

# **Weston Volunteer Fire Department**



## **Standard Operating Guidelines**

**January 2017**

# Weston Volunteer Fire Department



January 2014

The following Weston Volunteer Fire Department Standard Operating Guidelines (SOGs) supplement and interpret generally accepted fire and rescue practices and protocols.

These SOGs have been updated from previous editions. You will note that this revised edition includes new or revised SOGs, and deletes all or part of outdated SOGs. Please review these new Guidelines in their entirety, and then review them periodically. If you have any questions about these SOGs, please direct them to any Line Officer.

***Your safety, as well as the safety of the other members of this Department depends upon each responder acting in accordance with standards and procedures that are uniform, safe and effective.***

**Note that these SOGs are Guidelines. The Incident Commander or a Line Officer may modify or suspend any SOG when in his/her opinion such change is necessary in order to protect life or property, or when safety or operational concerns so warrant.**

In accordance with SOG.# 035 all members are required to acknowledge receipt of these SOGs. Therefore, please sign the enclosed receipt and return it to the office. Unless you return the signed receipt in a timely fashion, you will not be permitted to respond to calls.

John C. Pokorny, Chief

# Weston Volunteer Fire Department



## Receipt and Acknowledgement

Name: \_\_\_\_\_  
Please Print

I hereby acknowledge receipt of the **Weston Fire Department Standard Operating Guidelines, January 2014**

I understand that this edition of the SOGs supersedes and replaces all previous editions.

I further understand that I am responsible to read, understand and conform to the Standard Operating Guidelines as they currently exist, or as new SOGs are adopted, or as existing SOGs are modified or eliminated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**WVFD STANDARD OPERATING  
GUIDELINE**

REVISION DATE  
January 2014


TITLE

**TABLE OF CONTENTS**

PAGE

1 of 1

1	Emergency Response
2	Radio Procedures
3	At the Scene
4	Returning from the Scene
5	Mutual Aid - Given
6	Line Officer Responsibilities
7	Firefighter Responsibilities
8	Civil Disturbance
9	Bomb Threats, WMDs & Chemical Warfare Agents
10	Emergency Plans for Any Natural Disaster
11	Pumper Operations
12	Water Supply Operations
13	Rescue 5 Operations
14	General Operations
15	Vehicle Accident
16	Water & Ice Rescue
17	Training
18	Fire Scene Investigation
19	Overhaul/Fire watch
20	Haz-Mat Response
21	Driver / Operator Qualifications for Department Vehicles
22	Medical Requirements, Illness & Injuries
23	Search and Rescue
24	Overnight Stays at the Fire Station
25	Incident Command System
26	Personnel Accountability System
27	Carbon Monoxide Response
28	Respirators and Breathing Apparatus
29	Personal Protective Equipment (PPE)
30	Fire police
31	Use of Blue Lights
32	Professional Conduct Requirements
33	Temporary Situation Operating Guidelines
34	Underage Members
35	Miscellaneous Procedures
36	Uniforms
37	Mayday (Firefighter Down)
38	Investigations and Refusals
39	Personal Use of Apparatus for Public Education
40	Vehicle Operations and Special Uses
41	Confined Space Operations
42	Red Barrier Tape
43	EMS Assistance

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-001-01
	TITLE <b>EMERGENCY RESPONSE</b>	PAGE 1 of 7

Apparatus and personnel shall respond to an alarm immediately upon determining the location of the incident. Emergency lights, and the use of siren and air horn are to employed on all responses in Departmental apparatus unless otherwise directed by Dispatch, a Line Officer, or as otherwise indicated in another SOG (see, for example SOG #027 Carbon Monoxide Response). Apparatus and personnel shall continue to respond until such time as a Recall has been announced by the IC.

Upon notification of a call, it is the responsibility of each member of the Department to respond in a prompt and responsible manner. Firefighters are to staff apparatus at stations closest to them, unless the incident is located between them and the station - in which case they may respond directly to the scene.


The Dispatcher will give the incident location and may also give the nearest cross street with the initial transmission. The vehicle driver should request the location of a cross street if not familiar with the location of the call.

- All personnel riding on apparatus must wear seat belts.
- Riding on the outside of any piece of apparatus is not permitted at any time.
- Passengers riding on all apparatus will be confined to inside the cab.

### APPARATUS RESPONSE

Apparatus should respond in the following order.

Type of Incident	West Side Incident	East Side Incident
Structure Fire – Actual or Suspected (Odor of burning in residence)	Engine 3 (Station 1) Engine 7 Engine 2 Engine 1 Rescue 5 Truck 6 Engine 4 (Station 2)	Engine 4 (Station 2) Engine 7 Engine 2 Engine 1 Rescue 5 Truck 6 Engine 3 (Station 1)
Car Fire	Engine 3 Engine 7	Engine 4 Engine 7
Brush Fire	Engine 3 Engine 2 Engine 4	Engine 4 Engine 2 Engine 3
Automatic Alarm	Engine 3 Engine 7 Rescue 5 (commercial structures only)	Engine 4 Engine 7 Rescue 5 (commercial structures only)
Motor Vehicle Accident	Engine 3 Rescue 5	Engine 4 Rescue 5

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-001-01
	TITLE <b>EMERGENCY RESPONSE</b>	PAGE 2 of 7

Type of Incident	West Side Incident	East Side Incident
Electrical Hazard (wires down, flooded house)	Engine 3	Engine 4
Dangerous Conditions	Engine 3 Rescue 5	Engine 4 Rescue 5
Carbon Monoxide	Engine 3 Rescue 5	Engine 4 Rescue 5
Water & Ice Rescue	Rescue 5 Marine 1 Truck 6 Ice Sled	Rescue 5 Marine 1 Truck 6 Ice Sled

### Automatic Alarms

- Second due engine respond non-emergency unless directed otherwise.
- In addition to the engines shown above, Rescue 5 will respond to all Commercial structures, or those buildings that are used for mass gatherings such as churches.
- If the home owner or alarm company attempts to cancel the alarm, all units shall continue Non-Emergency until a Line Officer or Apparatus has performed a verification.
  - Also, refer to SOG #038 – Investigations and Refusals.

**NOTE:** If the attempt is to cancel a call that is **NOT an automatic alarm**, respond in the normal manner.

### Motor Vehicle Accident


The FD will be dispatched to all motor vehicle accidents where there is either reported injury or a vehicle rollover. The FD may be dispatched at the request of the PD at other times. The EMS is to be dispatched to any motor vehicle accident where there is a report of injuries. Safety vests must be worn by all Firefighters operating in any roadway.

**NOTE:** Position responding apparatus so that the rear of the Rescue truck, which contains the Hurst tools, is easily accessible and in close proximity to the vehicles involved in the accident. This may require the Rescue truck to be positioned in “front” of, and the Engine positioned “behind”, the accident vehicles. See SOG #015 Vehicle Accidents.

### Dangerous Conditions

- Non-emergency response -“flow of traffic”
- Also refer to SOG #027 Carbon Monoxide Response

### Hazardous Materials

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-001-01
	TITLE <b>EMERGENCY RESPONSE</b>	PAGE 3 of 7

- See SOG #020 Haz-Mat Response.

### Water & Ice Rescue

- See SOG #016 Water & Ice Rescue
- Marine 1 and the Ice Sled (**INCLUDING COLD WATER GEAR**) will respond with Truck 6 for both sides of town.

### Responding to Weston Schools

Alarm Location	Staging Point
Elementary - North House	Weston Road entrance
Elementary - South House & Core	Weston Road entrance
Elementary - East House	Library Parking Lot entrance
Intermediate School	Front of building
Middle School	Front of building
High School	Front of building

**NOTE - If Engine 3 or Engine 7 is out of service, Engine 4 shall cover**


### Response Level.

Unless otherwise indicated by SOG or directive of a Line Officer, all fire apparatus responses will be as an “Emergency Response”. Apparatus performing an Emergency Response will use a combination of emergency flashing lights (not 4 ways), headlights, sirens and horns while proceeding to the scene at the best safe speed. At all other times, whether responding to a scene in “Non-emergency” mode (“flow of traffic”), or on the road for other non-emergency business, apparatus will operate with headlights on, proceeding with the normal flow of traffic. When parked in the travel portion of any road, backing up or while performing unusual maneuvers in public roadways (such as turning around), the operator will activate the emergency warning lights until the maneuver is completed.

### Procedure for students responding to calls.

During class time, Junior Members who are school students may be called to respond only in the event of a confirmed emergency (e.g., substantial brush fires, structure fire, or extrication). No other Fire Department response will result in their being excused from class. If students are to respond, then the Chief or his designee will notify the School Principal, who will then excuse the students. If there is a call by the IC for students to respond to an incident, the student will notify their teacher and report to the IC. Note: If the alarm is at the High School, the student will exit with their class to avoid confusion.

### Emergency response to schools.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-001-01
	TITLE <b>EMERGENCY RESPONSE</b>	PAGE 4 of 7

The first responding engine will get the Knox Box key from dispatch. Road access to the school should be kept clear for apparatus. No one other than FD personnel are to re-enter the building until directed by the IC when it has been determined that there is no danger from fire or smoke. Whenever possible, the IC will be stationed at the alarm panel in the building. If this is not possible, the IC will announce the command location.

**Authorization for apparatus to return to station.**

Apparatus responding to any emergency can only be returned by the Incident Commander.


**Personnel**

- FD personnel responding in their private vehicles should respond in accordance with this SOG as well as other applicable SOGs, such as SOG #031 Use of Blue Lights, or SOG #027 Carbon Monoxide Response.
- When arriving at the scene, all firefighters are to park in such a manner as not to obstruct access and egress to the scene, or to create a traffic or safety hazard.
- No firefighter is to park a private vehicle in the driveway. Park at least 50 feet from the driveway entrance. Where possible all private vehicles should be parked on the same side of the road. Follow the directions of the fire police. The first Line Officer on scene may take the driveway if it will not impede scene activities.
- Upon arrival on the scene, all personnel shall don the appropriate Personal Protective Equipment
- Refer to SOG #003 At The Scene.

**Mutual Aid**

Refer to SOG #005 Mutual Aid, and SOG #002 Radio Procedures.



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-001-01
	TITLE <b>EMERGENCY RESPONSE</b>	PAGE 5 of 7

**Appendix A**  
**Town of Weston Schools and Municipal Buildings**  
**Fire Protection Water Supply**

**Summation**

The Fire Protection Water Supplies consists of four basic components; a sprinkler system street hook-up if applicable, a hydrant loop that surrounds each school individually, an underground storage tank(s) with a dry hydrant, and a means of charging the hydrant loop. Each school has some variations from these standards; the differences will be addressed individually. The following are specifics regarding each school and the xenon plant:


**Elementary School, Town Hall, Firehouse, and Library**

The Elementary School utilizes the 30,000 gallons of water in the tanks behind the “pump house”. These tanks are covered with earth but are essentially the highest point in the system. To get water from the tanks the pump operator can attach a length of hard suction to the fire hydrant just outside the pump house and obtain a draft. When opened, the hydrant should gravity flow water and the pump primer may not have to be used. A large diameter hose is connected to the fire engine pump discharge and the Storz street connection to the right side of the pump house on the exterior. This street connection will then charge the entire hydrant loop that feeds the Elementary School, Town Hall, Firehouse and Library. There is no sprinkler system at the elementary schools, town hall, firehouse or library. The water supply tanks refill automatically.

The North House of the Elementary School has a Siamese street connection to feed the sprinkler system located in the North House basement. The street connection is located on the side of the North House across the street from the Pump House. The street connection should be pressurized to 150 psi.

**Intermediate School**

The Intermediate School is fully protected by automatic sprinklers. There are twin, interconnected, 12,000 gallon tanks in the front of the school. These tanks have a dry hydrant that allows for drafting. After establishing a draft the water is then pumped into the 6” PVC standpipe to the left of the tank area. This standpipe then charges the loop which is connected to the hydrants. These tanks are re-filled with a valve that is manually activated by school maintenance personnel. The valve is located in a curb box in the street near the tanks. The street connection for the sprinkler system is at the left rear of the school near the mechanical room. The sprinkler street connection is charged to 150 psi.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-001-01
	TITLE <b>EMERGENCY RESPONSE</b>	PAGE 6 of 7

These underground tanks have an alarm that will alert school personnel when the tanks are below full. These alarms are mounted on the walls near the tanks and may be visually inspected by fire personnel.

### **Middle School**


The Middle School has a 24,000 gallon underground tank in the rear of the school connected to a dry hydrant. This tank is refilled automatically via its own well. The dry hydrant is the first one you see as you drive around the rear of the school. The dry hydrant looks like a pressurized hydrant. The hydrant is opened prior to establishing a draft. Once a draft is established the pump operator connects a line to the hydrant located 20 yards further down. This hydrant charges the whole loop around the middle school. The loop should be charged to 100 psi.

At the front of the Middle School there is also a dry hydrant connected to the drains in the indoor pool. There are approximately 168,000 gallons of water in the pool of which approximately 100,000 gallons are useable from the dry hydrant. The dry hydrant can supply approx. 500 gals per minute. To utilize all of the water in the pool, portable pumps should be used. The portable pumps can be set up in the courtyard outside the pool emergency exit door. Use the door at the deep end of the pool.

There is yet another dry hydrant at the Middle School installed in the parking lot off the left side of the driveway leading to the rear of the school. This dry hydrant is connected to Revson Pond. The Revson Pond dry hydrant offers several hundred thousand gallons of water at 1000 gpm. The last parking spot in the lot is designated a "fire lane". Enter the lot utilizing the second entrance as this will facilitate positioning the engine for draft. The fire engine pulls nose first into the "fire lane parking spot" and pulls up onto the grass enough so that the pump panel is just over the grass. Two lengths of hard suction are then used to connect to the dry hydrant.

### **High School**


The High School is fully protected by automatic sprinklers. At the school there are two separate underground storage tanks, both with 18,000 gallons. The first is in the front of the school near the cafeteria area, the second is at the left rear corner of the school. Both have a dry hydrant and a means of charging the entire loop. To use the tank in front of the school; establish a draft, then connect a hose from the pump discharge to the closest fire hydrant, open the valve, and charge the loop to 100 psi. When drafting from the tank in the rear of the school perform the same operation but charge the loop via the PVC pipe with the 5" Storz connection. These tanks are re-filled with valves that are manually activated by school maintenance personnel. The street connection for the sprinkler system is at the right side of the building near the loading dock. The sprinkler street connection is charged to 150 psi. These underground tanks have an alarm that

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-001-01
	TITLE <b>EMERGENCY RESPONSE</b>	PAGE 7 of 7

will alert school personnel when the tanks are below full. These alarms are mounted on the walls near the tanks and may be visually inspected by fire personnel.

**Xenon Plant**

The xenon plant building is fully protected by automatic sprinklers. The xenon plant has a 40,000 gal tank in the basement of the building. This tank supplies the sprinkler systems in the High School and the Intermediate School via a diesel powered pump. This tank is filled automatically with the domestic water supply. There is a small “jockey” pump that keeps water pressure on the sprinkler system. When pressure in the system drops, presumably from an open sprinkler head, the diesel powered pump starts and maintains system pressure. The pump will run until all water in the tank is gone or until pressure is restored. There is a dry hydrant on the left side of the driveway as you enter the xenon plant. This dry hydrant is also supplied by the underground tank. There is a street connection for the sprinkler system in the xenon plant located on the front side of the building. There is also a sprinkler test manifold on the exterior of the building. This manifold is for testing purposes only.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <p style="text-align: center;"><b>RADIO PROCEDURES</b></p>	PAGE 1 of 4

Transmission over the Department's radio channels (Fire Band) is limited to FD business. Other transmissions using the Fire Band are not permitted. Only radios issued by Weston FD are to be used by FD personnel.

Personnel using Weston FD radios should be familiar with the various Weston FD radio channels, as well as radio operating techniques.

- All communications with Dispatch are normally on **Weston Fire 1**
- All communications at the scene are normally on **Fireground 1**
- If multiple scenes are active, the Chief or an IC may designate use of **Weston Fire 2** and **Fireground 2**.

**Apparatus Responding & Returning:**


- All responding apparatus is to Sign On by notifying Dispatch on **Weston Fire 1** when first leaving the station.
  - If an Officer is on board, the initial Sign On should so indicate.
  - Repeat the address or location to which you are responding as part of the initial Sign On.
- When leaving the scene, notify Dispatch on **Weston Fire 1**, and state if "In Service" or "Not In Service".
- Sign Off the by notifying Dispatch on **Weston Fire 1** when back at quarters.

**Officers Responding:**

- The Chief, Deputy Chief and Assistant Chief will always Sign On with Dispatch on **Weston Fire 1** when responding.
- If the Chief, Deputy Chief or Assistant Chief has not Signed On, the first other Officer that is responding shall Sign On so that Dispatch is aware that an Officer will be responding.
- The first Officer arriving will report "On Scene" and provide the initial size up.
- Line Officers will Sign On when responding with apparatus. If responding in a personal vehicle, and another Line Officer has already assumed command, Lieutenants and Captains will Sign On when arriving at the scene using **Fireground 1**.

**At The Scene:**

- Only the IC communicates with Dispatch on **Weston Fire 1**.
- All other communications at the scene will be on **Fireground 1**. This includes communications with the IC.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 2 of 4

- If multiple scenes are operating, the Chief or IC may designate use of **Weston Fire 2** (for communications with Dispatch), and **Fireground 2** (for scene communications).


### Radio Technique:

- **Channel** – All transmissions are to be made on the assigned channel. Any channel changes must be authorized by a Line Officer
- **Transmission** – Check the channel is clear before speaking. Avoid “stepping on” another transmission, as one or both messages will be lost. Be aware there is an initial lag with the digital radios. After pressing the transmit button, pause a moment before speaking.
- **Contacting Unit** - All transmissions should start by stating the ID of the unit you are contacting followed by your ID. Example: “Car 1, Car 2 Calling” “Command, Engine 3 Calling” “Weston, Lords Highway Command Calling”
- **Language** – All transmissions should be made in short, concise statements, using plain language. Profanity or unprofessional transmissions are prohibited. Use the phonetic alphabet (“alpha, bravo, charlie”) to communicate letters, to avoid confusion or misunderstanding. Avoid the use of “CB” short hand expressions, such as “10-4”, or “come back”. See the appendix of this SOG for a list of standard terms.
- **Duration** – Radio transmissions should be short, giving only the important facts and information. Avoid unnecessary conversation.
- **Acknowledge** critical transmissions by repeating the message. Non-critical transmissions may be acknowledged by saying “message received” or “roger”. Some examples of critical transmissions include house numbers and street names; important facts relating to the incident.
- **Operating Within a Structure** when acknowledging radio traffic from the IC, personnel should first state their exact location and then proceed with the transmission, e.g., “Interior attack, first floor rear ....”.
- **Man Down Button** – Pressing the orange “Man Down” button on a portable radio will transmit an emergency signal to Dispatch. Refer to SOG #037.

### URGENT TRANSMISSION

#### Definition

Certain radio transmissions are of critical importance or “**URGENT**” in nature. Examples may include loss of water supply, structural collapse, fire impingement on pressurized vessel (such as propane tank) and/or any other unforeseen or unknown dangerous

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 3 of 4


condition. Knowledge of this information has a critical impact on; scene operations, firefighter safety and strategy.

Therefore, during heavy radio traffic or as necessary, the word “**URGENT**” should be used when transmitting to the desired unit(s) to indicate the critical importance of the forthcoming information. This is also an indication to other units to clear the channel so that the information can be sent clearly and quickly. Any Department member may use the word “**URGENT**” for a transmission of critical importance when necessary. It is imperative that this word only be used in life or scene safety situations.

The word “**URGENT**” will not be interchangeable with “MAYDAY” (see SOG-037); however, it may be used in conjunction with a “MAYDAY” call.

#### Operation

- The unit transmitting the “**URGENT**” message shall call the unit they are trying to contact under normal radio procedures as defined under SOG-002 and end their transmission with the word “**URGENT**”. Example: “Command, Engine 3 Calling, **URGENT.**” or “2nd floor Suppression, Operations Calling **URGENT.**”
- Upon hearing the word “**URGENT**”, in a radio transmission, all other units operating on that channel shall maintain radio silence. The only units transmitting on that channel should be the units involved in the “**URGENT**” transmission. **THE EXCEPTION TO RADIO SILENCE, IS FOR AN ADDITIONAL “URGENT” MESSAGE FROM ANOTHER UNIT OR A MAYDAY CALL FROM ANOTHER UNIT.**
- Once the “**URGENT**” transmission has been completed and/or appropriate actions taken, the IC or Sector Command announces that normal radio traffic may resume. Example: “All units, Command calling, resume normal radio traffic”

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 4 of 4

**- Appendix -  
 Standard Radio Terms**

**Alphabet**

Alpha	Echo	India	Mike	Quebec	Uniform
Bravo	Foxtrot	Juliet	November	Romeo	Victor
Charlie	Golf	Kilo	Oscar	Sierra	Whiskey
Delta	Hotel	Lima	Papa	Tango	Yankee
X-ray	Zulu				

**Term**

Asking to repeat a message:  
 Acknowledging a message:  
 "Yes"  
 "No"


**How Transmitted**

"Please repeat your message"  
 "Roger" or "Message received"  
 "Affirmative"  
 "Negative"

**Numbers**

For numbers 1 through 9  
 The number 0  
 For numbers 10 and above

Say the number.  
 Say "Zero".  
 Say each digit separately. For example "15" would be "One Five". "50" would be "Five Zero". The number "150" would be said as "One Five Zero".

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 1 of 4

Transmission over the Department's radio channels (Fire Band) is limited to FD business. Other transmissions using the Fire Band are not permitted. Only radios issued by Weston FD are to be used by FD personnel.

Personnel using Weston FD radios should be familiar with the various Weston FD radio channels, as well as radio operating techniques.

- All communications with Dispatch are normally on **Weston Fire 1**
- All communications at the scene are normally on **Fireground 1**
- If multiple scenes are active, the Chief or an IC may designate use of **Weston Fire 2** and **Fireground 2**.

**Apparatus Responding & Returning:**

- All responding apparatus is to Sign On by notifying Dispatch on **Weston Fire 1** when first leaving the station.
  - If an Officer is on board, the initial Sign On should so indicate.
  - Repeat the address or location to which you are responding as part of the initial Sign On.
- When leaving the scene, notify Dispatch on **Weston Fire 1**, and state if "In Service" or "Not In Service".
- Sign Off the by notifying Dispatch on **Weston Fire 1** when back at quarters.


**Officers Responding:**

- The Chief, Deputy Chief and Assistant Chief will always Sign On with Dispatch on **Weston Fire 1** when responding.
- If the Chief, Deputy Chief or Assistant Chief has not Signed On, the first other Officer that is responding shall Sign On so that Dispatch is aware that an Officer will be responding.
- The first Officer arriving will report "On Scene" and provide the initial size up.
- Line Officers will Sign On when responding with apparatus. If responding in a personal vehicle, and another Line Officer has already assumed command, Lieutenants and Captains will Sign On when arriving at the scene using **Fireground 1**.

**At The Scene:**

- Only the IC communicates with Dispatch on **Weston Fire 1**.
- All other communications at the scene will be on **Fireground 1**. This includes communications with the IC.
- If multiple scenes are operating, the Chief or IC may designate use of **Weston Fire 2** (for communications with Dispatch), and **Fireground 2** (for scene communications).



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 2 of 4

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- **Transmission** – Check the channel is clear before speaking. Avoid “stepping on” another transmission, as one or both messages will be lost. Be aware there is an initial lag with the digital radios. After pressing the transmit button, pause a moment before speaking.
- **Language** – All transmissions should be made in short, concise statements, using plain language. Profanity or unprofessional transmissions are prohibited. Use the phonetic alphabet (“alpha, bravo, charlie”) to communicate letters, to avoid confusion or misunderstanding. Avoid the use of “CB” short hand expressions, such as “10-4”, or “come back”. See the appendix of this SOG for a list of standard terms.
- **Duration** – Radio transmissions should be short, giving only the important facts and information. Avoid unnecessary conversation.
- **Acknowledge** critical transmissions by repeating the message. Non-critical transmissions may be acknowledged by saying “message received” or “roger”. Some examples of critical transmissions include house numbers and street names; important facts relating to the incident.
- **Operating Within a Structure** when acknowledging radio traffic from the IC, personnel should first state their exact location and then proceed with the transmission, e.g., “Interior attack, first floor rear ....”.
- **Man Down Button** – Pressing the orange “Man Down” button on a portable radio will transmit an emergency signal to Dispatch. Refer to SOG #037.


## URGENT TRANSMISSION

### Definition

Certain radio transmissions are of critical importance or “**URGENT**” in nature. Examples may include loss of water supply, structural collapse, fire impingement on pressurized vessel (such as propane tank) and/or any other unforeseen or unknown dangerous condition. Knowledge of this information has a critical impact on; scene operations, firefighter safety and strategy.


Therefore, during heavy radio traffic or as necessary, the word “**URGENT**” should be used when transmitting to the desired unit(s) to indicate the critical importance of the forthcoming information. This is also an indication to other units to clear the channel so that the information can be sent clearly and quickly. Any Department member may use the word “**URGENT**” for a transmission of critical importance when necessary. It is imperative that this word only be used in life or scene safety situations.

The word “**URGENT**” will not be interchangeable with “**MAYDAY**” (see SOG-037); however, it may be used in conjunction with a “**MAYDAY**” call.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 3 of 4

Operation

- The unit transmitting the “**URGENT**” message shall call the unit they are trying to contact under normal radio procedures as defined under SOG-002 and end their transmission with the word “**URGENT**”. Example: “Engine 3 to Command, **URGENT.**” or “Operations to 2<sup>nd</sup> floor suppression, **URGENT.**”
- Upon hearing the word “**URGENT**”, in a radio transmission, all other units operating on that channel shall maintain radio silence. The only units transmitting on that channel should be the units involved in the “**URGENT**” transmission. **THE EXCEPTION TO RADIO SILENCE, IS FOR AN ADDITIONAL “URGENT” MESSAGE FROM ANOTHER UNIT OR A MAYDAY CALL FROM ANOTHER UNIT.**
- Once the “**URGENT**” transmission has been completed and/or appropriate actions taken, the IC or Sector Command announces that normal radio traffic may resume. Example: “Command to all units, resume normal radio traffic”

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 4 of 4

**- Appendix -  
Standard Radio Terms**

**Alphabet**

Alpha	Echo	India	Mike	Quebec	Uniform
Bravo	Foxtrot	Juliet	November	Romeo	Victor
Charlie	Golf	Kilo	Oscar	Sierra	Whiskey
Delta	Hotel	Lima	Papa	Tango	Yankee
X-ray	Zulu				

**Term**

Asking to repeat a message:  
 Acknowledging a message:  
 "Yes"  
 "No"


**How Transmitted**

"Please repeat your message"  
 "Roger" or "Message received"  
 "Affirmative"  
 "Negative"

**Numbers**

For numbers 1 through 9  
 The number 0  
 For numbers 10 and above

Say the number.  
 Say "Zero".  
 Say each digit separately. For example "15" would be "One Five". "50" would be "Five Zero". The number "150" would be said as "One Five Zero".

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 1 of 4

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- All communications with Dispatch are normally on **Weston Fire 1**
- All communications at the scene are normally on **Fireground 1**
- If multiple scenes are active, the Chief or an IC may designate use of **Weston Fire 2** and **Fireground 2**.

**Apparatus Responding & Returning:**


- All responding apparatus is to Sign On by notifying Dispatch on **Weston Fire 1** when first leaving the station.
  - If an Officer is on board, the initial Sign On should so indicate.
  - Repeat the address or location to which you are responding as part of the initial Sign On.
- When leaving the scene, notify Dispatch on **Weston Fire 1**, and state if "In Service" or "Not In Service".
- Sign Off the by notifying Dispatch on **Weston Fire 1** when back at quarters.

**Officers Responding:**

- The Chief, Deputy Chief and Assistant Chief will always Sign On with Dispatch on **Weston Fire 1** when responding.
- If the Chief, Deputy Chief or Assistant Chief has not Signed On, the first other Officer that is responding shall Sign On so that Dispatch is aware that an Officer will be responding.
- The first Officer arriving will report "On Scene" and provide the initial size up.
- Line Officers will Sign On when responding with apparatus. If responding in a personal vehicle, and another Line Officer has already assumed command, Lieutenants and Captains will Sign On when arriving at the scene using **Fireground 1**.

**At The Scene:**

- Only the IC communicates with Dispatch on **Weston Fire 1**.
- All other communications at the scene will be on **Fireground 1**. This includes communications with the IC.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 2 of 4

- If multiple scenes are operating, the Chief or IC may designate use of **Weston Fire 2** (for communications with Dispatch), and **Fireground 2** (for scene communications).


### Radio Technique:

- **Channel** – All transmissions are to be made on the assigned channel. Any channel changes must be authorized by a Line Officer.
- **Transmission** – Check the channel is clear before speaking. Avoid “stepping on” another transmission, as one or both messages will be lost. Be aware there is an initial lag with the digital radios. After pressing the transmit button, pause a moment before speaking.
- **Language** – All transmissions should be made in short, concise statements, using plain language. Profanity or unprofessional transmissions are prohibited. Use the phonetic alphabet (“alpha, bravo, charlie”) to communicate letters, to avoid confusion or misunderstanding. Avoid the use of “CB” short hand expressions, such as “10-4”, or “come back”. See the appendix of this SOG for a list of standard terms.
- **Duration** – Radio transmissions should be short, giving only the important facts and information. Avoid unnecessary conversation.
- **Acknowledge** critical transmissions by repeating the message. Non-critical transmissions may be acknowledged by saying “message received” or “roger”. Some examples of critical transmissions include house numbers and street names; important facts relating to the incident.
- **Operating Within a Structure** when acknowledging radio traffic from the IC, personnel should first state their exact location and then proceed with the transmission, e.g., “Interior attack, first floor rear ....”.
- **Man Down Button** – Pressing the orange “Man Down” button on a portable radio will transmit an emergency signal to Dispatch. Refer to SOG #037.

### URGENT TRANSMISSION

#### Definition

Certain radio transmissions are of critical importance or “**URGENT**” in nature. Examples may include loss of water supply, structural collapse, fire impingement on pressurized vessel (such as propane tank) and/or any other unforeseen or unknown dangerous condition. Knowledge of this information has a critical impact on; scene operations, firefighter safety and strategy.


	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 3 of 4

Therefore, during heavy radio traffic or as necessary, the word **“URGENT”** should be used when transmitting to the desired unit(s) to indicate the critical importance of the forthcoming information. This is also an indication to other units to clear the channel so that the information can be sent clearly and quickly. Any Department member may use the word **“URGENT”** for a transmission of critical importance when necessary. It is imperative that this word only be used in life or scene safety situations.

The word **“URGENT”** will not be interchangeable with **“MAYDAY”** (see SOG-037); however, it may be used in conjunction with a **“MAYDAY”** call.

#### Operation

- The unit transmitting the **“URGENT”** message shall call the unit they are trying to contact under normal radio procedures as defined under SOG-002 and end their transmission with the word **“URGENT”**. Example: “Command, Engine 3 calling. **URGENT.**” or “2nd floor Suppression, Operations calling, **URGENT.**”
- Upon hearing the word **“URGENT”**, in a radio transmission, all other units operating on that channel shall maintain radio silence. The only units transmitting on that channel should be the units involved in the **“URGENT”** transmission. **THE EXCEPTION TO RADIO SILENCE, IS FOR AN ADDITIONAL “URGENT” MESSAGE FROM ANOTHER UNIT OR A MAYDAY CALL FROM ANOTHER UNIT.**
- Once the **“URGENT”** transmission has been completed and/or appropriate actions taken, the IC or Sector Command announces that normal radio traffic may resume. Example: “All units, command calling, resume normal radio traffic”

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-002-01
	TITLE <b>RADIO PROCEDURES</b>	PAGE 4 of 4

- Appendix -  
Standard Radio Terms

**Alphabet**

Alpha	Echo	India	Mike	Quebec	Uniform
Bravo	Foxtrot	Juliet	November	Romeo	Victor
Charlie	Golf	Kilo	Oscar	Sierra	Whiskey
Delta	Hotel	Lima	Papa	Tango	Yankee
X-ray	Zulu				

**Term**

Asking to repeat a message:

Acknowledging a message:

“Yes”

“No”

**How Transmitted**

“Please repeat your message”

“Roger” or “Message received”

“Affirmative”

“Negative”

**Numbers**

For numbers 1 through 9


The number 0

For numbers 10 and above

Say the number.

Say “Zero”.

Say each digit separately. For example “15” would be “One Five”. “50” would be “Five Zero”. The number “150” would be said as “One Five Zero”.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-003-01
	TITLE <b>AT THE SCENE</b>	PAGE 1 of 2

### **Incident Command**

Upon arriving at a fire scene, the Incident Commander (IC) should identify him/herself to the homeowner or the caller. For responses involving an investigation only, or in instances where the occupant refuses access to the property, see SOG #038.

In the event there is no Line Officer present at a scene, the driver of the first apparatus on scene or a senior firefighter will establish the IC until relieved by a Line Officer

Upon arrival at the scene, the IC should give an initial size up of the scene, e.g., “Two story wood frame building, smoke showing from second floor window.” This size up should be transmitted as soon as possible for use by Dispatch and other arriving apparatus and personnel.

The IC should always maintain radio contact with Dispatch, using **Weston Fire 1**. All radio transmissions to Dispatch will be made exclusively by the IC. Other officers can recommend any action but, to avoid confusion, only the IC should communicate with other responding apparatus and Dispatch.


The IC should transmit periodic updates concerning critical aspects of the incident, e.g., “fire under control”, “fire extinguished”, “extrication in progress”, “first victim extricated from vehicle”, etc.

### **Personnel**

- Upon arrival at all incidents, personnel must Sign In (see SOG #026) and report to the IC or Accountability Officer before engaging in any operations. In no event shall any personnel undertake any operation without orders from the IC or a Line Officer.
- Unless given a specific assignment by the IC or a Line Officer, personnel should remain in the designated staging area awaiting assignments. Upon completion of the assignment, personnel should return to the staging area. See SOG #26
- Except in life safety situations, or unless otherwise directed by a Line Officer, entry into a premises, beyond the front door (or other portal of entry), requires at least two (2) firefighters, one of which is in radio contact with Dispatch or the IC.

**Three (3) blasts of the Air Horn at the scene of an incident shall be the signal for all personnel to vacate the building or buildings immediately.**



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-003-01
	TITLE <b>AT THE SCENE</b>	PAGE 2 of 2

## Apparatus

- The first due or first arriving pumper will park in the driveway upon arrival at the scene.
- The second due engine will standby on the access road for the first report from the IC.
- If the IC reports nothing visible, the second due engine will remain on the road until otherwise instructed by Command.
- If the IC reports a working structure fire, the second due engine will drop the hydrant at the end of the driveway and “lay in” with the LDH line.
- If the IC gives any other kind of first report, the second due engine should request instructions from the IC before taking action.
- If the IC cannot respond, the driver of the second due engine is expected to use his or her judgment as to what is required.


Drivers are to set the brakes on parked vehicles and ensure that the wheels are properly chocked. Apparatus drivers are to remain with their apparatus unless otherwise directed by the IC or a Line Officer

Only the IC or a Line Officer may reassign engines at a scene. No firefighter will reassign any personnel without a direct order from the IC or a Line Officer.

## Recall

A recall should be transmitted at all incidents. A recall is issued when the situation is under control, and no additional personnel or equipment is needed. A recall report should state those units being held at the scene and those units being returned to service. Personnel who have not arrived at the scene at the time of recall should discontinue their response.

The IC shall have Dispatch notify the Fire Marshal for any incident involving damage to property or injury to persons that result from smoke or fire. The IC may also request the Fire Marshal for any incidents that are of a suspicious nature, present actual or potential life safety issues at places of public assembly, or which may be in violation of life safety codes, or involve consumer product safety issues.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-004-01
	TITLE <b>RETURNING FROM THE SCENE</b>	PAGE 1 of 1


Firefighters will leave the scene only after they have been excused by the Incident Commander.

All firefighters and apparatus must return to Station 1 (Norfield Station) after all working fires. All firefighters will assist in returning apparatus to service.

Upon returning to quarters, personnel shall immediately make all apparatus available for service by checking over the engines, filling booster tanks, checking fuel levels, and any other tasks necessary to make apparatus available for service.

Upon returning from an incident, the IC is to complete the appropriate reports.

Where appropriate the IC or the Chief should conduct a debriefing session with all responders.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-005-01
	TITLE <b>MUTUAL AID-GIVEN</b>	PAGE 1 of 2

The general principle to be followed when mutual aid is requested from WVFD is that the Department will provide such personnel and equipment as the Officers feel necessary and appropriate, without compromising the Department's ability to respond to other incidents. When the Department responds to mutual aid requests from other Towns, the Incident Commander of the requesting town is in command of Weston personnel, however, the Weston Line Officer shall direct the Weston firefighters' activities and will interface with the scene's IC.

When responding to a mutual aid call, other than to the Town of Wilton, a minimum of two (2) Active firefighters, including one Line Officer, must accompany each piece of apparatus, unless otherwise authorized by a Line Officer


A Probationary firefighter may be substituted for an Active firefighter at the discretion of the Line Officer. However, this Probationary firefighter must be at least 18 years of age and have completed the Firefighter 1 training course.

If a Weston firefighter is a member of any paid or volunteer fire department of a municipality to which Weston is responding to provide mutual aid, then such firefighter may NOT respond to that municipality as a member of the Weston Fire Department. Such firefighter will be considered a member of the requesting municipality's fire department, and will be subject to that municipality's protocols and supervision.


With the exception of automatic mutual aid to Wilton, no firefighters or equipment may respond to another town for mutual aid until so directed by a Line Officer, except as a member of the Fairfield County Haz Mat Response Unit. If, after a reasonable wait, no Line Officer can be contacted for direction, then a senior Active firefighter at the Station may authorize a mutual aid response. Under such circumstances, only 1 piece of apparatus and a maximum of 4 firefighters may respond.

### **Wilton Response**

- **NO Firefighters should respond to Wilton in their private vehicle.**
- Automatic Mutual Aid – Engine 2, a Line Officer and 1 firefighter should respond. For **automatic mutual aid only**, an Active firefighter certified for interior firefighting, may respond in place of a Line Officer. After the initial Sign On, the responding apparatus should monitor the Wilton frequency. Contact Wilton command upon arrival at the scene. Upon returning from Wilton the apparatus should change back to **Weston Fire 1** and advise Dispatch of their return.
- Non-Automatic – Depending upon Wilton's request, a Line Officer will dispatch such firefighters and equipment as appropriate. All firefighters should report to Norfield Station to receive their assignment. When responding on non-automatic mutual aid the same radio procedure as outlined above should be followed.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-005-01
	TITLE <b>MUTUAL AID-GIVEN</b>	PAGE 2 of 2

- Responses to Wilton should be in an Emergency mode **unless such response is limited to covering their station. In such situations respond “flow of traffic”, monitor the Wilton radio frequency, and change to Emergency response as required.**


	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-006-01
	TITLE <b>LINE OFFICER RESPONSIBILITIES</b>	PAGE 1 of 1

WVFD apparatus and the equipment carried on the apparatus shall be under the command of the Station Captain. At least once a year, a list shall be submitted to the Chief, itemizing the tools and equipment carried on each apparatus.

The responsibility for the care and maintenance of the apparatus in each Station shall be under the respective Station Captain, who may delegate authority and accountability to individual Line Officers. It shall be the Station Officer's duty to see that the Station's environment is clean and safe, and that all apparatus in that Station is maintained in good working condition.

A Line Officer will be assigned certain apparatus, and will be responsible for the upkeep and maintenance of the apparatus and the Station bay that it occupies. The Line Officer may appoint an assistant(s) as he/she deems necessary to help in these duties.

The Line Officers will be responsible to see that all operations under their control or supervision are performed in a safe and proper manner, and in conformance with applicable Departmental SOGs and acceptable operating protocols, standards and practices (as established by the Connecticut Fire Academy and/or the National Fire Protection Association [NFPA]). The Line Officer shall further ensure that operations are conducted in compliance with applicable laws and regulations.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-007-01
	TITLE <b>FIREFIGHTER RESPONSIBILITIES</b>	PAGE 1 of 1

WVFD personnel are required to follow directions given by a Line Officer at the scene of any incident, while responding to or returning from an incident, or while at any Station.


Responders are expected to respond safely to calls, and to conduct their activities while on WVFD business in a professional manner, and in accordance with acceptable firefighting, rescue or emergency medical protocols and standards. See SOG #014 General Operations and SOG #032 Professional Conduct Requirements.

Responders should be physically and mentally prepared to function at the scene. If their physical ability, or mental acuity is compromised in any way, they should not respond to the call.

Members should report any failure, loss or damage as soon a possible, and preferably in writing or via e-mail:


- Report the failure, loss or damage of any apparatus or equipment on an apparatus to the responsible Line Officer.
- Report any failure, loss or damage at a Station to the Station Captain.
- Report the loss or damage of turnout gear or personal equipment to the Quartermaster.

All equipment assigned to a firefighter must be returned to the Quartermaster upon request, or on resignation or termination of membership. This includes: pager, turnout gear, blue light permit, license plate, etc.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-008-00
	TITLE  <b>CIVIL DISTURBANCE</b>	PAGE  1 of 1

In the event that this Department is called to an area where there has been, or is actual or potential civil disturbance, civil disobedience or a potentially dangerous situation, personnel will perform fire suppression and or rescue operations as may be required provided that such operations can be conducted in a safe manner, and in the opinion of the IC, such continued operations will not endanger personnel or equipment.

If personnel or equipment are in danger, the Incident Commander shall withdraw same from the area until law enforcement officers have made the scene safe.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-009-01
	TITLE <b>BOMB THREAT, WEAPONS OF MASS          DESTRUCTION &amp; CHEMICAL WARFARE AGENTS</b>	PAGE 1 of 1

Bomb threats, incidents of that involve weapons of mass destruction (WMD) and chemical warfare agents (CWA) are primarily criminal in nature and should be handled by law enforcement until such time as fire suppression, Haz-Mat, rescue or other specific Fire Department assistance is needed.

### **Protocols**

The Chief of this Department, in conjunction with the Weston Police Department, shall establish an operating protocol for incidents involving bomb threats, actual bombs, CWA or WMD.

### **Bomb Threats**

The primary function of WVFD in bomb threat incidents is to provide fire suppression support, and if necessary conduct rescue operations. WVFD personnel will conduct rescue operations only after law enforcement has decided that the scene is safe, and the risk to our personnel is not high.

All operations will be conducted using the Incident Command System. Fire personnel shall be under the command of the Fire Department.

### **WMD and CWA**


WMD and CWA threats are primarily a law enforcement operation until such time as the chemical agent has been located and/or identified. The Federal Bureau of Investigation has a special unit to handle WMD and CWA threats. The local unit, located in New Haven, can be reached 24 hours a day at (203) 777-6311. The FBI should be contacted immediately in the event there is a suspected WMD or CWA incident.

CWA agents may be chemical or biological. In either event, WVFD is equipped to provide only a limited response.

***Response to chemical WMD agents should follow the Haz-Mat SOG #020. In addition, DEEP should be contacted.*** If the agent has been identified, or is suspected of being a chemical CWA agent, the IC should notify the Fairfield County Haz-Mat Unit. Note that ***WVFD does not have any equipment capable of monitoring, detecting or identifying the CWA.*** Fairfield County Haz-Mat does have such equipment.

Biological WMD present special problems. Fairfield County Haz-Mat should still be contacted since it is not known the exact nature of the chemical or biological agent. The Fairfield County Haz-Mat Unit is not fully equipped to handle biological agents, but it does have Level A chemical protective clothing and can provide decon.



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-010-01
	TITLE <b>EMERGENCY PLANS FOR ANY NATURAL DISASTER</b>	PAGE 1 of 1

Upon obtaining information from any Federal, State or Local authorities that a natural disaster alert is imminent, the **Town of Weston Disaster Plan** shall be put into effect immediately and shall remain in effect until proper notification from the originating authority. This Department shall act in accordance with this Plan.

The Station Captain or their Designee shall immediately take command of their respective Stations and take the necessary steps to insure coverage of the Stations by an adequate force.


- Cots, blankets and turn-out gear should be assigned to each firefighter or EMT.
- All personnel should be made aware of the reasons for which they are on duty. The Line Officer in charge of the shift should advise personnel of the limited use of the radio and the necessity of short transmissions on the air.
- One or more personnel should be assigned to the task of the kitchen.
- As shifts change, Line Officers should advise the next officer to come on duty of the general plans, so that the new officer can advise their personnel..

The Chief, or his/her designated Officer, will be in charge of entire Department and will continually keep every station advised on all situations. The Emergency Medical Service Chief will be in charge of manning the ambulances and having adequate help on hand at the Norfield Station to respond to first aid calls.

The General Plan for FD coverage during the emergency shall be as follows:

- **Station 1 (Norfield)** shall cover west from Goodhill Road to the Wilton town line; west from Goodhill Road Extension; west from the Town Landfill to the Wilton town line. It shall give assistance to the Station 2 when requested. It shall cover the east side of Wilton when asked to and the northwest section of Westport, provided such requests can be accommodated without jeopardizing coverage in Weston.
- **Station 2 (Lyons Plains)** shall answer all emergency calls from Goodhill Road, east to the Fairfield town line; from Goodhill Road Extension, east to the Easton town line; from Godfrey Road East at the Town landfill, east to the town line. It shall also supply back-up assistance to Station 1 on any large incident, when requested by an Officer. It shall cover the west end of the Town of Fairfield when so advised by the Chief of Fairfield or his Commanding Officer in charge or by direction of the Chief of Weston.

Any out of town coverage must be approved by the Chief or the Line Officer in charge.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-011-01
	TITLE <b>PUMPER OPERATIONS</b>	PAGE 1 of 1

**See Appendix A to SOG #001 for pumping operations at the school complex.**

### **Attack Pumper**

- The pumper that first arrives at the fire scene will take a tactical position in the driveway and act as the Attack Pumper. Engine positioning should take into consideration whether other units, including a possible ladder truck, will be needed, and sufficient space left to accommodate other equipment.
- If no Line Officer is present, a senior firefighter will assume Incident Command (IC) and begin rescue and/or suppression operations.
- **Hand lines are to be laid out only from the Attack Pumper** to extinguish the fire.
- Enough hose should be extended to reach all parts of the building, thus eliminating the need, at a future time, to shut down and add more hose.
- All equipment shall be taken from the Attack Pumper, including all hose-lines, before removing any equipment from other apparatus. If additional equipment is needed, it should then be taken from the second arriving pumper.

### **Second Arriving Pumper**


- If the IC confirms a structure fire, the second arriving pumper will drop a portable hydrant at the foot of the driveway and lay LDH supply line directly to the attack pumper.
- The second pumper will then connect a separate supply line to the attack pumper and act as a stationary tanker.
- **The second pumper is not to connect to the LDH supply line, nor are any hand lines to be connected to the second pumper**, unless ordered to do so by the IC.
- If, upon arrival, the IC states that there is “nothing visible”, the second arriving pumper will remain at the end of the driveway (or remain on the roadway) and await instructions.

**All drivers must remain with their apparatus** unless relieved or otherwise directed by a Line Officer or IC.

The duty of the operator (driver) of the attack pumper is to run the pump.

The duties of additional arriving pumpers shall be, unless otherwise directed by IC, to act as tankers for the duration of the call and follow SOG #012 Tanker Operations.

Upon completion of the fire extinguishment, pumpers are to be returned to a ready position as soon as possible. All pieces of equipment should be checked and returned to their normal position.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-012-01
	TITLE <b>WATER SUPPLY OPERATIONS</b>	PAGE 1 of 2

## **Tankers (Engine 2)**

### **Structure Fires**

- Unless otherwise directed by the Incident Commander (IC), a Line Officer (LO) or Water Supply Officer (WSO), Tankers (Engine 2) are to connect to the portable hydrant and inform IC, LO or WSO that the connection has been established and tanker is standing by to charge the line.
- Tanker crew/driver will also make the connection from a water supply line once available (Engine 1 or other LDH) to the portable hydrant unless otherwise directed by IC, LO or WSO.
  - Whenever possible, this connection should also allow for a water filling site at the end of the driveway (i.e. two portable hydrants should be connected in line hydrant to hydrant or with LDH pony line)
- The IC, LO or WSO will direct tanker and water supply operations.
- Tankers are **not** to take a driveway unless directed by the IC, LO or WSO.
- If additional water is required, tankers are to respond to the nearest water source as directed by IC, LO or WSO and shuttle water back to the scene.
- In some instances, it might be necessary to dump the tanker's load in a portable tank. Should this be the case, the IC, a LO or WSO will direct the coordinate the operation at the scene.
- The IC, LO or the WSO may suspend tanker shuttle operations once a continuous or sufficient water supply has been established. All tankers shall be immediately refilled and await direction from the IC, a LO or the WSO.

### **Brush Fires**

- Tankers are second due responders to grass and brush fires, and will supply water to the Attack Pumpers at the direction of the IC.


## **Water Supply Engine (Engine 1)**

### **Structure Fires**

- Unless otherwise directed by the IC, a LO or the WSO, Water Supply Engine (Engine 1) (not Tankers) are to drop their portable hydrant connected to LDH as close to the suppression operations as possible, this is often the end of the driveway.
- Unless otherwise directed by IC, LO or WSO Engine 1 will proceed (laying LDH) to the closest reliable water source available such as; charged municipal hydrant, dry hydrant, or draft location with ample water supply.
  - Engine 1 Driver should, whenever practical, leave as much of the road open as possible for the flow of all traffic while laying LDH to water source.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-012-01
	TITLE <b>WATER SUPPLY OPERATIONS</b>	PAGE 2 of 2

- Once at water source, crew should remove LDH to closest coupling, flake extra line as needed to avoid kinks and connect to one of the LDH discharge locations on the truck.
  - Charged municipal hydrant, connection should be made with a pony section of LDH to a steamer connection. Once all connections are made open the hydrant.
  - Dry hydrant or draft location, connection should be made with the minimum number of Hard Sleeve needed to reach the source. Once all connections are made air tight, initiate drafting ASAP
  
- Once water supply is adequately established, notify IC, LO or WSO that Engine 1 is ready to charge LDH. Wait for confirmation and request for water **BEFORE** charging LDH line.
  
- Monitor and maintain sufficient water supply as needed at the direction of IC, LO or WSO until requested to shut down by IC, LO or WSO.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-013-01
	TITLE  <b>RESCUE 5 OPERATIONS</b>	PAGE  1 of 1


Rescue 5 is to respond to all structure fires, vehicle accidents, rescue calls, carbon monoxide, and automatic alarms at commercial buildings in accordance with SOG #001, and at such other times as determined by a Line Officer.

Upon arrival at the scene, the driver of Rescue 5 should start the generator and establish scene lighting as appropriate.

At a vehicle accident with possible extrication, the driver of Rescue 5 should start the hydraulic pump for the extrication tools.

The tools on the Rescue must be available for use at the scene of an emergency and should not be used for any other purpose. No tools or equipment may be taken off of the Rescue truck for personal use or for repairs to equipment or to the station. A separate toolbox is maintained for this purpose.

Upon returning from a MVA, the driver shall be responsible for putting the vehicle back in service as soon as possible. Any EMS supplies or equipment that were used (backboard, straps, collar, etc.) must be replaced immediately upon return to quarters.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-014-01
	TITLE <b>GENERAL OPERATIONS</b>	PAGE 1 of 3

WVFD will conduct suppression and rescue operations in conformity with generally accepted practices as established by the Connecticut Fire Academy (CFA) and/or the National Fire Protection Association (NFPA), and/or other recognized authorities. All operations shall be conducted by qualified personnel wearing appropriate personal protective equipment (PPE).

### **Ambulance**


For all working structure fires, water rescue operations, and any other response where the IC feels that EMS personnel should be available to render aid to either victims or to Departmental personnel, the IC should request an ambulance and full crew be activated. The IC, at his/her discretion, may stage the ambulance and crew at the scene of the incident, or stage at Quarters awaiting further direction.

### **Operation in Hazardous Areas**

- Interior firefighting or operation in hazardous areas may be conducted only by Active members who have been certified to the level of Firefighter 1 or above.
- Firefighters operating in hazardous areas shall operate in crews of two or more.
- Firefighters operating in hazardous areas shall be in communication with each other through visual, audible, or physical means, in order to coordinate activities and provide assistance in case of emergency.
- No entry, other than for life safety reasons, may be made by any personnel until such time as a charged hose line is available to the entry team.
- In the initial stages of an incident, where only one crew is operating in the hazardous area at a working structural fire, a minimum of four individuals shall be required, consisting of two individuals working as a crew in the hazardous area, and two standby individuals outside, available for assistance or rescue.
- As soon as practical, a back-up hose line shall be deployed to protect the entry team. The primary function of the back-up hose line is to provide protection in the event of failure of the primary attack line, or for further protection of the interior firefighters. Therefore, the back-up line should not be used for other suppression activities.
- All hose lines used for interior attacks or for back-up shall be at least 1 ¾ inch diameter.
- The decision to employ interior or exterior suppression activities shall remain with the IC. Factors used to make tactical decisions include safety of responders, life safety concerns and protection and preservation of property.

### **Interior Search**

- An interior search shall be conducted at all fire scenes unless the IC can determine that no occupants are located inside the premises.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-014-01
	TITLE <b>GENERAL OPERATIONS</b>	PAGE 2 of 3

- All interior searches shall be conducted by teams consisting of at least two (2) firefighters. Any victims located shall be removed from the interior immediately by the team.
- The search team shall maintain radio contact with the IC.
- In the event of smoke/fire conditions, a fully charged hand line shall be made available to protect the search team.

### **Brush Fires/Car Fires**

The IC shall determine the suppression tactics and personnel to be employed.

### **Overhaul**

- The IC shall determine overhaul methods and personnel to be employed.
- All personnel will maintain use of SCBA until the IC determines that air quality is at safe levels. **Note that combustion products in air can be toxic or carcinogenic, even if CO levels are low.**
- A charged hand line will be maintained during the overhaul phase until it has been established that all fire has been totally extinguished.

### **Haz-Mat**

- Refer to SOG #020 Haz-Mat Response

### **Air Quality Monitoring**


- The IC shall monitor for the presence of Carbon Monoxide at all responses where smoke or fire conditions are present, including furnace malfunction calls.

### **Mutual Aid Requested**

- For all actual or suspected structure fires, the first Line Officer to sign on the air shall request mutual aid while en route to the scene. The initial request should be made to Wilton for their tanker to respond to the scene. For other incidents, where Weston manpower and equipment will be engaged in other operations, the IC should request Mutual Aid to cover Norfield Station. When possible, a Weston firefighter should be assigned to the Mutual Aid company to aid them in their Weston responses.
- Additional requests for Mutual Aid, either manpower or equipment, will be made by the IC as appropriate as the incident progresses.
- Companies providing Mutual Aid to Weston should be placed back in service as soon as possible.

### **Communications**


- All personnel should refrain from making any comments or observations to any persons outside of this Department concerning the nature of the incident, the

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-014-01
	TITLE  <b>GENERAL OPERATIONS</b>	PAGE  3 of 3

operations conducted, the extent of damage or injuries, or the cause or origin of the problem.

- **All communications between the Department and other persons (including the occupants or property owners)** concerning the incident and response, except as may be required to properly complete an assigned task (e.g., communication between rescuer and victim) **should be limited to the IC** or Fire Marshall.



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-015-01
	TITLE <b>VEHICLE ACCIDENT</b>	PAGE 1 of 1


The Weston Fire Department will respond to vehicle accidents when there is a report of a rollover, an accident with injuries, or when requested by the Police.

Rescue 5 and Engine 3 (West), or Engine 4 (East) will be dispatched.

Before canceling dispatch of Rescue 5, it should be remembered that Rescue 5 carries EMS equipment, including backboard, collars, oxygen and other supplies, and may be available to arrive on scene sooner than the ambulance. Therefore, the IC may consider having the Rescue continue non-emergency unless the ambulance is on scene.

If extrication is needed, position responding apparatus so that the rear of Rescue 5, which contains the Hurst tools, is easily accessible and in close proximity to the vehicles involved in the accident. This may require Rescue 5 to be positioned in “front” of, and the Engine to be positioned “behind”, the accident vehicles

**In the event that extrication becomes necessary, the IC shall report extrication completion for each victim to Dispatch for time verification.**

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-016-01
	TITLE <b>WATER AND ICE RESCUE</b>	PAGE 1 of 2

All rescue activities by this Department involving waterways or swimming areas shall be limited to surface rescue attempts. For any rescue or recovery efforts requiring below surface activities, the IC shall request Mutual Aid from neighboring departments.

### **Dispatch**

The initial dispatch will advise all responders to assemble at Station 1 (Norfield ). The following apparatus/equipment will be dispatched:

- Rescue 5
- Truck 6 – with Ice Sled and cold water gear
- Marine 1
- Duck Boat (optional)
- First due engine


In order to limit the number of personal vehicles at the scene, members are encouraged to respond with apparatus, leaving private vehicles at Station 1.

### **Ambulance**

The ambulance should be toned out and stage at the scene.


### **Operations**

- **General**
  - When arriving at the scene, all responders should stage at Rescue 5 and remain in the staging area until assigned a specific task.
  - The IC shall deploy the minimum number of persons necessary to safely operate when working in close proximity to waterways.
  - Any rescue operations where rescuers are sent into the water shall employ a minimum of 2 rescuers, so that there is **at least one back up rescuer whose sole assignment is to enter the water any time to rescue Departmental personnel.**
- **Floatation Devices**
  - Any responder who will be working in close proximity to any waterway or swimming area where the depth of the water is over 3 feet, shall wear a floatation device at all times.
  - Only approved floatation devices may be used during operations. Those devices consist of Life Vests, issued by the Department, and Cold Water Rescue Suits
  - To avoid hypothermia, **Cold Water Rescue Suits MUST be worn by rescuers who enter the water when the water temperature is below 65 degrees.** Suits may be worn by rescuers for water temperatures above 65 degrees.
- **Marine 1**
  - Only persons properly trained may operate Marine 1 on any waterway. Persons operating Marine 1 must also possess a CT Safe Boating Certificate. A minimum

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-016-01
	TITLE <b>WATER AND ICE RESCUE</b>	PAGE 2 of 2

of 2 persons are required for operation. No more than 6 persons may be carried. All occupants shall wear approved floatation devices at all times.

- Before operating, the operator shall inspect the boat for physical damage or leaks, check that the boat is properly inflated, ensure that sufficient fuel is on board, and that all necessary equipment is operational. Marine 1 may not be operated without a back up paddle or oar in case of engine failure. The operator of Marine 1 shall maintain radio contact with the IC at all times.
- **Ice Sled**
  - Only persons properly trained may use the Ice Sled. Before each use the Sled should be visually inspected for damage and to confirm that straps and equipment are operational.
  - The Sled may not be deployed in any waterway unless it is attached to a tether line.
  - The Sled is to be operated by only one rescuer. The rescuer must be wearing a Cold Water Rescue Suit, and attached to a second tether line.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-017-01
	TITLE <b>TRAINING</b>	PAGE 1 of 2

**Probationary firefighters/No previous experience or qualification**

- **State Training:** All new members must enroll in a Connecticut State Firefighter 1 Course within 6 months of joining and must complete the course within 18 months of joining. The Chief, on recommendation of the Training Officer, will have the discretion to extend this time period by up to 6 months in the event of scheduling difficulties or other strong reasons.
- **Weston Fire Department Training:** All new members must be signed off on each of the following subjects by the Training Officer within 18 months of joining the department:

**Probationary Training Drills**

- 1) Standard Operating Guidelines (including radio procedures)
  - 2) Incident Command System
  - 3) Pumper Operations (Engines 3,4,7 & 1)
  - 4) Tanker Operations (Engine 2)
  - 5) Rescue Operations (Rescue 5)
  - 6) Water Supply Operations (Engine 1)
  - 7) SCBA
  - 8) Extrication (To supplement Rescue Operations)
  - 9) Hazardous Materials Response
  - 10) Live Fire Training - Vehicles
  - 11) Live Fire Training - Structures (Fire Training Tower)
- Probationary Drills will be held on the first Thursday of each month.


Before being recommended for election to Active status, each Probationary member must also pass a written examination, approved by the Chief and administered under the direction of the Training Officer.

**Previous State Qualifications**

All new members who have successfully completed a State Firefighter 1 Course, which provides at least the same level of training as the course currently approved by the Connecticut Commission on Fire Prevention and Control, will have this requirement waived. Firefighter 1 (or similar courses) certified by the International Fire Service Accreditation Congress will be deemed equivalent.

**Previous Experience With This Department**

All members who have rejoined the Fire Department after any absence will be interviewed by the Training Officer who will make a recommendation to the Chief regarding training depending on circumstances, previous training and experience.


	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-017-01
	TITLE <b>TRAINING</b>	PAGE 2 of 2

**Previous Experience With Another Department**

All new members who have joined with experience from another department will be interviewed by the Training Officer, who will make a recommendation to the Chief. In no event will the probationary period be reduced below 6 months.

**Department Training**

Department Training drills will be held on the fourth Monday night of the month, and weekly drills will be held every Thursday, according to a schedule developed by the Training officer. As provided in the Bylaws, probationary and active members are required to attend a minimum of 7 monthly and 7 weekly drills in any year in order to maintain their active status. Six makeup drills will be held during the year.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-018-01
	TITLE <b>FIRE SCENE INVESTIGATION</b>	PAGE 1 of 1

At every incident where fire or smoke has damaged property or injured persons, the IC will instruct Dispatch to notify the Weston Fire Marshal. The Fire Marshal will determine if an investigation will be conducted.


To the extent possible consistent with suppression and overhaul activities, personnel should leave the fire debris undisturbed until such time as the Fire Marshal has completed his investigation .

If arson or criminal activity is suspected, do not remove property or debris from the scene.

During an investigation conducted by the Fire Marshal or other law enforcement agency, the IC will not permit unauthorized persons to enter the fire scene.

In the event that the Weston Fire Marshal is unavailable, the dispatcher should be instructed to call the Westport or Wilton Marshal. If neither of these Marshals can be reached, notify the State Fire Marshall through the State Message Center.

During and after the fire, firefighters should not discuss the origin of the fire or their suspicions of the origin of the fire with the general public, unless directed to do so by either the Chief or Fire Marshal's Office.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-019-01
	TITLE <b>OVERHAUL/FIRE WATCH</b>	PAGE 1 of 1

WVFD will ensure that all fires are fully extinguished.


### **Overhaul**

As part of standard suppression activities, personnel shall perform such overhaul operations as required by the IC to ensure total extinguishment. The overhaul stage may be of short or of long duration, as determined by the IC.

Upon completion of the overhaul phase, the IC shall terminate command. However, prior to terminating operations, the IC shall first contact the Fire Marshal and inform him that all suppression activities, including overhaul, have been completed and that fire personnel are ready to leave the scene. The Fire Marshal may request that certain personnel and equipment remain on the scene in order to assist the Marshal.

### **Fire Watch**

In no event will the IC direct any personnel to stand Fire Watch unless expressly authorized to do so by the Fire Marshal. Only the IC may direct fire department personnel to stand Fire Watch. All communications to the Fire Marshal in this regard shall be through the IC.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-020-00
	TITLE <b>HAZ-MAT RESPONSE</b>	PAGE 1 of 6

### General - Definition

Haz-Mat conditions include, but are not limited to the following situations:

- leaks or spills of petroleum product (e.g., gasoline, motor oil, fuel oil, kerosene, etc.)
- LPG, natural gas or chemical or gaseous leaks, or odors
- any chemical leak or spill
- any other condition that meets the criterion of a Hazardous Material incident as outlined by the U.S. Department of Transportation.

For the purpose of this S.O.G., a "Hazardous Material" is any substance which "jumps" out of its container when something goes wrong and that substance hurts or harms the things it touches.

Haz-Mat conditions may be found at actual fire scenes, as by-products of explosions, at potential fire or explosion incidents, or where there is no fire or explosion potential. Haz-Mat conditions may be the initial reason for the response, or may be found as a result of another type of incident (such as gasoline spills at motor vehicle accidents, or a chemical reaction with water at fire scenes).

### Initial Dispatch


Where the caller requesting help has provided sufficient details to the Communication Center to allow the dispatcher to classify the call as primarily a Haz-Mat condition, the call will be toned out as a Haz-Mat Response, followed by the nature of the condition. In order to avoid confusion, dangerous conditions, such as wires down, will no longer be classified as "Hazardous Conditions". They will be toned out as "Dangerous Condition", followed by the nature of the condition. Unless the caller provides the dispatcher with sufficient details so that the dispatcher can identify a potential Haz-Mat incident, the dispatcher will tone out in the usual manner (i.e. "Fire investigation of...")

### Response

All responses to Haz-Mat conditions shall be in conformity with the Town's Haz Mat response plan, with NFPA 471, NFPA 472, NFPA 1500, and in compliance with all OSHA regulations. Accordingly, all Haz-Mat responses will utilize the Incident Command System (ICS). The Senior Fire Officer arriving on the scene will become the Incident Commander (IC). The IC will always utilize a Safety Officer, whose duties are outlined below. For small incidents, the IC may act as the Safety Officer. The overall IC may designate another person to act as the Haz-Mat Operations Officer provided that the Senior Fire Officer at the scene shall always be responsible for the entire operation.

The IC or Haz-Mat Operations Officer shall set up a command post a safe distance from the site of the release or incident. Whenever possible the command post will be marked



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-020-00
	TITLE <b>HAZ-MAT RESPONSE</b>	PAGE 2 of 6

and the IC or Haz-Mat Operations Officer will be identified by wearing an appropriate vest.

The Haz-Mat Operations Officer will be the only person in command of the actual Haz-Mat branch operations. All Haz-Mat operations commands will be issued by the Haz-Mat Operations Officer. The IC will issue all Haz-Mat related commands through the Haz-Mat Operations Officer.

### **Safety Officer**


The Safety Officer must have the competency to recognize an "unsafe" condition and to perform all of the tasks outlined below. At a minimum, the Safety Officer must be trained to at least the Operational level, be familiar with approved Haz-Mat and other fire fighting operations and procedures, and familiar with the Haz-Mat requirements under OSHA and NFPA.

It shall be the duty of the Safety Officer to monitor the entire Haz Mat operation to assure compliance with proper safety and other rules and regulations. The Safety Officer shall ensure that all personnel are wearing the appropriate PPE for the tasks being performed. The Safety Officer shall notify the Haz-Mat Operations Officer immediately upon finding any unsafe conditions. The Safety Officer shall make recommendations to correct the situation, or if immediate corrective actions cannot be accomplished, the Safety Officer shall advise the Haz-Mat Operations Officer to cease or curtail specific operations or activities. If there is not sufficient time to first notify the Haz-Mat Operations Officer, and the Safety Officer believes that a serious threat to life, health or safety exists, then the Safety Officer may immediately stop operations until the situation can be corrected. The Safety Officer will report his findings and actions to the IC as soon as possible.

The Safety Officer will be responsible to monitor all personnel who enter the "Warm" or "Hot" zones. The Safety Officer shall ensure that all medical monitoring required, either by this SOG, OSHA or NFPA is complied with. The Safety Officer's sector should also maintain a record of all PPE used during the operation.

### **Initial Response - Personnel and Equipment**

For all Haz-Mat responses, unless it has been clearly determined from the information given by the initial caller that release involves less than 5 gallons of antifreeze, fuel oil, gasoline, motor oil or transmission fluid, then the first due engine and Rescue 5 should respond. A driver for Truck 6 should stand by at the Station awaiting further instructions in the event additional equipment or supplies are needed at the scene, including the Haz-Mat trailer. All equipment will stage a safe distance from the site of the release. Drivers should contact the IC and wait for further instructions before moving the vehicles

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-020-00
	TITLE <b>HAZ-MAT RESPONSE</b>	PAGE 3 of 6

close to the site. Drivers should remain with their equipment at all times unless directed otherwise by Command or a Line Officer.

- All responders to Haz-Mat calls should exercise **EXTREME CAUTION** when approaching the scene.
- Whenever possible approach from **UPWIND**.
- Keep clear of any liquids, powders or other spilled material.
- **STAGE IN AN AREA FAR AWAY FROM THE SITE OF THE RELEASE (IN CLOSE PROXIMITY TO THE COMMAND POST IF ONE HAS BEEN ESTABLISHED).**
- **DO NOT APPROACH THE IMMEDIATE AREA OF THE RELEASE UNTIL DIRECTED TO DO SO BY THE Haz-Mat Operations Officer.**

### **Initial Size-Up**


After initial size-up the I.C. will determine what additional equipment, personnel and outside resources are needed, taking into consideration potential fire and explosive hazards, the size and nature of the release, and other relevant factors such as time of day, location of release, weather conditions, etc.. For all releases where defensive action requires the use of more than small quantities of absorbent material (Speedy Dry, Booms or Pontoons), the Haz-Mat Operations Officer should request that an ambulance and full crew standby at the incident site at a designated staging area. The Haz-Mat Operations Officer will activate the Fairfield County Haz-Mat Unit if necessary by notifying the Weston Dispatch through the IC. In all instances the IC will instruct the Dispatcher to notify the State DEEP and supply them with all relevant information.

The Haz-Mat Operations Officer, on the initial size up, should establish the initial "Hot", "Warm" and "Cold" zones. **ONLY THE IC or Haz-Mat Operations Officer MAY MODIFY THESE ZONES.** The Haz-Mat Operations Officer should take steps to immediately establish site control by denying **ALL PERSONS** entry into the "Warm" or "Hot" zones until such times as full operations are ready to commence.

**NO PERSON MAY ENTER THE HOT ZONE UNTIL THE DECONTAMINATION AREA HAS BEEN MADE OPERATIONAL AND UNTIL AN AMBULANCE AND FULL CREW ARE STANDING BY IN THE STAGING AREA.**

### **Personal Protective Equipment (PPE)**

The Haz-Mat Operations Officer shall determine the proper level of PPE to be worn by all responders. The Haz-Mat Operations Officer shall employ the guidelines set forth by OSHA and NFPA when making such determination. The Haz-Mat Operations Officer shall not permit any responders to perform any functions unless they are wearing the

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-020-00
	TITLE <b>HAZ-MAT RESPONSE</b>	PAGE 4 of 6

proper PPE. Whenever possible, Entry team personnel should use the 4.5 liter SCBA equipment.

### **Operations**

Only persons who are qualified to the First Responder-Operational level (or above) and who have completed their annual medical physical requirements are permitted to enter any area classified as "Warm" zone. Only personnel currently certified to the Haz-Mat Technician (or Specialist) level are permitted to enter any zone Classified as "Hot". Operational level personnel may enter the "Hot" zone only in emergencies and at the direction of the IC.

All operations that involve personnel to enter either the Hot or Warm zones shall be performed with the MINIMUM number of persons that can safely perform the task. The "Buddy" system will always be utilized in the Warm and Hot zones. Back-up crews, in full PPE, will always be in place (and ready assist if necessary) before any personnel enter either the Warm or Hot zones. Two way communication (by radio, agreed upon hand signals or signs/chalk boards) between each person in the Warm or Hot zones, and between those persons and the Haz-Mat Operations Officer, shall always be maintained.

ALL COMMUNICATIONS RELEVANT TO OPERATIONS IN THE HOT OR WARM ZONES SHALL BE THROUGH THE Haz-Mat Operations Officer. The Haz-Mat Operations Officer may designate specific individuals to monitor and coordinate key tasks (e.g., entry team leader, decon leader). In those instances, those leaders will communicate with their teams only. The team leaders will act as the liaison between their team and the Haz-Mat Operations Officer. Entry team leader(s) will not allow any person to make entry until specifically authorized by the Haz-Mat Operations Officer.


ONLY THE IC WILL COMMUNICATE WITH DISPATCH OR OTHER AGENCIES.

Radio communications should be kept to a minimum. All communications between personnel operating at the scene will be on a channel designated by the IC or Haz-Mat Operations Officer. The IC will monitor all frequencies in use.

### **Order of Operation**

Haz-Mat operations shall be conducted in the following sequence:

1. Site control and Management
2. Identification of Material(s)
3. Hazard and Risk Analysis
4. Evaluate and Selection of PPE
5. Product Control, Confinement or Containment
6. Decontamination
7. Termination-debriefing

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-020-00
	TITLE <b>HAZ-MAT RESPONSE</b>	PAGE 5 of 6

### Limitations of Operations

The chart below summarizes the operating limitations of personnel.


Training Level	Tasks (wearing appropriate PPE)
Operational	All tasks above, plus DEFENSIVE operations in the Warm zone. Major objective is to dam, dike or divert release. MAY NOT patch or plug any releases, except may handle a leaking 20 lb. propane tank, incidental spills from auto gas tanks and minor leaks from truck saddle tanks. May also use direct read instruments in order to establish operating zones, or to monitor the atmosphere. Entry into Hot Zone for rescue or Recon as directed.
Technician/ Specialist	All of the above, plus may enter the Hot zone; Offensive aimed at controlling the release and patch or plug action leak or spill.

### Medical Surveillance

A Medical Surveillance sector will be established in the Cold Zone by the I.C. It will be staffed with qualified EMTs or Paramedics, whenever (a) Chemical Protective Clothing (CPC) will be utilized as part of the operations, or (b) ongoing or continued use of SCBA will be required as part of the operation. Personnel assigned to the Medical sector will be used exclusively for firefighting and Haz Mat responders. If there is a need for medical assistance for actual or potential victims, a separate EMS response will be initiated for those victims. One person will be designated as "Crew Chief" and be responsible for the sector.

### For Persons Required To Wear Chemical Protective Clothing (CPC)

- The Crew Chief will see that, before donning CPC, each person has their blood pressure, pulse and respiration monitored, and that a permanent written record of the findings is made. The record must show the date and time the information was collected.
- The Crew Chief shall prohibit any person who, in the opinion of the Crew Chief, exhibits any elevated blood pressure, rapid pulse or rapid or labored breathing, from continuing with the operation. In addition, the Crew Chief shall prohibit any person from continuing the operation who, in the Crew Chief's opinion, exhibits any medical signs or symptoms that may pose a health or safety threat to the responder if the responder is permitted to continue with the operation. The Crew Chief will immediately notify the Haz-Mat Operations Officer of any such findings.
- Immediately upon doffing CPC, all persons should report to the Medical sector.
- A written report of the person's blood pressure, pulse, respiration, and any other significant finding should be noted. The time of the second examination must also be noted.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-020-00
	TITLE <b>HAZ-MAT RESPONSE</b>	PAGE 6 of 6

### **For Persons Required to Wear SCBA**

- Any person who has consumed one or more bottles (4.5 liter) of air should report to the Medical sector immediately after removing their gear, in accordance with S.O.G. 28 (Respirator Medical Surveillance).

### **Hot Zone Entry**

The Crew Chief should assign a person to monitor and record on the examination report, the time of each responders entry into the Hot Zone and the time of re-entry into the Warm Zone. Notation should be made of the total time each responder used SCBA (time "on air")


### **Establishing Zones**

- **For Fire/Combustibility Hazards:** A recently calibrated direct reading instrument should be used - whenever possible the Department's Multi Gas meter(s). Only persons familiar with the proper use of the instrument should take the readings. The Hot Zone should be marked at the point where the meter first indicates any level of LEL above 0%. The Warm Zone should be established by the Haz-Mat Operations Officer so that safe buffer exists between the Hot Zone and the Cold Zone. **Hot Zones should be clearly marked. Only 1 point of entry and egress should be permitted into and out of the Hot Zone.**
- **For Toxic and Other Hazards:** The Haz-Mat Operations Officer will establish the **Hot Zone, Warm Zone and Cold Zone** based upon the nature/type of product, environmental and other conditions.

### **Annual Requirements**

This S.O.G. shall be reviewed at least annually by the Chief, Line Officers and others to assure that it meets its objectives and comports with the Town plan and other requirements. This S.O.G. shall be updated, modified or changed as needed.


This Department will conduct, at least annually, a refresher training session for all Haz-Mat responders and a practical exercise that simulates a Haz-Mat incident.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-021-01
	TITLE <b>DRIVER/OPERATOR QUALIFICATIONS FOR          DEPARTMENT VEHICLES</b>	PAGE 1 of 1

- Apparatus drivers must possess a valid Connecticut operator's license for the types and class of vehicle in which the Apparatus is classified.
- Before being certified to drive the apparatus, the driver candidate must pass a practical and written (minimum score of 80%) exam as established by the Training Officer.
- Drivers must be at least 21 years of age.
- Only Active Members may drive apparatus. Certified and licensed Probationary or other members may drive only in an emergency situation and only upon the order of the Incident Commander or a Line Officer.
- Drivers must adhere to the requirements of the insurance carrier for the Town Of Weston.
- No operator of apparatus is to drive while his or her license is under suspension or while a court case is pending resulting from a motor vehicle accident or Type A violation below. A member is required to report such suspension or Type A violations to the Chief immediately.

**TYPE A VIOLATIONS:**

- driving while intoxicated
- driving while under the influence of drugs
- negligent homicide arising out of the use of a motor vehicle
- operating during a period of suspension or revocation
- using a motor vehicle for the commission of a felony
- aggravated assault with a motor vehicle
- operating a motor vehicle without owner's authority
- permitting an unlicensed person to drive
- reckless driving
- speed contest (street racing)
- hit and run driving

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-022-01
	TITLE <b>MEDICAL REQUIREMENTS, ILLNESS &amp; INJURIES</b>	PAGE 1 of 4

### **Pre Appointment and Annual Examinations**

Prior to becoming a member of this Department, and annually thereafter, all persons shall be medically evaluated by a qualified physician. All medical evaluations shall take into consideration the risks and functionality associated with the duties and responsibilities of firefighters and/ fire police.

### **Standards**

- **Firefighters:** All persons who will engage in fire suppression, Hazmat or rescue operations shall meet the medical requirements set out in NFPA 1582, Standard on Medical Requirements for Firefighters. Persons unable to meet this standard may not be certified for firefighting duty.
- **Fire Police:** All persons who are engaged in fire police activities shall meet the standards set out in Appendix A of this SOG. Persons unable to meet this standard may not be certified for fire police duties.


### **Qualified Physician**

All medical examination conducted under this SOG shall be performed by qualified medical doctor who is licensed to practice medicine in either the State of Connecticut, or the State of New York.

This Department shall designate a Fire Department Physician or the member may select their own physician. Members can obtain the name and address of the current Fire Department Physician from the Office Manager.

### **Procedure**

- Members are encouraged to use the Fire Department Physician for pre appointment, annual, or such other medical examination that may be necessary. There will be no charge to the member for services provided by the Fire Department Physician for Department related matters.
- Members may select a qualified physician of their choice. In this event, the member is responsible to pay all expenses incurred, and to submit a bill to the Chief for reimbursement. The Department will reimburse the member for such medical examination, up to the maximum amount as established by the Executive Committee.
- It shall be the responsibility of each member to contact the doctor and arrange for the medical examination. The member will be required to have the doctor complete the appropriate departmental certification form, and return the completed form to the Chief.
- All medical records will be retained by the examining physician, only the completed certificate will be kept on file with the Department.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-022-01
	TITLE <b>MEDICAL REQUIREMENTS, ILLNESS &amp; INJURIES</b>	PAGE 2 of 4


**Injury or Illness** In the event that a member sustains a non-Departmental related injury or illness, the nature of which may, in the opinion of the Chief or Medical Professional, affect his/her performance as a firefighter (or the safety or health of other members of the Department), then the member may be required to submit to a medical examination, and provide a certificate evidencing fitness for duty, before the member may return to duty. The member must satisfy the same standards applicable for annual examinations.

Any Departmental related injury or illness shall be handled in accordance with the Town's practice and procedure relating to Workers Compensation. A member must provide the Chief with a certificate stating that he/she is fit for duty under the guidelines of this SOG for all Departmental related illness or injury.

Members are required to report to the Chief any illness or injury that (a) occurred in the line of duty, or (b) not in the line of duty but which renders the member unable to perform the regular duties of his/her job for a period of 10 consecutive days, or which resulted in a temporary or permanent disability, or which significantly impacts the member's ability to perform the essential duties of fire fighting (or fire police for fire police personnel).

**THERE IS NO LIGHT DUTY DESIGNATION**



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-022-01
	TITLE <b>MEDICAL REQUIREMENTS, ILLNESS &amp; INJURIES</b>	PAGE 3 of 4

**Appendix A**  
**Medical Standards for Fire Police**

Components of Examination

- (a) interval medical history
- (b) interval occupational history, including significant exposures
- (c) height and weight
- (d) blood pressure


Scope of Medical Examination

- (a) pulse, respiration, blood pressure (and temperature as indicated)
- (b) dermatological system
- (c) eyes, ears, nose, mouth and throat
- (d) cardiovascular system
- (e) respiratory system
- (f) gastrointestinal system
- (g) genitourinary system
- (h) endocrine and metabolic system
- (i) musculoskeletal system
- (j) neurological system
- (k) audiometry
- (l) visual acuity and peripheral vision testing
- (m) pulmonary function as indicated
- (n) blood test – CBC and SMA
- (o) chest X-ray
- (p) urinalysis

Basis for Certification

In determining whether the Fire Police person is fit for duty, the evaluating physician shall utilize the results of the examination, and take into consideration the Essential Job Duties and Functions outlined below. In addition, the physician should consider the following environmental factors, some of which may be present at a particular incident:

- Operate both as a member of a team and independently at incidents which may last for uncertain periods of time.
- Spend extensive time outdoors and exposed to the elements.
- Work in wet, muddy or icy areas.
- Face exposure to infectious agents such as hepatitis B, HIV or tuberculosis.
- Work for long periods of time that may require moderate, sustained physical activity and concentration.
- Standing for extended periods of time.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-022-01
	TITLE <b>MEDICAL REQUIREMENTS, ILLNESS &amp; INJURIES</b>	PAGE 4 of 4

- Exposed to grotesque sights and smells that are associated with major trauma and burn victims.
- Work in environments of with high noise levels, poor visibility, and limited mobility.
- Rely on sense of sight, hearing, smell and touch in order to maintain personal safety, and to be able to make critical decisions in a confused, chaotic and potentially life threatening environment.
- Be awakened from sleep in the middle of the night and at odd hours and be asked to respond immediately.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-023-00
	TITLE <b>SEARCH &amp; RESCUE</b>	PAGE 1 of 2

When the Department is requested to aid in the location and removal of injured or uninjured persons from locations that are not readily accessible from public roadways, or where the person is located in a remote location, the following guideline will be followed when there is a reasonable likelihood that such persons may be injured, or their mobility may be impaired or compromised.

### Response

- **All Firefighters MUST respond to Station 1 when dispatched for a lost or injured person unless otherwise diverted by I.C. No personal vehicles are to respond to the scene.**
- Officers may respond directly to the scene to perform a size-up and establish a command location.
- Generally, Rescue 5 and Truck 6 shall be staffed and stand-by at Station 1. Refer to SOG #40 for the UTV Response guidelines.
- Another Officer or the driver of Rescue 5 shall coordinate resources and personnel at Station 1 at the direction of the I.C.
- Apparatus shall only respond at the direction of the I.C. to the incident location.
- If the party is injured or suspected of being injured, EMS will be dispatched to stand by at Station 1 with a full crew. **There will be no CTS dispatched.**

If the person(s) are uninjured and the only known issue that the person(s) are lost, it is at the discretion of the I.C. as to the appropriate manpower and equipment to aid the person(s). If the person(s) are known to be injured, the guidelines below will serve as an outline as to the removal of the person(s) from their location. Taking into account that every situation is different, it is ultimately up to the I.C. as to the appropriate action to take.


### Rescue Team

- The rescue team shall consist of a minimum of four (4) firefighters, and should include a Line Officer. The team should include EMT and/or MRT trained fire personnel to the extent possible. When possible, and at the discretion of the IC, EMS personnel should accompany the rescue team. When the UTV is being deployed, the rescue team shall be modified at the discretion of the IC.
- The rescue team will bring with them such rescue and first aid equipment as practical considering the facts and circumstances and the geography. At a minimum, the equipment should include a backboard, stokes basket, cervical collar, oxygen and trauma/first aid supplies.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-023-00
	TITLE  <b>SEARCH &amp; RESCUE</b>	PAGE 2 of 2

### Operation

- The Department shall retain overall incident command; however where EMS personnel are in proximity to render aid or treatment to the patient, the EMS personnel shall be responsible for the scope and type of aid and treatment rendered.
- Where the patient's mobility is impaired or compromised, the patient shall be extracted and transported by rescue personnel in the safest and most efficient manner based upon the circumstance presented.
- Appropriate stabilization and restraining shall be employed when transporting the patient, taking into consideration the mechanism of injury, nature, extent of injury, geographical and logistical factors associated with the transportation and removal of the patient.
- The patient shall be removed by the rescue personnel to the ambulance or transportation medium designated by the IC, and placed in the care of EMS.


	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-024-00
	TITLE <b>OVERNIGHT STAYS AT FIRE STATION</b>	PAGE 1 of 1

Prior to any overnight stay at any fire station(s), the consent of a Line Officer must be obtained. An overnight stay is defined as any stay that is not part of a response or part of any emergency standby, between the hours of 11 PM and 5 AM of a duration of 3 hours or more.

During emergency situations, a Line Officer (or designee) may request crews to standby on a 24 hour basis. The number of personnel assigned, and the times of assignment , shall be arranged by a Line Officer (or designee).

Line Officers shall keep records of all persons who are part of an overnight crew and/or have approval to remain at the stations overnight.

Only members of the department over the age of 18 may stay overnight at any station.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-025-01
	TITLE <b>INCIDENT COMMAND SYSTEM</b>	PAGE 1 of 1

The following SOG is intended to give Members a brief overview of the Incident Command System that is in use by the Department, and follows the generally accepted outline and structure for the Incident Command System as contained in the curriculum of the Connecticut Fire Academy.

Upon arrival at each incident, the Fire Department immediately implements the Incident Command System (ICS). In the event a Line Officer is not on the scene, the apparatus driver of the first on apparatus, or a senior firefighter on the scene, will assume command as the Incident Commander (IC). The highest ranking Officer at the scene of the incident will be responsible for the entire incident whether or not he/she assumes command.

If there is any change in IC, there must be a formal change in command between the two persons so that both parties acknowledge the change. The existing IC shall communicate to Dispatch that there is a change in command, and shall identify the new IC.


The IC will assign personnel to fill jobs, categories or functions at the incident, as manpower permits. Line Officers responsible for various functions may assign specific personnel to perform specific tasks.

All personnel must report to the Incident Commander or his designee upon arrival at an incident. **Under no circumstances will any personnel undertake any operations without orders from the IC or a Line Officer.** Failure to follow a direct order from a Line Officer or IC at any incident may result in the immediate removal of the offending member from the scene and/or suspension.

At any incident, all Firefighter, Fire Police and EMS personnel are under the direction of the Fire Department's Incident Commander.

Authority of Fire Officer In Charge

Connecticut General Statute 7-313e states that the "...fire officer in charge, shall, when any fire department.. is responding to or operating at a fire, service call or other emergency, within the municipality, have the authority to: (a) Control and direct emergency activities at the scene; (b) order any person to leave any building or place in the vicinity of such fire for the purpose of protecting such person from injury; (c) blockade any public highway, street or private right-of-way temporarily while at such scene; (d) any time of the day or night, enter any building, including a private dwelling, or upon any premises where a fire is in progress or near the scene of any fire, or where there is a reasonable cause to believe a fire is in progress, for the purpose of extinguishing the fire or preventing its spread; ..."

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-026-01
	TITLE <b>PERSONNEL ACCOUNTABILITY SYSTEM</b>	PAGE 1 of 4

### Scope

This SOG applies to the entire Weston Volunteer Fire Department, operating at any incident under Weston Command. If Mutual Aid departments are at the incident, then these personnel must also be accounted for in alignment with this SOG.

### Purpose

The purpose of the Personnel Accountability System is to keep track of the names and assignments of all Fire and EMS personnel operating at an incident, so as to enable rapid and accurate verification of safety of all personnel in the event of a potentially hazardous situation.

### Responsibility

- Each firefighter and EMS responder has the responsibility to tag in and out of each incident.
- Each firefighter and EMS responder has the responsibility to remain with his/her company or assignment.
- Each Fire-Rescue or EMS officer is responsible for the personnel operating under him/her and for reporting on the status of his/her personnel during Personnel Accountability Report (PAR) checks.

### Definitions

- WVFD: Weston Volunteer Fire Department, including both Fire-Rescue and EMS.
- Incident Command (IC): Officer or responder in overall charge of a WVFD incident
- EMS Control or EMS Branch Control: Officer or responder in charge of EMS Operations and responsible to IC at an incident. If no Fire-Rescue involvement, EMS Control is in overall charge of the incident and is de facto IC.


### Personnel Accountability System (PAS) Tags

- All WVFD Fire-Rescue and EMS personnel who are qualified to respond to or assist at incidents will be issued a PAS Tag.
- No person may respond to any incident without a current PAS Tag.
- The Chief of the FD or EMS may refuse to issue a PAS Tag to an individual for medical or other reasons relating to personnel safety or competency, or may temporarily revoke any PAS Tag previously issued.

### Level 1 Accountability

The following accountability procedure must be followed for all incidents:

1. All WVFD personnel who respond to a call must have a current valid **Personnel Accountability System (PAS) Tag**.
2. Each fire apparatus and ambulance will have an **accountability ring**. This will be a metal ring with a label identifying the vehicle

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-026-01
	TITLE <b>PERSONNEL ACCOUNTABILITY SYSTEM</b>	PAGE 2 of 4

3. All responders must “**tag in**” when they first arrive at the scene by clipping their PAS Tag to the accountability ring in the first responding apparatus or, for EMS responders, the first responding ambulance or as designated by the Incident Commander.
4. The **Incident Commander (IC)** or EMS Control as applicable must maintain an awareness of location and function of all personnel under their command at the incident.
5. The IC may at any time escalate the incident to a **Level 2 Accountability** status.
6. When released by Command, all responders must “**tag out**” by retrieving their PAS Tag. If an ambulance or apparatus departs while other responders are still on the scene, IC, EMS Control or their designee will remove tags of responders still on-scene from that vehicle’s accountability ring. Remaining responders will retrieve their tags as they are released.
7. At the conclusion of the incident, the Incident Commander and/or EMS Control will verify that all responders are accounted for by ensuring that all PAS Tags have been retrieved from the accountability ring(s), or by confirming the safety of the owners of any remaining tags.
8. **Mutual Aid** fire or EMS resources may either maintain accountability for their responders using their department’s system, or may attach their PAS Tags to the appropriate Weston rings.

### **Level 2 Accountability**


The Incident Commander or, when no Fire-Rescue involvement, EMS Control may designate any incident as “Level 2 Accountability”.

Level 2 Accountability should be implemented, at the judgment of the IC, for large or hazardous incidents such as:

- Structure fire
- Brush fire
- Incident with multiple teams / locations
- Mutual aid
- Mass Casualty Incident (MCI)

1. The **Incident Commander** will take the following actions upon designating an incident as Level 2 Accountability:
  - a. Appoint an **Accountability Officer**. This may be any fire or EMS personnel
  - b. Define the **accountability sector** (“area of operation”) where Level 2 Accountability will apply.
  - c. Notify **Dispatch** that the incident is Level 2 Accountability.
  - d. Notify **Dispatch** when Level 2 Accountability is terminated.
2. The **Accountability Officer** will
  - a. Maintain an **Accountability Board** or Log.



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-026-01
	TITLE <b>PERSONNEL ACCOUNTABILITY SYSTEM</b>	PAGE 3 of 4


- b. Collect the accountability rings from FD and EMS (keeping FD and EMS tags separate from each other).
  - c. Maintain accountability for all personnel in the accountability sector (including **Mutual Aid** responders).
    - i. Personnel in the accountability sector may be subdivided into teams, by task or responsibility, each under the command of an officer (e.g., interior, exterior, EMS).
    - ii. Personnel in staging or otherwise outside of the accountability sector will remain at Level 1 Accountability.
  - d. Start an **accountability check timer** and prompt the IC at 15 minute intervals to initiate PAR (“Personnel Accountability Report”) checks for personnel in the accountability sector.
3. Any additional personnel arriving on scene shall report to the Accountability Officer, so that their PAS Tags can be added to the appropriate accountability ring.
4. Once a firefighter exits the area of operation they must report to the Accountability Officer, and retrieve their PAS Tag.

### Rehabilitation


1. After a firefighter has gone through two SCBA bottles, or sooner at their own discretion or at the direction of an officer, they must exit the area of operation, report to the Accountability Officer, retrieve their PAS tag, and move to **Rehab**.
2. The Rehab sector will take the firefighter's PAS Tag, complete a medical review of the firefighter, and determine whether the firefighter is fit to return to duty.
3. Once cleared to return to duty, Rehab will give the PAS Tag back to the firefighter.
4. If Rehab determines the firefighter is not fit to return to duty, Rehab will keep the firefighter's PAS Tag and only return it when it is determined that the firefighter is fit to return to duty, or upon incident termination.

### Personnel Accountability Report (“PAR”)

1. Command must initiate an **accountability check** after each 15 minutes elapsed time, or under the following situations:
  - Any report of a missing firefighter or EMS
  - Any change from offensive to defensive operations
  - A sudden hazardous event, (collapse, flashover, etc.)
  - Emergency evacuation of the building
  - Any other situation where the IC deems it necessary
2. “**PAR**” will be the term used over the radio by the IC to indicate an accountability check. When Command calls for “PAR” each team officer shall confirm that all personnel are together or accounted for, prior to advising Command that his/her team has PAR.
3. An example of Command requesting PAR would be as follows:

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-026-01
	TITLE <b>PERSONNEL ACCOUNTABILITY SYSTEM</b>	PAGE 4 of 4

- Command: *“Norfield Command to all units, stand by for PAR”.*
  - Command: *“Command to Interior, PAR check?”*
  - Interior: *“Interior, first floor, has PAR”*
  - Command: *“Command to EMS, PAR check?”*
  - EMS Control: *“EMS has PAR”*
  - Command: *“Command to Exterior, PAR check?”*
  - Exterior: *“Exterior does not have PAR. Firefighter Jones unaccounted for.”*
4. Command will take the appropriate actions to confirm the location and safety of any unaccounted for personnel.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-027-01
	TITLE <b>CARBON MONOXIDE RESPONSE</b>	PAGE 1 of 4

Responses to determine the presence of Carbon Monoxide (CO) shall be handled as a modified Haz-Mat response. While all firefighters should respond to the call, only those persons who are trained to the Operational level or certified as Technician, and who have been trained on the proper use of the metering device being used, may monitor for the presence of CO.

**CAUTION** – CO is **highly toxic** (1500 ppm will cause death in 15 minutes), however it is also **highly combustible**, and burns at very high temperatures. CO is odorless, colorless and tasteless. It can only be detected by appropriate metering devices.


### Response

CO responses will be classified as either Emergency or Non Emergency.

Emergency Response	If Dispatch determines that any of the following conditions exist, then a full emergency response should follow: <ul style="list-style-type: none"> <li>• Smoke or fire condition exists</li> <li>• Occupants exhibiting flu like symptoms, are disoriented or are unconscious</li> </ul>
Non-Emergency Response	If none of the above conditions are present, first due engine and Rescue 5 only, flow of traffic response


### Operations

- Arriving responders should remain at the front door or outside of the premises until direct read meters and qualified personnel arrive on the scene. Qualified responders will monitor the premises for the presence of CO. Unless the source of CO is readily apparent, all hydrocarbon fueled appliances, stoves, boilers and heaters should be operating during the monitoring phase.
- Occupants will be interviewed by the IC to determine the need for EMS response. If requested by the occupants, or if any person is exhibiting symptoms that suggest the possibility of CO exposure/poisoning, then EMS shall be called to the scene.
- If, at any time during the monitoring phase, the direct read meters indicate a concentration of CO in excess of 20 ppm, or Oxygen by volume of less than 19.5%, then the monitoring team shall don SCBA. If the use of SCBA is indicated, the continued metering operations shall be conducted by 2 qualified persons, in accordance with SOG-028 – Respirator and Breathing Apparatus.
- If CO concentrations of 10 ppm or above are found, then the IC shall evacuate the occupants from the premises. At the discretion of the IC, occupants may be permitted to re-enter when concentrations are below 10 ppm, however, the IC should advise the occupants that low concentrations of CO are present, and the possibility of associated health risks exists.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-027-01
	TITLE <b>CARBON MONOXIDE RESPONSE</b>	PAGE 2 of 4

- If CO concentrations are present, the IC will take appropriate defensive actions to mitigate continued discharge of CO. Those actions may include turning off appliances or furnaces. In addition, the IC will ventilate as appropriate in an attempt to reduce the CO levels.
- The IC shall complete a Carbon Monoxide Investigation Report, debrief the occupants, and file the report along with the Run Report. A sample report and instruction sheet are found in the attachment to this S.O.G..
- If no CO is present a Carbon Monoxide Investigation Report does not need to be completed. The IC should indicate to Dispatch that zero levels are present.

**IN NO EVENT ARE RESPONDERS TO ATTEMPT TO MAKE ANY REPAIRS.**

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-027-01
	TITLE <b>CARBON MONOXIDE RESPONSE</b>	PAGE 3 of 4

**WVFD Carbon Monoxide Investigation Report**

OCCUPANT		INCIDENT #
ADDRESS		DATE
		ARRIVAL TIME
Medical Inquiry? <input type="checkbox"/> Evacuation? <input type="checkbox"/> EMS Needed? <input type="checkbox"/>		
Significant Prior Events		
Readings Upon Arrival		
Location Monitored		
Readings At Departure		
Hydrocarbon Fueled Appliances Operating During Test: Yes / No (circle one)		
Significant Finding		
Actions Taken		
Recommendation:		


**NOTICE TO OCCUPANT**

The Weston Fire Department has investigated your complaint of the suspected presence of Carbon Monoxide (CO) in these premises. The results of our investigation are shown above. The Weston Fire Department has limited its actions to monitoring the air quality for the presence of CO. Where we were able to mitigate the source of abnormally high levels of CO we have, as shown in **Actions Taken**. However, Fire Department personnel are not trained to make repairs, and cannot determine if the source of CO has been permanently abated. If high levels of CO were detected you should contact the appropriate repair technician.

To assist you in determining any health hazards that may be present in the premises, OSHA has determined that exposure to CO levels of 35 parts per million, for 8 hours per day, 5 days per week, is a safe level for healthy adults. If your exposure exceeds these limits, or if there are children, elderly persons or persons with allergies or illnesses residing in these premises, consult your doctor or the Health Department.


\_\_\_\_\_  
INCIDENT COMMANDER

\_\_\_\_\_  
OCCUPANT'S SIGNATURE

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-027-01
	TITLE <b>CARBON MONOXIDE RESPONSE</b>	PAGE 4 of 4

### Carbon Monoxide Investigation Report - Instructions

Occupant:	The person living at the premises. It may not be the owner.
Arrival Time:	Use the time assigned by Dispatch when "On the Scene".
Medical Inquiry:	Ask if any person is experiencing dizziness, weakness, nausea, headaches or altered mental status. If they are offer medical assistance. Call EMS as required. Check the box on the form to indicate that the inquiry was made.
Evacuation:	Should the premises be evacuated? Check the box to indicate that such consideration was given, even if no evacuation was necessary.
EMS Needed:	This box should be checked to indicate that even though there were no symptoms exhibited by the Occupants, the IC considered the need for EMS to standby.
Significant Prior Events:	E.g. "car running in garage"; "arrived home found alarm sounding"; or "none".
Readings- Arrival:	Mainly concerned with CO levels upon arrival. All fuel fired appliances should be operational during test.
Locations Monitored:	Show all locations – e.g. "basement, 1 <sup>st</sup> floor and 2 <sup>nd</sup> floor".
Readings- Departure:	This is an important entry.
Significant Findings:	E.g., "CO 10 ppm at furnace flue"; "flue damper not operating"; or "none".
Actions Taken:	E.g., "turned off furnace and ventilated basement"; or "none".
Recommendations:	E.g., "call oil burner service company"; "have chimney inspected/cleaned"; or "none".
<p>The I.C. should talk to the Occupant, and explain the findings, the actions taken, and any recommendations. He should explain the OSHA "safe" levels, along with a statement that those levels are designed for the work place environment, and apply to healthy adults.</p> <p>The I.C. should print his name and have the Occupant sign the form. The Occupant gets the copy. Upon return to Quarters, the Incident Number should be entered on the original, and it should be filed in the Office (alphabetically by last name of Occupant).</p>	

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-028-00
	TITLE <b>RESPIRATORS &amp; BREATHING APPARATUS</b>	PAGE 1 of 6

### General

No person is permitted to enter into, or remain in an oxygen deficient or toxic atmosphere, nor can any person enter into or remain in any area where there is a high probability of an oxygen deficient or toxic atmosphere, unless they are wearing proper respiratory protection as outlined in this SOG. Refer to SOG-014 for fireground operations.

Oxygen deficient atmospheres are where the oxygen level is less than 19.5% by volume. A toxic atmosphere is where the toxic substance present is above the STEL (short term exposure limit) , where the carbon monoxide level is greater than 20 ppm or the LEL is greater than 1%.

Some examples of oxygen deficient or toxic atmosphere include:

- smoke or flames are visible
- Haz-Mat investigations
- confined space operations
- carbon monoxide investigations where the meter indicates CO of 20 ppm or more.

**As a general rule respiratory protection should be worn whenever there is a doubt as to the quality or safety of the atmosphere.**


### Type of Respiratory Protection

- Only positive pressure SCBA, supplied by the Weston Fire Department may be used.
- When providing authorized mutual aid, firefighters may use positive pressure SCBA provided by the host fire department, *provided that* the firefighter has received proper training on use and operation of that SCBA, and has passed an OSHA approved fit test.
- The Weston Fire Department will select the appropriate SCBA for use by firefighters, in accordance with applicable OSHA, NFPA and NIOSH standards.
- Firefighters may use only a face-piece that has been fit tested in accordance with OSHA standards.
- Firefighters may not make any adjustments or modifications (other than those user permitted by the manufacturer) to any SCBA equipment (including regulators, valves, tanks, face-pieces, or cylinders).

### Authorized Users

No firefighter may use SCBA unless they have met all of the following:

- Received training on the use and operation of the SCBA.
- A current, unrestricted medical certificate on file with the Chief.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-028-00
	TITLE <b>RESPIRATORS &amp; BREATHING APPARATUS</b>	PAGE 2 of 6

- A current and signed Respiratory Medical Evaluation Report stating that she/he is able to use respiratory protection is on file with the Chief.
- Demonstrated, on an annual basis, their proficiency in the donning, doffing and use of the SCBA.
- Are certified to the level of Firefighter 1 or higher (or exempt under State standards).
- No facial hair comes in contact with the seal of the facepiece.
- Eye glasses do not interfere with proper seal of facepiece to face.
- Passed an OSHA approved fit test within the past 12 months **for the facepiece in use.**

### **SCBA Use**

- SCBA must be in use for all interior structural firefighting, for all car fires, and in any situation where there is, or there is a high probability that there may be an oxygen deficient or toxic atmosphere, or when operating below grade. Oxygen deficient atmosphere is where the oxygen level is less than 19.5% by volume. A toxic atmosphere is where the toxic substance present is above the STEL (short term exposure limit) , where the carbon monoxide level is greater than 20 ppm, or when LELs are greater than 1%.
- Before each entry into an oxygen deficient or toxic atmosphere, or into the interior of any structure for firefighting purposes, each firefighter must check to be sure that he/she can maintain a proper seal between the face-piece and the face.
- All SCBA must be used in accordance with the manufacturer’s instructions and recommendations.
- Any firefighter must exit the toxic or oxygen deficient environment immediately if:
  - Low air warning device begins to sound.
  - If a tight face-piece seal cannot be maintained.
  - Experiencing shortness of breath, difficulty breathing, chest pain, dizziness, or lightheadedness.


**Notify your “buddy” that you are leaving. If you are experiencing any medical problems, go directly to the EMS personnel on the scene. Report to the IC as soon as possible after exiting.**

### **SCBA Discontinuance**

Only the IC may order the discontinuance of SCBA while any operation is in progress. In making this the decision the IC shall be guided by the following:

- For interior structural firefighting – an atmosphere of at least 19.5% oxygen by volume, and less than 20 ppm of carbon monoxide, as verified by direct read instrumentation.
- For other incidents – consideration of all relevant factors, such as type of incident, weather conditions, physical conditions, meters or other monitoring devices.



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-028-00
	TITLE <b>RESPIRATORS &amp; BREATHING APPARATUS</b>	PAGE 3 of 6

### **Medical Evaluation and Surveillance**

Whenever there will be prolonged use of SCBA, the IC will establish a rehabilitation sector staffed by qualified EMTs. The EMTs assigned to this sector shall be used exclusively for firefighting personnel.

All firefighters who have consumed 2 bottles of air will report to the rehabilitation sector, and at a minimum have their vital signs monitored and recorded as soon as possible after removal of firefighting gear.

The EMT will make the determination if a firefighter may exit the rehabilitation station, and, if he/she can resume duties involving use of SCBA.

A written record of all firefighters who were monitored shall be kept by EMS personnel, and given to the IC.

### **Fit Testing**


After receipt of a medical report stating that the firefighter is able to use SCBA, the firefighter will be issued a personal face-piece. The firefighter should use that face-piece for all SCBA operations.

At least once in every 12 month period, each firefighter must have her/his face-piece fit tested in accordance with OSHA regulations. A written record of the fit test will be maintained.

**In no event is a firefighter permitted to use any face-piece for which he/she has not passed a fit test.**

In the event that a firefighter feels that his/her face-piece no longer fits properly, he/she should request that a new fit test be performed. Changes in facial structure, such as loss/gain of weight, injury to face, tooth loss, and skin surface changes may result in your inability to maintain a proper seal with your old face-piece. In addition, any damage or structural change to the face-piece itself may also result in loss of a proper seal.

You may request another face-piece any time that a proper seal cannot be maintained. You should request a new facepiece if there are signs of damage or breakage or cracks in your face-piece. All requests for new face-pieces and the required new fit test should be directed to the Deputy Chief.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-028-00
	TITLE <b>RESPIRATORS &amp; BREATHING APPARATUS</b>	PAGE 4 of 6

## Equipment Inspection and Maintenance

- **Personal Facepiece**

- Each firefighter should inspect his/her facepiece on a weekly basis to see that all rubber fittings are in place, that there are no cracks or breaks in any part of the facepiece, and that all straps are in good repair and operate properly. A weekly check to ensure a tight seal is also recommended.
- Any facepiece that is not in good repair should be removed from service. The firefighter should contact the Deputy Chief or the Captain to request a replacement facepiece and to remove the damaged facepiece from service.

- **Harness, Tank and Regulator**

*Prior to donning any SCBA a firefighter must inspect the following:*

- all fittings and hoses to be sure of tight connections and no air leaks or cracks
- all straps and buckles for tears or rips and to be sure that proper adjustments can be made
- harness for damage
- bottle and valve for cracks or leaks; be sure that bottle is secure in the harness
- PASS alarm operational
- regulator for proper fit in facepiece, no cracked seals, no dirt or debris


**Any equipment that does not pass inspection is to be immediately removed from service and reported to the Line Officer responsible for the apparatus.**

### Repairs

- No firefighter may make any repairs or modification to any SCBA equipment without the approval of a Line Officer. In no event will any repairs or modifications be made by a firefighter or Line Officer except those repairs or adjustments that are user permitted by the manufacturer. User permitted repairs and adjustments must be made in accordance with the manufacturer's instructions.
- All other repairs or modifications must be made by qualified repair personnel.

### Cleaning and Disinfecting

- **Personal Facepiece:** Each firefighter must wash and clean his/her facepiece after each use, or when the facepiece has become soiled or dirty. The facepiece should be washed in hot water using an approved disinfectant soap or a mild dishwashing soap. The facepiece should be rinsed in clear water and left to air dry. No chemicals or bleach should be used to clean the facepiece. The facepiece should be inspected before being stored.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-028-00
	TITLE <b>RESPIRATORS &amp; BREATHING APPARATUS</b>	PAGE 5 of 6


- Other SCBA Equipment: At least every 6 months, or whenever any SCBA equipment has been exposed to fire, smoke, toxic or caustic atmosphere, or whenever it becomes soiled or dirty, it should be washed with a mild soap and rinsed with clear water.

### **Storage**

- Personal Facepiece: When not in use, the facepiece should be stored in a sanitary protective bag to keep it clean, dry and to minimize damage. It should be stored to protect it from sunlight, extreme temperatures, damaging chemicals and other destructive conditions that may deform the facepiece or the valves. The facepiece should be stored so as to prevent rubber and plastic parts from reforming into an abnormal shape
- All SCBA equipment should be stored so as to protect it from sunlight, dust, excessive moisture, damaging chemicals, or other destructive conditions.

### **Air Supply**

- Individual air bottles may only be refilled from the compressor at (a) Station #1, or (b) from another filling facility maintained by another fire department or State approved training facility, provided such other location's air filling system meets the minimums applicable under this SOG.
- All compressed air used must at least meet the requirements for Type 1-Garde D breathing air described in the ANSI/Compressed Gas Assoc. Commodity Specification for Air, G-7.1 (1989) and shall have an oxygen content between 19.5 and 23.5%; hydrocarbon content of 5 milligrams/cubic meter of air or less; carbon monoxide content of 10ppm or less; carbon dioxide content of 1,000ppm or less; and no noticeable odor. Compressed oxygen may not be used.
- All tanks and cylinders used for respiratory protection will be tested and maintained in accordance with Shipping Container Specification Regulations of the Department of Transportation. All tanks and cylinders shall be marked and color coded in accordance with NIOSH standards.
- The compressor used to refill cylinders and tanks shall be constructed, operated and maintained so as to prevent the entry of contaminated air into the air supply system; minimize moisture content so that the dew point at 1 atmosphere pressure is 10 degrees F below the ambient temperature; have appropriate alarms to monitor carbon monoxide levels; and have suitable in-line air-purifying sorbent beds and filters to ensure breathing air quality. The couplings on the compressor must not be compatible with outlets or couplings for non-breathable air or other gas systems.
- All filters shall be changed, replaced or refurbished periodically in accordance with the manufacturer's instructions. A tag will be kept at the compressor showing the date and person who last changed or cleaned the filters.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-028-00
	TITLE <b>RESPIRATORS &amp; BREATHING APPARATUS</b>	PAGE 6 of 6

- The air in all individual SCBA bottles shall be purged at least once every six months and the bottle refilled.

### **Training and Proficiency**


Prior to being permitted to assume full firefighting duties where there may be an exposure to an oxygen deficient or toxic atmosphere, all firefighters must first complete a State approved training program, the content of which includes classroom and practical training on the use of SCBA, including its operation and inspection. At least annually thereafter the Department will provide each firefighter with refresher training.

In addition, all firefighters must demonstrate, at a minimum annually, their proficiency as follows:

- Understanding of the inspection, use and operation of all components of the SCBA.
- SCBA inspection procedures and protocols.
- Ability to don and doff SCBA, within acceptable time limits, while wearing structural firefighting gear.
- Ability to perform vigorous exercise routine while wearing full firefighter gear and SCBA.

### **Administration and Evaluation**

The Deputy Chief is responsible for the administration and evaluation of this S.O.G.. Any comments and all required reports should be directed to the Deputy Chief.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-029-00
	TITLE <b>PERSONAL PROTECTIVE EQUIPMENT</b>	PAGE 1 of 2

This Department will issue each firefighter the following Personal Protective Equipment, all of which meets or exceeds the standards set out by the National Fire Protective Association (NFPA), OSHA or ANSI as applicable.

- Bunker coat and pants
- Firefighting gloves
- SCBA facepiece (issued to firefighters who have been properly certified to use SCBA)
- Boots
- Protective hood
- Eye protection
- Helmet
- EMS gloves

Only PPE issued by this Department may be worn when responding to incidents on behalf of this Department. A firefighter may not use any of the above listed PPE that has not been issued by this Department without the permission of the Chief (except for firefighting gloves that are NFPA approved and have such approval affixed to the label).


When performing fire suppression activities, in addition to compliance with other S.O.G.s, each firefighter shall properly wear, at a minimum, the following PPE:

- Bunker coat and pants (collar in the upright position and fastened)
- Helmet
- Protective hood
- Gloves

Firefighters are responsible to wear adequate PPE for each task being performed. They should be mindful that helmet shields do not provide adequate protection when performing extrications or for EMS responses. They should also be mindful that whenever handling hose or tools, proper hand protection should be used.


In addition to appropriate levels of personal protective equipment as required by the incident, Class III reflective safety vests shall be worn at all roadway incidents by all firefighters and officers not directly involved in extinguishment of the fire.

Each firefighter is responsible to see that the PPE issued to him/her is in good repair. Any PPE in need of repair or replacement should be reported to a Line Officer.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-029-00
	TITLE <b>PERSONAL PROTECTIVE EQUIPMENT</b>	PAGE 2 of 2

### **Bunker Gear**

- Each firefighter must inspect bunker gear on a regular and periodic basis. The frequency and level of inspection will vary depending on the number and type of responses made by each individual. At a minimum, the Department will conduct an annual inspection of all Department issued gear.
- Bunker gear that has been exposed to smoke and debris must be cleaned immediately. Often this can be accomplished by using the laundry equipment at either station. Severely soiled gear may require commercial laundering. All bunker gear should be dried after each use. Air drying or use of the hose drier are the only acceptable ways to dry gear. Questions about cleaning or inspecting gear should be referred to any Line Officer.
- Bunker gear may not be cleaned or laundered at home. When cleaning gear, follow the manufacturer's directions, **use only department issued detergent.**
- Bunker gear that has been subject to flame impingement may need to be taken out of service. Any gear that has been impinged by flame should be inspected by a Line Officer before being put back in service.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-030-00
	TITLE <b>FIRE POLICE</b>	PAGE 1 of 1

Fire Police may be appointed by the Chief. Their primary job is to provide for traffic control at incidents where fire department personnel have responded. At times they may also function to prevent unauthorized personnel from interfering with certain fire department activities.

All Fire Police activities where there has been a Department response shall be under the direction of the IC.


**Fire Police shall not respond to any call unless there has also been a fire department response.**

However, in certain situations, the Chief or his designee may authorize Fire Police to conduct certain traffic control operations where no fire department response has been requested; where no fire department response is required; or where the fire department response has been terminated but Fire Police activity may still be required. Where a Fire Police response is being requested at incidents where the fire department has not responded, Fire Police may only respond if the dispatcher reports that such request is being made by authority of the Chief or other Line Officer (example: “By authority of C1”).

All Fire Police activities shall be conducted in accordance with this Department’s S.O.G.s and with all Connecticut General Statutes that deal with Fire Police activities.

Fire Police shall wear high visibility Class III reflective safety vests or jackets, which are provided by the Department, whenever performing their job functions. In a low visibility situation, a flashlight must be used for control of traffic.

Fire police should remain in radio communications with the IC, on the appropriate frequency during their assigned tasks.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-031-00
	TITLE <b>USE OF BLUE LIGHTS</b>	PAGE 1 of 2

Revolving or flashing blue lights may only be displayed on vehicles driven by members of the Department while responding to emergency calls provided the member carries a valid Blue Light Permit (“Permit”) in the vehicle being driven. The use of flashing white headlamps or other white lights visible from the front of the vehicle is restricted to Line Officers who have obtained the joint permission of the Chief of the Weston Police Department and the Chief of the Weston Fire Department.

Permits shall be issued under the authority of the Chief of this Department to all qualified members of the Department upon receipt by him of a properly completed application. No member under the age of 18 shall be issued a Permit nor is he/she permitted to display a blue lights in any vehicle that he/she is operating. All applicants must have a valid Connecticut operator’s license. All permits will expire on December 31st of each year and should be renewed annually during the month of December. In addition, the member is required to immediately report to the Chief, in writing, any changes to the information provided on their last Application for a Blue Light Permit.


The Permit is only valid for the named individual, and for the vehicle shown on the permit. No permit will be issued for vehicles that do not have a valid Connecticut registration. The Blue Light Permit may be suspended or revoked at any time by the Chief as provided below. A member is required to immediately surrender his/her Permit when requested to do so by the Chief, or upon their termination of membership in the Department.

All rules and regulations of the State of Connecticut and of the Town of Weston shall govern the use of a blue light and the issuance of a Permit. In addition, the Chief of this Department may impose other rules or restrictions on the issuance of a Permit, the suspension or revocation of a Permit, or the use and operation of a blue light.

All members are required to abide by all state and local laws and regulations when operating a vehicle while on Fire Department business. This includes operating a vehicle while using a blue light when responding to emergency calls. In particular, members are not permitted to violate any vehicle and traffic laws, including, but not limited to those laws relating to speeding, failure to stop for a red signal or stop sign, passing a stopped school bus that is picking up or discharging passengers, or driving in the proper lane of traffic.

A flashing or revolving blue light may only be used when responding to an emergency call on behalf of the Weston Fire Department, including the EMS division. The blue light may only be used within the Town of Weston. It may also be used when responding from within the Town of Weston to the Town of Wilton, when such response is for a bona fide mutual aid call. When responding to out of town calls, a blue light may be used if permission is given to the member by a Line Officer.




	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-031-00
	TITLE <b>USE OF BLUE LIGHTS</b>	PAGE 2 of 2

To be valid, the Blue Light Permit must be signed by the member. By signing the permit, the member understands, and agrees to abide by all of the rules governing the use of a blue light and/or the issuance of a Blue Light Permit. In particular, the member understands that in order to ensure that safe and qualified divers are permitted to use a blue light when responding on behalf of the Weston Fire Department, the Chief may periodically review, either before or after issuance of the Permit, motor vehicle records and driving information pertaining to the member. The review may include such items as accident records and vehicle and traffic law violations that are maintained by (a) the Department of Motor Vehicles, and/or (b) State or local police departments in the jurisdiction in which the member lives, or of the State of Connecticut. By signing the Permit the member expressly grants the Chief permission to conduct such review.

A Blue Light Permit may be denied, suspended or revoked, where, in the opinion of the Chief, a member fails to demonstrate that he/she can safely operate a motor vehicle. Repeated motor vehicle accidents, history of violations of vehicle and traffic laws, suspension or revocation of an operator's license, and complaints of unsafe driving habits, are some examples of reasons that may prevent a member from being issued a Permit. The same reasons may be cause for revocation and/or suspension of a member's Permit.

A Member may appeal decision through the Disciplinary Committee.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-032-01
	TITLE <b>PROFESSIONAL CONDUCT, ALCOHOL AND DRUG MISUSE</b>	PAGE 1 of 1

WVFD members shall conduct themselves in a professional manner and shall avoid any acts or omissions that may place themselves, other members of WVFD or members of the public in jeopardy, which may undermine the effectiveness of the Department, or erode public trust and confidence in WVFD.

Members who are responding to WVFD incidents, participating in a WVFD sponsored event or representing WVFD must be free from any influence of drugs, medications or alcohol that may result, or be perceived to result, in physical or mental impairment.


1. Any member using any medication or drug which may impair judgment or function, or who has recently consumed any amount of alcohol shall not respond to WVFD incidents or participate in WVFD training exercises, meetings, parades or sponsored events.
2. Any member who, as a result of illness, accident or fatigue, feels that his/her ability or judgment may be impaired, should not respond to WVFD incidents or training exercises.
3. At a WVFD incident, the Incident Commander and/or Line Officer is required to remove a member from duty if, in the judgment of the Incident Commander and/or Line Officer, that member appears impaired in any manner or poses a real or potential hazard or threat to the safety of him/her self, emergency service responders or the public. Members are required to promptly report any such concerns to the Incident Commander or a Line Officer.
4. With the exception of Department social functions, there shall be no alcohol consumption in the "operational areas" of either Station 1 or Station 2. Operational areas are defined as all of Station 1 and the garage-bay area of Station 2. "Non-operational" areas are defined as the second floor and day room of Station 2.
5. Any member who consumes alcohol at either Station 1 or at Station 2 shall not respond to calls.
6. At all Department social functions there shall be a designated crew ("on-call") available for emergency calls, which crew shall not consume alcohol while on call.
7. No member under the age of 21 years shall consume alcohol when participating in any function for or on behalf of the Department.

**Disciplinary Action**

Any member that engages in any conduct prohibited by this SOG shall be called before the Disciplinary Committee. A Firefighter who suspects another Firefighter is operating in violation of this SOG should notify a Line Officer immediately.


The WVFD Chief, or their designee, may prohibit any member from responding to future incidents, pending a decision from the Disciplinary Committee.

Any member that engages in any prohibited conduct defined above after having already been disciplined for previous prohibited conduct shall also be required to participate in alcohol or drug counseling prior to resumption of his/her duties.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-033-00
	TITLE <b>TEMPORARY SITUATION OPERATING GUIDLINES (TS.O.G's)</b>	PAGE 1 of 1

From time to time, the Chief or his designate may need to establish temporary or short term S.O.G.s to cover specific situations of limited duration. The duration of these situations are not general anticipated to last more than one year and are usually for significantly shorter periods of time.

- The Line Officer in charge of the S.O.G.'s shall maintain in each station in a prominent location, a display of all current Temporary Situation Operating Procedures (TSOG).
- When a TSOG is required, the Chief or his designate may draft and have the TSOG posted without delay.
- TSOGs will not require the review or approval of the Line Officers prior to posting, however, all TSOG's must be approved by the Chief or his designate prior to posting.
- Each TSOG will assign a sequential number for identification and tracking purposes.
- TSOGs are in effect indefinitely until rescinded by the Chief or his Designate.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-034-00
	TITLE <b>UNDER-AGE MEMBERS</b>	PAGE 1 of 1


The Department's Bylaws permit persons to join this Department who are at least 16 years old.

For safety reasons, and in compliance with OSHA standards, members who are under the age of 18 are prohibited from performing certain tasks.

Persons under the age of 18 **MAY NOT:**

- operate from ground ladders or aerial devices
- operate any departmental vehicles (must be at least age 21)
- operate any electric, fuel, pneumatic (air pressure) or hydraulic powered tools or equipment
- operate as part of any fire suppression team, except for brush fires where SCBA is not required
- operate at any Haz-Mat incident, except in the Cold Zone
- use SCBA
- be permitted on the roof of any structure or at a height more than 6 feet above the ground where there is a risk of falling
- enter the interior of any structure where smoke or flames are visible, or where fire has been confirmed
- perform overhaul operations where the use of SCBA is required
- refill any SCBA air tanks
- operate a vehicle using a Blue Light
- participate in any "off shore" water or ice related activity
- respond to any calls between the hours of midnight and 6 A.M.

No under-age member may perform any tasks, or respond to any calls unless a signed Notice to Parents and Consent Form is on file with the Chief.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-035-00
	TITLE <b>MISCELLANEOUS PROCEDURES</b>	PAGE 1 of 1

All members must acknowledge in writing, receipt of these S.O.G.s and any amendments. Members who do not have a current written acknowledgement on file may not respond to any calls.

No firefighting equipment shall be used for any purpose other than firefighting and rescue operations without Station Captain and Chief's consent.

The Department does not pump out basements unless a Line Officer determines that such water removal is necessary for health or safety reasons.

The Department shall not rescue trapped animals (example, remove cats from trees) unless a Line Officer may determine that such rescue is necessary for health or safety reasons.

Equipment such as chairs and tables, may be borrowed by fire department members, only after they have signed the equipment out. (Sign-up sheets are available from your station captain)

The Communication Center is operated by the direction of the Town of Weston. Firefighters are not permitted inside of the Communication Center. Any complaints relating to Dispatch should be in writing to the Chief.


Gas and gate keys must be signed out by anyone using them. Please ensure that they are returned promptly.

When members of this Department are acting in the line of fire duty; at a fire, at fire education programs, i.e. when we are in front of the public eye, each Line Officer should be addressed by his rank and last name.

Any fire department social or any function sponsored by the fire department where alcoholic beverages are being consumed, will require the senior line officer to furnish a standby crew to respond to calls. The standby crew may not consume any alcoholic beverages.

Fire hose will be tested on a yearly basis in accordance with NFPA standards, and records kept of all fire hose tests. Yearly inspections of fire hose will be made of all fire hose.

Ladders will be tested in accordance with NFPA standards at regular intervals to assure the safety of all personnel.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-036-00
	TITLE <p style="text-align: center;"><b>UNIFORMS</b></p>	PAGE 1 of 3

### General regulations


Firefighters shall wear only the uniform specified for their particular rank or assignment.

### Uniform regulations for personnel


- The color of uniform blazer and trouser shall be navy blue unless otherwise stated.
- The color of uniform shirt shall be white unless otherwise stated.
- The following items will constitute the basic uniform for fire personnel of the Weston Volunteer Fire Department.
  - Blazer
  - Trouser
  - Tie – black cloth, no knit material
  - White gloves
  - Long sleeved white shirt (short sleeve optional)
  - Hat – blue cloth
  - Name plate
  - Black dress type shoes
  - Socks – black
  - Belt – black
  - Collar – WFD (or WVFD), Lt., Capt., A.C., D.C., Chief
  - Badge of office- issued

### Wearing of uniform

- **Uniform shirt**
  - The uniform shirt will be white for all ranks.
  - The badge shall be worn over the left breast pocket in the area allotted for the badge pin.
  - Nametags shall be worn centered over the right breast pocket with the edge of the tag abutting the top seam of the pocket flap. The nametag will be silver with black lettering. Nametag shall bear only first and last name and rank, if needed.
  - Insignia of rank shall be worn on collar by officers.
    - Firefighters or fire police will wear silver WFD insignia on each collar flap. The insignia shall be worn so that the length extends parallel to the lower edge of the collar flap.
    - Lieutenants will wear one silver bar on each collar flap. The bar shall be worn so that the length extends parallel to the front edge of the collar flap.
    - Captains will wear two silver bars on each collar flap. The bars will be worn so that the lower bar is placed on the collar flap in the same location as the single bar worn by the lieutenants.
    - Assistant Chief will wear gold cluster of three trumpets on each collar flap.
    - Deputy Chief will wear gold cluster of four trumpets on each collar flap.
    - Chief will wear gold cluster of five trumpets on each collar flap.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-036-00
	TITLE <b>UNIFORMS</b>	PAGE 2 of 3


- No other collar pins shall be worn on the shirt.
  - WVFD patch shall be worn on the left shoulder of the uniform shirt. Patch shall be worn just below upper left shoulder seam.
  - State certification patch shall be worn on right shoulder of uniform shirt. Rocker and patch shall be worn just below upper right shoulder seam.
  - No other patches shall be worn on uniform shirt.
  - Service stripes may be worn at the option of fire personnel. Service stripes shall be gold or silver in color and worn on the left sleeve of long sleeve shirt or dress blazer. One service stripe shall be worn for each five years of service as a member of the Weston Volunteer Fire Department.
  - Undershirt shall be plain white with no writing on it.
- **Trouser**
  - Trouser shall be navy blue.
  - Trouser shall be worn at length where the cuff touches the instep when the leg is straight and the feet on the ground.
- **Dress Blazer**
  - All firefighters and Line Officers will wear a single breasted navy blue blazer.
  - The department issued badge shall be worn in the place provided over the left breast pocket.
  - Insignia of rank
    - Lieutenants shall wear one silver braiding on each sleeve. Braiding shall be sewn in just above buttons on blazer sleeves.
    - Captains shall wear two silver braids on each sleeve. Braids shall be sewn in just above buttons on blazer sleeves.
    - Assistant Chief shall wear three gold braids on each sleeve. Braids shall be sewn in just above buttons on blazer sleeves.
    - Deputy Chief shall wear four gold braids on each sleeve. Braids shall be sewn in just above buttons on blazer sleeves.
    - Chief shall wear five gold braids on each sleeve. Braids shall be sewn in just above buttons on blazer sleeves.
  - Nametag shall be worn above the right breast pocket and/or in same position as on the shirt.
  - The WVFD patch shall be worn on the left shoulder.
- **Hat**
  - Hat shall be navy blue cloth. Hat shall be circular.
  - Fire personnel will wear a black hatband around outside front of the hat.
  - Lieutenants and Captains shall wear silver hatband around outside of the hat.
  - Assistant Chief, Deputy Chief and Chief shall wear white circular hat.
  - Assistant Chief, Deputy Chief and Chief shall wear gold hatband around outside front of hat.
  - Fire personnel shall wear issued silver hat badge and wear a black hat band.
  - Insignia of rank

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-036-00
	TITLE <b>UNIFORMS</b>	PAGE 3 of 3

- Lieutenants shall wear silver hat badge with single trumpet in center.
- Captains shall wear silver hat badge with two trumpets in center.
- Assistant Chief shall wear gold hat badge with three trumpets in center.
- Deputy Chief shall wear gold hat badge with four trumpets in center.
- Chief shall wear gold hat badge with five trumpets in center.
- **Tie**
  - Tie shall be black cloth only. No knit ties.
- **Shoes**
  - Dress, street shoes or boots will be black in color.
  - Shoelaces shall be black as will soles and heels of the shoe.
  - No open toed shoes or sandals will be worn except in case of injury.
- **Gloves**
  - White cotton gloves will be worn with full dress uniform.
- **Socks**
  - Socks shall be solid dark black with no designs.
- **Belt**
  - Belt shall be solid black leather with no designs.
  - Belt buckle shall be silver.

**There shall be no exceptions to the uniform unless authorized by the Chief or his designee.**



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-036-00
	TITLE <p style="text-align: center;"><b>UNIFORMS</b></p>	PAGE 1 of 3

### General regulations


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  - Blazer
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  - Tie – black cloth, no knit material
  - White gloves
  - Long sleeved white shirt (short sleeve optional)
  - Hat – blue cloth
  - Name plate
  - Black dress type shoes
  - Socks – black
  - Belt – black
  - Collar – WFD (or WVFD), Lt., Capt., A.C., D.C., Chief
  - Badge of office- issued

### Wearing of uniform

- **Uniform shirt**
  - The uniform shirt will be white for all ranks.
  - The badge shall be worn over the left breast pocket in the area allotted for the badge pin.
  - Nametags shall be worn centered over the right breast pocket with the edge of the tag abutting the top seam of the pocket flap. The nametag will be silver with black lettering. Nametag shall bear only first and last name and rank, if needed.
  - Insignia of rank shall be worn on collar by officers.
    - Firefighters or fire police will wear silver WFD insignia on each collar flap. The insignia shall be worn so that the length extends parallel to the lower edge of the collar flap.
    - Lieutenants will wear one silver bar on each collar flap. The bar shall be worn so that the length extends parallel to the front edge of the collar flap.


	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-036-00
	TITLE <p style="text-align: center;"><b>UNIFORMS</b></p>	PAGE 2 of 3

- Captains will wear two silver bars on each collar flap. The bars will be worn so that the lower bar is placed on the collar flap in the same location as the single bar worn by the lieutenants.
- Assistant Chief will wear gold cluster of three trumpets on each collar flap.
- Deputy Chief will wear gold cluster of four trumpets on each collar flap.
- Chief will wear gold cluster of five trumpets on each collar flap.
- No other collar pins shall be worn on the shirt.
- WVFD patch shall be worn on the left shoulder of the uniform shirt. Patch shall be worn just below upper left shoulder seam.
- State certification patch shall be worn on right shoulder of uniform shirt. Rocker and patch shall be worn just below upper right shoulder seam.
- No other patches shall be worn on uniform shirt.
- Service stripes may be worn at the option of fire personnel. Service stripes shall be gold or silver in color and worn on the left sleeve of long sleeve shirt or dress blazer. One service stripe shall be worn for each five years of service as a member of the Weston Volunteer Fire Department.
- Undershirt shall be plain white with no writing on it.
- **Trouser**
  - Trouser shall be navy blue.
  - Trouser shall be worn at length where the cuff touches the instep when the leg is straight and the feet on the ground.
- **Dress Blazer**
  - All firefighters and Line Officers will wear a single breasted navy blue blazer.
  - The department issued badge shall be worn in the place provided over the left breast pocket.
  - Insignia of rank
    - Lieutenants shall wear one silver braiding on each sleeve. Braiding shall be sewn in just above buttons on blazer sleeves.
    - Captains shall wear two silver braids on each sleeve. Braids shall be sewn in just above buttons on blazer sleeves.
    - Assistant Chief shall wear three gold braids on each sleeve. Braids shall be sewn in just above buttons on blazer sleeves.
    - Deputy Chief shall wear four gold braids on each sleeve. Braids shall be sewn in just above buttons on blazer sleeves.
    - Chief shall wear five gold braids on each sleeve. Braids shall be sewn in just above buttons on blazer sleeves.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-036-00
	TITLE <p style="text-align: center;"><b>UNIFORMS</b></p>	PAGE 3 of 3

- o Nametag shall be worn above the right breast pocket and/or in same position as on the shirt.
- o The WVFD patch shall be worn on the left shoulder.
- **Hat**
  - o Hat shall be navy blue cloth. Hat shall be circular.
  - o Fire personnel will wear a black hatband around outside front of the hat.
  - o Lieutenants and Captains shall wear silver hatband around outside of the hat.
  - o Assistant Chief, Deputy Chief and Chief shall wear white circular hat.
  - o Assistant Chief, Deputy Chief and Chief shall wear gold hatband around outside front of hat.
  - o Fire personnel shall wear issued silver hat badge and wear a black hat band.
  - o Insignia of rank
    - Lieutenants shall wear silver hat badge with single trumpet in center.
    - Captains shall wear silver hat badge with two trumpets in center.
    - Assistant Chief shall wear gold hat badge with three trumpets in center.
    - Deputy Chief shall wear gold hat badge with four trumpets in center.
    - Chief shall wear gold hat badge with five trumpets in center.
- **Tie**
  - o Tie shall be black cloth only. No knit ties.
- **Shoes**
  - o Dress, street shoes or boots will be black in color.
  - o Shoelaces shall be black as will soles and heels of the shoe.
  - o No open toed shoes or sandals will be worn except in case of injury.
- **Gloves**
  - o White cotton gloves will be worn with full dress uniform.
- **Socks**
  - o Socks shall be solid dark black with no designs.
- **Belt**
  - o Belt shall be solid black leather with no designs.
  - o Belt buckle shall be silver.

**There shall be no exceptions to the uniform unless authorized by the Chief or his designee.**

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-037-00
	TITLE <b>MAYDAY (FIREFIGHTER DOWN)</b>	PAGE 1 of 2


The rescue of a trapped, lost, injured, ill, etc, Firefighter(s) is a highly time sensitive situation due to a limited air supply. Therefore, it is imperative that all personnel understand and implement the MAYDAY call guidelines precisely.

### **Making a MAYDAY Call**

- **Able to verbalize or with a partner(s)**
  - The downed Firefighter or a member of their team shall transmit “MAYDAY, MAYDAY, MAYDAY” over the radio. **Mayday must be said three times in succession.**
  - Once acknowledged by the IC, the initial MAYDAY call should immediately be followed by LUNAR
    - Location
    - Unit
    - Nature of problem
    - Air Supply
    - Resources Needed
  - If alone, the downed Firefighter should then activate their P.A.S.S. alarm. If in a team, it should be determined if activating the P.A.S.S. alarm will assist with rescue operation.
- **Unable to verbalize**
  - The downed Firefighter should activate their P.A.S.S. alarm. **If equipped with a radio, the downed Firefighter should activate the Man Down button.**


### **Response to MAYDAY Call**

- When hearing a MAYDAY call – all personnel operating on that channel should **maintain radio silence**. Only the IC will use radio communications until further notice.
- Personnel are not to abandon their work assignments unless instructed to do so by the IC or unless personal safety is threatened. While the rescue of a downed firefighter will take precedence, the continuation of suppression and related activities may be necessary in order to accomplish the rescue. All personnel are to continue their present assignments until directed otherwise

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-037-00
	TITLE <b>MAYDAY (FIREFIGHTER DOWN)</b>	PAGE 2 of 2

- **The only exception to this response is when Firefighters, without compromising scene safety, are in immediate proximity to the downed Firefighter. In such a situation, rescue should be initiated.**
- After a MAYDAY is reported, the IC will ask firefighters to report their LUNAR if not already established.
- All persons are to monitor the IC's communications. The IC will determine how the rescue will be made, which personnel will be used, and if non-essential firefighters are to evacuate the building.
- The IC will reposition the ambulance and EMS personnel as close to the scene as possible. If the ambulance had not been requested at the time of the initial response, then the IC will request the Dispatcher to "tone out" for a full response.
- The IC will, as soon as practical, commence a Personnel Accountability Report (PAR) to be certain that all personnel are accounted for. Depending on the nature of the incident, this task may need to be performed at the same time as the rescue operations.
- The IC will advise when general radio communication may resume.

**IT IS IMPORTANT TO KEEP ALL RADIO TRANSMISSION TO AN ABSOLUTE MINIMUM. UNLESS YOUR MESSAGE IS URGENT OR ANOTHER MAYDAY, MAINTAIN RADIO SILENCE.**

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-038-00
	TITLE <b>VERIFICATIONS AND REFUSALS</b>	PAGE 1 of 3

This Department will respond to all fire and rescue calls and alarms received by the Communications Center.

### Verification


In the event that after a call or alarm is received by the Communications Center, the caller (occupant or alarm company) calls back to cancel the initial request (for any reason), the following procedure will be followed.

- The Dispatcher will immediately notify all responders that the caller has requested that the initial alarm be cancelled and ask for verification
- Firefighters and apparatus shall continue to the call in non-emergency mode. Upon arrival at the scene for verification, the Line Officer (or Senior firefighter if no Line Officer has indicated they are responding), shall identify him/herself to the occupant and explain that it is the Department's protocol to verify all calls by conducting a brief inspection of the premises.
- The verification process should be of sufficient detail to ensure that no fire or life safety hazard exists.
- It is important to keep in mind that the occupant may **THINK** that there is no hazard present, or that the alarm sounded in error. However, **there may be an actual problem that the occupant is unaware of.**

### Refusal

In the event that the occupant refuses to give the responders permission to enter or to inspect the premises:

- When no Line Officer has indicated that he/she is responding:
  - The Driver of the first apparatus on scene or Senior Firefighter should contact the Dispatcher by radio, indicate that the occupant has refused permission to inspect the premises, and ask that a Line Officer respond to the location.
- When the Line Officer arrives (or if no Officer has responded within a reasonable time):
  - Again, explain to the occupant that the inspection will be brief, and that the Fire Department is only trying to ensure that no fire or life safety hazards are present.
  - If the occupant still refuses to permit inspection, ask them to sign the Release Form.
  - If they refuse to sign the Release Form, the Line Officer (or Driver of the first apparatus on scene or Senior Firefighter) should write the words "refused to sign" in the signature line, sign the form, and have another firefighter witness the form.
  - A radio communication to the Communication Center should be made, stating that the occupant has refused access.
- Even if the occupant refuses entry, every effort should be made to conduct a visual inspection and size up of the premises without causing any conflict. If a fire or life

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-038-00
	TITLE <b>VERIFICATIONS AND REFUSALS</b>	PAGE 2 of 3

safety hazard is observed, the Line Officer should exercise his/her authority under Connecticut General Statutes, as may be necessary.

- A copy of the completed Refusal From is to be filed with the Run Report, and shall be kept on file with the Chief.
- If a fire or life safety hazard is observed, the Line Officer (or Driver of the first apparatus on scene or Senior Firefighter) shall immediately notify the Communications Center and may request the Police Department to be dispatched to their location.


### **Connecticut General Statutes**

#### *Sec. 7-313b. Authority of fire department officer to order removal of persons.*

The officer of a fire company or a fire department in charge of directing the activities at a fire or other emergency to which his company or department responds shall have the authority to order any person to leave any building or place in the vicinity of such fire or emergency for the purpose of protecting such person from injury. Any person, upon being so ordered, who willfully refuses to leave the vicinity of a fire or other emergency situation shall be fined not more than fifty dollars or imprisoned not more than seven days or both. The provisions of this section shall not apply to any person who has been issued a press card by the state police.


#### *Sec. 7-313e. Authority of fire officer during emergency.*

Notwithstanding any provision in the general statutes or a municipal ordinance to the contrary, the fire chief of the municipality, or any member serving in the capacity of fire officer-in-charge, shall, when any fire department or company is responding to or operating at a fire, service call, or other emergency, within such municipality, have the authority to: (a) Control and direct emergency activities at such scene; (b) order any person to leave any building or place in the vicinity of such fire for the purpose of protecting such person from injury; (c) blockade any public highway, street, or private right-of-way temporarily while at such scene; (d) at any time of the day or night, enter any building, including a private dwelling, or upon any premises where a fire is in progress or near the scene of any fire, or here there is reasonable cause to believe a fire is in progress, for the purpose of extinguishing the fire or preventing its spread; (e) inspect for the purposes of preventing fires and preplanning the control of fire all buildings, structures or other places in their fire district, except the interior of private dwellings, where any combustible material, including but not limited to waste paper, rags, shavings, waste, leather, rubber, crates, boxes, barrels or rubbish, that is or may become dangerous as a fire menace to such buildings, structures or other places has been allowed to accumulate or where such chief or his designated representative has reason to believe that such material has accumulated or is liable to be accumulated; (f) order disengagement or decouplement of any convoy, caravan or train of vehicles, craft or railway cars for the purpose of extinguishing a fire or preventing its spread; and (g)

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-038-00
	TITLE <b>VERIFICATIONS AND REFUSALS</b>	PAGE 3 of 3

take command of any industrial fire brigade or fire chief when such fire company or department has been called to such industry.



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-039-00
	TITLE <b>PERSONAL USE OF APPARATUS FOR PUBLIC EDUCATION</b>	PAGE 1 of 2

Members of this Department may use certain apparatus for public education purposes where such requested uses are personal in nature, or not at the official request of the Department or of a Line Officer.

### **Line Officer Approval**


When such personal use of apparatus is being requested by a member, the member must obtain the prior written approval of a Line Officer. Requests should be made through the Fire Department office. The Line Officer, in granting or denying the request, shall be guided by the following factors:

- Intended use of the apparatus
- Type of function or activity for which the apparatus is needed
- Location to which the apparatus is to be located
- Number and qualifications of the firefighters who will accompany the apparatus
- Impact on response capability
- Condition of apparatus


Uses that do not foster a positive and professional image of this Department will not be approved.

### **Conditions of Use**

1. The apparatus must remain in service at all times and must be available for immediate response to calls. Upon arrival the person hosting the function should be made aware of the possibility of an immediate departure.
2. A minimum of two active firefighters must remain with the apparatus at all times and must be available to respond to any calls to which the apparatus is dispatched.
3. All firefighters accompanying the apparatus shall wear appropriate attire so as to present a professional and positive image of the Department. It is recommended that Departmental tee shirts, sweatshirts, or dress shirts be worn. Open toe shoes or sandals are not acceptable attire.
4. All firefighters accompanying the apparatus must bring full turn out gear with them.
5. There must be at least one qualified driver, in the absence of a Line Officer, who shall be responsible for all vehicle operations during the event, and who shall maintain radio contact with Dispatch at all times.
6. When leaving the Station, the driver, in the absence of a Line Officer, shall notify Dispatch that the apparatus is "on the air and in service". No incident report should be completed, however a call number should be pulled indicating public service.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-039-00
	TITLE <b>PERSONAL USE OF APPARATUS FOR PUBLIC EDUCATION</b>	PAGE 2 of 2

7. The apparatus shall be positioned at the event so as to ensure a safe and immediate response to any call to which it is dispatched (this may mean that the vehicle is backed into the driveway). No other vehicles or obstacles should be permitted to block safe egress of the apparatus.
8. No equipment, hose lines, appliances, or tools may be removed from the apparatus.
9. The apparatus may not leave the Weston Fire District without the prior permission of the Chief or his designee, except to respond to a dispatched call.
10. No persons, other than members of this Department, are permitted to ride in the apparatus.
11. The driver, in the absence of a Line Officer, shall be responsible to ensure that safe operations are conducted at all times. The apparatus may not be moved in reverse unless there is at least one firefighter acting as a "spotter".
12. The apparatus should be returned to its station immediately after use.
13. Rescue 5 may not be used for this purpose without the express permission of the Chief or his designee.
14. Any contribution or consideration that results from the use of the apparatus must be for the sole and exclusive benefit of the Department.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-040-00
	TITLE <b>VEHICLE OPERATIONS AND SPECIAL USES</b>	PAGE 1 of 3

**General**

All Departmental vehicles shall be operated in a safe and proper manner at all times. Vehicles shall be operated in compliance with all applicable laws and regulations. Connecticut law permits emergency vehicles to violate certain vehicle and traffic laws only when en route to an emergency call (not on return), and when operating in the Emergency Mode. However, even when operating a Departmental vehicle in excess of the posted speed limit, or when driving through an intersection against the proper traffic signal or sign, all drivers shall do so in a safe and proper manner.


Emergency Mode operations requires the use of proper emergency lights and audible device (siren/horn). Before entering any intersection against a traffic signal or sign, the driver shall sound the siren and air horn. When traveling on public roads in Emergency Mode, other than when entering an intersection, the operator of the vehicle shall use the siren and/or air horn at such times when he/she feels that audible signaling is required for safe operations.

Whenever operating on public roads, drivers shall be certain that the vehicle’s headlamps are illuminated (day or night operations). Further the driver shall not enter any intersection without proper assurance that all other traffic and pedestrians are prepared to yield right of way to the Departmental vehicle. Drivers shall enter the intersection a safe speed in the event immediate stopping may be required.

When any Departmental vehicle is parked on, or in close proximity (shoulder), to the travel portion of any roadway, the driver shall activate emergency lights to enhance the vehicle’s visibility to oncoming traffic. If parked on a curve or where visibility of the vehicle may be obscured, lighted flares should be set at appropriate distances from the vehicle. Depending on conditions, flares in the front and in the rear of the vehicle may be needed. When parked, drivers shall turn off the vehicle headlamps so as not cause visibility problems to oncoming traffic.

**Backing Operations**

Whenever there are two or more fire personal present, all backing operations of Departmental vehicles shall be conducted with the assistance of a “spotter”. The spotter should be positioned at the rear of the vehicle to assist the driver. The spotter shall position him/her self so that at all times during the backing operation visual contact can be maintained between the spotter and the driver, preferably in the driver’s side mirror. Emergency lights should be activated whenever backing up apparatus other than Truck 6 and truck 8.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-040-00
	TITLE <b>VEHICLE OPERATIONS AND SPECIAL USES</b>	PAGE 2 of 3

## Utility Trucks


Truck 6 and Truck 8 are utility vehicles. In general they are used for limited responses or for special calls. Below is a general outline for the some of the uses for each of these trucks:

- Carrying supplies such as drinking water to a scene
- Carrying dirty equipment back from a scene
- Out of town Department activities
- Response to Fairfield County HazMat incidents
- Transporting Marine 1
- Or at the discretion of a Line Officers.


When operating any of the Utility Trucks, standard radio procedure should be followed. The vehicle should sign on and off the air, and should state if it is in or out of service.

## ATV/UTV Operations

- No one will operate any all terrain vehicle (ATV) or Utility Terrain Vehicle (UTV) unless they have passed a practical and written (minimum score of 80%) exam as established or approved by the Training Officer.
- Any UTV will only respond at the request of the IC or in accordance with the SOGs.
- When responding on any public road all emergency lights are to be on. **The maximum speed on any paved road is to be limited to the posted speed limits or a safe speed according to conditions (ie traffic, weather and debris). Excess or unreasonable speeds with ATV or UTV are not permitted at any time.**
- The following PPE shall be provided on the units and must be worn by all emergency personnel whenever the vehicle is in motion:
  - Helmet
  - Utility Gloves when necessary
  - Closed Toe Shoes
  - Pants or Bunker Pants
  - Eye protection, when necessary
- Any training conducted with a ATV/UTV must be approved by a Line Officer or Training Officer. A minimum of two people are required for any training exercise.
- **WHENEVER THE VEHICLE IS IN MOTION, when available, SAFETY BELTS MUST BE WORN.**
- **Doors or other containment devises should be in closed position when in motion**
- **Approach all obstacles slowly and at right angles when possible**

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-040-00
	TITLE <b>VEHICLE OPERATIONS AND SPECIAL USES</b>	PAGE 3 of 3

- **Pass through water only as deep as the specified level on the ATV/UTV. DO NOT ATTEMPT SWIFT WATER CROSSINGS AT ANY TIME**
- **Do not traverse hills over a 15 degree angle sideways. Whenever possible hills should be traversed straight up and down**
- **Never attempt sharp turns with the ATV/UTV while traveling over 5 MPH**

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-041-00
	TITLE <b>CONFINED SPACE OPERATIONS</b>	PAGE 1 of 6

No member of the Department is permitted to operate in a Confined Space (as defined below) unless such operations are conducted in accordance with this S.O.G..

### **Confined Space**

A Confined Space means any space that:

- Is large enough and so configured that a person can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit (such as tanks, silos, storage bins, electric vaults, and pits); and
- Is not designated for continuous work occupancy.

OR

- Any space that contains material that can engulf (see explanation below) the entrant; or has an internal configuration that would entrap or asphyxiate the entrant by inwardly converging walls.

### **Persons Permitted To Enter A Confined Space**

Only those persons who have completed the training requirements outlined below; and who are currently qualified to at least the Operational Level for Haz-Mat responses; and who have completed an approved MRT or EMT training program; and hold a valid CPR certificate; and who have a valid and unrestricted medical certificate on file, may enter into a Confined Space environment.


### **Minimum Training Requirements**

All required training must be complete before any person may operate in a Confined Space. A written record of the completion of the training shall be retained for each person. The record will show the firefighter's name, the dates of training, the subject matter covered, and the signature of the trainer. All training shall be done by competent trainers and in accordance with NFPA, OSHA, Connecticut Fire Academy, or other generally recognized standards.

Training shall include:

- Identification of hazards present in Confined Space environments, including signs and symptoms of exposure
- Proper use of all personal protective equipment (PPE)
- Communication techniques and equipment
- Use of all equipment that may be utilized for Confined Space rescues (including monitors/meters, ventilating, lighting, tools, ladders, harness and rigging)
- Rescue techniques

Upon completion of the initial training program, before any person may be assigned to operate in a Confined Space, and at least annually thereafter, each person must demonstrate their competency in all of the above areas. Competence in rescue operations shall entail the removal

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-041-00
	TITLE <b>CONFINED SPACE OPERATIONS</b>	PAGE 2 of 6

of dummies, manikins or actual persons from actual Confined Spaces, or from representative spaces that simulate Confined Spaces with respect to opening size, configuration and accessibility.

### **Operations**

All Departmental operations involving a Confined Space environment shall be performed using a minimum of three certified persons. At least one person shall be used to make entry/rescue; the second shall act as back-up, and the third person shall function as the attendant.

**Where SCBA will be used, operations in accordance with S.O.G. #28 will also be followed, with appropriate back-up personnel.**

As soon as practical, the IC shall call for such additional resources (specialty personnel and/or equipment) as may be required to conduct safe operations. The IC or Safety Officer shall terminate all operations, if in their discretion, continuation of such operations will present a significant risk to the health and safety of fire department personnel, the victim or to the general public.


No entry into a Confined Space will be made until the Confined Space atmosphere is monitored for LEL, Oxygen, and other toxic substance as may be indicated. **Entry may not be made if the LEL is 10% or greater, or if Oxygen is less than 19.5% or greater than 23% within the Confined Space or the entry area .**

If, during operations, the LEL or the Oxygen level reach the percentages shown above, the entrants will exit the Confined Space immediately, and may not return until the atmospheric conditions are within the allowable range. Air quality shall be monitored prior to entry and at all times that rescue personnel are operating within the Confined Space.

Appropriate PPE and respiratory protection will be utilized as may be required considering environmental, physical and atmospheric conditions. Approved head protection and gloves shall be worn at all times by persons operating within the Confined Space and by those persons operating in close proximity to the Confined Space, such as the Attendant, haul team, belay person, etc.

Before entry, the entry team shall make inquiry of the occupant or others at the scene who may have knowledge of all known hazards and special conditions that exist at the scene. Before entry the entry team shall familiarize themselves with the hazards that they may expect to encounter.

A retrieval system shall be used for all non-entry rescues, unless the use of the retrieval system would increase the overall risk of entry or would not otherwise contribute to the rescue of firefighter making entry.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-041-00
	TITLE <b>CONFINED SPACE OPERATIONS</b>	PAGE 3 of 6

Where a retrieval system is utilized, the entrant shall wear an approved chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or some other point as determined by the IC which would present a small enough profile for the successful removal of the entrant. The other end of the retrieval line must be attached to either a mechanical device or to a fixed point outside of the Confined Space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. If the entrant will be entering a space more than 5 feet deep, a mechanical device must be used.

The retrieval system shall consist of (a) Class III full body harness, (b) ½" rescue rope, and (c) ½" belay line with appropriate safety device to prevent sudden/rapid descent.

If respiratory protection is needed, the entrant may not operate at a distance greater than 25' from the point of entry unless connected to a supplemental air hose system. The maximum hose length that may be deployed is 300'. Each person utilizing an air hose system shall also be provided with a supplemental air tank for emergency use.

### **Confined Space Checklist**

The Confined Space Checklist (attached) should be utilized by the IC or the Attendant whenever practical.

### **Engulfment**

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance, such as sand, that can be aspirated to cause death by filling or plugging the respiratory system, or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

No person may enter any, vessel, space, ditch or below surface environment where the possibility of engulfment, cave-in or inwardly converging walls are present, unless proper shoring or other approved safeguards are in place.



	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-041-00
	TITLE <b>CONFINED SPACE OPERATIONS</b>	PAGE 4 of 6

**CONFINED SPACE CHECKLIST (Page 1 of 2)**

<b>Initial Assessment</b>		
DATE	TIME	LOCATION
TYPE OF SPACE		# VICTIMS
		Rescue <input type="checkbox"/> or Recovery <input type="checkbox"/> ?
ELECTRICAL HAZARDS	CHEMICAL HAZARDS	PHYSICAL HAZARDS
ENTRY POINT		EXIT POINT
Is victim less than 25 feet from entry? Yes / No (circle one) <b>IF NO – NEED AIR CART</b>		
<b>Initial Safety</b>		
Establish Perimeter	Perimeter Secure <input type="checkbox"/>	
Test Air Quality	Ventilate <input type="checkbox"/>	
Establish Fire Suppression	Extinguisher <input type="checkbox"/> Hose Line <input type="checkbox"/>	
Establish EMS Stand-by	EMS Ready <input type="checkbox"/>	
Mutual Aid needed?	Air Cart <input type="checkbox"/> Other Equipment:	
<b>Assemble Personnel</b>		
ENTRY TEAM - HELMET#1	ENTRY TEAM - HELMET#2	
EMT/MRT	EMT/MRT	
BACKUP - HELMET#3	BACKUP – HELMET #4	
EMT/MRT	EMT/MRT	
HAULING #1	HAULING #2	
ATTENDANT	BELAY	
RIGGING	EQUIPMENT	
AIR SUPPLY *	SUPPRESSION *	
INCIDENT COMMANDER	IC AIDE	
* Optional depending on incident. IC may fill additional positions		



**WVFD STANDARD OPERATING GUIDELINE**

NUMBER  
SOG-041-00

TITLE  
**CONFINED SPACE OPERATIONS**

PAGE  
5 of 6

**CONFINED SPACE CHECKLIST (Page 2 of 2)**

**Prepare for Entry**

Lock-Out in place	Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Other:
Check for Hazards	Collapse <input type="checkbox"/> Engulfment <input type="checkbox"/> Flooding <input type="checkbox"/> Other:
Check Rigging	Tripod Secure <input type="checkbox"/> Haul Line <input type="checkbox"/> Belay Line <input type="checkbox"/> 540 Safety <input type="checkbox"/>
Check pH	pH:

**Check Equipment**

Entry Team Helmet #1	Helmet <input type="checkbox"/> Gloves <input type="checkbox"/> Meter <input type="checkbox"/> Radio <input type="checkbox"/>	Radio Check <input type="checkbox"/> (FG2)
Entry Team Helmet #2	Helmet <input type="checkbox"/> Gloves <input type="checkbox"/> Meter <input type="checkbox"/> Radio <input type="checkbox"/>	Radio Check <input type="checkbox"/> (FG2)
Backup Helmet #3	Helmet <input type="checkbox"/> Gloves <input type="checkbox"/> Meter <input type="checkbox"/> Radio <input type="checkbox"/>	Radio Check <input type="checkbox"/> (FG2)
Backup Helmet #4	Helmet <input type="checkbox"/> Gloves <input type="checkbox"/> Meter <input type="checkbox"/> Radio <input type="checkbox"/>	Radio Check <input type="checkbox"/> (FG2)

**Monitor Air at Entry**

	O <sub>2</sub>	CO	LEL (<10%)	H <sub>2</sub> S/Other	pH
Top					
Middle					
Bottom					

**Pre-Entry Equipment Check**

		Time On Air	Time Off Air
Entry Team Helmet #1	Harness <input type="checkbox"/> SCBA <input type="checkbox"/>		
Entry Team Helmet #2	Harness <input type="checkbox"/> SCBA <input type="checkbox"/>		
Backup Helmet #3	Harness <input type="checkbox"/> SCBA <input type="checkbox"/>		
Backup Helmet #4	Harness <input type="checkbox"/> SCBA <input type="checkbox"/>		

**Victim Removal**

VICTIM #1 OUT (TIME)	VICTIM #2 OUT (TIME)	VICTIM #3 OUT (TIME)




**WVFD STANDARD OPERATING GUIDELINE**

NUMBER  
SOG-041-00

TITLE

**CONFINED SPACE OPERATIONS**

PAGE  
6 of 6

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-042-00
	TITLE <b>RED BARRIER TAPE</b>	PAGE 1 of 1

**Purpose:**

Red barrier tape shall be used to provide a means to easily and distinctly identify a hazardous area that threatens the safety of firefighters. This barrier tape is not intended to create a fire line to keep civilians from entering.

**Scope:**

To be used at any incident to restrict access or warn firefighters of an extremely hazardous condition.

**Examples:**


Energized house service wires that are down across the lawn at a structure fire. Open Trench, Shafts, Unsound Structure, Contaminated area, etc.

**Procedure:**

All firefighters have a responsibility to identify and report any hazardous condition to his/her Company Officer.

The Incident Commander (IC), his designee, or the Safety Officer should make the determination to utilize red barrier tape.

1. Red barrier tape shall be strung across/along the area that needs to be restricted.
2. Barrier tape should be strung at waist height or otherwise clearly visible.
3. Tape should be strung between stationary objects. Firefighters may have to improvise stakes to accomplish this.
4. For a downed power line at a fire scene, tape should be run 10+ feet on both sides of the wire, road cones can be used to enhance visibility.
5. Other physical means to block the hazard may be used in conjunction with the barrier tape, e.g., improvised barricades, a ladder.

	<b>WVFD STANDARD OPERATING GUIDELINE</b>	NUMBER SOG-043-00
	TITLE <b>EMS ASSISTANCE</b>	PAGE 1 of 1

### Definition

EMS may require additional manpower or resources in the removal of patients from structures or locations (refer to SOG #23 for Search & Rescue situations). At the request of EMS Command or the IC, Fire Personnel will be dispatched to a specific location to assist.

### Response

- **Response shall be NON-EMERGENCY unless otherwise directed**
- Apparatus shall only respond if they are already on the air or specifically requested to respond
- Fire Personnel should respond in their personal vehicle, Truck 6 or Truck 8 may respond with a crew of two (2) or more if personnel are already at a fire station but personnel should not respond to the station to staff these vehicles.
- Fire Personnel who are first responders should respond per EMS protocols

### At The Scene

- All Personnel should don proper PPE with a minimum of medical gloves. Additional PPE may be needed at the direction of EMS Control or the IC
- If no Line Officer is present, Fire Personnel should act under the direction of EMS Control.
- If no Line Officer is present, EMS Command will put Fire Personnel in service at their discretion and they will inform Weston Dispatch that Fire Personnel are in service.
- If a Line Officer is present they will establish Fire Command for Firefighters and coordinate all actions with EMS Control.