

Introduction

Welcome to the Seeley Lake Rural Fire District. This operations manual has been created to standardize operating guidelines and to serve as a training guide for new members. This manual describes in detail the procedures and requirements that members must learn and abide by for their safety and to be a successful contributor of the organization. This document is not intended to tell you how to do everything or confront every situation you may run in to. However, it is intended to serve as a guide of Fire District activities, to set expectations. It is a working document and will be updated as needed.

These guidelines are meant to work cooperatively with existing SLRFD policies and Bylaws. Should a conflict be discovered, District policies and Bylaws will always take precedence over the Operations Guidelines. A review of the conflicting guidelines will be done at the earliest possible opportunity with the goal of modifying the guideline to bring it into agreement with the District Policy. Any confusion or inconsistency in the application of the District Policy will be reviewed by the District Board of Trustees at the earliest possible opportunity.

Mission Statement

The mission of the Seeley Lake Rural Fire District is to provide a professional level of community fire protection, emergency medical and rescue services to the citizens and property owners within the community of Seeley Lake and its surrounding areas.

The Fire Districts mission will be accomplished by the effective use of its volunteer and physical resources, in cooperation with other public agencies, utilizing state of the art equipment, innovative techniques, and available technology to provide a high level of cost efficient, quality services.

Definitions

To provide definitions commonly used terms used in the firefighting profession. While all terms may not be used within Seeley Lake Rural Fire District, it is imperative that all firefighters become familiar with terms for use within the Incident Command System. Common terminology insures that all personnel can communicate effectively across Districts and jurisdictions. The simpler the message, the more effective communications will be. This is not an all-inclusive list, however it does contain many common terms used by SLRFD.

Terminology:

Accountability: The process of emergency responders (fire, police, SAR, emergency medical, etc...) checking into and making themselves announced as being on-scene during an incident to an incident commander or accountability officer. Through the accountability system, each person is tracked throughout the incident until released from the scene by the incident commander or accountability officer. This is becoming a standard in

the emergency services arena primarily for the safety of emergency personnel. This system may implement a name tag system or personal locator device.

Apparatus: A term used to describe a piece of equipment, usually a fire/EMS vehicle.

Attack Line: The hose line used by firefighters to apply water at the seat of the fire during an offensive attack strategy.

Attic: structural space above ceiling and below rafters, often connecting adjacent occupancies and permitting fire to spread laterally, often unseen.

Available flow: total amount of water that can be put on a fire, depending upon water supply, pump size, hoses, and distance to the fire. IC must assess available flow to determine whether additional apparatus or streams are required.

Backdraft: A fire phenomenon caused when heat and heavy smoke (unburned fuel particles) accumulate inside a compartment, depleting the available air, and then oxygen/air is re-introduced, completing the *fire triangle* and causing rapid combustion.

Backup Line: A hose line that is equal to or larger in size to the attack line. The backup line follows the attack line into a structure and protects the egress path for the attack crew.

CAN Report: A status report given by a company officer or crew leader to their supervisor typically giving the Conditions, Actions, and Needs.

Collapse zone: The area around a structure that would contain debris if the building were to collapse.

Command: The officer who is performing the roles of Incident Command. Directs the command staff

Compartment Fire: An "isolated" fire, or a fire which is "boxed in" or "closed off" from the rest of the structure. An example of this is a fire in a room where all the windows and doors are closed preventing the fire from spreading to other rooms.

Cross lay: Arrangement of hose on an engine such that it can be quickly unloaded from either side of the apparatus; often pre-connected to a pump outlet and equipped with a suitable nozzle.

Direct attack: A form of fire attack in which hoses are advanced to the fire inside a structure and hose streams directed at the burning materials. Also means an attack at the edge of the fire when referring to a wildland incident.

Discharge flow: The amount of water flowing from a fire hydrant when it is opened; compare to static flow and residual flow.

Dispatch: Refers to person or place designated for handling a call for help by alerting the specific resources necessary.

Draft: The process of pumping water from a static source below the pump.

Drills: training during which an emergency is simulated, and the trainees go through the steps of responding as if it were a real emergency.

Electrical fire: A fire in which the primary source of heat is electricity, resulting in combustion of adjacent insulation and other materials; may be hazardous to attempt to extinguish using water.

EMS: Emergency medical service(s).

Engine: A fire suppression vehicle that has a water pump and, typically, is designed to carry firehose and a limited supply of water.

Evacuation: Removal of personnel from a dangerous area.

Evolution: Uniform sequence of practiced steps by squad carrying out common tasks such as selection and placement of ladders, stowing hoses in *hose bed*, putting hoses and tools into service in particular patterns; intended to result in predictability during emergencies.

Exposure: Property near fire that may become involved by transfer of heat or burning material from main fire, typically by convection or radiation. May range from 40 feet to several miles, depending on size and type of fire or explosion.

Extrication: removal of a trapped victim such as a vehicle extrication, confined space rescue, or trench rescue; sometimes using **hydraulic spreader**, Jaws of Life, or other technical equipment.

Firefighter: People who respond to fire alarms and other emergencies for fire suppression, rescue, and related duties.

Fire District: A legal subdivision of the county where taxes are levied in support of fire protection. Fire districts operate with a five-member board of trustees whom oversee the appropriate use of tax moneys.

Fire Company: The actual membership and firefighter/EMT's that staff the Fire District's equipment. The Seeley Lake Rural Fire Company is a non-profit 501c3 organization

Fire flow: The amount of water being pumped onto a fire, or required to extinguish a hypothetical fire. A critical calculation in light of the axiom that an ordinary fire will not be extinguished unless there is sufficient water to remove the heat of the fire.

Fireground: The operational area at the scene of a fire; area in which *incident commander* is in control. Also used as name of radio frequency to be used by units operating in the fireground, as in "Responding units switch to *fireground*."

Fire hazard: Materials, structures or processes that may result in creating a fire, permitting a fire to grow undetected, or preventing people from escaping a fire.

Fire line: A boundary of a fire scene established for public safety and to identify the area in which firefighters may be working, or an area cleared of fuel to stop the spread of a wildland fire. Usually by hand or heavy equipment.

Fire prevention: Fire safety; standards for minimizing fire hazards.

Fire-resistant: Materials designed or treated to have an increased fire point.

Fire tetrahedron: The fire tetrahedron is based on the components of igniting or extinguishing a fire. Each component represents a property necessary to sustain fire: fuel, oxygen, heat, and chemical chain reaction. Extinguishment is based upon removing or hindering any one of these properties.

Fire triangle: Model for understanding the major components necessary for fire: heat, fuel and oxygen. See also *fire tetrahedron* for a more comprehensive model.

Fire wall: Building structure designed to delay horizontal spread of a fire from one area of a building to

another; often regulated by *fire code* and required to have self-closing doors, and fireproof construction.

Flash point: Lowest temperature at which a material will emit vapor combustible in air mixture. Lower than *fire point* of same material.

Flashover: simultaneous ignition of combustible materials in a closed space, as when materials simultaneously reach their *fire point*; may also result in *rollover*.

Forcible entry: gaining entry to an area using force to disable or bypass security devices, typically using force tools, sometimes using tools specialized for entry (e.g., Halligan, K-tool).

Forward lay: Procedure of stringing water supply hose from a water source toward a fire scene; compare with *reverse lay*.

Freelancing: dangerous situation at an incident where an individual carries out tasks alone or without being assigned; violation of personnel accountability procedures.

Friction loss: Reduction of flow in a *firehose* caused by friction between the water and the lining of the hose. Depends primarily upon diameter, type and length of hose, and amount of water (GPM) flowing through.

Fully involved: Term of *size-up* meaning fire, heat and smoke in a structure are so widespread that internal access must wait until fire streams can be applied.

GPM: Gallons Per Minute or how many gallons are being pumped out of a piece of equipment every minute

Grease fire: A fire involving any manner of cooking oil or other flammable cooking or lubricating materials.

Hazard: a source of danger of personal injury or property damage; **fire hazard** refers to conditions that may result in fire or explosion, or may increase spread of an accidental fire, or prevent escape from fire. Under worker safety and health regulations, employers have a general duty to provide a workplace free of hazards. See also **fire prevention**, and **HAZMAT**.

HAZMAT: Hazardous materials, including solids, liquids, or gasses that may cause injury, death, or damage if released or triggered.

High-pressure system: A supplemental pump system used to pressurize the water supply, sometimes used during a large fire, or whenever more than one hydrant is being used.

Hot zone: An area of **IDLH** conditions that require full PPE by trained personnel

IDLH: Any situation deemed Immediately Dangerous to Life and Health.

Incident Commander: The officer in charge of all activities at an incident.

Incident Safety Officer: The officer in charge of scene safety at an incident.

Initial attack: First point of attack on a fire where hose lines or fuel separation are used to prevent further extension of the fire.

Interface zone (also Wildland Urban Interface) The zone where wildfires threaten structures or structural fires threaten wildlands, such as in residential areas adjacent to forests. This requires both wildland firefighting and structural firefighting in the same location, which involve very different tactics and equipment.

ISO Rating: (Insurance Services Office Fire Insurance Rating) This is a rating published by the Insurance Services Office. Insurance companies use this number to determine homeowner insurance premiums.

Live line: A fire hose under pressure from a pump. Also, an energized electrical line that may cause a hazard to firefighters.

Mass casualty incident (MCI): Any incident that produces a large number of injured persons requiring emergency medical treatment and transportation to a medical facility. The exact number of patients that makes an incident "mass casualty" is defined by Districtal procedures and may vary from area to area.

Master stream: A large nozzle, either portable or fixed to a pumper, capable of throwing large amounts of water relatively long distances.

Means of egress: The way out of a building during an emergency; may be by door, window, hallway, or exterior fire escape; local fire codes will often dictate the size, location and type according to the number of occupants and the type of occupancy.

Mutual aid: An agreement between nearby fire Districts or agencies to assist each other during emergencies by responding with available manpower and apparatus.

NFPA: The National Fire Protection Association, a research group which sets a number of standards and best practices for *firefighting, equipment, and fire protection in the United States.

NIOSH: National Institute for Occupational Safety and Health. A U.S. agency responsible for investigation of workplace deaths, including firefighters.

Nozzle pressure: Pressure in a fire hose measured at the nozzle.

Nozzle reach: The distance a fire stream will travel from the nozzle tip before breaking up or evaporating due to air friction or heat.

Occupancy: Zoning and safety code term used to determine how a structure is permitted to be used and occupied, which in turn dictates the necessary safety structures and procedures.

Offensive attack: Method of firefighting in which water or other extinguisher is taken directly to the seat of the fire, as opposed to being pumped in that general direction from a safe distance.

OIC-Office in Charge: A designated Fire District officer (Chief, Captain, Lieutenant) responsible for operations and decision making during a given time or incident.

Outside fire: Urban fire not inside a building or vehicle, often found to be burning trash which could *extend* to nearby structures or vehicles if not dealt with properly. A suburban, *interface*, or rural *outside fire* could also be a *wildland fire*.

Overhauling: Late stage in fire-suppression process during which the burned area is carefully examined for remaining sources of heat that may *re-kindle* the fire. Often coincides with *salvage* operations to prevent further loss to structure or its contents, as well as fire-cause determination and preservation of evidence. Also referred to as "**Mop Up**" in wildland incidents.

Oxidizer: A material containing oxygen that can combine with adjacent fuel to start or feed a fire.

PAR Report: Personnel Accountability Report, used by Incident Commanders to ensure that everyone on the fireground is accounted for.

Positive pressure: Pressure at higher than atmospheric; used in SCBA facepieces and in *smoke-proof stairwells* to reduce entry of smoke or fumes through small openings.

Pre-planning: Fire protection strategy involving visits to potentially hazardous occupancies for inspection, follow-up analysis and recommendations for actions to be taken in case of specific incidents.

Pump operator, Engineer: person responsible for operating the pumps on a pumper and typically for driving the pumper to an incident.

Radiant extension: fire that has transferred ignition heat to adjacent materials across open space. One reason some city fire codes prohibit windows facing each other in adjacent warehouses.

Rapid intervention team (RIT): firefighters assigned to stand by for rescue of other firefighters inside a structure; an implementation to support the **Two-in, two-out rule**; may have specialized training, experience and tools.

Recovery: Location and removal of deceased victims. Also, the time needed for a firefighter to spend in *rehab* before being considered ready to continue working the incident.

Reflash, re-kindle: A situation in which a fire, thought to be extinguished, resumes burning.

Rehab, Rehabilitation sector: An area for physical and mental recuperation at a fire scene, usually equipped with beverages, and chairs, isolated from environmental extremes (cold, heat, noise, smoke). This rest area enables firefighters to relax, cool off (or warm up) and regain hydration by way of preventing injury. An EMT may be assigned to monitor firefighter vitals when they enter and leave rehab.

Residential sprinkler system: A sprinkler system arranged for fire suppression in a dwelling.

Residual pressure: The amount of pressure in a hydrant system when a hydrant is fully open, such as during a fire; should be engineered to provide domestic supply of water to homes and businesses during a large fire in the district.

Reverse lay: The process of stringing hose from a fire toward a source of water, i.e., a fire hydrant.

Salvage, salvage cover: Heavy-duty tarpaulins folded or rolled for quick deployment to cover personal property subjected to possible water or other damage during firefighting.

Scene safety: Steps taken at or near an emergency scene to reduce hazards and prevent further injuries to workers, victims or bystanders.

Search and rescue (or SAR): Entering a fire building or collapse zone for an orderly search for victims and removal of live victims. May also refer to a community organization charged with the search and rescue of lost/injured individuals

Sector: A physical or operational division of an incident; an area supervised as a branch in the Incident Command System. A typical system for structure fires names the "front" of the building "sector A", and continues clockwise around the building (B, C, D), with interior sectors denoted by the floor number (1, 2, 3, etc.). A "rehab" sector is one example of an operational division at an incident, where personnel are assigned after strenuous work in another sector.

Shoulder load: The amount of hose a single firefighter can pull off a hose wagon or pumper truck and carry toward the fire.

Sides A, B, C, and D: Terms used by firefighters labeling the multiple sides of a building starting with side A or

Alpha being the front of the structure and working its way around the outside of the structure in a clockwise direction. This labels the front side A or Alpha, the left side B or Bravo, the rear side C or Charlie, and the right side D or Delta.

Size-up: initial evaluation of an incident, in particular a determination of immediate hazards to responders, other lives and property, and what additional resources may be needed. Example: "Two-story brick taxpayer with heavy smoke showing from rear wooden porches and children reported trapped."

Solid stream: fire stream from round orifice of *nozzle*. Compare *straight stream*.

Staging: sector of incident command where responding resources arrive for assignment to another sector. Often an essential element in *personnel accountability* program.

Standard operating procedure, guideline (SOP or SOG): Rules for the operation of a fire District, such as how to respond to various types of emergencies, training requirements, use of protective equipment, radio procedures; often include local interpretations of regulations and standards. In general, "procedures" are specific, whereas "guidelines" are less detailed.

Static pressure: The pressure in a water system when the water is not flowing.

Straight stream: Round, hollow stream formed as water passes a round baffle through a round orifice (e.g., on an adjustable *nozzle*.)

Stretch: command to lay out (and connect) firehose and nozzle.

Structure fire (or "structural fire"): A fire in a residential or commercial building. Urban fire Districts are primarily geared toward structural firefighting. The term is often used to distinguish them from *wildland fire* or other *outside fire*, and may also refer to the type of training and equipment (e.g., "structure PPE").

Turnout Gear: The protective clothing worn by firefighters, also called Bunker Gear

Two-in, two-out (or "two in/two out"): Refers to the standard safety tactic of having one team of two firefighters enter a hazardous zone (IDLH), while at least two others stand by outside in case the first two need rescue — thus requiring a minimum of four firefighters on scene prior to starting interior attack. Also refers to the "buddy system" in which firefighters never enter or leave a burning structure alone.

Universal precautions: The use of safety barriers (gloves, mask, and goggles) to limit an emergency responder's contact with contaminants, especially fluids of injured patients.

Vehicle fire: Type of fire involving motor vehicles themselves, their fuel or cargo; has peculiar issues of rescue, explosion sources, toxic smoke and runoff, and *scene safety*.

Ventilation: Important procedure in firefighting in which the hot smoke and gases are removed from inside a structure, either by natural convection or forced, and either through existing openings or new ones provided by firefighters at appropriate locations (e.g., on the roof). Proper ventilation can save lives and improper ventilation can cause backdraft or other hazards.

Venturi effect: Creating a partial vacuum using a constricted fluid flow, used in fire equipment for mixing chemicals into water streams, or for measuring flow velocity.

Vertical ventilation: Ventilation technique making use of the principle of convection in which heated gases naturally rise.

VOIDS (building): Enclosed portions of a building where fire can spread undetected.

Volunteer fire District: A group of part-time firefighters who are not paid when on-call, during incidents, or drills. Often professionally trained and equipped with state-of-the-art equipment.

Water hammer: Large, damaging shock wave in a water supply system caused by shutting a valve quickly or by permitting a vehicle to drive across an unprotected fire hose.

Wildfire or Wildland fire: Fire in forests, grasslands, prairies, or other natural areas, not involving structure fires (although wildland fires may threaten structures or vice versa - see *interface zone*.)

Working fire: A fire that is in the process of being suppressed; often a cue for dispatch of additional resources.

Wye: Device used to split a larger supply line hose into smaller attack line hoses. A gated wye contains valves so that certain lines can be turned on and off.

Yield: What other drivers are supposed to do when they see or hear emergency vehicles approaching with lights and/or sirens activated.

Zone: Section of structure indicated on *fire alarm control panel* where sensor was activated.

Firefighter Code of Ethics – *(Developed by the National Society of Executive Fire Officers)*

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my District and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

SLRFD Member Signature: _____

Date: _____

General Rules of the Seeley Lake Rural Fire District

All members of the Fire District shall:

1. Familiarize themselves with rules and regulations of the Seeley Lake Rural Fire District.
2. Attend all fires or alarms to which they may be assigned, detailed or summoned, and assert their greatest energy or best ability to perform their full duty under any and all circumstances.
3. Keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission of their superior officer.
4. Exercise precautionary measures to avoid injuries to themselves and to others while in the performance of duty.
5. Exercise due caution to avoid unnecessary damage to or loss of SLRFD property.
6. Be responsible for the safekeeping and proper care of all District property in their charge.
7. Accord obedience, respect, and courtesy to superior officers and those performing the duties of a higher rank.
8. Be courteous and respectful in their dealings with the public.
9. Promptly notify the Chief or Officer in Charge of any inability to cover scheduled On-Call time periods
10. Report any accidents, sickness, or injury sustained while on duty to the Chief or Officer in Charge, no matter how trivial.
11. Participate in training drills and other District training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
12. Suggestions for the improvement of the Fire District or well-being of the membership will, when presented through proper channels and through the chain of command, will be welcomed and carefully considered.
13. When a member receives an order which is in conflict with a previous order he shall so inform the officer who issued the conflicting order and be governed by his instructions.
14. Members shall not loan, sell, give away or appropriate for their own use SLRFD property, nor shall they pilfer or be guilty of theft at fires or elsewhere.
15. Members shall avoid political or religious arguments in quarters or elsewhere while on duty.
16. No member shall be party to any malicious gossip, report, or activity which would tend to disrupt morale in the District or bring discredit to the District or any member thereof.
17. Members shall not use obscene, uncivil, or boisterous language while on the scene of an emergency, while on duty at the station, or anytime he or she is representing the Fire District in public places.
18. The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any Fire District record, log, or document will be considered a serious offense.
19. Smoking by members will not be permitted at any time in the fire stations or any other place where smoking is prohibited by regulations.
20. No member shall willfully disobey any reasonable order issued by his supervisor.
21. The wrongful or injurious exercise of authority by any member of the District will be grounds for disciplinary action against the offender.
22. No animal shall be allowed at the Station without permission from the Fire Chief.
23. Members shall not change or alter the arrangement of firefighting equipment or apparatus without the approval of the Fire Chief.
24. The violation of any of the provisions of the rules and regulations or orders of the Fire District, or the neglect or evasion of the duties prescribed, shall be the subject of disciplinary action.