

Conway County Fire Department



Operating Manual

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Section 100

Organization

101 – Mission Statement

102 – Organization

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	Mission Statement	

Mission Statement

- It is the mission of the Conway County Fire Department to protect the lives and property of residents and visitors through fire prevention, fire response, rescue operations, public outreach, and the provision of emergency medical aid.

Vision Statement


- The Conway County Fire Department will commit to excel as the Premier County Wide Fire Department in Arkansas.

Core Values

- **Integrity:** Doing the right thing, even if no one is watching.
- **Honor:** Adherence to what is right or to a conventional standard of conduct.
- **Duty:** The fulfillment of one's obligations and responsibilities. Acting with initiative, taking ownership, and contributing to a larger purpose.

Aspirational Values

- Trust
- Consistent
- Professional
- Responsibility
- Loyal
- Pride
- Goal Driven
- Vision
- Brotherhood

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	Organization	

Purpose

- To outline the divisions of the Conway County Fire Department.

Station Organization

- The Conway County Fire Department shall be split into 18 stations, with 11 primary operating stations:
 - **Station 1 – Springfield**
 - **Station 2 – Jerusalem**
 - **Station 3 – Bird town**
 - **Station 4 - St. Vincent**
 - **Station 5 – Petite Jean**
 - **Station 6 – Cleveland**
 - **Station 7 – Center Ridge**
 - **Station 8 – Hill Creek**
 - **Station 10 – Blackwell**
 - **Station 11 – Overcup (Hwy 9)**
 - **Station 12 - Sardis**
 - **Station 13 – Center Ridge (Bryant Ln.)**
 - **Station 15 – Old Hickory**
 - **Station 16 – Lanty**
 - **Station 17 – Overcup (Hwy 95)**
 - **Station 18 – Ada Valley**

- Each primary station shall have a District Chief responsible for it.
 - Each station/substation shall have a Station Captain.
 - District Chief may elect to appoint Lieutenants to assist in operations as they see the need in their respective response districts.
- District Chiefs will have a committee that meets once a month on the second Tuesday of the month.
 - The committee will elect on an annual basis a Chair and Co-Chair of the Committee.


- Special Divisions of the Conway County FD Include:

- **Special Operations Division**

- Fire Task Force
- Water Rescue
- Dive Rescue
- Search and Rescue
- **All Divisions answer to County Fire Chief or his appointed staff.**

- **Drone Operations**

- Overseen by the County Fire Chief

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	Chain of Command	

Purpose

- To outline a specific Chain of Command System for the Conway County Fire Department.


Chain of Command

1. Fire Chief
2. Assistant Chief
3. District Chief
4. Station Captain
5. Lieutenant
6. Fire Fighter
7. Probationary Fire Fighter



Section 200 Personnel


- 201 – County Fire Chief**
- 202 – Assistant Chief of Logistics**
- 203 – Administrative Assistant**
- 204 – District Chief**
- 205 – Station Captain**
- 206 – Lieutenant**
- 207 – Fire Fighter**
- 208 – Probationary Firefighter**
- 209 – Safety Officers**
- 210 – Public Information Officer**

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	Fire Chief	

Scope of Responsibilities

- Provides general guidelines to all FD Officers, Fire Fighters, and administrative staff.
- Controls the assignments of officers and members within the CCFD.
- Supervises all personnel.
- Attends major incidents on-duty and off-duty and shall be available for any problems that may arise.
- Plans and maintains the yearly budget; monitoring to see that it's kept within the guidelines as required by financial officers and governments.
- Cooperates in completing fire department mission.
- Maintains track of fire suppression activities to ensure recommended methods are being utilized. Reviews minimum requirements in the methods to reduce cover insurance rating for the county.
- Establishes the means of providing special units within the Fire Department for handling unusual but necessary operations.
- Accepts responsibility to order evacuation of areas where life is threatened.
- Responds to incidents where professional skills or judgment is needed.
- Handles complaints concerning fire department activities and distributes complaints for research, employs direct contact with the complainants to resolve the problems.
- Provides time to groups where requests are made for presentations relating to fire department activities and presents him / herself to the media to answer questions that concern fire related activities.
- Reports monthly to the Administrative Fire Board and Quorum Court.
- The Fire Chief's rank consists of 5 bugles.

- On large scale disasters or events, the Fire Chief shall become Emergency Operations Director for Conway County.

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	Assistant Chief of Logistics	


Scope of Responsibilities

- Works under the direct supervision of the Fire Chief and Administrative Fire Board. Provides a variety of routine and complex clerical, administrative and technical works in the administration of the Fire Department and Administrative Fire Board. Performs secretarial and administrative support to the Administrative Board.

Specific Responsibilities

- Types letters, statements, memoranda, narrative and statistical reports, official county records and other materials.
- Prepares correspondence and recurring reports to the Fire Board.
- Arranges for meetings and conferences and attends to take notes if requested.
- Receives, resolves or refers citizen complaints or inquiries for the Administrative Fire Board.
- Prepares payroll.
- Monitors expenditures in department for Fire Chief to assure sound fiscal control.
- Assists in the preparation of annual budget requests and reviews.
- Provides administrative assistance to all Administrative Assistants as requested by Fire Board.
- Prepares drafts of speeches, presentations, administrative policies, etc. as assigned by the Fire Board.
- Maintains control files of matters in progress and expedites their completion.
- May receive and account for vital information from the public.

- Operates a variety of office equipment, including radio equipment.
- Other duties as assigned by the Fire Board.


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	Administrative Assistant	

Scope of Responsibilities

- Works under the supervision of the Fire Chief with a direct link to District Chiefs. Performs a variety of routine clerical and secretarial works in keeping official records and providing administrative support to the Fire Department Staff at assigned station.

Specific Responsibilities

- Performs routine clerical work in answering phones, receiving the public, data processing and bookkeeping.
- Ensuring all run reports entered and completed within 14 days.
- Maintains Sync records to county standards.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Prepares requisitions and check requests for the department.
- Assists in the procurement of department materials and supplies.
- Operates various office machines.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Performs other duties as requested by the District Chief, Fire Chief and / or Administrative Fire Board.

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	District Chief	

Scope of Responsibilities

- The District Chief in charge shall perform administrative and supervisory work in the Fire Department.
- The District Chief shall be the Officer in Charge in their assigned district and shall remain as such unless relieved by the Fire Chief.
- The District Chief’s rank consists of 3 bugles.

Specific Responsibilities


- Executes assignments and orders to firefighters.
- Participates in Fire Prevention campaigns.
- Maintains compliance with departmental guidelines and standard operating procedures.
- Assigns firefighters building maintenance and equipment maintenance.
- Inspects conditions in the Fire Department to ensure standards are met, i.e., the condition of fire apparatus, fitness of all firefighters and the condition of the Fire Department’s buildings and grounds.
- Makes recommendations to the Fire Chief and attends staff meetings as required.
- Coordinates activities of the department to ensure operational efficiency is met 24/7.
- Supervises the evaluation of personnel; directs and participates in comprehensive programs of the department training and employee development.
- Assists in planning departmental operations with respect to personnel, training, emergency medical services, and fire prevention. Supervises both short- and long-range implementation of plans after general approval.
- Keeps informed as to personnel, property and operations by inspections and reports. Takes action on such information in order to improve department operations.

- Keeps the Fire Chief informed of the conditions and needs of the department and makes recommendations for departmental improvements.
- Promotes public understanding of fire safety.
- Be in immediate command and responsible for the extinguishing of fires, saving of life and property, and of all personnel unless relieved by the Fire Chief.
- Shall, in their assigned district, under the direction of the Fire Marshal assign Pre-fire Surveys as necessary.
- Shall ensure station conducts training evolutions with Station members monthly.
- Shall be ultimately responsible for all Incident and Run Reports to ensure accuracy and timeliness for all runs in their assigned station district.
- Shall be responsible for the delivery and understanding of all memos/letters delivered from the Office of the Fire Chief and Administrative Fire Board.
- Other duties as assigned by the Fire Chief.
- Refer to Rules and Regulations for Chain of Command.

District Chiefs shall immediately notify the Fire Chief on the following:

- When any member of the department is injured at a fire to such an extent that he requires medical attention or hospitalization.
- When members of the department have been dispatched on a body recovery detail.
- When companies have been dispatched outside the county limits.
- When a department vehicle receives major damage as a result of a traffic accident.
- When a member of the department dies.
- When a fatality occurs as a result of a fire.
- When a major fire or large loss fire occurs.
- Special Operations Incidents
- Airplane crash.

Any fatality, or serious injury, which results from anything other than natural causes. This will primarily be vehicle, construction, manufacturing accidents...

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	Station Captain	

Scope of Responsibilities

- The Station Captain shall perform administrative and supervisory work in the Fire Department under the oversight of the District Chief.
- The Station Captain shall be the Officer in Charge in their assigned stations district when the chief is unavailable and shall remain as such unless relieved by the Fire Chief.
- The Station Captain rank consists of 2 bugles.

Specific Responsibilities


- Assists in ensuring the execution of assignments and orders to firefighters.
- Participates in Fire Prevention campaigns.
- Maintains compliance with departmental guidelines and standard operating procedures.
- Assigns firefighters building maintenance and equipment maintenance.
- Inspects conditions in the Fire Department to ensure standards are met, i.e., the condition of fire apparatus, fitness of all firefighters and the condition of the Fire Department’s buildings and grounds.
- Makes recommendations to the District Chief and attends staff meetings as required.
- Coordinates activities with the District Chief to ensure operational efficiency is met 24/7.
- Assists in the supervision and evaluation of personnel; directs and participates in comprehensive programs of the department training and employee development.
- Assists in planning station operations with respect to personnel, training, emergency medical services, and fire prevention. Supervises both short- and long-range implementation of plans after general approval.

- Keeps informed as to personnel, property and operations by inspections and reports. Takes action on such information in order to improve department operations.
- Keeps the District Chief informed of the conditions and needs of the department and makes recommendations for departmental improvements.
- Promotes public understanding of fire safety.
- Be in immediate command and responsible charge of the extinguishing of fires, saving of life and property, and of personnel, respective station and equipment in his assigned fire district unless relieved by the District Chief.
- Shall assist with ensuring station conducts training evolutions with Station members monthly.
- Shall assist with following up to ensure all Incident and Run Reports are completed, to ensure accuracy, and timeliness for all runs in their assigned station district.
- Shall be responsible for the delivery and understanding of all memos/letters delivered from the Office of the Fire Chief and Administrative Fire Board when District Chief is unavailable.
- Other duties as assigned by the District Chief.
- Refer to Rules and Regulations for Chain of Command.

Station Captain shall immediately notify the Fire Chief on the following:

- When any member of the department is injured at a fire to such an extent that he requires medical attention or hospitalization.
- When members of the department have been dispatched on a body recovery detail.
- When companies have been dispatched outside the county limits.
- When a department vehicle receives major damage as a result of a traffic accident.
- When a member of the department dies.
- When a fatality occurs as a result of a fire.
- When a major fire or large loss fire occurs.
- Special Operations Incidents
- Airplane crash.

Any fatality, or serious injury, which results from anything other than natural causes. This will primarily be vehicle, construction, manufacturing accidents...

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	Lieutenant	


Scope of Responsibilities

- The Lieutenant may be in charge shall perform supervisory work in the Fire Station.

Specific Responsibilities of Lieutenant


- The Lieutenant shall, under the direction of their District Chief, and during assigned platoons, have full charge and be responsible for the firefighting and rescue operations of companies within their district.
- The Lieutenant shall respond to all fire and rescue alarms and to other calls in which their assistance is needed as they are available.
- The Lieutenant shall, at the scene of any incident, assume Command until relieved by a higher-ranking officer.
- They shall participate in Fire Prevention activities.
- Maintain compliance with departmental guidelines and Fire Department rules and regulations.
- Assign firefighters building maintenance and equipment maintenance.
- Inspect conditions in the Fire Department to ensure standards are met, i.e., the condition of apparatus, fitness of firefighters, and the condition of the Fire Department's buildings and grounds.
- Coordinate activities of the department, so that effective use is made of the time of the members when available.
- Participate in and conduct Fire Station training.
- Makes recommendations to the District Chief and attends staff meetings when requested.
- Assist in planning departmental operations with respect to Personnel, Training, EMS, and Fire Prevention.

- Keeps informed as to personnel, property and operations by inspections and reports; takes action on such information in order to improve department operations.
- Keeps the District Chief informed of the conditions and needs of the department and makes recommendations for departmental improvements.
- Shall be responsible for all Incident and Run Reports, in which he / she acts as the Officer in Charge, to ensure accuracy and timeliness
- Other duties as assigned by the District Chief, Fire Chiefs, or Administrative Fire Board.

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	Firefighter	


Scope of Responsibilities

- Responds to EMS calls and provides treatment to their individual level of training.
- Responds to fire alarms and provides suppression under the direction of the Officer in Charge.
- Responds to and provides rescue services under the direction of the Officer in Charge.
- Operates equipment and provides for the care of trucks and equipment.
- Maintains fire station facility and equipment.
- Participate in Pre-Fire Surveys.
- May operate CCFD apparatus in non-emergency and emergency mode (once certified to do so).
- Attends class and successfully pass and maintains all certification levels and re-certification levels per the department current standard.
- Performs other duties as assigned by the District Chief, Fire Chief Chiefs, or Administrative Fire Board.

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	Probationary Firefighter	

Scope of Responsibilities

- Responds to EMS calls and provides treatment under discretion of Fire Fighter or hirer ranked member.
- Responds to fire alarms and provides suppression under the direction of the Officer in Charge.
- Responds to and provides rescue services under the direction of the Officer in Charge.
- Operates equipment and provides for the care of trucks and equipment.
- Maintains fire station facility and equipment.
- Shall complete and successfully pass the minimum required training class set forth prior to promoting to full fire fighter position within one year of service.
- May drive in non-emergency mode under the direct supervision senior firefighter. Unless other authorization has been provided by District Chief or Fire Chief and have completed correct training.
- Shall perform other duties as assigned.

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	Safety Officers	

Establishment of Position

- The Safety Officers shall report directly to the Fire Chief or to the Fire Chief’s designated representative or on scene incident command.

Designation of Fire Department Safety Officers

- The Fire Chief, District Chief, and Station Captain can be assigned and serve as the designated Safety Officers for the department.
- The Fire Chief shall assign or make available additional Assistant Safety Officers as may be needed to fulfill the requirements of the Occupational Safety and Health Program.

Authority of Safety Officers and Assistant Safety Officers

- Safety Officers shall have the authority to initiate immediate correction of situations that create an imminent hazard to personnel.
- At an emergency incident, where activities are judged by a Safety Officer to be unsafe and to involve imminent hazard, the Safety Officer shall have the authority to alter, suspend, or terminate those activities. The Safety Officer shall inform the Incident Commander of any actions taken to correct imminent hazards at an emergency scene.
- In the absence of the fire department Safety Officers and Assistant Safety Officers, the Officer in Charge shall assume the duty as Safety Officer or alternate personnel shall be assigned to perform the duties and responsibilities of the position that requires immediate attention.
- At an emergency scene where a Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard.
- Where non-imminent hazards are identified, a Safety Officer shall develop actions to correct the situation within the administrative process of the Fire Department. The Fire Department Safety Officers shall have the authority


to bring notice of such hazards to whomever in the department has the ability to cause correction.

Scope of Responsibilities

- The Fire Department Safety Officer or designee shall be a member of the Conway County Fire Department.

Areas of Responsibilities

- Laws and Regulations
 - The Safety Officers shall have and maintain a knowledge of current state and local laws regulating occupational safety and health applicable to the Fire Service.
 - The Safety Officers shall have and maintain a current knowledge of the following:
 - Potential safety and health hazards involved in firefighting and other related activities.
- Incident Scene Safety
 - Safety Officer(s) shall be designated on emergency incidents that involve a high risk to personnel. Rules and regulations shall define criteria for the response of Safety Officer(s).
 - At the scene of high-risk incidents, Safety Officers shall identify and mitigate safety hazards. The functions of the Safety Officer at such incidents shall be based upon the provisions of Chapter 6 of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, and shall be integrated with the Incident Management System utilized by the department. Safety Officers shall report to the Incident Commander and when necessary, exercise the authority and responsibility as specified in the Authority of Safety Officers and Assistant Safety Officers section of this policy.
 - Safety Officers shall routinely observe operations at the scene of emergency incidents to ensure that safety regulations are being followed and when necessary, recommend corrective actions after the incident to the Fire Chief.
 - Safety Officers shall be involved in the process of post-incident critiques in order to review the safety factors involved in emergency incidents.

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	Public Information Officer / P.I.O.	

Primary P.I.O. for the Department

- The Fire Chief or his designated individual shall be the primary P.I.O. for the Fire Department.
- The P.I.O. shall operate under the direct authority and at the discretion of the Fire Chief.

Scope of Responsibilities


- The P.I.O. shall coordinate with P.I.O.s from other agencies during major incidents as directed by the Fire Chief.
- The P.I.O. shall not release the names of injured citizens or fatalities.
- The P.I.O. shall release the names of fire personnel who have been injured only after the family has been notified by the Chief of the department or his designee.
- The P.I.O. shall not speculate on any information. He/she shall only release information that is verifiable and as authorized by the Chief.
- The P.I.O. and Fire Chief are the only personnel that will talk to the media concerning the Fire Department, this includes not only fire and emergency scenes, but Fire Department property, stations, personnel, or functions; unless otherwise approved by the Fire Chief.
- The P.I.O. shall report to the media any new programs, i.e. Fire Prevention Programs, or any new techniques or training exercises so as to promote a positive image for the department.
- The P.I.O. shall notify the Judge and Administrative Fire Board as the major events occur in the absence of the Fire Chief.
- The Officer in Charge shall notify the Judge and Administrative Fire Board as to major events in the absence of the Chief and P.I.O.



Section 300

Benefits

- 301 – FT Personal Time Policy**
- 302 – Compensatory Time**
- 303 – Run Response Incentive**
- 304 – On the Job Injuries/Workers
Comp**
- 305 – FT Funeral Absence**
- 306 – Line of Duty Death Funeral
Protocol**

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FT Personal Time Policy		

Purpose

- To establish a comprehensive policy for use of accrued Personal time.
- This policy is specifically directed toward Personal Time use, not FMLA or Workers Compensation.

Definitions

- **Personal Time Use** - Any amount of personal time used qualifies under this policy.
- **Unpaid Time Off** – Any time taken out of regular schedule that you do not have Personal Time to cover.

General Information

- All full-time employees shall earn Personal Time based on the years of service as directed by Conway County Hand Book.

Policy

- Vacation time is accrued per pay period.
- Vacation for personnel shall not affect minimum staffing of standards.
- The Fire Chief and/or Administrative Board may block calendars due to training or any other circumstances they deem necessary.
- The Administrative Board, and/or Fire Chief may suspend all vacation time to ensure the safety of the citizens of Conway.
- If a firefighter is sent home during his/her shift due for any reason, unrelated to the job, the member will notify the Fire Chief or Administrative Board immediately, which then will be marked as a Personal Time Use.


- The maximum number of vacation time you can accrue or carry over to the next calendar year shall not exceed 75 days or 600 hours.
- Accrual schedule:(annual maximums)
 - 0 through 1 years 12 hours month (144 hours)
 - After 1st anniversary 16 hours month (192 hours)
 - After 5th anniversary 18 hours month (216 hours)
 - After 10th anniversary 20 hours month (240 hours)
 - After 15th anniversary 22 hours month (264 hours)
 - After 20th anniversary 24 hours month (288 hours)

Use of Personal Time

- Personal Time may only be requested to a maximum of two (2) weeks in advance in increments of less than a whole shift.
- A 24-hour notification must be given prior to its use and approval by the Supervisor.
- Personnel may not request or use Personal Time prior to its accrual.
- Personal Time may not be used in increments of less than one (1) hour.

Disciplinary Actions

- Any violation of this policy will result in disciplinary action to include but not limited to:
 - Suspension
 - Demotion
 - Termination

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	FT Compensatory Time	

Rate of Accrual

- FT personnel will be compensated for overtime work at a rate of one-to-one hours per hour basis.
- Excluding FLSA overtime, personnel are eligible for compensatory time when they have actually worked more than allotted 40 hours scheduled work week.
- The Fire Chief is responsible for scheduling and managing required emergency work. Employees who are called out for emergency work will be eligible for Compensatory Time for the period of time worked during the emergency even if they have not physically worked their standard work period.
- Comp Time may not be earned in increments of less than one (1) hour.
- Comp Time may not be used in increments of less than one (1) hour.

Approval

- Comp Time may only be earned with approval of the Chief or Administrative Board.

Maximum Accrual

- All emergency personnel will be allowed to accumulate no more than 200 hours of compensatory time.

Use of Comp Time

- Comp Time may only be requested to a maximum of two (2) weeks in advance in increments of less than 24 hours.
- A 24-hour notification must be given prior to its use and approval by the Fire Chief.


- Personnel may not request or use Comp Time prior to its accrual.
- Comp time may be used in lieu of personal time.
- Comp time is non-transferable to other personnel.

Compensation for Accrued Comp Time

- Upon leaving employment personnel will be compensated for accrued Comp Time not to exceed 120 hours.

Suspension of Comp Time

- The Judge, Fire Chief, or Administrative Board may suspend all Comp Time under extreme or emergency condition.
- Comp Time shall not affect the minimum staffing of shifts.

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	Run Response Incentive	

Purpose

- To establish a procedure for the compensation of Conway County Fire Department Employees for the eligible calls they respond to.

Funding

- The Conway County Incentive program will be funded each year with a total balance; which will be broken up into allotments for each quarter to be paid out to members.
- At the end of each quarter the money designated for call responses will be divided by the overall total number of firefighter responses during that quarter.
- The calculated amount will then be assigned to each firefighter based on their individual number of responses.


Accountability

- The District Chief, Station Officers and/or administrative assistant will be responsible for submitting the incentive request to the incentive plan administrator in a timely manner.
- The deadline will be the second Tuesday of the month following the end of each quarter (January, April, July, October) unless the administrative fire board changes the date with written notice.
- If any District Chief, station officer, and/or administrative assistant fails to turn in timesheets or enter training records into Sync by the set deadline, the mentioned above positions all or apart will not receive incentive pay for that quarter. A 24-hour grace period will be allowed if arrangements are made in writing with the Assistant Chief of Logistics. Members will still be paid for the quarter.
 - When a situation arises where completion of paperwork is not met County Fire Chief will have discretion for removal of incentive pay based on circumstance.
- Only certified firefighters with 24 hours of state mandated annual training will be included. The certification will be based on the prior year training.
- All certified training must be entered into Sync by January 15th of each year.
- No certificates will be accepted after the set deadline and those individuals will be ineligible for that entire year.
- New firefighter recruits will be given three months to achieve Intro to Firefighting and Personal Protective Equipment training.
- All new hires will have one year from date of hire to obtain all "Rookie" year initial training requirements. (see orientation standard for list)
- After emergency notification by dispatch, only firefighters who arrived at the station or on-scene will be given credit for the call response incentive.

- Self-Dispatching will not be covered by the Conway County Fire Department Incentive Program. All incentive calls must come directly through the Conway County 911 Center.
- Due to the inability to compensate Task Force members from the local municipalities, no firefighter will be paid for Task Force responses

Definitions

- Certified Fire Fighter: a certified fire fighter is one that has met minimum requirements to actively engage in county fire fighting and other rescue operations.
- Self-Dispatching: Responding to an incident in your coverage area or another stations coverage area to assist if not Paged through dispatch.
 - Self-Dispatching does not include if you receive a call from a concerned citizen, and you contact dispatch, and have them open a call and page your station or another station. So long as the affected station is paged by dispatch, and made aware of the incident.

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	On the Job Injuries and Workers Compensation	


Scope of Responsibility

- It shall be the responsibility of each member to report on the job injuries and to file Workers Compensation.

Procedures to Follow

- Any employee who suffers an on-the-job injury, suspected injury, or an exposure, shall report the injury/exposure to his/her District Chief/Station Captain or Fire Chief if District Chief is unavailable. He/she shall then fill out the following forms/information sheets which are in all the stations:
 - Arkansas Workers Compensation Commission WCC Form N
 - County Workers Compensation Trust Employee’s Report of Accident.
 - County Workers Compensation Trust Supplement to the Employer’s Report of Injury.
 - County Authorization for Medical Records & Reports.
 - VFIS Incident report form
- These forms must be filled out by the employee and returned to the Assistant Chief of Logistics or the Fire Chief within 24 hours from the date of the injury/exposure.
- It is the employee’s responsibility to notify their supervisor of any injury incurred, regardless of the size or type of injury or whether medical attention is needed, and to request and file the reports. All injuries should be reported so that the paperwork can remain on file in case problems develop later. The County and the Fire Department will no longer attempt to file claims on injuries unless the appropriate reports have been filed within the time frame listed above.

- Workers Compensation is one of your benefits as a County Employee, but it must be handled in a reasonable and timely manner, and it covers only injuries sustained on the job. Your cooperation in this matter will result in claims which will be easier to file on your behalf.

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FT Funeral Absence		

Time Off for Death in the Immediate Family


- Immediate family shall be defined as spouse, child, grandchild, parent, sister, brother, grandparent, mother-in-law, father-in-law or person acting as legal parent or guardian of the employee.
- Personnel who suffer a death in their immediate family will be granted up to 3 days of paid leave of absence.
- Personnel who are notified of a death in their immediate family while at work, and leave early, shall be paid for the hours not worked. These hours will not count toward the 3 days paid leave of absence.
- Pay in lieu of taking bereavement time off is not permitted.
- Bereavement leave must occur at the time of the family member’s death. These days must be consecutive and are allowed only immediately adjacent to the funeral, one of which must be the day of the funeral. Any unusual circumstances and requests for time off paid or not paid should be approved by the Department Head and reviewed by Human Resources prior to authorization.
- Documentation may be required prior to receiving Bereavement pay.

Time Off for Death with Non-Immediate Family

- Personal Time will be used for funeral absence.

General Information

- The Fire Chief may grant time off for personnel that are requested to be a pallbearer.
- Personal Time will be used for funeral absence.
- The Chief may grant extended time off for personnel due to extenuating circumstances.

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	Line of Duty Death Funeral Protocol	

Purpose

- Immediate actions following a serious injury or line of duty death are the most important to the fallen firefighter, to his/her family, and to the public image of the department as a whole.

Scope of Responsibilities

- Do NOT broadcast the name of the firefighter that is down; it is possible that the survivors may be at home listening to radios or scanners. Be discreet. If surviving family members appear at the scene (as may occur on a working fire or disaster), mark all family members and keep them in an area together. Remind other emergency personnel to be careful of comments within earshot of the survivors. Keep the family members informed; do not keep them in the dark about the condition of their loved one. This will prevent confusion and misinformation being disseminated to those family members.
- As quickly as possible following an incident, send the Fire Department Notification Team to the home of the firefighter. This representative should have with them a team of support: The Fire Department Chaplain, a member of the Law Enforcement, someone with EMS capabilities, someone to stay with children or other family members if needed, and someone to provide transportation to the hospital if appropriate. Avoid phrases like "it's all right", or "he/she would have wanted to go this way." Sometimes it's appropriate just to listen patiently. Under NO circumstance should you become offended or offensive by what family members say or do at this time. Remember why you are there. Under NO circumstance should the next of kin be left alone. The OIC, or "Officer in Charge," can assign one member of this team to be a liaison with the family. They should do whatever is needed (phone calls, transportation, minor details, and contact someone to stay with small children as needed), and other provisions this family may require.

- Immediately following the official notification to the family, fire department personnel should be informed along with the Judge, Administrative Fire Board and other Officials. Alert tone or "All Page" and announce: "It is with deep regret that the Chief of the Conway County Fire Department announces the death of (rank, name, duty assignment [e.g.: Rank, Station, etc.] who lost his/her life in the line of duty while participating in operations on incident number (address or brief description of circumstances). By Order of the Chief all flags are to be lowered to half-mast from (specify time and date) and black bunting be draped across station fronts. Information regarding funeral arrangements will follow."
- TV and News: The media usually is quite interested in covering the story of a fallen firefighter. The Chief of the Fire Department or his designee will handle the details concerning name, rank, time, and place of incident.
- The first consideration in planning a fire department funeral is determining the wishes of the family. The role of the fire department could vary from serving as a simply but impressive honor guard at the funeral home, to providing a full department service with all honors (including church service, cemetery service, or public memorial service) or any partial service, depending on the wishes of the family. Do not try to persuade them to have a fire department funeral if that is not what they want. Just let them know what is available and respect the family's wishes. The Funeral Coordinator (appointed by Fire Chief) should serve as a liaison between the family and the Chief's office to make these options known to the family and arrange for the fire department services. This liaison should be very familiar with what is and what is not available and be able to explain in detail the procedures to the family of the fallen firefighter. Continuous coordination with and assistance for the family members are absolutely essential. This is a very delicate time for them; keep them informed of all phases of the funeral services. Make sure you address their needs.
- If it is determined that the family desires a fire department funeral, conduct a planning meeting with the appointed committee. There are many details to address in a short period of time. In addition to the OIC, a committee should be appointed to coordinate each segment of the operation.
 - This committee should consist of the following personnel and each one's responsibilities.
 - OIC (Officer in Charge) – the Chief is the person in charge of the overall arrangements.
 - ❖ Coordinates activities with the Funeral Director and the Fire Department Chaplain; this information will be necessary to complete the remainder of the planning process;
 - ❖ Addresses any problem that arise to insure a smooth-running operation;
 - ❖ The OIC may substitute duties in any area as needed;

- ❖ Encourage the family to attend the National Fallen Firefighters' Memorial Weekend and offer assistance concerning the weekend;
- Liaison to Family – this liaison should also meet with the planning committee.
 - ❖ Keep the family informed of all phases of the funeral service;
 - ❖ Inform the committee about any special needs the family may require;
 - ❖ Give the family a pager or cell phone number where a department liaison may be reached at any time;
 - ❖ Assist with household responsibilities: running errands, answering phones, furnish or contact babysitting services, if needed;
 - ❖ Provide assistance to the family in making calls to relatives and close friends;
 - ❖ Locate a bagpiper or bagpipe music
- Logistics Officer (District Chief)
 - ❖ Charged with preparing apparatus, vehicles, equipment, and facilities for the funeral ceremony and the large number of anticipated visitors;
- Public Information Officer
 - ❖ Supply the press with accurate information about the funeral arrangements as well as background information about the firefighter's family, time on the job, previous awards, etc.;
- LEO Liaison
 - ❖ Coordinate with the Conway County Sheriff Department, escort service, traffic control, and street closings;
 - ❖ Assisting with parking details at the funeral home, church, cemetery, or public service;
- Liaison to Public Officials and Other City and County Agencies
 - ❖ Keep the community's governing officials apprised of the arrangements and any role in which they might want to participate;
 - ❖ Notify other city and county departments that might want to be involved as well;
- Benefits Coordinator (Assistant Chief of Logistics)
 - ❖ Make provisions for handling various immediate expenses in advance;
 - ❖ Prepares paperwork including the *Report of Public Safety Officer's Death* form (Public Safety Officer Benefits Program: 1-888-744-6513);


- ❖ Notifies the National Fallen Firefighters' Foundation (1-301-447-1365);
- ❖ Notifies the National Fire Academy (1-301-447-1123);
- ❖ Notifies the USFA (1-301-447-1272);
- ❖ Keeps the family informed of benefits including a guidance letter explaining claim documentation requirements;
- ❖ Provide survivors with information on the National Fallen Firefighters' Programs for Survivors;
- ❖ If donations are collected for the family, set up a bank account to deposit these funds.



Section 400

General Rules and Regulations

- 401 – General Guidelines**
- 402 – Rank Guidelines**
- 403 – FT Personal Appearance**
- 404 – DWI / DUI Policy**
- 405 – Complaints / Internal Misconduct**

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	General Guidelines	

Purpose

- The following rules and regulations are hereby set forth to govern the Conway County Fire Department.
- The Guidelines of the Conway County Fire Department are promulgated by the Fire Chief and approved by the legislative body of the Fire Department and the County.
- The Guidelines of the Conway County Fire Department are designed to promote efficiency, discipline, and good public relations by setting forth policies governing the conduct of every member and Officer of the Fire Department, both on and off duty.
- When reference is made to the "Office of the Fire Chief", that term shall mean the Chief and any Commanding Officer designated as "Acting" Chief by the Administrative Board or Fire Chief, and serving in that capacity in the absence of the Fire Chief.
- The provisions of these Guidelines and written directives shall apply to all members of the Fire Department.

Introduction

- These guidelines are for the guidance and information of Fire Department personnel. Its purpose is to give department members complete information regarding the guidelines, standard operating procedures, assignments, and general knowledge for proper conduct and behavior as a Member of the Conway County Fire Department. In service to the public the department member must remember that their **first duty to the citizens of Conway County is the protection of life and property**, and that they are doing something for someone, whether it be rescue, protection of property, or special services. In order to perform their duties properly, it is essential that the members of the Fire Department familiarize themselves thoroughly with all the rules, regulations, and standard operating procedures pertaining to their positions and to conduct themselves, both on and off duty, in such a manner that will not discredit the department.
- The right is reserved to amend or revoke any guidelines and standard operating procedures or to make additional ones as the circumstances or the good of the

service may require. No arbitrary rules can be established which will embrace all cases arising in the general discharge of department duties; something must be necessarily left to the intelligence and discretion of the individual.

- Anyone deviating from these procedures must be prepared to justify such actions. They will be judged, not in the light of subsequent events but by the situation existing at the time of action.
- Members of the Fire Department shall comply with all other rules and regulations as may from time to time be promulgated by the Administrative Board or Fire Chief. As far as possible, all guidelines shall be reduced to writing.

Scope

- The provisions of these Guidelines shall be observed by all members of the Department in order to maintain the confidence, respect and support of the community.
- Violations of these Guidelines, the ordinances of Conway County, and / or laws of the State of Arkansas, or the United States, and Departmental orders, policies and directives shall subject the offender to disciplinary action which may take the form of a verbal or written reprimand, reduction in rank and / or suspension, or discharge from employment. Action taken will depend on the severity of the offense, the record of the offender, and the seriousness of the consequences of the violation.
- It shall be the duty of all personnel to take corrective action and submit a written report to an immediate supervisor whenever they learn through personal observation or report any violation of these Guidelines, the ordinances of Conway County, and / or laws of the State of Arkansas or the United States by any member of the Department.
- Minor violations which do not involve gross misconduct and which will not reflect discredit upon the Department, but which indicate a need for some form of discipline and / or training, may be handled by the offender's supervisor.
- No member shall procure appointment in the Department by means of willful misrepresentation or omission of any fact concerning his / her personal history, qualifications for employment, or physical condition.
- Department personnel with personal grievances shall follow Department policy and guidelines or applicable Conway County Personnel Manual procedures for resolution.
- Each member of the Fire Department shall obey all rules, regulations, and procedures of the County Government, Fire Department as well as other applicable local, state, and federal laws.
- All firefighters are required to cooperate with one another, not only in the ordinary routine of duty, but also and especially when unusual conditions or special circumstances call for amicable and unreserved cooperation in the general interest.

- Firefighters are required to have the necessary knowledge in the operation and use of all firefighting equipment necessary to perform the duties assigned at the scene of a fire, firefighters shall render all necessary assistance to prevent or extinguish fires and prevent loss of property or personal injury. As required or directed, these duties may include but not be limited to:
 - Operate and use all firefighting equipment including SCBA as needed.
 - Remove persons from structures involved in fires or filled with smoke and help secure medical attention for all sick and injured persons.
 - Report all information relating to the cause or circumstance of a fire to the District Chief, Fire Chief, or Officer in Charge at time of fire as quickly as possible during or after a fire. However, it is not the responsibility of a firefighter to interrogate witnesses or conduct an investigation other than when assigned or ordered to do so. Firefighters shall report to the Fire Chief the names of persons suspected of causing fires or turning in false alarms.
 - The Sheriff Department shall be called immediately when it is necessary to apprehend a person relating to the setting of fires or violation of county ordinances.

Assistance

- All personnel are required to aid another firefighter exposed to danger.

Department Property and Equipment

- All personnel are responsible for the proper care of department property and equipment assigned to or used by them; Including helmet, coat, boots, pants, gloves, radio receiver, and any other equipment issued to them. When employment in the department is terminated, the member shall return all department property in their possession to the District Chief. All equipment must be kept clean and in good order.
- Improper or negligent handling of or negligent damage to County property is a violation of these Guidelines.

Reckless handling of or reckless damage to County property is a serious violation of these Guidelines and shall subject the offender to severe disciplinary action.

Members who have lost, damaged, or destroyed any equipment issued to them by the Department shall immediately report such to their immediate supervisor and

then to the Fire Chief. The member may be required to make restitution if the loss or damage is the result of negligence on the member's part.

- Members shall promptly report the need for repairs of any defects or hazardous conditions of any County owned property issued, used or possessed by them to their immediate supervisor.
- No member shall alter, repair, or in any way change, add to, or remove any parts or accessories of any county owned property without permission from the Fire Chief. This includes buildings, office equipment, machines, communications equipment, motor vehicles or any other issued items.

Equipment to be worn for Fire Service

- Officers and members, when engaged in emergency service or drills shall possess and wear regulation fire helmets, coats, bunker pants, boots, and gloves. During drills in extremely warm weather any items EXCEPT fire helmets may be dispensed with at the discretion of the Commanding Officer. All equipment must be kept clean and in good order. Self-Contained Breathing Apparatus, Nomex hoods, and PASS Alarms will be worn by all firefighters while working inside buildings or confined spaces where toxic products of combustion or an oxygen deficiency may be present. Such apparatus shall be worn during emergency situations involving toxic substances (as per OSHA Section 1910.156).

Alcoholic Beverages

- There shall be no alcoholic beverages allowed in any fire station or any apparatus or vehicle.

Rules of Professional Conduct and Personal Bearing

- Dereliction of duty on the part of any member, detrimental to the proper performance of the functions of the Department, is cause for disciplinary action. The offender shall be punished according to the severity of the violation, the results brought by the dereliction, and the effect it has upon the discipline, good order, and best interest of the Department. The following constitute dereliction of duty:
 - Failure of a supervisor to immediately take action when a violation of these Guidelines come to his / her attention, regardless of the supervisor's or violator's assignment or rank within the Department.
 - Failure to observe and adhere to the Guidelines, Policies and Directives of the Department.
 - To be under the influence of drugs or to be a user of drugs when such are not prescribed by a physician or dentist or to take drugs in a manner not prescribed by a physician or dentist.
 - Unnecessary violence toward any person.

- To accept, agree to accept, or solicit a bribe. A bribe shall be defined as a gift, money, thing of value, testimonial, appointment or personal advantage, or the promise or solicitation of same for the purpose of obtaining special privileges or personal gain by the donor or other person.
- Members shall not engage in any conduct which constitutes conduct unbecoming of a member or neglect of duty.

Disciplinary Action

- Personnel shall be subject to disciplinary action by the Fire Chief for causes as listed:
 - Convicted of a felony.
 - Violations of Rules and Regulations of Department.
 - Being under the influence of intoxicants or drugs while on a scene.
 - Carelessness or negligent with apparatus and equipment or other property of the department.
 - Use of any Fire Department equipment for personal use.
 - Guilty of prejudice or derogatory remarks.
- Who is subject to Disciplinary Action:
 - Any member who violates the Guidelines of the Department or who disobeys an order is subject to appropriate disciplinary action.
- Penalties
 - The following penalties may be assessed against any member of the department as disciplinary action although not necessarily in the sequence noted:
 - Oral reprimand
 - Written reprimand
 - Suspension
 - Dismissal
- Final departmental disciplinary authority and responsibility rests with the Fire Chief and is subject to review and approval of the Administrative Board and Conway County Grievance Committee. For disciplinary purposes, District Chiefs have the authority to reprimand and may recommend such other disciplinary action, as they deem necessary. A written report of the action taken or recommendation shall be given to the Fire Chief as soon as

possible. If the person who has been disciplined so desires, he may apply to the Fire Chief for a hearing. Final discretionary decisions may be reviewed by Administrative Fire Board and/or Grievance Committee.


None of the above procedures hinder any personnel from their right to legal counsel.

Civil, Criminal, Judicial and Investigative Actions

- Members shall be truthful at all times, whether under oath or not, when conducting official fire business.
- Members shall answer questions, render material and relevant statements to a competent authority in a departmental personnel investigation when so directed.
- No member shall willfully misrepresent any matter, sign any false statement or report, commit perjury or give false testimony before any court, grand jury, commission, official hearing or departmental hearing or investigation.
- No member shall knowingly falsify or alter any reports, document or record or cause to be entered any inaccurate, false or improper information on records, documents or reports of the Conway County Fire Department. No member shall remove or destroy or cause the removal or destruction of any report, document or record without written authorization.
- Any member who is subpoenaed or volunteers to testify for the defense in any criminal or civil trial or hearing or any case against the Conway County shall notify his/her District Chief in writing upon receipt of the subpoena or of his/her intention to testify or his/her appearance as a witness.

Effective Date

- These Rules and Regulations shall become effective on the date listed above, at which time the previous Guidelines and its amendments shall be superseded, except as provided in this code. Departmental orders, policies and procedures, and written directives in memorandum form shall remain in full effect until specifically modified or rescinded by the Fire Chief.
 - The previous Guidelines, its amendments, Departmental orders, policies and procedures and written directives in memorandum form shall remain in full force and effect for any violations which occurred prior to the effective date of this code.
- If any section, sentence, clause or phrase of these Guidelines is for any reason held invalid, such decision shall not affect the validity of the remaining portions.

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	Rank Guidelines	

Purpose

- To serve as a guideline for promotional testing within the Conway County Fire Department. With these guidelines the department is able to test those individuals with the desire to become promoted within the Conway County Fire Department in an efficient manner.

Rank and Requirements

- **Probationary Fire Fighter**
 - Any new member that has not completed initial training set forth by the CCFD to meet minimum standing to respond to all call types.
 - Members will be given two years’ time from date of hire to move to Fire Fighter status.
 - Must complete minimum training and remain active at station and county training and meetings as requested by supervisor.


- **Fire Fighter**
 - One (1) year continuous service with the Conway County Fire Department.
 - Twenty (20) hours of non-emergency driving on an Engine, Tanker, and Brush Truck.
 - Must successfully pass each portion of the Probationary Fire Fighter training program:
 - Introduction to Fire Fighting
 - Personal Protective Equipment
 - Wildlands
 - Emergency Vehicle Operations
 - First Aid/CPR/Lucas/Narcan

- **Station Captain**
 - Minimum of ten (2) years of continuous service with the Conway County Fire Department.

- Must have Completed all minimum training for firefighter position.
- EMR or higher

➤ **District Chief**

- To be elected annually in November for approval by the Administrative Board in December for next year by members of each station through closed ballot.
- Minimum of two years of continuous service with the Conway County Fire Department.
- Minimum training of FF1 Chapter completion within two years of appointment.
 - Chapter 1 – 15 of standards
 - EMR or higher
 - Incident Command Systems (NFA/AFA)
 - NIMS- 100, 200, 300, 400, 700, 800

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	Personal Appearance	

Purpose

- To ensure that all personnel present themselves in a professional manner at all times. To allow comfort and individuality, without sacrificing safety and professionalism.

Notes

- The limitations included in this policy are for the safety of all personnel. Any exceptions or considerations pertaining to personal appearance are at the discretion of the Fire Chief/Administrative Fire Board.

Personal Hygiene


- Hair
 - Combed and maintained in a clean and orderly manner.
 - It is preferred that all members have hair that does not extend to the top of the shirt collar or over the top of the ears while operating on calls and in training.
 - Conservative Afro styles may be worn.
- Facial Hair
 - Moustache, handlebar, goatee, or Fu Manchu.
 - All other areas of the face and neck shall be clean-shaven.
 - Shall not interfere with any mask worn in the performance of duty.
 - Shall be neat and trimmed, not bushy in appearance.
- Sideburns
 - Shall not flare or be wider at the bottom than their natural width at the top.
 - Neatly trimmed and tapered, not extending below the middle of the ear.
 - Shall end in a clean-shaven, horizontal line.

SUNGLASSES

- May be worn while on duty, but must be removed upon arrival to an incident.
- May be worn if on scene for an extended period of time, and the use of safety glasses is not required.
- Shall be removed if speaking to the public or dealing with the public in a professional way.

JEWELRY

- Facial
 - Includes, but not limited to earrings, ear studs, ear plugs, nose rings, and nose studs.
 - No facial jewelry of any kind shall be worn while on duty.
 - Rings
 - Discouraged, but may be worn as long as they do not interfere with the donning of protective gloves.
 - Necklaces
 - Discouraged, but may be worn underneath uniform shirts provided they do not interfere with wearing protective clothing.
 - Bracelets
 - Only "Medic-Alert" bracelets may be worn.
-
- OSHA (29 CFR 1910.134) **requires** that employees using tight-fitting respirators (including SCBAs) be clean-shaven in the seal area. A beard can compromise the seal and create a serious safety risk.
 - All members acknowledge and understand this through initial and continued PPE training.
 - **All member acknowledges this standard and any deviation is at ones own risk.**

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	DWI / DUI Policy	

Objective

- To establish a standard for dealing with issues concerning DWI/DUI. It shall be the responsibility of all personnel to follow this standard.

Procedures

➤ **Off Duty**


- suspension without pay.
- Second Offense: Termination

➤ **“On Duty”**

- First Offense: Mandatory alcohol drug testing. Test refusal constitutes immediate termination. If results return positive, employee shall immediately be relieved of duty without pay pending an investigation.
- An employee convicted of, or has charges pending of a DUI/DWI will not be allowed to drive any fire department vehicle/apparatus until their driver’s license is reinstated.
- Employees arriving on duty with suspicion of being under the influence of drugs or alcohol shall be relieved from duty with pay pending immediate drug/alcohol testing.

Assistance

- If you feel you may have a problem with alcohol/drug addiction, please contact the County Fire Chief immediately.

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Complaints, Internal Misconduct Investigations, Citizen Complaint Procedures, and Disciplinary Actions		

Purpose

- The purpose of this policy is to establish the guidelines for the procedures of both citizen and internal complaints along with disciplinary actions and internal investigations.

Citizen Complaints

- All complaints made by citizens against employees or Firefighters of the Fire Department in writing and signed by complainant or email for violation of any rule, regulation, policy or procedure shall be made to the Chief of the Fire Department.
- All citizen complaints must be submitted to the Chief of the Fire Department in writing and signed by the complainant.
- If there appears to be reasonable grounds for the complaint, the Chief of the Fire Department shall direct an internal investigation of the complaint.

Interdepartmental Complaints

- All written complaints made by employees or firefighters against co-workers for violation of any rule, regulation, policy or procedure, or any other act of conduct, shall be submitted in writing to the immediate supervisor and forwarded to the Chief.
- The immediate supervisor will review the complaint and attempt to resolve the issues at that level. If the supervisor determines that a higher authority should be involved, the complaint shall be referred to the next higher level of supervision.
- Should the complaint be made by a non-supervisory employee or Officer against a supervisor, the written complaint may be submitted directly to the Chief of the Fire Department.
- Upon receiving a written complaint from any employee or firefighter, the Chief of the Fire Department shall review the complaint. If there appears to be reasonable grounds for the complaint, the Chief of the Fire Department shall direct an internal investigation of the complaint.

Disciplinary Action

- Employees are subject to disciplinary action for the commission or omission of any act that is prohibited or required, e.g., federal, state laws and regulations.
- It is the Department's intent to administer discipline in a consistent manner which is fair to the employee and the Department.
 - When discipline is necessary, the discipline chosen will be that which is intended to correct the problem and which is appropriate to the offense. Disciplinary actions may take on one of the following forms:
 - **Supervisory Counseling:** Verbal and/or written warning to correct an action which may be documented for performance evaluation purposes.
 - **Written Reprimand:** A written reprimand may be issued to document any violation by an employee.
 - ❖ The employee will receive a copy of the written reprimand and/or admonishment.
 - ❖ All written reprimands and employee written rebuttals will be placed in the employee's personnel file.
 - ❖ Stay "active" for one year from the date of issue to member.
 - **Suspension** for up to thirty (30) days
 - **Demotion** of rank within the department.
 - **Dismissal.** When an employee is dismissed, he/she will receive the following:
 - ❖ A statement citing the reason for dismissal.
 - ❖ The effective date of the dismissal.
 - ❖ A statement of the status of fringe and retirement benefits after dismissal can be obtained from the County Finance Officer.

Misconduct Investigations


- To ensure the integrity of the Fire Department, all alleged or suspected misconduct will be thoroughly investigated.
 - This will be done to exonerate the innocent, to protect their reputations, to increase morale and the effectiveness of fire operations, and/or to identify any violation and facilitate prompt and just disciplinary action.
- Alleged or suspected violations of law, county ordinances, departmental regulations observed or suspected by supervisors, departmental employees or citizens will be investigated.
 - The investigation may result from any complaint against an employee.



Section 500

Operations

- 501 – Command Procedures**
- 502 – Mayday Procedures**
- 503 – Evacuate / Abandon Building Signal**
- 504 – Conway County Task Force**
- 505 – Hose Testing**
- 506 – Infection Control/Post Exposure Testing**
- 507 – Training/Conferences**
- 508 – Pre Fire Plans**

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	Command Procedures	

Intent

- The Conway County Fire Department complies with and operates within the National Incident Management System (NIMS). The Incident Command System (ICS) shall be used on each response as it relates to NIMS. The intent of the ICS is to ensure that incidents are brought to conclusion in a systematic, effective and safe manner. The size and range of the ICS will vary depending on the type and size of the incident the commander is charged with.


Purpose

- Every incident must have a functioning ICS within NIMS. All incidents will have an Incident Commander regardless of the size of the incident. The ICS incorporated must allow for expansion as needed.

Procedure

- The Incident Commander is responsible for the command function at all times. As the identity of the incident commander changes, through transfers of command, this responsibility shifts with the title.
 - Responsibilities
 - Provide for safety, accountability, and welfare of personnel.
 - Remove endangered occupants and treat the injured.
 - Stabilize the incident.
 - Provide an ongoing loss control effort.
 - Identify hazardous conditions and materials.
 - Isolate and evacuate exposed occupancies.
 - The first arriving highest ranking person on scene will assume command of the incident and give a size up of the situation including but not limited to:
 - Description of the structure or scene.
 - What problems are visible upon arrival?
 - What type of action the crew will be taking.

- Transfer of Command
 - Command may be passed to another officer or may be taken over by a higher-ranking officer if the situation dictates the need.
 - Transfer of command is preferred face-to-face if possible.
 - Radio transfer is acceptable when face-to-face is not possible.
 - The officer taking command will notify dispatch of the command change and then announce the designated command post.
 - The officer relieved of command will be utilized to the best advantage, such as Operations Chief, by the officer assuming command.
 - In cases where Command is effectively handling an incident, it may be desirable for that officer to continue in an active command role. In these cases, the ranking officer may assume a supportive role in the overall command function.

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	Mayday Procedures	

Purpose

- To provide procedure and guidelines to identify individuals and command responsibilities for “MAYDAY” procedures.

Terminology

- **MAYDAY** – Radio transmission used by any unit or individual to report that firefighters are lost, trapped, or in a life-threatening situation.
- **URGENT** – Term used to communicate an urgent or important message other than lost, trapped, or otherwise endangered firefighters.
- **PAR** – “Personnel Accountability Report” during which Command contacts crew leaders and ensures immediate accounting for their personnel.

Firefighter Procedure

- The term MAYDAY shall be reserved only to report firefighters who are lost, trapped, or in a life-threatening situation.
- Any MAYDAY shall receive priority over all other radio traffic.
- This report shall include the following:
 - “MAYDAY, MAYDAY, MAYDAY”
 - **U – Unit:** Clearly identify yourself.
 - **S – Situation:** What has happened?
 - **L – Location:** Floor, side, room, etc.
 - **I – Intentions:** Needs: air, hose line, ladder, etc. Current conditions; actions being taken.
 - **P – PAR:** Any other information that might direct rescue crews to them location.
- Activate your PASS device (Use for location only & turn off when communicating).
- Use tools or debris to alert rescuers.
- Attempt self-rescue.
- Attempt to reach an exterior wall where you may find a window or door.
- If you cannot find a way out, seek a safe refuge away from the fire and then advise command.
- Control breathing to extend air supply.

Command Procedures


- The IC shall designate a Senior Chief or a Station Captain as Fire Ground Commander and request an additional unit(s) to the scene.
- The (IC in charge of MAYDAY) shall dedicate himself solely to the rescue of the trapped firefighter(s).
- Immediately dispatch a Rescue Crew(s) or RIT Crew.
- The (IC in charge of MAYDAY) handheld radio shall be taken off of scan
- The Rescue Crew(s) shall also turn their handheld radios off scan
- All units involved in the MAYDAY rescue shall take over the current fire ground channel
- All other units not involved in the rescue but still operating fire ground procedures shall be reassigned to a new channel
- Immediately after being assigned IC, upon receipt of the MAYDAY, the Incident Command (IC) shall request a PAR for all companies operating on the fire ground on the new fire ground channel
- The IC shall assume that the missing firefighters are lost or trapped in the building until they are accounted for.
- The IC shall restructure strategy to affect a rescue.
- Efforts should be concentrated on reinforcing existing positions, keeping the fire out of the rescue area, and providing appropriate resources, ventilation, and lighting.

Fire Ground Procedures

- All units, upon hearing MAYDAY, shall cease all radio transmission immediately.
- Ensure your crew is intact.
- Await orders.

Emergency Traffic

- The term "Urgent" shall be used to communicate any urgent or important message other than a lost or trapped firefighter.
- Examples of Urgent messages:
 - Imminent collapse feared.
 - Structural collapse has occurred.
 - Non-life-threatening injury but needs immediate assistance.
 - Loss of water which endangers personnel.

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	Evacuate or Abandon Building Signal	

Purpose

- On the fire ground conditions are constantly changing, sometimes drastically. All personnel involved in fire department operations may or may not be aware of these changing circumstances. Many times, these conditions can change for the worse and jeopardize the safety of personnel. Because of this, it is necessary to establish a designated signal to alert personnel involved in interior or other hazardous operations to immediately evacuate or abandon their locations.

Responsibility


- All Personnel
 - All personnel have a responsibility to be familiar with this signal and its usage on the fire ground and to immediately evacuate or abandon their locations should it be sounded on the scene.
- Chief, Officer in Charge, Safety Officer(s)
 - These personnel have a responsibility to be constantly aware of the on-scene conditions with regard to firefighter safety and the overall effectiveness of the operation. They should not hesitate to use this signal in the event that the safety of personnel could be or is in jeopardy.
- Sounding of the Signal
 - The Officer in Charge shall have the primary responsibility for making the decision to sound the signal, however the Chief or Safety Officer(s) may also order the abandonment or evacuation of an area or structure.
 - The signal shall be sounded, when in the judgment of these officers, if any of the following conditions exist:
 - Anytime the safety of personnel is deemed to be in jeopardy.
 - Fire conditions have exceeded extinguishment capability.
 - Failure or collapse of the structure is possible.
 - A hazardous situation develops where the protective clothing and equipment worn by personnel is inadequate for work in the environment.

➤ The Signal and Its Use

- The signal to evacuate or abandon the building or locations shall be as follows:
 - **Air Horns**- Three blasts from the air horns of the apparatus closest to the scene. These blasts shall be repeated every 10 seconds until all personnel have evacuated and been accounted for.
 - **Radio Transmission**- In addition to the sounding of the air horns, personnel will be notified by radio communication to “immediately evacuate or abandon the building”. Radio transmissions shall continue as needed until all personnel have been accounted for.

➤ Procedures for Evacuation

- Upon hearing the Evacuate or Abandon Signal sounding, all interior personnel shall immediately evacuate and report to the Staging Area for reassignment. Crews shall remain intact and exit together.
- Upon arrival at this area, personnel shall report to the Officer in Charge or the “Accountability Officer” and await further instructions.

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	Conway County Task Force	

Purpose


- To define the application for Conway County Task Force.

Definition

- Conway County Task Force is a special response team to be called in large or complex incident to bring enhanced resources without calling county wide call out.

General Information

- Task Force is made up of members from all agencies within Conway County. (CCFD, MFD, PFD, OFD, and Meniffee FD)
- Task force has a designated member of CCFD that is the Appointed Commander in charge of team organization, membership, training, and other assigned function from Fire Chief or Administrative Board.
- When responding with Task Force members will not be eligible for Incentive Pay through CCFD Incentive program.
- Task force has annual mandatory meeting in January, to be scheduled by Commander.

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	Hose Testing	

Purpose

- To establish procedures for conducting the annual service test for fire hoses.


Testing Procedure:

- Prior to testing, each section of hose shall be subjected to a physical inspection to determine whether it is free of debris, and damage from chemicals, burns, cuts, and abrasion. Any section of hose that fails the physical inspection shall immediately be placed out of service.
- Hose shall be tested by using the pump of an engine or a hose tester. The test area shall be relatively flat and free of any objects that might damage the hose.
- The service test for hose that is less than four inches in diameter shall be conducted as follows.
 - Connect the hose to a discharge. Hose shall not be attached to any discharge at or adjacent to the pump operator’s position.
 - Record test date, Hose size, Hose inventory number, and company/companies doing testing on hose test sheet. Mark the couplings with the appropriate coordinating mark.
 - The total length of any hose being tested shall not exceed 300 feet, except for LDH. Hose lines shall be straight and without kinks. Hose that has been repaired or re-coupled shall be tested one at a time.
 - Connect the engine to a hydrant or hose tester to a water supply.
 - Connect a nozzle or shutoff device to the end of the hose.
 - Fill the hose line to be tested with water and bleed off air.
 - Close the nozzle and increase the pressure to 50 psi. Check for leakage. Tighten couplings as necessary. Mark the location of the couplings with a suitable marker.

- Clear the area making sure no personnel are adjacent to hose lines and increase the pressure slowly until the pressure reaches test psi. After reaching the test psi, control valves for the charged hose lines on the pump should be closed down to a point that would restrict water flow in case of a failure but still open enough to maintain test psi. Hold for 5 minutes. Inspect for leaks or damage. NEVER straddle a hose line. Consult NFPA 1962, *Standard for the Care, Use, and Service Test of Fire Hose including Couplings and Nozzles*, if you have any questions.
 - Flow 40 – 60 gallons per minute from a discharge not being used for testing, to allow the pumps to stay cool.
 - Bleed off pressure.
 - Hose that fails the test by bursting or leaking or because of coupling failure due to slippage or leaking shall be rolled up backwards and marked out of service.
 - After test, if needed, all hose shall be cleaned, drained, and dried before being placed in service or storage.
- Tests for four-inch supply line shall follow the same procedure outlined above; except the service test pressure shall be 200 psi. Ensure that the hose being tested is on a relatively flat surface. Hose shall be loaded in reverse to how it was deployed (i.e., hose that was on top will now be on the bottom).
 - Booster hose shall be tested to check for leakage at normal working pressure.
 - Nozzles and other appliances shall also be inspected during the annual fire hose service test to ensure that the nozzles and appliances are undamaged, clear of obstructions, and fully operational. Any nozzle or appliance found to be in disrepair shall be taken out of service and his/her Battalion Chief shall be notified.

Quick reference chart

Hose	Service Test Pressure	Time to Hold
1" Forestry	300 psi	5 minutes
1 ¾"	300 psi	5 minutes
2 ½"	300 psi	5 minutes
3"	300 psi	5 minutes
4"	200 psi	5 minutes

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	Infection Control/Post Exposure Testing	

Purpose

- To establish a comprehensive infection control program which maximizes protection for all department members and the public they serve.

Scope

- This policy and program apply to all members of the Conway County Fire Department providing fire, rescue, or emergency medical services.

Procedures

- The Conway County Fire Department recognizes the potential for exposure of its members to communicable disease in the performance of their duties and in the normal work environment. While each member is ultimately responsible for his or her own health, the department also recognizes a responsibility to provide as safe a workplace as possible.
- The Conway County Fire Department will continue to provide medical services to the public without regard to known or suspected diagnoses of communicable disease in any patient.
- In the emergency care setting, the infectious disease status of patients is most often unknown by fire department personnel. Because of this, all patients must be considered infectious. “Universal precautions” will be observed at all times and must be taken with all patients.
- To minimize the risk of exposure, the department will provide members with the needed personal protective equipment including disposable medical gloves, masks, eye wear, and barrier protection, along with the necessary cleaning and disinfecting supplies.
- **Exposure:** Eye, mouth, or other mucous membrane, non-intact skin, with blood, other body fluids, or other potentially infectious materials. An exposure also occurs through a break in the skin barrier which includes injections, needle sticks, human bites, and cuts contaminated with blood, bodily fluids, or other potentially infectious materials.

➤ **CCFD shall define exposures levels as follows:**

LEVEL I	Contact is limited to merely being in the presence of a person suspected of having a communicable disease and/or contamination of PPE. No special action is required other than decontamination of PPE.
LEVEL II	Exposure to healthy, intact skin from a victim's body fluids. Action required includes cleaning intact skin as soon as possible, decontamination of PPE, and completion of a CCFD Incident Form. This form will be forwarded through the chain of command to County Fire Chief and Assistant Chief of Logistics.
LEVEL III	Mucous membrane exposure with suspected infected blood or body fluids which include needle sticks, blood or body fluid, or other potentially infectious materials, contact with CCFD member's mucous membranes or non-intact skin. ACTIONS REQUIRED: <ol style="list-style-type: none"> 1. Clean the wound immediately by flushing with large amounts of water and soap. 2. Notify officer in charge. The officer in charge shall request blood work from ambulance personnel or ER on source patient. 3. Officer in charge will notify County Fire Chief and Asst. Chief of Logistics. 4. Report to local medical facility, (same as source patient) for blood draw. 5. Fire Chief and/or Asst. Chief will confirm blood work is being drawn on source patient and CCFD member. 6. Decontamination of PPE. 7. Complete Incident Form, and Workers Comp paperwork, which will then be forwarded through the chain of command to County Fire Chief and Asst. Chief of Logistics within 24 hours.

County Fire Chief - D. Bray	501-208-7695
Asst. Chief C. Gangluff	501-472-2581
Individual District Chief	See District Listing
Chairman Fire Board	See Contact List

- Paperwork from the ER and Lab will be emailed to the officers listed above.

➤ Then follow established protocols by notifying the receiving hospital to initiate patient follow-up and determine the need for treatment of the exposed individual. As a part of the infection control program, a contagious disease exposure tracking system will be maintained as a component of the medical records of each member of the department

- The Conway County Fire Department believes that its members have a right to be fully informed if a probable exposure has occurred and the patient is found to be a carrier of a communicable disease. The responsibility of informing the Conway County Fire Department should rest with the medical institution receiving the patient and notification should occur as soon as possible after the medical institution becomes aware of the patient's condition.
- The Conway County Fire Department also believes that infectious disease exposure should be considered an occupational health hazard and supports the presumption that contracting a contagious or infectious disease should be considered an occupationally related disease.
- Exposed personnel shall fill out Workers Compensation paperwork and CCFD Incident form, and return both to District Chief, County Fire Chief, and Asst. Chief within 24 hours. Documents are located on Sync in Department Documents.

Conway County Fire Department – Post Exposure Protocol


1. Officer in Charge identifies source patient and requests blood work to be drawn immediately from source patient by ambulance personnel, or ER.
2. Officer in Charge will contact the District Chief and County Fire Chief who will assure blood is drawn on source patient, and exposed CCFD personnel.
3. CCFD personnel will report to the same hospital as the source patient.
4. The County Fire Chief will contact St. Vincent Medical Center lab, they will request post-exposure labs (HIV rapid, Hepatitis panel) on identified source. If the County Fire Chief can't be reached, then the Officer in Charge and/or District Chief will need to contact the lab.
5. Hospital lab personnel enter orders per protocol on identified source patient under Conway County Fire Department account. Lab, please note in specimen comments - CCFD exposure and exposed firefighter's name (Please send charge to Conway County Fire Department, Attn: Darren Bray at 117 S. moose Street, Suite 201, Conway, AR 72034.)
6. Hospital lab personnel obtain specimen from Emergency Department or requests phlebotomist to draw specimen from identified source. If identified source patient is not brought to hospital by emergency personnel and Conway County Fire Department would like post-exposure labs done by hospital; the Conway County Fire Department will be responsible for obtaining specimen and submitting to the lab. (CCFD Officer in Charge will need to request from Medtech, the transporting agency, or coroner for blood to be drawn from identified source patient.)

7. Hospital lab personnel will phone HIV rapid results to the CCFD individual that requested the post-exposure lab on source patient.

***If HIV rapid is positive lab will contact attending ER physician with results. Exposed Firefighter should immediately report to Emergency Department for post-exposure counselling and prophylaxis.
ER physician to contact pharmacy to obtain prophylactic meds if needed. For further guidance, please contact the CDC post-exposure prophylaxis hot line at 1-888-448-4911. The CDC will recommend which HIV medications should be given to the exposed person.
8. After completion of post-exposure labs - email all results (positive or negative) to dbray@conwaycountyfire.org and cgangluff@conwaycountyfire.org, with date and contact information.

Should pt be transported to Conway Regional Medical center or Baptist Medical Center here is the contact information:

9. Conway Regional Health System 501-329-3831
Lab Director: Mary Ann Black 501-513-5606
Infection Control Nurse: Sara Freeman 501-450-2367
10. Baptist Health Medical Center - Conway 501-585-2000
Lab Director: Scott Riley - 501-585-2627
Infection Control Nurse: Susan Molsby 501-585-2011

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	Training/Conference	

Objective

- To establish a baseline for sponsoring CCFD Personnel to attend training and conferences.


Conference

- Conway County Fire Department members may be eligible to attend conferences that obtain to our operations.
- To be eligible members must have service for two years or more of uninterrupted service.
- Conway County FD will reimburse the cost of hotel, food, and mileage per county and state established protocol.

Training

- Conway County Fire Department members may eligible for sponsored training at no cost to them.
- To be eligible members must have service for two years or more of uninterrupted service.
- Training outside of the county will be reimbursed for cost of event, hotel, food, and mileage.
- Class cost of \$500 or more will require a signed contract of service form prior to start date.

ALL SPONSERSHIPS WILL BE BROUGHT TO DISTRICT CHIEF, WHO WILL BRING BEFORE THE COUNTY FIRE CHIEF FOR APPROVAL.

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	Pre Fire Plans	

Purpose

- To establish a bases for Conway County Fire Department personnel to perform consistent and thorough pre fire plans.


Scope

- All District are to ensure pre fire plans are established for all Commercial, Industrial, or religious property.
- All Districts must audit 10% of their pre fire plans each year.

Procedures

- The Conway County Fire Department District Chief will work within his community to coordinate time to walk and develop a pre fire plan for all designated facilities.
- Each facility shall have an established pre fire plan uploaded into sync utilizing the established CCFD Pre Fire Form.
- Once established the CCFD Inspection form should be utilized to maintain safe working operations, unless the facility has undergone renovations or expansion then a new pre fire plan form will need to be filled out.

All Pre Fire Plans and Inspection forms are to be uploaded into sync in the established section with dates of completion. Should assistance in completing the Initial plans or inspection be need contact County Fire Chief or County Fire Marshal.

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	Hydrant Maintenance	

Purpose

- The purpose of this policy is to ensure that all fire hydrants within the jurisdiction are maintained in a reliable, service-ready condition at all times.

Scope

- This policy applies to all personnel involved in hydrant maintenance activities, including fire department members, municipal water authority partners, and contracted service providers. It covers both public and private hydrants located within the department’s response area.

Procedures

- Each District Chief is responsible for annual inspection form completion for all hydrants in there assigned district.

Performed **once every 12 months** and includes:


- Visual inspection for damage, leaks, obstructions, and clearances.
- Verification of proper marking and visibility.
- Inspection of caps, gaskets, threads, and outlets.
- Confirmation the hydrant is accessible and operable.
- Check for barrel drainage (if applicable).



Section 600

Responses

- – **Response to Calls**
- – **Station Response**
- – **Response to EMS, Vehicle, and Industrial Calls**
- – **Response to Natural Gas / LPG Leaks**
- – **Response to Fire Alarms**
- – **Hazardous Materials Response**
- – **Carbon Monoxide Response**
- – **Mutual Aide**
- – **Atmospheric Monitoring**

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	Response to Calls	

Scope of Responsibilities

- It is the responsibility of the driver of each apparatus to drive safely and prudently at all times. Vehicles shall be operated in compliance with the Arkansas Motor Vehicle & Traffic Law. This law provides specific legal exceptions to regular traffic regulations that apply to Fire Department apparatus only when responding to an **emergency** incident or when transporting a patient to a medical facility. **Emergency** response does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its safe operation at all times.

Response

- When responding to an **emergency** an apparatus shall run Code 3. Warning lights must be on and sirens must be sounded to warn drivers of other vehicles.
- Anytime traffic has become congested and the apparatus is stuck in traffic the siren should be turned off until the unit is able to be moved at which time the siren should be turned back on.
- The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle presence. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.
- Fire Department vehicles are authorized to exceed posted speed limits only when responding to an **emergency** with lights and sirens operating under favorable conditions. This applies only with light traffic, good roads, good visibility and dry pavement, as long as life and property are not endangered.
- Under less than favorable conditions, the posted speed limit is the absolute maximum permissible.
- Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way, drivers must proceed slowly and cautiously.

- When emergency vehicles must use center or oncoming traffic lanes to approach-controlled intersections, traffic light or stop sign, they must be prepared to come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.
- When approaching a negative right-of-way intersection, red light or stop sign, the vehicle shall be prepared to come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.
- **Emergency** response with lights and sirens is authorized only in conjunction with **emergency** incidents. Unnecessary **emergency** response shall be avoided. In order to avoid any unnecessary **emergency** response, the following rules shall apply:
 - When the first unit reports on the scene with “nothing showing” or an equivalent report, any additional units shall continue in Code 1 mode and shall not exceed the posted speed limit.
 - The first arriving unit will advise additional units to respond Code 1 whenever appropriate.
- Drivers shall avoid backing whenever possible: Where backing is unavoidable, spotters shall be used. The spotter shall be equipped with a portable radio and communicate with the driver while apparatus is being backed. If no guide is available, the driver shall dismount and walk completely around apparatus to determine if obstructions are present before backing.
- All Conway County employees are required to use seat belts at all times when operating a county vehicle equipped with seat belts. Anyone riding as a passenger in a county vehicle is also required to use seat belts. The driver should confirm that all personnel and riders are on-board, properly attired, with seat belts on, before the vehicle is permitted to move.
- All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.
- During an **emergency** response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications.
- The unique hazards of driving on or adjacent to the fire ground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected.
- Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the **emergency**, and may inadvertently step in front or behind a moving vehicle.
- The operator of the vehicle is responsible for the safety of all vehicle operations and managing compliance of the procedure.
- While responding to an incident, no member of the Conway County Fire Department shall talk on or use a cell phone until they have come to a complete stop.

- The following responses shall be Code 1:
 - Carbon Monoxide Checks
 - Spills
 - Wires down
 - Remove Smoke / Fire Out
 - Assist a Citizen
 - Wash down
 - Any situation where the loss of life or property is not affected by a Code 1 Response
 - Vehicle accident without injury

- The following shall be Code 1 Response for all companies with the exception of the unit located in nearest proximity to the location of the response. That unit may respond Code 3. Upon arrival, they shall give a status report to the Officer in Charge who may turn other responding companies or upgrade to a Code 3 status:
 - Residential Fire Alarms
 - Business or Industrial Fire Alarms
 - Institutional Fire Alarms

- The following shall be reason for a Code 3 Response:
 - Structure fire, Vehicle fire, Grass fire, Mutual Aid
 - Medical **Emergency**
 - Any situation where the loss of life or property is imminent
 - Vehicle accident with injury or extrication

- **If the call does not necessitate an immediate emergency response, then the response shall be Code 1**

Emergency Response Policy

- Conway County Fire Department vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving enroute to an **emergency** incident.

- Prompt, safe response shall be attained by:
 - Leaving the station in a standard manner.
 - Quickly mounting apparatus.
 - All personnel on board, seated and belts on.
 - Station doors fully open.
 - Driving defensively and professionally at reasonable speeds.
 - Knowing where you are going.
 - Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner.


- Fast response shall not be attained by:
 - Leaving quarters before crew has mounted safely and before apparatus doors are fully open.
 - Driving too fast for conditions.
 - Driving recklessly or without regard for safety.
 - Taking unnecessary chances with negative right-of-way intersections.
 - Intimidating or scaring other drivers.

Emergency Response Criteria

- Over posted speed limit only as long as life and property are not endangered. Never more than 10 miles over.
- Traveling in center or oncoming traffic, prepared to come to a complete stop at all traffic lights/stop signs.
- Posted speed limit when entering intersections with green light.
- Prepared to come to a complete stop at all red lights, stop signs.
- Under no circumstance will apparatus respond around or by a bus which has its stop signals flashing or in any school zone above 20 mph.
- **NO TANKER SHALL BE OPERATED ABOVE POSTED SPEED LIMIT AT ANY TIME.**

PPE Use On Scene's

- It is the responsibility of every fire fighter ensure the safety of all members CCFD and the public while operating on any scene at all times. Fire Fighters shall be in compliance with the NFPA Recommended PPE for each call duration and aid in ensuring fellow fire fighters stay within standard. This guideline provides specific instruction on correct PPE when operating on scene to ensure the highest chance of injury mitigation and cancer prevention. **The urgency of the operation does not allow any member to short-cut donning the correct PPE before beginning work.**
- Minimum Requirements
- Full turn out and SCBA when working in the Hot Zone on any fire of non-natural material. (This is to include Structural and Vehicle Fire Fighting, as well as any Grass/Wildland that has unnatural product involvement.)
- Full Turn Out when operating on extrication scene
- Pants, Boots, and FR rated top on all grass/brush fire

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	Station Response	

Scope of Responsibilities for the Officer in Charge

- The Officer in Charge shall be responsible for the supervision and direction of fire department personnel while they are performing in a functional capacity in their assigned district.
- The Officer in Charge shall be the District Chief or highest-level officer/trained personnel and shall remain as such unless relieved by the Fire Chief.
- The Officer in Charge shall maintain records and submit reports on all responses.
- The Officer in Charge shall be responsible for all fire ground tactics such as:
 - Rescue
 - Exposure
 - Confinement
 - Extinguishment
 - Ventilation
 - Salvage
 - Overhaul
 - Evacuation
- The Officer in Charge shall be responsible for all fire ground priorities such as:
 - Life Safety – public and firefighter
 - Incident Stabilization
 - Property Conservation
- The Officer in Charge shall be the Incident Commander unless relieved by the Chief or another member of the CCFD and as such shall be responsible for:
 - Establishing a Command Post
 - Sizing up the incident
 - Identifying strategy and selecting tactics
 - Developing and implementing an action plan
 - Managing resources
 - Coordinating overall emergency operations
 - Assign a Safety Officer
 - Assign an Accountability Officer / Staging area
- The Officer in Charge shall perform other duties as assigned by the Fire Chief.

Response to Structure Fires

- Three station minimum
- Two (2) Engines
- Two (2) Tankers (minimum)
- One (1) Service truck
- Ambulance
- Task Force
- Notify County Fire Chief
- Any additional equipment, apparatus, or personnel the Officer in Charge deems necessary.

Response to Fire Alarms

- Three Station Response
 - Primary station runs Code 3
 - Second due run Code 1
 - Third due stages at station
- One (1) Engine
- One (1) Service Truck
- One (1) Tanker
- Any additional equipment deemed necessary by the Officer in Charge.

Response to Vehicle Fires

- Two Station Response
- One (1) Engine
- One (1) Tanker
- One (1) Service Truck
- Notify Law Enforcement Agency
- Any additional equipment deemed necessary by the Officer in Charge.

Grass Fires

- One Station
- One (1) Brush Truck
- One (1) Tanker
- One (1) Engine – as needed
- Any additional equipment deemed necessary by the Officer in Charge.

Dumpster Fire

- One Station
- One (1) Engine
- One (1) Tanker
- One (1) Service Truck
- Any additional equipment deemed necessary by the Officer in Charge.

Smoke Investigation

- Two Station
- One (2) Engine
- One (2) Tanker
- Any additional equipment deemed necessary by the Officer in Charge.

Motor Vehicle Accident

- One Station
- One (1) Engine
- One (1) Service Truck
- Notify Law Enforcement Agency
- Any additional equipment deemed necessary by the Officer in Charge.

Motor Vehicle Accident – W/ entrapment

- Two Station
- One (1) Engine
- One (1) Service Truck
- Notify County Fire Chief
- Notify Law Enforcement Agency
- Any additional equipment deemed necessary by the Officer in Charge.

Plane Crash

- One Station
- One (1) Engines
- Two (2) Tankers
- One (1) Service Truck
- Notify County Fire Chief
- Notify ES1
- Notify Law Enforcement Agency
- Notify FAA
- Any additional equipment deemed necessary by the Officer in Charge.

Train Car / Train Derailment

- Two Station
- One (2) Engine
- One (1) Service Truck
- One (1) Tanker
- Notify County Fire Chief
- Notify ES1.
- Notify Law Enforcement Agency
- Notify Rail Service
- Any additional equipment deemed necessary by the Officer in Charge.

Illegal Burn

- One Station
- One (1) Brush Truck
- One (1) Tanker
- Notify Law Enforcement Agency
- Any additional equipment deemed necessary by the Officer in Charge.

Mutual Aid Fire Response

- One Station
- One (1) Engine
- One (1) Tanker
- Notify County Fire Chief.

Mutual Aid Accidents / Rescue

- One Station
- One (1) Engine
- One (1) Service Truck
- Notify County Fire Chief.

Natural Gas Leak

- One Station
- One (1) Engine
- One (1) Service Truck
- Any additional equipment deemed necessary by the Officer in Charge.

CO Check

- Single Station
- Any additional equipment deemed necessary by the Officer in Charge.

Medical

- Single Station
- Any additional equipment deemed necessary by the Officer in Charge.

Haz-Mat Incident

- Single Station
- One (1) Engines
- One (1) Service Truck
- Notify County Fire Chief
- Notify ES1
- Notify Law Enforcement Agency

Special Rescue

- Two Station
- One (1) Engine
- One (1) Service Truck
- Notify County Fire Chief
- Notify ES1
- Task Force Activation.
- Notify Law Enforcement Agency
- Any additional equipment deemed necessary by the Officer in Charge.
- Game and fish for water rescue
- State Park for search

Bomb Threat

- Single Station
- One (1) Engine
- Notify County Fire Chief
- Notify ES1
- Notify Law Enforcement Agency
- Request Bomb Squad

Wash Down

- Single Station
- Any additional equipment deemed necessary by the Officer in Charge.

Public Assist

- Single Station
- Any additional equipment deemed necessary by the Officer in Charge.


Traffic Control

- Single Station
- Notify Law Enforcement Agency
- Any additional equipment deemed necessary by the Officer in Charge.

General Information

- Structure fires will include fires inside of buildings not directly related to the structure, i.e. Kitchen fires, chair/couch fires, etc. Chimney fires are also structure fires.
- The first arriving Engine shall be positioned on address side (A side) of the fire building and prepared to stretch initial attack line to the building unless directed otherwise by the on-scene Incident Commander.

- The above responses are based on only one event being in progress. Should other emergency situations develop within the county, the Officer in Charge or the Fire Chief shall take whatever actions are necessary to neutralize them.
- Any response where extra stations are called, whether it be a grass fire, extrication, etc., the County Fire Chief shall be notified and respond if available.
- **Dispatch needs to notify Ambulance Service on all structure fires and special rescues and request a unit to be sent to the fire scene for standby.**

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	Response to EMS Calls / Vehicle Accidents / Industrial Accidents	

Scope of Responsibilities for the Officer in Charge

- The Officer in Charge shall be responsible for the supervision and direction of all fire department personnel while they are performing in a functional capacity as an EMS provider.
- The Officer in Charge shall be the District Chief in their assigned district, or Captain and shall remain as such unless relieved by the County Fire Chief.
- The Officer in Charge shall be a current EMR or above.
- The Officer in Charge shall maintain records and submit reports on all EMS responses.
- The Officer in Charge shall perform other duties as assigned by the County Fire Chief.

Protective Equipment for EMS Responses

- Protective equipment for EMS responses shall be defined as latex gloves, and Fire Department issued safety glasses.
- All protective equipment is to be donned prior to coming in contact with the patient.
- Dressing down after arrival is at the discretion of the Officer in Charge.
- Infection Control Kits on apparatus may be used at any time and/or at the discretion of the Officer in Charge.
- All medical waste shall be properly disposed of.

Protective Equipment for Extrication and Vehicle Accidents

- Personnel shall don full protective equipment, which is defined as boots, turnout pants and coat, helmet, gloves and hood.
- When fighting fires from fire boat, turnouts with PFD (personal flotation device) are approved.

EMS Response

- After arrival, if additional resources are needed, personnel on scene shall request.
- When responding to these calls personnel will continue to the scene of the incident until advised to return by an Officer in Charge on the scene. Personnel may, however, proceed at a reduced rate of speed and without lights and siren when so advised by another emergency agency on the scene.

Industrial Accidents, Extrications, or Extraordinary Rescue

- Officer in Charge shall dispatch the number of units to respond at their discretion to control the situation.

On Scene Status

- Upon arrival the initial apparatus will be positioned in such a manner as not to obstruct traffic or operations unless designated to provide scene security for personnel and/or patients.
- If fire, fuel leak, or person trapped, a minimum of one (1) 1 ¾" hose line of sufficient length to cover the area of the emergency shall be laid, (minor fuel leaks will be exempted).
- Establish command, provide assessment of victims, establishment and maintenance of basic life support operations, up to the limit of training.
- Rescue operations as may be necessary.
- Conduct victim extrication using department tools, equipment, and manpower as needed.
- Illumination of area of operations.
- Containment or management of hazardous materials or hazards.

Crime Scene Response


- Wear full protective gear. There will be no dress down after arrival, both for safety and for identification purposes.
- Shut down lights and siren two (2) blocks from the scene.
- Do not enter the scene until PD arrives and advises the Officer in Charge the scene is safe.
- Any action requiring movement of the individual(s), furniture, vehicles, etc. should be performed only at the discretion of the Law Enforcement Officer in Charge.

Belligerent or Violent Patients

- The police department shall be notified to respond to control the person(s).

Forcible Entry Calls

- Identification of individual requesting entry shall be made.
- If no one answers the door, personnel shall instruct the dispatcher to try the call-back number, if available.
- If this is not effective, all doors and windows shall be checked to see if they are locked.
- If no unlocked openings to the building are available, forcible entry shall be affected with minimum possible damage.
- If no emergency is found after forcible entry, and no one is in the building, Fire Department personnel shall not leave the scene until the building is secured.
- The Officer in Charge shall be responsible for seeing that the building is secured.
- The appropriate law enforcement agency shall be notified.

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	Response to Natural Gas/LPG Leaks	

Objective

- To establish a standard procedure for responses to Natural Gas/LPG Leaks.

Scope of Responsibilities for the Officer in Charge


- The first arriving Member shall be considered the Officer in Charge until relieved on scene by the responding member of higher rank or training.
- The Officer in Charge shall be responsible for the supervision and direction of all fire department personnel while they are operating at a natural gas/LPG leak.
- The Officer in Charge is responsible for size-up and all notifications while operating at a natural gas/LPG leak.

PROTECTIVE CLOTHING FOR NATURAL GAS/LPG LEAKS

- Turn out coat
 - Turn out pants
 - Turn out boots
 - Helmet
 - Hood
 - Gloves
 - SCBA
- Minimum protective equipment will be worn by all personnel on scene, regardless of assignment.

PROCEDURES FOR NATURAL GAS LEAKS

- Dispatch shall be notified to request Agency with Jurisdiction.
- A 1 ¾" hand-line shall be charged and be standing by with all members wearing full PPE.
- Remove/eliminate any sources of ignition.
- Units will stand by until the arrival of, and release by, Agency with Jurisdiction.

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	Response to Fire Alarm	

Scope of Responsibilities for the Officer in Charge


- The Officer in Charge shall be responsible for the supervision and direction of all fire department personnel while they are performing in a functional capacity as a member of the Conway County Fire Department.
- The Officer in Charge shall be the District Chief in their assigned district, or Captain, and shall remain as such unless relieved by the Chief.
- The Officer in Charge shall be responsible for making decisions concerning alarm response cancellations.
- The Officer in Charge shall perform other duties as assigned by the Chief.

Alarms Shall Only Be Cancelled by the Following:

- Fire Department.
- Police Department.
- A supervisor from the factory, institution or business where the call originated.

Reducing Response for Alarm Cancellations

- The Officer in Charge may cancel all response.
- The Officer in Charge may send a single Engine Company to investigate.
- The Officer in Charge may send a full response to investigate.

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	Hazardous Materials Response	

Mission Statement

- The Conway County Fire Department shall operate, within the capabilities of the resources, training, and personal protective equipment available.

Scope of Operations

- The primary functions to be performed shall be rescue, isolation, and identification.
- Notification of Conway County OEM Director.

Operations Priority


- The following are priorities and responsibilities for the first arriving companies when confronted with a Hazardous Material Incident:
 - Life safety
 - Environmental conservation
 - Property protection

First Responder Operations Level

- Knowledge of the basic hazard and risk assessments techniques.
- Know how to select and use the proper personal protective equipment provided to the First Responder Operations Level.
- Understand the basic hazardous materials terms.
- Know how to implement basic decontamination procedures.
- Know how to perform basic control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- Recognize incidents requiring notification of a Technician Level Team.

➤ Identify the Hazard

- Obtain as much information as possible from as many sources as possible (driver, plant manager, witness, MSDS sheet, etc.).
- Attempts should be made to identify the product by using labels, placards, shipping papers, or whatever means are available. This will be done without undue risk to personnel.
- Conduct a hazard assessment.
- All information concerning the materials and situation will be relayed to responding Haz-Mat Teams.

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	Carbon Monoxide Response Protocol	

Purpose

- To establish a procedure for the Conway County Fire Department’s response to reports of carbon monoxide incidents.

General Information

- Carbon monoxide is an odorless, tasteless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, and hot water heaters, and automobiles can produce carbon monoxide. When a faulty or unusual conditions exists, carbon monoxide may be vented into areas where people are present.
- Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may be include headache, nausea, fatigue, and dizziness.
- The gas company will not respond to all carbon monoxide investigations. They will respond only if the initial call received by them indicates that someone is ill or if the fire department requests that they respond to the scene.


Procedures of Response

- Dispatch shall attempt to verify if the detector that is sounding is a carbon monoxide detector.
- If it is a carbon monoxide detector:
 - Determine if any persons at the scene are exhibiting symptoms of carbon monoxide poisoning.
 - If yes, the nearest Station will be dispatched Code 3
 - If no, the nearest Station will respond Code 1

- Upon arrival, the company shall establish scene control as per Incident Command Procedure.
 - Determine the cause of the alarm, i.e., true alarm, low battery, poor location, etc.
 - Determine if anyone is exhibiting signs or symptoms of carbon monoxide poisoning; if so, immediately evacuate and ventilate the location. Call for EMS.
 - If no one exhibits any symptoms of carbon monoxide exposure, continue monitoring the location.

Procedures for Carbon Monoxide Investigations

- Turn on the monitor and make sure it goes through a 60 second count down.
- Start to monitor the location.
 - 9ppm or less, no action taken. Advise occupant that no elevated levels of carbon monoxide were found.
 - 10ppm or more is considered above normal reading for carbon monoxide. Advise the occupants and recommend they leave the location, begin ventilation, and request the gas company. Advise the occupants that the gas company has been requested to respond.
 - At any time, the monitor has a reading of 35ppm, CCFD personnel shall wear SCBA while conducting operations.
 - After the gas company arrives, advise them of the location and readings.


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	Response to Confidential Incidents	

Confidential Incidents

- Confidential Incidents are those, which, if their nature is divulged on Police or Fire radios, may cause spectators to come to the scene of a hazardous incident. These may be bombing scares, reports of explosives found in buildings, possible biological or terrorist activities, etc.

Response

- Upon being notified to this type of incident, notify the proper Police Agency unless the notification comes from them. Respond one Engine to the nearest intersection, preferably one not on a main traffic street and announce that apparatus is responding to a “check out” at that intersection. Upon arriving at the scene, **DO NOT** use the radio for any transmissions. The Officer in Charge shall check with the Police Officer in Charge to determine if the materials involved may be sensitive to 2-way radio transmissions and what steps the Fire Department should take to secure the area from spectators.
- In the event that an alarm is received and upon arriving, it is found that this should be handled as a confidential incident, ensure that all occupants of the building are evacuated, and remove all evacuees and equipment to a safe location.
- Confidential incidents will not include buildings suspected to be filled with natural gas or gasoline fumes. These will be handled in normal fashion.
- Incidents of confidential nature shall remain a Police function, with our function being to stand by in the event of an explosion.


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	Mutual Aid	

Scope of Responsibilities of the Officer in Charge

- The Officer in Charge shall be responsible for the supervision and direction of fire department personnel while they are performing in a functional capacity for the Conway County Fire Department.
- The Officer in Charge shall be the District Chief in their assigned district or Captain and shall remain as such unless relieved by the County Fire Chief.
- The Officer in Charge shall be responsible for the dispatching of personnel during a Mutual Aid Response.
- The Officer in Charge shall perform other duties as assigned by the Chief.

General Information

- Mutual Aid Responses shall only be made after a call is received from Dispatch and approved by the Fire Chief.
- Citizens of the area cannot request Mutual Aid.
- Exceptions may be made if life is in danger and the Conway County Fire Department is in close enough proximity to the area to possibly affect a rescue.

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	Atmospheric Monitoring	

Purpose

- To establish guidelines for air monitoring at structure fires.

Scope

- This standard applies to all suppression personnel.

Guidelines

- Fire, smoke, and the many bi-products of combustion present a serious health risk to responders. Hydrogen Cyanide (HCN), Carbon Monoxide (CO), Hydrogen Sulfide (H₂S) and Oxygen (O₂) levels.

Monitoring

- All structure fires should be monitored.
- A Safety Officer should be assigned to conduct or oversee the monitoring.
- SCBA SHALL be used for the following readings.
 - CO – 35 ppm
 - HCN – 4.7 ppm
 - H₂S – 10 ppm
 - O₂ – any alarm level, below 19.5 or above 20.8
- N-95 masks SHALL be worn during salvage and overhaul operations until there are zero readings on the meters, and the O₂ levels have reached 19.8 %.
- Monitors shall be fresh air calibrated before and after use at any incident.




Section 700

Task Force

701 – CCFD Task Force

702 - Task Force Scope

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	Conway County Task Force	

Purpose


- To define the application for Conway County Task Force.

Definition

- Conway County Task Force is a special response team to be called in large or complex incident.

General Information

- Task Force is made up of members from all agencies within Conway County. (CCFD, MFD, PFD, OFD)
- Task force has a designated member that is the Appointed Commander that is in charge of team organization, membership, training, and other assigned function from Fire Chief or Administrative Board.
- When responding with Task Force members will not be eligible for Incentive Pay through CCFD Incentive program.
- Task force has annual mandatory meeting.

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	Task Force Scope	

Definition

- The Conway County Fire Department Task Force is a specialized team of individuals operating under the guidelines of the fire department. The team is not a separate entity from the fire department but an integral part of it. The team is made up of fire department personnel who dedicate time and effort to receive specialized training in various rescue and recovery techniques, as well as respond to incidents requiring specialized techniques.

Mission Statement

- The Task Force Team is an organization operating within the ranks of the Conway County Fire Department. It consists of a group of individuals who are trained to higher standard in basic fire operations and as well as special rescue techniques. The primary function of the SORT is to supply the department enhanced man power, technical data, equipment, and expertise during a technical and/or large-scale incidents. These areas may include structure fire, Dive, Confined Space, Swift Water, High and Low Angle Rope Rescue, Trench, Heavy Rescue, and Structure Collapse.

Scope of Operations

- The primary function of the Task Force is to provide the Conway County Fire Department with trained specialists to perform in situations beyond the training of normal firefighting personnel. Its purpose is not to replace firefighting companies already on the scene of such an incident, but to work as a team with those companies to achieve the overall goal of saving lives and property.
- Areas in which the Task Force may train and respond:
 - Complex Structure Fire
 - Complex Vehicle Extrication
 - Water Rescue
 - Search and Rescue
 - Trench
 - Structure Collapse
 - MCI Incidents Operations

ANY RESPONSE THAT REQUIRES SPECIALIZED TRAINING OR RESOURCES NOT CURRENTLY ESTABLISHED BY CCFD, OUTSIDE AID AGREEMENTS WILL BE UTILIZED.

Team Activation and Response Procedures

- Task Force can be activated by any emergency agency in Conway County. The team may be requested by surrounding agencies in need of the Task Force with approval of the County Fire Chief.
- If team members are on the scene prior to team activation, an overview of the scene needs to be established by contacting the on-scene IC identifying themselves as a team member and conveying to the IC that the rest of the team is responding. Items of information that need to be obtained and relayed to the team upon arrival:
 - Type of technical rescue needed
 - Scene safety
 - Means of egress to victim
- Rescue Sector
 - This will be the first arriving Team Leader, who upon arrival will establish contact with the IC. He/she will retrieve all pertinent information to be relayed to the team and will act as the Liaison at all times between the team and other agencies unless magnitude of the emergency dictates the need for an additional Liaison Officer.
- Team Safety
 - This will be established by the second arriving Team Leader, or in the event of a lack of a second Team Leader on the scene, the Rescue Sector may appoint the most qualified team member. This person will have the authority and the responsibility to stop the emergency operation if any unsafe condition is observed.
- Entry
 - This person will be in charge of any sub-team that will be making intimate contact with the victim(s). This person will be appointed by the Rescue Sector, as the most qualified person to do this job.
- Equipment
 - This person will be in charge and responsible for the team's equipment. He / she will be responsible to coordinate any group of persons needed to transport equipment from transport vehicle to the emergency site. Once proper equipment is on site, this person will be in charge of the sub-team rigging any equipment to extricate the victim(s). This person will coordinate the inventory of equipment after the emergency is mitigated. This person will be appointed by Rescue Sector from the most qualified team member.

➤ EMS

- This person will be the liaison with EMS Agency unit on the scene. In the event that there are no higher trained emergency medical personnel on the scene at time of the extrication, this person will take responsibility of the victim until the person is turned over to higher trained personnel. This person should be appointed by Rescue Sector from the best qualified EMT/team member if possible, however if lack of personnel dictates, local agency qualified personnel may be designated.

Equipment

- It will be ultimately the responsibility of the Team Safety Officer that is assigned at the incident to inspect all equipment for wear at the end of each usage. If at any time any person on the team feels that a piece of equipment is unsafe to place his/herself on that equipment; then that piece of equipment should be removed from service until a team leader and one other member of the team deems it safe.
- Any personal equipment, whether issued by the Conway County Fire Department or purchased by themselves, is the responsibility of the team member to inspect and for the upkeep unless specified differently.

Team Certification and Credibility

- All members of this team are accountable to the rest of the team for their actions and training. All ideals and philosophies are debatable except when working on the scene of an emergency, at which time final decisions will be determined by the Rescue Commander. Everyone will be evaluated by the Team Leaders and responsibility will be assigned accordingly when on the emergency scene.



Section 800

Apparatus


801 – Apparatus Preparedness

802 – Backing Fire Apparatus

803 – Roadway Safety Guidelines

804 – Damage or Loss of Vehicles, Equipment, Stations

805 – Traffic Accidents

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Apparatus Preparedness		

Scope of Responsibilities


- It shall be the responsibility of the Officers and Firefighters of apparatus to ensure the readiness of the apparatus at all times.
- It shall be the responsibility of the crew member operating the apparatus to report immediately to the District Chief any malfunction or damage to the apparatus.
- It shall be the responsibility of the District Chief to work with County Chief to replace an apparatus, which cannot respond, with a reserve apparatus.
- It shall be the responsibility of the District Chief to notify the County Chief before any major repairs are started.
- It shall be the responsibility of District Chief to ensure any minor repairs are conducted in a timely manner.

Daily Preparedness

- Apparatus shall be checked during each Stations regularly scheduled monthly meeting.
- All personnel should follow the station check list to ensure that all equipment is in place and all supplies are well stocked.
- Apparatus should be pulled onto station apron to check brake responsiveness.
- No personal gear or equipment shall be hung on the outside of the apparatus, as this can lead to damage to apparatus and loss of items.
- Any maintenance issues shall be noted, with District Chief and County Chief.

After Response Preparedness

- After a response it shall be the station members responsibility to ensure that apparatus is checked and returned to a response ready status immediately after returning from an alarm.


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	Backing Fire Apparatus	

Vehicle Backing

- Where Engines or Tankers are backed, all crew members, except the driver will dismount the apparatus and act as spotters. Spotters should be located at as many corners of the vehicle as possible, when available, with at least one spotter at the left rear corner of the apparatus.
- Where only a single spotter is available, the spotter should be located off the left rear corner and will act as the primary spotter.
- If no spotter is available then crew member must make all efforts to operate equipment in a safe and reasonable fashion by walking around apparatus prior to backing to ensure safe operating area.
- Spotters shall be equipped with a portable radio. The vehicle shall not be backed until all spotters are in position and communicate their approval to start the backing. Spotters will remain visible to the driver. Anytime the driver loses sight of the primary spotter, the vehicle shall be stopped immediately until the spotter is visible, and the communication to continue backing is processed.
- When vehicles must be backed where other vehicle traffic exists, the vehicle’s emergency lights shall be operating.
- The vehicle driver and front passenger shall be responsible for compliance with this procedure and the safe backing of the apparatus.
- Caution shall always be taken any time an apparatus is backed, as this can pose a serious threat to the safety of personnel.

Support Trucks

- Any vehicle pulling a trailer shall also adhere to the above guidelines.

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	Roadway Safety Guidelines	

Overview

- This guide identifies parking practices for fire department apparatus that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual responders to practice, so that they remain safe while exposed to vehicle traffic. And it explains the use and care of traffic safety vests.
- All personnel should understand and appreciate the high risk that emergency responders are exposed to when operating in or near moving vehicle traffic. Responders should always operate from a defensive posture. Always consider moving vehicles as a threat to your safety.
- Nighttime operations are particularly hazardous. Visibility is reduced, and the flashing of emergency lights tend to confuse motorists.

Safety Guidelines

- Emergency personnel are at great risk while operating in or around moving traffic. There are approaches that can be taken to protect crew members and patients:
 - Never trust the traffic.
 - Engage in proper protective parking.
 - Wear high visibility reflective vests at all times, unless working near a fire or wreck, then turnout gear shall be worn.
 - Reduce motorist vision impairment.
 - Use traffic cones around Fire Department vehicles. The City or County law enforcement agency should take care of traffic control, for whichever jurisdictions you are operating within.
 - Clear scenes as quickly as possible to lessen exposure time to traffic.
 - Under no circumstance will apparatus respond around or by a bus which has its stop signals flashing or in any school zone above 20 mph.
 - While responding to an incident, no member of the Conway County Fire Department shall talk on or use a cell phone until they have come to a complete stop.

Safety Vests

- All Fire Stations shall maintain a traffic safety vest for each assigned member on their roster.
- The employee will be responsible for his/her assigned vest for the entire incident.
- Traffic safety vests shall be stored within reasonable means for member to access when responding to calls as needed.
- The traffic safety vest shall be stored in a fashion that enhances the donning of the vest prior to leaving the vehicle if turnouts are not being worn. Try not to fold the vest as this may damage it.

Traffic Control and Cones


- The County Sherriff Deputies, City Police Department, State Police or Highway Patrol is responsible for traffic control when needed, but use traffic cones where appropriate (long extended periods of time or large-scale incidents) for sustained traffic control and direction.
- Use the following formula as a guideline for minimum distance from your apparatus to the furthest cone:
 - Double the speed limit; that will give you your minimum distance in yards it should be from the apparatus to the furthest cone. Cones should be placed a maximum of fifteen (15) feet apart.
- All personnel should make every effort to stay in the safe zone at all times.
- All personnel shall place cones, and retrieve cones, while facing on-coming traffic. Begin your cone pattern at the apparatus providing a physical barrier, facing traffic as you advance. When you have finished placing the cones, walk to the shoulder of the road to return to the Safety Zone.
- All personnel must recognize that blind corners and elevation changes in the roadway will expose us to very dangerous situations.
- All personnel need to remain alert for drivers who ignore emergency warnings and approach at dangerous speeds.
- Always consider moving traffic a threat to your safety.

Traffic Interactions

- Listed below are guidelines for safe performance when operating in or near moving vehicle traffic.
 - Always maintain an acute awareness of the high risk of working in or around moving traffic. **Never trust moving traffic. Always look before you step! Always keep an eye on the traffic!**


- Always position apparatus to protect the scene, the patients, and the emergency personnel, and to provide a protected work area. Where possible, angle apparatus at 45 degrees away from the curbside with wheels turned in the opposite direction of the incident and/or personnel. This will direct motorist around the scene. Apparatus positioning must also allow for adequate parking space for other fire apparatus (if needed), and a safe work area for emergency personnel. Allow enough distance between parked apparatus and the scene to prevent a moving vehicle from knocking fire apparatus into the work areas. If at all possible, allow for traffic to remain flowing while also maintaining the safety of the scene.
- At intersections, or where the incident may be near the middle of the street, two or more sides of the incident may need to be protected. Block all exposed sides. Where apparatus is in limited numbers, prioritize the blocking from the most critical to the least critical.
- For first arriving engine companies where a charged hose line may be needed, whenever possible, angle the engine so that the pump panel is "downstream," on the opposite side of on-coming traffic. This will protect the pump operator.
- During daytime and nighttime operations, leave all emergency lights on to provide warning to drivers.
- For nighttime operations, all apparatus facing oncoming traffic should turn off headlights. This will help reduce the blinding effect to approaching vehicle traffic. Crews should exit the curbside or non-traffic side of the vehicle whenever possible.
- **Always look before stepping out of apparatus**, or onto any traffic areas. When walking around fire apparatus parked adjacent to moving traffic, keep an eye on traffic and walk as close to fire apparatus as possible.
- **If not wearing turnout gear, employees shall wear safety vests any time they are operating in or near the Interstate or street.**
- **All personnel, prior to exiting the vehicle, shall properly don traffic safety vests or turnout gear.**
- When parking apparatus to protect the scene, be sure to protect the work area also. The area must be protected so that patients can be extricated, treated, moved about the scene, and loaded into squads safely. Every effort should be made not to park on or move vehicle debris or cover skid marks unless absolutely necessary. This will help Police in their investigation.
- Be flexible in helping to clear the incident as soon as possible. The less time you are exposed the less chance of being struck.
- Be conscious when spotting apparatus to park uphill, upwind, and do not park in or drive through product.

- Interstate emergencies pose a particularly high risk to emergency personnel. Speeds are higher, traffic volume is significant, and civilian motorists have little opportunity to slow, stop or change lanes. The Police agencies and DOT will also have a desire to keep the interstate flowing. Where needed, the interstate can be completely shut down. This, however, rarely occurs and should be coordinated with Arkansas State Police and Arkansas Highway Patrol to avoid as many problems as possible.

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	Damage or Loss of Vehicles, Equipment, Stations	

Reporting Incident

- It shall be the responsibility of all personnel to report immediately to their District Chief any damage incurred to Conway County Fire Department vehicles, equipment, or stations.
- It shall be the responsibility of the member and District Chief to make a complete written report of the incident.
- It shall be the responsibility of the District Chief to transfer a complete written report to their County Fire Chief concerning the incident.
- Should property be damaged due to willful or gross neglect, immediate disciplinary action shall be taken.
- Damage, which is accidental in nature, may not result in immediate suspension or loss of pay. That outcome shall be determined post incident investigation.
- The County Fire Chief shall be notified immediately of any damage to Conway County Fire Department Station, Vehicles, or Equipment.

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	Traffic Accidents	

Traffic Accidents

- The term “traffic accidents” used in this policy shall be defined as any and all occurrences in which damage is done to public and / or private property involving Fire Department vehicular equipment.
- When damage occurs to public and / or private property such as utility poles, mail boxes, etc., the driver of the involved apparatus shall:
 - Stop
 - Immediately assess damage to property and county equipment.
- They shall notify the dispatcher of the location. The dispatcher shall then notify the Police Department.
- Under no circumstances shall the driver of the involved apparatus continue his response when there are injuries to citizens or Fire Department personnel.
- Under no circumstances shall the driver of the involved apparatus continue his response if there is the possibility that a citizen might become injured or further damage might result such as:
 - A utility pole being broken or falling into the street or surrounding area.
 - Power lines or gas meters being damaged.
 - Any objects being left in the path of traffic.
- Under no circumstances shall the involved apparatus continue if another vehicle is involved.
- **Member shall immediately notify District Chief, who shall then notify County Fire Chief or his designated appointee.**