

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Safety Policy Statement	SOG # 1-01
		Initiated 01/30/20
Approved:	Revised	

A. PURPOSE

1. The purpose of this procedure is to establish the safety policy for the Alcorn County Volunteer Fire Departments.

B. REQUIREMENTS

1. This policy applies to all members of Alcorn County Volunteer Fire Departments. It is intended to establish the process where as the members create a safe environment for all members and citizens who come in contact with us.
2. It is the policy of Alcorn County Volunteer Fire Departments to provide and to operate with the highest possible levels of safety and health for all members. The prevention and reduction of accidents, injuries and occupational illnesses are the goals of Alcorn County Volunteer Fire Departments and shall be the primary considerations at all times. This concern for safety and health applies to all members of the department and to any other person who may be involved with department activities.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Safety Officer Duties and Responsibilities	SOG # 1-02
		Initiated 01/30/20
Approved:	Revised	

A. PURPOSE

1. This procedure establishes the duties and responsibilities of the Safety Officer for Alcorn County Volunteer Fire Departments.
2. This procedure applies to any members of Alcorn County Volunteer Fire Departments who is appointed as a Safety Officer and any member who on the scene of an incident is assigned the duties of a Safety Officer

B. RESPONSIBILITIES

1. The Safety Officer shall routinely observe operations at training sessions and at the scene of emergency incidents to ensure that safety regulations are being followed. When necessary, the Safety Officer shall recommend corrective actions after the incident to the Fire Chief or his/her designated representative. Where activities are judged by the Safety Officer to be unsafe and to involve an imminent hazard, the Safety Officer shall have the authority to alter, suspend or terminate those activities. The Safety Officer shall immediately inform the Incident Commander of any actions taken to correct imminent hazards at an incident. Where non-imminent hazards are identified, the Safety Officer shall develop actions to correct the situation within administrative processes of the fire department. The Safety Officer shall have the authority to bring notice of such hazards to whoever in the fire department has the ability to cause correction of the hazard.
2. The Safety Officer shall ensure that records on the following are maintained:
 - a. Periodic inspection of personal safety equipment
 - b. Fire department safety and health policies
 - c. Periodic inspection and service testing of apparatus and equipment
 - d. Periodic inspection of fire department facilities
 - e. All accidents, occupational injuries, deaths and exposures
 - f. Identify and analyze safety and health hazards and shall develop corrective

action for these hazards.

g. All health hazards or unsafe practices or correct safety

h. All safety and health procedures and accident prevention method.

3. The Safety Officer shall provide information and assistance to officers and firefighters, so they will be able to identify and report safety and health hazards. The Safety Officer shall maintain a liaison with the line officers regarding recommended changes in equipment, procedures and recommended methods to eliminate unsafe practices.

The Safety Officer shall maintain a liaison with a physician and infection control liaison for the needed medical advice and treatments that is available to the members of the department.

The Safety Officer shall develop, review and revise rules, regulations and the SOG's pertaining to the Occupational Safety and health Program and report any to the Fire Chief.

The Safety Officer shall develop and manage an accident prevention program to provide instruction in safe work methods.

The Safety Officer shall develop, implement and maintain a protective clothing and protective equipment program for the department. He/she shall review and make recommendations on specifications for new apparatus, equipment and protective clothing for compliance with applicable safety standards.

The Safety Officer shall investigate all occupational injuries, illnesses, exposures and fatalities involving fire department members and all accidents involving fire department vehicles, fire apparatus, equipment or fire department facilities. Recommendations of corrections of all investigations will go to the Fire Chief and President for their review.

The Safety Officer shall be involved in the process of post incident critiques in order to review the safety factors involved in training sessions and emergency incidents.

The Safety Officer shall be personally involved in all preburn inspections of any acquired structures to be utilized for live fire training. (reference NFPA 1403)

The Safety Officer shall ensure that training in safety procedures relating to all fire department operations and functions are provided to all members.

The Safety Officer must follow, but is not limited to, the following documents and standards:

Alcorn County Volunteer Fire Department Standard Operating Guidelines
NFPA 1500 Standard on Fire Department Occupational Safety and Health Program
NFPA 1581 Standard on Fire Department Infection Control Program
NFPA 1521 Standard for Fire Department Safety Officer
NFPA 1561 Standard on Fire Department Incident Management System
NFPA 1403 Standard on Live Fire Training Evolutions in Structures
NFPA 1406 Standard on Live Fire Training Evolutions outside Structures
NFPA 1002 Standard for Fire Apparatus Driver/Operator.

Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
Subject: Exposure Control Plan	SOG # 1-03
	Initiated 01/30/20
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1. **HIV/HBV EXPOSURE CONTROL PLAN.** The proliferation of diseases transmitted by and through blood and body fluids is cause for great concern among people who provide public safety and emergency services.

By adopting proactive and cautious methods to properly handle potentially hazardous situations and materials, personnel are able to minimize the possibility of infection.

The Alcorn County Volunteer Fire Departments provides exposure controls, protective equipment and training for use by members to isolate, remove, or destroy blood borne pathogens and potentially infectious/hazardous materials from the workplace in order to minimize and/or eliminate exposure.

Strict adherence to this Exposure Control Plan provides the necessary training, information and equipment to members for protecting themselves and others, to the greatest extent possible, from blood borne pathogens and potentially infectious/hazardous materials.

Definitions: Due to the exacting nature of this policy's content, the following definitions are provided for clarification.

ASOSHA: Assistant Secretary of Labor for Occupational Safety and Health or a designated representative.

Biohazard Container: A red, puncture resistant plastic liner or container preprinted with a "BIOHAZARD (Symbol) - Danger Infectious Waste." (Found on ambulances)

Biohazard Label: A fluorescent orange or orange-red, self-adhesive label preprinted with a "BIOHAZARD (Symbol) - Danger Infectious Waste."

Blood borne Pathogens: Pathogenic microorganisms present in human blood, which can cause disease in humans. These include, but are not limited to

Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Bodily Fluid Disposal Kit: Prepackage kit containing personal and other protective equipment provided at no cost to Category I and II members.

Category I Occupations: Members with the potential to be routinely exposed to blood borne pathogens or potentially infectious materials on a regular basis.

Category II Occupations: Members seldom, or with less potential to be, exposed to blood borne pathogens or potentially infectious materials under certain conditions.

Contamination: The presence, or reasonably anticipated presence, of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry: Laundry which is soiled with blood, body fluids, or other potentially infectious materials or which may contain sharps.

Contaminated Sharps: Any contaminated objects able to penetrate skin including, but not limited to, sharp metal, scalpels, hypodermic needles, broken glass, exposed ends of dental wires, etc.

Decontamination: The use of physical or chemical means to remove, deactivate or sterilize blood borne pathogens on a surface item such that it is no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

OSHA: Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services or a designated representative.

Disposable Syringe Safety Container: A puncture resistant container for securing contaminated or potentially contaminated recovered syringe. (Found on ambulances)

Epidemiology: The branch of medical science dealing with the incidence, distribution and control of disease in a population.

Exposure Incident: A specific eye, mouth, other mucous membrane, or non-intact skin, or parenteral contact with blood or other potentially infectious materials resulting from the performance of a member's job related duties.

Occupational Exposure: Any position within the Department having reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of a

member's duties.

Parenteral Contact: Piercing skin or mucous membrane through such events as needle sticks, human bites, cuts and abrasions.

Potentially Infectious Material: Human body fluids including semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid visibly contaminated with blood, all body fluids in some situations where it is difficult to differentiate between body fluids and any unfixed tissue or organ from a living or dead human.

Universal Precaution: Approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood borne pathogens.

2.

PROCEDURES.

Staff Awareness. The chief and/or safety officer is responsible for ensuring all personnel possess, understand and abide by the contents of this policy and procedure and all Federal and State laws and regulations regarding blood borne pathogens exposure control. The secretary is responsible for reproducing, distributing and maintaining on file all receipt forms, which acknowledge receipt and understanding of this policy by personnel.

Staff Training. The Training Officer is responsible for scheduling all Category I and Category II personnel for initial training/indoctrination within thirty (30) days of enrollment and at least annually thereafter. Such training includes, at a minimum, general information regarding Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), Tuberculosis and other life-threatening diseases, as well as training in universal precautions intended to prevent or limit exposure to such diseases.

a. **Additional Training:** Additional training is provided by the department as necessary when modification of tasks or procedures, or implementation of new tasks or procedures, affects the members' potential for occupational exposure.

b. **Instructor:** The instructor(s) conducting blood borne pathogens training must be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace the training addresses.

c. **Training Elements:** The training program, at a minimum, contains the following elements:

A general explanation of the epidemiology and symptoms of blood borne diseases.

An explanation of the modes of transmission of blood borne pathogens/disease.

An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

An explanation of the use and limitations of methods that prevent or reduce exposure including appropriate work practices and personal protective equipment.

Information on types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

An explanation of the basis for selection of personal protective equipment.

Information on the Hepatitis B vaccine, including information on its effect, safety, method of administration, benefits of vaccination and that the vaccine is offered at no charge to the member.

Information on the appropriate actions and persons to contact when emergencies involving blood or other potentially infectious materials occur.

An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that is available.

Information on the post exposure evaluation and follow-up the agency is required to provide for the member following an exposure incident.

An explanation of the required signs, labels and color-coding of infectious/hazardous waste disposal containers.

An opportunity for interactive questions and answers with the instructor conducting the training.

3. **Training Documentation.** Training documentation must include the following information:

- a. Dates of training sessions.
- b. Contents or summary of training elements.
- c. Names and qualifications of instructors conducting the training.
- d. Names, job titles and occupational exposure level of members attending the

training session(s).

All training documents are maintained and perpetually retained by the Fire Department Training Officer.

The Training Officer ensures all documentation of training is available upon request to the following for examination and/or copying:

- a) ASOSHA
- b) DOSHA
- c) Affected member(s)
- d) Affected members' legal representative(s)

4. **Occupational Exposure Level Determination.** To ensure adequate levels of protection are afforded all members, each position within the Department is evaluated to determine the potential for exposure to blood borne pathogens.
- a. **Category I:** Category I occupational exposure level members are those routinely exposed to blood borne pathogens or potentially infectious materials on a regular basis (i.e., first responders in medical emergencies, etc.).
 - b. Members assigned to the following job classifications meet the criteria for a Category I occupational exposure level:
 - 1) Junior Members;
 - 2) Senior Members; and,
 - 3) Life Members.
 - c. **Category II:** Category II occupational exposure level members are those exposed to blood borne pathogens or potentially infectious material only under certain conditions; those seldom at injury scenes or where blood or body fluid exposures are less likely to occur.

These members do not normally confront front-line exposures, but could be called upon in an emergency situation.

Members assigned to the following job classification meet the criteria for a Category II occupational exposure level: Associate Members, Auxiliary Members.

5. **Universal Precautions.** Universal Precautions is a conceptual approach to preventing exposure and infection by blood borne pathogens wherein all persons

and body fluids are handled as if they are infected. All members practice and employ Universal Precautions to prevent contact with blood or other potentially infectious materials in the performance of assigned duties. The following Universal Precautions must be adhered to in order to limit exposure to blood borne pathogens.

- a. All members must consider any body fluid(s) as potentially infectious material under circumstances in which differentiation between body fluid types is difficult or impossible.
- b. Members are prohibited from eating, drinking, applying cosmetics or lip balm and handling contact lenses in work areas where there is a reasonable likelihood of occupational exposure to blood borne pathogens.
- c. Members are prohibited from keeping food and drink in refrigerators, freezers, shelves, and cabinets or on counter tops where blood or other potentially infectious materials are present.
- d. Members perform all procedures involving blood or potentially infectious materials in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
- e. Members are prohibited from bending, recapping, shearing or breaking contaminated needles or sharps.
- f. Members are prohibited from removing a needle from a syringe without the use of a mechanical device.
- g. Supervisors are responsible for monitoring subordinates to ensure compliance with this policy.

6. **Storage Containers and Labeling.** Blood or other potentially infectious materials are placed and secured in a biohazard container, which prevents leakage during collection, handling, processing, storage, transport or shipping and destruction.

- a. Biohazard labels are affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials and other containers used to store, transport or ship blood or other potentially infectious materials. All containers used for storage, transport or shipping are color-coded, labeled and secured prior to storage, transport or shipment.
- b. If external contamination of the primary container occurs or the specimen punctures the primary container, the primary container is placed in a second puncture-resistant container to prevent leakage during handling, processing,

storage, transport or shipping. The second container is also labeled with appropriate biohazard symbols and secured prior to being stored, transported or shipped.

- c. The department posts fluorescent orange or orange-red signs at the entrance to work areas where potentially infectious materials are or maybe present (i.e., Biohazardous Waste storage etc.) At a minimum these signs contain the following information:

"BIOHAZARD" (symbol).

The name of infectious agents or potentially infectious material.

Special requirements for entering area (i.e., mask, apron, gloves, goggles, etc.).

Name and telephone number of the individuals responsible for the space or other responsible member.

7. **Hand washing Facilities.** The Department provides the following hand washing facilities at various locations in the Firehouse, which are readily accessible to all members:

- a. Running Potable Water.
- b. Soap.
- c. Single use towels.

The department provides antiseptic towelettes for use by members when the use of hand washing facilities is not feasible or available. When antiseptic towelettes are used, the member's hands are washed with soap and running potable water as soon thereafter as feasible/possible.

Members must wash their hands immediately, or as soon as feasible, after removal of disposable gloves or other protective equipment.

Members must wash hands and any other skin with soap and water, and/or flush mucous membranes with water immediately or as soon as feasible following contact with blood or other potentially infectious material.

8. **Contaminated Equipment.** Equipment contaminated with blood or other potentially infectious material is decontaminated as necessary. When it is necessary to have equipment cleaned and decontaminated by an outside source, the member places the contaminated equipment in a biohazard container for transport. If the equipment is too large for a biohazard container, a biohazard

label is affixed to the equipment until cleaned and disinfected.

9. **Contaminated Laundry.** Contaminated laundry is handled as little as possible with minimum agitation. Contaminated laundry is placed in a biohazard container at the location it was used or recovered. Such laundry is not stored or rinsed at the location it was used or recovered.

Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the biohazard container, the laundry is placed and transported in a secondary biohazard container, which prevents leakage of fluids to the exterior.

Members coming in contact with contaminated laundry are required to wear protective disposable gloves and other personal protective equipment as the situation dictates.

10. **Personal Protective Equipment Use.** The member uses personal protective equipment when blood or potentially infectious materials are present, except in the following rare and extraordinary circumstances:

- a. In the member's professional judgement, that in a specific or particular instance, the use of the personal protective equipment would prevent the delivery of health care or public safety services.
- b. In the member's professional judgement that in a specific or particular instance, the use of the personal protective equipment would pose an increased hazard to the safety of the member or others.
- c. If the member does not use the personal protective equipment due to his or her professional judgement, the circumstances are investigated by the officer in charge of the incident with a report forwarded to the safety officer.

Hand Protection: All members must wear disposable (single use) gloves in one (1) or more of the following instances:

When it is reasonably anticipated that the member may have hand contact with blood or other potentially infectious materials.

When handling or touching contaminated items or surfaces, suspected of being contaminated.

Disposable gloves are replaced as soon as practical when contaminated, or as soon as feasible if torn, punctured or when gloves ability to function as a barrier is compromised. Disposable gloves are never washed or decontaminated for further use.

Members do not wear utility (multi use) gloves as protection against blood borne pathogens.

Sharps, which may be contaminated, are never removed directly with the hands.

Contaminated sharps are removed only by using mechanical means such as a brush and dustpan, tongs or forceps.

Eye Protection: All members wear single use goggles with solid side-shields when splashes, spray, spatters or droplets of blood or other potentially infectious materials may be generated.

The disposable goggles are replaced as soon as practical when contaminated or as soon as feasible if torn, punctured, or when the goggles' ability to function as a barrier is compromised. Disposable goggles are not washed or decontaminated for further use.

Respiratory Protection: All members will wear disposable (single use) facemasks when splashes, spray, spatter or droplets of blood or other potentially infectious materials are generated and nose or mouth contamination is reasonably anticipated.

The disposable facemask is replaced as soon as practical when contaminated or as soon as feasible if torn, punctured or when the mask's ability to function as a barrier is compromised.

Disposable facemasks are not washed or decontaminated for further use.

Garment Protection: The member must determine if disposable (single use) coveralls should be worn during an occupational exposure situation dependant upon the task or degree of exposure anticipated.

The disposable coveralls are replaced as soon as practical when contaminated or as soon as feasible if torn, punctured or when the coverall ability to function as a barrier is compromised.

Disposable coveralls are never washed or decontaminated for further use.

Shoe Protection: All members wear disposable (single use) shoe covers in instances where gross contamination can be reasonably anticipated.

Disposable shoe covers are replaced as soon as practical when contaminated or as soon as feasible if torn, punctured or when the shoe covers' ability to function as a barrier is compromised.

Disposable shoe covers are never washed or decontaminated for further use.

11. **Additional Protective Equipment.** In addition to the personal protective equipment, the equipment control officer ensures the following protective equipment is available in each department vehicle:
 - a. One (1) roll of barrier tape.
 - b. One (1) biohazard container.
12. **Protective Equipment Cleaning and Disposal.** The Department provides Cleaning and disposal of personal and/or protective equipment. If blood or other potentially infectious materials penetrate a uniform garment, the member removes the garment immediately or as soon as feasible. The member must remove all personal protective equipment prior to leaving an injury scene or work area. After removal of the personal protective equipment, all disposable items are placed in a biohazard container for storage and disposal as specified in this policy.
13. **Protective Equipment Repair and Replacement.** The department repairs, replaces and/or sterilizes personal and protective equipment as required and necessary:
 - a. Immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials.
 - b. At the end of the tour of duty if the surface may have been contaminated since the last cleaning.

Any protective coverings (i.e., plastic wrap, foil, etc.) used to cover equipment and surfaces are removed and replaced at the following times:

- a. As soon as feasible when the coverings become overtly contaminated.
- b. At the end of the activity if the coverings have become contaminated.

All, bins, pails, cans and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or the potentially infectious materials are inspected and decontaminated on a monthly basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination by the responsible employee.

14. **Potentially Infectious Materials in the Community.** If potentially infectious material is discovered in the community, the member adheres to universal precautions as warranted and practical. As soon as possible, the member initiates a perimeter for the protection of other individuals by using the issued barrier tape.

The member requests the Emergency Management Agency to respond to the scene for clean up, disinfection and disposal, as appropriate and required.

The member is responsible only for clean up and disposal of any protective equipment used (i.e., gloves, masks, etc. and/or medical supplies, i.e., dressings, bandages, etc.).

16. **Occupational Exposure Incident Reporting.** In every case where a member is exposed to potentially infectious blood and/or body fluids in the performance of their duties, the following reports are submitted prior to the end of the activity during which the exposure occurred:

- a. A Workman's Compensation Report of Initial Injury/Illness is completed by the affected member detailing the events, facts and circumstances of the occupational exposure.

Additionally, the affected member's immediate officer-in-charge is required to conduct further investigation into the exposure incident to ensure the member's actions conformed to policy and procedure and that actions taken by the member were reasonable and prudent. The results of this investigation are documented on the Workman's Compensation Report. This report is submitted to the safety officer for review, then to the fire chief, for final review and filing.

- b. The following incidents are not considered occupational exposures to blood borne pathogens and therefore do not require reporting:

Blood on intact skin.

Blood on clothing or equipment.

Being present in the same room as an infected person.

Touching an infected person.

Talking to an infected person.

17. **Post-Exposure Evaluation and Follow-up.** The department provides post exposure and follow-up medical evaluation to all members who have had an exposure incident.

The department ensures all medical evaluations and procedures, including post exposure evaluation and follow-up are:

- a. Made available at no cost to the member.

- b. Made available to the member at a reasonable time and place.
- c. Performed by, or under the supervision of, a licensed physician or, by or under the supervision of, another licensed health care professional.

The Department ensures all laboratory tests are conducted by an accredited laboratory at no cost to the member.

18. **Medical Evaluation.** Following a report of an exposure incident, the department immediately makes available a confidential medical evaluation and follow-up to the exposed member.

At any time the Health Department issues an exposure or possible exposure all members involved will be notified as soon as possible. All members are required to follow the recommendation(s) of the Health department including but not limited to Evaluations, tests and receiving medications. Any member that refuses the recommendation(s) will be asked to sign a refusal of treatment. Said member will also be placed on medical leave until such time that the member can provide a letter from a licensed physician stating that the member is in good health and no threat to other members or the community. The letter must include that the physician is aware of the possible exposure. The department will not be responsible for any expenses incurred by any member that refuses to follow the recommendations of the health department. (This is for the protection of the members, their families and the community)

The department further ensures that the health care professional evaluating a member after an exposure incident is provided the following information or that such information is made available to the health care professional as soon as possible:

- a. A copy of the Occupational Safety and Health Administration, 29 CFR Part 1910.1030, Occupational Exposure to Blood borne Pathogens.
 - b. A description of the exposed member's duties related to the exposure incident.
 - c. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - d. Result of the source individual's blood testing.
 - e. All medical records relevant to the appropriate treatment of the member, including vaccination status, which is the member's responsibility to maintain.
19. **Initial Post Exposure Evaluation.** The emergency room at St. Mary's Hospital is considered the primary care giver for all Mechanicsville Volunteer Department members when an initial HIV/HBV exposure incident evaluation is necessary.
- a. As soon as possible following an exposure incident, the affected member is taken to the St. Mary's Hospital Emergency Room for evaluation by the emergency room physician. The emergency room physician follows

established hospital protocols in conducting the exposure incident evaluation.

- b. The chief or his designee is responsible for ensuring the information described in Paragraph 19 of this policy is made available to the evaluating physician as soon as possible/feasible.
- c. Members refusing treatment at the St. Mary's Hospital Emergency Room are required to sign a statement to that effect and indicate when and where they intend to seek treatment. This statement is signed by the affected member and the officer-in-charge and will be maintained in the member's file

	Alcorn County Fire Departments Standard Operating Guidelines	
	Subject: Wearing of Protective Clothing	SOG # 1-04
		Initiated 01/30/20
Approved:	Revised	

A. PURPOSE

1. To provide a guideline for the wearing of protective clothing by members of the Alcorn County Volunteer Fire Departments.

B. REQUIREMENTS

1. Officers responding to an emergency shall wear their turnout gear while responding to the incident. They may choose to remove it on the way back to the station.
2. Firefighters responding to an emergency shall wear full turnout gear while responding to the incident. Firefighters may remove some of that gear while on the scene with permission of the incident commander and/or the safety officer. (i.e. brush fires, while in the rehab area etc.)
3. When returning to the station all firefighters will use their own discretion about wearing full turnout gear.
4. Any member who fails to obey these rules will be dealt with on an individual basis by the Fire Chief.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Personal Protective Equipment Inspection	SOG # 1-05
		Initiated 01/30/20
Approved:	Revised	

A. PURPOSE

1. The purpose of this procedure is to establish guidelines for inspecting personal protective clothing/equipment assigned to members of Alcorn County Volunteer Fire Departments.

B. REQUIREMENTS

1. This procedure is to be used by the safety officer when inspecting each assigned set of personal protective clothing/equipment. This inspection shall occur every six months and after every major fire or incident as deemed necessary by the safety officer. After the inspection, any gear found defective should be repaired or replaced.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Washing of Protective Clothing	SOG # 1-06
		Initiated 01/30/20
	Approved:	Revised

THE WASHING OF PROTECTIVE CLOTHING WILL BE DONE IN ACCORDANCE WITH NFPA 1581, FIRE DEPARTMENT INFECTION CONTROL PROGRAM & NFPA 1500, FIRE DEPARTMENT OCCUPATIONAL SAFETY AND HEALTH PROGRAM.

NOTE: THE WASHING OF CONTAMINATED PROTECTIVE CLOTHING WILL BE DONE BY THE UNIFORM /RUNNING GEAR COMMITTEE MEMBERS THAT HAVE BEEN TRAINED TO DO SO.

1. Cleaning or disinfecting of contaminated protective clothing, station/work uniforms or other clothing shall take place in the wash area where the turnout gear washer is located. To avoid the possibility of spreading infectious diseases by cross-contamination, contaminated protective clothing, station/work uniforms or other clothing shall not be taken home. The protective coats, trousers, boots, hoods, and firefighting gloves shall be cleaned and dried according to the manufacturers instructions. This will be done at least once every six (6) months whether it needs it or not. It will be done after every working fire. Chlorine bleach or cleaning agents containing chlorine bleach will not be used.
2. Protective clothing contaminated with blood or other potentially infectious body fluids will be decontaminated immediately. Contaminated clothing will be handled as little as possible with minimum agitation. The member must remove all personal protective clothing prior to leaving an injury scene or work area. Protective clothing heavily contaminated with blood and/or body fluids will be placed in leak proof bags, sealed and then cleaned following the proper guidelines whether it be in house or done professionally. The member or members (those who will be cleaning the turnout gear) coming in contact with the contaminated clothing are required to wear protective disposable gloves and any other personal protective equipment as the situation warrants.

NOTE: It will be the individuals' responsibility to find turnout gear to wear while theirs is out for cleaning and/or repairs. They can either pair up with someone and notify that individual that they are sharing their gear or if there is spare gear that they can wear, it will be assigned to them for that period of time.

Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
Subject: The Use of Self Contained Breathing Apparatus (SCBA)	SOG # 1-17
	Initiated 01/30/20
Approved:	Revised

A. PURPOSE

1. This procedure establishes guidelines for the use of self-contained breathing apparatus by the members of Alcorn County Volunteer Fire Departments.

B. PROCEDURES

1. Self-contained breathing apparatus will be worn on any incident where there is a chance that toxic gases may be present.
2. All firefighters entering the hazardous environment will be masked up. Any firefighters that are not masked up will remain outside the hazardous environment.
3. Self-contained breathing apparatus will remain on until **all** hazardous gases have been removed. **No unmasked personnel will enter the hazardous environment.** If this occurs, the individual will be dealt with accordingly.
4. All firefighters will turn on their "PASS" devices when they are breathing air.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Use and Wearing of Traffic Safety Vest During Incidents	SOG # 1-08
		Initiated 01/30/20
Approved:	Revised	

Overview

1. This policy requires all personnel who are operating at, or are on the scene of incidents that occur on highways and streets to wear a minimum level of protective clothing with reflective striping to ensure their visibility.
2. The intent of this policy is to ensure the visibility and enhance the personal safety of all personnel while they are present on incident scenes by requiring them to wear protective clothing with reflective surfaces. Personnel must wear an approved traffic safety vest when operating on incident scenes that occur on highways and streets.

Purpose

1. It is this policy's purpose to require all personnel who are operating at or are present on the scene of incidents that occur on a highway or street to wear protective clothing and/or approved traffic safety vests with reflective striping to ensure their safety.
2. This policy applies to all Alcorn County Volunteer Fire Department personnel when they are operating at or are present on the scene of incidents that occur on highways or streets.

Policy

1. It is the goal of the Fire Chief to implement and enforce policies, procedures and guidelines that ensure the safety of all personnel. Personnel who are operating at, or are on the scene of incidents occurring on highways or streets must wear a traffic safety vest specified in this policy. The requirement to wear appropriate garments with a reflective surface is intended solely to increase safety by improving the visibility of personnel.
 - a. The Incident Commander will evaluate the risks on an incident scene and may designate an incident at any location a "traffic safety vest required" incident, if the Incident Commander believes that wearing a traffic safety vest will increase personnel visibility, and enhance their safety.

- b. All personnel who are working at, standing at or near, or are otherwise present on incident scenes on highways or streets must wear a traffic safety vest and/or their turnout coat . Personnel must wear a traffic safety vest if they remove their structural firefighting protective coat, but remain on the incident scene.
- c. All personnel must wear a traffic safety vest if they are operating at or are present on an incident on a highway or street, regardless of the incident type or their role on the incident scene. If traffic safety vests are unavailable, personnel must wear a structural firefighting protective coat or a sector/command vest with reflective striping.
- d. The only time a traffic safety vest **will not** be worn is during fire attack as the vests are not flame retardant. This includes but not limited to structure fires, vehicle fires and wild land fires.

Responsibilities

- 1. The Incident Commander is responsible for ensuring that all personnel wear a traffic safety vest, a structural firefighting coat or other approved reflective garment.
- 2. All personnel who are on the incident scene must wear the approved traffic safety vest as determined by the Incident Commander.
- 3. All operational personnel will be issued a traffic safety vest meeting the 2006 ANSI/ISEA 207-standard for High Visibility Public Safety Vests.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Working Fire Incidents	SOG # 2-01
		Initiated 01/30/20
Approved:	Revised	

UPON ARRIVAL ON THE SCENE, ALL EFFORTS WILL BE DIRECTED TO SEARCH AND RESCUE. UPON COMPLETION OF THE SEARCH AND RESCUE, THE FOLLOWING PROCEDURE FOR THE OFFICERS WILL BE FOLLOWED:

FIRST OFFICER:

The first officer will establish command. He/she will hold command unless a higher-ranking officer arrives. Then will assume duties as given by the incident commander. The incident commander is in charge of the operation.

SECOND OFFICER:

The second officer will direct interior and/or exterior fire attack. He/she will be responsible for directing all firefighting efforts. (hose lines, ventilation and salvage efforts)

THIRD OFFICER:

The water supply officer if available will handle water supply, if not the following will be done:

The third officer will ensure that adequate water and/or extinguishing agent supplies are available as directed by the incident commander. He/she will coordinate and direct pumper relays and/or tanker shuttle operations as required. He/she will be responsible for ensuring that adequate hose lines are laid to support fire attack.

Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
Subject: Firefighters Responding to Emergency Calls in Privately Owned Vehicles	SOG # 2-02
	Initiated 01/30/20
Approved:	Revised

THE FOLLOWING P.O.V (PRIVATELY OWNED VEHICLE) PROCEDURES ARE TO BE ADHERED TO AT ALL TIMES WHEN RESPONDING TO EMERGENCY SITUATIONS:

1. Members **may** respond to BLS incidents where the an Alcorn County Volunteer Fire Departments has been dispatched providing they have the proper gear/protection for this type of incident.

All members responding to an incident to obey all posted speed limits, stop signs, and follow safe-driving practices at all times.

Members responding to an incident may use a red light in P.O.V. if permission is given by the department.

Members with gear/supplies for EMS incidents must assure that they have an adequate amount at all times and must get with someone on the EMS for replenishment when they use them.

6. Anyone failing to abide by this procedure will be reprimanded through progressive discipline/documentation which will include the following:

- 1st Offense – Verbal Reprimand
- 2nd Offense – Written Reprimand
- 3rd Offense – 15-Day Suspension

NOTE: After a third offense charges will be filed against the individual for further disciplinary action, which could lead to expulsion from the department.

	Alcorn County Fire Departments Standard Operating Guidelines	
	Subject: Emergency Evacuations/Mayday Signal	SOG # 2-03
		Initiated 01/30/20
Approved:	Revised	

A. PURPOSE

1. The purpose of this guideline is to develop an evacuation plan for emergency personnel who are in a potentially dangerous area/building; for example, a hazmat incident or a building, which is about to collapse.

B. REQUIREMENTS

1. This procedure applies to all incidents where Alcorn County Volunteer Fire Departments are operating.

C. RESPONSIBILITIES

1. The following responsibilities are to be followed by all personnel operating on the scene:
 - a. **INCIDENT COMMANDER:** The incident commander will recognize the possible development of a potentially dangerous situation to personnel. Once the incident commander has either recognized the dangerous situation or has been informed of a dangerous situation, he/she shall immediately implement Emergency Evacuation Procedures.
 - b. **APPARATUS DRIVERS:** Upon receiving orders from the incident commander, the apparatus drivers of all units shall sound three blast from, the vehicle air horn.
 - c. **OFFICERS:** Once Emergency Evacuation Procedures orders are given, the Officers shall ensure that all personnel under his/her responsibility immediately evacuate the dangerous area/building and report to the specified Accountability Area.
 - d. **EMERGENCY RESPONSE PERSONNEL:** Once Emergency Evacuation orders are given, emergency response personnel shall immediately

evacuate the dangerous area/building under the supervision of the crew leader or officer.

- e. **RAPID INTERVENTION CREW:** The designated rescue team at the scene of working structure fires or other hazard area entries. This team is designated to provide immediate available personnel for any possible need for rescue of department personnel at emergency incidents. (See RIC SOG for further description)
- f. **SAFETY/ACCOUNTABILITY OFFICER:** Once all personnel are evacuated from the dangerous area/building, the Safety/Accountability Officer shall immediately begin a Personnel Accountability Report (PAR) to ensure that all personnel are accounted for. Once accountability is completed, the Safety Officer shall notify the incident commander immediately of the results.

D. PROCEDURES

1. **MAYDAY TRANSMISSION:** At any time emergency personnel feel they are in danger or have been injured to the point where they are incapacitated they will transmit a “Mayday” over the air.
 - a. Once a “Mayday” has been transmitted, activate your PASS device (if immobilized) and relay to command your unit number, nature of problem, last known or current location, assignment you were performing and your current condition.
 - b. Once a “Mayday” has been transmitted to command, complete radio silence will be adhered to until otherwise stated by the Incident Commander. All units except the Incident Commander, Rapid Intervention Crew and injured crew/member will be switched to an alternate operating channel as to keep the communication line open on the channel the “Mayday” was transmitted over. The Incident Commander will deploy the Rapid Intervention Crew to rescue the injured personnel.
2. In the event that a need for the evacuation of emergency personnel from dangerous areas/buildings, the following steps shall be taken:
 - a. The incident commander will advise all units on the fireground to sound their air horns and will announce where the evacuation area will be located.
 - b. All emergency personnel will evacuate the dangerous area/building and report to the evacuation area under the supervision of their crew leader and officers.

- c. The safety/accountability officer will begin accountability of personnel, including a verbal roll call of all personnel on the scene. (known as a Personnel Accountability Report or PAR) Once accountability has been completed the safety /accountability officer will notify the incident commander. If due to the nature of the incident, all firefighting activities cannot be stopped, the incident commander may use a role call while the firefighters are in defensive positions.

- e. If all personnel have **NOT** been accounted for, the Incident Commander will work with the Safety/Accountability Officer to identify the missing member/crew. He/She will deploy the Rapid Intervention Crew to the area where the unaccounted for personnel were last operating on the fireground if unable to establish radio contact. Complete radio silence will be adhered to at all times so that the Rapid Intervention Crew and Incident Commander can maintain an open line of communication at all times.

- f. After the rescue or once the unaccounted for personnel have been safely removed and accounted for, the Incident Commander/Accountability Officer should conduct another personnel accountability report (PAR) and account for all personnel once again.

- g. If all personnel have been accounted for then normal fire ground operations shall resume at the discretion of the Incident Commander.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Tanker Shuttle Operations	SOG # 2-04
		Initiated 01/30/20
Approved:	Revised	

ON WORKING FIRES WHERE A TANKER SHUTTLE OPERATION IS REQUIRED, THE WATER SUPPLY OFFICER OR OFFICER DESIGNATED TO HANDLE WATER SUPPLY OPERATIONS WILL TAKE THE FOLLOWING ACTIONS:

1. Designate a dumpsite or sites. The first arriving tanker will immediately set up its folding tank and begin dumping operations.
2. Assign the supply pumper or pumpers.
3. Notify all responding tankers to set up tanker shuttle operations at the designated dumpsite.
4. Designate a draft or refill site(s) and assign a draft pumper(s) if required.

Alcorn County Volunteer Fire Departments Standard Operating Guidelines		
	Subject: Response to Motor Vehicle Collisions	SOG # 2-05
		Initiated 01/30/20
	Approved: Fire Chief Robert Johnson	Revised

1. This procedure establishes a standard to be used on auto accidents.
2. This procedure is to be used on all auto accidents to which Alcorn County Volunteer Fire Departments responds.
3. The officer in charge must provide safe apparatus positioning for fire/ems crews and the accident scene.
 - a. Position apparatus at least 100 feet from the accident scene, if the officer in charge deems traffic conditions warrant, traffic lanes shall be shut down until a scene survey can be completed and scene safe.
 - b. Apparatus may be repositioned after the scene survey is complete and hazards are identified or under control.
4. Any auto accident scene that will require traffic control will be at the discretion of the officer in charge or the incident commander.
 - a. Incidents involving hazardous materials, fuel leaks or an electrical emergency (wires down etc.) will have all traffic stopped until all the hazards have been removed.
 - b. Accidents involving extrication or when the safety of the fire/ems crews is in danger due to the close proximity of passing vehicles, all or part of the roadway may need to be closed. This will be coordinated with police personnel on the scene.
 - c. If no police personnel are on the scene and manpower permits, fire department or EMS personnel may assist in traffic control until a police unit arrives on the scene. At that time, traffic control will be turned over to the police agency.
 - d. If no police units are on the scene and manpower is limited, traffic shall be stopped until the rescue/suppression activities are complete and the incident commander feels it is safe to let the traffic resume. If a firefighter is available at this time, he/she can assist with traffic control.

5. An overall survey of the incident shall be performed by the officer in charge and will include but not limited to the following:
 - a. Positioning of the apparatus
 - b. Control traffic as required
 - c. Perform scene survey
 - d. Stabilize vehicle(s) as required
 - e. Provide EMS services or assistance as required
 - f. Initiate the Incident Command System (ICS)
 - g. Secure the vehicle (battery etc.)

6. Any vehicle that is occupied with patients to be treated or is in an unsafe situation shall be stabilized.
 - a. Stabilize vehicles as required.
 - b. Stabilization shall be performed on vehicles in unstable situations, such as on their side, roof or on uneven ground.
 - c. Stabilization may include step chocks, wheel chocks, cribbing or securing with a winch or rope.
 - d. If more than two vehicles are involved than the two worst vehicles will have the Safety Nets applied as order by the Officer in charge. This procedure may be done by the subject assign to stabilization or by another member if crew size allows.
 - e. Vehicle ignition system must be turned off after all doors have been unlock and windows have been put down if power is needed, parking brake set and transmission in park or in neutral.

7. When operations require medical treatment by fire department personnel, the officer shall use the following protocol.
 - a. Perform scene survey
 - b. If the engine company arrives on the scene prior to ems, the officer in charge shall assign an EMT or First Responder to do a triage on the patient(s) and initiate BLS until EMS arrives, at which time patient care **will** be turned over to the arriving EMS crew.
 - c. Stabilization shall be done on each vehicle that the occupants are still inside before any fire/ems personnel gain entry into the vehicle.
 - c. If EMS needs assistance from the fire department, an EMT or First Responder will be supplied to them at the discretion of the operations officer (who will take into consideration manpower for suppression/rescue activities).

8. When arriving on the scene of an auto accident with no apparent hazards, the officer shall;
 - a. Position apparatus
 - b. Control traffic
 - c. Complete a scene survey
 - d. Stabilize vehicles
 - e. Provide EMS services or assistance as required
 - f. Initiate the Incident Command System (ICS)

- g. Secure the vehicle (battery etc.)
9. The officer when given a report of a subject or subject(s) trapped shall;
- a. Position apparatus (keeping in mind the use of the rescue tool)
 - b. Control traffic
 - c. Complete scene survey
 - d. Pull "trash line" or 1 3/4" attack line for stand-by
 - e. Stabilize vehicles
 - f. Provide EMS services or assistance as required
 - g. Initiate the Incident Command System (ICS)
 - h. The engine shall be positioned at the discretion of the incident commander.
NOTE: Consideration shall be given that the vehicle is not positioned too close to the scene and provides a suitable working area for the rescue tools.
 - g. All hydraulic rescue tools shall be removed from apparatus, properly connected and operated to ensure correct operations. Hydraulic tools and hand tools should be staged in a tool staging area (preferably on the green tarp that is on the engine) and should be placed in the outer action circle.
 - h. Under the direction of the operations/extrication officer, extrication should be coordinated with EMS personnel to ensure the safety of all occupants in the vehicle. During extrication, blankets, small backboards etc. shall be used to protect the occupants.
 - i. No fire personnel will be permitted to be near the extrication site unless they are protected by full personal protective equipment (boots, gloves, coat, pants, helmet and eye protection).
NOTE: EMS personnel are well informed, through training about proper protective equipment. The fire department incident commander shall be informed of EMS personnel not in proper protective equipment and determine if they need to be removed from the scene.
 - j. If vehicle reconstruction is not to be performed by a police agency, then secure the battery if the vehicle is to be towed.
 - k. At the termination of the incident all rescue tools shall be cleaned, re-fueled and readied for service.
10. When arriving at an auto accident with fuel spilled/leaking, the officer shall due the following:
- a. Pull the 1 3/4" attack line for stand-by
 - b. No fire department or EMS personnel will be permitted in the hot zone without full turnout gear if foam operations are in progress.
 - c. If only a small leak is present and foam operations are not needed the leak will be contained and absorbed (with sorbent "C" or "Kitty Litter") and disposed of by the person(s) responsible for the leak/spill.
 - d. The engine will remain for stand-by until all hazards have been removed and the leak has been removed from the scene.
11. For auto accidents involving wires down or a damaged transformer, the officer shall:

- a. Position apparatus at least one pole past a good standing one in case of wire failure or snapback. If wires are down near the travel portion of the road, the traffic will be stopped until deemed safe by SMECO and the incident commander.
 - b. Request ACE to respond while en route if you have been given any indications electric lines are involved.
 - c. Initiate the Incident Command System (ICS)
 - d. A scene survey shall be done taking into consideration that **ALL WIRES** will be assumed **LIVE** until ACE confirms that they are otherwise.
 - e. If wires are on or near a vehicle do not permit any person(s) to go near or leave the vehicle involved. Communicate the hazard to the vehicle occupants.
 - f. Secure the vehicle (battery etc.)
12. Any incident involving hazardous materials the officer shall follow the following procedure:
- a. Position apparatus at a safe distance, uphill and upwind of the incident. Close down all roadways to the incident location.
 - b. Initiate the Incident Command System (ICS). Call for a hazmat team if there is not one already en route.
 - c. Use binoculars to try to do a scene survey. (try to identify materials involved, conditions of occupants etc.)
 - d. Isolate and deny entry into warm zone until a hazmat team arrives and starts the hazmat operations.
13. For crowd control at the scene of an automobile accident, the officer shall follow the following procedure.
- a. At the discretion of the officer in charge, fire line tape will be used to assist in crowd control. If bystanders do not obey the fire line tape, consult police for assistance.
 - b. At the discretion of the officer in charge, fire tape will be used to assist in assuring the privacy of the patient(s) and to ensure the safety of the bystanders. If necessary, a salvage cover will be held up to block view of bystanders.
14. When the situation at an accident scene requires a helicopter transport, the EMS command shall request a helicopter via the incident commander.
- a. EMS command shall get any pertinent patient information and report to the incident commander who will relay it to the helicopter responding. EMS command may relay information directly to the helicopter if they are available to do so.
 - b. If the engine company on the scene is committed and cannot handle the landing site, a second engine shall be requested to respond. If the Mechanicsville V.F.D. cannot respond with the second engine, then a request for the next due must be made.
 - c. Refer to the SOP for landing site operations for further information.
15. To stop any unsafe action that is taking place or about to take place the term

“**STOP/FREEZE**” commands all persons to stop and correct the unsafe action.

16. This section will establish procedures for an accident involving a school bus.
 - a. Advise Emergency Operations Center (EOC) as soon as possible the following information: the bus number, the seriousness and number of injuries.
 - b. All students are to be evaluated by at least an EMT.
 - c. All students that are injured are to be transported to the closest appropriate hospital.
 - d. Students that are not transported must meet the following criteria:
 - 1) Must have been evaluated by EMS
 - 2) The evaluating EMT, the student and medical command must all agree the student does not need transport or to be checked by a physician.
 - e. All students transported to a hospital are to be transported by EMS vehicles.
 - f. Students not transported are to be placed in one group and their names, age and sex are to be recorded.
 - g. At **NO TIME** are the students released to the parents or guardian.
 - h. All parents/guardians that show up on the scene shall be assembled in a group and an EMS representative be assigned to them to explain policy and keep them advised of the situation as best as possible.
 - i. The incident commander shall set up a scene perimeter and have the perimeter marked by fire line tape.
 - j. Once initial overall assessment has been made the incident commander shall notify the EOC of the approximate number of students to be transported and their age bracket (elementary, middle, high school or special education students).

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Helicopter Landing Sites	SOG # 2-06
		Initiated 01/30/20
Approved:	Revised	

1. Anytime fire apparatus responds to a helicopter-landing site, all personnel will wear their protective clothing.
2. Once the landing site has been selected, check to make sure there are no foreign objects, access problems, wires or trees.
3. Once the landing site has been deemed safe to use, mark the LZ with a cone or flashlight. Let the helo pilot get focal point, confirm by radio, remove cone or hand light prior to helo landing.
4. ***NOTE: A HOSELINE WILL NOT BE PULLED.***
5. While the helicopter is landing and taking off, all personnel will remain on the opposite side of the apparatus that the helicopter is approaching or departing for safety from flying debris.
6. If there is a crowd or the situation dictates, a firefighter will be sent to guard the tail rotor.
7. While on the scene of the landing site, all apparatus will use marker lights only.
8. When the ambulance approaches the landing site, check and make sure the ambulance is positioned in a safe manner and in a proper location.
9. When carrying/loading a patient in the helicopter all helmets and loose items will be removed or secured.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Rapid Intervention Team	SOG # 2-07
		Initiated 01/30/20
Approved:	Revised	

Rapid Intervention Team (R.I.T.) and MAYDAY

1. Purpose of R.I.T.

- a. The purpose of this guideline is to provide the Incident Commander (IC) with an immediately available resource to initiate rescue operations in the event of a MAYDAY.
- b. A MAYDAY may consist of any of the following:
 - * Firefighter(s) lost, entangled, trapped, or pinned;
 - * Firefighter(s) have fallen through a roof or floor and cannot be accounted for or have become injured;
 - * Firefighter(s) caught in a flashover;
 - * Firefighter(s) SCBA malfunction and / or low air alert activates and cannot immediately find an exit; or
 - * Firefighter(s) believes the safety of a crew or a crew member may be at risk.
- c. The Incident Commander shall assign a R.I.T. on all Working Incidents.
- d. A firefighter who is not accounted for in a PAR after two attempts will be declared a MAYDAY.

2. Procedure for a Firefighter to Declare a MAYDAY

- a. Once a firefighter has recognized a MAYDAY situation they shall verbally transmit "MAYDAY, MAYDAY, MAYDAY". Once Command has acknowledge your MAYDAY, inform Command of the MAYDAY immediately using the acronym **LUNAR** to advise:

L = Location and situation of MAYDAY

U = Unit number and the position your riding (E72-Lineman)

N = Name of firefighter

A = Air supply situation

R = Resources needed

- b. Once you have declared your MAYDAY and Command acknowledges, then activate your P.A.S.S. alarm.
3. When a MAYDAY occurs, the following procedures shall be adhered to;
 - a. All units not assigned to the R.I.T. shall continue their assigned operation.
 - b. Complete radio silence will be adhered to until otherwise stated by the Incident Commander. All units except the Incident Commander, R.I.T., and firefighter(s) who declared MAYDAY will be switched to the next available tactical channel by the Incident Commander as to keep the communication line open on the channel the MAYDAY was transmitted over.
4. R.I.G Activation
 - a. Upon deployment of a R.I.T. the IC will dispatch an additional alarm and an Advanced Life Support Unit to the incident.
5. Apparatus Positioning
 - a. The engine company assigned to the R.I.T. shall lay a supply line from an independent hydrant to side "A" of the structure.
 - b. In the event an independent hydrant is not available the R.I.T. Engine Company shall position their apparatus out of the way and coordinate with the first or second due Engine Company with a water supply established for a hose line.
 - c. The special service assigned to the R.I.T. shall position their apparatus as close to the incident as possible for equipment retrieval.
6. Duties of the R.I.T.
 - a. The R.I.T. will take a position on Side "A" of the structure. In the event of a high rise the R.I.T. will take a position 1 floor below the fire floor. If the R.I.T. is positioned on the exterior, the R.I.T. must be outside the collapse zone.
 - b. The R.I.T. must monitor all critical operational radio talk at the incident and must know the location of crews operating in/on the structure. The RIG officer should communicate to Command any need for additional units and/or special equipment to support the rapid intervention mission.
 - c. All firefighters assigned to the R.I.T. shall be dressed in full personnel protective equipment and should be ready to rapidly assist personnel engaged in firefighting.
 - d. The R.I.T. may engage in activities that will assist to enhance safety on the fire ground, and can include placement of ladders, removal of security bars, opening of locked/blocked means of egress etc. R.I.T. members will not become involved in

operations that if abandoned would delay their deployment as the R.I.T. should a MAYDAY be declared.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Live Fire Training Evolutions in Structures	SOG # 2-08
		Initiated 01/30/20
Approved:	Revised	

PURPOSE

This procedure establishes guidelines for training of fire suppression personnel engaged in structural firefighting operations under live fire conditions as set forth in NFPA 1403. This procedure focuses on training for coordinated interior fire suppression operations with a minimum exposure to risk for the participants. The evolutions conducted within these guidelines shall be managed by means of a documented incident management system. The line of authority shall be made clear to all participants in order that both expected and unforeseen situations will be managed with the most efficiency possible and that reasonable margins of safety will be provided.

1. Minimum Training

- a. In order to ensure safe operations during a live fire training exercise, all participating students shall have completed Alcorn County Volunteer Fire Department Pre-basic training program or be in the process of completing it.

Note: All participants shall have completed SCBA familiarization.

- b. Participants from other companies must meet the same criteria above, provide documentation of same, or will not be allowed to take part in the exercise.

2. Structures

- a. Members must keep in mind that acquired structures were never designed or intended for burn applications and through lack of maintenance or disrepair may lack even the fundamental elements of fire resistance. For that reason strict safety practices shall be applied at all times when doing live fire training evolutions.
- b. Any building that is considered for a structural fire training exercise shall be properly prepared for the live fire training evolution.

- c. The property owner must be the only individual to sign the permits and prior to the burn, the owner must show proof of ownership, cancellation of insurance or a signed statement of nonexistence of insurance.
- d. In preparation for live fire training, an inspection of the structure shall be made to determine that the floors, walls, stairs and other structural components are capable of withstanding the weight of contents, participants and accumulated water that will result from the exercise. Any hazards potentially dangerous to participants such as floor openings, missing stair treads and rails and other such hazards shall be repaired or made inaccessible.

Note: Particular attention should be made in that all walls/ceilings shall be intact, utilities shall be disconnected, adequate ventilation openings shall be made in the roof, any excessive debris is removed and any hazards of insect hives, toxic weeds are disposed of accordingly.

- e. Any exposures that might be damaged by the live fire training shall be properly protected or removed if applicable.
- f. Property adjacent to the structure that could be affected by the smoke shall be identified and the owner/caretaker informed about the date and time of the fire training exercise.
- g. Appropriate safeguards shall be taken when the structure is in the vicinity of streets/highways to protect motorists.
- h. A fire line utilizing barrier tape shall be roped off completely around the structure to keep the general public at a safe distance. This area shall be defined by the safety officer.

3. Water Supply

- a. The water supply for any individual live fire training evolution shall be assessed based on the extent of the evolutions, size and construction of the building and contents to be involved, method of attack to be used, protection of exposures and reserves for potential unexpected problems.
- b. The minimum water supply and delivery for the live fire training evolutions shall meet the criteria identified in NFPA 1231.
- c. Separate sources shall be utilized for supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time.

4. Apparatus Staging/Parking

- a. Adequate areas for staging, operating and parking of fire apparatus that will be used in the live fire training evolution shall be designated. Consideration for emergency medical services shall be included in the process.
- b. An area shall be designated to park apparatus and vehicles that are not part of the evolution so as to not interfere with fire ground operations. This area shall be designated for prompt response of apparatus that will be handling true emergencies.
- c. Any personnel that respond in their own vehicle (pov) shall park in an area that is not to interfere with operating or staging areas and will be designated by the incident commander.

5. Preburn Briefing Session(s)

- a. Prior to conducting an actual live fire training evolution in the structure, a preburn briefing session shall be conducted for all participants.
- b. All aspects of every evolution to be conducted shall be discussed and assignments shall be made for all crews participating in the training sessions.
- c. A plan shall be prepared for the structure and shall be utilized in the briefing sessions. All interior rooms, hallways and exterior openings shall be indicated on the plan.
- d. Prior to conducting any live fire training in the structure, all participants shall have a knowledge and familiarity with the layout of the building in order to facilitate necessary evacuation of the building.
- e. Prior to conducting any live fire training in the structure, all participants of the evolution shall be required to have a walk-through of the structure.

6. Spectator Safety

- a. All spectators shall be restricted to an area outside the fire line or the operations area established by the Safety Officer.
- d. Visitors allowed to observe operations and allowed within the operations area perimeter shall be escorted at all times and shall be equipped with and properly wear complete protective equipment.

7. Fuel Materials

- a. The fuels that are utilized in live fire training evolutions shall have known burning characteristics of such a nature to be as controllable as possible. Unidentified materials, such as debris found in or around the structure, which may burn in unanticipated ways, react violently or create environmental or health hazards, shall not be used at all.
- b. Class “A” materials shall be used in only the amounts necessary to create the size fire desired.

Note: There are some exceptions, which include, pressure treated wood, rubber and plastic materials. These materials shall not be used.

- c. The use of flammable or combustible liquids shall be *prohibited* for use in live fire training evolutions.
- d. The officer/instructor in charge of operations shall assess the selected fire room environment for factors that will affect the growth, development and spread of fire.
- e. The officer/instructor in charge of operations shall also monitor fuel loading, including furnishings, wall and floor coverings and ceiling materials.

Note: The training exercise shall be immediately stopped if the officer/instructor determines a potential hazard. The exercise shall continue only when the appropriate actions have been taken to reduce the hazard.

8. Safety

- a. A safety officer shall be appointed for all live fire training evolutions, if the safety officer is unable to participate in the training exercise.
- b. The safety officer shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in their judgement, a potential or real danger, accident or unsafe condition exists.
- c. The safety officers responsibilities may include but not limited to the following:
 - 1) prevention of unsafe acts
 - 2) elimination of unsafe conditions
- d. The safety officer shall provide for the safety of everyone at the training exercise, this includes visitors and spectators.

Note: The safety officer shall not be assigned other duties that interfere with safety responsibilities.

- e. Sufficient back up lines shall be provided to ensure adequate protection for personnel on the attack lines during live fire training exercises.
- f. The number of attack lines and back up lines shall be determined prior to each exercise by the officer/instructor in charge.

Note: Each hoseline shall be capable of delivering a minimum of 95 g.p.m.

- g. The officer/instructor in charge shall assign the following:
 - 1) an officer to each functional crew, which shall not exceed 4 personnel
 - 2) an officer to each “back-up line”
 - 3) sufficient additional personnel to “back-up lines” to provide mobility
 - 4) an additional officer/instructor for each additional functional assignment
- h. If the safety officer deems it necessary, additional safety personnel shall be placed within the structure to react to any unplanned, threatening situation or condition.
- i. A method of fireground communications shall be established, preferably by radio, to allow coordination among the incident commander, the interior and exterior sectors, the safety officer and any other functional assignment operating at the exercise.
- j. Emergency medical services shall be available on site to handle any injuries.
- k. One person shall be designated as the “ignition officer” to control the materials being burned. Keep in mind that this position may be altered due to the rehab of personnel on the training exercise. This person shall wear full protective equipment including SCBA and PASS device.
- l. A thorough search of the structure shall be conducted to ensure no unauthorized personnel or objects are in the building prior to ignition.
- m. It will be the decision of the officer in charge in coordination with the safety officer when to ignite any training fires. The safety officer shall supervise the ignition officer when the fire is ignited.

Note: No more than one fire shall be permitted within the structure at any given time.

- n. No person(s) shall be placed inside the building to play the role of a victim.

9. Protective Clothing

- a. Each participant that is partaking in the training exercise shall be equipped with full protective equipment including SCBA and PASS device.
- b. All participants shall be inspected by the safety officer prior to entry into a live fire training evolution to ensure that all protective equipment is being worn properly and is in serviceable condition.
- c. All protective gear shall meet the requirements of the NFPA standard applicable for that particular year of manufacture.

10. Instructors

- a. Instructors shall be at least officer level to deliver structural firefighting training.
- b. The ratio of students to officer shall not exceed 5 to 1.
- c. Other factors such as extreme temperatures (summer), large groups and long duration exercises shall be taken into consideration and additional instructors shall be designated as deemed necessary to ensure proper levels of safety.
- d. The officer in charge shall try to comply with NFPA 1403 and this guideline to the best of his/her ability.
- e. Prior to ignition of any fire, officers shall ensure that all protective equipment is being worn.
- f. Officers shall make a head count when entering and after exiting the structure during an actual attack evolution. They shall closely monitor and supervise all assigned personnel during the live fire training evolution.

11. Reports and Records

- a. The following records and reports (documentation) shall be maintained on all live fire training evolutions in accordance with NFPA 1403, which will include the following:
 - 1. an accounting of the activities conducted
 - 2. a listing of instructors present and their assignments
 - 3. a listing of all participants
 - 4. documentation of any unusual conditions encountered
 - 5. any injuries incurred
 - 6. any changes in the structure
 - 7. the condition of the premises and adjacent are at the conclusion of the training exercise

- b. A post training critique session, complete with documentation, shall be conducted to evaluate student performance and to reinforce the learning experiences of all participants. At this time, an over all evaluation of the exercise should be done so that any problems encountered can be corrected to prevent them from happening again.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Driving of Apparatus	SOG # 2-09
		Initiated 01/30/20
	Approved:	Revised

1. This procedure establishes guidelines for driving apparatus belonging to Alcorn County Volunteer Fire Departments.
2. Apparatus responding on emergency calls (lights & sirens) shall exercise due regard and not exceed the posted speed limit by more than 10 miles per hour. ***The only exception will be in the case of a true emergency - known life-threatening situation (subjects trapped etc.)***
3. Apparatus responding on routine calls shall abide by all traffic laws while en route to the call. (i.e. red lights, speed limit etc.)
4. At no time will any piece of apparatus be backed up or moved in tight areas without the officer of that piece or his/her designated observer in such a position as to be seen by the driver when the piece is in motion. The only deviation from this will be when a piece of apparatus is driver only.
5. When emergency equipment is returning from an incident, all traffic laws will be abided by at all times. Headlights will be used at all times.
6. All safety equipment (seatbelts) provided will be worn at all times.
7. Under no circumstances will a junior or probationary member drive the apparatus. Members shall drive if they are in the Drivers Training Program and have completed training on the piece of equipment that is to respond with permission by the officer in charge. This permission may be granted over the radio, but under no circumstances is to be assumed.
8. In the event of an accident involving a Alcorn Volunteer Fire Department vehicle, the individual operating it at the time of the incident will have his/her driving privileges suspended until completion of the investigation by the Department Safety Officer(s).

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Order of Command	SOG # 3-01
		Initiated 01/30/20
Approved: Fire Chief John B. Raley, Jr.	Revised	

THE FOLLOWING ORDER OF COMMAND WILL BE OBSERVED IN AN EMERGENCY SITUATION:

1. CHIEF
2. ASSITANT CHIEF
3. CAPTAIN
4. FIREFIGHTER III
5. FIREFIGHTER II
6. FIREFIGHTER I
7. PROBATIONARY FIREFIGHTER

Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
Subject: Alcohol and Controlled Substance Abuse	SOG # 3-02
	Initiated 01/30/20
Approved:	Revised

1. No person under the legal age of 21, as per Mississippi state law, will consume any alcoholic beverages within the confines of an Alcorn County Volunteer Fire Department property.
2. No person will use illegal drugs within the confines of an Alcorn County Volunteer Fire Department.
3. **No one under the influence of alcohol will ride/drive the apparatus, get credit for a call, or stay in the confines of the lounge and/or bunkroom areas until 12 hours after their last drink.**
4. **ANYONE DISOBEYING THIS S.O.G. WILL BE DEALT WITH ON AN INDIVIDUAL BASIS BY THE CHIEF OF THE DEPARTMENT.**

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Disobeying a Direct Order	SOG # 3-03
		Initiated 01/30/20
Approved:	Revised	

The chief of the department will deal with any member failing to obey a direct order of any company officer, unless there are unusual circumstances.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Discriminatory Workplace Harassment and Compliance Procedure	SOG # 3-04
		Initiated 01/30/20
Approved:	Revised	

I. Purpose

The purpose of this policy is to clearly establish the Alcorn County Volunteer Fire Departments' commitment to provide a work environment free from harassment, to define discriminatory harassment and to set forth the procedure for investigating and resolving internal complaints of harassment.

II. Scope

This policy applies to all terms and conditions of volunteer membership including but not limited to disciplinary action, reinstatement, training, appointment or election to office.

Harassment of an applicant, member by another member or officer based on race, religion, color, national origin, disability, medical condition, marital status, sexual orientation, gender or age is explicitly in violation of state and federal law and will not be tolerated by the Department.

Personnel found to be participating in any form of job based harassment or retaliation against members shall be subject to disciplinary action up to and including expulsion from the department.

III. Responsibility

Because of the tremendous importance of a workplace free from any form of harassment, all officers at least quarterly shall review this policy. Additionally, at least annually by all members will review this policy ensuring that its contents are known by the personnel.

IV. Background

All jobs within an emergency service organization are extremely important to the public safety of our community. It is critical that all emergency service personnel treat other emergency service personnel with dignity and respect. Because of the unique circumstance present in many emergency service jobs, it is the responsibility of each and every member to make sure that there is not inappropriate behavior occurring in the station or at any official or unofficial function of the department. Inappropriate behavior, which impacts the workplace or has potential to impact the workplace, will not be tolerated.

V. Definitions

Verbal Harassment – Epithets, derogatory comments, slurs or otherwise offensive words or comments on

the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age, whether made in general, directed to an individual or group of people regardless of whether the behavior was intended to harass. This includes, but not limited to, inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words or race oriented stories.

Physical Harassment – Assaults or blocking movement, leering or physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, eating areas or making explicit or implied threats or promised in return for submission of physical acts.

Visual Harassment – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photos, cartoons, notes, bulletins, drawings or pictures on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age. This applies to both posted material or material in or on Mechanicsville Volunteer Fire Department equipment, apparatus or property in the workplace.

Sexual Harassment – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of membership, is used as the basis of membership decision, unreasonably interferes with an individuals work performance or create an intimidating, hostile or offensive work environment.

VI. Procedures

Confrontation

If any person feels he or she is the victim of any form of harassment, he or she should inform the person participating in the behavior that he or she finds it offensive. This one-to-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If inappropriate behaviors do not stop, the offended individual can either initiate an informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature, the members are not required to confront an offending party prior to initiating this complaint procedure.

Informal Complaint

Any member or applicant who believes he or she is a victim of discriminatory workplace harassment should make a complaint orally and or in writing with any of the following:

1. Fire Chief
2. Line Officer

Any officers who observes inappropriate behavior or receives a harassment complaint shall notify the Chief of the department.

Formal Complaint (Preliminary Complaint)

Any member or applicant who alleges to be a victim of discriminatory workplace harassment should, within thirty days of the alleged incident:

1. Contact the Fire Chief
2. Contact a Line Officer

The preliminary complaint can be verbal or written.

Extension of Time

The party in charge of investigating the complaint may extend the time requirements set forth in this procedure when he or she determines it is in the best interest of fairness and justice to the parties involved.

Review of Preliminary Complaint

Upon notification of a harassment complaint, the officer or assigned shall conduct a preliminary determination as to whether there is any merit of the complaint. If no merit is found, the officer may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.

Formal Complaint

In after an initial investigation is conducted, there is no resolution and/or not conciliation of the preliminary complaint, the Chief and his/her designee will promptly issue written notice of the right to file a formal written complaint via hand delivery or certified mail, return receipt. The complaint shall be signed and shall describe in detail the facts asserted to constitute harassment. The complaint shall be filed within ten calendar days after being notified of the right to file a formal complaint.

Upon receipt of a formal complaint, the Fire Chief or appointed designee, will contact the alleged, who will be informed of the basis of the complaint, will be given a copy of the same and afforded an opportunity to respond. The response shall be in writing, addressed to the Fire Chief and /or appointed designee and received within seven calendar days after being notified of the complaint.

Review of the Response and Findings

Upon receipt of the response the Fire Chief or appointed designee may further investigate the formal complaint. Such investigation may include an interview with the complainant, the accused harasser(s) and other persons determined to have any relevant information concerning the complaint. This may include victims of similar conduct.

Factual information gather through investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstance including the nature of the verbal, physical, visual and sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and determination as to whether harassment occurred shall be final and binding and will be reported to the appropriate parties including the complainant, the alleged harasser(s) and the President within twenty calendar days from receipt of the response.

Disciplinary Action

If harassment is determined to have occurred, the Fire Chief or appropriate office shall recommend prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including suspension or expulsion from the department. Copies of the final report, including disciplinary action taken will be distributed to both parties.

Retaliation

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including expulsion from the department. The Fire Chief or designated appointee will take reasonable steps to protect the victim from any retaliation as the result of communicating the complaint.

Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local laws.

False Complaints

Any complaint made by a member of an Alcorn County Volunteer Fire Department regarding job-based harassment, which is conclusively proven to be false, shall result in discipline. This discipline may include dismissal from the department. This section is not to discourage personnel from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career and reputation of the accused, even when disproved and will not be tolerated.

Limitations

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age. All other complaints shall be handed through the chain of command or as described within the department's by-laws.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Duties of Operational Line Officers	SOG # 3-05
		Initiated 01/30/20
	Approved:	Revised

Purpose: The purpose of this guideline is to establish job descriptions for all Operational Fire Line Officers of Alcorn Volunteer Fire Departments. This gives a means for the Fire Chief to assign specific duties to specific officers and be able to hold them accountable for it.

Duties Of Fire Line Officers

ASSISTANT FIRE CHIEF:

- Periodic checks to ensure that all Fire Line Officers are performing assigned duties.
- Report to the Fire Chief any deficiencies or equipment out of service.
- Ensure all logs and records are kept and are up to date.
- Assign other duties and responsibilities to the fire Line Officers when necessary.
- Responsible for the Department SCBA program, including fit testing.
- Assumes the role of the Fire Chief during his/her absence.
- May suspend a member(s) for up to three days for disciplinary action.

DEPUTY FIRE CHIEFS:

- Assume the responsibility for the operational readiness of fire operations
- Ensures all equipment is ready for service, including calibration of all meters and annual service testing of all equipment applicable (ladders/hose/Hurst tools)
- Coordinate monthly drill schedule with Training Officer
- Oversees maps and preplans
- Oversee Training Program/Pre-Basic Program
- Certifies thru Training Officer when Pre-Basic trainees are qualified to ride apparatus on emergency incidents.
- WILL HAVE FINAL APPROVAL ON TRAINEE READINESS WITH INPUT FROM TRAINING OFFICER AND REPORT IT TO FIRE CHIEF.
- Assumes role of Assistant Fire Chief during his/her absence.
- May suspend a member(s) for up to three days for disciplinary action.

CAPTAINS:

- Assignment of each of these duties will be done by the Fire Chief
NOTE: Each Captain will be given a specific set of duties as described here.
- Responsible for Department Training Program including enrollment of members into training

- classes.
- Responsible for Pre-Basic program, coordinates lessons and instructors for Department training with Deputy Chiefs
 - Responsible for the issuing and recording of all Personal Protective Equipment
 - Responsible for issuing and maintaining Department Fire Pagers/Portables and associated equipment
 - Assist with Map and Preplan programs
 - Responsible for overseeing the small tools program and operational readiness of all small equipment carried on the apparatus
 - May send a member(s) out of the station for twenty-four hours for disciplinary action and must notify a Chief Officer during this time for further review.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Use of Cell Phones	SOG # 3-06
		Initiated 01/26/11
	Approved:	Revised

Purpose:

This guideline outlines cell phone usage by members of the Department while operating on emergency incidents.

Applicability:

This guideline applies to all personnel of an Alcorn County Volunteer Fire Department.

Guideline:

- A. Apparatus operators may not use cellular phones while driving and operating emergency vehicles. The operator must stop the vehicle at a safe location prior to using a handheld cell phone. Texting and emailing through electronic devices are prohibited.
- B. Cell phone use on emergency incidents should be related to the mitigation of the emergency.
- C. Cell phones may be used for patient consultations in the event of radio failure.
- D. Cellular phones with digital photography capabilities shall not be used in areas such as locker rooms, restrooms, showers, emergency scenes, restricted areas or other locations where an invasion of privacy may be perceived.
- E. The following guidelines for use of cellular phones with digital photography capabilities shall be followed:
 1. Permission shall be obtained before taking photographs of anyone in the workplace. Permission shall be obtained before transmitting photographs.
 2. Digital photographs taken with cellular phones may be a useful tool used to document events that are related to conducting the business of the Department or in the mitigation of an emergency or incident. The use of cellular phones is permitted when used in this fashion.
 3. No photograph or video of an emergency scene or patient should ever be posted to any social media outlet with permission from Chief.

	Alcorn County Volunteer Fire Departments Standard Operating Guidelines	
	Subject: Donations Received	SOG # 4-01
		Initiated 01/30/20
Approved:	Revised	

Any donations received by members from any citizen shall be considered a donation to the department. Under no circumstances will any member be permitted to retain donated funds or accept any tips for service rendered.

Any donations received shall be attached to or enclosed in an envelope with a notation as to the donor, the date and time received. Donations shall then be turn in to the Treasurer or Chief.