning will be utilized so explorers can get more involved in learning.

Expectations: We expect each explorer to work to the best of their ability. We expect you to attend fire calls when you are available, attend monthly meetings of the fire program, attend your school and maintain an overall average of 80 in school. You are expected to not have a discipline record in your school. Academic and discipline records will be checked every nine weeks or six weeks based on the school's academic calendar. If a Fire Explorer is not meeting the academic or discipline standard when checked, the explorer will automatically be required to turn in his or her equipment and not be allowed to participate in fire department or fire explorer activities until the next nine or six week report and have met the fire department standard for academic and discipline performance.

School Performance: All Explorers must maintain at least an 80 average in school. Failure to do so may result in actions by the Fire Chief. In the event that an Explorer is lacking the skills necessary to maintain a 80 average, the Explorer may request tutoring from the Fire Department Firefighters who may be available to tutor students in various subjects at no charge.

Collateral Reading: Information should be found in the department library and public library to help explorers learn about different topics in firefighting. Magazines such as Firehouse, Fire Engineering, and Fire Rescue are a great resource. Internet web sites such as www.firehouse.com, www.sconfire.com, and www.scfiremen.org will be available and should provide the explorer with supplemental information on the subjects covered.

SCFA Training: The explorer will be allowed to attend the OSHA 1152 class if he/she are at least 16 years of age. The explorer must submit an application for this class and insure that he/she will be able to attend. The explorer upon successfully completing this course will be certified when he/she turns 18 years of age. The SCFA will not issue a certificate until he/she is 18 years old.

Station Policy: Each explorer is encouraged to spend time at the station. Explorers are not to interfere with the day-to-day operations of the fire department.

Driving to an Incident: When responding to a fire call the explorers or persons bringing an explorer to a fire call are not allowed to break or disregard any traffic laws. Violation of this policy will lead to immediate dismissal. Explorers are not allowed to purchase or use any type of warning lights, red lights, strobes, or sirens. Violation of this policy will lead to immediate dismissal.

Incident Operations: The explorer will be limited to the duties that he/she can perform. NO explorer will participate in any type of "real life" fire suppression or rescue activity. The following are activities an explorer may participate in.

- 1) Any training activity that does not require any specific or technical training.

- (Such as rolling hose, hose loads, hose lays, equipment operation, PPV, etc)
- 2) The explorer may ride in the apparatus however, if the apparatus are responding to an incident the seats are to be filled with firefighters if available. NO explorer will take a seat or prevent a firefighter from responding to the incident.
 - 3) If the explorer is 16 years old and has successfully completed the OS11A 1152 class then he/she may begin exterior fire suppression activities during emergency incidents. This is only allowed under the direct supervision of a certified firefighter.

RULES:

- 1) A Fire Explorer is not allowed to use tobacco products while visiting the fire station, on a fire call or representing the fire department.
- 2) A Fire Explorer is not allowed to use profanity while visiting the fire station, on a fire call, or representing the fire department.
- 3) A Fire Explorer is not allowed to violate any traffic laws responding to a fire call or participation in a fire department activity.
- 4) A Fire Explorer is not allowed to have or use any warning lights or siren when responding to a fire call or participating in a fire department activity.
- 5) A Fire Explorer is not allowed to use alcohol products while visiting the fire station, on a fire call, or representing the fire department.
- 6) A Fire Explorer is not allowed to use illegal drugs while visiting the fire station, on a fire call, or representing the fire department.
- 7) Explorers shall wear appropriate clothing for activities as per the Fire Chief.
- 8) Explorers are under the direct supervision of the station mentor.
- 9) No Explorer shall operate any city or county-owned vehicle.
- 10) Explorers riding in the fire department vehicles must be seated and wearing seat belts.
- 11) Explorers may participate in public education programs.
- 12) Explorers shall only participate in inspection activities as an observer.
- 13) No Explorer shall participate in interior firefighting activities.
- 14) No Explorer shall climb an extension ladder longer than twenty-four (24) feet.
- 15) No Explorer shall participate in exterior firefighting activities without direct supervision of a certified firefighter.
- 16) No Explorer shall participate in salvage and/or overhaul operations without direct supervision of a certified firefighter.
- 17) No Explorer shall wear a SCBA unless they are participating in the OSHA 1152 class. Then they are allowed to wear a SCBA only for the class activities.
- 18) No Explorer shall participate in vertical ventilation operations at any time.
- 19) Explorers can only assist on medical emergencies to the level of their training and certification.
- 20) The Explorer must carry training and/or certification cards.
- 21) No Explorer shall participate in any rescue operation with no exceptions.
- 22) No Explorer shall operate powered hydraulic rescue tools or equipment on any emergency scene.
- 23) No pagers at school.
- 24) No dismissal from school for any firefighter activities.

Punishment: It will be the duty of the mentors to investigate any charges of misconduct and make a report to the Fire Chief. Final Punishment is the decision of the Fire Chief.

The basic mission of all members will be a basic understanding of the operation procedures of the Fire

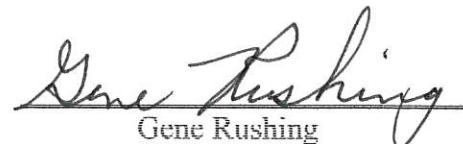
Department. While much of the knowledge gained by the Explorers is received through training and attending meetings, nothing can replace the valuable information experienced while training at the fire stations. However, it is critical to note that the Explorer Program is an earned privilege and not a right. To ensure that this privilege continues Explorers must follow all of the rules and regulations.

Below are a few basic thoughts that may make this process, as well as life in general, easier and more enjoyable.

- Get your education first and foremost. You have the rest of your life to ride fire trucks!
- If you don't know, ASK! (Remember there are not stupid questions)
- If you do know, then don't be a wise guy. Just give a polite answer.
- If there is any doubt about whether you are breaking a rule and may get in trouble, then you probably are. Save yourself the grief, don't do it.
- Always be polite; say please and thank you. Respect the firefighter, they have earned it.
- Never stop learning; your greatest strengths is your passport to career fulfillment.
- Never be without a personal and professional goal!

Remember: You may experience things in this profession that may effect your emotions or may be stressful. Don't be afraid to call your Mentors or talk to the firefighters at the station about something that troubles you.

UNDER NO CIRCUMSTANCES ARE EXPLORERS ALLOWED TO ENTER A BURNING STRUCTURE PRIOR TO THE CONTROL TIME! Once the company officer feels the emergency scene is safe, he/she may allow an Explorer to enter and assist with clean up or salvage and overhaul. At no time shall an explorer be left unsupervised. This may be either by the company officer or his designee. (NOTE: If an Explorer is conducting overhaul, he/she must be in full protective gear, and the atmosphere must be suitable for breathing without a SCBA)



Gene Rushing
Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines				SOG # 1.5.01
Date Created:	03/01/09	Effective Date:	07/02/09	Date Revised:	
Subject:	Placing a emergency vehicle “out of service” due to mechanical problems				<i>Page 1 of 2</i>

Purpose: Ensure that fire apparatus are safe to operate by identifying a list of major defects that would render a vehicle unsafe to operate.

Scope: All personnel within the Fire/Rescue Department and the Hampton County Maintenance Department.

General: This guideline is to establish a basic standard of when a vehicle is to be taking “out of service”. This guideline is only a “guideline” and at any point a vehicle maybe unsafe do to any reason, immediately take the vehicle “out of service”.

Taking the vehicle “Out of Service”: When a vehicle has been determined that it is unsafe for operation the vehicle must be taken “Out of Service”. At this time, the vehicles ignition key should be removed (if equipped) and a sign stating “OUT OF SERVICE” should be placed on the steering wheel. The hood should be left open where everyone will know that the apparatus is “out of service”. This is only if the vehicle is housed inside a Fire Station Bay and the station height allows. If a vehicle is not housed inside then the vehicles key must be removed (if equipped) and a sign must be placed on the steering wheel stating “OUT OF SERVICE”.

- 1) Once the vehicle has been taken “out of service” the District Chief or his/her designee must be notified of the problems.
- 2) The Fire Chief or his/her designee must be notified to provide vehicle replacement or coverage while the vehicle is “out of service”
- 3) The Maintenance Department must be notified of the problems for repair. (See Maintenance Department Section)
- 4) A Maintenance Form Request must be filled out completely specifically indentifying the reasons why the vehicle was taken “out of service”. This form must be given to the Maintenance Department.
- 5) Dispatch must be notified of the vehicle that is “out of service”.

Mechanical Defects:

The operator of any apparatus shall have the authority to place the apparatus out of service whenever one or more of the following defects are discovered:

1. A failure of the braking system that results in the vehicle being difficult or impossible to stop.
2. A failure of the windshield wipers during inclement weather.
3. A failure of the headlights, tail lights, or brake lights.
4. Flat tire or unsafe tire condition. (Example: bulge in sidewall, tread wear etc)

5. Inability to engage or operate the pump.
6. A failure of the steering system that results in hard or unsafe handling. (Example: loss of power steering, etc)
7. A failure of the coolant system that causes the engine to overheat.
8. Battery-alternator or electrical system failure that prevents the vehicle from being started.
9. Any defect that if not immediately corrected would cause further damage to the apparatus or would endanger the lives of the general public and personnel assigned to the vehicle.

Placing the vehicle “in service”: At any time a vehicle can return to normal service if any of the following apply.

1. The problem has been repaired or resolved and the Maintenance Department determines that the vehicle is ready for normal service.
2. The Fire Chief deems the vehicle is ready for service.
3. The District Chief has approved in-house repairs after the vehicle was taken “out of service”.
NOTE: If in-house repairs are made the District Chief must approve them and all repairs must be noted on the Maintenance Request Form, which should be delivered to the HCFR Headquarters.

Hampton County Maintenance Department: The maintenance department can be contacted via radio using the call sign “Maintenance 1”.

1. If the vehicle is found to have a defect that will render it “out of service” during normal business hours (8am-5pm, M-F) the Maintenance Department can be contacted via radio or at the maintenance shop (803) 943-2948.
2. If the vehicle is found to have a defect that will render it “out of service” after normal business hours (8am-5pm, M-F) and is considered **repairable** at that time, contact the Maintenance Department immediately.
3. If the vehicle is found to have a defect that will render it “out of service” after normal business hours (8am-5pm, M-F) and is considered **irreparable** at that time, do not contact maintenance. The Fire Chief or his/her designee must be notified and he/she will notify the Maintenance Department as soon as the appropriate repairs can be made.
4. If the Maintenance Department cannot be contacted via radio or the maintenance shop phone, notify the Fire Chief or Dispatch, for they can contact the Maintenance Department at any time.

NOTE: Before notifying the Maintenance Department after hours, contact the Fire Chief or his/her designee to insure of their availability.



Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

1.6.01

Date Created:	07/6/11	Effective Date:	10/05/11	Date Revised:	
Subject:	Nitro Strike Foam Extinguisher				Page 1 of 2

Scope:

All fire suppression personnel.

Purpose:

This SOG is to provide information on the use, inspection, recharging, and locations of the Nitro Strike foam extinguishers.

General:

The Nitro Strike Model # NS002 Extinguisher can be used on any Class A (Ordinary), Class B (Flammable Liquids), Class C (Electrical), Class D (Combustible Metals), and Class K (Cooking media) fires. The NS002 extinguisher is non-corrosive, biodegradable, non-toxic, No CFCs, and is safe to breath/touch.

In addition, the NS002 per manufacture can cool a fire from 1200°F to 127°F in approximately one second.

Inspection:

The NS002 extinguisher should follow the recommendations of other fire extinguishers. This includes.

- 1) Inspection after each use.
 - 2) Monthly inspection.
-
- A) Each inspection should include ensuring product is still in the extinguisher by flipping the extinguisher upside down. (You should fill the liquid inside the extinguisher move around)
 - B) Check pressure gauge for correct pressure in Nitrogen tank. (Valve must be turned on to check pressure, should be in the green area of the gauge)
 - C) Check for leaks while system is pressurized.
 - D) Clean exterior of extinguisher from any foam or debris.

Recharging:

HCFR personnel can easily recharge the NS002 extinguisher if supplies are available. If the nitrogen cylinder has been exhausted a new cylinder can be picked up at the Headquarters Office. The following are the steps in order to refill the extinguisher.

- 1) Remove the top off of the extinguisher case.
- 2) Remove the nitrogen cylinder and the water container.
- 3) Remove the top from the water container.
- 4) Rinse and clean the water container and all areas of the extinguisher to remove dirt and excess foam residue.

- 5) Fill the water container with 2 US gallons of clean water.
- 6) Pour 1/2 container of Fire Aid (2 pints) into the water container.
- 7) Replace nitrogen cylinder with new cylinder if needed.
- 8) Attach all hoses and tops back onto containers and ensure tightness. (Open nitrogen valve and look/listen for leaks)
- 9) Place both cylinder and container back into case and install case top.
- 10) Fire Extinguisher is ready for use.

USE:

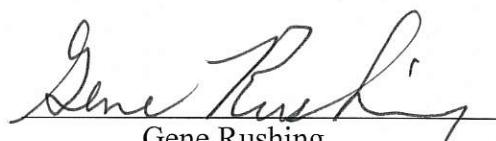
The NS002 can be used at any time that personnel believe that the use of the extinguisher will be safe for personnel and can prevent injury or further damage to property. Remember the NS002 has a rating of 2A and 10B when properly charged. This means it should be limited to a 10' by 10' area of ordinary combustibles or 25 square feet of flammable liquids. The NS002 can shoot a foam stream up to 35 feet for as long as 1-1/2 minutes with an expansion ratio as high as 40:1. The NS002 can produce up to 80 us gallons of foam per use. The following method can be used to use the NS002

- O** Open the Nitrogen Valve
- P** Pull the safety device
- A** Aim the nozzle
- S** Squeeze the trigger
- S** Sweep at the base of the fire

Location:

Currently the NS002 extinguishers will be located on the following units.

County 1
Engine 15, 35, 45, 85, 95, 125
Rescue 1, 2, 3



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Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

1.7.01

Date Created:

Effective Date:

Date Revised:

Subject:

Chaplaincy Program

Page 1 of 4

Mission Statement

The First Amendment to the Constitution of the United States reads in part: “Congress shall make no law establishing religion, or preventing the free exercise thereof.” While there has been much talk about the establishment clause; separating government from religion, military, police, firemen, and even hospital workers are prevented from the free exercise of their religion by scheduling shift work, hazardous and inaccessible locations, and of course “natural events.” In order to provide for the free exercise part of that right, Congress has established, and the Supreme Court of the United States has affirmed the policy of Chaplaincy, believing that God is the answer to man’s dilemma, the HCFR Chaplain bears witness to the love and power of God through pastoral care to Fire/Rescue Department employees and the people they serve. This pastoral care is offered to all people, regardless of race, sex, culture, creed, or religion. The HCFR chaplain should be led in his or her own faiths in God’s reconciling love to be available and ready to serve those in need. The Chaplain’s ministry provides a source of strength to the Fire/Rescue Department employees (and their families), and the community.

Fire Chaplain Ethics

Society today is very much aware of ethics. Everyone is called upon to account for his/her personal life and for his/her performance of duties. Therefore, the following are the Canons of Ethics for Hampton County Fire/Rescue Department Chaplains.

Article 1: PRIMARY RESPONSIBILITIES FOR THE HCFR CHAPLAIN

The HCFR chaplain must represent to all members of the department morality, justice, fidelity, and peace. Therefore, to all he/she shall discharge his/her duties to that end.

Article 2: DUTY TO BE WELL VERSED IN MORAL LAWS AND DEPARTMENTAL REGULATIONS

The HCFR Chaplain shall apply himself/herself to a greater understanding of moral laws (including ethnic differences) and department regulations, as well as the ethics by which he/she must live and guide others.

Article 3: UTILIZATION OF PROPER MEANS

The HCFR chaplain shall be mindful of his/her responsibility to pay strict heed to the selection of proper means on the discharge of the Chaplain’s office. Violating the laws of God and/or department regulations may instill in the minds of departmental personnel and the public these dispositions. The employment of improper means, no matter how worthy the end, is certain to destroy all respect toward the Chaplain. If laws and regulations are to be honored by others, the Chaplain who represents morality and justice must honor them.

Article 4: COOPERATION WITH DEPARTMENT AND RELIGIOUS OFFICIALS IN THE DISCHARGE OF DUTIES

The HCFR Chaplain shall cooperate with department and other religious officials in the discharge of his/her duties regardless of religious affiliation. The Chaplain shall be meticulous in guarding against the use of his/her office or person in a way that may bring disrepute to himself/herself, Fire Department Chaplaincy, or the department. In any situation open to question, the Chaplain shall seek counsel from the respective religious and/or department authority.

Article 5: CONDUCT TOWARD THE COMMUNITY

The HCFR chaplain, in performing his/her duties shall inevitably deal with members of the community. The Chaplain shall on these occasions perform ministerial services in such a manner as becomes the office of Chaplain. The Chaplain will give service to the community where he/she can without interfering with Fire/Rescue Department procedure or infringing on the ministry of others. While dedicated to the service of Fire/Rescue Department personnel and their families, the Chaplain also has a responsibility of service to all humanity.

Article 6: PROFESSIONAL CONDUCT OF FIRE/RESCUE DEPARTMENT CHAPLAIN

A: PRIVILEGE: Because of the nature of the information received in personal counseling and through confidential reports or observations, the HCFR Chaplain will maintain strict professional privilege in these matters.

B: OTHER CHURCHES: The Fire/Rescue Department Chaplain's own personal convictions do not give him/her the right to distain the faith of others nor attempt to proselytize them for his/her own church. The Chaplain shall strive for an unbiased understanding of all faiths and be acquainted with their liturgies. The Chaplain shall conduct himself/herself in a manner that will foster great fellowship with churches other than his/her own and will attempt to win the good will of all.

C: FAVORS: The Chaplain bears the heavy responsibility to foster integrity and honor within the department. The Chaplain shall guard against placing himself/herself in a position in which any person can expect special consideration through him/her or in which the public can reasonably presume that special consideration has been given.

D: PROFESSIONAL ATTITUDE: The chaplain shall always discharge his/her duties with a feeling of serious responsibility. By diligent study for self-improvement and dedicated service toward Fire/Rescue Department personnel, he/she shall strive for effective moral leadership and high-spirited morale. The Chaplain shall appreciate the importance and the responsibility of the department and hold his/her office as essential in assisting all officers to render valuable service to the department and community.

Chaplains Qualifications and Qualities

A HCFR Chaplain should be an ecclesiastical certified person in good standing and endorsed for HCFR Chaplaincy by a recognized religious body with a minimum of one (1) year experience in ministry.

A HCFR Chaplain should be able and willing to be carefully screened by local authorities.

A HCFR Chaplain should be available to serve on a 24-hour call basis, determined and governed by the Senior Fire Department Chaplain and/or Fire Chief.

A HCFR Chaplain should manifest a broad base of experience and professional ministry, emotional stability and personal flexibility.

A HCFR Chaplain should be tactful and considerate in approaching all people regardless of race, sex, culture, creed, or religion.

A HCFR Chaplain should be willing to become involved in training programs that enhance ones efficiency in meeting and dealing with people in crisis and should be familiar with community medical, psychiatric and other helping resources in the local area.

HCFR Responsibilities

The rank of “CHAPLAIN” shall be given to those functioning as a Chaplain.

Issue any equipment necessary to discharge the Chaplain’s duties. (Uniform, badge, ID, Duty Rosters, County Map Book, etc.)

Provide Workman’s Compensation insurance while functioning as a Chaplain.

Allow Chaplains to attend training courses offered by the department so chaplains better understand the job of Officers and Fire Fighters.

Give full support to the Chaplaincy program.

RESPONSE

The initiation of a response of the Chaplain may be initiated in two ways:

1. Self-Dispatch: The Fire/Rescue Department Chaplain may self-dispatch to any incident where he/she deems there to be a potential to provide services to either response personnel or the customers we serve. (Examples are when the HCFR request mutual aid, damage to a home that will displace the residents, any death or serious injury on scene, etc.) When the Chaplain is self-dispatched, he/she shall immediately report to the IC with his/her accountability tags.

2. Requested via the IC: The IC may request a Chaplain response any time the needs of the incident indicate support services are needed for either our personnel or our external customers. This request may be made via the FD pager system, via radio or by phone.

The HCFR Chaplain has been assigned the radio designation of “Chaplain #”

Dispatchers Responsibilities

Central Dispatch will contact Chaplain One (Senior Chaplain) for the following type of calls:

- Any calls that has a DOA
- Any injury to personnel on scene

- Any call that the IC on scene needs or wants a chaplain for
- When the dispatcher contacts the Senior Chaplain for these types of calls, at that time the Senior Chaplain will then respond or send a chaplain to the call if needed.
- When the IC on scene has asked for that Chaplain to respond, dispatch should get the following information from that IC to pass on to the Senior Chaplain. Type of Call, Reason for Chaplain to respond, Who is the IC so that the Chaplain can check in with them, If possible a contact number.

CONTACT INFORMATION FOR HAMPTON COUNTY FIRE/RESCUE CHAPLAIN

RADIO CALL SIGN: CHAPLAIN ONE

JAMES W. LEWIS, SR.

(843) 729-0833 CELL (1ST CALL)

(803) 571-5534 CELL (2ND CALL)

(803) 625-0917 HOME (3RD CALL)



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Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines				SOG # 1.8.01
Date Created:	04/2013	Effective Date:	02/01/2014	Date Revised:	
Subject:	Storm Mode				Page 1 of 2

PURPOSE: To establish a response guideline during adverse weather conditions.

SCOPE: Operations Division

GENERAL:

During adverse weather conditions it is normal for the department to respond to numerous incidents regarding sparking electrical lines, trees in the roadway, lightning strikes, etc... During these conditions the Dispatch Center is overwhelmed with 911 calls and radio traffic. Because of this increase, the department may have to implement "Storm Mode" operations. Storm Mode will alleviate some of the communication volume from the Dispatch Center and allow fire/rescue personnel to manage, record, and dispatch fire crews to emergency incidents.

STORM MODE

Storm Mode maybe implemented at any time when adverse weather conditions are expected (hurricane, flood, tornado, severe thunderstorm, etc...) or when the call volume exceeds the capabilities of the Dispatch Center.

Notification
When Storm Mode is implemented an "All-Call" Tone will be broadcasted across the Radio System. Information will follow regarding the effected districts, and instructions for personnel.

Assignments
During "Storm Mode" the Districts will be separated into two larger districts known as District 1 & 2. The following stations will be the assigned districts.
District 1: 10, 50, 60, 90, 70
District 2: 20, 30, 40, 80, 12

Guideline

- 1) When the Storm Mode is implemented all personnel shall report to his/her assigned stations and prepare for roll call.
- 2) Each Station shall have a Storm Mode Coordinator. During Storm Mode this coordinator will receive information/incidents from the dispatch center and then dispatch the available units to those particular incidents. This coordinator will serve as the Command Officer for that particular District.
- 3) Roll Call will be initiated by the Coordinator. Each District Chief or his/her designee shall be prepared to answer the roll call on their assigned radio channel. Information should include units with names of assigned personnel.

- 4) All radio traffic shall be conducted on your assigned channel. At no time should any unit use the Fire Dispatch Channel unless there is an immediate Safety Issue and the unit cannot make contact with their assigned Coordinator.
- 5) The Coordinator shall record the following
 - A) Incidents with an approximant dispatch time
 - B) Unit and Personnel accountability
 - C) Logistic Needs
- 6) The Supervisor/ Officer of each unit shall record the following
 - A) Incidents responded to including times
- 7) If needed the Coordinator may assign Sector Officers to specific locations if the call volume exceeds his/her capabilities.
- 8) During all incidents the Coordinator shall be treated as "Dispatch". All units shall provide all information that would normally be given to Dispatch to the Coordinator. Then the Coordinator shall relay this information to the appropriate personnel/agency (Dispatch, EOC, etc...)
- 9) If a unit is requested from one Coordinators Command to another the original Coordinator shall note that the unit has been reassigned to the other Coordinator. At this time the unit shall report to the newly assigned Coordinator until released/reassigned.

TERMINATION

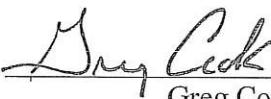
Storm Mode may be terminated by the Coordinator at any time.

Considerations should include:

- 1) Call Volume
- 2) Volume of Communications
- 3) Incidents that are still active (if storm mode is terminated during an active incident the Coordinator must confirm with the on scene IC that it is understood the IC must now report to Dispatch)
- 4) Storm Locations (any future storms moving through the area)

Once the Coordinator has deemed that Storm Mode may be terminated he/she shall notify all assigned units under his/her command notifying them that Storm Mode has been terminated and to resume normal operations.

The Coordinator must then notify Dispatch to broadcast the "All-Call" Tone advising that Storm Mode has been terminated and all communications shall resume as normal.



Greg Cook
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

1.9.01

Date Created:

05/27/2014

Effective Date:

10/01/2014

Date Revised:

Subject:

“Wet Water 1:1000” by Share Corporation

Page 1 of 1

Scope: Operations Division

Purpose:

This SOG is to provide information on the use and applications of “Wet Water”.

Definitions:

Wet Water: Term used to identify a type of Class A foam. This chemical is mixed into the water streams/tanks to reduce the surface tension of water. By reducing the surface tension it allows water to penetrate deeper into burning materials.

General:

The WET WATER 1:1000 is a Biodegradable, Non-Ionic, Non-Corrosive additive. The Wet Water 1:1000 increases the effectiveness and coverage of water. Wet Water 1:1000 is recommended on smoldering fires such as brush/grass fires, clothing, bedding, upholstery, paper, cotton, etc...

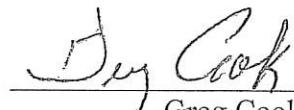
Procedure:

Usage

- 1) Wet Water 1:1000 should only be used per the request of the Incident Commander.
- 2) Wet Water 1:1000 should only be used after “plain water” has been attempted with minimal to no results.

Mixture

- 1) Wet Water 1:1000 may be poured into the truck tank. (This additive is not corrosive and should not affect the apparatus even if the mixture is not completely dispensed)
- 2) Wet water 1:1000 may also be utilized in the portable tank. The recommended ratio should be maintained at the 1:1000 or 1 gallon to 1000 gallons.
- 3) Wet Water 1:1000 should not be applied by the use of an inductor.



Greg Cook
Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines				SOG # 2.1.01
Date Created:	10/09/06	Effective Date:	10/04/2007	Date Revised:	
Subject:	Incident Command System			<i>Pages 1 of 4</i>	

PURPOSE:

The purpose of the Incident Command System (ICS) is to control personnel, equipment, and communications at an incident scene to insure safety for all personnel.

SCOPE: All Personnel

PASSPORT ACCOUNTABILITY SYSTEM:

The Passport Accountability System is a system that utilizes helmet shields, passports, nametags, truck boards, secondary check-in passports, POV boards, and status boards to track the assignments of the commanders, teams, and individuals at an emergency incident. The Accountability System must be implemented per SOG # 2.3.01

POSITIONS IN THE INCIDENT COMMAND SYSTEM:

A. Incident Commander (IC) or the Unified Command (UC)

The IC or UC is responsible for all aspects to the response, including developing incident objectives and managing all incident operations. The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain the IC's. Some of the more complex responsibilities include:

1. Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
2. Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively.
3. Determine incident objectives and strategy to achieve the objectives.
4. Establish and monitor incident organization.
5. Approve the implementation of the written or oral Incident Action Plan.
6. Ensure adequate health and safety measures are in place.

B. Command Staff

1. Information Officer

The Information Officer role is to develop and release information about the incident to the news media, incident personal, and other appropriate agencies and organizations.

2. Liaison Officer

The Liaison Officer's role is to serve as the point of contact for assisting and coordinating activities between the IC/UC and various agencies and groups. This may include Congressional personnel, local government officials, and criminal investigating organizations and investigators arriving on the scene.

3. Safety Officer

The Safety Officer's role is to develop and recommend measures to the IC/UC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer also develops the Site Safety Plan, reviews the Incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls.

C. General Staff

1. Operation Staff

The Operation Staff is responsible for all operations directly applicable to the primary mission of the response.

2. Sector Officer

The Sector Officer (SO) is responsible for the safety and accountability of personnel in an assigned area by the IC/UC. The SO is part of the Operation Staff.

3. Water Supply Officer

The Water Supply Officer (WS) is responsible for the coordination, accountability, and safety of the personnel and equipment involved in the water supply operations. The WS will be located at the dumpsite or a specific location assigned by the IC/UC. The WS is part of the Operation Staff.

4. Staging Officer

The Staging Officer is responsible for the accountability of personnel and equipment on scene that is available to perform tasks if needed. The Staging Officer is part of the Operation Staff.

5. Planning Staff

The Planning Staff is responsible for collecting, evaluating, and dispersing the tactical information related to the incident, and for preparing and documenting Incident Action Plans.

6. Logistics Staff

The Logistics Staff is responsible for providing facilities, services, and materials for the incident response.

7. Finance and Administrative

The Finance and Administrative Staff is Responsible for all financial, administrative, and cost analysis aspects of the incident.

GEOGRAPHICAL LOCATIONS IN THE INCIDENT COMMAND SYSTEM:

A. Incident Command Post

The Incident Command Post is the location in which primary command functions are performed. The Command Post needs to be in a safe location and is not limited to the emergency scene itself. The Command Post should also have access to all radio communications. The Incident Commander will be located with in the command post.

B. Sector

A Sector is a location designated by the IC/UC. A Sector Officer would also be assigned to oversee the operations in that particular Sector.

C. Staging

Staging is a location that is used to place personnel and equipment that is not assigned a task, however is available to perform a task. The Staging area may or may not be located on the emergency scene.

D. Side

A "Side" consists of letters that designates an exterior side of a structure. The Sides are lettered beginning with the front of the house (address side) and continuing clockwise. "Side A" would designate the front on a structure.

E. Division

A Division is a method of dividing each floor in a multi-level structure starting with the ground floor. "Division 1" would designate the ground level in a structure.

F. Exposure

The Exposure Designation System identifies property based on the exterior side on the structure. The Exposure on the "A Side" of the Structure would be called "Exposure A".

IMPLEMENTING THE INCIDENT COMMAND SYSTEM:

A. The IC should establish a command post at a location that is safe and allows easy access for additional resources.

1. The IC shall name the command post once it is established using geographical names. (Example: Savannah Hwy Command, Carolina Soya Command, Bi-Lo Command)
2. The IC should also advise all units to report to the appropriate operations channel.
3. All incidents will utilize Operations Channel 2 first unless this channel is already in use at another incident.
4. Operations channel 3 will be assigned by the IC and should be used for Water

Supply, Sector Officers, etc. This channel should only be used to aid along with Operations channel 2 unless Operations channel 2 is in use at another incident. If (OPS 2) is not available then (OPS 3) should then be assigned for the primary operation channel for that incident.

5. Operation channel 1 is a repeater based channel and can be used at the IC's discretion. This channel should mainly be used to communicate to other units that are further than 3-5 miles away from the incident. This channel can be used for water supply, medical information, etc. In a case that the other operation channels are not available then this channel can be used for the primary operation channel for an incident. **REMEMBER RADIO RECEPTION WILL BE LIMITED INSIDE STRUCTURES WITH THIS CHANNEL.**

C. The arriving units shall make contact with the IC for instructions and tasks on fire operations channel ONLY.

D. When units arrive on scene personnel shall report to the IC for tasks and accountability. At this time the passports should be given to the IC with the nametags on them.

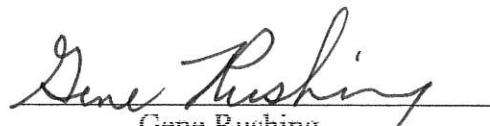
E. After each task is complete each team must report back to the IC via radio (on the fire operation channel) before performing any other task.

F. Personnel arriving in POV's shall report to the IC for team placement and tasks. At this time the POV personnel will be given a helmet shield and will be accounted for.

G. When the incident is complete, all teams and units shall report to the IC for their passports before they can be dismissed.

H. When the scene is complete the IC shall notify dispatch advising that the command post (cxc. Savannah Hwy command) has been terminated.

I. The IC should also advise dispatch who the scene was turned over to (Law Enforcement, Forestry, Home Owner, EMS, etc.)



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Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines				SOG # 2.2.01				
Date Created:	10/01/2007	Effective Date:	10/04/2007	Date Revised:					
Subject:	Rapid Intervention Team/Initial Rapid Intervention Team				<i>Page 1 of 3</i>				
<p>PURPOSE: To establish guidelines for the formation and activation of a Rapid Intervention Team (RIT) in accordance with OSHA, NFPA 1500 and 1710.</p>									
<p>SCOPE: All personnel</p>									
<p>DEFINITIONS: NFPA 1710 defines Rapid Intervention Teams in two categories:</p>									
<ol style="list-style-type: none"> 1. Initial Rapid Intervention Team (IRIT) - Two (2) properly equipped and trained personnel from the initial alarm assignment assigned for rapid deployment to rescue lost or trapped firefighters. 2. Rapid Intervention Team (RIT) - A dedicated team of four (4) properly equipped and trained personnel who are assigned for rapid deployment to rescue lost or trapped firefighters. 									
<p>General: The Incident Commander shall form an IRIT at all structure fires and other emergencies when personnel are required to operate in hazardous areas where respiratory, entanglement / entrapment, crushing or thermal hazards are known or believed to exist.</p>									
<p>The IRIT will consist of a minimum of two (2) preferably three (3) interior qualified personnel (1121, 1152, 1151,).</p>									
<p>The Incident Commander shall consider the experience level of the personnel assigned to the IRIT and compare it to the type of hazard anticipated.</p>									
<p>The Incident Commander shall designate a team leader and staging area for the team. The staging area should be in plain view of the incident whenever possible. The IRIT staging area should be separated from other staging or operations as to minimize distractions, and shall be identified by an orange tarp.</p>									
<p>The Incident Commander may increase or form additional Rapid Intervention Teams as needed, however, when an incident escalates beyond an initial full alarm assignment or when significant risk is present to firefighters due to the magnitude of the incident, the incident commander shall upgrade the IRIT to a full Rapid Intervention Team (RIT) that consist of four (4) fully equipped and trained firefighters.</p>									
<p>Rapid Intervention Teams are a high incident priority! Ideally the IRIT should be designated simultaneously with the commencement of offensive operations. No interior attack can be made until IRIT has been established, with one exception, if a human life can be saved then an interior attack is authorized regardless of the status of IRIT in accordance with NFPA 1500 Chapter 8.17</p>									

PREPARATION:

Personnel assigned to Rapid Intervention duties shall be in full protective clothing; SCBA shall be on, mask hanging. After donning all protective equipment, the RIT staging shall be equipped with the tools essential to rescue:

Minimum equipment:

1 handlight per member	1 RIT BAG OR SCBA W/MASK
1 handheld radio	-1 rescue rope / guide rope (150')
1 set of Tools (Axe, Hooligan Tool)	-2 10' webbing w/ carabiner
	-1 pair of side cutters
	-1 bolt cutters
	-1 Orange Tarp

Additional suggested equipment:

Thermal Imaging Camera	K-12 w/ metal cutting blade
Pike or hook	Pry Bar
Chainsaw	Combi-Tool

After all equipment has been gathered the personnel assigned to Rapid Intervention shall conduct a size-up of the hazard noting, building construction, points of entry, secondary egress, ladder and hose deployment, etc... Upon completion of the size-up the Team will stage and monitor the fireground channel for distress calls from firefighters. The Team shall not move out of its designated area unless instructed to do so by the Incident Commander.

RIT bags shall be located on Engines 25,55,65.

OPERATIONS:

The Team may be used to perform small, quick tasks such as deploy a ladder, set a fan, etc... however, they must be in contact with the IC at all times. The primary function of the RIT is firefighter rescue. The RIT may be deployed to carry out two basic types of operations, the search for and removal of a lost or disoriented firefighter or team, and/or the extrication and removal of an injured or trapped firefighter or team.

The RIT should be activated in the following situations:

- Activation of a PASS device.
- A **MAYDAY** is transmitted (SOP 2.5.01).
- If a team is called several times and fails to respond.
- PAR indicates personnel are unaccounted for.
- Collapse, explosion, etc,

In the event the RIT must be activated, the following steps shall be initiated:

1. The IC will quickly confirm by checking accountability, and establish the last known location.
2. The IC will switch firefighting strategy to only what may be necessary to protect lost members. All

non-rescue essential radio traffic will cease except with the exception of brief transmissions related to fire spread and safety concerns.

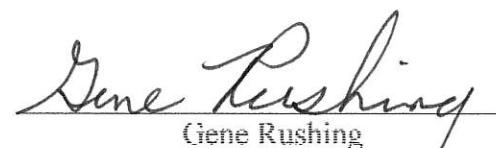
3. The IC will re-conduct a rapid size-up and will order the IRIT to advance only if it is reasonably safe to do so and the possibility of rescue exists.
4. The IRIT shall utilize a guide rope at all times. The guide rope shall be secured to a stationary object outside or in the case of a multi-story building, to an object within a safe haven inside, stairwell etc. and advanced in with the IRIT.
5. The IC will form an additional RIT to cover both the initial number of distressed members and the activated IRIT. Additional resources may need to be called to the scene to accomplish this. It may be necessary to relieve the IRIT after several minutes if the rescue is labor intensive.
6. The IC will immediately determine what ongoing operations are essential to the action plan and all non-essential functions shall cease and these teams shall be evacuated to the manpower pool or staging area.
7. When the IRIT is active in search and rescue operations the IC shall consider calling additional EMS units and assigning a firefighter team to assist with medical care.

MUTUAL AID:

Rapid Intervention Teams, in accordance with this policy, are required regardless of jurisdiction if Hampton County Fire/Rescue Department personnel will be utilized. Upon arrival to a mutual aid request, Hampton County Fire/Rescue Department personnel shall insure that Rapid Intervention has been established before participating in the incident. We should provide our equipment if necessary (spare SCBA and mask or RIT bag).

The RIT bags utilized by the Hampton County Fire/Rescue Department are set up for SCOTT brand SCBA and any other SCBA equipped with R.I.C./U.A.C. (Rapid Intervention Crew/Universal Air Connection) We are capable of using our equipment to save firefighters utilizing other name brands, however if they have no R.I.C./U.A.C., it will require a complete mask change, this is not the preferred method.

Our personnel may be utilized to fulfill the RIT requirements at a mutual aid call, the RIT members shall report to the IC for a briefing upon arrival. They shall also insure that they have a spare SCBA and mask or RIT bag, radio communications, and other equipment that may be unique to the departments participating in the incident. As is the situation with all mutual aid responses, we will not leave until released by the IC.



Gene Rushing
Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines					SOG # 2.3.02
	Date Created: 10/01/2007		Effective Date: 10/04/2007		Date Revised: 09/02/2008	
Subject:	Passport Accountability System					Page 1 of 4

PURPOSE: To establish a safe and effective personnel tracking system at all multi unit emergencies.

SCOPE: All Personnel

GENERAL: The Hampton County Fire Department shall use the modified "Passport Accountability System" to account for all members. The Accountability System tracks individual members of team and their assignment. This system is expandable to include mutual aid teams. Use of this system complies with current OSHA regulation and greatly enhances safety on the fire ground. It shall be the responsibility of the Incident Commander to ensure the Accountability System is fully utilized on the following call types:

Examples

- Structure Fire
- Brush Fire
- Haz-Mat Emergencies
- Smoke in any building
- Fire Alarm of any type
- Mass Casualty
- Response to Terrorism
- Technical Rescue Incidents
- Gas leaks of any type
- Rendering Mutual Aid to any jurisdiction with an incompatible System
- *Any other situation deemed appropriate by Command.*

COMPONENTS: The Accountability System is made up of the following components as defined:

Helmet Marker: A Velcro-backed piece of reflexive material with a sewn in team number or command function used to identify personnel checked into the system. Even numbers indicate a two-member team and odd numbers are usually three-member teams. Helmet Marker can be located in the front or rear of the helmet.

Name Tag: A Velcro-backed plastic tag with a member's rank and last name,

Passport: Approximately 2"x 4" flexible boards made of Velcro and plastic used to identify teams and sectors.

Command/Status Board: A 9" x 14" hard plastic board with Velcro attached. Commanders and Sector Officers use Status Boards to hold Passports of assigned teams and to make notes.

Truck Board: A large plastic board used to form teams at the attack engine.

Secondary Check In: Yellow Passport on dash near officers seat.

POV Board: Small board where Personnel in POV's shall perform their secondary check-in. Initially these boards will be located at the command post. Once Command deems necessary This board should be moved to the initial attack Engine or Rehab.

PROCEDURE: While enroute to the incident Personnel shall check into the System utilizing their truck boards. All personnel will check into the system by placing one nametag on the passport and a second nametag on the Velcro patch on the dash of the apparatus. Personnel arriving in their POV shall park away from the incident and report to the command post to join a team. Their secondary check in shall be done on the POV board. The Driver of the Apparatus shall put his nametag upside down on the passport of his crew and on the dash Velcro patch.

After making their passport, personnel shall then don the appropriate helmet marker. After all members of the team have checked in, the team as a unit shall remain intact and report to command or the on-scene Staging Officer if designated. Team members are required to remain in constant contact with each other and are accountable for each other (buddy system).

The senior member of each team is the Team Leader and shall ensure the team stays intact throughout the entire incident.

All personnel arriving on scene by apparatus or POV shall report to command for assignment. All Personnel reporting to command should try to avoid hindering the IC.

All second due Officers shall check in with Command via radio or in person prior to joining a team. Command may have a need to assign these personnel to sectors.

Personnel should don appropriate protective equipment for the incident type before checking into the system. SCBA's shall be donned prior to checking into the system for all structure fires. In the event that SCBA's are not available members should still check in and don SCBA as soon as it becomes available.

Non-Certified members and other members not qualified to wear an SCBA shall check into the system. These members shall report to the attack engine and wait until told to check-in by the IC. These members will have RED Name Tags to show their Non Certified status.

Tankers will have a passport on dash but no Helmet markers. Command needs only to track tanker drivers by passport. If Tankers are abandoned the personnel from the tankers report to command and check in to a team and then will receive a helmet marker.

All units will have a yellow passport for the secondary check-in. These passports are to remain on the units at all times unless an emergency is declared and the commander requests them. The yellow passports are only for the personnel that responded on that particular apparatus. This will insure that all personnel are accounted for from each apparatus. The name tags are to be placed on the yellow passport just as any other passport with the drivers name upside down.

PERSONNEL ACCOUNTABILITY REPORT (PAR): The system allows for a roll call to ensure accountability. Roll calls shall be initiated:

- prior to a change of operational mode
- after a collapse
- report of lost firefighter
- when deemed necessary by the Incident Commander.

"PAR" PROCEDURES: To perform the PAR the IC will call each sector and team on his/her Status Board and ask if they have PAR. Each sector will check the status of each team working in that sector to make sure they are intact. When sectors have PAR they will report back to Command.

The PAR should be conducted as follows:

"All Units - Command, Stand by for PAR"

"Team One - Command" — "Command - Team One, Team One Has PAR times (x) 3"

"Team Two - Command" — "Command - Team Two, Team Two Has PAR times (x) 2"

After the teams on the IC's board have reported PAR the process will continue with the assigned sectors. It should be conducted as follows:

"Sector Three - Command, Conduct your PAR"

"Command - Sector Three, 10-4 conducting PAR"

"Team Five - Sector Three" — "Sector Three - Team Five, Team Five has PAR times (x) 3"

"Team Six - Sector Three" — "Sector Three - Team Six, Team Six has PAR times (x) 2"

After a Sector Officer has ensured that all teams assigned have PAR, the Sector Officer shall report back to the IC as follows:

"Command - Sector Three, Sector Three has PAR"

TERMINATION: The Accountability System will be terminated in a gradual process after the mitigation of an incident consistent with the manner all incidents are currently terminated.

As mitigation is accomplished and the amount of human resources needed on scene is reduced the IC will assign the unnecessary teams to checkout. Teams sent to check - out will report to the attack engine and replace their passport and helmet-marker and recover their nametags.

It is during this stage of an incident when teams may be re-formed or personnel changed to form special functions such as "Salvage & Overhaul". Non-certified personnel can be teamed with certified personnel to perform these functions at the discretion of the IC.

The Accountability System shall be used to account for teams that will operate in any area where there is a possibility of collapse or is otherwise considered hazardous by the IC or Safety Officer.

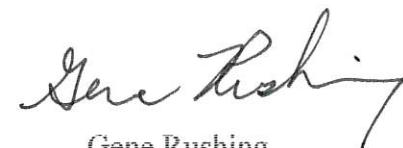
DUAL OR MULTIPLE ATTACK ENGINES: When operating at large structures, complexes, conflagrations, etc., it may not be feasible for every team to report directly to the IC with their passport. In such an instance the team will report to the closest attack engine or Sector Officer.

For example, typical responses to "Bi-Lo in Hampton" places the first due engine in sector three to support the sprinkler system. The IC will most likely be established in sector one. It would not be feasible to have the personnel in sector three to form a team and hand their passport directly to the IC. Rather they should form a team and hand their passport to the Sector Three officer who should be established remotely from the command post.

RECEIVING MUTUAL AID: When receiving mutual aid, the responding companies will be checked into our system. It will be necessary for the IC to assign someone to brief the companies on our system and ensure they are properly checked in.

The backup system will be created on paper and consist of a list of each team with respective members.

Hampton County EMS: Hampton County Medic units will have passports and their personnel will be issued nametags. They will check into our system when we have the system in use. EMS 1, the shift supervisor or the crew chief shall be present at the command post.



Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines				SOG # 2.4.01
Date Created:	10/01/2007	Effective Date:	10/04/2007	Date Revised:	
Subject:	Scene Size-Up			Page 1 of 2	

PURPOSE: To provide a policy and procedure on the requirements for a first arriving unit to give an accurate and quick initial scene size-up.

SCOPE: All personnel

General:

POLICY

The Hampton County Fire/Rescue Department shall use the following procedure in training and at emergency incidents to ensure all personnel have an understanding when giving or listening to an initial scene size-up.

PROCEDURE

The Hampton County Fire/Rescue Department has adopted the following procedure in giving an initial scene size-up at incidents. It is designed to give a brief, but thorough description of the incident at hand. Then followed up by a more accurate on going scene assessment. This brief size-up should be done from the apparatus after you have arrived on scene. It should be done in 5-10 seconds.

5-Step Method

1. Notify on scene and **confirm** address;

"Engine 95 10-23 955 Yemassee Hwy."

2. Describe type of building or event;

COMMERCIAL

RESIDENTIAL

A. # Of stories

A. # Of stories

B. Commercial Building

B. Single or Multi-family dwelling

* or use the building name itself if it is a landmark building, i.e. Brunson Laundry, Nevamar, Dr. Tire etc.

"Have a 2 story commercial building."

3. Describe type and intensity of obvious conditions;

- A. Nothing showing
- B. Smoke showing
- C. Fire Showing

Phrases such as heavy fire showing, or a (%) percentage involved are inaccurate and sometimes misleading descriptions. Use terms like, *"fire showing from the first floor, or smoke showing from the roof"*

4. Assumption of command/fire ground channel;

- A. Use of descriptor for command, i.e. Yemassee Hwy Command or Altman Rd. Command
- B. Location of Command

"Engine 95 will be Yemassee Hwy Command on Side A, have all units go to Ops 2."

5. Mode of operation;

Based on conditions present;

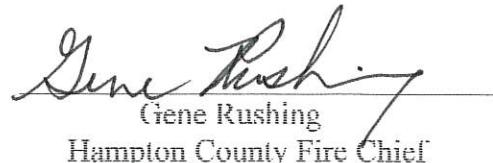
to include conditions, probabilities, experience, resources, education and training, etc.

- A. Offensive (interior attack, fighting fire to save the building & contents from fire)
- B. Defensive (fighting fire from the exterior, protecting exposures, fire conditions to extreme for interior attacks)
- C. Investigation (no smoke or flames showing, audible or visual fire alarm activation)

"We will be in OFFENSIVE Mode."

At this time the Incident Commander should be beginning to complete his/her 360 degree walk around of the incident and gathering more information, assigning resources and giving on-going size-ups as needed.

Once again, this is to be a brief, yet thorough tool for first arriving units to give an effective Initial Scene Size-up the same way, every time.



Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines				SOG # 2.5.02
Date Created:	10/01/2007	Effective Date:	10/04/2007	Date Revised:	10/10/2007
Subject:	“Mayday” (Firefighter in need of help)				<i>Page 1 of 2</i>

PURPOSE: To establish guidelines for all personnel who may be lost, disoriented, or trapped inside a structure

SCOPE: All personnel

General: There will be times in every firefighter's career when the unexpected will occur. This could be the result of a firefighter getting separated from his/her team, a team getting lost or disoriented in the building, equipment failure, or any other unexpected event which will require assistance from the Rapid Intervention Team (IRIT/RIT)

Once the member or team recognizes the need for assistance they should call for assistance **IMMEDIATELY!** By transmitting **Mayday, Mayday, Mayday** over the radio on the fireground channel. The Team or individual should not wait; members should call for help when they realize there is a problem.

Guidelines:

When the incident commander hears the declaration of a **MAYDAY**, the IC Should call for a stop transmitting (10-3) and attempt to communicate with a member or team declaring a Mayday. The incident commander shall immediately conduct a personnel accountability report (PAR) to ensure that all personnel are accounted for, and then order all exterior operations to another Ops channel.

Simultaneously the IC will then activate the Rapid Intervention Team (RIT).

Radio traffic will be limited to emergency traffic only. The IC shall then notify dispatch that a **“MAYDAY”** has been announced on scene. The Dispatcher will then dispatch the following units automatically. (See resources below)

Once the Mayday has been cleared, the IC will call “All Clear” over the radio.

When declaring a Mayday, Hampton County Fire/Rescue Department Personnel should follow the Standardized Action Plan listed below:

1. Stay calm, conserve your air supply
2. Stay with your partner or crew
3. Initiate a “Mayday! (Repeat Mayday three times: Mayday, Mayday, Mayday – Call the IC and give the following information)

U- Unit team number or assignment

C-Conditions and location: what are the conditions where I am?

A-Actions what am I doing. Moving down a wall to an exit, left or right hand on wall?

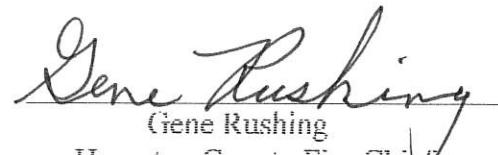
N -Needs Air-Am I Trapped. What tools are needed to get me out?

4. Activate P.A.S.S.
5. Monitor radio/Update Command
Turn off P.A.S.S. to talk
Reactivate P.A.S.S. after transmitting
6. Use flashlight to signal: Shine flashlight straight up in air, wiggle beam.
7. Use tools or debris to alert rescuers of your position: Bang a tool on beams or floors.
8. Attempt to locate a exit-Seek area of refuge
Move towards visible light
Listen for audible sounds
Search walls for windows, doors, etc
Search for hose lines and read couplings
Attempt to locate a lifeline
9. Go down steps unless in a basement or subfloor
10. Assume defensive posture
Right lateral side
Protect face piece with gloves

Mayday Radio procedures are only one tool that can be used in an emergency situation. Take the time to learn the self-rescue skills and techniques that may be all you have left to save yourself or your team.

Resources:

1. Two additional stations will be dispatched. (closest stations)
2. One addition Medic unit.
3. One Medical Helicopter will be dispatched to the closest landing zone.
(helicopter will respond, not be put on standby)
4. County "Public Information Officer" will be dispatched.
5. County "Fire Chief" or "designee" will be notified.


Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

3.1.01

Date Created: 04/23/08 **Effective Date:** 06/05/2008 **Date Revised:**

Subject: Helmet Requirements

Page 1 of 2

Scope:

The helmets worn by all personnel of the Hampton County Fire/Rescue will meet NFPA 1971, Standard on Protective Ensemble for Structural Fire Fighting.

Purpose:

This SOG is to be able to identify personnel rank on emergency scenes. This SOG also covers proper wearing of helmet and the cleaning of helmet.

Procedure:

1. The following protective items will be worn on all helmets:
 - A. Ear-neck protector **MUST** be worn during any fire suppression/overhaul activity and any other time the wearer feels the need to protect neck and ears.
 - B. Goggles will be worn any time eye protection is required. Helmets purchased by the department, will have goggles as a minimum. Personal helmets bought by the wearer may have face shields or bourkes, but the wearer will still be required to have helmet mounted goggles attached to the helmet at all times. If a wearer of a personal helmet does not have helmet mounted goggles they will be issued a department helmet and not be allowed to wear a personal helmet. The goggles shall be stored on the back or front of the helmet when not in use.
2. Cleaning instructions: Use soap or mild detergent and warm water. **NEVER** use chlorine bleach or chlorinated detergents to clean your helmet. Air dry or wipe dry all components. Failure to clean may cause damage to helmet and/or skin irritation.
3. All fire/rescue personnel should wear their helmets when the following apply:
 - A. When the wearer is in or near a collapse zone. (remember the collapse zone is 1 ½ times the height of the building)
 - B. When the wearer is near traffic. (Example: any MVA on the highway, directing traffic, vehicle fire on the highway)
 - C. When the wearer is conducting any kind of fire suppression activity.
 - D. When the wearer is conducting any kind of rescue task or overhaul operation.
 - E. When the IC deems it to be necessary.

Helmet Colors:

1. All Chief Officers will wear a white helmet.
2. All Captains, Lieutenants will wear a red helmet.

3. All firefighters will wear a yellow helmet.
4. All junior firefighters and non-certified firefighters will wear a black helmet.
5. All Special Operation Response Team members will wear orange rescue helmets. (when applicable)
6. All medical staff will wear a blue helmet.

Helmet Fronts:

1. All traditional style helmets will have a helmet front. All traditional style helmets purchased by the department will have a helmet front on the helmet. If personnel purchase their own helmet front they must purchase their own helmet. If personnel purchase their own helmet they must purchase their own helmet front. All helmet fronts will be as follows:
 - A. All Chief Officers helmet fronts will be white with red lettering.
 - B. All Officers, Firefighters, and all other position helmet fronts will be black with white lettering.
2. If personnel wish to purchase a helmet front, the Fire Chief must approve it.

Accountability Velcro:

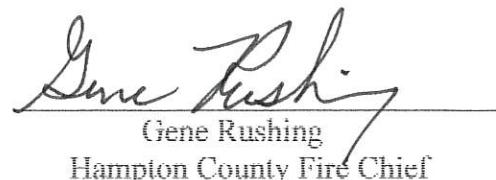
1. All helmets must have a minimum of a 2" by 3" piece of "Loop Side" Velcro on the front or back of the Helmet. This will be for the helmet shield. If the helmet has a helmet front, the Velcro should be placed on the back of the helmet unless a passport helmet front is purchased.
2. The helmet must also have a minimum of a 2" by 2" piece of "Loop Side" Velcro underneath the back of the helmet. This will be used to store the personnel's nametags.

Stickers and Decals:

1. All helmets purchased by the department WILL NOT have any stickers/decals on them unless it is numerical numbers to represent a member or Hampton County Fire/Rescue identification information.
2. Any helmet purchased by a member may apply any sticker/decal to their helmet however the Fire Chief before applied to the helmet must approve the sticker/decal.

Damaged or Broken Helmets

1. Any helmet that has been broken or damaged MUST be reported to the District Chief immediately. The helmet MUST be taken OUT OF SERVICE if the Chief deems it to be necessary.
2. All broken or damaged helmets must be returned to the equipment manager for replacement.
3. If the helmet needs parts and is "OUT OF SERVICE" a helmet will be issued to the wearer temporarily until his/her helmet can be repaired.



Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

4.1.01

Date Created:

12/15/10

Effective Date:

05/02/11

Date Revised:

Subject:

Pump Service Testing

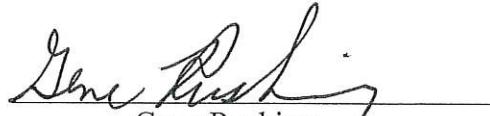
Page 1 of 1

I. Scope

Maintenance and Administrative Personnel

II. General

1. All Pump Service Testing shall be in accordance with NFPA 1911 *Standard for Service Tests of Fire Pump Systems on Fire Apparatus*.
2. Service tests shall be completed **annually** and whenever major repairs or modifications to the pump or any components of the apparatus that is used in pump operations have been made.
3. The maintenance personnel conducting the testing must provide all annual service testing records.
4. All testing records shall be entered into the Firehouse Program logging all testing data.
5. All field documents must be filed into each vehicles folder.



Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines				SOG # 4.2.01				
Date Created:	12/10/10	Effective Date:	05/03/11	Date Revised:					
Subject:	Hose, Nozzle, Appliance Testing				<i>Page 1 of 3</i>				
<p>Purpose: The purpose of this guideline is to establish a standard throughout the department on the operations of hose testing. This guideline is to follow the recommendations of OSHA, NFPA, and to meet the needs set-forth for the Insurance Services Office.</p>									
<p>Scope: All Fire/Rescue personnel.</p>									
<p>General:</p> <ol style="list-style-type: none"> 1) All department fire hose, nozzles and appliances shall be tested annually. All hose, nozzles and appliances shall be identified with numeric markings. 2) Any hose, nozzle or appliance failing the test will be removed from service. Failed hose shall be rolled in reverse with a knot tied in it, and stored separate from in-service sections. Failed nozzles and appliances shall be marked with an out of service repair tag, forwarded to the maintenance department for repair. When a section of hose, nozzle or appliance has been repaired, it must be tested before being returned to service. 3) Upon completion of testing, all information shall be gathered from each section of hose, nozzle and appliance then recorded for entry into the department database. 4) Each new section of fire hose, nozzles and appliances shall have an acceptance test conducted prior to placing hose into service. This acceptance test shall comply with NFPA 1962 <i>Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles</i>. 5) Annual service testing of all fire hose, nozzles and appliances shall be in accordance with NFPA 1962. 6) All 1-inch, 1.5-inch, 2.5-inch, and 3-inch hoses shall be tested at 250psi for five (5) minutes. 7) All 5-inch and 6-inch shall be tested at 200psi for five (5) minutes. 8) All appliances and nozzles will be tested at 250psi for five (5) minutes. 9) The departments Firehouse Database shall maintain annual testing and service records with the field reporting forms being filed for a minimum of 5 years. 									
<p>Procedure:</p> <p>Double Jacketed Hose</p> <ol style="list-style-type: none"> 1. Lay out all hose to be tested in lines not more than 300 feet long. Insure that the lines are without kinks or twists. Record identifying numbers of each section of hose to be tested. 2. Mark the hose at the end of each coupling shank with a permanent black marker. This procedure is necessary to determine if there is any slippage of the coupling during the test. 3. Place a nozzle or shut-off valve at the end of each hose line being tested. 4. Connect a fire department Pumper to a water supply. 									

5. Fill each hose line with water and make sure that each nozzle is open and elevated during the filling process. Exhaust all the air from each line before permitting a normal water flow.
6. After all the air has been expelled, leave the nozzles open and gradually raise the pressure at the nozzle to approximately 50 P.S.I, for solid streams or 100 P.S.I, for fog streams. Defective lining is more likely to pull loose during a flow of water under pressure than it is under static pressure. Pressure alone may not show up a defective lining.
- 7 Reduce the pump pressure, close each nozzle slowly, and check all couplings for leakage and tighten those that are loose.
8. Then close all discharge valves that are being used for testing to only $\frac{1}{4}$ opening. This is to minimize a pressure surge if the hose bursts during testing. Slightly open the tank fill to keep pump from overheating. *Note: Pump Operator should note the pressures at each discharge gauge to ensure the valve is not completely shut-off.*
9. Gradually raise the pump pressure to **250 P.S.I.** over a one-minute period. Hold the test pressure for 3 minutes. Observe all hose under pressure for any defects. Decrease to idle pressure over a one-minute period. Never stand in front of the free end nor straddle a hose line under pressure. All personnel should keep a distance of at least 20 ft. from hose lines being tested, except when inspecting lines or couplings.
10. After five minutes of total testing, close the discharge valves, disengage the pump, and open each nozzle.
11. Observe all marks on the hose at the coupling shanks. If any of the couplings have moved or if any section develops leaks, that section has failed the test. If a section bursts during the test, all other sections in the line must be tested over. Tag or mark all defective sections as described in the general section above.
11. Check all hose gaskets for any cracks or cuts and replace all defective gaskets.
12. After successful testing, all hose should be properly drained and dried.

Supply Hose 5 Inch and Single Jacketed Hose

- 1) All steps in testing the single jacketed hose are the same as the double jacketed hose except in step 9.
- 2) Use appropriate hose connections if storz-ends or being tested.
- 3) *Step 9.* Gradually raise the pump pressure to **200 P.S.I.** over a one-minute period. Hold the test pressure for 3 minutes. Observe all hose under pressure for any defects. Decrease to idle pressure over a one-minute period. Never stand in front of the free end nor straddle a hose line under pressure. All personnel should keep a distance of at least 20 ft. from hose lines being tested, except when inspecting lines or couplings.

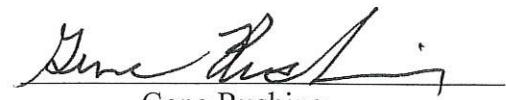
Testing Hard Suction Hose

1. Close the tank valve and completely drain the pump.
2. Attach 20 ft. of hard suction hose to the pump streamer connection and cap the male end of the suction hose. Insure all suction hose connections are tight. Check hose gaskets before making connections.
3. Close all discharge valves and drains.

4. Activate the primer device and develop a 22-inch vacuum.
5. Disengage the priming device and allow the set-up to stand for a ten-minute period. If the vacuum gauge does not drop during the ten minute test, the apparatus and hose has passed the test.

Nozzles and Appliances

- 1) All nozzles and appliances shall be inspected at minimum on an annual basis.
- 2) The nozzle inspection shall verify the following:
 1. The waterway is clear of obstructions.
 2. There is no damage to the tip.
 3. All controls and adjustments operate as designed.
 4. The shutoff valve, if so equipped, operates as designed and closes off the flow completely.
 5. There are no missing or broken parts.
 6. The thread gasket is in good condition in accordance with Section 6.3.
 7. Any damaged threads
 8. Corrosion
 9. Slippage on the hose
 10. Out-of-round
 11. Swivel not rotating freely
 12. Missing lugs
 13. Loose external collar
 14. Internal gasket in accordance with Section 6.3
 15. Other defects that impair operation



Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

4.3.01

Date Created:	12/10/10	Effective Date:	05/02/11	Date Revised:	
Subject:	Aerial Ladder Testing				

Page 1 of 1

I. Scope

Maintenance and Administrative Personnel

II. General

1. All Aerial Device Testing shall be in accordance with NFPA 1914 *Testing Fire Department Aerial Devices*, ASNT (American Society for Non-Destructive Testing), AWS (American Welding Society)
2. **A qualified, independent testing firm shall perform annual service testing of Aerial Devices.**
3. The Department's Maintenance Department shall maintain all annual service testing records.
4. All test results shall be entered into the Firehouse Program including all data.
5. The field document shall be filed in the vehicles file.



Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

4.4.01

Date Created:	12/15/10	Effective Date:	05/02/11	Date Revised:	
Subject:	Hydrant Maintenance				

Purpose:

The purpose of this guideline is to establish a uniform process by which the inspection and maintenance of fire hydrants are completed with Hampton County.

Scope:

Fire/Rescue personnel assigned the responsibilities of hydrant maintenance and/or testing.

General:

Prior to conducting hydrant maintenance, contact the local water authority to advise them of the location the hydrant maintenance is taking place. This is just to confirm that the water system is ok to be flowed under a non-emergency situation.

All hydrants shall be inspected at a minimum of every 6 months.

Procedure:

I. Wet Barrel Hydrants

A. The area around the hydrant should be:

1. Clean, clear, and free of obstructions within 3' of the hydrant.

B. The following shall be performed for each hydrant:

1. Loosen then tighten all caps.
2. Fully open the hydrant. (Do not flow water)
3. Check the caps and the hydrant for leaks.
4. Close the hydrant and remove one of the 2.5" caps.
5. Check the operation of the weep-hole by looking to see if water has evacuated hydrant.
6. Open hydrant and flow water until water has cleared. Use care with flowers beds, vehicles, and any or obstruction.
7. Re-install the 2.5" cap.
8. Ensure a "Blue" hydrant marker is installed on the pavement in the center of the driving lane closest to hydrant.
 - a. If possible remove any worn or broken hydrant markers and replace with a new one.
 - b. Some streets will not allow this due to traffic volume and the safety of personnel.

C. Log all information on "Hydrant Inspection Form".

D. All hard copies shall be turned into the Headquarters office for entry into the Firehouse Program Database.

II. Dry Hydrant

- A.** The area around the hydrant should be:
 - 1. Clean, clear, and free of obstructions within 3' of the hydrant.

- B.** The following shall be performed for each hydrant:
 - 1. Loosen then tighten cap.
 - 2. Back-flush hydrant using FD pumper and discharge hose.
 - 3. Attach soft suction hose to FD pumper.
 - 4. Obtain a draft
 - 5. Discharge water through a discharge returning water back into the water source area.
 - 6. Increase pressure until pumper begins to loose prime. (Pressure will begin to drop)
 - 7. Maintain the highest pressure possible for a minimum of 5 minutes.
 - 8. Check outlet pressure using a pitot gauge.
 - 9. Paint Hydrant as needed.

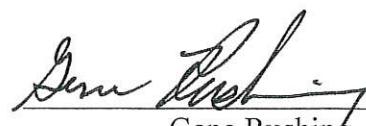
- 10.** Ensure a "Blue" hydrant marker is installed on the pavement in the center of the driving lane closest to hydrant.
 - a.** If possible remove any worn or broken hydrant markers and replace with a new one.
 - b.** Some streets will not allow this due to traffic volume and the safety of personnel.

- C.** Log all information on "Hydrant Inspection Form".

- D.** All hard copies shall be turned into the Headquarters office for entry into the Firehouse Program Database.

III. Discrepancy Reporting

If any maintenance needs, discrepancies, and/or defects are found, note the problems/concerns on the inspection log and the appropriate authority will be notified.



Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.1.01

Date Created:	09/21/06	Effective Date:	11/01/06	Date Revised:	
Subject:	Response to Emergency Medical Service Incidents				

Purpose: To establish a guideline for the response to medical incidents.

Procedure:

-The Hampton County Fire/Rescue Department will provide first responder personnel to assist the Hampton County Emergency Medical Service Department on medical incidents by request from Hampton County EMS.

- DHEC approved medical signals should be used on all incidents.

-The following will be dispatched automatically along with EMS with no exceptions.

-Signal 8 (unconscious)

-Signal 14 (Puncture/Stabbing) scene must be secured by law enforcement before arrival

-Signal 15 (Gunshot) scene must be secured by law enforcement before arrival

-Signal 16 (Burn)

-Signal 18 (Electrocution)

-Signal 20 (Crushing)

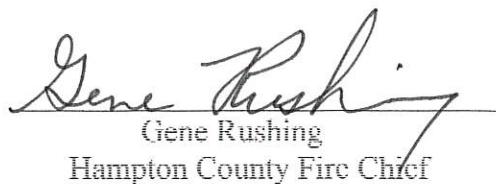
-Signal 25 (Patient Trapped)

-Signal 70 (APNEA)

-Signal 76 (Drowning)

-Signal 83 (Cardiac Arrest)

- The nearest station according to the location of the incident will respond to the above list of signals.
- All signal 14 (puncture/Stabbing) and signal 15 (Gunshot) incidents **must have the scene secured by law enforcement before FIRE and EMS personnel arrive.**
- All signal 25 (Trap Patient) will require a response from the nearest station along with the nearest rescue unit.
- All other responses to medical incidents will be by the request from the crew chief of the responding EMS unit.



The signature is handwritten in black ink. It appears to read "Gene Rushing" with a stylized, flowing script. Below the signature, the name is printed in a smaller, more standard font.

Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines	SOG #			
		5.1.02			
Date Created:	09/21/2006	Effective Date:	11/01/2006	Date Revised:	04/07/2015
Subject:	Response to Emergency Medical Incidents				

Purpose: To establish a guideline for the response to Emergency Medical Incidents.

Procedure:

Volunteer Personnel Staffing

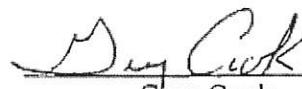
- The Hampton County Fire/Rescue Department will provide first responder personnel (if available) to assist the Hampton County Emergency Medical Service on Medical Incidents as requested by Hampton County EMS.
- DHEC approved medical signals (not clear text) should be used on all incidents.
- All personnel shall respond to the direction of EMS medical staff involving the care of patients
- HIPPA rules and regulations shall be used to protect patient rights at all times by responders.
- Copies of certifications must be provided to HCFR to be considered as a First Responder regardless of certification level. Levels above First Responder must be affiliated with Hampton County EMS on National Registry and CIS credentials sites to be covered by Medical Control above the First Responder level. Those not affiliated shall not provide patient care above CPR/First Aid.

- The following will be dispatched automatically along with EMS with no exceptions.

- Signal 8 (unconscious)
- Signal 14 (Puncture/Stabbing) **scene must be secured by law enforcement before arrival**
- Signal 15 (Gunshot) **scene must be secured by law enforcement before arrival**
- Signal 16 (Burn)
- Signal 18 (Electrocution)
- Signal 20 (Crushing)
- Signal 25 (Patient Trapped)
- Signal 70 (APNEA)
- Signal 76 (Drowning)
- Signal 83 (Cardiac Arrest)
- The nearest station according to the location of the incident will respond to the above list of signals.
- All signal 14 (puncture/Stabbing) and signal 15 (Gunshot) incidents **must have the scene secured by law enforcement before FIRE and EMS personnel arrive.**
- All signal 25 (Trap Patient) will require a response from the nearest station along with the nearest rescue unit.
- All other responses to medical incidents will be by the request from the crew chief of the responding EMS unit.

Paid Personnel Staffing

- Paid on-duty HCFR personnel as well as paid on-duty Municipal Fire Department personnel shall respond to all EMS calls when working or located within a reasonable distance of the emergency incident. Reasonable distance will be defined as the ability to arrive before or close to the time of arrival of the Ambulance to provide care for patients and assist EMS staff.
- Paid personnel will be defined as personnel on an hourly wage full or part time with HCFR or a Municipalities Fire Department located within the geographical borders of Hampton County.
- Municipal Fire Departments must participate in the HCFR Fire Responder program and adhere to patient care protocols.
- DHEC approved medical signals (not clear text) should be used on all incidents.
- All personnel shall respond to the direction of EMS medical staff involving the care of patients.
- HIPPA rules and regulations shall be used to protect patient rights at all times by responders.
- Copies of certifications must be provided to HCFR to be considered as a First Responder regardless of certification level. Levels above First Responder must be affiliated with Hampton County EMS on National Registry and CIS credentials sites to be covered by Medical Control above the First Responder level. Those not affiliated shall not provide patient care above CPR/First Aid.
- The HCFR Fire Chief shall have the final approval over responses of personnel and any disciplinary actions involving inappropriate responses or actions by Fire Department personnel. The Fire Chief shall include the Emergency Services Director in all information regarding Medical Response and must receive approval from the Director for all Medical related Patient Care decisions.



Greg Cook
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.2.01

Date Created: 06/18/08 **Effective Date:** 08/07/2008 **Date Revised:**

Subject:

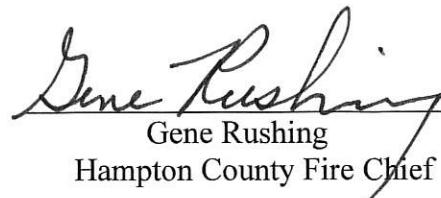
Emergency Medical Incidents

Scope: All personnel within the HCFR

Purpose: This SOG is to provide a guideline for the “standard of care” for patients that request medical assistance.

Procedure:

1. Each individual department shall designate an apparatus to respond to ALL medical incidents within their district.
2. There must be at least two (2) individuals on that unit/apparatus before the unit may respond.
3. There must be a minimum of (1) individual on the unit that has at least been medically trained to the First Responder level.
3. Act according to the nature of the call.
 - a. Assess vitals
 - b. Follow procedures in the standard for care
 - c. Get medical history/medications
 - d. Relay to incoming medical unit
4. All other personnel may respond to the scene POV but only after the fire apparatus/unit has responded. **NOTE:** If you respond POV make sure all scenes are safe before arriving.
5. ALL personnel involved with patient care will wear gloves.
6. Make sure law enforcement has secured the scene on all Signals 14, 15, 43, 44, 102, domestic disputes, fights, and suicide attempts before arriving on the scene.
7. Personnel may wear bunker pants/boots to any medical incident but is not required. All personnel must have at a minimum of short sleeve shirt, long pants, and shoes (no flip flops). If any personnel do not meet the minimum this standard they may wear their bunker pants. This will serve as a protection bearer between you and the patient.
8. Non-medically trained personnel (personnel with-out First Responder or higher training) may respond to medical incidents but should only respond to the scene with other personnel that have medical training.



Gene Rushing
Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.3.01

Date Created: 06/18/08 **Effective Date:** 08/07/2008 **Date Revised:**

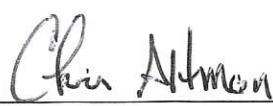
Subject:

Medical General Guidelines

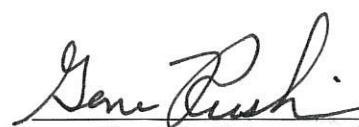
PURPOSE: To establish the general format when operating at a First Responder medical call.

STANDARD FOR CARE:

1. Establish danger area, if present, and request additional help if needed.
2. Note and apply appropriate treatment to any life threatening situations; e.g.; obstructed airway, respiratory arrest, cardiac arrest, hemorrhage, etc.
3. Obtain vital signs, including pulse, respirations, and blood pressure.
4. Obtain history of present events and patient's past medical history including allergies. Look for MEDIC ALERT tags.
5. Examine the patient "head to toe" and note any physical findings relevant to the patient's present condition.
6. Monitor the patient closely for any changes in status. Repeat vital signs every 5 minutes as indicated.
7. Apply oxygen via mask (12 liters per minute) or nasal cannula (3 liters per minute). If indicated.
8. When EMS arrives, pass on vital information to crew chief and assist them as necessary.


Chris Altman
Hampton County EMS Director


Glenn Welcker, MD.
Medical Control Physician


Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.4.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

No Pulse, Non-breathing, Unresponsive Patient

PURPOSE: To establish the standard for care when involved with a no pulse, non-breathing, unresponsive patient (full arrest).

STANDARD FOR CARE:

1. NOTIFY THE DISPATCHER THAT YOU HAVE A FULL ARREST!
2. Establish and maintain an airway-use oral airway (OPA).
3. Ventilate patient with bag, pocket mask or oxygen powered device (attach supplemental oxygen and reservoirs as indicated).
4. Initiate external cardiac compressions after positioning the patient on a hard surface.
5. Check the pulse periodically for effectiveness of compressions and for possibility or resuscitation. Note pupil response.
6. Monitor patient's facial color for effectiveness of ventilation. Watch for chest to rise indicating adequate ventilation.
7. Determine time of arrest and obtain patient history from family or by-standers.
8. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

Chris Altman
Hampton County EMS Director

Glenn Welcker, MD.
Medical Control Physician

Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.5.01

Date Created: 06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Unconscious Patient With Pulse But Not Breathing

PURPOSE: To establish the standard for care when involved with an unconscious patient with a pulse but is not breathing (respiratory arrest).

STANDARD FOR CARE:

1. NOTIFY THE DISPATCHER THAT YOU HAVE RESPIRATORY ARREST.
2. Establish and maintain airway. Use oral airway (OPA).
3. Ventilate patient with bag, pocket mask, or oxygen powered device (attach supplemental oxygen and reservoir as indicated).
4. Suction fluids from upper airway as needed.
5. Take vital signs, including pulse, blood pressure. Note response. Repeat these at least every 5 minutes.
6. Monitor patient's facial color. Watch for chest rise indicating adequate ventilation. Watch for the possibility of patient starting to breathe on their own and assist as necessary.
7. Monitor patient closely and watch for full arrest.
8. Determine the time of respiratory arrest and the rest of the history from family or bystanders.
9. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

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Chris Altman
Hampton County EMS Director

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Glenn Welcker, MD.
Medical Control Physician

A handwritten signature in black ink.

Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.6.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Patient Unconscious For Unknown Reasons

PURPOSE: To establish the standard for care when involved with a patient that is unconscious for unknown reasons.

STANDARD FOR CARE:

1. Establish and maintain airway. Protect spine from injury (the patient may have a neck or back injury).
2. Administer supplemental oxygen, via face mask or nasal cannula at a flow rate desirable for the oxygen delivery device being used.
3. Take vital signs, including pulse, blood pressure and respirations. Note pupil response. Note time and repeat every 5 minutes.
4. Check patient for obvious visible injuries, especially head injuries. Note breath odor for fruity odor or alcohol.
5. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

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Chris Altman
Hampton County EMS Director

A handwritten signature in black ink, appearing to read "Glenn Welcker, MD".

Glenn Welcker, MD.
Medical Control Physician

A handwritten signature in black ink, appearing to read "Gene Rushing".

Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.7.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Conscious Patient In Cardiac Distress

PURPOSE: To establish the standard for care when faced with a conscious patient in cardiac distress.

STANDARD FOR CARE:

1. Place the patient at a 45-degree angle, or in the most comfortable position.
2. Administer supplemental oxygen, via facemask at 10-15LPM or nasal cannula at a flow rate of 3-4LPM or greater if necessary.
3. If the patient has their own nitroglycerin tablets, determine how many were taken prior to your arrival and allow them to take 1 under their tongue. They may repeat this dosage with 5 minutes between dosages for a maximum of 3 tablets. Discourage patient from taking any more than 3 tablets total. DO NOT give if their blood pressure is below 90, out of date, not the patient's own medication, or have exceeded the maximum dosage.
4. Take vital signs including pulse, blood pressure and respirations. Note time and repeat every 5 minutes. In particular note any irregularity in pulse. Note changes in skin color, sweating, or other changes in physical status.
5. Upon arrival of EMS, pass on all vital information to paramedic and assist them as necessary.

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Chris Altman
Hampton County EMS Director

A handwritten signature in black ink.

Glenn Welcker, MD.
Medical Control Physician

A handwritten signature in black ink.

Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.8.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Significant Visible Blood Loss or Suspected Internal Blood Loss

PURPOSE: To establish the standard for care when involved with a patient that has a significant visible blood loss or internal bleeding is suspected.

STANDARD FOR CARE:

1. Control bleeding by appropriate means.
2. Administer supplemental oxygen, via face mask or nasal cannula at the appropriate flow rate (use a higher flow rate if no history of chronic lung disease).
3. Maintain body warmth and take vital signs, including pulse, blood pressure and respirations. Note pupil response. Note time and repeat every 5 minutes.
4. If systolic blood pressure is less than 90 and if patient can be moved without further injury, lay them down and elevate the feet and legs (shock position). If long spine board is available, foot end may be elevated 6 to 12 inches (be sure to protect the spine as indicated).
5. Dress and bandage open wounds.
6. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

A handwritten signature in black ink, appearing to read "Chris Altman".

Chris Altman
Hampton County EMS Director

A handwritten signature in black ink, appearing to read "Glenn Welcker, MD." Below the signature, the text "Medical Control Physician" is printed in a smaller font.

Glenn Welcker, MD.
Medical Control Physician

A handwritten signature in black ink, appearing to read "Gene Rushing".
Below the signature, the text "Hampton County Fire Chief" is printed in a smaller font.

Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.9.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Seizure Activity

PURPOSE: To establish the standard for care when faced with seizure activity in a patient.

STANDARD FOR CARE:

1. Protect patient from harming them self. DO NOT restrain patient.
2. Maintain airway and suction as needed.
3. Administer supplemental oxygen, via face mask or nasal cannula at appropriate flow rate for oxygen device being utilized. This should be done immediately after the patient has stopped seizure activity.
4. Take vital signs, including pulse, blood pressure and respirations. Note pupil responses and time. Repeat every 5 minutes. Note length and location of seizure if possible.
5. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

A handwritten signature of Chris Altman.

Chris Altman
Hampton County EMS Director

A handwritten signature of Glenn Welcker, MD.

Glenn Welcker, MD
Medical Control Physician

A handwritten signature of Gene Rushing.

Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.10.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Burn Patient

PURPOSE: To establish the standard for care when responding to a patient with burns.

STANDARD FOR CARE:

1. Establish and maintain airway. Watch for breathing difficulties especially if face is burned.
2. Administer supplemental oxygen, via face mask or nasal cannula at the appropriate flow rate for the oxygen device (use a higher flow rate if no history of chronic lung disease).
3. Cool burn first with clean tap or sterile water immediately, then apply sterile dry dressing. Apply nothing else to skin. Avoid hypothermia.
4. Take vital signs, including pulse, respirations, and blood pressure (if possible). Repeat every 5 minutes as patients status dictates.
5. Check patient for other injuries and monitor their condition for further complications.
6. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

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Chris Altman
Hampton County EMS Director

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Glenn Welcker, MD.
Medical Control Physician

A handwritten signature in black ink.

Gene Rushing
Hampton County Fire Chief

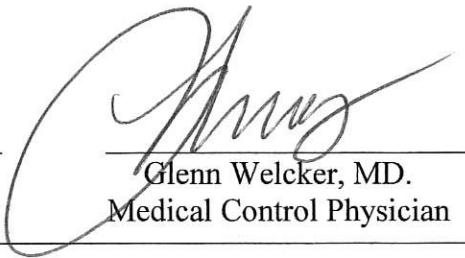
	Hampton County Fire/Rescue Standard Operating Guidelines			SOG #
				5.11.01
Date Created:	06/18/08	Effective Date:	08/07/2008	Date Revised:
Subject:	Patient With Snake Bite			

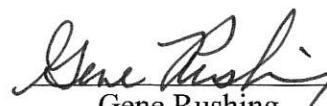
PURPOSE: To establish the standard for care when responding to a patient with a snake bite.

STANDARD FOR CARE:

1. Get patient away from snake. Try to identify the type of snake, this is important, but don't get yourself or anyone else bitten.
2. DO NOT APPLY ICE. Place patient in a semi fowler position and keep affected extremity in a neutral position and immobilized.
3. Reassure patient. Fear and anxiety are usually a problem in these cases.
4. Take vital signs, including pulse, blood pressure, and respirations. Note pupil responses. Note time and repeat every 5 minutes.
5. Monitor patient closely and expedite transportation. Apply oxygen via nasal cannula or face mask at the appropriate flow rate the oxygen device being used.
6. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.
7. Always keep bite area lower than the heart.


 Chris Altman
 Hampton County EMS Director


 Glenn Welcker, MD.
 Medical Control Physician


 Gene Rushing
 Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.12.01

Date Created:	06/18/08	Effective Date:	08/07/2008	Date Revised:	
Subject:	Patient Dead on Arrival				

PURPOSE: To establish the standard for care when faced with a patient that is dead on arrival.

STANDARD FOR CARE:

1. Where any doubt exists, RESUSCITATE!
2. When given a patient with no pulse or respirations, resuscitation is generally not indicated:
 - A. In the presence of obvious rigor or lividity (body stiffness or pooling of blood).
 - B. When injuries are obviously incompatible with life (decapitation and gross mutilation).
 - C. In chronic terminally ill patients where the patient's physician is present and states that resuscitation is inappropriate, or the immediate family produces an Emergency Services Non-Resuscitation Order.
3. Contact the EMS dispatcher immediately and appraise them of the situation.

A handwritten signature in black ink, appearing to read "Chris Altman".

Chris Altman
Hampton County EMS Director

A handwritten signature in black ink, appearing to read "Glenn Welcker, MD.".

Glenn Welcker, MD.
Medical Control Physician

A handwritten signature in black ink, appearing to read "Gene Rushing".

Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.13.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Psychiatric Emergencies

PURPOSE: To establish the standard for care when handling psychiatric emergencies.

STANDARD FOR CARE:

1. As much as possible, obtain history from family and/or bystanders and determine specific events which precipitated call for EMS.
2. Obtain history of and question patient for any illness, injuries, drug or alcohol involvement, hallucinations, delusions, illusions, suicidal or homicidal thoughts.
3. Maintain a calm but purposeful effect.
4. Have law enforcement intervene when physical danger is present. You should restrain only if law enforcement is not present and there is imminent danger of injury to the patient or others. If this is not permissible, retreat to a safe distance and wait on law enforcement to arrive. Try to keep the patient within visual as much as possible.
5. Monitor vital signs and assess pupillary response, particularly when restraint is necessary.
6. The patient may not legally be transported against their will unless legal intervention is obtained prior to their transport. Make sure an important family member stays with the patient to provide history.
7. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

**NOTE: ESTABLISH THROUGH DISPATCH THAT SCENE IS SAFE,
PREFERRABLY WAIT FOR LAW ENFORCEMENT.**

A handwritten signature in black ink, appearing to read "Chris Altman".

Chris Altman
Hampton County EMS Director

A handwritten signature in black ink, appearing to read "Glenn Welcker".

Glenn Welcker, MD.
Medical Control Physician

A handwritten signature in black ink, appearing to read "Gene Rushing".

Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.14.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Acute Systemic Allergic Reaction

PURPOSE: To establish the standard for care when handling a patient suffering from an acute systemic allergic reaction (anaphylaxis).

STANDARD FOR CARE:

1. Establish and maintain an airway, ventilate as necessary.
2. If patient is breathing on their own administer supplemental oxygen, via face mask or nasal cannula at the appropriate flow rate for the oxygen delivery device being utilized.
3. If reaction is due to an insect bite or sting on an extremity, apply a loose constriction band 3 to 4 inches above the wound.
4. Obtain vital signs, including pulse, respirations, and blood pressure. If systolic is less than 90, elevate feet and legs (shock position).
5. Monitor patient closely. Repeat vital signs at least every 5 minutes and be prepared to do CPR if necessary. Look for MEDIC ALERT tags.
6. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

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Chris Altman
Hampton County EMS Director

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Glenn Welcker, MD.
Medical Control Physician

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Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.15.01

Date Created: 06/18/08 Effective Date: 08/07/2008 Date Revised:

Subject: Patient With Gun Shot Wound

PURPOSE: To establish the standard for care when handling a patient suffering from a gun shot wound.

STANDARD FOR CARE:

1. Make sure the scene is SECURE and SAFE before engaging in patient care. If you can make it safe do so. If you cannot, wait for the proper authorities to arrive.
2. Establish and maintain an airway.
3. Control bleeding by the appropriate means.
4. Dress and bandage open wounds. Use an occlusive dressing if treating an open chest wound and back wound. Determine type of weapon used.
5. Listen for air movement in the lungs.
6. Administer supplemental oxygen, via face mask or nasal cannula at the appropriate flow rate for the oxygen device being utilized.
7. Maintain body warmth and take vital signs. If wound involves an extremity, determine the presence/quality of distal pulses, skin color and temperature.
8. Examine for exit wound.
9. If patient can move without further injury, lay them down and elevate their feet (shock position).
10. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

NOTE: CONFIRM THAT SCENE IS SAFE PRIOR TO ENTERING, WAIT ON LAW ENFORCEMENT.

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Hampton County EMS Director

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Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.16.01

Date Created: 06/18/08 **Effective Date:** 08/07/2008 **Date Revised:**

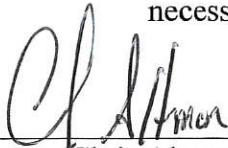
Subject:

Stabbing or Impaling Wounds

PURPOSE: To establish the standard for care when handling a patient suffering from a stabbing or impaling wound.

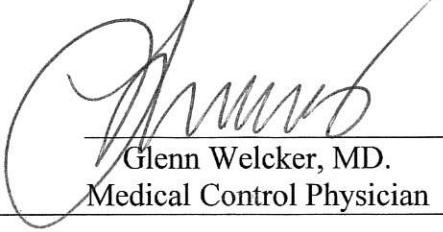
STANDARD FOR CARE:

1. Make sure the scene is SECURE and SAFE before beginning patient care. If you can make the scene safe without endangering your life or someone else's, then do so. If you cannot, then retreat to a safe area and wait on the proper authorities to arrive and secure the scene.
2. Apply C-spine for wounds to torso.
3. Establish and maintain an airway.
4. Control bleeding by the appropriate means.
5. Dress and bandage open wounds. Use and occlusive dressing if treating an open chest or back wound. Determine type of weapon used, if possible.
6. Listen for air movement in the lungs.
7. Administer supplemental oxygen, via face mask or nasal cannula at the appropriate flow rate for the oxygen device being utilized.
8. Maintain body warmth and take vital signs. If wound involves an extremity, determine the presence/quality of distal pulses, skin color and temperature.
9. Examine patient for exit wound.
10. If patient can move without further injury, lay them down and elevate their feet (shock position).
11. If knife or impaling object is still in place, DO NOT REMOVE unless it is obstructing the airway. Immobilize knife or impaling object in place to be transported with patient.
12. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.



Chris Altman

Hampton County EMS Director



Glenn Welcker, MD.
Medical Control Physician



Gene Rushing

Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.17.01

Date Created:	06/18/08	Effective Date:	08/07/2008	Date Revised:	
Subject:	Childbirth				<i>PAGE 1 OF 2</i>

PURPOSE: To establish the standard for care when handing a patient involved in childbirth.

STANDARD FOR CARE:

1. Active Labor
 - A. Determine time of onset and intervals between contractions.
 - B. Obtain history including due date and examine for crowning.
 - C. Monitor vital signs.
 - D. Administer supplemental oxygen via nasal cannula or face mask at the appropriate flow rate for the oxygen device being utilized.
 - E. Find out whether or not this is their first, second, third child, etc.
2. Obstetrical Delivery
 - A. Position supine.
 - B. Control delivery of head to prevent "explosive delivery." If time allows, suction mouth and nose with bulb syringe before delivering shoulders.
 - C. Gently guide head down for delivery of anterior shoulder, then up for delivery of posterior shoulder. Note time.
 - D. Avoid tension on cord after delivery.
3. Post Partum Care
 - A. Suction infant's nostrils and airway with bulb syringe.
 - B. Rapidly dry head, then body, and preserve body warmth. Note infant's color, respirations, heart rate, muscle tone, and response to stimulation.
 - C. DO NOT cut umbilical cord. If cord must be cut, place first tie clamp 6 inches from infant and the second tie clamp 3 inches from the first. Cut with sterile instrument between clamps.
 - D. Allow the placenta to deliver itself, DO NOT pull on cord. Note time.

- E. If vaginal bleeding is heavy, massage mother's abdomen. If mother is to breast feed, place infant to breast. Elevate mother's feet (shock position).
- F. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.



Chris Altman
Hampton County EMS Director



Glenn Welcker, MD.
Medical Control Physician



Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.18.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Heat Related Emergencies

PURPOSE: To establish the standard for care when handling a patient suffering from a heat emergency.

STANDARD FOR CARE:

1. Heat Cramps

- A. Establish and maintain airway.
- B. Get patient to cool or shady area.
- C. If patient is conscious and alert, let them have cool water to drink.

2. Heat Exhaustion

- A. Skin is pale, cool and moist, and the temperature is normal.
- B. Follow procedures for heat cramps.
- C. Remove as much of the patient's clothing as the situation will allow and cool them off by bathing in cool water.

3. Heat Stroke

- A. Establish and maintain airway.
- B. Administer supplemental oxygen via face mask or nasal cannula at the appropriate flow rate for the oxygen delivery device being utilized.
- C. Remove as much of the patient's clothing as the situation will allow and start cooling them off by whatever means possible. REDUCING THEIR BODY TEMPERATURE IS CRITICAL. The best method is to pack ice about the neck, the axillae, the groin and ankles.
- D. Upon arrival of EMS, pass on all vital information to the paramedic and assist them as necessary.

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Chris Altman
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Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.19.01

Date Created:

06/18/08

Effective Date:

08/07/2008

Date Revised:

Subject:

Diabetic Patient

PURPOSE: To establish the standard for care when faced with a diabetic patient.

STANDARD FOR CARE:

1. Obtain patient history.
 - A. Determine if patient has eaten recently.
 - B. Determine patient's medications, including last dose.
2. Take vital signs, including pulse, blood pressure and respirations. Note time and repeat every 5 minutes.
3. If insulin shock is suspected and if patient is conscious and alert, you may give them a drink of 3 to 4 ounces of orange juice with a tablespoon of sugar in it (or other clear liquid with sugar e.g., soft drink). This should improve patient's condition until EMS arrives. If patient is unconscious or stuporous, maintain an airway and note pupil response. Give nothing by mouth until EMS arrives.
4. You may give a tube of glucopaste, if available, under the tongue providing the patient is conscious and alert. Give the entire tube of glucopaste.
5. Upon arrival of EMS, pass on all vital information to the EMS crew and assist them as necessary.

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Chris Altman
Hampton County EMS Director

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Medical Control Physician

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Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

SOG #

5.20.01

Date Created:	5/02/09	Effective Date:	07/02/09	Date Revised:	
Subject:	Removal of Deceased Patients				

SCOPE: All Fire/Rescue Personnel

PURPOSE: To insure the safety of all personnel by following the South Carolina Department of Health and Environmental Control guidelines on the safe removal of deceased patients.

GENERAL: The removal of deceased patients is the primary responsibility of the coroner's office. However, in some cases the Fire/Rescue Department maybe asked to assist the corner's office with the removal.

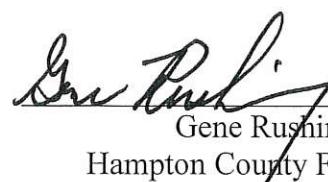
Any deceased body that emits an odor can be a risk to personnel and in advanced decomposition can place responders to risk for disease and airborne bacteria. To minimize this possibility the following guidelines must be followed if personnel are going to assist the corner's office.

- 1) Bodies that are in decomposition will require the minimum of a tyvec suit with an SCBA.
- 2) Limit the number of personnel exposed to the minimum amount required.
- 3) After body removal, all pieces of equipment used (SCBA, Mask, etc) must be cleaned and disinfected using a 1:10 ratio of sodium hypochlorite and water solution. (Bleach/Clorox & water)
- 4) Tyvec suits are to be discarded.

All equipment must be cleaned and discarded at the scene. This is to minimize contaminating other equipment including vehicles and other personnel. The corner's office will be responsible for the discarded materials. Under no circumstances are any items to be discard in a public trash receptacle.

Turnout Gear: Personnel are not allowed to use turnout gear for the removal of deceased patients. Personnel are allowed to use the firefighting boots including rubber or leather boots. All boots, if used, must be disinfected before returning to service.

Tyvec Suit: Includes the suit, rubber medical gloves, and rubber boots (firefighting boots are acceptable). The suit is to be provided by the corner's office and/or HCEMS.



Gene Rushing
Hampton County Fire Chief



Hampton County Fire/Rescue Operating Policies and Procedures

Policy #

7.1.01

Date Created:	Unknown	Effective Date:	Unknown	Date Revised:	04/28/2008
Subject:	Emergency Vehicle & Personally Owned Vehicle Response				

Page 1 of 4

Purpose:

Responding to any emergency call, Hampton County Fire/Rescue has placed a great deal of responsibility on the driver of our emergency vehicles. Not only must emergency vehicle drivers provide prompt conveyance of the apparatus equipment, and personnel to provide service to those in need, but as importantly must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide to the general motoring public and must make every attempt possible to provide **DUE REGARD** for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. **SAFE ARRIVAL AT THE EMERGENCY SCENE SHALL BE, AND MUST ALWAYS REMAIN, THE FIRST PRIORITY OF ALL EMERGENCY VEHICLE DRIVERS.** In order to accomplish this enormous task all emergency vehicle drivers shall become familiar and constantly abide by the following policies and procedures.

Procedures:

1. Circle of Safety

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

2. Warning Devices and True Emergencies

When responding to a true emergency * all audible and visual warning devices will be operated at all times regardless of times of day and/or traffic conditions. All emergency vehicle drivers must understand that warning devices are not always effective in making other vehicles operators aware of your presence. **WARNING DEVICES ONLY REQUEST THE RIGHT-OF-WAY, THEY DO NOT INSURE THE RIGHT-OF-WAY.**

- The definition of a true emergency is a situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions by an emergency vehicle driver may reduce the seriousness of the situation.*

Vehicle Control and Right-of-Way

All drivers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the public. Emergency vehicle drivers should be aware that the civilian vehicle operators may not react in the manner in which is

expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right-of-way, nor can you assume the right-of-way, therefore you do not have the right-of-way until the other vehicle yields to you.

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

Response Speeds

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

- Slippery road conditions
- Inclement weather
- Poor visibility
- Heavy or congested traffic conditions
- Sharp curves

Intersection Practices

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

Uncontrolled Intersections

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

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

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

Controlled Intersections

Any intersection controlled by a stop sign, yield sign, yellow traffic light, or red light requires a complete stop by emergency vehicle driver. In addition to bringing the vehicle to a completed stop these additional steps must be followed as well:

- Do not rely on warning devices to clear traffic
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles

- travclng fast, etc.) as well as driver operations
- Begin to slow down well before reaching the intersection and cover the brake pedal with the driver's foot, continue to scan in four (4) directions (left, right, front, and rear)
- Change the siren cadence not less then 200' from intersection
- Scan the intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposite lane of traffic if at all possible
- Come to a complete stop
- Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped
- Proceed one lane of traffic at a time treating each lane of traffic as a separate intersection

Railroad Intersections

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

- Turn off all siren and air horns
- Operate the motor at idle speed
- Turn off any other sound producing equipment or accessories
- Open the windows and listen for train's horn

Non-Emergency Response

When responding to a call in non-emergency response mode or normal flow of traffic (non-code 3 or when not responding to a true emergency) the vehicle will be operated without any audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. At no time should any emergency vehicle be operated during response with only visual warning devices.

Ordinary Travel Procedures

All drivers shall obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. **ANY DRIVER OBSERVED IN BREAKING ANY TRAFFIC LAWS OR DRIVING ANY VEHICLE IN AN AGGRESSIVE MANNER WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING SUSPENSION OF DRIVING PRIVILEGES.**

Riding Policy

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

Backing

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

procedures:

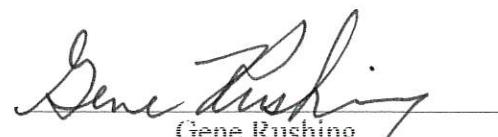
- The department's first choice of backing procedures is that before any vehicle is put into reverse and backed that a spotter be put in place near the rear of the vehicle. The spotter should be safely positioned so that the emergency vehicle driver never loses sight of the spotter, he/she shall stop immediately until the spotter makes themselves visible again.
- If conditions exist that make use of spotters impossible, all drivers, before attempting to back up any fire department vehicle, shall /will make a circle of safety to see that:
 - No person or persons are directly behind the vehicle or in its intended path of travel,
 - All equipment is secured,
 - All compartment doors are securely closed,
 - And, any physical obstructions are moved out of the way. The emergency vehicle driver should also note potential obstructions on the intended path of travel.

Response in private owned vehicles

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

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

While it is recognized that timeliness response to an emergency is important, it is imperative that all drivers understand that their PRIVATE VEHICLES ARE NOT EMERGENCY VEHICLES AND THEREFORE ARE NOT AFFORDED ANY EXEMPTIONS OR SPECIAL PRIVILEGES UNDER STATE LAW. Any driver observed in breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including; suspension, loss of driving privileges and withdrawal of courtesy light permit.



Gene Rushing
Hampton County Fire Chief

* The acknowledgment form follows this page.

Hampton County Fire/Rescue Department

Emergency Vehicle Response Policy

Acknowledgment

I _____ acknowledge that I have received a copy of the Hampton County Fire/Rescue Emergency Response Plan and have also been trained and understand the items and instructions contained in the policy. I also understand the importance of safe operation of these organization vehicles, and will abide by all of the tactical and administrative operating guidelines contained on this document.

Signed _____ Date _____

	Hampton County Fire/Rescue Operating Policies and Procedures	Policy #			
		7.2.02			
Date Created:	04/28/2008	Effective Date: 10/01/2013	Date Revised: 09/04/2013		
Subject:	Chain of Command			<i>Page 1 of 2</i>	

Scope: “All Personnel” Administration, Operations, Training, Fire Prevention, Maintenance

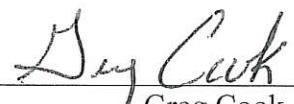
Purpose: To establish an effective means of communication, responsibility and accountability for all personnel of the Hampton County Fire/Rescue Department.

Policy: All personnel should understand the “Chain of Command” for the Hampton County Fire/Rescue. All personnel shall show the proper respect and promptly obey the “Chain of Command”. Respect for the ranks of superior officers is essential for both discipline and operational efficiency. All personnel shall be familiar with the departments current “Incident Command System” and be able to work within its parameters through the mitigation of all emergency incidents.

NOTE: Following this policy includes a visual organizational chart.

- 1) The **Fire Chief** will have the overall responsibility of the Fire/Rescue Department. The Fire Chief is to report to the County Administrator. The Fire Chief will also provide a quarterly report to the Fire Board.
- 2) The **Battalion Chief** will report to the Fire Chief only. The Battalion Chief will be the second in command of the Fire/Rescue Department. The Battalion Chief will be responsible for the operations of the Fire/Rescue Department when the Fire Chief is unavailable.
- 3) The **District Chief** will be under the Operations Division. The District Chief will report to the Fire Chief unless the Fire Chief is unavailable then they will report to the on-duty Battalion Chief. The district chief will be responsible for their individual districts, including but limited to: managing the fire station, personnel, training, incident response, enforcing SOG/Policies etc.
- 4) The **Special Operations Chief** will be under the Operations Division. The Special Operations Chief will report to the Fire Chief unless the Fire Chief is unavailable then they will report to the on-duty Battalion Chief. The Special Operations Chief will be responsible for the operations of the Special Operations Response Team. This includes but not limited to managing personnel, training, incident response, enforcing SOG/Policies etc.

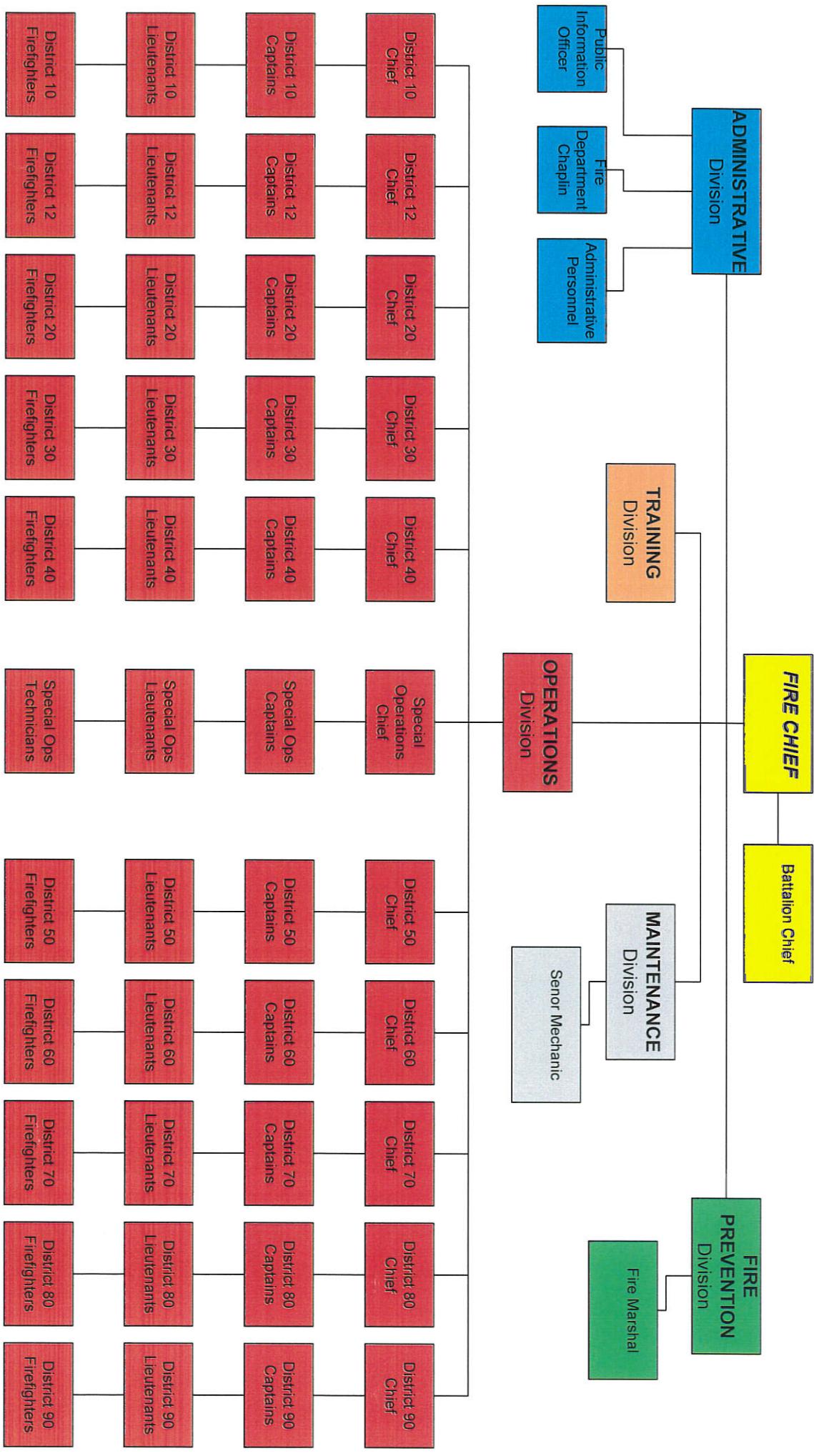
- 5) The **Captain** will be under the Operations Division. The Captain will be the second in command for each individual district. They are to report to the District Chief. The responsibility of this position is to oversee the fire ground operations and training operations of the districts personnel. There will be a maximum of two captains per district.
- 6) The **Lieutenant** will be under the Operations Division. The Lieutenant will be the third in command for each individual district. They are to report to the Captain and/or District Chief. The responsibility of this position is to oversee the fire ground operations and training operations of the districts personnel. There will be a maximum of two lieutenants per district.
- 7) The **Fire Marshal** will be under the Fire Prevention Division. The Fire Marshal will report to the Fire Chief unless the Fire Chief is unavailable then they will report to the on-duty Battalion Chief. The Fire Marshal will be responsible for the enforcement of Fire Codes, Pre-Fire Planning, and Fire Prevention/Education Events.
- 8) The **Public Information Officer (PIO)** will be under the Administrative Division. The PIO will report to the Fire Chief unless the Fire Chief is unavailable then they will report to the on-duty Battalion Chief. The PIO will be responsible for all the Official Information released to the public on behalf of the Department. This includes photography, incident information, safety instructions, etc...
- 9) The **Fire Department Chaplin** will be under the Administrative Division. The Fire Department Chaplin will report to the Fire Chief unless the Fire Chief is unavailable then they will report to the on-duty Battalion Chief. The Chaplin will act under the responsibilities/guidelines according to SOG 1.7 “Chaplaincy Program”.
- 10) The **Administrative Personnel** will be under the Administrative Division. The Administrative Personnel will report to the Fire Chief unless the Fire Chief is unavailable then they will report to the on-duty Battalion Chief.



Greg Cook
Hampton County Fire Chief

Hampton County Fire/Rescue

Organizational Chart



	Hampton County Fire/Rescue Standard Operating Guidelines				Policy # 7.3.01
Date Created:	10/25/08	Effective Date:	04/02/09	Date Revised:	

Subject:	Policy: Fire Personnel Rank and Training Requirements	<i>Page 1 of 3</i>
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Purpose:

To establish a policy for the standardization of Fire/Rescue Department Rankings and Training Requirements for the Fire Personnel of the Hampton County Fire/Rescue Department.

Scope:

Fire Personnel of the Fire/Rescue Department.

General:

The Hampton County Fire/Rescue Department has established a standard for the fire personnel of the department. Although, most of these standards are not required the department highly recommends for all personnel to meet and/or even exceed these requirements. The ranking structure that follows will serve as only a basis's and is not met to be a stopping point for any member who wishes to further his/her training. The rank structure also will reflect the reimbursement amount allotted for each member for his/her responses.

All members will be required upon completion of all training courses to provide a copy of the "certificate of completion" to the department. This will insure the member gets credit for the training he/she has taken. Any member wishing to take any courses whether included within these ranks or not may register at the Hampton County Fire/Rescue Headquarters at 703 Second Street West Hampton, SC 29924.

BASIC FIREFIGHTER (mandatory for all firefighters)

- 1152 BASIC OSHA FIREFIGHTER
- 3330 BASIC AUTO EXTRICATION
- NIMS IS-700
- NIMS IS-800
- First Aid/CPR Certification

FIREFIGHTER I

- 2722 HAZARDOUS MATERIALS OPERATION
- 1153 NFPA FIREFIGHTER I
- 2147 NIMS ICS
- MUST HAVE ALL REQUIREMENTS FOR BASIC FIREFIGHTER

FIREFIGHTER II

- 1136 FLAMMABLE LIQUIDS AND GASES
- 1154 FIREFIGHTER II
- 8118 POSTIVE PRESSURE VENTILATION
- 1117 RESPONDING TO UTILITY EMERGENCES
- MEDICAL FIRST RESPONDER
- MUST HAVE ALL REQUIRMENTS FOR FIREFIGHTER I

SENIOR FIREFIGHTER

- 1139 RESCUING THE RESCUER
- 2130 BUILDING CONSTRUCTION 'NONCOMBUSTIBLE'
- 2132 BUILDING CONSTRUCTION 'COMBUSTIBLE'
- 2150 INCIDENT SAFETY OFFICER
- 2148 INTRODUCTION TO UNIFIED COMMAND
- MUST HAVE ALL REQUIRMENTS FOR FIREFIGHTER II.

CHIEF OFFICER

- 2118 Preparation for Initial Company Operations
- 2119 Strategy and Tactics for Initial Company Operations
- 2171 Leadership I
- 2172 Leadership II
- 2173 Leadership III
- 2153 I-300
- 2154 I-400
- 3224 ARSON DECTION FOR FIRST RESPONDERS
- MUST HAVE ALL REQUIRMENTS FOR SENIOR FIREFIGHTER AND DRIVER/OPERATOR.

The following positions maybe obtained at any point regardless of the firefighter rank.

DRIVER/OPERATOR

- 1210 EVDT
- 1220 PUMP OPERATIONS I
- 1221 PUMP OPERATIONS II
- Must maintain a valid class E "vehicles over 24,000lbs." License or maintain the HCFR special endorsement license.

SPECIAL OPERATIONS RESPONSE TEAM (SORT)

- 2144 IC FOR HIGH RISE
- 2145 IC FOR STRUCTURAL COLLAPSE
- 3310 ROPE RESCUE
- 2722 HAZARDOUS MATERIALS OPERATIONS
- 2723 OSHA HAZ-MAT TECHNICIAN
- 2751 EMERGENCY RESPONSE TO TERRISOM
- 3390 CONFINED SPACE OPERATIONS
- 3392 CONFINED SPACE I



Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Operating Policies and Procedures				Policy #
				7.4.02	
Date Created:	10/25/08	Effective Date:	04/02/09	Date Revised:	04/07/2015
Subject:	Firefighter Reimbursement				<i>Page 1 of 2</i>

Purpose:

To establish a policy for the reimbursement of firefighters for there service rendered to the Hampton County Fire/Rescue Department.

Scope:

Administrative, Operations Divisions and Hampton County Administration Department.

General:

The Hampton County Fire/Rescue Department will reimburse the members of the Hampton County Fire/Rescue Department for their services they provide to the citizens of the County. The reimbursement amount will reflect on the training, and years of service that the member qualifies for.

- 1) There will a maximum daily (24 hour period) reimbursement amount of \$400.00 per member.
- 2) If an incident extends more than 4 hours in duration, the reimbursement amount for that incident shall increase as a normal incident normally are less than 4 hours.

Example: Incident lasting less than 4 hours = Normal Response pay

Incident 4-7:59 hours = Response pay x2

Incident 8-11:59 hours = Response pay x3

Reimbursements:

Years of service

Class I	0-12 months	\$7.00
Class II	1-5 Years <i>(basic firefighter requirements required)</i>	\$8.00
Class III	5-10 Years	\$9.00
Class IV	10-15 Years	\$10.00
Class V	15-20 Years	\$11.00
Class VI	20-25 Years	\$12.00
Class VII	25-30 Years	\$13.00
Class VIII	30-35 Years	\$14.00
Class VIII	35-40 Years	\$15.00
40 Years + additional \$1 for every 5 years		

Officers

Chaplin	<i>Additional \$1.00</i>
Training Officer	<i>Additional \$2.00</i>
Lieutenant	<i>Additional \$3.00</i>
Captain	<i>Additional \$4.00</i>
Fire Chief (District Chief)	<i>Additional \$6.00</i>

Note: Town Assistant Chiefs will be paid as Captains.

Monthly Training Drills

First Training Drill of the month	<i>Additional \$6.00 to total amount of a Incident Response</i>
Second Training Drill of the month	<i>Same amount as a Incident Response</i>
Quarterly County-wide Training	<i>Same amount as a Incident Response</i>

Personnel Rank

Basic Firefighter	<i>Additional \$1.00</i>
Firefighter I	<i>Additional \$2.00</i>
Firefighter II	<i>Additional \$3.00</i>
Senior Firefighter	<i>Additional \$4.00</i>
Officer (only if in a Officer position)	<i>Additional \$5.00</i>

Special Training

Driver/Operator	<i>Additional \$1.00</i>
Special Operations Response Team (SORT)	<i>Additional \$1.00</i>

All members will be given an additional \$5.00 for every approved fire/medical related certificate turned into the Fire/Rescue Department.

Example: A firefighter has served 18 years with the HCFR and currently holds the position as a Captain. The firefighter has met the requirements of the Firefighter II Position in the personnel ranking structure. In addition, the firefighter also has met the requirements of the Driver/Operator Position. The following is the reimbursement amounts for this firefighter.

Incident Response: \$19.00
First Training Drill: \$25.00
Second Training Drill: \$19.00
Quarterly Training: \$19.00

Greg Cook
Greg Cook
Hampton County Fire Chief



Hampton County Fire/Rescue Standard Operating Guidelines

Policy #

7.4.01

Date Created:	10/25/08	Effective Date:	04/02/09	Date Revised:	
Subject:	Policy: Firefighter Reimbursement				<i>Page 1 of 2</i>

Purpose:

To establish a policy for the reimbursement of firefighters for their service rendered to the Hampton County Fire/Rescue Department.

Scope:

Administrative personnel of the Fire/Rescue Department and Hampton County Administration Department.

General:

The Hampton County Fire/Rescue Department will reimburse the members of the Hampton County Fire/Rescue Department for their services they provide to the citizens of the County. The reimbursement amount will reflect on the training, and years of service that the member qualifies for.

Reimbursements:

Years of service

Class I	0-12 months	\$7.00
Class II	1-5 Years <i>(basic firefighter requirements required)</i>	\$8.00
Class III	5-10 Years	\$9.00
Class IV	10-15 Years	\$10.00
Class V	15-20 Years	\$11.00
Class VI	20-25 Years	\$12.00
Class VII	25-30 Years	\$13.00
Class VIII	30-35 Years	\$14.00
Class VIII	35-40 Years	\$15.00
	40 Years + additional \$1 for every 5 years	

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Chaplin	<i>Additional \$1.00</i>
Training Officer	<i>Additional \$2.00</i>
Lieutenant	<i>Additional \$3.00</i>
Captain	<i>Additional \$4.00</i>
Fire Chief (District Chief)	<i>Additional \$6.00</i>

Note: Town Assistant Chiefs will be paid as Captains.

Monthly Training Drills

First Training Drill of the month	<i>Additional \$6.00 to total amount of a Incident Response</i>
Second Training Drill of the month	<i>Same amount as a Incident Response</i>
Quarterly County-wide Training	<i>Same amount as a Incident Response</i>

Personnel Rank

Basic Firefighter	<i>Additional \$1.00</i>
Firefighter I	<i>Additional \$2.00</i>
Firefighter II	<i>Additional \$3.00</i>
Senior Firefighter	<i>Additional \$4.00</i>
Officer (only if in a Officer position)	<i>Additional \$5.00</i>

Special Training

Driver/Operator	Additional \$1.00
Special Operations Response Team (SORT)	Additional \$1.00

All members will be given an additional \$5.00 for every approved fire/medical related certificate turned into the Fire/Rescue Department.

Example: A firefighter has served 18 years with the HCFR and currently holds the position as a Captain. The firefighter has met the requirements of the Firefighter II Position in the personnel ranking structure. In addition, the firefighter also has met the requirements of the Driver/Operator Position. The following is the reimbursement amounts for this firefighter.

Incident Response: \$19.00
First Training Drill: \$25.00
Second Training Drill: \$19.00
Quarterly Training: \$19.00



Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Operating Policies and Procedures			Policy #
				7.5.02
Date Created:	10/12/2009	Effective Date:	10/12/2009	Date Revised:
Subject:	Annual Firefighter Physicals			<i>Page 1 of 1</i>

Scope: All personnel of the Hampton County Fire/Rescue Department.

Purpose: This policy is to allow the department to meet the requirements set forth by the OSHA (Occupational Safety & Health Administration) & NFPA (National Fire Prevention Association) guidelines.

Policy: The Hampton County Fire/Rescue Department **will** comply with the regulations set forth by OSHA 1910.156, OSHA 1910.134 and NFPA 1582.

OSHA 1910.156: The employer shall not permit employees with known heart disease, epilepsy, or emphysema to participate in fire brigade emergency activities unless a physician's certificate of the employee's fitness to participate in such activities is provided.

OSHA 1910.134: Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to use the equipment.

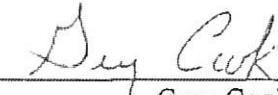
NFPA 1582: Firefighters must be medically capable of performing their required duties.

All personnel **will be required** to obtain Medical Clearance for Fire Brigade duties on an annual basis. The Medical Clearance must comply with the regulations stated above.

If any member fails to attend the department provided physical or does not obtain a "Passing" Medical Clearance Form it will be required that the member obtain Medical Clearance through a Physician of choice stating what duties the member can perform. The physical must follow the regulations required by OSHA & NFPA guidelines pertaining to Firefighters Physicals. This Medical Clearance will not be the responsibility of the department nor will the department provide any reimbursement to the member for this. The department will only provide physicals through the company of choice made by the department.

All personnel shall contact the HCFR Headquarters office for scheduling of their physicals. The department will try to accommodate personnel that may have scheduling conflicts however the scheduling will be on first come-first serve basis.

If any member fails to obtain a Medical Clearance the member **will be terminated** from the Hampton County Fire/Rescue Department.


 Greg Cook
 Hampton County Fire Chief



Hampton County Fire/Rescue Operating Policies and Procedures

Policy #

7.5.01

Date Created:

10/12/2009

Effective Date:

10/12/2009

Date Revised:

Subject:

Annual Firefighter Physicals

Page 1 of 1

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OSHA 1910.156: The employer shall not permit employees with known heart disease, epilepsy, or emphysema to participate in fire brigade emergency activities unless a physician's certificate of the employee's fitness to participate in such activities is provided.

OSHA 1910.134: Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to use the equipment.

NFPA 1582: Firefighters must be medically capable of performing their required duties.

All personnel **will be required** to participate in the annual Firefighter Physical program provided by the department. This program will comply with the regulations stated above. All personnel shall contact the HCFR Headquarters office for scheduling of their physicals. The department will try to accommodate personnel that may have scheduling conflicts however the scheduling will be on first come-first serve basis.

If any personnel fails to attend the Firefighter Physical it will be required that the member obtain a physician's certificate stating the duties that the member can perform. The physical must follow the regulations required by OSHA & NFPA guidelines pertaining to Firefighters physicals. This certificate will not be the responsibility of the department. The department will only provide physicals through the company of choice made by the department.

If any member fails to obtain a physical or physician certificate the member **will be terminated** from the Hampton County Fire/Rescue Department.



Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines				Policy #
					7.6.01
Date Created:	06/22/10	Effective Date:	08/05/10	Date Revised:	
Subject:	SOG/Policy Committee				Page 1 of 2

PURPOSE

To ensure that all HCFR Operational Guidelines and Polices are adequately reviewed and revised on a periodic basis and that the Operational Guidelines/Polices are freely available to all personnel.
To create and implement new Operational Guidelines and Policies to provide a standard for the Hampton County Fire/Rescue Department.

SCOPE

Command Staff, Fire Board, SOG/Policy Committee

STANDARD OPERATIONAL GUIDELINE/ POLICY COMMITTEE

The HCFR will maintain a SOG/Policy Committee at all times.

The members of the SOG Committee must be a active member of the Hampton County Fire/Rescue Department. Members must have a general knowledge in the fire service and the Hampton County Fire/Rescue Department.

The Committee will be comprised of five HCFR personnel. At least one representative of the committee will be a Command Staff member.

The Committee will meet as necessary to ensure that all Operational Guidelines are maintained in a current state, are realistic, and are periodically reviewed as outlined in this guideline.

It will be the task of the committee to ensure that all operational personnel are advised of changes made to the SOG's/Policy's as those changes occur.

New Membership

Members of the department interested in joining the committee shall submit an application to the Fire Chief no later than June 1st. The applications received will be forwarded to the Hampton County Fire Board along with the recommendations from the Fire Chief.

The Hampton County Fire Board will appoint all members of the committee.

Elected members will serve a two-year term beginning on Aug 1st.

When possible, consideration will be given to allow for diversity in committee representation among the stations, as well as the rank structure.

Termination of a Membership

Members of the SOG/Policy Committee may be removed from the committee by the Fire Chief, Fire Board or if requested by a majority of the members of the Committee.

Any vacancies existing on the committee will be filled as soon as feasible by applications for that position. The replacement personnel will continue to serve the term for that position.

SOG/POLICY REVIEW

All SOG's/Policy's of HCFR will be reviewed by the committee on an annual basis, at minimum.

SOG's/Policy's may be reviewed more frequently if a particular cause for review exists. (e.g. a request by an Employee to look into a particular policy as a result of a critique, change in organizational structure, technological change affecting operations, etc.)

NEW or UPDATED SOG/POLICY

SOG's/Policy's that are created or reviewed and determined by the committee to need updates will be updated as necessary by the committee. Once completed, the Command Staff member of the committee will submit the recommended changes to the Fire Chief for final review. If required, the Command Staff member of the committee will submit the recommended changes to any other Command Staff members whose policies the SOG/Policy change(s) may affect.

The Fire Chief will review the recommendations by the committee and approve the changes or request that the SOG/Policy be looked at further. Upon approval by the Fire Chief, the Fire Chief will notify the Committee that the proposed changes have been approved. If a member of the Command Staff requests further review, they will provide commentary as to which areas need attention.

The approved changes will become effective as soon as the updated version is distributed to the membership, and any necessary training on the subject has been conducted.

SOG/POLICY DISTRIBUTION

The primary storage location for all SOG's/Policy's will be the Headquarters Office.

Each fire station will maintain a current SOG/Policy Manual at all times. The District Chief or designee is responsible for maintaining an accurate SOG/Policy manual.

When a SOG/Policy is created or reviewed and changes are made, the committee will distribute hard copies of the SOG/Policy to all station mailboxes located at Headquarters.

The District Chief or designee will review the changes made with all personnel and place the revised copies in the station SOG/Policy manual, discarding the previous version(s).



Gene Rushing
Hampton County Fire Chief

	Hampton County Fire/Rescue Standard Operating Guidelines				SOG # 7.7.01
Date Created:	12/01/10	Effective Date:	01/01/11	Date Revised:	
Subject:	Exposure Protection Plan				<i>Page 1 of 1</i>

PURPOSE: The purpose of the plan is to maintain a safe working environment for HCFR personnel. This includes training on prevention and the necessary training in case an accident was to occur.

SCOPE: All personnel.

GENERAL: The HCFR will follow the “Infection Control Plan” that is maintained by Hampton County EMS for all Hampton County employees. The designated officer appointed by the Hampton County EMS will make all updates or changes to the plan. HCFR will notify all personnel if any changes or updates were to occur. A new Policy number will be assigned after the changes have taken effect.

The HCFR personnel shall follow the “Infection Control Plan” however MUST follow the chain of command within the HCFR. All exposures must be reported to your superior officer who will then follow and assist any personnel with the “Infection Control Plan”.

The Fire Chief must be notified with-in 24 hours of an exposure incident.

NOTE: The “Infection Protection Plan” follows this document. Pages 1-38



Gene Rushing
Hampton County Fire Chief

Hampton County

Emergency Services

Exposure Control Plan

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General Information

Job Description

Designated Officer for Infection Control

Background: Should be an individual interested in infection control and trained in the provision of health care

Responsibilities: Will require 24 hour responsibility and involves professional responsibilities in the following areas:

**Notification, Reporting, Documentation, Evaluation, Interpretation, Inspection, Education, Consultation, and Research – Data Collection*

Major Objectives:

1. To assure quality of care to patients and department members
2. To serve as a liaison between the medical facilities, the Coroner's Office, and Public Health Officer
3. To assist the department in insuring compliance with federal, state, and local laws/regulations
4. To develop and institute a comprehensive program for exposure notification and medical follow-up
5. To monitor compliance with the department's infection control practices/procedures
6. To maintain current the department's Exposure Control Plan to include TB Control
7. To work with Administration, Risk Management and Safety on infection control and related compliance issues

Job Tasks/Responsibilities:

1. Establish and maintain records on employee exposures, medical follow-up, and personnel health
2. Reports cumulative statistics on exposures and compliance monitoring to the EMS Director

3. Prepares monthly/yearly infection control issues, compliance issues, and status of the Exposure Control Plan
4. Ensure reporting and documentation of exposures, medical follow-up, confidentiality, and record keeping

Job Description

Designated Officer for Infection Control cont...

Education Responsibilities:

1. Attends training to prepare for this position
2. Documents activities to demonstrate annual updates on training
3. Reviews current literature on infection control practices, CDC recommendations, Government Regulations/Laws and shares appropriate information with the Administration
4. Works with training division to ensure that required training is on-going and up-to-date
5. Identifies education and training needs through compliance monitoring activities and exposure report review

Consultation Activities:

1. Works with Administration, Safety and Training to develop, update, and review department compliance activities
2. Works with medical facility representatives to ensure timely exposure notification, testing, and reporting
3. Maintains a working rapport with Public Health Officer
4. Interviews and assists exposed department personnel

5. Assist in the evaluation of new products and equipment relating to infection control/OSHA compliance
6. Develops infection control policies and procedures for the department
7. Works with the Coroner or funeral home regarding exposure events involving deceased persons

Reports Directly To:

The Designated Officer for Infection Control reports only to the EMS Director. This reporting will **not** include confidential medical information.

Designated Officer Contact Information

Availability of the Designated Officer: The DO is available 24 hours a day in the event of possible exposure. If the DO is not immediately available contact the Assistant DO.

Designated Officer

Laura Meyer

Office: (803) 914-2157

Home: (803) 632-2056

Cell: (803) 842-0121

Pager: 1-800-864-0987 pin #6001

Radio ID: Hampton County-EMS 3

Assistant Designated Officer

Chris Altman

Office: (803) 914-2152

Home: (803) 943-0880

Cell: (803) 942-2704

Pager: 1-800-864-0987 pin #6244

Radio ID: Hampton County-EMS 1

Definition of Terms

OSHA-Occupational Safety and Health Administration

U.S. Department of Labor

Bloodborne Pathogen: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), human immunodeficiency virus (HIV) and syphilis.

Body Substance Isolation (BSI): Concept used by EMS/Fire and law enforcement that blood and all body fluids of all patients are considered to be potentially infectious.

Communicable: A disease which can be readily spread from one person to another *under certain conditions*. A disease can be infectious but not communicable.

Designated Officer: The department's employee responsible for the Infection Control Plan, including notification, reporting, documentation, evaluation, interpretation, inspection, education, consultation, research, and data collection.

Engineering Controls: Controls (e.g. sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Incubation Period: The period of time beginning with exposure to the disease until the first appearance of symptoms.

Infectious: Illness resulting from the invasion of the body by a bacteria, virus, fungi, or parasite. The term infectious only means caused by a pathogen.

Mode of Entry: The way in which a disease must enter the body to cause disease.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Definition of Terms cont...

Other Potentially Infectious Materials (O.P.I.M.): Refers to the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Pathogen: Any disease producing microorganism.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste:

1. Liquid or semi-liquid blood
2. Contaminated items that would release blood or O.P.I.M. in a liquid state if compressed
3. Items that are caked with dried blood or O.P.I.M. and are capable of releasing these materials during handling
4. Pathological or microbiological wastes containing blood or O.P.I.M.

Source Individual: Any individual, living or dead, whose blood or O.P.I.M. may be a source or occupational exposure to the employee.

Sterilize: The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions: An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for bloodborne pathogens.

Window Phase of Testing: The time from exposure until the time a laboratory test will pick up the exposure. This means that in between this time a person may test negative but actually be positive but the test cannot pick up the presence of the virus.

Work Practice Controls: Practices that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting recapping of needles by a two-handed technique).

Employee Risk Categories

There are three risk categories, they include the following:

Low Risk

Medium Risk

Potential for On-going Transmission

Low Risk: This is defined as a system that transports less than 3 infected and untreated patients a year.

Medium Risk: This is defined as a system that transports more than 3 infected and untreated patients a year.

Potential for On-going Transmission: These are Long Term Care Facilities and Correctional Facilities, etc.

Exposure Control Plan

Ride Along Policy

It is the policy of Hampton County Emergency Medical Service to allow individuals to ride along on the ambulances.

Due to the possible risk of acquiring an infectious disease during this experience, it is required that all non-employees who desire to ride on the ambulance be informed of the risks and consequences of these exposures as well as the protective measures available to prevent disease transmission.

Each ride along will receive an information packet about blood/airborne disease, specified by the Designated Officer for Infection Control. This information will be explained to the ride along and each ride along will have an opportunity to have any questions answered. Before any ride along receives authorization to ride on an ambulance, they have to sign a release form. If the ride along is a minor, the parents have to be present and sign the release form at the Emergency Services Building.

Only supervisors or the Designated Officer are authorized to give the ride along this training and authorize them to ride along on the ambulance.

Bloodborne Pathogens

Hepatitis B

- 1) Hepatitis B viral infection-
 - a. Also known as Type B Virus
 - b. Bloodborne Disease
- 2) This disease is transmitted by:
 - a. Blood
 - b. Sexual Transmission
 - c. Indirect contact with contaminated objects
- 3) Criteria for Exposure:
 - a. Needle stick

- b. Splash
 - c. Splatter
 - d. Non-intact skin contact
- 4) As of 2006, there were a total of 4,713 cases of Hepatitis B that were reported nationwide. As of 2007, there were only 3,713 reported cases.
- 5) Only 6% - 30% of non-vaccinated healthcare workers received this disease due to needle stick.
- 6) Incubation period for this disease is 45 to 200 days post-exposure.
- 7) Signs/Symptoms of this disease are nausea, loss of appetite, malaise, vomiting, jaundice, clay colored stools, brownish colored urine.
- 8) Hepatitis B can be prevented by taking the vaccine.
- 9) There are 3 vaccines available to prevent this disease – Heptavax HB, Recombivax HB, or Enerix B. Recombivax HB and Enerix B are the most common. If there is an allergy to yeast or Thimersol (mercury), then a pediatric vaccination will be given.
- 10) Side effects of the vaccine are small: low-grade fever, soreness, and redness at the site of injection.

Bloodborne Pathogens – Hepatitis B cont...

- 11) Vaccine is safe to take if you are pregnant, thinking of becoming pregnant, or who are breast feeding.

- 12) Hepatitis B vaccine will be offered to each employee free of charge. Any employee who wishes to take it will need to sign a consent form and any employee who refuses to take it will have to sign a declination form and state the reason for which they denied the vaccination. If the employee later decides to take the vaccine, it will be made available to them. This is an OSHA requirement.
- 13) Vaccine should be administered within 10 days of assignment to a position what would place one at risk. This is after education on the disease and the vaccine.
- 14) The vaccination is given in a series of three doses. The first dose is given, then the second dose is given 4 weeks later, and then the third dose is given 6 months after the first dose. Each individual receiving the vaccination must receive all vaccinations in the series to be protected.
- 15) The vaccine is only to be given IM (intramuscularly) in the deltoid muscle of the arm.
- 16) If the series of doses is interrupted, just pick up where you left off. There is no need to start again. Dose 2 and Dose 3 will then be given 2 months apart.
- 17) A titer test should be performed 1-2 months after completion of the vaccine series. Once a positive titer has been established there is no need to re-titer. This is done to identify non-responders. If someone did not respond, then a second full series is administered. If that person still does not respond, no additional doses are offered.
- 18) According to the CDC, there is no formal requirement or recommendation for a booster.
- 19) No routine titer testing is needed or recommended. Titers will decline over time to even undetectable levels. A person is still protected because of "immunologic memory".
- 20) First Responders, Fire Fighters, and Law Enforcement do not need to receive titers due to limited occupational risks.

- 21) Once a positive titer (>10mIU/ml) is on record, there is no need to re-titer, even if there is an exposure.
- 22) Factors that influence non-response are age (>40), weight, smoking, immune suppression, and genetic factors.

Bloodborne Pathogens

Hepatitis C

- 1) Hepatitis C viral infection-
 - a. Also known as Type C Virus
 - b. Bloodborne Disease
- 2) Hepatitis C is transmitted via
 - a. Blood
 - i. IV drug use
 - ii. Mother to Infant
 - iii. Intranasal cocaine use
 - b. Sexual Contact
 - i. Multiple Partners
 - ii. High-Risk sexual practices
 - c. Needle stick
 - d. Tattoos/Body Piercing

3) Criteria for Exposure

- a. Needle stick
- b. Splash
- c. Splatter

4) According to the CDC, there were 766 reported cases of Hepatitis C in 2006. As of 2007, there were only 722 reported cases.

5) Signs/Symptoms include nausea, vomiting, loss of appetite, malaise, jaundice, brown colored urine, and clay colored stools.

6) The incubation period is 6-7 weeks.

7) There is no vaccination against Hepatitis C.

Bloodborne Pathogens – Hepatitis C cont...

8) We can test for the virus using the Hepatitis C antibody test HCV-RNA.

- a. Antibody testing has a high rate for false-positives.
- b. The rapid test only takes 23 minutes to receive test results.
- c. Confirmatory test is the RIBA test.

9) Occupational risk associated with Hepatitis C include:

- a. The primary risk is related to a needlestick = 1.5%.
 - b. One case reported of transmission via splash into the eye.
 - c. One case reported of transmission via non-intact skin.
- 10) The CDC does not recommend the routine testing of health care workers.
- 11) If Hepatitis C is acquired, treatment is covered under workers compensation.

Bloodborne Pathogens

Human Immunodeficiency Virus (HIV)

1. HIV infection is transmitted
 - a. Primarily
 - i. Blood
 - ii. Sexual Contact
 - iii. Infected Mother to Infant
 - b. Secondary
 - i. Contaminated Blood Products
 - ii. Occupational Exposure – Health Care Workers
2. Criteria for Exposure:
 - a. Contaminated Sharps Injury
 - b. Splash/Splatter into eyes, up nose, or mouth
 - c. Non-intact skin
3. According to the CDC there was 36,817 reported cases of AIDS in the year 2006.
4. Occupational Risk – “0” fire/ EMS personnel have documented occupational seroconversion between 1978-December 2006.
5. Occupational Risk – “12” fire/EMS personnel have **undocumented** occupational seroconversion between 1978-December 2006.
6. HIV is unable to reproduce itself outside the living host, except under laboratory conditions, therefore, it does not spread or maintain its infectiousness outside the host.

7. Availability of quick test results on the source patient in an exposure situation may prevent the unnecessary administration of chemoprophylaxis to the health care worker.
8. Blood must be test ASAP according to state testing law.
9. No testing required of HIV, HBV, or HCV status is known.
10. Exposed individual shall be informed of source individual testing results.

Bloodborne Pathogens – HIV cont...

11. Incubation period is 2-10 years after testing positive.
12. Post Exposure Prophylaxis can be administered under the direction of an Infectious Control Doctor.
13. A survey of ED Physicians in a focus group showed that > 95% had not read the CDC guidelines for post exposure prophylaxis.
14. Signs/Symptoms of HIV include: fever, night sweats, weight loss, chronic diarrhea, fatigue, and opportunistic infection.

Bloodborne Pathogens

Syphilis

1. Syphilis can be transmitted by: sexual contact, needle stick injury, direct contact with draining lesions.
2. Incubation period is 10 days to 3 months.
3. Syphilis is treatable with Penicillin.
4. Occupational exposure is low.

Airborne Transmissible Disease

Tuberculosis

1. Tuberculosis is a disease spread by inhalation of droplets.
2. The incubation period for TB is 4 to 12 weeks.
3. Signs/Symptoms include a persistent non-productive cough for 2 to 3 weeks or longer, weight loss, fever/night sweats, coughing up blood, and bloody sputum.
4. In order to have an exposure to TB you have to be in a confined, non-ventilated space for 2 to 10 hours.
5. High hazard procedures include: suctioning, intubation, bronchoscopy, sputum induction, aerosolized medication, autopsies, and transport in a closed vehicle.

6. PPD need to be read by a licensed health care professional.
7. TB tests are no longer required to be done every year. They are required at the time of hire and only if there is an exposure after that.
8. If a person presents positive on a skin test, then the person has to have a chest x-ray. The person only has to do 1 chest x-ray and from then on they only have to answer a questionnaire.

Guidelines

Infection Control Policy

Emergency Medical Services, Firefighters, and Dispatch

1. All persons providing care to patients for Hampton County EMS will apply the standards of Universal Precautions, this includes:
 - a. EMS Employees
 - b. Volunteer/Paid First Responders
 - c. Firefighters
 - d. Law Enforcement Officers/Detention Center
 - e. Dispatch
 - f. Any medical or laypersons assisting in patient care

2. It is the responsibility of the ambulance crew to make sure that all parties assisting in patient care are appropriately using PPE.
3. The level of PPE used will be based on the risk of exposure for the call (see attached guide).
4. Hand washing will be performed as soon as possible after patient contact.
 - a. If soap and water are not available use the rinse free sanitizer.
5. Fingernails may not exceed $\frac{1}{4}$ inch past the tip of the finger. It is no longer permissible to have artificial nails or nail extensions while on duty. These nails could pose a bacterial or fungal exposure for the employee or the patient.
6. Personnel who have a possible exposure will report the incident to the Designated Officer immediately after completion of the call. You no longer report exposure information to the on duty supervisor due to confidential information.
7. All cleaning and decontamination will be performed as per the attached protocols.
8. All patients who present with fever and skin rash or has had a persistent cough for more than 2 to 3 weeks will be masked with either:
 - a. Surgical mask
 - b. Oxygen mask
9. Suspected or confirmed TB patients:
 - a. Surgical or oxygen mask on the patient
 - b. Use active ventilation methods if feasible
 - i. Open vehicle windows
 - ii. Set Heat/AC to non-recirculating cycle
 - iii. Turn on power ventilation blower
10. Needles will only be recapped of multiple doses are to be given from one syringe.
 - a. Recapping will be done using the "scoop method" of laying the cap on a surface and "scooping" it up onto the needle
 - b. There will be no 2 handed recapping
 - c. Do not bend, break, or alter any needle

Infection Control Policy

Law Enforcement and the Detention Center

1. All officers coming in to contact with a person that is suspected to be infectious will apply the standards of universal precautions.
2. It is the responsibility of the officers to make sure all parties assisting in person to person contact are appropriately using PPE.
3. The level of PPE used will be based on the risk of exposure for the call (see attached guide).
4. Hand washing will be performed as soon as possible after person to person contact.
 - a. If soap and water are not available use the rinse free sanitizer
5. Fingernails may not exceed $\frac{1}{4}$ inch past the tip of the finger. It is no longer permissible to have artificial nails or nail extensions while on duty. These nails could pose a bacterial or fungal exposure for the employee or the patient.
6. Personnel who have a possible exposure will report the incident to the Designated Officer immediately after completion of the call. You no longer report exposure information to the on duty supervisor due to confidential information.
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 - i. Open vehicle windows
 - ii. Set Heat/AC to non-recirculating cycle
 - iii. Turn on power ventilation blower

Personal Protective Equipment

PPE

1. Personal Protective Equipment will include:

- a. Disposable exam gloves
- b. Heavy duty rubber gloves for cleaning surfaces and equipment
- c. Hand washing substitutes
- d. Protective eyewear
- e. Masks
- f. Cover gowns
- g. Respiratory assist devices (Bag Valve Masks)

2. Personal Protective Equipment availability:

- a. PPE will be provided in sizes appropriate for all employees
- b. Each ambulance will carry a minimum of:
 - i. 4 boxes of gloves (small, medium, large, X-large)
 - ii. 2 contamination suits
 - iii. 2 surgical masks
 - iv. 2 protective eyewear
 - v. 2 disposable bag valve masks
- c. Extra PPE is located in the supply room at the Hampton EMS base.
- d. See the Designated Officer if you have special needs such as sizing or allergies.

3. Use of Personal Protective Equipment

- a. Gloves will be worn when in contact with blood and other body fluids
 - i. Disposable exam gloves will be used for patient contact
 - ii. Gloves shall be removed by turning them inside out
 - iii. Exam gloves will not be washed or reused
 - iv. Heavy duty rubber gloves for cleaning will be washed and hung to dry
- b. Protective eyewear is designed to BLOCK gross splatter of blood or body fluids onto the surface of the eye
 - i. Protective eyewear should have side shields
 - ii. Standard eyeglasses without side shields are not PPE
- c. Masks are used to keep blood or body fluids from having contact with the inner surface of the nose and mouth and to provide protection against airborne diseases such as TB
 - i. If you mask a suspected or confirmed TB patient, then the health care worker does not need a mask
- d. Gowns are recommended to keep gross blood or body fluid off of your uniform

Personal Protective Equipment cont...

- i. The use of gowns is recommended for large splash situations
- ii. A change of uniform will be kept available in case uniforms become contaminated
- iii. Uniforms do not serve as PPE

4. Exceptions to Use of PPE

- a. In the case where there is an unexpected emergency, or an unexpected exposure, there may not be time to use PPE. This decision not to use PPE will be made at the time by the employee.

- b. OSHA states that this is acceptable in "extraordinary situations". But, there must be a review of the incident and the decision explained as it will result in an unprotected exposure.

Recommended PPE for Worker Protection Against HIV and HBV Transmission

Task/Activity	Disposable Gloves	Gown	Mask	Eyewear
Bleeding control with spurting blood	Yes	Yes	Yes	Yes
Bleeding control with minimal bleeding	Yes	No	No	No
Childbirth	Yes	Yes	Yes	Yes
IV Initiation	Yes	No	No	No
Airway Maintenance	Yes	No	Yes	Yes
Handling and cleaning contaminated equipment	Yes	Yes, if splashing is likely	No	No
Measuring BP	No	No	No	No
Measuring Temperature	No	No	No	No
Giving an injection	No	No	No	No
Routine patient contact	No	No	No	No

Precaution Reference

Patient Presents With **Minimal PPE to Use**

HIV/AIDS-----Gloves

Chickenpox-----Mask and Gloves/Mask on patient

Diarrhea-----Gloves

Draining Wounds-----Gloves

Encephalitis-----Gloves

Fever with rash-----Mask and Gloves/Mask on patient

Hepatitis-----Gloves

Herpes-----Gloves

Measles-----Mask and Gloves/Mask on patient

Meningitis-----Mask and Gloves/Mask on patient

Mumps-----Mask and Gloves/Mask on patient

Rubella-----Gloves

Rubeola-----Gloves

Shingles-----Gloves

Syphilis-----Gloves

Tuberculosis-----Mask and Gloves/Mask on patient

Hand Washing

1. Hands must be washed:
 - a. When coming on duty
 - b. When obviously soiled
 - c. After removing gloves
 - d. After using the bathroom
 - e. After handling contaminated items
 - f. Before eating

- g. Before going off duty
 - h. Before and after patient contact
2. Procedure for hand washing:
- a. Use warm water and soap
 - b. Scrub hands for at least 15 seconds
 - c. Rinse well with running water
 - d. Dry with paper towels
 - e. Use paper towel to turn water faucets off
3. If no soap and water are available use the provided waterless hand washing agent provided on each ambulance.

“Sharps” Handling

1. The term “sharps” will be used to refer to any of the following items:

- a. IV needles
 - b. Transfer needles
 - c. Injection needles
 - d. Medication needles
 - e. Lancets
2. All sharps are to be considered as potentially contaminated.
3. Needles are not to be recapped, bent or broken.
4. All needles that have been opened will be disposed of in an appropriate sharps container.
5. Sharps are to be placed into the sharps container needle end first.
6. Never force a sharp into the container.
7. Sharps containers are to be considered full when they appear to be 3/4th full.
8. Seal full sharps containers and place them in the sharps bin at the Hampton EMS base.
9. Never stick your fingers into a sharps trap.
10. Account for all sharps prior to leaving a scene.
11. Sharps will be placed in sharps container at the earliest possible moment.

12. Treat and report all injuries from sharps to the Designated Officer ASAP.

13. Employees will have the opportunity to test, evaluate and choose the best safety products available.

***Needles used to administer multiple dose drugs such as morphine and valium may be recapped using the scoop method-place the needle cap on a surface such as the run bench and "scoop" it onto the needle while holding the syringe only.

Cleaning and Decontamination Guidelines

General Unit and Equipment Cleaning/Decontamination

Equipment used for cleaning/decontamination

1. Gloves as needed chose from

- a. Disposable
- b. Heavy Duty

2. Chemical

- a. Clorox
- b. Cavicide
- c. Hypochlorite solution (Bleach/water 1:100)

i. Once this solution is mixed, it is only good for 24 hours. The spray bottles on each unit need to be emptied and refilled with the solution. The date needs to be written on tape and applied to the front of each spray bottle.

d. Lysol concentrate

3. Contaminated items must first be cleaned with soap and water before they can be decontaminated.

4. All ambulances will be cleaned after each call and decontamination of the units and all equipment will be performed once a week.
 - a. Back up units on Saturdays
 - b. Front line units on Mondays

Blood/OPIM Splatters

1. Large-
 - a. Cover area with towel
 - b. Put on utility gloves
 - c. Pour solution (e.g. Cavicide) on outer edges of spill
 - d. Soak up spill
 - e. Clean area with solution

Cleaning and Decontamination Guidelines cont...

- f. Appropriately dispose of materials (e.g. red bags)
 - i. All materials that are grossly contaminated with blood or O.P.I.M. shall be placed in red bags and put in the biohazard container outside of the Hampton EMS base.
 - g. Wash utility gloves and hang to dry
 - h. Wash hands
2. Small-
 - a. Wear gloves (exam or utility)
 - b. Use Clorox wipes to remove the contaminant
 - c. Appropriately dispose of used wipes and gloves
 - d. Wash hands

Equipment

1. Small equipment (blades, handles, suction, etc.) shall be cleaned at the ER
2. Large equipment (boards, straps, MAST, etc.) shall be cleaned at the EMS base

Training/Testing/Vaccinations

New Hire

1. Employees who have not worked in the medical field before starting at Hampton County EMS will:
 - a. Be given the Infection Control class
 - b. Be sent for TB testing
 - c. Be offered the Hepatitis vaccination

- d. Be offered the Chickenpox vaccination if indicated
- 2. Employees who have worked in the medical field will:
 - a. Be given the infection control class unless they can document recent(<6 months) training
 - b. Be sent for TB testing unless they can document recent (<3 months) testing
 - c. Be offered the Hepatitis vaccination
 - d. Be offered the Chickenpox vaccination if indicated

Annual Training

All employees will receive annual infection control training which is current with the newest OSHA and CDC guidelines to include but not limited to:

- 1. Blood and airborne pathogens
 - a. Modes of transmission
 - b. Epidemiology
 - c. Signs and symptoms
 - d. Risks in the workplace
- 2. Personal Protection Equipment
- 3. Engineering controls and workplace practices
- 4. Waste management
- 5. Post-exposure procedures

Work Restrictions

Due to the high risk of our patients and co-workers becoming infected when we ourselves are ill, employees with the following diseases/symptoms will be restricted from working as stated for each condition.

Disease/Problem	Work Restrictions	Duration
Conjunctivitis	Restrict from patient contact and contact with the patient's environment	Until discharge ceases
Cytomegalovirus Infections	No restriction	
Diarrheal Diseases (Acute Diarrhea with other symptoms)	Restrict from patient contact and their environment, or food handling	Until symptoms resolve
Convalescent stage (Salmonella)	Restrict from care of high risk patients	Until symptoms resolve; consult with local patients and state health authorities regarding stool cultures
Diphtheria	Exclude from duty	Until antimicrobial therapy completed and 2 cultures obtained > 24 hours apart and negative
Enteroviral Infections	Restrict from care of infants, neonates, and immunocompromised patients and their environments	Until symptoms resolve
Hepatitis A	Restrict from patient contact, contact with patient's environment, and food handling	Until 7 days after onset of jaundice
Hepatitis B acute or chronic (do not perform exposure-prone procedures)	No restrictions, refer to state regulations, used standard precautions	
Hepatitis B acute or chronic (do perform exposure-prone procedures)	Do not perform exposure-prone invasive procedures until counsel from an expert review panel, refer to state regulations	Until Hepatitis B e antigen is negative
Hepatitis C	No recommendations	
Herpes simplex (Genital)	No restrictions	
Herpes simplex (Hands)	Restrict from patient contact and contact with the patient's environment	Until lesions heal
Herpes simplex (Orofacial)	Evaluate for need to restrict from care of high risk patients	
HIV	Do not perform exposure-prone invasive procedures until	
Disease/Problem	Work Restrictions	Duration
HIV cont...	counseled, take standard precautions, refer to state regulations	

Measles active	Exclude from duty	Until 7 days after the rash appears
Measles post exposure	Exclude from duty	From the 5 th day after 1 st exposure through 21 st day after last exposure and/or 4 days after rash appears
Meningococcal Infections	Exclude from duty	Until 24 hours after start of effective therapy
Mumps active	Exclude from duty	Until 9 days after onset of parotitis
Mumps post exposure	Exclude from duty	From the 12 th day after 1 st exposure through the 26h day after last exposure or until 9 days after onset of parotitis
Pediculosis	Restrict from patient contact	Until treated and observed to be free of adult and immature lice
Pertussis active	Exclude from duty	From beginning of catarrhal stage through 3 rd week after onset of paroxysms or until 5 days after start of effective antimicrobial therapy
Pertussis post exposure (asymptomatic)	No restrictions, prophylaxis recommended	
Pertussis post exposure (symptomatic)	Exclude from duty	Until 5 days after the start of effective antimicrobial therapy
Rubella active	Exclude from duty	Until 5 days after rash appears
Rubella post exposure	Exclude from duty	From 7 th day after 1 st exposure through 21 st day after last exposure
Scabies	Restrict from patient contact	Until cleared by medical evaluation
Staphylococcus aureus Infection (active)	Restrict from contact with patients and patient's environment or food handling	Until lesions have resolved
Staphylococcus aureus Infection (Carrier state)	No restriction unless personnel are linked to transmission of the organism	
Streptococcal Infection, group A	Restrict from patient care, contact with patient's environment or food handling	Until 24 hours after adequate treatment started
Tuberculosis active	Exclude from duty	Until proved noninfectious
Tuberculosis PPD converter	No restriction	
Varicella active	Exclude from duty	Until all lesions dry and crust
Disease/Problem	Work Restrictions	Duration
Varicella post exposure	Exclude from duty	From 10 th day after 1 st exposure through the 21 st day (28 th day if VZIG is given) after last exposure

Zoster localized in healthy person	Cover lesions, restrict from care of high risk patients	Until all lesions dry and crust
Zoster generalized or localized in an immunocompromised person	Restrict from patient contact	Until all lesions dry and crust
Zoster post exposure	Restrict from patient contact	From 10 th day after 1 st exposure through 21 st day (28 th day if VZIG is given) after last exposure or if varicella occurs, until all lesions dry and crust
Viral Respiratory Infections Acute febrile	Consider excluding from the care of high risk patients or contact with their environment during community outbreak of RSV and influenza	Until acute symptoms resolve

If you have any questions about your work status contact to D.O.

Exposure Reporting

Any incident which results in a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or O.P.I.M. will be considered a reportable exposure. It is vital to your health that you report all possible exposures. If in doubt as to whether or not an incident is an exposure, contact the D.O. immediately for guidance.

In the event of a reportable exposure:

1. Render appropriate care to the exposed personnel
 - a. Clean contaminated skin ASAP
 - i. Soap and water
 - ii. Waterless hand cleaner
 - b. Flush eyes with saline or water if applicable
2. If exposure to the result of parenteral contact
 - a. Allow wound to bleed if it is not a major hemorrhage
3. Notify the Designated Officer as soon as the call is over
4. Fill out Exposure Report Form (located in unit clipboard)
5. Follow the Designated Officer's instructions in regard to testing/follow up

	Hampton County Fire/Rescue Operating Policies and Procedures	Policy #
		7.8.01
Date Created:	04/04/2013	Effective Date: 05/01/2013 Date Revised:
Subject:	Training Course Registrations	<i>Page 1 of 2</i>

PURPOSE

It is the responsibility of the Hampton County Fire/Rescue Department to provide training for every member of the department. This includes training courses held in-house by HCFR or by other agency's such as the South Carolina Fire Academy.

SCOPE

All firefighting personnel, administrative staff

GENERAL

MEMBERS ELIGIBLE TO APPLY

The HCFR goal is to have the best training available for its personnel. The HCFR will represent any member of the department for any fire related course if the member meets the following items.

- a) Prerequisites of the course has been obtained by the applicant
- b) Applicant meets the criteria of the course (age, etc...)
- c) Applicant verifies that he/she can attend the course dates
- d) Applicant verifies that he/she can physically/emotionally complete the course
- e) District Chief recommendation on the applicants participation in the course (the following items should be evaluated upon recommendation by the District Chief: participation, interest in subject, availability)
- f) Fire Chiefs approval (budget restrictions, etc...)

HOW TO APPLY

All registrations or applications can be obtained from the Headquarters Office if needed. All registrations/applications must be completed and submitted to the admin office personnel at Headquarters. At this time, all of the above items will be verified before any member is registered for the course. If approved for the course the member will be notified by either the agency or the department of their acceptance into the course.

COURSE CANCELLATION

If a member is registered for a course and cannot attend he/she must cancel their registration/application immediately. This can be accomplished by notifying the admin office at Headquarters.

If the member is registered for a course and cannot attend but the course is within 24hours, the student must notify the admin office of the cancellation. If it is after normal business hours and the admin office is closed the student should notify his/her District Chief. The District Chief must then notify the Fire Chief or appropriate admin personnel about the cancellation.

If the member is registered for a South Carolina Fire Academy course he/she can notify the SCFA cancellation HOTLINE at 803-896-9804. This should only be utilized if the member cannot make contact with HCFR admin staff. The member must call the HOTLINE no later than 24 hours prior to the start of the course. If the member notifies the hotline he/she must also notify his/her district chief of the

cancellation.

EXCUSED ABSENCE

If a member does not attend the course he/she registered for because of a last minute condition he/she will not be responsible for the tuition. The following are a list of the "excused" conditions

- 1) Member becomes ill
- 2) Member has a family emergency
- 3) Member has last minute obligations within the HCFR
- 4) Member has last minute work related conflicts

NOTE: All excused conditions must occur within 24 hours of the start time of the course. Otherwise the student should follow the "course cancellation" criteria.

UNEXCUSED ABSENCE

If a member does not attend the course he/she registered for and does not notify the appropriate personnel and/or have an "excused absence" then the member will be responsible for the tuition. The following are a list of the unexcused absences.

- 1) Member does not cancel his/her registration
- 2) Member does not have a "excused absence" if within 24 hours

If the member has an "unexcused absence" the tuition amount for that particular course will be deducted from his/her annual "Firefighter Reimbursement".



Greg Cook
Hampton County Fire Chief

* The acknowledgment form follows this page.

Hampton County Fire/Rescue Department

Training Agreement

Acknowledgment

I _____ acknowledge that I have received a copy of the Hampton County Fire/Rescue Training Policy and understand the items and instructions contained in the policy. I also understand the importance of following this policy to allow the department to provide the best training possible for its personnel and agree to comply with this policy.

Signed _____ Date _____

	Hampton County Fire/Rescue Operating Policies and Procedures				Policy # 7.9.01
Date Created:	09/10/2014	Effective Date:	01/01/2015	Date Revised:	
Subject:	Driver/Operator Requirements				Page 1 of 2

Scope: All personnel

Purpose:

This Policy is to establish the minimum training required to operate a vehicle for HCFR.

General:

Hampton County Fire/Rescue Department is responsible for protecting and providing Fire/Rescue and Medical First Responder services to the community. With this, the HCFR must ensure that the personnel providing these services are knowledgeable on the topic, trained using practical skills, and evaluated to ensure all qualified personnel meet the minimum requirements.

Procedure:

Any personnel operating a vehicle of HCFR must meet the following criteria set-forth in the following categories:

Vehicles under 24,000lbs

- 1) Valid Drivers License
- 2) Class E or Special Endorsement Sticker or CDL
- 3) Emergency Vehicle Driver Training (course offered through SCFA)
- 4) Minimum of 6 months with HCFR
- 5) Minimum of 1 year driving experience
- 6) Satisfactory Driving Record
- 7) "Vehicles under 24,000lbs" Training Form completed (non-admin vehicles only)
- 8) Emergency Vehicle Response Policy Acknowledgement Form completed

Pumper/Tanker (vehicles over 24,000lbs used to haul water & equipment)

- 1) Valid Drivers License
- 2) Class E or Special Endorsement Sticker or CDL
- 3) Emergency Vehicle Driver Training (course offered through SCFA)
- 4) Minimum of 6 months with HCFR
- 5) Minimum of 1 year driving experience
- 6) Satisfactory Driving Record
- 7) "Pumper/Tanker Driver" Training Form completed (must be completed with an apparatus carrying a minimal of an 1000gpm pump)
- 8) "Pumper/Tanker" Training Form (required for each type of apparatus after the "Pumper/Tanker Driver" Training Form has been completed)
- 9) Emergency Vehicle Response Policy Acknowledgement Form completed

Ladder (vehicles over 24,000lbs with a vehicle mounted aerial ladder)

- 1) Valid Drivers License
- 2) Class E or CDL
- 3) Emergency Vehicle Driver Training (course offered through SCFA)
- 4) Aerial Operations (course offered through SCFA)
- 5) Minimum of 1 year with HCFR
- 6) Minimum of 2 years of fire truck or a vehicle over 24,000lbs driving experience
- 7) Satisfactory Driving Record
- 8) "Aerial Driver" Training Exam completed
- 9) Emergency Vehicle Response Policy Acknowledgement Form completed

Tractor Trailer (vehicles over 24,000lbs with a truck/trailer combination)

- 1) Valid Drivers License
- 2) Class E or CDL
- 3) Emergency Vehicle Driver Training (course offered through SCFA)
- 4) Minimum of 1 year with HCFR
- 5) Minimum of 2 years of fire truck or a vehicle over 24,000lbs driving experience
- 6) Satisfactory Driving Record
- 7) "Tractor-Trailer" Training Exam completed
- 8) Emergency Vehicle Response Policy Acknowledgement Form completed

Probationary Period

- 1) All Driver/Operators being awarded Driver/Operator status shall be placed on a 6 month probationary period.
- 2) All Driver/Operators must receive satisfactory evaluations or shall lose his/her Driver/Operator privileges.

Maintaining Driver/Operator Status

- 1) All Driver/Operators must receive a satisfactory evaluation from his/her District Chief at the end of the probationary period.
- 2) All members will be required to be re-evaluated, at minimum, on an annual basis.
- 3) Any member that shows signs of substandard knowledge/skills or has received a "Complaint" about his/her Driver/Operator actions shall also be re-evaluated.
- 4) A Chief Level Officer shall complete the Evaluation Form based on the Driver/Operators knowledge and abilities. This form will be due at the end of the Driver/Operators probationary period, during the month of June for all Driver/Operators, and at any time a Driver/Operator requires a re-evaluation.



Greg Cook
Hampton County Fire Chief

Hampton County Fire/Rescue

Subject: "Vehicles under 24,000lbs" Driver/Operator

Name: _____ Apparatus #: _____ Date: _____

- Operator has a valid Drivers License
- Operator has completed the "EVDT" course 1210
- Operator has at minimum "Class E" license or greater or special endorsement
- Operator has a minimum of 6 months with HCFR
- Operator has at minimum 1 year Driving Experience
- Operator has a satisfactory Driving Record
- Operator has passed the In-House "Vehicles under 24,000lbs" Exam
- Operator has approval of his/her District Chief to operate apparatus
- Emergency Vehicle Response Policy Acknowledgement Form completed

FINAL: **PASS** **FAIL**

Evaluator: _____ **Date:** _____

Comments: _____

Hampton County Fire/Rescue

Subject: "Vehicle under 24,000lbs" Training Exam

Name: _____ Apparatus #: _____ Date: _____

1) Operator must be able to complete a detailed inspection of the apparatus.

The Operator must be able to properly identify the following items including location and ensure that each item is in a state of readiness.

- Engine Oil Level
- Transmission Fluid Level
- Power Steering Level
- Radiator Antifreeze level
- Hydraulic Fluid Level
- Engine Belts
- Generator Oil Level
- Generator Radiator Antifreeze Level
- Water Tank Level
- Check for any visible damage to apparatus
- Check for any obvious fluid leaks
- Check Tire Pressures
- In-Cab inspection
- Walk-around inspection

PASS **FAIL**

2) Operator must be able to correctly use the Breathing Air Refill Station "if applicable"

Operator must understand and demonstrate the process of refilling an empty SCBA cylinder.

- Inspection of cylinder (verify max PSI of empty cylinder)
- Attach all appropriate hoses
- Place cylinder in Containment Cabinet and ensure door is locked (if equipped)
- Adjust Pressure Regulator (if equipped)
- Refill cylinder starting with the appropriate Cascade Cylinder
- Ensure not to refill to quickly (300-600psi per minute)
- Verbally explain the purpose of "Cascading"
- Shut-off all valves, bleed air, and disconnect hose

PASS **FAIL**

Hampton County Fire/Rescue

Subject: "Vehicle under 24,000lbs" Training Exam

3) Each operator must be able to locate and explain the use of all equipment on the apparatus.

The operator must be familiar with the apparatus. This includes the equipment and uses of each piece of equipment.

- Operator has knowledge of equipment location
- Operator has knowledge of the use of the tools
- Operator has maintenance knowledge of the equipment

PASS **FAIL**

4) Each operator must be able to correctly use the onboard generator.

Each operator should be able to start and run the onboard generator. This includes starting, shutting down, and maintenance for the unit.

- Operator demonstrates the start-up procedure
- Operator demonstrates the location and operation of the breaker box
- Operator demonstrates the preventive maintenance of the generator
- Operator demonstrates the shutdown procedure

PASS **FAIL**

5) Each operator must be able to show confidence with his/her abilities to operate the apparatus at an emergency incident.

Each operator should be confident with his/her skills. The lack of confidence in one's ability may affect his/her decision making. The operator should know the skills he/she was tested on and should not second-guess their skills.

- Operator demonstrates confidence in operating an Engine/Pumper

PASS **FAIL**

6) Each operator must have minimum of 1 hour of driver training hours.

Each operator must have a minimum of 1 logged hours of driver training. This includes driving, backing, turning, etc... A certified Engine Driver of HCFR must log the 1 hour and must be present for the entire training session. (Training Form must be completed and signed by Engine Driver)

- Operator completes 1 hour of driver training

PASS **FAIL**

Hampton County Fire/Rescue

Subject: "Vehicle under 24,000lbs" Training Exam

FINAL: **PASS** **FAIL**

Evaluator: _____

Date: _____

Comments: _____

Hampton County Fire/Rescue

Subject: Pumper-Tanker Driver/Operator

Name: _____ Apparatus #: _____ Date: _____

- Operator has a valid Drivers License
 - Operator has completed the “EVDT” course 1210
 - Operator has at minimum “Class E” license or greater or special endorsement
 - Operator has a minimum of 6 months with HCFR
 - Operator has at minimum 1 year Driving Experience
 - Operator has a satisfactory Driving Record
 - Operator has passed the In-House Pumper-Tanker Exam
 - Operator has approval of his/her District Chief to operate apparatus
 - Emergency Vehicle Response Policy Acknowledgement Form completed

FINAL: **PASS** **FAIL**

Evaluator: _____ Date: _____

Comments:

Hampton County Fire/Rescue

Subject: Pumper/Tanker Driver Exam

Name: _____ Apparatus #: _____ Date: _____

1) Operator must be able to complete a detailed inspection of the apparatus.

The Operator must be able to properly identify the following items including location and ensure that each item is in a state of readiness.

- Engine Oil Level
- Transmission Fluid Level
- Power Steering Level
- Radiator Antifreeze level
- Hydraulic Fluid Level
- Engine Belts
- Generator Oil Level
- Generator Radiator Antifreeze Level
- Water Tank Level
- Check for any visible damage to apparatus
- Check for any obvious fluid leaks
- Check Tire Pressures
- In-Cab inspection
- Walk-around inspection

PASS **FAIL**

2) Operator must be able to correctly engage/disengage apparatus from pumping operation.

Operator must understand and demonstrate the process of placing the apparatus into pumping operation and disengage the operation without grinding gears and/or any other operator errors.

- Engaged the “Parking Brake”
- Placed apparatus into “Neutral”
- Switched pump lever from “road” to “pump” hesitating in the middle position
- Placed apparatus into “Drive”
- Disengage apparatus from “pump operations”

PASS **FAIL**

Hampton County Fire/Rescue

Subject: Pumper/Tanker Driver Exam

3) Operator must be able to operate the pump on the apparatus and know the limitations of the plumping of the apparatus.

The operator must be able to establish a water supply from a hydrant using a 5" supply hose or 2-3" supply hoses. Once water supply has been established member must discharge water through each discharge (pre-connects can be verbalized). Operator must verbalize the friction loss applied to each pre-connect.

- Apparatus positioned into a safe location for water supply operations
- Apparatus is placed into pump gear correctly
- Apparatus rear tire is "chocked"
- Operator allows water flow through pump to keep cool
- Operator establishes water supply
- Operator verbally demonstrates how to discharge water through each discharge
- Operator estimates GPM within 10-20 gpm
- Operator disengages pump
- Operator returns apparatus into service

PASS **FAIL**

4) Operator must be able to operate the pump using a Dry Hydrant as a water supply.

The operator must be able to establish a water supply from a Dry Hydrant using drafting hoses. Once water supply has been established, member must discharge water through each discharge (pre-connects can be verbalized). Operator must verbalize the friction loss applied to each pre-connect.

- Apparatus positioned into a safe location for water supply operations
- Apparatus is positioned within reach of available drafting hose
- Apparatus rear tire is "chocked"
- Drafting hoses are connected ensuring an air-tight seal.
- Apparatus is placed into pump gear correctly
- Operator utilizes the "Primer" to receive water from the hydrant (primer should only be used for 1 minute and then given time to cool)
- Operator establishes water supply
- Operator verbally demonstrates how to discharge water through each discharge
- Operator estimates GPM within 10-20 gpm
- Operator disengages pump
- Operator returns apparatus into service
- Operator should also set-up a refill station for tankers using 2-3" hose lines with gate valves

PASS **FAIL**

Hampton County Fire/Rescue

Subject: Pumper/Tanker Driver Exam

5) Operator must be able to operate the pump using a Drafting Tank as a water supply.

The operator must be able to establish a water supply from a Drafting Tank using drafting hoses. Once water supply has been established member must discharge water through each discharge (pre-connects can be verbalized). Operator must verbalize the friction loss applied to each pre-connect.

- Apparatus positioned into a safe location for water supply operations
- Apparatus is positioned to allow safe mobile water supply operations
- Drafting Tank is deployed within reach of available drafting hose (ensure tankers have access)
- Apparatus rear tire is “chocked”
- Drafting hoses are connected ensuring an air-tight seal. (using Low-Level Strainer)
- Apparatus is placed into pump gear correctly
- Operator utilizes the “Primer” to receive water from the hydrant (primer should only be used for 1 minute and then given time to cool)
- Operator establishes water supply
- Operator verbally demonstrates how to discharge water through each discharge
- Operator estimates GPM within 10-20 gpm
- Operator disengages pump
- Operator returns apparatus into service

PASS **FAIL**

6) Each operator must be able to locate and explain the use of all equipment on the apparatus.

The operator must be familiar with the apparatus. This includes the equipment and uses of each piece of equipment.

- Operator has knowledge of equipment location
- Operator has knowledge of the use of the tools
- Operator has maintenance knowledge of the equipment

PASS **FAIL**

7) Each operator must be able to correctly use the onboard generator.

Each operator should be able to start and run the onboard generator. This includes starting, shutting down, and maintenance for the unit.

Hampton County Fire/Rescue

Subject: Pumper/Tanker Driver Exam

- Operator demonstrates the start-up procedure
- Operator demonstrates the location and operation of the breaker box
- Operator demonstrates the preventive maintenance of the generator
- Operator demonstrates the shutdown procedure

PASS **FAIL**

8) Each operator must be able to show confidence with his/her abilities to operate the apparatus at an emergency incident.

Each operator should be confident with his/her skills. The lack of confidence in one's ability may affect his/her decision making. The operator should know the skills he/she was tested on and should not second-guess their ability.

- Operator demonstrates confidence in operating an Engine/Pumper

PASS **FAIL**

9) Each operator must have minimum of 5 hours of driver training hours.

Each operator must have a minimum of 5 logged hours of driver training. This includes driving, backing, turning, etc... A certificated Engine Driver of HCFR must log the 5 hours and must be present for the entire training session. (Training Form must be completed and signed by Engine Driver)

- Operator completes 5 hours of driver training

PASS **FAIL**

10) Each operator must have a minimum of 5 hours of pump operations.

Each operator must have a minimum of 5 logged hours of pump training. This includes water supply operations, drafting, relay pumping, etc... A certified Engine Driver of HCFR must log the 5 hours and must be present for the entire training session. (Training Form must be completed and signed by Engine Driver)

- Operator completes 5 hours of pump training

PASS **FAIL**

Hampton County Fire/Rescue

Subject: Pumper/Tanker Driver Exam

FINAL: **PASS** **FAIL**

Evaluator: _____

Date: _____

Comments: _____

Hampton County Fire/Rescue

Subject: Tractor-Trailer Driver/Operator

Name: _____ Apparatus #: _____ Date: _____

- Operator has a valid Drivers License
- Operator has completed the “EVDT” course 1210
- Operator has at minimum “Class E” license or greater
- Operator has a minimum of 1 year with HCFR
- Operator has at minimum 2 years of Emergency Vehicle Driving Experience; Fire truck or equal size (greater than 24,000lbs)
- Operator has a satisfactory Driving Record
- Operator has passed the In-House Tractor-Trailer Exam
- Operator has approval of his/her District Chief to operate apparatus
- Emergency Vehicle Response Policy Acknowledgement Form completed

FINAL: **PASS** **FAIL**

Evaluator: _____ **Date:** _____

Comments: _____

Hampton County Fire/Rescue

Subject: Tractor-Trailer Driver Exam

Name: _____ Apparatus #: _____ Date: _____

1) Operator must be able to complete a detailed inspection of the apparatus.

The Operator must be able to properly identify the following items including location and ensure that each item is in a state of readiness.

- Engine Oil Level
- Transmission Fluid Level
- Power Steering Level
- Radiator Antifreeze level
- Hydraulic Fluid Level
- Engine Belts
- Generator Oil Level
- Generator Radiator Antifreeze Level
- Water Tank Level
- Check for any visible damage to apparatus
- Check for any obvious fluid leaks
- Check Tire Pressures
- In-Cab inspection
- Walk-around inspection

PASS **FAIL**

2) Operator must be able to correctly connect and disconnect the trailer.

Operator must understand and demonstrate the process of connecting and disconnecting a trailer.

Disconnecting

- Choose a suitable location to disconnect the trailer (ensure landing gear is on hard surface)
- Engaged the “Parking Brake”
- Placed apparatus into “Neutral”
- Place wheel chock around trailer wheels
- Lower Landing Gear lifting trailer slightly off of the fifth-wheel
- Disengage the locking jaw (on fifth-wheel)
- Disconnect all air hoses and electrical cords from tractor connections

Connecting

- Ensure trailer is at appropriate height for tractor
- Back underneath the trailer keeping the tractor inline with trailer

Hampton County Fire/Rescue

Subject: Tractor-Trailer Driver Exam

- Engaged the “Parking Brake”
- Placed apparatus into “Neutral”
- Ensure the locking jaw engaged around the King Pin (on fifth-wheel)
- Lift Landing Gear
- Connect all air hoses and electrical cords from tractor
- Remove Wheel Chocks from trailer wheels
- Inspect Trailer

PASS **FAIL**

3) Each operator must be able to locate and explain the use of all equipment on the apparatus.

The operator must be familiar with the apparatus. This includes the equipment and uses of each piece of equipment.

- Operator has knowledge of equipment location
- Operator has knowledge of the use of the tools
- Operator has maintenance knowledge of the equipment

PASS **FAIL**

4) Each operator must be able to show confidence with his/her abilities to operate the apparatus at an emergency incident.

Each operator should be confident with his/her skills. The lack of confidence in one's ability may affect his/her decision making. The operator should know the skills he/she was tested on and should not second-guess their ability.

- Operator demonstrates confidence in operating a Tractor-Trailer

PASS **FAIL**

5) Each operator must have minimum of 5 hours of driver training hours.

Each operator must have a minimum of 5 logged hours of driver training. This includes driving, backing, turning, etc... A certified Tractor-Trailer Driver of HCFR must log the 5 hours and must be present for the entire training session. (Training Form must be completed and signed by Tractor-Trailer Driver)

- Operator completes 5 hours of driver training

PASS **FAIL**

Hampton County Fire/Rescue

Subject: Tractor-Trailer Driver Exam

FINAL: **PASS** **FAIL**

Evaluator: _____

Date: _____

Comments: _____

Hampton County Fire/Rescue

Subject: Apparatus Training Log

Name: _____ Apparatus #: _____ Date: _____

Skill	Hours

FTO: _____ Date: _____

Skill	Hours

FTO: _____ Date: _____

Comments: _____

Hampton County Fire/Rescue Driver/Operator Evaluation Form

Personnel: _____ **Date:** _____

- Probationary Evaluation
- Annual Evaluation
- Re-Evaluation

Drivers License # _____ State _____ Class _____ Special Endorsement Y/N

- Satisfactory
- Unsatisfactory *Driving Record*

Vehicles under 24,000lbs (Evaluator Initials _____)

- Satisfactory *Class E or Special Endorsement or CDL*
- Satisfactory *Training Exam Requirements*

Pumper/Tanker (Evaluator Initials _____)

- Satisfactory *Class E or Special Endorsement or CDL*
- Satisfactory *Training Exam Requirements*

Ladder (Evaluator Initials _____)

- Satisfactory *Class E or CDL*
- Satisfactory *Training Exam Requirements*

Tractor Trailer (Evaluator Initials _____)

- Satisfactory *Class E or CDL*
- Satisfactory *Training Exam Requirements*

Comments: _____

_____ meets the Driver/Operator requirements set-forth by the HCFR Policies, Procedures, and Guidelines.

Evaluator: _____ Date: _____

_____ does not meet the Driver/Operator requirements set-forth by the HCFR Policies, Procedures, and Guidelines.

Evaluator: _____ Date: _____

Hampton County Fire/Rescue

Subject: Aerial Platform Driver/Operator

Name: _____ Apparatus #: _____ Date: _____

- Operator has a valid Drivers License
- Operator has completed the “EVDT” course 1210
- Operator has completed the “Basic Aerial Operations” course 1250
- Operator has at minimum “Class E” license or greater
- Operator has a minimum of 1 year with HCFR
- Operator has at minimum 2 years of Emergency Vehicle Driving Experience; Fire truck or equal size (greater than 24,000lbs)
- Operator has a satisfactory Driving Record
- Operator has passed the In-House Aerial Exam
- Operator has approval of his/her District Chief to operate apparatus
- Emergency Vehicle Response Policy Acknowledgement Form completed

FINAL: **PASS** **FAIL**

Evaluator: _____ **Date:** _____

Comments: _____

Hampton County Fire/Rescue

Subject: Aerial Platform Training Exam

Name: _____ Apparatus #: _____ Date: _____

1) Operator must be able to complete a detailed inspection of the apparatus.

The Operator must be able to properly identify the following items including location and ensure that each item is in a state of readiness.

- Engine Oil Level
- Transmission Fluid Level
- Power Steering Level
- Radiator Antifreeze level
- Hydraulic Fluid Level
- Engine Belts
- Generator Oil Level
- Generator Radiator Antifreeze Level
- Water Tank Level
- Check for any visible damage to apparatus
- Check for any obvious fluid leaks
- Check Tire Pressures
- In-Cab inspection
- Walk-around inspection

PASS **FAIL**

2) Operator must be able to correctly engage/disengage apparatus from aerial PTO.

Operator must understand and demonstrate the process of placing the apparatus into aerial PTO and disengage the aerial without grinding gears and/or any other operator errors.

- Engage the “Parking Brake”
- Placed apparatus into “Drive” (Ensure the brake pedal is depressed)
- Switched aerial lever into the engaged position
- Placed apparatus into “Neutral”
- Disengaged apparatus from Aerial PTO

PASS **FAIL**

Hampton County Fire/Rescue

Subject: Aerial Platform Training Exam

3) Operator must be able to correctly engage/disengage apparatus from pumping operation.

Operator must understand and demonstrate the process of placing the apparatus into pumping operation and disengage the operations without grinding gears and/or any other operator errors.

- Engaged the “Parking Brake”
- Placed apparatus into “Neutral” (make sure brake pedal is depressed)
- Switched pump lever from “road” to ‘pump” hesitating in the middle position
- Placed apparatus into “Drive”
- Disengaged apparatus from “pump operations”

PASS **FAIL**

4) Operator must be able to correctly engage/disengage the apparatus from both aerial PTO and pumping operations.

Operator must understand and demonstrate the process of placing the apparatus into pumping operation/aerial operations and disengage the operations without grinding gears and/or any other operator errors. *Note:* Aerial PTO must be engage FIRST and cannot be engaged after apparatus is pumping.

- Engaged the “Parking Brake”
- Placed apparatus into “Drive” (Ensure the brake pedal is depressed)
- Switched aerial lever into the engaged position
- Placed apparatus into “Neutral”
- Switched pump lever from “road” to ‘pump” hesitating in the middle position
- Placed apparatus into “Drive”
- Disengaged apparatus from “pump operations”
- Disengaged apparatus from “aerial operations”

PASS **FAIL**

5) Operator must be able to operate the pump on the apparatus and know the limitations of the plumping of the apparatus.

The operator must be able to establish a water supply from a hydrant using a 5” supply hose or 2-3” supply hoses. Once water supply has been established member must discharge water through each discharge (discharges can be verbalized). Operator must then demonstrate the correct operations of flowing water through the aerial waterway. Operator must verbalize the friction loss according to the elevation of the elevated master stream. Operator must also be able to give an estimated GPM for the master stream device. Operator must demonstrate the proper draining operations for the aerial waterway.

Hampton County Fire/Rescue

Subject: Aerial Platform Training Exam

- Apparatus positioned into a safe location for water supply and ladder operation
- Apparatus is placed into pump gear correctly
- Apparatus front tire is “chocked”
- Operator allows water flow through pump to keep cool
- Operator establishes water supply
- Operator stabilizes the apparatus using caution for hoses
- Operator verbally demonstrates how to discharge water through each discharge
- Operator safely raises the ladder to an operate area for water flow operations
- Operator discharges water through the Elevated Master Stream at correct PSI
- Operator estimates GPM within 50-75 gpm
- Operator drains waterway correctly
- Operator beds ladder and stows outriggers safely
- Operator disengages pump and Aerial PTO
- Operator returns apparatus into service

PASS

FAIL

6) Operator must be able demonstrate the correct stabilization for ladder operations.

Operator must be able to stabilize the apparatus, given a level hard surface. Operator must also be able to stabilize the apparatus given a hard surface not level. Operator must also verbalize when the apparatus cannot be stabilized for ladder operation because of unsafe conditions.

Level Surface

- Apparatus correctly placed into Aerial PTO
- Apparatus wheel chocks in use
- Outrigger pads in place
- Operator extends outriggers one side at a time looking for hazards
- Operator raises rear tires 1-3 inches off the ground
- Operator keeps apparatus level throughout the stabilization process
- Operator establishes on inter-lock light and switches power to “ladder”
- Operator lowers apparatus keeping apparatus level
- Operator stows outriggers completely
- Operator places apparatus back into service

Uneven Surface

- Apparatus correctly placed into Aerial PTO
- Apparatus wheel chocks in use
- Outrigger pads in place
- Operator extends outriggers one side at a time looking for hazards (high side first)

Hampton County Fire/Rescue

Subject: Aerial Platform Training Exam

- Operator raises rear tires 1-3 inches off the ground (high side, low side may be more)
- Operator keeps apparatus level throughout the stabilization process
- Operator establishes on inter-lock light and switches power to "ladder"
- Operator lowers apparatus keeping apparatus level
- Operator stows outriggers completely
- Operator places apparatus back into service
- Operator verbalizes when apparatus cannot be set-up including weather, terrain, etc...

PASS **FAIL**

7) Operator must be able to demonstrate the correct method of emergency outrigger stow away.

The operator shall demonstrate the operations of stowing the outriggers away during a hydraulic failure. (Note: operator does not have to demonstrate the complete operation, just the process)

- Operator switches power to the outriggers selection
- Operator engages the "emergency" switch for outrigger power
- Operator stows outriggers
- Operator verbalizes the time recommend for emergency power use (5/10)

PASS **FAIL**

8) Member must be able to provide power to turntable using both the normal and the override methods.

- Operator must stabilized the apparatus
- Operator must explain the process in order to transfer power to the turntable
- Operator must demonstrate the process of transferring power normally
- Operator must demonstrate the process of "overriding" and transfer power
- Operator must explain when the "override" is used

PASS **FAIL**

9) Operator must be able to describe the uses of each control on the turntable.

Operator must be able to describe the control operations of the turntable operation and when the functions are to be operated.

- Operator must describe the hydraulic level functions

Hampton County Fire/Rescue

Subject: Aerial Platform Training Exam

- Operator must explain the intercom system
- Operator must explain all electronic switch functions

PASS **FAIL**

10) Each operator must demonstrate the operations of the “breathing air system”.

The operator must be able to demonstrate the operation of the breathing air system. Operators shall be able to understand the operation and maintenance of the complete system.

- Operator must check pressure in main cylinders
- Operator must explain the process of the air system
- Operator must demonstrate the process of cascading the cylinders while in-use
- Operator must demonstrate the process of “hooking-up” in the platform
- Operator must explain the operation PSI (100PSI)
- Operator must explain the SCBA operation during on-board air use
- Operator must demonstrate the process of refilling the cylinders

PASS **FAIL**

11) Each operator must demonstrate the correct operations of the “Bucket” controls.

The operator must be able to demonstrate the operations of the “bucket” controls. This includes all valves, switches, levers, etc...

- Operator must demonstrate the operations of each switch on the control console
- Operator must demonstrate each valves operations and uses
- Operator must demonstrate the lever controls for the ladder operation

PASS **FAIL**

12) Each operator must have knowledge on the load limits of the ladder.

The operator must understand the importance of the load limits according to the operations needed.

- Operator must explain the load limits for aerial without flowing water (800lb)
- Operator must explain the load limits while flowing water (400lb)
- Operator must explain the stress that is placed upon the ladder at the different angles

PASS **FAIL**

Hampton County Fire/Rescue

Subject: Aerial Platform Training Exam

13) Each operator must be able to demonstrate smooth operations of the ladder.

The operator must demonstrate operating the ladder smoothly. The operator should understand what “feathering” means and the uses. The operator should understand the need of operating the ladder without the jerking, bouncing, or swaying of the ladder. In addition, the operator must complete the Ladder control skill. The operators must pick-up a filled bucket of water at approximately 85-90 feet extension and lower the filled bucket into an empty 55-gallon drum. This will require a full 180-degree swing and no water loss to complete the skill.

- Operator must demonstrate “feathering” of the controls
- Operator must explain the need for smooth ladder operations
- Operator must complete the Ladder Control skill
- Operator must demonstrate smooth ladder operations

PASS **FAIL**

14) Each operator must be able to demonstrate a rescue operation from a window.

Each operator must demonstrate the techniques and operations of a window rescue. Correct ladder placement and movement are critical.

- Operator must position apparatus for given assignment
- Operator must position the bucket above window before placement at the window (lower the bucket down to window)
- Operator must not hit or rest ladder/bucket on any parts of the building
- Operator must have rung alignment if at all possible
- Operator must understand the hazards of window rescue operations

PASS **FAIL**

15) Each operator must be able to demonstrate ladder placement for roof operations.

Each operator must show the techniques for proper roof placement. At no point shall the building take the load of the ladder. The operator must constantly be aware of the load on the ladder and the downward shift when weight is applied or taken from the ladder.

- Operator must position apparatus for given assignment
- Operator must position the bucket above the roof without resting the bucket onto the building
- Operator must not hit or rest ladder/bucket on any parts of the building

Hampton County Fire/Rescue

Subject: Aerial Platform Training Exam

- Operator must have rung alignment if at all possible
- Operator must understand the hazards of roof operations

PASS **FAIL**

16) Each operator must be able to demonstrate correct ladder placement on a given scenario.

The operator must position the apparatus in the best suitable location for a given scenario. Items that should be considered are collapse, rescue, fire attack, ventilation, exposure protection, etc... Operator must explain for the position of his/her choice.

- Operator must position apparatus in a safest area for the task
- Operator must understand the placement operations
- Operator must understand the hazards to be considered for aerial placement
- Operator must verbalized his/her thoughts for the placement choice

PASS **FAIL**

17) Each operator must be able to demonstrate the emergency operations of bedding the ladder.

The operator shall demonstrate the operations of bedding the ladder during a hydraulic failure. (Note: Operator does not have to demonstrate the complete operation just the process)

- Operator switches power to the ladder selection
- Operator engages the “emergency” switch for ladder power
- Operator beds the ladder
- Operator verbalizes the time recommend for emergency power use (5/10)
- Operator must also demonstrate the use of the override valves and their location

PASS **FAIL**

18) Each operator must be able to located and describe the use of all equipment on the apparatus.

The operator must be familiar with the apparatus. This includes the equipment and uses of each piece of equipment.

- Operator has knowledge of equipment location
- Operator has knowledge of the use of the tools
- Operator has knowledge of the mainitance of the equipment

PASS **FAIL**

Hampton County Fire/Rescue

Subject: Aerial Platform Training Exam

19) Each operator must be able to correctly use the onboard generator.

Each operator should be able to start and run the onboard generator. This includes starting, shutting down, and maintenance for the unit.

- Operator demonstrates the start-up procedure
- Operator demonstrates the location and operation of the breaker box
- Operator demonstrates the preventive maintenance of the generator
- Operator demonstrates the shutdown procedure

PASS **FAIL**

20) Each operator must be able to show confidence with his/her abilities to operate the apparatus at an emergency incident.

Each operator should be confident with his/her skills. The lack of confidence in one's ability may affect his/her decision making. The operator should know the skills he/she was tested on and should not second-guess their ability.

- Operator demonstrates confidence in operating an Aerial Platform

PASS **FAIL**

21) Each operator must have minimum of 5 hours of driver training hours.

Each operator must have a minimum of 5 logged hours of driver training. This includes driving, backing, turning, etc... A certified aerial driver of HCFR must log the 5 hours and must be present for the entire training session. (Training form must be complete and signed by aerial driver)

- Operator completes 5 hours of driver training

PASS **FAIL**

22) Each operator must have a minimum of 10 hours of ladder training hours.

Each operator must have a minimum of 10 logged hours of ladder training. This includes stabilizing, ladder operation, ladder placement, ladder inspection, etc... A certified aerial driver of HCFR must log the 10 hours and must be present for the entire training session. (Training form must be complete and signed by aerial driver)

- Operator completes 10 hours of ladder training

Hampton County Fire/Rescue

Subject: Aerial Platform Training Exam

PASS **FAIL**

23) Each operator must have a minimum of 2 hours of pump operations.

Each operator must have a minimum of 2 logged hours of pump training. This includes water supply operations, waterway operation, relay pumping, etc... A certified aerial driver of HCFR must log the 2 hours and must be present for the entire training session. (Training form must be complete and signed by aerial driver)

Operator completes 2 hours of pump training

PASS **FAIL**

AL: **PASS**

FAIL

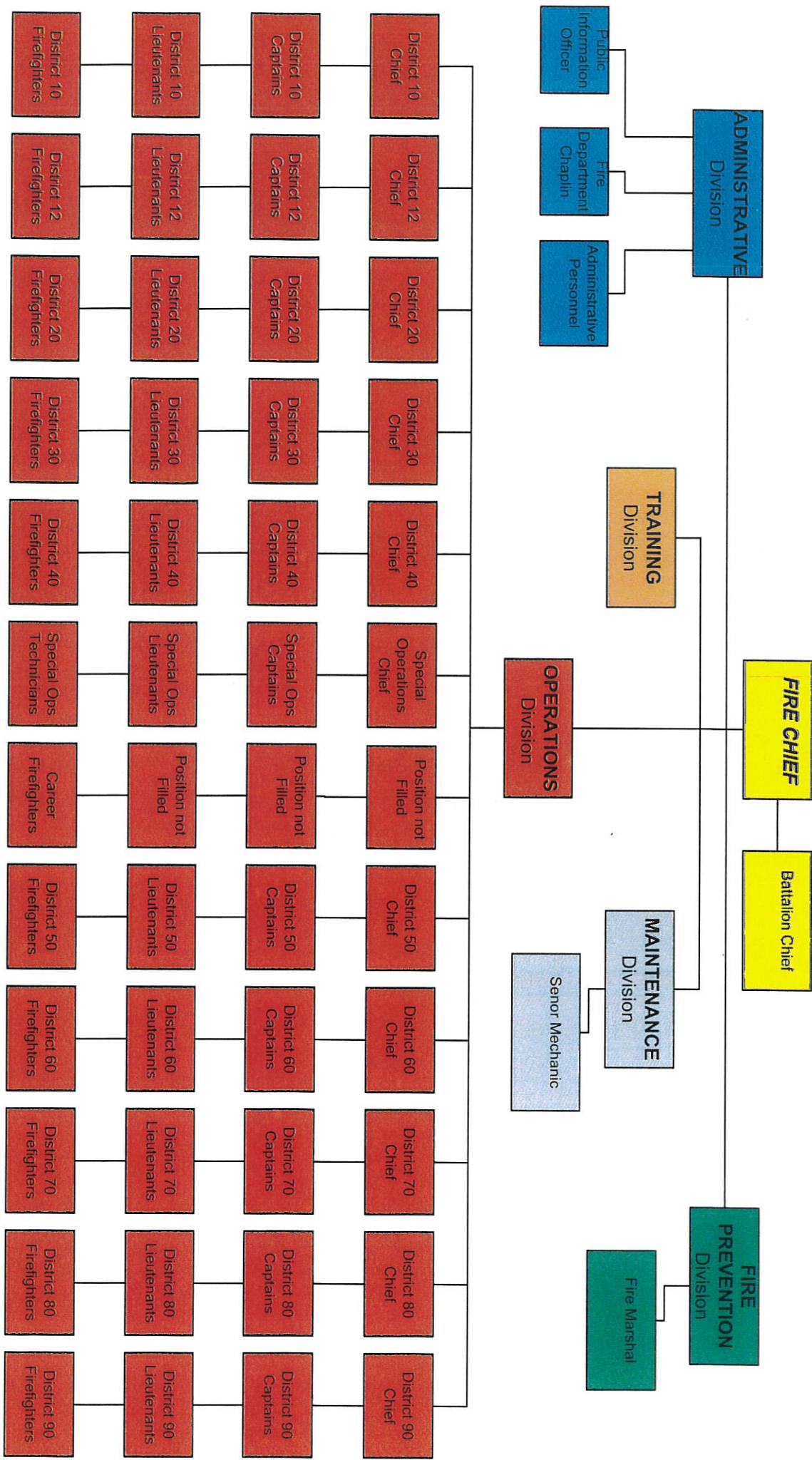
Evaluator: _____

Date: _____

Comments: _____

Hampton County Fire/Rescue

Organizational Chart



Hampton Court Fire/Rescue

Chain of Command

