

Dandridge Volunteer Fire Department Standard Operating Guidelines



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Dandridge Fire Department (DFD) established the following Standard Operating Guidelines (SOG) to provide outline of daily operations and any emergency situation that DFD may encounter. DFD personnel are expected to follow these guidelines to the best of their ability. However, these guidelines are not, and should not be misconstrued to substitute for member's good judgment.

DFD SOG committee will review these guidelines on a bi-annual basis.

General Guidelines

Personal Protective Equipment (PPE)

Requirements

1. Turnout gear should meet or exceed NFPA 1971 1997 Edition
 - A. Turnout gear will consist of pants with suspenders, coat, boots, helmet, gloves, hood, and shield and/or goggles
 - B. Helmet Colors
 - i. White Helmet (Top two officers)
 - ii. Red Helmets (Officers)
 - iii. Black Helmets (Firefighters whom have been through fire school)
 - iv. Yellow Helmets (Fire fighters who have not been through fire school)
 - v. Orange Helmets (Firefighters under 18 years of age)
 - C. Wild land gear will consist of coveralls, boots, helmet, gloves, and shield and/or goggles that meet or exceed NFPA 1977
2. Passenger in apparatus shall have turnout pants on with coat and helmet readily available upon arrival of scene.
3. DFD personnel on scene shall be in full turnout gear with pants and coat fastened, until told to dress down by IC or safety officer.
4. If incident is on roadway safety vest or apparel that meets ANSI Class II requirements is to be worn.
5. Anytime firefighter leaves station in apparatus, they must take turnout gear with them and be ready to respond

Dress Uniforms

Requirements

1. Firefighter will be eligible to obtain uniform after successfully completing basic firefighting and live firefighting classes and firefighter has completed six months probation period.
2. Uniform will be available at uniform shop designated by department
3. Uniform will consist of :
 - A. Blue pants
 - B. One short and one long sleeve shirt
 - C. Black belt
 - D. Black tie
 - E. Black boots
 - F. Nameplate
 - G. Badge
4. Uniform should be worn with a solid color with no designs, t-shirt underneath shirt
5. Uniform shirts should only have DFD patch and American Flag patch, maximum of two accessory pins should be worn on pocket tab below nameplate
6. Fire Officers will wear white shirts with gold badge, nameplate, and collar brass
7. Firefighters will wear light blue shirts with silver badge, nameplate, and collar brass
8. Collar insignia should be worn as follows
9. Nameplate shall be worn 1/8" above right pocket flap seam

Dress Uniforms (cont)

10. Accessory pins shall be worn on right pocket flap
11. No jeans shall be worn with uniform
12. No caps shall be worn with uniform, unless poor weather conditions exist

When to Wear

1. Funerals (Class A, which consists of long sleeve and tie)
2. Special meetings or events (Discretion of Chief)
3. Inspections

General

1. DFD Rules and Regulations and Standard Operating Guidelines should be followed by all fire department personnel
2. Failure to comply with DFD Rules and Regulations or DFD SOG's will result in the following actions, unless documented otherwise
 - 1st Offense: Verbal Warning
 - 2nd Offense: Written Warning
 - 3rd Offense: Discretion of Officers
 - 4th Offense: Dismissal(All disciplinary actions will be documented)
3. DFD personnel should meet needs of DFD before assisting other agencies
4. DFD personnel on scene should go to talk around with the exception of IC
5. All DFD personnel shall assist with keeping station neat in appearance at all times (IF YOU MESS IT UP, CLEAN IT UP)
6. Communication shall follow guidelines as set forth in Jefferson County Fire Communications Plan
7. Any firefighter found guilty of stealing from department or fellow firefighter will be dismissed from department immediately
8. Any firefighter who knowingly damages any fire department property and does not report incident to an officer, will be suspended for no less than 30 days for 1st offense and dismissed thereafter
9. DFD will conduct random drug test for all personnel, any firefighter who is tested positive for illegal drugs will be dismissed from department and not eligible to reapply until completing certified drug rehab class at firefighter's expense. Firefighter may request 2nd test at their expense, from department's testing firm, if firefighter is then found to be negative department will reimburse for test and reinstate firefighter. 2nd test must be completed within 72 hours of being notified test was positive.
10. If firefighter is dismissed because of disciplinary actions, they may not reapply.

Responding to Calls

1. DFD personnel responding in Apparatus and/or Personal Operated Vehicles (POV) should obey all traffic laws, including speed limit, to and from the call, taking in consideration for weather and road conditions
2. ***DFD personnel shall be seated and seat belts fastened anytime vehicle is in motion.***
3. ***DFD personnel responding emergency traffic in apparatus shall have emergency lights and siren active at all times while apparatus is in motion.***
4. ***2nd due engines should allow reasonable amount of time so that two personnel be onboard***
5. DFD personnel responding to calls in (POV) should respond non-emergency once first Engine goes enroute on MVA, Fire Alarm, Dumpster & Rubbish, Wild land, Electrical, Medical Assist, Acts of Nature, Mutual Aid, and Lost Person Incidents
6. Personnel driving personal operated vehicles (POV) should park so not to block engine access to fire and/or fire hydrants
7. DFD personnel responding emergency traffic in their (POV) shall abide by the following:
 - A. Maintain personal auto liability insurance with appropriate liability limits that protect not only the volunteer but also DFD.
 - B. DFD personnel shall submit an up to date letter from insurance company stating they are covered to run emergency traffic to fire calls by the 1st of February of every year and copy of receipt for every renewal period, as long as firefighter does not change insurance companies. Such letter will be placed in each members file. If letter is not provided that member shall no longer respond emergency traffic in their (POV)
 - C. Prior to responding emergency traffic in (POV), vehicle must be equipped with 360 degrees of emergency lighting and working siren
8. DFD personnel should not drive emergency traffic to calls in POV or DFD vehicles, unless they maintain EVOC certification, as required by State of Tennessee
 - A. Copy of up to date certificate shall be in members file
9. DFD personnel should not respond to scene of a call, unless scene is closer than the station and firefighter has turnout gear with them
10. DFD personnel will not be allowed to drive apparatus unless copy of valid driver's license is provided by July 1st of every year
11. When DFD vehicles are backing, a spotter shall be used, if no one is available driver shall walk around vehicle, to insure no obstructions.
12. DFD personnel responding in POV should not travel against flow of traffic.
13. DFD personnel should not talk on cellular phone while driving apparatus.
14. If incident occurs between hours of 08:00 and 20:00, apparatus shall be refueled if it has less than $\frac{3}{4}$ tank of fuel.

Structure Fires & Fire Alarm Activations

PPE to be worn at Structure Fires

1. Interior Operations
 - A. Turnout gear, SCBA, and PASS device
2. Exterior Operations
 - A. Turnout gear
 - B. SCBA and PASS device if deemed necessary by Incident Commander
3. Pump Operations
 - A. Pants, boots, and helmet
4. Salvage and Overhaul Operations
 - A. Turnout gear
 - B. SCBA and PASS device
5. Investigation
 - A. Pants, boots, gloves, and helmet
6. Placing Truck Back in Service
 - A. Pants, boots, and gloves

Apparatus

1. A minimum of 2 engines and 1 tanker should respond
2. Engines responding should acknowledge in route and state number of personnel on board.
3. *Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for fire alarms, possible and confirmed structure fires.*
4. SV-779 should respond with drinking water.

Operations

1. First arriving personnel should do quick size up and advise conditions *after completing 360 degree walkaround*
2. Incident command should be established
 - A. 1st arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
3. A minimum of two 1-1/2 inch lines of 150' minimum should be used to extinguish
4. Interior attack should obey two men in; two men out rule
5. All personnel should report to IC and tag in at first due engine
6. Personnel driving personal operated vehicles (POV) should park so not to block engine access to fire and/or fire hydrants

Structure Fire & Fire Alarm Activations

Operations (cont)

7. Interior attack teams should carry one tool, flashlight, and radio for firefighter
8. Mutual aid personnel should report to IC
9. Evacuation Procedure should consist of
 - A. IC to advise E-911 to activate evacuation tone and advise all personnel to exit structure
 - B. Sound air horn twice and third time sound air horn continuously until all personnel report to 1st due engine
10. Mayday Procedures should consist of
 - A. Firefighter who becomes disoriented, trapped, or has low air should state MAYDAY (3times)
 - B. Firefighter should give LUNAR report
 - L= location
 - U= unit
 - N= name
 - A= assignment & air supply
 - R= resources needed
 - C. Firefighter should activate PASS Device and remain calm
 - D. All other personnel on scene are to go to alternate channel (Fire BAYS) except firefighter trapped and IC
 - E. 1st due engine should perform evacuation procedures
 - F. All other personnel should report to 1st due engine
11. Investigation of fires should be performed in a timely manner (within 24 hours) at all structure fires to determine cause
12. Investigation should be performed by Fire Chief and any additional personnel needed
13. Firefighter who uses SCBA is responsible for cleaning mask and placing back on apparatus.

Fatalities

1. Incident Command and DFD Fire Chief should be notified
2. Law enforcement agency having jurisdiction should be notified
3. E-911 dispatch should be notified of DOA
4. State Fire Marshal's Office should be notified
5. No names should be released, until approval of DFD Fire Chief
6. Body should not be moved, until investigation is complete, unless found during initial search operations
7. If body found during overhaul operations, all operations should cease, unless immediate danger exists
8. All personnel are to stay clear of location of body, except personnel performing investigation, until investigation is complete

Vehicle Fires

PPE to be worn at Vehicle Fires

1. Fire Attack
 - A. Hot Zone or Downwind
 - i. Turnout gear, SCBA, and PASS device
 - B. Cold Zone
 - i. Turnout gear
 - ii. SCBA and PASS device if deemed necessary by IC
2. Pump Operations
 - A. Pants, boots, and helmet
3. Salvage and Overhaul
 - A. Turnout gear
 - B. SCBA and PASS device
4. Investigation
 - A. Pants, boots, gloves, and helmet
5. Placing Truck Back in Service
 - A. Pants, boots, and gloves

Apparatus

1. Minimum of two engines should respond
2. Engines responding should acknowledge in route and state number of personnel on board.
3. *Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for possible and confirmed vehicle fires.*
4. SV-779 should respond with drinking water.

Operations

1. First arriving personnel should do quick size up, check for any hazardous placards and advise conditions *after completing 360 degree walkaround*
2. Incident command should be established
 - A. 1st arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
3. A minimum of one 1-1/2 inch line of 150' minimum should be used to extinguish
 - A. Fire should be fought from up hill (if possible)
 - B. Fire should be fought from upwind (if possible)
 - C. Foam should be used if deemed necessary by IC
4. Interior attack should obey two men in; two men out rule
5. All personnel should report to IC and tag in at first due engine
6. Personnel driving personal operated vehicles (POV) should park so not to block engine access to fire and/or fire hydrants
7. Interior attack teams should carry one tool, flashlight, and radio for firefighter
8. Mutual aid personnel should report to IC

Vehicle Fires

Operations (cont)

9. Evacuation Procedure should consist of
 - A. IC to advise E-911 to activate evacuation tone and advise all personnel to exit vehicle
 - B. Sound air horn twice and third time sound air horn continuously until all personnel report to 1st due engine
10. Mayday Procedures should consist of
 - A. Firefighter who becomes disoriented, trapped, or has low air should state MAYDAY (3times)
 - B. Firefighter should give LUNAR report
 - L= location
 - U= unit
 - N= name
 - A= assignment & air supply
 - R= resources needed
 - C. Firefighter should activate PASS Device and remain calm
 - D. All other personnel on scene are to go to alternate channel (Fire BAYS) except firefighter trapped and IC
 - E. 1st due engine should perform evacuation procedures
 - F. All other personnel should report to 1st due engine
11. When vehicle fire is on highway, all lanes necessary to achieve safe firefighting zone, should be blocked
12. Open all compartments and leave opened
13. If battery is accessible, disconnect
14. A minimum of one engine should remain on scene until vehicle is secured by wrecker service or scene is deemed safe to leave by IC.
15. Firefighter who uses SCBA is responsible for cleaning mask and placing back on apparatus.

Fatalities

1. Incident Command and DFD Fire Chief should be notified
2. Law enforcement agency having jurisdiction should be notified
3. E-911 dispatch should be notified of DOA
4. No names should be released, until approval of DFD Fire Chief
5. Body should not be moved, until investigation is complete, unless found during initial search operations
6. If body found during overhaul operations, all operations should cease, unless immediate danger exists
7. All personnel are to stay clear of location of body, except personnel performing investigation, until investigation is complete

Wild Land Fires

PPE to be worn at Wild Land Fires

1. Fire Attack
 - A. Turnout gear
 - B. Wild land gear
2. Pump Operations
 - A. Pants, boots, and helmet
 - B. Wild land coveralls, boots, and helmet
3. Placing Truck Back in Service
 - A. Pants, boots, and gloves
 - B. Wild land coveralls, boots, and gloves

Apparatus

1. Minimum of two engines should respond
2. Engines responding should acknowledge in route and state number of personnel on board.
3. *Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for wildland fires.*
4. SV-779 should respond with drinking water.

Operations

1. First arriving personnel should do quick size up and advise conditions and notify forestry department, if scene warrants
2. Incident command should be established
 - A. *1st* arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
3. Use adequate line size and/or equipment to extinguish
 - A. Fight fire from upwind (if possible)
4. All personnel should report to IC and tag in at first due engine
5. Personnel driving personal operated vehicles (POV) should park so not to block engine access to fire and/or fire hydrants
6. Mutual aid personnel should report to IC
7. Evacuation Procedure should consist of
 - A. IC to advise E-911 to activate evacuation tone and advise all personnel to exit area
 - B. Sound air horn twice and third time sound air horn continuously until all personnel report to 1st due engine
8. Mayday Procedures should consist of
 - A. Firefighter who becomes disoriented, trapped, or has low air should state MAYDAY (3times)
 - B. Firefighter should give LUNAR report
 - L= location
 - U= unit
 - N= name
 - A= assignment & air supply
 - R= resources needed

Wild Land Fires

Operations (cont)

- C. All other personnel on scene should go to alternate channel (Fire BAYS) except firefighter trapped and IC)
- D. 1st due engine should perform evacuation procedures
- E. All other personnel should report to 1st due engine

Fatalities

1. Incident Command and DFD Fire Chief should be notified
2. Law enforcement agency having jurisdiction should be notified
3. E-911 dispatch should be notified of DOA
4. State Fire Marshal's Office should be notified
5. No names should be released, until approval of DFD Fire Chief
6. Body should not be moved, until investigation is complete, unless found during initial search operations
7. If body found during overhaul operations, all operations should cease, unless immediate danger exists
8. All personnel are to stay clear of location of body, except personnel performing investigation, until investigation is complete

Motor Vehicle Accidents (MVA)

PPE to be worn at MVA's

1. Hot Zone (Determined by incident)
 - A. Turnout gear with exception of extrication gloves
 - B. Universal precautions
2. Cold Zone (Determined by incident)
 - A. Pants, boots, and helmet
3. Placing Truck Back in Service
 - A. Pants, boots, and gloves

Apparatus

1. Minimum of two apparatus should respond
2. Engines responding should acknowledge in route and state number of personnel on board.
3. *Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for MVA*
4. 2nd Due Engine should stop a minimum of 500 feet prior MVA and divert traffic, unless needed at scene.
5. If incident is on or near I-40 424 bridge a minimum of 2-Apparatus and 1-SV shall respond emergency traffic and take all precautions to remove or keep traffic off bridge
6. If vehicle is on fire follow SOG for vehicle fire

Operations

1. First arriving personnel should do quick size up and advise conditions *after completing 360 degree walkaround*
2. Incident command should be established
 - A. 1st arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
3. A minimum of one 1-1/2 inch line of adequate length should be pulled, in extrication incident or if IC deems necessary
4. Interior attack should obey two men in; two men out rule
5. All personnel should report to IC and tag in at first due engine
6. Personnel driving personal operated vehicles (POV) should park a minimum of 200 feet from accident scene.
7. Interior attack personnel should tag in with second tag to operations commander
8. Interior attack teams should carry one tool, flashlight, and radio for firefighter
9. Mutual aid personnel should report to IC
10. Evacuation Procedure should consist of
 - A. IC to advise E-911 to activate evacuation tone and advise all personnel to exit vehicle
 - B. Sound air horn twice and third time sound air horn continuously until all personnel report to 1st due engine
11. Mayday Procedures should consist of
 - A. Firefighter who becomes disoriented, trapped, or has low air should state MAYDAY (3times)
 - B. Firefighter should give LUNAR report
 - L= location
 - U= unit
 - N= name
 - A= assignment & air supply

MVA

R= resources needed

Operations (cont)

- C. All other personnel on scene are to go to alternate channel (Fire BAYS) except firefighter trapped and IC
 - D. 1st due engine should perform evacuation procedures
 - E. All other personnel should report to 1st due engine
12. Extrication Incident
- A. Jefferson County Rescue Squad (JCRS) should be requested and if manpower available, DFD will stabilize vehicle and start extrication
 - B. Upon arrival of JCRS, extrication command should be relinquished to JCRS
13. Hazardous conditions should be controlled by necessary means
14. Battery should be disconnected, if accessible
15. All compartments should be opened and left open
16. A minimum of one engine should remain on scene until vehicle is secured by wrecker service or released by IC

Fatalities

- 1. Incident Command and DFD Fire Chief should be notified
- 2. Law enforcement agency having jurisdiction should be notified
- 3. E-911 dispatch should be notified of DOA
- 4. No names should be released, until approval of DFD Fire Chief
- 5. Body should not be moved, until investigation is complete, unless found during initial search operations
- 6. All personnel are to stay clear of location of body, except personnel performing investigation, until investigation is complete

Dumpster or Rubbish Fires

PPE to be worn at Dumpster Fires

1. Fire Attack
 - A. Turnout gear
 - B. SCBA and PASS device
2. Pump Operations
 - A. Pants, boots, and helmet
3. Salvage and Overhaul
 - A. Turnout gear
 - B. SCBA and PASS device
4. Investigation
 - A. Pants, boots, gloves, and helmet
5. Placing Truck Back in Service
 - A. Pants, boots, and gloves

Apparatus

1. Minimum of one engine should respond
2. Engines responding should acknowledge in route and state number of personnel on board.
3. *Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for dumpster and rubbish fires.*

Operations

1. First arriving personnel should do quick size up and advise conditions
2. Incident command should be established
 - A. 1st arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
3. Use adequate line size and/or equipment to extinguish
 - A. Fight fire from upwind (if possible)
4. All personnel should report to IC and tag in at first due engine
5. Personnel driving personal operated vehicles (POV) should park so not to block engine access to fire and/or fire hydrants
6. Mutual aid personnel should report to IC
7. Evacuation Procedure should consist of
 - A. IC to advise E-911 to activate evacuation tone and advise all personnel to exit area
 - B. Sound air horn twice and third time sound air horn continuously until all personnel report to 1st due engine
8. Mayday Procedures should consist of
 - A. Firefighter who becomes disoriented, trapped, or has low air should state MAYDAY (3times)
 - B. Firefighter should give LUNAR report
 - L= location
 - U= unit
 - N= name
 - A= assignment & air supply
 - R= resources needed
 - C. Firefighter should activate PASS Device and remain calm

Dumpster or Rubbish Fires

Operations (cont)

- D. All other personnel on scene are to go to alternate channel (Fire BAYS) except firefighter trapped and IC
- E. 1st due engine should perform evacuation procedures
- F. All other personnel should report to 1st due engine

Hazardous Material Incidents

PPE to be worn at Hazardous Material Incidents

1. Turnout gear
2. SCBA and PASS device if deemed necessary by Incident Commander

Apparatus

1. Minimum of two engines should respond
2. Engines responding should acknowledge in route and state number of personnel on board.
3. *Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for hazardous material incidents.*

Operations

1. First arriving personnel should do quick size up and advise conditions *after completing 360 degree walkaround* and request Emergency Management Agency and other resources needed
 - A. First arriving personnel should park uphill and upwind at a safe distance away from incident
 - B. Attempt to indentify material involved
2. Incident command should be established
 - A. 1st arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
 - B. Guidelines wrote in Emergency Response Guidelines should be followed
3. All personnel should report to IC and tag in at first due engine
 - B. Based on hazardous material incident, IC will determine who can enter hot, warm, or cold zones
4. If scene warrants
 - A. A minimum of one 1-1/2 inch line of adequate length should be pulled
 - B. Incident should be attacked from uphill and upwind (if possible)
 - C. Foam should be used if deemed necessary by IC
5. Interior attack should obey two men in; two men out rule
6. Interior attack personnel should tag in with second tag to operations commander
7. Interior attack teams should carry one tool, flashlight, and radio for firefighter
8. Personnel driving personal operated vehicles (POV) should park so not to block engine access to fire and/or fire hydrants
9. Mutual aid personnel should report to IC
10. If scene warrants a clean up company should be requested
11. If scene warrants a minimum of one engine should remain on scene until clean up is complete
12. Evacuation Procedure should consist of
 - A. IC to advise E-911 to activate evacuation tone and advise all personnel to exit area
 - B. Sound air horn twice and third time sound air horn continuously until all personnel report to 1st due engine

Hazardous Material Incidents

Operations (cont)

13. Mayday Procedures should consist of
 - A. Firefighter who becomes disoriented, trapped, or has low air should state MAYDAY (3times)
 - B. Firefighter should give LUNAR report
 - L= location
 - U= unit
 - N= name
 - A= assignment & air supply
 - R= resources needed
 - C. Firefighter should activate PASS Device and remain calm
 - D. All other personnel on scene are to go to alternate channel (Fire BAYS) except firefighter trapped and IC
 - E. 1st due engine should perform evacuation procedures
 - F. All other personnel should report to 1st due engine

Fatalities

1. Incident Command and DFD Fire Chief should be notified
2. Law enforcement agency having jurisdiction should be notified
3. E-911 dispatch should be notified of DOA
4. No names should be released, until approval of DFD Fire Chief
5. Body should not be moved, until investigation is complete, unless found during initial search operations
6. All personnel are to stay clear of location of body, except personnel performing investigation, until investigation is complete

Electrical Hazards

PPE to be worn at Electrical Hazards

1. Turnout gear

Apparatus

1. Minimum of one engine should respond
2. Engines responding should acknowledge in route and state number of personnel on board.
3. ***Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for electrical hazards***

Operations

1. First arriving personnel should do quick size up and advise conditions ***after completing 360 degree walk around*** and notify appropriate utility company
2. Incident command should be established
 - A. 1st arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
3. All personnel should report to IC and tag in at first due engine
4. Personnel driving personal operated vehicles (POV) should park so not to block engine access to fire and/or fire hydrants
5. Personnel should take all appropriate measures to secure adequate safe zone from hazard.
6. If power lines are down, place cones at lines to identify.
7. Mutual aid personnel should report to IC
8. Evacuation Procedure should consist of
 - A. IC to advise E-911 to activate evacuation tone and advise all personnel to exit area
 - B. Sound air horn twice and third time sound air horn continuously until all personnel report to 1st due engine
9. Mayday Procedures should consist of
 - A. Firefighter who becomes disoriented, trapped, or has low air should state MAYDAY (3times)
 - B. Firefighter should give LUNAR report
L= location
U= unit
N= name
A= assignment & air supply
R= resources needed
 - C. All other personnel on scene are to go to alternate channel (Fire BAYS) except firefighter trapped and IC
 - D. 1st due engine should perform evacuation procedures
 - E. All other personnel should report to 1st due engine

Fatalities

1. Incident Command and DFD Fire Chief should be notified
2. Law enforcement agency having jurisdiction should be notified
3. E-911 dispatch should be notified of DOA
4. No names should be released, until approval of DFD Fire Chief
5. Body should not be moved, until investigation is complete, unless found during initial search operations
6. If body found during overhaul operations, all operations should cease, unless immediate danger exists
7. All personnel are to stay clear of location of body, except personnel performing investigation, until investigation is complete

Landing Zones

PPE to be worn at Landing Zones

1. *LZ Operations*
 - A. Turnout gear

Apparatus

1. Minimum of two engines should respond
2. Engines responding should acknowledge in route and state number of personnel on board.
3. Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for landing zones

Operations

1. First arriving personnel should do quick size up and advise conditions to medical helicopter
3. Landing Zone (LZ) command should be established
 - A. 1st arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
4. All hazards should be identified and marked
5. All personnel should report to IC and tag in at first due engine
6. Personnel driving personal operated vehicles (POV) should park so not to block engine and ambulance access to landing zone
7. Mutual aid personnel should report to IC
8. Should utilize LZ lights with 4 blinking lights for perimeter and 1 solid in center, if time warrants.
9. LZ size should be 100' x 100' in daylight; 150' x 150' at night

Bomb Threats

PPE to be worn at Bomb Threat Incidents

1. Turnout gear

Apparatus

1. Minimum of two engines should respond
2. Engines responding should acknowledge in route and state number of Personnel on board.
3. Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for bomb threats

Operations

1. DFD personnel and apparatus should stage at a safe distance from incident location
2. No DFD personnel should search or deem location safe to reoccupy
3. First arriving personnel should do quick size up and advise conditions
4. Incident command should be established
 - A. 1st arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
 - B. DFD IC should report to law enforcement command
5. All personnel should report to IC and tag in at first due engine
6. All non-emergency radio and cell phone usage should be eliminated
7. Personnel driving personal operated vehicles (POV) should park so not to block engine access to fire and/or fire hydrants
8. Mutual aid personnel should report to IC
9. Evacuation Procedure should consist of
 - A. Sound air horn twice and third time sound air horn continuously until all personnel report to 1st due engine
10. Mayday Procedures should consist of
 - A. Firefighter who becomes disoriented, trapped, or has low air should state MAYDAY (3times)
 - B. Firefighter should give LUNAR report
 - L= location
 - U= unit
 - N= name
 - A= assignment & air supply
 - R= resources needed
 - C. 1st due engine should perform evacuation procedures
 - D. All other personnel should report to 1st due engine

Medical Assist

PPE to be worn at Medical Assist Incidents

1. Universal precautions
2. Should have turnout gear available

Apparatus

1. Minimum of one unit should respond
2. Units responding should acknowledge in route and state number of personnel on board.
3. 1st Due Support Vehicle 779 (non-emergency unless medical unit advises otherwise)

Operations

1. First arriving personnel should do quick size up and advise conditions, if arrival is prior to EMS
2. Personnel driving personal operated vehicles (POV) should park so not to block ambulance access to scene
3. DFD personnel should report to EMS

Acts of Nature

PPE to be worn at Act of Nature Calls

1. Lighting Strike
 - A. Strikes to structures should be treated as possible structure fire
 - B. Turnout gear
2. Other Acts of Nature
 - A. Turnout gear available
 - B. Discretion of Incident Commander

Apparatus

1. Minimum of one unit should respond
2. Units responding should acknowledge in route and state number of personnel on board.
3. 1st Due discretion of firemen based on type of call (non-emergency unless call warrants otherwise)

Operations

1. First arriving personnel should do quick size up and advise conditions
2. Incident command should be established
 - A. 1st arriving personnel should assume command and identify themselves by radio number, once ranking officer arrives, they should be briefed on incident and assume command immediately
3. All personnel should report to IC and tag in at first due engine
4. Personnel driving personal operated vehicles (POV) should park so not to block access to incident scene
5. Mutual aid personnel should report to IC
6. Evacuation Procedure should consist of
 - A. IC to advise E-911 to activate evacuation tone and advise all personnel to exit area
 - B. Sound air horn twice and third time sound air horn continuously until all personnel report to 1st due engine
7. Mayday Procedures should consist of
 - A. Firefighter who becomes disoriented, trapped, or has low air should state MAYDAY (3times)
 - B. Firefighter should give LUNAR report
 - L= location
 - U= unit
 - N= name
 - A= assignment & air supply
 - R= resources needed
 - C. All other personnel on scene are to go to alternate channel (Fire BAYS) except firefighter trapped and IC
 - D. 1st due engine should perform evacuation procedures
 - E. All other personnel should report to 1st due engine

Fatalities

1. Incident Command and DFD Fire Chief should be notified
2. Law enforcement agency having jurisdiction should be notified
3. E-911 dispatch should be notified of DOA
4. No names should be released, until approval of DFD Fire Chief

Acts of Nature

Fatalities (cont)

5. Body should not be moved, until investigation is complete, unless found during initial search operations
6. If body found during overhaul operations, all operations should cease, unless immediate danger exists
7. All personnel are to stay clear of location of body, except personnel performing investigation, until investigation is complete

Stand-by and Mutual Aid

PPE to be worn while on Stand-by

1. At Station
 - A. Turnout gear readily available
2. Controlled burns
 - A. Pants and boots with rest of turnout gear available
3. Staging Area
 - A. Pants and boots with rest of turnout gear available

Apparatus for Mutual Aid

1. Minimum of one unit should respond with no less than 2 personnel on board
2. Units responding should acknowledge in route and state number of personnel on board.
3. *Apparatus response should follow current apparatus response guidelines that have been issued to E-911 for mutual aid incidents.*
4. All personnel should respond to DFD Station 1, not incident location
5. Fire ground operations will be communicated on JC Mutual Aid channel (460.400)

Operations (Stand by on Weekdays)

1. Shifts should run Monday thru Friday
2. Shifts should be 8 hours in length
3. Firefighter shall be at station no later than 08:00 and shall not leave prior to 16:00, unless obtaining approval from Chief
4. \$75.00 per day will be paid. If firefighter scheduled to work cannot work, they are responsible to make arrangements for a substitute.
5. Days may be swapped between scheduled persons upon their agreement
6. Fire Chief should be notified of any swapping or substitutions.
7. Checks will be paid once every 6 months in June and December
8. Firefighters shall remain at station during their workday, unless on fire department business
9. Firefighters going out for lunch shall drive apparatus
10. Firefighters shall not answer any calls for any other emergency service, unless we are dispatched to assist
11. Duties for each shift should include answering calls and the following:
 - Monday Shift:
 - A. Truck 770 and Engine 771 should be washed, checked off and all equipment on 770 and 771 should be started
 - B. Station 1 should be swept, mopped, and garbage carried out
 - C. Portable radios on all Engines should be charged and placed back on Engines
 - D. At end of day, kitchen refrigerator should be cleaned out of any perishable foods
 - E. At end of day, garbage cans should be rolled to road
 - Tuesday Shift
 - A. Engine 772 and SV 779 should be washed, checked off and all Equipment on 772 and 779 should be started
 - B. Station 1 should restrooms cleaned and garbage carried out
 - C. Clean parking lot (if needed)

Stand-by and Mutual Aid

Operations (Stand by on Weekdays) (cont)

Wednesday Shift

- A. Engine 777 and Truck 778 should be washed, checked off and all Equipment on 777 and 778 should be started
- B. Station 2 should be swept, mopped and garbage carried out
- C. Station 2 bay areas should be swept out
- D. Portable radios on all Engines should be charged and placed back on engines.
- E. Check fluids and start Titan generator
- F. Station 2 air compressor should be drained

Thursday Shift

- A. Engine 774 and Tanker 780 should be washed, checked off and all equipment on 774 and 780 should be started
- B. Station 1 bay areas should be swept and garbage carried out
- C. Station 1 air compressor should be drained

Friday Shift

- A. Engine 776 should be washed, checked off and all equipment on 776 should be started
- B. Station 1 should be swept, mopped, and garbage carried out
- C. Portable radios on all Engines should be charged and placed back on Engines

12. Water coolers on T-770, E-772 and E-776 shall be refreshed with water and ice everyday

13. If firefighter does not complete their duties (time frame is for 6 month period)

- A. 1st offense: pay cut in half
- B. 2nd offense: no pay
- C. 3rd offense: no pay and suspended for one year from working stand-by

14. If firefighter fails to work their day, firefighter will be suspended from working stand-by for 30 days

15. If DFD is dispatched to mutual aid with another department, member working stand-by may respond only if, another member agrees to cover DFD area until you return

16. Firefighter should be neat in appearance and wear fire department apparel (not dress uniform)

Operations (Stand-by for calls)

1. Firemen on stand-by shall remain at station until all apparatus return and/or IC or officer at station releases members on stand-by
2. Firemen who have been on apparatus shall return back to station and brief stand-by members on what must be done to place apparatus and equipment back into service and then finish fire report and rehab, while stand-by members place apparatus and equipment into service.
3. If stand-by members fail to remain at station or assist with placing apparatus and equipment back into service, they will not receive credit for stand-by.
4. If firefighter is present at station and allows any apparatus to leave with only one firefighter on board, that firefighter will not receive credit for call

Operations (Stand-by at other departments)

1. Follow DFD SOG's and answer calls for that department until released

Lost Person

PPE to be worn at Lost Person Incidents

1. Turnout gear available
2. Discretion of Incident Commander

Apparatus

1. Minimum of one unit should respond
2. Units responding should acknowledge in route and state number of personnel on board.
3. 1st Due Support Vehicle 779 (non-emergency unless IC advises otherwise)

Operations

1. First arriving personnel should do quick size up and advise conditions, if arrival s prior to JCRS
2. Personnel driving personal operated vehicles (POV) should park so not to block access to scene
3. DFD personnel should report to JCRS IC

Fatalities

1. Incident Command and DFD Fire Chief and JCRS Captain should be notified
 - A. Law enforcement agency having jurisdiction should be notified
 - B. E-911 dispatch should be notified of DOA
 - C. No names should be released, until approval of DFD Fire Chief
 - D. Body should not be moved, until investigation is complete, unless found during initial search operations
 - E. All personnel are to stay clear of location of body, except personnel performing investigation, until investigation is complete

THE BELOW MENTIONED DANDRIDGE VOLUNTEER FIRE DEPARTMENT MEMBER HAS READ AND UNDERSTANDS THE DVFD STANDARD OPERATING GUIDELINES AND THUS AGREES TO ABIDE BY THEM BY SIGNING BELOW.

FIREFIGHTER

DATE

CHIEF

DATE

SECRETARY/TREASURER

DATE

A COPY OF THIS SIGNATURE SHEET WILL BE PLACED IN EACH MEMBERS FILE.