



# MARLOW VOLUNTEER FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

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<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Introduction	
<b>Create Date:</b> 03/29/2020	<b>Revision Date:</b> n/a
	<b>Review Date:</b> n/a

The standard operating guidelines of the Marlow Volunteer Fire Department cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency services. It is expected that they will be sufficiently comprehensive to cover, whether in a general or specific way, the obligations and responsibilities of the members of the Marlow Volunteer Fire Department.

Each member shall read and familiarize themselves with the standard operating guidelines (SOGs). After the member has familiarized themselves with the SOGs they will be asked to sign a SOG acknowledgement form.

Members in violation of the Marlow Volunteer Fire Department's standard operating guidelines are subject to the department's progressive disciplinary action process.

# Marlow Volunteer Fire Department

1019 Oliver Springs Highway  
Clinton, TN 37716

phone 865.435.1050  
marlowvfd@gmail.com

## SOG Acknowledgement Form

By my signature, I acknowledge that I have read, understand, and agree to the Standard Operating Guidelines (SOGs) set forth by the Marlow Volunteer Fire Department (MVFD) which include:

- Introduction
- General Rules and Regulations
- Roles and Responsibilities
- Railroad Emergency Information
- Hose Loads
- Hydrant Testing and Inspection
- Self-Contained Breathing Apparatus (SCBAs)
- Traffic Control Safety
- All Emergency Response
- Communications
- Auto Accident with Entrapment or Hazards
- Brush Fires
- Structure Fires
- Drivers/Operators
- Control of Infectious Disease Transmission/Emergency Medical Response
- Apparatus Response
- Patient Confidentiality
- Training and Activity
- Emergency Road Conditions Response
- Hose Testing
- Title VI Equal Opportunity is the Law
- Social Media
- Point Program
- Lock-In/Lock-Out
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- Open Burning
- Progressive Disciplinary Action Process
- Fire Operations Chain of Command
- Explorer Program
- Lift Assistance Calls
- Probationary Member
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- ATV Operations
- Sexual Harassment and Discrimination
- Overnight Stays at Fire Station
- Mutual Aid Given
- Fitness Equipment Use
- Knox Box Key Systems
- Training Agreement
- Department Committees

Future changes to these SOGs along with any new SOGs will be presented at a membership meeting and will also be attached to the correlating meeting minutes. I understand that if I have questions, regarding any SOGs, I will consult with an Officer of the Marlow Volunteer Fire Department.

Signature: \_\_\_\_\_ Receipt By: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> General Rules and Regulations	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 08/17/2020
	<b>Review Date:</b> 08/17/2020

### **Responsibilities of All Members**

1. Members shall know and abide by all rules and regulations of the department.
2. Members shall be courteous and respectful in all dealings with the public and other members of the department.
3. Members shall immediately report to an Officer any accidents or injuries that occurred while engaged in a department response or other activity.
4. Members shall promptly notify an Officer or Board Member of any matter which you believe may affect the interest and welfare of the department.
5. Members shall discuss problems and concerns of the department with an Officer or Board Member rather than with the public. Suggestions for improvements are welcomed and will be carefully considered.
6. Members shall take an active role in keeping stations and grounds neat, clean, and in good condition.
7. Members shall not be at the station unless actively engaged in some task to benefit the department. Performing stand-by duty is acceptable assuming the trucks and station are clean and in good order.
8. Members shall not change or alter the arrangement of firefighting equipment or enter apparatus while parked at the stations without specific assignment from the Chief; unless the member is checking off equipment or familiarizing themselves with the trucks.
9. Members shall not loan, give away, or appropriate for their own use any department property.
10. No member shall be engaged in any department response or activity, nor be on department property while under the influence of alcohol or drugs.
11. No member shall bring, or cause to be brought onto department property, any alcohol or drugs.

12. No member shall use obscene, uncivil, or boisterous language at any time in the presence of the general public.
13. Engagement in physical altercations under any circumstances is prohibited.
14. Members shall report to the Chief any citation for a traffic violation or any arrest within 72 hours.
15. Members who become inactive shall promptly surrender all department property.
16. Large Marlow Volunteer Fire Department signage on a member's personal vehicle is prohibited.
17. No decals or patches may be applied to any department owned gear unless approved by the Chief.

### **Additional Responsibilities of Firefighters**

1. Firefighters are expected to respond to all calls that are within their scope of training.
2. No persons other than department members shall be permitted to ride in fire apparatus during emergency runs except as authorized by the Chief.
3. No firefighter shall use emergency lights, flashing lights, or sirens when responding in a privately-owned vehicle (POV).
4. Firefighters shall obey all speed limits and traffic regulations when responding in department apparatus or a POV.
5. Firefighters shall park POV so as not to obstruct traffic flow or prevent access of emergency vehicles.
6. Firefighters shall exercise precautionary measures to avoid injuries to self and others at any emergency scene.
7. Firefighters shall exercise due caution to avoid unnecessary damage to department or public property.
8. Firefighters shall be responsible for the safekeeping and proper care of all department property.
9. Firefighters shall accord obedience, respect, and courtesy to Officers and those performing duties of a higher rank.
10. When assigned to act in a position of higher rank, firefighters shall accept responsibility for the performance of the duties of that position for which they are qualified.
11. The first firefighter on scene shall assume incident command. Incident command shall be relinquished to an arriving Officer or may be relinquished to an arriving senior firefighter. The

arriving Officer or senior firefighter may opt to allow the current firefighter with Incident Command to keep it.

12. Firefighters shall be clothed in personal protective equipment appropriate to the emergency scene.
13. Firefighters shall, under no circumstance, violate the two-in, two-out rule when entering a burning structure.
14. Firefighters shall not pilfer or be guilty of theft at emergency scenes or elsewhere.
15. At the conclusion of an incident, all firefighters on scene shall proceed to the station to put trucks and equipment back in service.
16. If a member wishes to volunteer at Marlow and another department, they must get approval from the Chief.



<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Roles and Responsibilities	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 08/04/2023
	<b>Review Date:</b> 08/04/2023

The Marlow Volunteer Fire Department is staffed entirely by volunteer members. These members have a variety of duties and job responsibilities. Here are some of the specific roles and responsibilities.

### **Trustees**

- Take charge of all department property and see that it is taken care of.
- To enter into (major) contracts for the department (loans, major purchase contracts such as trucks).
- Act as a liaison between the general public and the department.
- To hear and respond to grievances from within the department.
- Serve on the advisory Board of Directors.
- Act as a steward and have certain fiduciary responsibilities under Tennessee law.
  - Duty of good faith means that you must act in good faith, and be fair in your dealings with the nonprofit. You must not take advantage of your organization and its resources. You must be upfront and honest in your dealings with the nonprofit, and in fulfilling your other fiduciary obligations.
  - Duty of loyalty means that you must act with undivided loyalty in the best interests of your nonprofit organization and that you not seek to benefit personally from the activities or resources of the nonprofit you serve.
  - Duty of care means you must act reasonably, as a prudent person in similar circumstances would, that you are familiar with the nonprofit’s activities and financial condition, and that you participate regularly in board meetings. It is the job of the governing board to oversee the work of the chief executive officer of the nonprofit and to make sure that the organization is faithfully carrying out its charitable purpose without extravagance or waste.

### **Administrative Officer**

- Preside over all membership meetings.
- Review and revise administrative SOGs as needed or annually at a minimum.
- Supervise the business and general affairs of the department.
- With the Fire Chief and Training Officer, identify and approve emergency vehicle drivers.
- Establish department committees and participants.
- Plan and develop the annual report to the community, in conjunction with the Fire Chief.
- Cast deciding vote in case of a tie.
- Review 990 and State Financial Report with the Treasurer before submission.
- Assist in preparation and review of grant applications.
- Insurance
  - Act as liaison with Mark Bowery Insurance, Inc.
  - Determine requirements for liability, property, and vehicle insurance.
  - Yearly establish agreed values for vehicle insurance.
  - Review and modify or approve annual insurance proposals from VFIS.
  - Look for opportunities to reduce insurance costs.
  - Ensure new members complete the beneficiary form and annual reminder to members to update with needed changes.
- Sign official letters of disciplinary action and suspensions with the Fire Chief.

### **Treasurer**

- Receive all money collected, maintain records of all money collected and paid out on behalf of the department.
  - Maintain the treasurer's report spreadsheet.
  - Maintain the detailed budget spreadsheet.
- During the monthly membership meeting report on the monthly treasurer's report.
- Prepare an annual financial report and submit it to the Tennessee Comptroller's Office, in conjunction with the Administrative Officer.
- Pay all department bills and expenses.

- Ensure the department's tax Form 990 is filed annually with the Internal Revenue Service on time, in conjunction with the Administrative Officer.
- Assist and advise the department as necessary on all financial matters.
- Annual county funding request, in conjunction with the Fire Chief.
- Maintain the Department's State sales tax exemption.
- Maintain the credit card account – serving as the Authorizing Officer, order new cards for officers/chairs, cancel cards for previous officers/chairs.
- Maintain Shell, Exxon, Anderson County fuel cards with direction from the Fire Chief.
- With the Finance Committee, prepare the proposed budget.
- Print proposed budget to be distributed to membership for approval.
- Finalize budget.
- Close out books; prepare bookkeeping files for the new fiscal year.
- File all financial paperwork and documentation within the Google drive.
- Mail out contribution thank you letters and call survey letters.

#### **Secretary**

- Mail out welcome to the community letters, Christmas cards, and other department correspondence.
- Prepare meeting agendas prior to the monthly membership meetings.
- Take notes during the membership meetings, prepare meeting minutes, and email out to membership.
- Upkeep of all records within Emergency Reporting, including hose testing, hydrant testing, vehicle maintenance, membership paperwork, etc.
- Social media accounts – Facebook, Instagram
- Adding events within I Am Responding and Emergency Reporting.
- Website maintenance and upkeep.
- Gmail – contacts and photos.
- Maintain membership files within Emergency Reporting and I Am Responding, requesting updated information as things change and are updated.

- Submit background check requests for new probationary members prior to membership vote.
- Annual MVR request to VFIS.
- Submit quarterly department roster to dispatch and the county clerk's office.
- Submit the annual report to the Secretary of State, in conjunction with the Administrative Officer.
- Register the department for parades – Veteran's Day and Christmas
- Work with Grand Oaks and Batley Baptist Church on events, Chili Supper and Awards Banquet, to reserve the facility.
- Oversee smoke alarm and reflective sign requests, notifying the member that handles those.
- With the Training Officer, keep track of attendance for training and advise when a member has missed consecutive training sessions to possibly move member to inactive status.
- Prepare list for annual worker's comp insurance.
- Complete 'First Report of Injury' along with the Fire Chief and transmit to VFIS.
- Mailboxes – label for new members and distribute any items for members.
- Incentive point program tracking.
- Years of service tracking.
- Gmail, upkeep of contacts and photos.

#### **Fire Chief**

- The Fire Chief is the highest-ranking officer of the fire department. The Fire Chief provides administrative direction and leadership for all fire department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, planning for future, developing and implementing policies and procedures, and providing policy guidance.
- Lead all department emergency operations and preparedness.

- To reduce potential injuries and Department liability, ensure members only perform operations for which they are trained and qualified.
- Working with the Insurance Services Office and its auditors, maintain the Department's ISO Rating of 5/10 and if possible, strive to improve it.
- Ensure all bunker gear, air packs, air cylinders and other life safety equipment are current with and used within appropriate standards and manufacturer's specifications.
- Keep up with the department cell phone, answering calls, and assisting with questions.
- With the Administrative Officer and Training Officer, identify and approve emergency vehicle drivers.
- Review and revise operational SOGs as needed or annually at a minimum.
- Upkeep (add/remove) authorized drivers for fuel cards (Shell and Exxon).
- Knox Box program coordinator.
- Lead the development of annual budgets.
- Requesting county funds annually
- Representing the department at monthly Anderson County Fire Commission and Anderson County Fire Chiefs Association meetings.
- NFIRS reporting.
- Monthly water usage reports.
- Clothing orders.
- Incentive point program oversight.
- EMS annual audit.
- EMA annual audit.
- Annual county funding request, in conjunction with the Treasurer.
- Oversight of annual equipment maintenance, testing, and repairs.
- Oversight of the smoke alarm Get Alarmed TN Program.
- Planning of the annual awards dinner and coordination of awards based on the SOG.
- Plan and develop the annual report to the community, in conjunction with the Administrative Officer.
- Schedule boot drives for the year with Oliver Springs and Oak Ridge.

- Interface with Grand Oaks and Dutch Valley Elementary School programs and key card access.
- First point of contact for any complaints or disciplinary actions requiring immediate action if not resolved, refer to the Trustees for investigation and recommendations to the membership for resolution.
- Arrange pick up of packages that are delivered to Ben's Home Center.
- Department CAD access.
- Work directly with the Anderson County Sheriff's Department fire investigator on all fires within the jurisdiction.
- GovDeal account administrator.

#### **Assistant Chief(s)**

- Under direction of the Fire Chief, the Assistant Chief(s) plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Assistant Fire Chief(s) shall perform ALL applicable duties of the Fire Chief in sufficient manner until arrival/return of the Fire Chief. The Assistant Chief(s) may also perform the same duties as a firefighter.

#### **Captain(s)**

- Perform duties as specified by the Fire Chief or Assistant Chief(s) and see that they are carried out.

#### **Lieutenant(s)**

- Perform duties as specified by the Fire Chief, Assistant Chief(s), or Captain(s) and see that they are carried out.

#### **Firefighter 3**

- Is appointed by the Training Officer and Fire Chief.
- Has made interior fire attack on structure fires with a Firefighter 2.
- Permitted to perform the duties of a Firefighter 2, along with the additional duty of making interior fire attack without another Firefighter 3.
- The Training Officer and Fire Chief have the right to deny a member this level if they have reason to believe they can't perform the required duties.

#### **Firefighter 2**

- Has completed the Basic Fire class and a Firefighter I live burn.

- Permitted to perform the duties of a Firefighter 1, along with the additional duty of making interior fire attack with a Firefighter 3.
- The Training Officer and Fire Chief have the right to deny a member this level if they have reason to believe they can't perform the required duties.

### **Firefighter 1**

- A new firefighter that has joined the department.
- Has attended the 16-hour Introduction to Fire and Emergency Services class.
- Only permitted to assist on activities outside of the structure on fire scenes.
- The Training Officer and Fire Chief have the right to deny a member this level if they have reason to believe they can't perform the required duties.

### **Training Officer**

- To develop a training schedule, plan training sessions using outside resources, and instruct in-house training sessions.
- Oversee the Education Incentive Program.
- Acadis upkeep and requests:
  - Request class registration
  - Request to host Commission tests
  - Add new members
  - Edit members as needed
- Enter training in I Am Responding and Emergency Reporting, maintaining all training records.
- Establish and supervise the department's training program.
- With the Fire Chief and Administrative Officer, identify and approve emergency vehicle drivers.
- Have members complete the training agreement form.
- Encourage and support members' formal certifications, renewals, and advancement.
- Ensure that members are meeting the required annual trainings.
- Working with the Fire Chief, complete the EMS annual audit.

### **Chaplain**

- Provide moral and spiritual support to the department and its members.

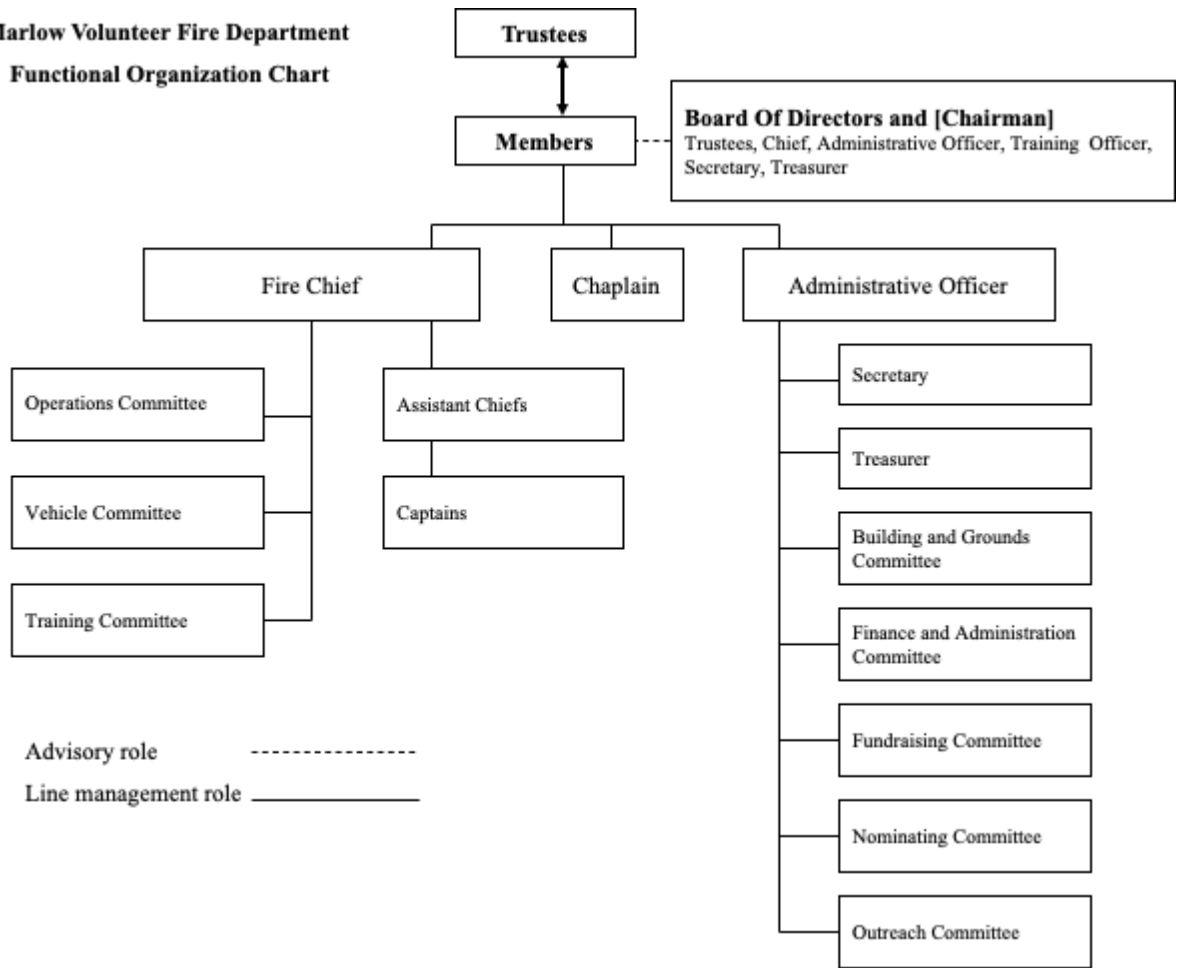
- Assist in providing incident stress support and recovery.
- Counsel members as appropriate.

**All Members**

- Attend all training, meetings, fundraisers, and events.
- Maintain themselves with dignity at all times.
- Notify the Training Officer of absences from training sessions or Secretary of absences from meetings.
- Vote on department issues if an active member.



**Marlow Volunteer Fire Department  
Functional Organization Chart**



<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Railroad Emergency Information	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 03/29/2020
	<b>Review Date:</b> n/a

Anytime there is an incident on or near railroad tracks, the railroad tracks should be shut down immediately.

#### 24 Hour Railroad Emergency Contact Numbers

CSX: 1-800-232-0144    Norfolk Southern: 1-800-946-4744

Below is a list of DOT Crossing Identification Numbers which can be relayed to Anderson County Dispatch for quick isolation of an area or railroad tracks in the event of an emergency, whatever it may be. Give dispatch a DOT Identification Number on each side of the incident so they can relay it to the railroad company and shut the tracks down if necessary.

Road Name	DOT Identification Number	RR Track Owner
282 Bush Rd (Sulphur Springs Rd end)	347 457 F	CSX
440 Bush Rd (middle area of Bush Rd)	347 459 U	CSX
919 Bush Rd (Marlow Cir end)	347 461 V	CSX
Dutch Valley Rd @ Smith Rd	731 033 F	Norfolk Southern
Dutch Valley Rd @ Fox Ln	731 032 Y	Norfolk Southern
Dutch Valley Rd @ AJ Robbins Ln	731 030 K	Norfolk Southern
Laurel Rd @ Hearthside Rd	731 017 W	Norfolk Southern
Laurel Rd @ Long Hollow Rd	731 015 H	Norfolk Southern
Laurel Rd @ Buchannon Ln	731 012 M	Norfolk Southern
Marlow Rd near Dutch Valley Rd	731 024 G	Norfolk Southern
Marlow Cir @ Moran Baptist Church	731 020 E	Norfolk Southern
Marlow Cir @ Powder Mill Ln	731 022 T	Norfolk Southern
215 Old Batley Rd	347 478 Y	CSX
Oliver Springs Hwy @ Brooks Rd	347 476 K	CSX

Oliver Springs Hwy @ Cutter Ln	347 474 W	CSX
Oliver Springs Hwy @ Donald Ln	347 468 T	CSX
Oliver Springs Hwy @ King Ln	347 464 R	CSX
Oliver Springs Hwy @ Marlow Cir	347 466 E	CSX
Oliver Springs Hwy @ Pine Ridge Rd	347 470 U	CSX
Oliver Springs Hwy @ Sweet Estates	347 471 B	CSX
Oliver Springs Hwy @ Webster J Cir	347 475 D	CSX
Sulphur Springs Rd (1700 block)	347 455 S	CSX
Sulphur Springs Rd @ Burris Cemetery Rd	347 453 D	CSX
1010 Oliver Springs Hwy	347 465 X	Norfolk Southern
Buchannon Ln	904 709 S	Norfolk Southern
463 Laurel Rd	731 013 U	Norfolk Southern
1332 Oliver Springs Hwy	347 469 A	CSX
1620 Oliver Springs Hwy	347 472 H	CSX
1666 Oliver Springs Hwy	347 473 P	CSX
2058 Oliver Springs Hwy	347 479 S	CSX
1154 Oliver Springs Hwy	347 467 L	CSX
107 Fox Ln	731 032 Y	Norfolk Southern
350 Marlow Rd	731 019 K	Norfolk Southern

If you come across a railroad crossing that isn't listed above it should be marked with a crossing sign (examples for both CSX and Norfolk Southern are below).



<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Hose Loads	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 08/28/2022
	<b>Review Date:</b> 08/28/2022

**1 ½” Car Fire Line – 100 Feet: Lexington load**

Used on car fires and dumpster fires. Two 50-foot lengths of 1 ½-inch hose, each rolled separately using a doughnut roll and then connected to each other.

**2 ½” Blitz Line – 200 Feet: Flat Load**

This line is used on large fires for initial knockdown with the possibility of a direct attack. It can be used up to 6 times in six different openings (e.g. – windows, doors) for up to 20 seconds per opening. 3 seconds opening and 3 seconds closing the bale is included in the full 20 second count. While this will cool the fire significantly it also reduces your water supply by approximately 500 gallons. Be cautious in the initial phase since your water supply is more than likely still on the way.

Once you have used the blitz line for 20 seconds each of the 6 times, the bail should be closed, remove the smooth bore tips and connect the hose pack. The red or blue line pre-connect should also have been advanced to the nozzle end of the blitz line. The line needs to be advanced in a bundled shoulder load from the cross lay compartment off the engine. Once on the shoulder the pump operator will be able to unscrew the pre-connect from the engine.

**2 ½” Hydrant Lay – 800 Feet: Flat Load Forward Lay**

Used to supply water from tanker or hydrant to engine. It is a flat load, starting with the male end hanging out of the bed. Do not let couplings end near the back of bed, put a Dutchman in the lay if necessary; try to keep couplings spread out away from one another to keep load from “humping up” in one area. The lay should be 3 rows wide.

### **2 ½" or 3" Fill Line – 25 Feet: Donut Rolled**

Used to fill the engine at a hydrant, and usually located in the operator's compartment.

#### **Pre-Connects:**

### **1 ¾" Blue and Red Lines – 200 Feet**

Triple layer load, the overall length of the triple layer load is 64 feet.

### **1.5" Hose Packs – 100 Feet**

Each first due engine has a hose pack which allows a firefighter to connect to the 2.5 blitz line once the initial knockdown has been accomplished. A second pre-connect is then advanced and also connected at the wye gate.

The pack is 100 feet in length, triple layer load with a 4 ft. tail on the female end that is single layer. The pack should be 5 ½ ft. long and 2 sections wide with all the crosses in the end opposite the nozzle, finish by folding 4 ft. tail back on top of bundle to connect blue line outlet on wye gate; wye gate will be on the same end as nozzle. Make sure all the proper fittings are on the wye gate.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Hydrant Testing and Inspection	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 06/09/2023
	<b>Review Date:</b> 06/09/2023

### Equipment Needed for Testing

- Pitot gauge
- 2 ½" cap with pressure gauge
- 2 ½" gate valve
- Hydrant wrench
- 2 ½" bent pipe
- Tube of grease for caps
- Small bottle of oil for stem nuts and oil ports
- ¼" Allen wrench (hex head)

### Utility Company Phone Numbers

Anderson County Water Authority (ACWA) – 865.457.3033

Oliver Springs Water Authority – 865.457.4298

### Testing Procedure

1. Notify the proper water company and advise them that Marlow Volunteer Fire Department will be testing hydrants within our jurisdiction.
2. Check hydrant for accessibility and appearance.
3. Remove one of the 2 ½" caps and replace it with the 2 ½" cap with pressure gauge. Barrel should be dry if main valve is not leaking and drain is functioning.
4. Connect the gate valve to the other 2 ½" outlet. Connect the 2 ½" bent pipe to the gate valve and tighten with the hydrant wrench. Aim the bent pipe to prevent damage to the surrounding

area and avoid spraying onto a road way. There should be no dripping or leaking of any of the ports during the test, if one does, tighten until it stops. Be sure the gate valve is closed.

5. Put the hydrant wrench on the stem nut and open the hydrant slowly and all the way.
6. Open the gate valve to flush the hydrant and remove air from the barrel.
7. Close the gate valve.
8. Take a reading from the pressure gauge, this will be the “**static pressure.**” If the needle is bouncing, wait a few extra seconds until it settles down. Record this number as the “**static pressure**” on the Hydrant Inspection Checklist.
9. Open the gate valve all the way slowly to start the flow test. Take a reading from the 2 ½” cap with pressure gauge, this will be the “**residual pressure.**” The needle will be bouncing, record the number as best as you can, this is the “**residual pressure.**”
10. Measure “**flow pressure**” at the end of the bent pipe with the pitot gauge at the 2 1/2” mark and record. Close the gate valve slowly.
11. When the test is complete, close the hydrant with the hydrant wrench. Verify hydrant drain is working by opening the gate valve and feeling suction on end of bent pipe. Remove all equipment. Put a little grease on both of the hydrants 2 ½” discharge outlet threads. Also, put a small amount of oil on top of the stem nut and or in any oil ports (usually a ¼” plug at the top of the bonnet, you will need a ¼” Allen wrench to remove this plug.)
12. Use the 2 ½” pitot gauge reading/flow rate table to determine hydrant flow rate range and record the flow rate.
13. Stow the test equipment and go to the next hydrant.
14. Upon completion, a hydrant inspection checklist should be completed for each hydrant that is inspected and tested.

If a hydrant is found to be out-of-service for any reason the tester must notify an officer immediately, so that the correct water company can be notified.

Open and close all hydrants slowly, this also includes the gate valve.

Existing hydrants must be eight inches to the ground from the centerline of the 4 ½” steamer port.

New hydrants must be fifteen inches to the ground from the centerline of the 4 ½” steamer port.

**Hydrant Flow/Color Code**

Red – Less than 500 GPM

Orange – 500-999 GPM

Green – 1000-1499 GPM

Blue – 1500 GPM or Above



## Marlow Volunteer Fire Department Hydrant Inspection Checklist

Hydrant #: \_\_\_\_\_ Location: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspected By: \_\_\_\_\_

- Appearance and accessibility – clear area and clean and paint hydrant if needed
- Remove 2 ½" cap; check for main valve leakage
- Install 2 ½" cap with pressure gauge
- Install gate valve and bent pipe with gate valve closed
- Open main hydrant valve with hydrant wrench, then open gate valve to flush hydrant and remove air from the hydrant barrel, then close the gate valve.
- Read and record the **static pressure** from the gauge on the 2 ½" cap.
- Open the gate valve fully, using the pitot gauge measure and record the **flow pressure** with tube inserted to the 2 ½" mark. Try to get the best steady pressure as it fluctuates.
- Note and record the pressure on the 2 ½" cap with gauge as the residual pressure.
- Close the hydrant valve completely, check for suction on the 2 ½" bent pipe to verify drain is working.
- Remove all equipment.
- Replace hydrant caps.
- Calculate flow rate from the pitot tube pressure reading/flow rate table below.
- Paint the hydrant bonnet to match the flow rate.

Additional Notes:

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### Recorded Information

\_\_\_\_\_ psi – Static Pressure on 2 ½" cap with pressure gauge, no flow

\_\_\_\_\_ psi – Pitot Flow Pressure on flowing 2 ½" bent pipe

\_\_\_\_\_ psi – Residual Pressure on 2 ½" cap with pressure gauge while flowing

**Calculated Flow Rate**

- Red – Less than 500 GPM
- Orange – 500-999 GPM
- Green – 1000-1499 GPM
- Blue – 1500 GPM or Above

**Flow Test Chart Calculator**

<b>Pitot Gauge Pressure for 2 ½" Discharge</b>	<b>Flow in GPM</b>
1-9	170-500
10-34	530-980
36-80	1010-1500
82+	1520+

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Self-Contained Breathing Apparatus (SCBAs)	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 07/06/2023
	<b>Review Date:</b> 07/06/2023

**Purpose:**

This guideline ensures proper steps have been taken to protect firefighter’s respiratory systems from potentially toxic atmospheres, such as an interior/exterior fire attack or hazardous materials emergency.

Based upon the nature of the job and potential exposures, appropriate SCBAs have been selected for use in fire department operations.

Firefighters will be trained in the proper use, maintenance, storage, and inspection of SCBAs.

Facepiece fit testing will be conducted periodically on each fire suppression personnel and when conditions such as changes in equipment, facial scarring, dental changes, cosmetic changes, or significant change in body weight occur.

The firefighter or an officer may require a fit test when visual observations of the person warrant.

**Scope:**

This guideline applies to all firefighters who operate on an incident scene where an IDLH (Immediately Dangerous to Life or Health) or potential IDLH atmosphere may be present. Proper use of SCBAs is required in all IDLH or possible IDLH atmospheres. Anytime Incident Command cannot identify or reasonably estimate the firefighter’s exposure, these atmospheres will be considered IDLH.

Proper respiratory protection is required to protect the firefighter from injury and harm during some types of training and many types of emergency incidents.

Failure to follow this procedure can result in injury or death to the member by acute or chronic exposure.

**Responsibility:**

It is each firefighter's responsibility to:

- Use the SCBAs as instructed.
- Guard against damaging the SCBA.
- Keep the SCBA clean and properly stored.
- Be proficient in the donning, doffing, and use of the SCBAs.
- Report any malfunction of the SCBA to an officer immediately and remove it from service.
- Attend training as outlined by the Training Officer or other designee.
- Must maintain facial hair so that it doesn't interfere with being able to obtain a proper seal of the face piece.

The Marlow Volunteer Fire Department utilizes Scott 4.5 Air-Pak X3 air packs, these units have a 45-minute rated air supply.

When in use, the cylinder must be changed when the low air alarm sounds. Due to demands of the job, the unit may not last for its rated time.

All face pieces are stored on the apparatus with the appropriate SCBA. Some members have their own personal face piece.

**Training:**

Marlow has an ongoing training program in the proper use of SCBAs. The Training Officer has the responsibility of developing and implementing this training program.

**Procedures for IDLH Atmospheres: (2 in/ 2 out)**

Anytime firefighters enter into an IDLH or potential IDLH atmosphere they must use appropriate respiratory protection, work in teams of two or more, and remain in voice, visual, or signal line contact with each other at all times. Radios are not allowed as sole means of maintaining contact between entry team members due to possible failure. The entry teams shall maintain contact with those outside via voice, visual, signal line, or radio. **Anytime** firefighters are operating in an IDLH environment, a team of at least two firefighters **fully equipped** shall be immediately available outside the IDLH atmosphere to perform firefighter rescue functions. One of the firefighters must monitor the entry team's activities and be able to initiate a rescue should the need arise. This firefighter will not be assigned any other responsibilities. The other firefighter may perform other duties as long as they stay in close proximity and direct visual contact with the firefighter monitoring the entry team and remain readily available to him or her should a firefighter rescue be needed. The functions of the second firefighter cannot be functions, which would cause a risk to others at the scene if they had to be abandoned. If a firefighter rescue is initiated, the team shall communicate their actions to Incident Command. Information to be transmitted shall include but not limited to: point of entry, location within the structure you will be operating, number of personnel entering the structure and any additional resources needed.

**Exception:**

Incident Command **may** initiate a rescue without a back-up rescue team in place provided there is **confirmation** that a victim may be present and that this action may result in someone's life being saved.

**Regular Operational Inspections:**

Regular operational inspections shall be completed on SCBAs on a routine basis, consisting of:

1. Check cylinder gauge (cylinder must be full).
2. Check the cylinder for physical damage.
3. Check harness assembly for wear or damage.
4. Check the facepiece for wear or damage.
5. Properly don SCBA.

6. Properly don facepiece and check seal and exhalation valve. (Cylinder valve must be off and system must be free of air to properly perform test)
7. Fully open the cylinder valve and check for leaks.
8. Check the regulator for wear or damage and ensure proper operation by connecting to the facepiece and operating normally.
9. Ensure proper operation of VIBRALERT and bell alarm by turning the cylinder valve off and bleeding air from the system with the purge valve. Both alarms should operate when the gauge drops into the red zone.
10. Ensure proper operation of PAK-ALERT.

### **Cleaning and Storage Guidelines**

#### **Cleaning:**

- Ensure that the regulator is properly stored in the storage holder attached to the harness assembly.
- Scrub harness assembly, backpack, and cylinder with warm soapy water and rinse thoroughly.
- Allow the harness assembly to dry.
- If the face piece is heavily soiled, wash it with a warm soapy solution and rinse thoroughly. Dry thoroughly and place the facepiece in a storage bag.

#### **Proper Storage:**

All SCBA are to be stored in a ready condition on the apparatus in their proper location.

#### **Proper Donning:**

1. Turnout gear must be on properly with all snaps and buckles fastened.
2. Donning of breathing apparatus:
  - a. Properly don the SCBA
  - b. Properly don the face piece
  - c. Don hood
  - d. Don helmet (secure with strap)

- e. Don firefighting gloves
- f. Connect regulator

#### **Transfiling between SCBA (Emergency Breathing System):**

The SCBA with the higher-pressure reading is the donor. The SCBA with the lower pressure is the receiver.

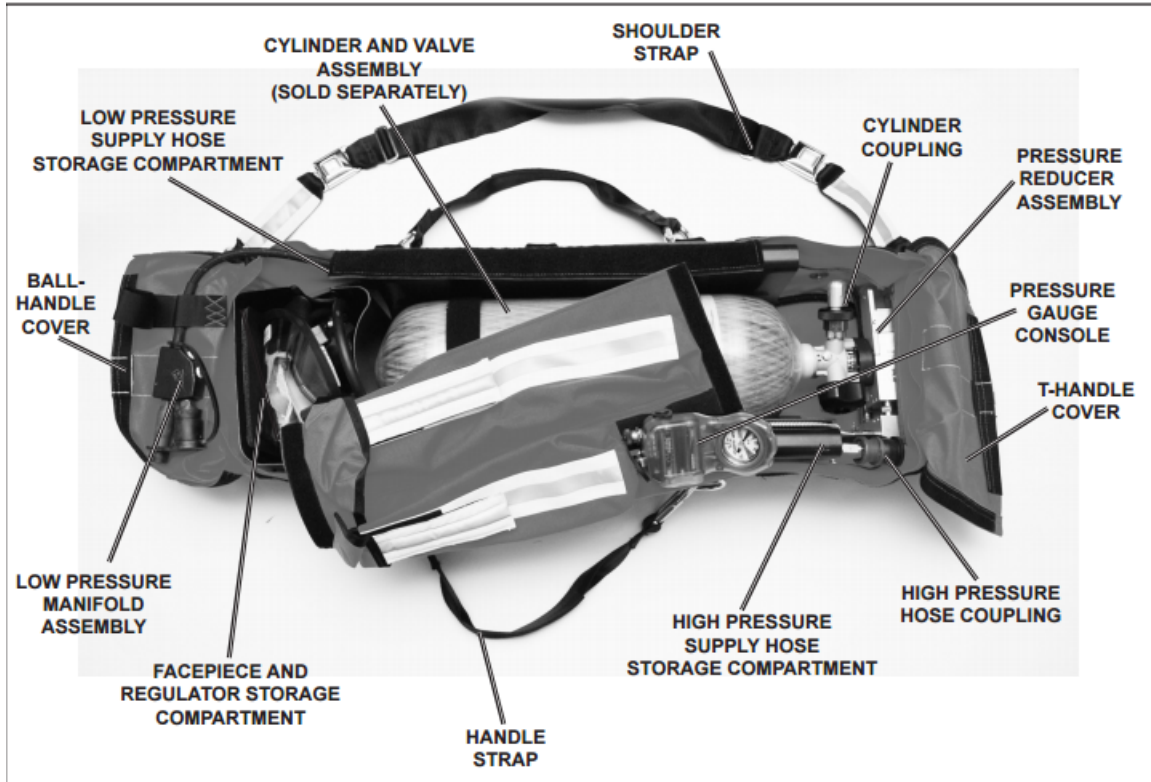
Transfiling between users of SCBA should be performed only during life-threatening emergencies or simulated training exercises.

Both the donor and receiver shall return to fresh air immediately following the procedure.

Both SCBA used by MVFD are equipped with a 3-foot emergency transfill hose in a protective pouch attached to the harness assembly.

#### **Scott RIT-PAK**

The Scott RIT-PAK portable air supply is intended for use by a Rapid Intervention Team (RIT) as an emergency source of breathing air to supply air to a single respirator being used by one person while that person is being evacuated from an atmosphere requiring respiratory protection. The RIT-PAK must only be used by trained personnel.



## Cascade System

Examine the cylinder to ensure that the most recent hydrostatic test date is acceptable and determine the correct recharge pressure.

- The Cascade System shall only be operated by personnel that have been trained.
- Any SCBA that is out of date on hydro testing will not be filled. "Composite" cylinders must be tested every three years. Do not fill cylinders that exceed the hydrostatic test date time frame. This includes filling for outside agencies!
- The Marlow Volunteer Fire Department uses Breathing Air Systems to provide air quality testing on a quarterly basis.
- Anytime that a cylinder is filled on the cascade system the log sheet shall be completed. (once a log sheet is full please turn it into the Fire Chief)

Repairs, adjustments, and/or alterations are not to be performed to any piece of breathing equipment, except by personnel properly trained, certified, and approved by Marlow Volunteer Fire Department.





<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Traffic Control Safety	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 02/01/2013
	<b>Review Date:</b> 05/02/2020

1. Minimum P.P.E. – traffic vest.
2. Plan an escape route from the area in which you are directing traffic. This should be a safety zone that you can run, jump, or move to quickly in the event a vehicle does not see you or yield to your command to stop.
3. When in doubt or scene safety is compromised, especially in the action circle, completely shut down all traffic.
4. Use a transition zone on each side of the incident. Minimum distance should be 60 feet and maximum distance should be 150 feet. The longer of the two lengths of advanced warnings should be utilized on four lane roads, and on two roads with speeds over 35 miles an hour.
5. Communicate clearly with the second member of traffic as to the first and last vehicle and who is going to send or hold traffic. Tell Command when the wrecker gets on scene. This should be done on channel 73.
6. As appropriate, utilize cones and flares as a defensive advantage forming an early warning system.
7. Immediately notify command if a vehicle breaches a traffic control point.
8. Keep traffic control established until an Anderson County Sheriff Officer or a THP Trooper assumes traffic control, or until the incident is terminated by command.
9. Do not establish a traffic control point on the blind side of a curve or hill or in a corner. This may mean you could be out of sight of the scene and what’s going on. Use good radio communication.
10. Don’t assume the driver of any vehicle is going to see you or follow your instructions. Never turn your back to oncoming traffic. Stay alert, visible and be safe.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> All Emergency Response	
<b>Original Date:</b> Unknown	<b>Revision Date:</b> 03/01/2013
	<b>Review Date:</b> 08/13/2020

1. Respond only to calls that apply to you, and that you are properly trained for.
  - a. Example: EMS assist and lift assist calls – only First Responders
2. Begin your response only at radio dispatch. No freelancing.
3. After the page is received, radio your response. Don't call dispatch to report your response.
  - a. Example: "75XX responding to structure fire 222 Smith Rd"
4. Don't call dispatch or other department members on channel 72 to ask for directions to the scene. Use your GPS.
5. Obey all traffic rules enroute to the scene.
6. No member shall use emergency lights, flashing lights, or sirens when responding in a privately-owned vehicle (POV).
7. If you receive an "all units not on scene cancel" notification from dispatch, don't continue to the scene.
8. Park your POV well away from the scene to allow access to other emergency vehicles and permit a clear flow of traffic.
9. Drop a cone or station someone on the main road to direct later responders to the site of a difficult-to-locate scene.
10. Upon arrival at the scene, turn your radio to channel 73.
11. Dress in full gear as appropriate to the type of call.
12. Report to Incident Command to give them your tag out card and wait for an assignment.
13. Don't enter the hot zone without an assignment.
14. Don't smoke near or at an active scene.
15. Report to Incident Command before leaving the scene for accountability purposes.
16. Protect yourself from accusations of theft. Never enter structures or vehicles alone or without specific instructions from Incident Command or law enforcement.
17. At the conclusion of the incident, return to the station to help put trucks back in service.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Communications	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 05/01/2015
	<b>Review Date:</b> 08/13/2020

### **Anderson County's Dispatch**

Radio dispatch to Marlow Volunteer Fire Department is provided by Anderson County Sheriff's Office dispatchers using E911 equipment. Our continued use of this dispatch system depends on proper use by our department.

### **Fire Service/EMS Channels**

Marlow, Andersonville, Briceville, Medford, Norris, and Rescue Squad share channels 71, 72, and 73.

Claxton and Oliver Spring radios are VHF. Our present portable UHF radios cannot receive transmissions from or broadcast to Claxton or Oliver Springs. There are VHF radios in the department trucks that can be used to communicate with Claxton and Oliver Springs.

Dispatch is also able to patch our UHF radios to Claxton or Oliver Springs.

Broadcasts over channels 71 and 72 are bounced off tower repeaters and are heard county-wide. These channels must be used sparingly to allow other agencies to communicate with dispatch if needed. Any transmissions on these channels must be professional in nature and content.

Channel 73 is a "radio-to-radio" channel and may be used to communicate with other department members on scene. These transmissions are limited to approximately one mile "straight line" radio waves.

### **Radio Use during a Response**

1. Radios are to be used only during emergency calls. No exceptions!

2. Press the transmit button for 3 seconds before and after your transmission. Hold firmly during transmission to prevent broken transmissions.
3. Don't radio your response until after a page is received.
4. When paged, radio your response with "75XX enroute." Don't call dispatch to report your response.
5. Don't call dispatch to see if any other units are responding.
6. Transmit your arrival on scene with "75XX on scene." Don't call dispatch to report your arrival.
7. Don't call dispatch or other department members on channel 71 or 72 to ask for directions to the scene.
8. Once on scene, all radios should be turned to channel 73.
9. Once on scene, only Incident Command will communicate with dispatch.
10. Only Incident Command and Officers may communicate with responding units on channel 71 or 72.

### **First on Scene**

1. If you are first on scene, survey the scene and transmit a situation report to dispatch and other responding units to hear.
2. Before transmitting to dispatch, take a moment to collect your thoughts and plan what you will say.
3. Speak in a calm and clear manner so your information or request will be heard and understood the first time.
4. Convey only pertinent information.

### **General Rules**

1. Never use profane or obscene language, criticize the dispatcher or make sarcastic remarks.
2. Safeguard your radio from children who may be able to create an "open mike."
3. When riding with another agency, members must obtain a radio call number from that agency and may not use Marlow radio call numbers to broadcast transmissions.
4. Bring all dispatch concerns to the Chief or other Officer who will contact dispatch supervisors to discuss the problem.

## **Common Radio Codes**

Use plain language when communicating over the radio. These radio codes are acceptable to use.

Code 73 - DOA

Responding Code 10 - one firefighter in the truck

Responding Code 20 - two firefighters in the truck

Note – each radio is identifiable to dispatch and can be traced back to whom it is assigned. Having a department assigned radio is a privilege and can be revoked at any time if abused or not used properly.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Auto Accident with Entrapment or Hazards	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 09/10/2020
	<b>Review Date:</b> 09/10/2020

Marlow Volunteer Fire Department has four functions at an auto accident scene:

1. Protect rescuers, bystanders, and victims from fire, possible fire, and other hazards.
2. Support ambulance and rescue operations.
3. Perform rescue operations with MVFD equipment if needed.
4. Secure and maintain control of the accident scene.

Immediately upon arrival, report to Incident Command.

The action circle is a 20-foot hot zone around the action scene. Don't enter the action circle without full bunker gear and an assignment from Incident Command. Stay in the staging area.

Render only the medical assistance/first aid that you are trained and qualified to perform.

Personnel shouldn't access vehicles or personal belongings of the victims unless requested to do so by law enforcement personnel.

Use extreme caution to prevent personal contamination with biohazards. Medical gloves must be worn by any personnel handling victims.

All personnel who exit the hot zone must report to the staging area to be inspected and decontaminated as necessary.

Only approved Marlow drivers are authorized to drive the ambulance and must have permission of Incident Command and Anderson County EMS.

### **Designated Tasks**

Depending on the number of firefighters responding, the following tasks may need to be shared by fewer people while maintaining the priority order of tasks.

### **First on Scene – Incident Command**

1. Immediately conduct an outer survey by circling the entire scene at a safe distance from the vehicle(s), looking for victims and hazards. Look outward as well as inward.
2. Move in toward the vehicle(s) to conduct an inner survey. Look for:
  - a. Number and conditions of victims.
  - b. Hazards: leaking fuel, hazardous materials, and downed power lines.
3. Radio a situation report to dispatch. Include information on:
  - a. Number, condition, type, and position of vehicle(s) involved.
  - b. Number of victims.
  - c. Obvious injuries to victims.
  - d. Hazards.
  - e. Additional help needed: Sheriff's Deputy, THP, Rescue Squad or CUB.
4. If a vehicle is in danger of rollover, radio the responding engine to spot in the anchor position.
5. Appoint a safety officer to handle decontamination.

### **Operator**

1. While enroute, determine from dispatch which other agencies are responding.
2. Spot the apparatus a safe distance from the accident scene. If the accident vehicles are over an embankment, pull the apparatus closer so that it may be used as an anchoring point for safety lines.
3. Position the apparatus to:
  - a. Protect personnel from oncoming traffic.
  - b. Allow access to emergency vehicles.
  - c. Maintain traffic flow, if possible.
4. Engage the pump and set a standby pressure of 100 psi, recirculating.
5. A charged 1 ¾" hose line shall be deployed on all extrications.
6. Be prepared to increase pressure to normal operating level at any time.
7. On night incidents, deploy scene lights.
8. If necessary, deploy safety lines and assist with anchoring of vehicles.



## **Equipment**

1. Spread 8' X 8' tarp on the ground just outside the action circle.
2. Remove and arrange on the tarp all equipment.

## **Safety Officer**

1. Check Marlow personnel for contamination upon their return to staging.
2. Direct decontamination of personnel, the accident scene, and any equipment.
3. Collect and maintain control of biohazard bags containing contaminated materials for disposal by the ambulance crew or in the Marlow Station Biohazard Can.
4. File a written report of any personnel who were contaminated in the event that follow-up is required.

## **All Personnel on Scene**

1. Park well away from the emergency vehicle parking area in a manner that will not prevent traffic flow.
2. Upon arrival, don't enter the action circle. Stage at the apparatus until given an assignment by Incident Command.
3. Once the scene is stabilized, extra personnel will be asked to leave to reduce congestion and minimize risk.

At the conclusion of the incident, all firefighters on scene shall proceed to the station to put the trucks and equipment back in service.

At the conclusion of the incident, it is the responsibility of the driver to ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Brush Fires	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 05/28/2021
	<b>Review Date:</b> 05/28/2021

These procedures are designed to make the best use of minimal manpower to control and extinguish brush fires in a safe manner.

### **Priorities**

1. Life safety – including domestic animals and livestock.
2. Protection of threatened structures.
3. Containment of the fire.
4. Extinguishment of the fire.

### **Safety Rules**

1. Always tag out with Incident Command. This allows Incident Command to keep track of all members on the scene. (accountability)
2. Wear appropriate non-synthetic clothing:
  - a. Helmet
  - b. Work gloves
  - c. Long pants
  - d. Work boots
  - e. Goggles (if desired)
  - f. Bandanna

Bunker pants and boots are strongly discouraged.

3. Be prepared for nightfall during afternoon and evening fires. Take a flashlight.
4. Keep your face shield down or goggles on when moving through the brush at night to avoid possible eye injury.

5. Establish the apparatus as a safe anchor point from which to fight the fire.
6. Never work alone, stay with your crew or team.
7. Watch for possible downed power lines or other hazards.
8. Be alert for changes in wind or weather conditions.
9. Maintain visual and voice contact with other crew members at all times.
10. Maintain communications between the crew and the anchor point.
11. Maintain communications between the crew and Incident Command.

The safe area is the area that has already burned. In an emergency, get into it. When going into or out of the fire area, go through it. Or approach the fire area at a safe distance ahead of the fire to cut it off.

### **Direct Attack Method – Low or No Wind Conditions or Low Intensity**

#### **Task assignments**

##### **Operator**

1. Position the apparatus to protect threatened exposures. If there are none, position as close to the hot flank of the fire as possible. Be sure the apparatus has a safe escape route.
2. Stretch the booster line and extinguish as much fire as possible.
3. Leave the booster line charged.
4. Stay with the apparatus.
5. Maintain radio communications with the crew and Incident Command.
6. Brief arriving members on conditions and the status of our efforts.
7. Monitor wind and weather conditions and inform crews of any changes.

##### **Direct Attack Crew – (5 positions)**

The crew should move along the fire line from the anchor point, attacking from the unburned side so that embers and flame blown by the extinguisher or swatter will go back into the burned area.

First member – five-gallon backpack extinguisher, portable radio

1. Lead at a slow walk, knocking down the flames, including those that flame back up while still within reach.

2. When the extinguisher is empty, take the radio and return through the burn area to the booster line and refill.

Second member – swatter, portable radio

1. Follow the lead extinguisher man and deal with any remaining hazards.

Third member – fire rake, portable radio

1. Follow the lead extinguisher man and deal with any remaining hazards.

Fourth member – five-gallon backpack extinguisher, portable radio

1. Trail other crew members, not using your extinguisher until the first member's extinguisher is empty.
2. Take the lead extinguisher position at a slow walk, knocking down the flames, including those that flame back up while still within reach.
3. When the extinguisher is empty, take the radio and return through the burn area to the booster line and refill.

Fifth member – backpack blower, portable radio

1. Blow leaves and other material to the fire side of the line.

### **Indirect Attack Method – High Wind or High Intensity Fire**

#### **Task Assignments**

**Indirect Attack Crews** – two crews of at least two members each.

Both crews should proceed to a point well in front of the head of the advancing fire and begin working away from each other down both flanks of the fire, raking a line approximately 2 feet wide down to the bare dirt.

First member – fire rake or blower, flares (2-3) or drip torch, portable radio

Additional members – fire rake, portable radio

1. Rake or blow leaves and other material to the fire side of the line.

2. Follow the terrain so that an imaginary basketball placed on the line will always roll towards the fire. This prevents a burning log or debris from rolling across the line and spreading the fire.
3. Nothing burnable can remain across the line. The line must go around fallen trees or brush that can't be removed.
4. After 50 feet or more of line has been raked, set a backfire in this material. The backfire will burn towards the main fire, widening the line.
5. When using flares to set backfires, wait and light longer stretches of line at once to save flares.

### **Working with Dozers**

The Forestry Service dozers will frequently be working fires requiring indirect attack. They are far better at putting in fire lines; however, they usually arrive after we do.

Dozer safety rules:

1. Incident Command should immediately tell the dozer operator where our crews are working and inform the crews by radio of the dozer's arrival.
2. Crews should immediately account for all members.
3. Get out of the dozer's way as it approaches your position.
4. Remember there may be more than one dozer working.
5. Never attempt to direct the operation of the dozer unless the operator specifically asks you to do so.
6. The dozer operator can't hear you. Their vision is concentrating on what is immediately in front of them, so they won't see you either.
7. Never approach the dozer from the front or rear. Sudden changes in direction are common.
8. Don't attempt to touch or board the dozer while it is moving.
9. Don't attempt to touch or board the dozer until you have established unbroken eye contact with the operator.
10. Don't ride on the dozer.
11. The line plowed by the dozer is deeply rutted. It is a difficult path to try to walk.
12. Night operations with dozers are especially dangerous. All crew members should have their personal hand lights on at all times.

13. All crew members should stay 100 feet or more away from the dozer.

At the conclusion of the incident, all firefighters shall check in with Incident Command for accountability purposes since crews and personnel in these incidents can be scattered across large areas.

At the conclusion of any incident, all firefighters on scene shall proceed to the station to put trucks and equipment back in service.

At the conclusion of any incident, it is the responsibility of the driver to ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Structure Fires	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 09/10/2020
	<b>Review Date:</b> 09/10/2020

This tactical guideline aids in training and operations. Deviations are likely, depending on particular scene conditions as judged by Incident Command.

In addition to general guidance, this guideline specifically addresses interior attack, blitz attack, search and rescue, and limited area fires. Additional tactics such as exposure protection or an exclusively exterior attack may be ordered by Incident Command, depending on conditions.

No firefighter should ever assume responsibility for any task they are not trained to do. If a firefighter is not comfortable with an assigned task, they should ask the officer for another assignment.

Immediately upon arrival at the scene, firefighters should hand tag out cards to Incident Command. Tagging out with Incident Command will help us account for all personnel on scene at any given time, thus improving safety. For safety and security purposes, no firefighter should be alone during any activities. Before leaving the scene, report to Incident Command. Remember to retrieve your tag out card when you leave the scene.

### **Evacuation**

Three long blasts on the air horn signals all firefighters to **IMMEDIATELY EVACUATE** the structure and report to Incident Command.

### **Designated Tasks**

The following designated tasks are common to virtually any structure fire and are essential for prompt control of fire inside a structure.

**Incident Command** – portable radio

1. 360 evaluation of the scene and the potential need for a search for victims.
2. Direct all fire and support operations and resources directly or by specific delegation.
3. Request additional resources (EMS, mutual aid, law enforcement, hazmat, etc.) as needed.
4. Serve as the single point-of-contact with dispatch.
5. Review with the property owner the status of the property, actions taken, recommended follow-up activities, fire report availability, etc.
6. Ensure with dispatch that the working fire protocol is in motion.

**Pump operator – portable radio**

1. Decide immediately how water is to be supplied.
2. Communicate water supply decisions to incoming units.
3. Operate the pump and generator.
4. Change air bottles.
5. Monitor and communicate water resources to all on scene.
6. Monitor radio and coordinate staging of incoming tankers.

**Drivers – portable radio**

1. Coordinate location, staging, and arrival of your incoming truck with Command or the pump operator.
2. At the conclusion of the incident, ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.

**Interior Attack**

**Attack team – (two positions)**

First member – SCBA, hose line, portable radio

Second member – SCBA, irons, light box, portable radio

1. Pack out immediately upon arrival.
2. Stretch the hose line (200 foot pre-connect) to the point of entry. If additional hose is required for the initial attack, add it before charging lines.
3. Charge, bleed, and set hose pattern to straight stream.



4. Mask up.
5. Force entry if required – try before you pry!
6. Begin interior attack.
7. If an interior search has been declared, search as your team proceeds, maintaining account of and protecting the interior search teams.
8. Extinguish the fire.

**Rapid intervention team (R.I.T.) – (two positions)**

Entry man – SCBA, hose line, light box, portable radio

1. Pack out.
2. Stretch the hose line (200 foot pre-connect) to the point of entry. If additional hose is required for the initial attack, add it before charging lines.
3. Charge, bleed, and set hose pattern to straight stream.
4. Prevent entry into the hot zone by anyone not wearing full protective gear.
5. Maintain control of the entry point and account for those persons inside. Be alert for PASS device sounds.
6. Feed hose for the attack team.
7. Maintain and monitor radio contact with the attack team and Incident Command.
8. Don't leave the point of entry position unattended.
9. If rescue/assistance entry must be made, arrange for another R.I.T.

Vent man – SCBA, irons, light box, portable radio

1. Pack out.
2. Work in coordination with the attack team as they attack the fire room inside.
3. From outside the structure, remove completely all window glass and screen in the fire room when the attack team is ready to put water on the fire. This will allow heat and steam to escape. Remember, venting a little early is better than venting too late!
4. When venting the windows, look for potential victims outside in the vicinity of windows or doors.
5. When venting is complete, report immediately to the entry point.

6. Assist the entry man with feeding hose.
7. Set up the PPV fan when the hook/blitz team delivers it to the entry point.

#### **Hook/blitz team – (two positions)**

First member – SCBA, 6 ft pike hook, PPV fan, portable radio

Second member – SCBA, 4 ft multi-hook, portable radio

1. Pack out.
2. Drop off PPV fan with the R.I.T. vent man for set up.
3. Mask up and enter to support the attack team by exposing fire with hooks and performing overhaul.
4. Members of this team must enter together, stay together, and coordinate with the attack team.

#### **Blitz Attack**

When a structure is too involved upon arrival to start an interior attack, but it is felt there is still a chance to save the structure, a blitz attack is used to knock the fire down sufficiently to allow an interior attack.

The first arriving firefighters should:

1. Tag out with Incident Command.
2. Pack out.
3. Stretch and charge the 2 ½ inch 150-foot blitz line.
4. Attack the fire using up to 6 blasts of not more than 20 seconds per blast into the main body of the fire. This approach is an aggressive exterior attempt to gain knockdown while using a controlled amount of water so that an interior attack can be mounted if the blitz attack is successful.
5. If knockdown is achieved, begin an interior attack as outlined above.

#### **Search and Rescue**

If it has been determined that victims may be in the structure, the interior attack plan should be modified to both attack the fire and safely search for victims. Additional mutual aid should be requested.

Initiate a search of the perimeter to locate any occupants outside of the structure for information on any persons still inside.

Neighbors are not considered reliable sources of information as to whether or not anyone is in the structure.

Occupants outside the structure should be attended by department personnel at all times during the fire.

Additional teams, as determined by Incident Command, may be formed to perform interior search and exterior search duties.

All teams should consider that occupants are likely to be found in bedrooms, bathrooms, and hallways where they were most likely hiding from the fire or attempting to escape.

**Interior search team** – (two positions)

First member – SCBA, hose line, portable radio

Second member – SCBA, irons, portable radio

1. Pack out.
2. Operate under the protection of a charged hose line, or coordinate protection with the attack team and use a hose line.
3. Maintain constant voice contact with each other.
4. Search all areas quickly, beginning with the area posing the most threat to potential victims.
5. First member should stay with the hose line at the door to each room as it is being searched.
6. Second member should search the perimeter and as much of the center of the room as can be safely reached, checking:
  - a. On and under beds.

- b. Under and behind furniture.
  - c. In closets.
  - d. In bathtubs.
  - e. Behind the door.
7. Leave signs that the search is complete in each room such as:
  - a. Turning mattresses crosswise on the bed.
  - b. Opening the windows.
  - c. Closing doors.
8. Give an “all clear” report to Incident Command when the search is complete.

If a victim is located:

1. BOTH MEMBERS should immediately remove the victim from the dwelling, requesting additional help if necessary.
2. Use a removal route with the most tenable conditions.
3. Report removal to Incident Command.
4. Remain with the victim until relieved by another firefighter or other emergency personnel.

**Note:** After the incident is under control, a more thorough secondary search should be made to ensure that there were no victims, to salvage valuables, and to attempt to determine the cause and point of origin.

### **Exterior Search**

Exterior searches are only to be initiated in areas well removed from the actual fire but where victims may be located in smoke or attempting to distance themselves from the fire. Extreme care is to be used to avoid any risk to firefighter safety since a protective hose line is not present.

#### **Exterior search team – (two positions)**

Ladder man – SCBA, ladder, portable radio

1. Pack out.
2. Raise ladder to the sill of the window farthest from the interior attack teams.
3. Follow the search man up the ladder and remain on the ladder.

4. Maintain constant voice contact with the search man.
5. When the search man returns to the ladder, descend the ladder.
6. Reposition the ladder to the next window when the search man is down.

Search man – SCBA, irons, portable radio

1. Pack out.
2. Open or break the window from the top of the ladder.
3. If there is no fire threat, carefully enter the room, close its door, and search the room.
4. Maintain constant voice contact with the ladder man.
5. Exit through the window, descend the ladder, and move to the next room.

### **Room in Contents Fires**

If a fire involves only a limited area of structure, extra care should be taken to minimize any further damage caused by firefighting operations. These measures may include:

1. Covering furniture with salvage covers to prevent water damage.
2. Using salvage runners to prevent tracking debris on carpeting and floors.
3. Removing valuables to a safe location after consulting with the owner.
4. Minimizing structural damage during overhaul by tearing out walls, ceilings, windows, etc. only when absolutely necessary.
5. Cleaning debris from fire areas to the bare walls and floors to prevent re-kindle.
6. Inspecting for possible extension to prevent re-kindle.
7. Covering openings with wood or plastic for security and weather protection, if possible.
8. Clearing door areas so that they may be closed and secured.

Note: Be aware of the potential for arson and ensure preservation of evidence. If there is any suspicion of arson, stop operations and notify Incident Command so an investigation can be conducted.

At the conclusion of any incident, all firefighters on scene shall proceed to the station to put trucks and equipment back in service.

At the conclusion of any incident, it is the responsibility of the driver to ensure that the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Drivers/Operators	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 01/22/2024
	<b>Review Date:</b> 01/22/2024

### **Emergency Driver/Operator Qualifications**

To become a qualified driver/operator for the Marlow Volunteer Fire Department, a person must meet these qualifications to help prevent death, injury, and property loss.

Emergency vehicle drivers have in their care, custody, and control most of the major assets possessed by the department (the vehicle, portable equipment, and personnel). Emergency vehicle drivers should also make every attempt possible to provide due regard for the safety of others. The safe operation of these vehicles, particularly during emergency response, depends greatly on the ability and skills of the driver.

A member selected to be trained as a driver/operator will successfully complete an emergency driver training program which would include but not be limited to:

- A minimum of four (4) hours of classroom training concentrating on defensive driving, legal aspects of emergency vehicle operations, physical dynamics and review of departmental emergency vehicle response guidelines (SOG's).
- Additional classroom training is required for pump operators and tanker operations.
- Ten (10) hours of documented behind-the-wheel training on each apparatus. Behind-the-wheel training should be documented on the driver log.
- The ten (10) hours of behind-the-wheel training should be split up with more than one existing driver/operator.
- If a member is already trained and qualified through a professional department, they will receive accelerated approval following vehicle familiarity, orientation, and demonstrated abilities.

- An emergency driver is a person designated by the Chief and Administrative Officer, and trained by authorized trainers to drive department apparatus and operate the pumps.
- Emergency drivers will be trained at the request of the Chief only.
- All emergency drivers must qualify as pump operators.
- Only authorized trainers may train pump operators.
- Upon completion of training the emergency driver/pump operator trainers will recommend to the Chief and Administrative Officer that the trainee should or shouldn't be accepted as a driver/operator.
- All emergency drivers must have a valid Tennessee driver's license.
- All emergency drivers must be 18 years of age or older.
- Complete Vanessa K. Free training annually.\*
- Complete EVOC training every two years.\*

\*Each member is responsible for maintaining any certifications required to maintain the minimum training standards, such as EVOC or Vanessa K. Free.

## **Emergency Driver/Operator Guidelines**

### **1. Circle of Safety**

Prior to entering the cab and starting the vehicle, make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed, deck guns lowered if applicable and any physical obstructions moved out of the way. Do this prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency call.

### **2. Warning Devices and True Emergencies**

When responding emergency traffic, audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. Understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not ensure the right-of-way.



### **3. Vehicle Control and Right-of-Way**

Attempt to maintain control of the vehicle being operated in such a manner as to provide the maximum level of safety for both the passengers and the general public. Be aware that the civilian vehicle operators may not react in the manner which is expected or felt to be appropriate. Make an attempt to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you. Be aware of the rate of closure (comparison of time and space) on other vehicles and pedestrians at all times to make sure an appropriate approach speed and/or safe following distance is established and maintained. Adhere to the rule for safe following distance and allow one second of following distance for every 10 feet of vehicle length for speeds under 40 mph and add one additional second for each 10 mph for speeds over 40 mph.

### **4. Response Speeds**

When responding emergency traffic, operate the vehicle as close to the posted speed limit as possible, but not to exceed 10 mph miles over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to:

- Slippery road conditions
- Inclement weather
- Poor visibility
- Heavy or congested traffic conditions
- Sharp curves
- Narrow roads with little or no shoulders or soft shoulders
- Poor or reverse banking on curves or intersections

### **5. Intersection Practices**

Take extreme care when approaching any intersection as they are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the organization's intersection operating guidelines during all emergency responses.

### ***Uncontrolled intersections***

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle, complete the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all four directions (left, right, front, rear)
- Slow down if any potential hazards are detected and cover the brake pedal with the driver's foot.
- Change the siren cadence not less than 200' from intersection
- Avoid using the opposing lane of traffic if at all possible.

It's important for emergency vehicle drivers to be prepared to slow or bring their vehicle to a stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can they assume the right of way, therefore the emergency driver does not have the right of way until the other vehicle yields to them.

### ***Controlled intersections***

Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires **Prudent Action** by the emergency vehicle driver. Consider the following steps:

- Do not rely on warning devices to clear traffic.
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.) and driver options.
- Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers' foot, continue to scan in four directions (left, right, front, back).

- When approaching a traffic signal be aware of “stale” green lights or yellow caution lights, begin to slow and prepare to stop as these will be turning red.
- Change the siren cadence not less than 200’ from the intersection.
- Scan intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible. Consider using the lane of least resistance that is consistent with your intended direction of travel.
- During emergency response bring the vehicle to a complete stop for the following:
  - When directed by a law enforcement officer
  - Red traffic lights
  - Stop signs
  - When the driver cannot account for visible traffic in the lanes of traffic in an intersection
  - When other intersection hazards are present
  - When encountering a stopped school bus with flashing warning lights
- Establish eye contact with other vehicle drivers; have your partner (if available) communicate all is clear; reconfirm all other vehicles are stopped.
- Account for traffic one lane at a time, treating each lane of traffic as a separate intersection.

### ***Railroad Intersections***

When approaching an unguarded rail crossing, you shall bring the apparatus or vehicle to a complete stop before entering the grade crossing. In addition, perform the following prior to proceeding:

- Turn off all sirens and air horns
- Operate the motor at idle speed
- Turn off any other sound producing equipment or accessories
- Open the windows and listen for a train’s horn

## **6. Rollover Prevention**

Emergency vehicle rollovers are an all too frequent cause of vehicle damage, serious injury and fatalities. Very often, however, these incidents are of a highly preventable nature. All emergency

vehicles are subject to rollovers, but tankers and pumper tankers are particularly vulnerable because of their high center of gravity. A partially full water tank increased the risk of rollover since the shifting water can exaggerate the weight shift. Whenever possible trucks should have either a full or empty water tank when being driven.

The simplest method of prevention is for the emergency vehicle driver to simply slow down. Excessive speed greatly reduces the driver's ability to control the vehicle on curves or when making evasive steering moves. Driving at a reduced speed will increase the driver's ability to keep the vehicle under control during a wider range of circumstances. Excessive speed increases the likelihood that the weight will shift and cause the vehicle to be uncontrollable.

In addition to excessive speed and shifting weight, another leading cause of vehicle rollover is oversteering after dropping off the road surface onto the shoulder of the road. Oversteering will cause the vehicle to rollover by causing the weight to severely shift from one side to the other and/or by the vehicle tires gripping the road at an excessive angle once brought back off of the shoulder.

The potential for this type of incident increases as the difference in height between the road surface and the shoulder increases. The greater the difference in height, the greater the angle of steering must be applied to overcome the resistance of the road surface against the tires of the vehicle. Once the tires are at a great enough angle to overcome the resistance and return to the driving surface, they will either grip and shoot the vehicle in the opposite direction, or will buckle and roll. Either way, the results are the same . . . a wrecked vehicle.

The following safe driving points will increase the emergency vehicle driver's ability to maintain control of their vehicle should he/she run off of the road surface onto the shoulder.

***Things to Do:***

- Take your foot off of the accelerator and allow the vehicle to slow down gradually.
- Do not apply full braking! Use soft application of the brakes, natural deceleration and downshifting to bring the vehicle to a safe speed or complete stop.
- Under soft shoulder conditions, feather the accelerator to help maintain control of the vehicle while slowing.

**Things Not to Do:**

- Do not attempt to steer back onto the road surface at speed or under acceleration.
- Do not make any sudden or drastic steering movements.
- Do not apply full braking.
- Do not attempt to accelerate over the surface drop off.

**7. Non-Emergency Response**

When responding to a call in a non-emergency response mode or normal flow of traffic operate the vehicle with no audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. Follow motor vehicle laws for the use of emergency lighting equipment and audible warning devices.

**8. Ordinary Travel Procedures**

Obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action, including suspension of driving privileges.

**9. Riding Policy**

The department requires all persons riding on fire apparatus to be seated in approved riding positions and secured to the vehicle by seat belts whenever the vehicle is in motion. The emergency vehicle driver and/or the person riding in the officer position will verify that personnel are properly seated and in seat belts before the vehicle is moved. Standard communication signals should be formulated and utilized by all personnel. The department prohibits riding on tail steps, sidesteps, running boards or any other exposed position. Personnel who perform emergency medical care while the vehicle is in motion should be secured to the vehicle by a seat belt or safety harness designed for occupant restraint.

Non-MVFD personnel, adults or children, are prohibited from riding on department apparatus on emergency runs unless approved by the Chief.

## **10. Backing**

The department recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where he/she intends to go. The department recommends that whenever possible avoid backing up. When necessary, use one of the two following measures:

- The department's first choice of backing procedures is that before any vehicle is put into reverse and backed, have a spotter in place near the rear of the vehicle. It is important the spotter is safely positioned so that the emergency vehicle driver can see them at all times. If at any time the emergency vehicle driver loses sight of the spotter, stop immediately until the spotter is visible again.
- If conditions exist that make use of spotters impossible, make a circle of safety before attempting to back up any fire department vehicle to see that; no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved out of the way. Also note any potential obstructions in the intended path of travel.

## **11. Reduce Rollaway**

Every fire apparatus is outfitted with a wheel chock. A wheel chock should be utilized at all times in order to reduce rollaway.

## **12. Response in Privately Owned Vehicles (POVs)**

When any member responds to the station or to the scene of an emergency in his/her privately owned vehicle, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle laws, including but not limited to:

- Speed limits

- Going through traffic control devices
- Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension, and loss of driving privileges.

- State law prohibits red or blue lights visible from privately owned vehicles without authorization from the Anderson County Sheriff's Department. Marlow Volunteer Fire Department doesn't allow emergency response in POVs.
- Marlow Volunteer Fire Department prohibits the use of flashing lights, including emergency flashers, and headlights (wig wags), in all POVs when responding to the station or a scene.
- Once on scene, POVs shall park so not to obstruct arriving fire and emergency vehicles to the scene and/or obstruct the traffic being diverted around an emergency scene.
- A POV is permitted to use flashing lights, including emergency flashers, and headlights (wig wags) only once parked on scene; however, be aware they can drain the POV battery if on for an extended period of time.

### **13. Additional Driver/Operator Guidelines**

- When approaching a school zone that is marked by signs or flashing lights, you shall downgrade to non-emergency traffic and obey the posted speed limit.
- When approaching a school bus that is loading or unloading students, emergency vehicles shall stop until the bus resumes motion, the lights stop flashing, or the bus driver signals the emergency apparatus to proceed.
- Headlights should be on at all times when operating department apparatus.
- If traffic is at a standstill, emergency lights and siren should be turned off until such time as the driver can proceed to the scene.
- Drivers are responsible for seeing that the bay door is closed and secured once leaving the station, to maintain security of the station.

- At the conclusion of any incident, it is the responsibility of the driver to ensure that all equipment is placed back on the truck and the truck is fueled, filled with water, and left in a clean and neat condition with all equipment ready for service.
- Operators are responsible for refueling vehicles when they fall below  $\frac{3}{4}$  fuel level at the department's designated local fuel station using a fleet fuel card. Each operator will be assigned a unique pin number for the fuel cards, which shouldn't be shared with others.
- Apparatus should avoid passing other emergency vehicles.
- When parked at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street or on scene. Warning lights shall be used to make approaching traffic aware of the incident.

### **All Members**

- No person shall operate any emergency vehicle, including privately owned vehicles, while under the influence of alcohol or drugs.
- In accordance with Tennessee law all members must provide the department with a valid copy of their driver's license and vehicle insurance.
- All moving violation citations and motor vehicle accidents must be reported to the Chief or Assistant Chief within 72 hours of the citation.
- The state driving record of any member is subject to review at any time.
- Any member observed operating a fire department apparatus or POV in an unsafe manner will be subject to the progressive disciplinary process.
- Don't enter without cause, remove, replace, purchase, or make alterations of any kind to any parts or equipment of the apparatus without the authorization of the Chief. Any damage or maintenance problems shall be reported to an officer immediately.
- The following are the only authorized uses of department apparatuses:
  - Response to emergency calls
  - Refilling with water or fuel
  - Training
  - Road course
  - Maintenance checks



- Inspections
- Hydrant testing and painting
- Community events as approved by the Chief
- Any person violating the guidelines as set forth in this document is subject to the progressive disciplinary process review by the Chief and operations committee and ultimately the Trustees if the issue is not resolved.

### **Department of Motor Vehicle MVR Evaluation Requirements**

Upon joining the department all members will sign a consent form to release their driver record. Their driver record will be pulled on an annual basis. Here is the evaluation criteria:

#### **Class A Violations**

An individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles which issued the license. Examples of Class A violations are as follows:

- Driving while intoxicated or under the influence
- Homicide arising out of the use of a motor vehicle (gross negligence)
- Reckless endangerment involving a motor vehicle
- Operating during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without owner's authority
- Permitting an unlicensed person to drive
- Reckless driving

Any individual convicted of a Class A violation will have their driving privileges suspended for a minimum period of eighteen (18) months. Additionally, they will be required to be re-certified to operate emergency vehicles through successful completion of the organization's driver training program.

#### **Class B Violations**

Class B violations are any moving violation or Point carrying violation, not considered a Class A violation. Speeding, unlawful lane change and traveling too fast for conditions are all examples of Class B violations.

Any individual who has a combination of two (2) Class B moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from the Fire Chief or Administrative Officer.

Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension of driving department vehicles for a period of ninety (90) days by the Fire Chief officer or Administrative Officer.

Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination of more than three (3) of the formerly stated violations in a three (3) year period will be issued a suspension of driving department vehicles for a period of one (1) year. In addition, the same individual will be required to complete an approved driver improvement program and be re-certified to operate emergency vehicles.



<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Apparatus Response	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 05/16/2023
	<b>Review Date:</b> 05/16/2023

All approved drivers/operators should respond to the station until advised that all appropriate trucks are enroute.

The driver of each apparatus can carry only one passenger in the front seat on all responses, except for E-751, there can be two passengers. Passengers are not permitted anywhere on the apparatus other than in seats during or returning from response. All individuals must wear seatbelts.

Qualified drivers/operators should not be passengers unless all responding apparatus are already enroute to the scene, additional apparatus is not needed for the incident, or based on guidance provided by a department officer.

Special Note for All Windrock Calls

Large apparatus (E-751, T-752, and T-753) are not to cross the bridge at the bottom of the mountain to prevent potential damage to those trucks on the mountain roads.

**Department Apparatus**

<u>Unit Number</u>	<u>Model</u>	<u>Description</u>
750	2013 Ford Explorer	Command Vehicle
755	2004 Ford F550	Brush Truck
757	2006 Crown Victoria	First Response
751	2007 Sterling	Engine
752	2011 Peterbilt	Tanker/Pumper
753	2015 Peterbilt	Tanker/Pumper
759	2019 Dodge Ram	Rescue Truck
Marlow 1	2019 Yamaha	ATV

## Responses by Call Type

### Structure Fires/Fire Alarms/Vehicle Fires

E-751 and either T-752 or T-753, with standby from the other tanker.

### Brush Fires

TR-755 and E-751.

Drivers are to proceed non-emergency if no structures are threatened.

### Vehicle Crashes

All Areas – Unit 759 followed by T-753.

### Windrock Calls

Unit 759 with Marlow 1 and/or Unit 750.

Unit 759 shall not go past the general store.

### Search and Rescue

If Anderson County Rescue Squad requests our response, we will respond non-emergency traffic in Unit 750, Unit 757, Unit 759 with Marlow 1.

### EMS Assists

All areas – Unit 757, Unit 750, Unit 759, and/or POV.

### Mutual Aid

Only one piece of apparatus should respond to any mutual aid request unless directed otherwise by an officer.

Water supply request – closest tanker

Engine at structure fire – E-751

Manpower only – Unit 757 or POV

Brush fire equipment – TR-755, Unit 757 or POV all other firefighters

If a member is a licensed medical responder and lives within the Marlow Volunteer Fire Department response area, they are permitted to take Unit 757 home with them. The Chief shall be notified that the member has taken the unit home. They will be required to respond to all calls during the time the vehicle is in their possession. If the call is for a fire or vehicle accident and they are the only operator enroute they shall respond to the station for an apparatus. Members shall return Unit 757 in a washed

and clean state. If a member fails to respond on a call while they have Unit 757 their ability to take the unit home can be suspended or revoked.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Control of Infectious Disease Transmission / Emergency Medical Response	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 09/10/2020
	<b>Review Date:</b> 09/10/2020

**Purpose**

The purpose of this guideline is to provide comprehensive infection control procedures to maximize protection against transmission of infectious disease for all Marlow Volunteer Fire Department occupational exposure members (First Responders, Emergency Medical Technicians, Paramedics), non-occupational exposure members, and the public.

**Training**

Marlow Volunteer Fire Department shall provide control of infectious disease transmission training opportunities periodically to all active members.

All members designated as having occupational exposure shall receive control of infectious disease transmission training prior to attending patients and shall attend said training annually.

**Hepatitis B Vaccinations**

The department strongly recommends the series of three Hepatitis B vaccine injections be completed by all members, especially those members with potential occupational exposure.

**Emergency Medical Response**

Members not in the occupational exposure categories are strictly prohibited from any contact with patients or potentially contaminated materials and equipment.

All patients should be treated as though they are potentially infectious, and gloves shall be the minimum protection worn. The following procedures are designed to minimize exposure.

1. On all medical emergency calls, personnel shall carry: a jump bag with appropriate personal protective equipment, medical gloves, or other body fluid barrier gloves.
2. On all potential trauma calls, personnel shall wear: medical gloves or other body fluid barrier gloves, helmet with face shield, and clothing such as a turnout coat, surgical gown, or long sleeve shirt to cover arms for protection from released body fluids.
3. On trauma calls where significant body fluids are released and could allow exposure, personnel shall wear: medical gloves or other body fluid barrier gloves, surgical gown, long sleeve shirt, or turnout coat, and helmet with face shield.
4. When treating a patient with a persistent cough, personnel shall wear: a HEPA N95 disposable respirator, a surgical mask, and a disposable respirator or surgical mask shall be placed on the patient.
5. On all calls:
  - a. Mouth-to-mouth resuscitation is prohibited without the protection of proper resuscitation devices.
  - b. Cover cuts, scrapes or skin irritations you may have prior to providing patient care.
  - c. Change gloves between patients.
  - d. Wipe stethoscope heads and other equipment with an alcohol prep pad after contact with the patient.
  - e. Use mechanical means such as a dustpan and broom to pick up broken glass or other sharp objects.
  - f. Place all sharp objects in sharps containers located in the ambulance.
  - g. Remove personal protective equipment prior to leaving the work area, after the possibility of further exposure has been eliminated.
  - h. Wash hands thoroughly with soap and water immediately after providing patient care. Antiseptic hand wash may be used until soap and water are available.
  - i. Replace immediately all protection items that fail while being used.

### **Personal Decontamination Procedures**

1. Remove contaminated personal protective equipment prior to leaving the work area after the possibility of further exposure has been removed.
  - a. Clothing contaminated with body fluids should be removed, folded with the contaminated area inside, and placed in a red biohazard bag.



- b. Gloves contaminated with body fluids should be removed by peeling them back inside out and placed in a red biohazard bag.
  - c. Biohazard bags shall be double bagged while wearing gloves and delivered to ACEMS for proper disposal at MMC.
2. Thoroughly wash hands with soap and warm water for at least 15 seconds as soon as possible following patient exposure. Antiseptic hand wash may be used until soap and water are available.
3. While wearing gloves, load clothing contaminated with body fluids in the washing machine and wash separately on hot cycle using laundry detergent.
4. After decontaminating clothing, run one more cycle empty with cool water and one cup of bleach to decontaminate the washing machine.

#### **Equipment Decontamination Procedures**

1. Always wear protective gloves when handling contaminated equipment.
2. Objects (personal protective equipment, fire tools, and equipment) contaminated by body fluids shall be decontaminated at the scene.
  - a. Thoroughly soak contaminated objects with a bleach solution (diluted 1 to 10 with water).
  - b. Allow bleach to stand for 10 minutes.
  - c. Rinse objects thoroughly with running water.

#### **Percutaneous, Mucous Membrane or Cutaneous Exposure Procedures**

1. Personnel sustaining (1) percutaneous exposure (body fluid introduced through a needle stick, break in the skin, or cut), or (2) mucous membrane exposure (splash of body fluid to the eye, nasal mucosa, or mouth), or (3) cutaneous exposure (body fluid contacts skin that is not intact, such as chapped or abraded skin) shall IMMEDIATELY report the exposure to Incident Command or Officer on scene.
2. Personnel sustaining cutaneous or percutaneous exposure shall immediately wash the contaminated area with soap and running water.
3. Personnel sustaining mucous membrane exposure shall immediately flood the area with water.
4. Personnel sustaining exposure shall submit to an Officer within 12 hours of the exposure a completed Infectious Exposure Report (attached).

5. Post-exposure procedures as outlined in the Marlow Volunteer Fire Department Infectious Disease Transmission Control Plan will be instituted.
6. Personnel shall report to the Fire Chief any confirmed off-duty exposure or communicable disease for which treatment is being received.
7. Be aware of any potential cross contamination of equipment or vehicles (jump bags, door handles, compartment latches, etc.) and if suspected, thoroughly clean.

**Marlow Volunteer Fire Department Infectious Exposure Report**

**Exposed Personnel Information:**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_

What were you exposed to? (circle any that apply)

Blood Tears Sweat Saliva Sputum Vomitus Urine Feces Other(specify): \_\_\_\_\_

What parts of your body became exposed? Be specific:

\_\_\_\_\_  
\_\_\_\_\_

Did you have any open cuts, sores, or rashes that became exposed?

\_\_\_\_\_  
\_\_\_\_\_

How did exposure occur (stick, splash, etc.)? Be specific:

\_\_\_\_\_  
\_\_\_\_\_

Did you report this exposure to an Officer on scene? \_\_\_Yes \_\_\_No

If yes, name of Officer: \_\_\_\_\_

Did you seek medical attention? \_\_\_Yes \_\_\_No

If yes, where? \_\_\_\_\_ Date: \_\_\_\_\_

**Incident Information:**

Date of Exposure: \_\_\_\_\_ Time of Exposure: \_\_\_\_\_

Incident Number: \_\_\_\_\_

Type of Incident (MVA, trauma): \_\_\_\_\_

Address of Incident: \_\_\_\_\_

Patient Transported to: \_\_\_\_\_

Patient Transported by: \_\_\_\_\_

\_\_\_\_\_  
Signature of Exposed Personnel

\_\_\_\_\_  
Date of Report

\_\_\_\_\_  
Time of Report

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Patient Confidentiality	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 01/01/2014
	<b>Review Date:</b> 08/16/2020

In accordance with the Health Information Portability and Accountability Act (HIPAA), the Marlow Volunteer Fire Department prohibits the release of any patient information to anyone except as required for purposes of patient treatment.

Acceptable uses of protected health information include, but are not limited to, the relay of information to Emergency Medical Services dispatch, responding medic units, first responders, and other such health care providers and emergency responders as may be involved directly in-patient treatment or rescue. Under no circumstances will individual identifiers such as name, address, or social security number be released to the media. Discretion will be used in relaying information at the emergency scene to prevent incidental disclosure and protect patient privacy. Law enforcement requests for information must be directed to Incident Command.

I understand that as an emergency responder I am privy to protected health information of patients, and that such information may exist in electronic, oral, visual, written, or photographic form. All such information is strictly confidential and protected by state and federal laws.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Training and Activity	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 03/15/2020
	<b>Review Date:</b> 08/16/2020

For the success of the department and to provide the best possible services to the community in which we serve it is important that all active members contribute to the department by responding to emergency incidents, participating in fundraising and outreach activities, helping with administrative functions, station duties, standby, etc.

All active members of the department will be required to respond to 10% of the calls in which they are qualified and trained to respond on. All Officers of the department will be required to meet 20%.

In addition to responding to calls there are other ways that members can earn credit towards the 10% or 20%. Here are some of those ways:

- 1% for each fundraiser or outreach activity.
- 1% per every 2 hours of standby time at the station.
- Other duties assigned by the Fire Chief or Assistant Chief.

In addition, all active members of the department will be required to attend at least fifty percent of all training sessions. Regardless if absences are excused or unexcused, firefighters may not miss more than half of the training sessions. If a firefighter is in a fire department class, then those absences will not count against them. The operations committee will regularly review a member's percentage of activity and training attendance to see that they are in compliance with this guideline. At this time the operations committee will also review the firefighter's response to call and involvement in fire department functions. If the operations committee finds that the firefighter has not been attending training or responding to calls appropriately then the operations committee will move the firefighter to inactive status, and at that time they will be required to return all fire department issued equipment.

The firefighter may become active again by attending required training sessions for two consecutive months and their equipment will be reissued if it is still available. The operations committee feels that training, responding to calls, and participating in fire department functions is very important to all members of the fire department. If a member is unable to attend an adequate number of training sessions in a year, then safety becomes an issue.

In the instance a member has been moved to inactive status multiple times, the individual may be denied the opportunity to join again as an active member.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Emergency Road Conditions Response	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 08/28/2022
	<b>Review Date:</b> 08/28/2022

This guideline was developed to establish clear guidelines regarding what emergency road conditions are, when to implement them, and how to respond to calls during these conditions.

The Marlow Volunteer Fire Department officers may at their discretion implement the emergency road conditions guideline. Anytime the weather conditions make the roads treacherous or impassable this should be implemented.

When the emergency road conditions are implemented an officer will notify all members by sending an alert through the Active 911 system.

Once the emergency road conditions guideline is implemented the following should occur.

- Chains should be placed on E-751 (only apparatus responding other than unit 750 and TR-755).
  - Anytime chains are placed on trucks the exhaust brakes should be turned off.
- T-753 is equipped with on spot automatic tire chains.
  - Chains work when the truck is moving, they may not be helpful when the truck is stopped unless the links are under the tires.
- POV response should be limited to 4-wheel drive vehicles only.

Seat belts are required to be worn at all times during any response. Speeds should be reduced during emergency road conditions.

The following will be the response guidelines during emergency road conditions:

- EMS calls – we will only respond in a department apparatus for EMS calls for unresponsive patients or something of that nature. TR-755 will be used to respond to these calls.

- If a member has a 4-wheel drive vehicle and wishes to continue normal medical response in their POV that is acceptable, but definitely not expected.
- Vehicle accidents – TR-755 will respond non-emergency. Once TR-755 arrives on scene they can advise if additional resources are needed.
- Fire alarms – TR-755 will respond non-emergency. If at any time a report comes in advising of a fire, then a full response will be requested.
- Confirmed structure fires – first two apparatus will respond emergency, and the other responding apparatus will respond non-emergency. If the first arriving apparatus on scene confirms it is a structure fire, the other apparatus can be upgraded to emergency.

Additional operators are encouraged to respond to the station, until the first apparatus arrives on scene and can advise if additional resources are needed.

Once the emergency road conditions have been deactivated the chains should be removed from E-751, exhaust brakes turned back on, and POV response returned to all vehicles.



<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Hose Testing	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 06/16/2023
	<b>Review Date:</b> 06/16/2023

This is a guideline for conducting annual hose testing. It is recommended that hose should be tested when purchased new according to the manufacturers recommendations and using this procedure. Also, hose shall be tested on an annual basis. A history of each section of hose should be maintained from the date of acquisition. All records of hose testing shall be entered into Emergency Reporting.

Testing fire hose under pressure is a dangerous task and safety precautions should be followed to reduce risk of injury. Helmets, eye protection, and gloves shall be worn when testing hose. While the hose is under pressure and being tested firefighters shall remain at a safe distance, a minimum of 15 feet away from the hose.

**Equipment Needed:**

- Fire apparatus with adequate pump and outlets for testing hose
- Hose to be tested
- Large black permanent marker
- Record form to record information

**Testing Process:**

1. Each piece of fire hose should be visually inspected for physical damage. Any hose with holes in the outer jacket larger than one inch in diameter, or any hose where both the inner and outer jacket have been damaged, shall be removed from service. Physical inspection shall determine that the hose, couplings have not been vandalized, are free of debris, and exhibit no evidence of mildew, rot, or damage by chemicals, burns, cuts, abrasion and vermin. Additionally, couplings shall be visually inspected for the following defects: damaged threads, corrosion, slippage on

the hose, out-of round, swivel not rotating freely, missing lugs, loose external collar, or other damage that impair operation.

2. The service test pressure for hose shall be 250 psi (5" shall be tested at 200 psi).
3. Each length of hose to be tested shall be inspected in accordance with this procedure.
4. The total length of any hose line in the test layout to be service tested shall not exceed 300 feet. The hose test layout shall be straight, without kinks or twists.
5. Nozzles shall be attached to the free end of each hose in the layout.
6. With the nozzle open, the pressure shall be raised gradually to 45 psi  $\pm$  5 psi. After the hose is full of water, all the air in each hose line shall be exhausted by raising the discharge end of each hose line above the highest point in the system. The nozzles can then be closed slowly. **It is important to remove all of the air from the hose. Air under pressure becomes greatly compressed, and the hose can whip violently if the pressure is suddenly released by a hose burst.**
7. With the hose at 45 psi  $\pm$  5 psi, it shall be checked for leakage at each coupling and the couplings tightened with a spanner wrench where necessary.
8. Each hose shall then be marked at the end or back of each coupling to determine, after the hose has been drained, if the coupling has slipped during the test.
9. All personnel other than those persons required to perform the remainder of the procedure shall clear the area.
10. The pressure shall be raised slowly at a rate not greater than 15 psi per second until the test pressure is attained and then maintained. The hose layout shall hold the service pressure for 5 minutes.
11. While the hose test layout is at the service pressure, it shall be inspected for leaks. If inspecting personnel walk the test layout to inspect for leaks, they shall be at least 15 feet to the left side of the nearest hose line in the test layout. The left side of the hose line shall be defined as that side that is to the left when facing the free end from the pressure source, the hose will initially roll to the right should a rupture occur. **Personnel shall never stand in front of the free end of the hose, on the right side of the hose, or closer than 15 feet on the left side of the hose, or straddle a hose in the test layout during the test.**
12. If the hose test layout does not hold the service test pressure for the 5 minute duration, the service test shall be terminated, the length(s) of failed hose removed, and the service test restarted.

13. After 5 minutes at the service test pressure, lower the pressure on the hose layout and slowly bleed the pressure from the hoses. Each test nozzle shall be opened to drain the layout.
14. The marks placed on the hose at the back of the couplings shall be observed for coupling slippage. If the coupling has slipped more than  $\frac{1}{8}$ ", the hose shall have failed the test.
15. Booster hose shall be tested to 250 psi for 5 minutes.
16. Record the test results on the attached form. The test should be conducted annually. Records should be maintained in Emergency Reporting for all hose.
17. Any hose that is damaged or fails hose testing will be taken out of service.



<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Title VI Equal Opportunity is the Law	
<b>Create Date:</b> Unknown	<b>Revision Date:</b> 12/20/2023
	<b>Review Date:</b> 12/20/2023

Equal Opportunity is the Law

Title VI of the Civil Rights Act of 1964 prohibits federally assisted programs from discriminating based on race, color or national origin.

The Marlow Volunteer Fire Department also requires that its services and programs be offered to all eligible persons regardless of race, color or national origin.

Should you feel you have been discriminated against, contact:

Daniel Adams, Title VI Coordinator

Marlow Volunteer Fire Department

1019 Oliver Springs Hwy

Clinton, TN 37716

Phone: 865.435.1050

Email: marlowvfd@gmail.com

**Title VI Complaint Procedure**

Any person alleging discrimination based on race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the complainant's discretion, the complaint can be filed with the Tennessee Department of Agriculture and/or the Tennessee Human Rights Commission. These procedures comply with TCA-4.21-905.

**Receipt of Complaints**

All complaints, written or verbal, will be accepted. In the event a complainant sets forth the allegations verbally and refuses to reduce such allegations to writing, the person to whom the complaint is made will reduce the elements of the complaint to writing. It will not be necessary to know the identity of the complainant as long as the information is sufficient to determine the identity of the entity and indicates the possibility of a violation.

### **Essential Elements of a Complaint**

The following information is to be obtained from the complainant:

- 1) Name, address and telephone number of the complainant(s).
- 2) The location and name of the entity delivering the service.
- 3) The nature of the incident that led the complainant to feel discrimination was a factor.
- 4) The basis of the complaint, i.e., race, color, or national origin.
- 5) Names, addresses, and phone numbers of people who may have knowledge of the event.
- 6) The date or dates on which the alleged discriminatory event or events occurred.

Questions regarding this policy may be directed to the Title VI Coordinator provided below.

Daniel Adams, Title VI Coordinator

Marlow Volunteer Fire Department

1019 Oliver Springs Hwy

Clinton, TN 37716

Phone: 865.435.1050

Email: marlowvfd@gmail.com

**TITLE VI COMPLAINT FORM**

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated, please provide the following information in order to assist us in processing your complaint:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Person discriminated against: \_\_\_\_\_

Address of person discriminated against: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Please indicate why you believe the discrimination occurred:

\_\_\_\_\_ race or color

\_\_\_\_\_ national origin

\_\_\_\_\_ other

What was the date of the alleged discrimination? \_\_\_\_\_

Where did the alleged discrimination take place? \_\_\_\_\_

Please describe the circumstances as you saw it: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any and all witnesses’ names and phone numbers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type of corrective action would you like to see taken?

\_\_\_\_\_

Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

Daniel Adams, Title VI Coordinator  
Marlow Volunteer Fire Department  
1019 Oliver Springs Hwy  
Clinton, TN 37716  
Phone: 865.435.1050  
Email: [marlowvfd@gmail.com](mailto:marlowvfd@gmail.com)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Social Media	
<b>Create Date:</b> 09/01/2017	<b>Revision Date:</b> 05/15/2022
	<b>Review Date:</b> 08/31/2022

The Marlow Volunteer Fire Department maintains a website and Facebook page for the purpose of communicating key information about our organization to the general public.

Social media forums include but are not limited to postings on sites such as Facebook, LinkedIn, Twitter, Instagram, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters. Such forums should be used thoughtfully and should not interfere with department commitments. Members who contribute to social media forums outside their department function should be mindful that it can be difficult to discern if a comment is a personal view or intended to represent the views of the Marlow Volunteer Fire Department (MVFD). If any member indicates that he/she is an employee or member of the MVFD, some readers may view that person as a spokesperson for the MVFD. Because of this possibility, the MVFD asks that members state that the views expressed are personal and not those of the MVFD, nor of any person or organization affiliated or doing business with the MVFD, when posting on social media forums.

Unless specifically instructed, members are not authorized to speak on behalf of the MVFD. Members may not publicly discuss department-related matters, patients or members, whether confidential or not, on social media forums. Members are expected to protect the privacy and best interests of the MVFD, its patients and its members. Members should not expect that their communications are private in any way or that the MVFD will not access and review communications. In addition, members should keep in mind that their identity may be discovered when posting under a pseudonym or anonymously, and that private messages are not always secure. Any violation of the MVFD's SOG via a social media forum will be subject to disciplinary action up to and including termination of membership.

If membership with the department is discharged, it is expected that the ex-member will update his/her web presence or employment status as appropriate within a reasonable amount of time, but in no event less than 30 days from separation. The MVFD requests and strongly urges members to report any violations, possible violations or posted information that is unfavorable or negative toward the MVFD to an Officer of the department.



Based upon the aforementioned issues which pose challenges to effective management of and protection of the Marlow Volunteer Fire Department, this guideline shall apply to determine what constitutes a conflict and related social media offense for review by the department officers.

- Inappropriate usage of Marlow equipment (i.e., computers) or is otherwise detrimental to productivity, morale, work culture or the mission and purpose of the department.
- Conduct unbecoming of a member/Code of Conduct – The emergency services industry relies heavily on the public trusting in the integrity and professionalism of its members. Marlow Volunteer Fire Department has instituted policies that allow members to be disciplined for behavior on or off duty that reflects poorly on the integrity and professionalism of the Marlow Volunteer Fire Department and its membership.
- Breach of confidentiality or unauthorized communications regarding private business-related information. This may include financial information, operational data, sensitive personnel matters or even photos or videos taken at emergency scenes.
- Misuse or misrepresentation of the Marlow Volunteer Fire Department’s name or business. For their personal social media site, members may “copy and paste” the department’s logo and consequently violate copyright or trademark laws or protections, with permission of the Fire Chief.
- “Representing” the Marlow Volunteer Fire Department – An individual’s social media site may indicate he or she is a member of the department. The member must understand that representations made by that person on the social website could be misperceived as representing the views of the Marlow Volunteer Fire Department and act accordingly.
- Members shall not solicit things on behalf of the department without permission from the Fire Chief or Administrative Officer.

The Marlow Volunteer Fire Department is implementing this policy to establish a policy that is grounded in common sense and places reasonable restrictions on content and usage.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Point Program	
<b>Create Date:</b> 09/01/2017	<b>Revision Date:</b> 01/24/2021
	<b>Review Date:</b> 01/24/2021

The officers of the Marlow Volunteer Fire Department feel training, responding to calls, and participating in fire department functions is very important to the members, department, and community. To encourage and support members of the department, a point program is utilized based upon each member's participation.

How to earn points:

Call Response – 5 points

Events (Fundraising, Outreach, etc.) – 10 points

Training (MVFD trainings & external Marlow sponsored trainings) – 15 points

How points can be redeemed: 5 points = \$1 credit

Credit can be used towards the purchase of firefighting equipment. For example, a badge, tools, clothing items, flashlight, training, etc. Support members and explorer program members are not eligible for the point program.

Points will not expire, unless the member becomes inactive. If the member becomes inactive their points will be voided. Points can't be gifted or transferred.

At any time a member can request an update on their points by asking the Secretary or an Officer of the department.

Point redemption, members must complete the provided redemption form. Points can be redeemed in \$1 increments. Multiple items can be requested on one redemption form. If the total amount exceeds the redemption or maximum amount, the member must pay the overage prior to the order being submitted. The Fire Chief must approve the item(s) being requested.

Members are permitted to redeem a maximum of \$200 a budget year (April-March).



<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Lock In / Lock Out	
<b>Create Date:</b> 02/01/2018	<b>Revision Date:</b> 06/16/2023
	<b>Review Date:</b> 06/16/2023

Generally, emergency lock-in/lock-out situations are handled by the fire department to prevent death, serious injury, or serious property damage. Certain actions are required to ensure that the fire department is opening a lock-out situation for the rightful owner and to ensure the fire department is free of liability. Other situations, especially lock-ins, present an emergency need to have the fire department force entry. In these situations, ownership and fire department liability are not critical considerations. The fire department does not provide lock-in/lock-out services unless there is a risk of death, injury, or serious property damage.

Be sure to check the windows and doors for any vehicle or structure in which we are attempting to gain entrance since there may be an entry point not requiring forcible entry. Efforts should be made to minimize property damage when performing forcible entry. For example, it may be possible to break a door's window or side window to allow access to the interior lock rather than breaking the door or frame. The Anderson County Sheriff's Department should be requested to respond non-emergency traffic on lock-in/lock-out incidents.

The following guideline is in the recommended order of implementation, reflecting the relative priorities on a lock-in/lock-out scene.

1) Vehicle Lock-Ins/Lock-Outs

- a) Marlow Volunteer Fire Department will respond to gain access to vehicles when any of the following conditions exist:
  - i) An infant, child, ill or unconscious person is locked inside and unable to exit the vehicle by his/her own means.
  - ii) A pet is locked inside a vehicle and the situation is life threatening.

2) Structure Lock-Outs

- a) Marlow Volunteer Fire Department will respond to gain access to residential, commercial, or similar structures when any of the following conditions exist:
  - i) An infant, child, ill or unconscious person is locked inside and unable to exit the structure by his/her own means.

ii) A fire hazard is present (e.g., food on the stove) or flooding (e.g., broken water line or sprinkler).

3) Additional Considerations

- a) Any requests for lock-out assistance not meeting the conditions specified in the preceding sections will not be honored and should be referred to a locksmith.
- b) The fire apparatus carries the tools needed to open doors to structures and vehicles.
- c) Only fire department personnel who have been trained are permitted to perform lock-in/lock-out activities.

4) Consent Forms

- a) The fire apparatuses will carry the Forcible Entry Release Form releasing the Marlow Volunteer Fire Department of any liability for damage done while unlocking a vehicle or structure.
- b) The person requesting lock-out assistance (owner, occupant, police officer, etc.) must sign the Forcible Entry Release Form before MVFD members take any action, unless timely emergency action is necessary.
- c) Ownership or legal, lawful user should be verified by reasonable and prudent efforts of the member in charge. Examples of this proof may include a driver's license, proof of insurance for the vehicle/property involved, phone call to the owner, registration verification, etc.

# MARLOW VOLUNTEER FIRE DEPARTMENT

Phone: (865) 435-1050  
Email: marlowvfd@gmail.com

1019 Oliver Springs Hwy  
Clinton, TN 37716

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## FORCIBLE ENTRY RELEASE FORM

STATE OF TENNESSEE

ANDERSON COUNTY

MVFD Incident #: \_\_\_\_\_

MARLOW VOLUNTEER FIRE DEPARTMENT

I, \_\_\_\_\_ (print), do hereby acknowledge that on this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, that I requested that the Marlow Volunteer Fire Department (MVFD) provide response to assist me in gaining entry to the following property:

Vehicle: A \_\_\_\_\_ (year), \_\_\_\_\_ (make), \_\_\_\_\_ (model) vehicle with license plate number \_\_\_\_\_ for the state of \_\_\_\_\_ (abbr).

Structure: A dwelling located at \_\_\_\_\_ (street address) \_\_\_\_\_ (apt or suite) in Anderson County, TN, USA.

I further acknowledge that I am the legal owner of the above-referenced property or am otherwise authorized by the owner to utilize said property and am therefore in lawful possession of said property.

I further acknowledge that for and in consideration of the services rendered by the MVFD by providing response to this lock-out/lock-in situation, I hereby release and forever discharge the Marlow Volunteer Fire Department and its members from any and every right, claim, or demand which may now or might otherwise arise on account of, connected with, or growing out of the MVFD's response to a lock-out/lock-in, including those rights, claims or demands made by me, the lawful owner of said property or a third party.

I further agree to indemnify the MVFD and its members from any and all costs, expenses and liability which the MVFD and its members may incur resulting from a right, claim or demand arising out of or connected with the MVFD providing response to a lock-out/lock-in at my request.

I understand and intend by my execution of this document to release the MVFD and its members from any liability whatsoever as a result of providing response to a lock-out/lock-in, including release from damage to said vehicle, other personal property and real property.

This is the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_ (Owner's Printed Name)

\_\_\_\_\_ (Owner's Signature)

\_\_\_\_\_ (MVFD Witness Printed Name)

\_\_\_\_\_ (MVFD Witness Signature)

\_\_\_\_\_ (Method of Verification)

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Awards	
<b>Create Date:</b> 10/01/2018	<b>Revision Date:</b> 01/22/2023
	<b>Review Date:</b> 01/22/2023

In keeping with the honor and traditions of the Marlow Volunteer Fire Department and the fire service, all active members of the department are eligible to receive awards authorized by this SOG, provided they meet the requirements contained herein.

**Nominated Awards**

Nominated awards consist of the following:

- A. **Officer of the Year** – The elected officers shall be eligible to be nominated for this award. Outstanding leadership, dedicated service, and fire skills should be considered. It is voted on by the non-officer members of the department.
  
- B. **Firefighter of the Year** – All firefighters other than the elected officers shall be eligible to be nominated for this award. Firefighting skills, dependability, and the amount of work done throughout the year should be considered. It is voted on by the officers of the department.
  
- C. **Explorer of the Year** - All explorers are eligible to be nominated for this award. This is periodically given to recognize an Explorer’s drive and commitment to learning about careers in fire and EMS, while assisting with tasks related to community service.
  
- D. **Win Matheny Responder of the Year** – Any member of the department shall be eligible for this award. It will be given to the member who responded to the most calls within the calendar year (January-December).

**History** – Win Matheny joined the Department in 1990 and immediately took a very active role in all aspects of the Department. He served as a Captain, Assistant Chief of one of our Companies and was the

Department's Training Officer for 7 years. At the time he joined, we responded to 40-75 calls per year. When EMS calls were added in 1995/96, the call volumes steadily increased from the 140s to the 260s per year. Win took advantage of his flexible career in construction to respond to calls all hours of the day or night. In fact, there were many years when he rarely missed a call by abruptly leaving work, movie dates, restaurant dinners and anything else he was doing. In addition to this unparalleled response record, he led excellent training programs and was the lead engineer/project manager for the first expansion of the Marlow firehall. Tragically, Win developed terminal cancer and passed away on May 9, 2001. Those who served with Win or were trained by him will always remember his intense enthusiasm and dedication to the MVFD.

- E. **Scott Aaron Lifetime Achievement Award** – This award will be given to a member of the fire department who has shown long-term dedication, outstanding service, and commendable work towards the betterment of the fire department, equipment, firefighters, and/or firefighting capabilities should be considered.

**History** - Scott Aaron, originally from Pennsylvania, moved to TN for his job at the Oak Ridge National Laboratory following graduate school at Penn State and bought a house in Sweet Estates in the Marlow community in 1978. Within a year, he witnessed a house burn to the ground on nearby Pine Circle since nobody responded to put it out. Being from Pennsylvania which had a rich history of volunteer fire departments he began to look into fire protection for the Marlow area – there was none. He learned of a group of Marlow residents who were trying to start a volunteer fire department. Scott attended the first organizing meeting of this group on Thursday, May 17, 1979 and immediately signed-up to help start the Department. At that time, the Department had one 1952 Ford/Howe pumper with a 500 GPM 3-piston pump and a 500-gallon tank but no hoses or other equipment. It was housed in Chief David Hatton's carport on Marlow Circle. Over the summer of 1979, money was raised and borrowed, a bare minimum of equipment was purchased, and a core of members were trained by 2 Captains from the Oak Ridge Fire Department. During that summer, Scott agreed to serve as the Administrative Officer and an Assistant Fire Chief. In late August 1979 the MVFD was ready to begin answering calls and within a week, a call came in for a Sunday morning kitchen fire on Laurel Road. Scott got the pumper from the chief's carport and drove it to the fire. He was joined by several other members at the scene and damage was minimal. Construction of the firehall was completed in November 1979 and a fuel tanker was bought in January 1980 and converted to a water tanker with a 350 GPM pump. That first year, a total of 55 calls were answered with an average turnout of 6 firefighters. These calls included mutual



aid to other County volunteer fire departments that were started around the same time. At the time, most of the funding was raised by house-to-house canvassing by members.

Over the years, Scott served as Administrative Officer, Assistant Chief, Training Officer, Acting Secretary, Captain and Trustee. After 20 years, Scott took a 1-1/2 years break on inactive status to focus on his expanded ORNL responsibilities and 2 very active kids in high school. However, he missed the Department, its members and its mission so much that he returned to active status and has remained active since, though no longer firefighting. Over the entire 40 plus years the MVFD has existed, he watched and helped it grow from having 1 pumper older than him with no equipment or firehall to the impressive department it is now with 2 stations, modern equipment and well-trained, dedicated volunteers.

In 2009 the Department recognized his efforts by establishing and awarding Scott with the first Scott Aaron Lifetime Achievement Award which has since been awarded to others who have made long-term, sustained contributions to the betterment of the MVFD.

- F. Lin Chilcoat Service Award** – This award will be given to a member of the fire department who has provided “above and beyond” support to the Marlow Volunteer Fire Department.

**History** - The Lin Chilcoat Service Award was established in 2022 to periodically recognize a person who has provided “above and beyond” support to the Marlow Volunteer Fire Department.

Lin retired after 30 years as an elementary school teacher, primarily in the Oak Ridge School System, and then traveled the world. She joined Marlow in 1999 and served until her untimely death in 2015 at the age of 72. Lin initially served as a Trustee and Secretary and within a year added Treasurer to her duties. In addition to these formal offices, she also became a dedicated worker and leader in the department’s rummage sales. The rummage sales were a major fundraising activity of the department and with Lin’s organization and leadership skills, reached as high as \$22,200 in funds raised in one year. Her support of the department continued to grow in many areas including stocking and operating the rehabilitation/air cascade truck and responding with it to major fire calls. Lin’s interest in emergency response activities also led to her becoming the Assistant Director of the Anderson County Emergency Management Agency and an officer in the Anderson County Rescue Squad while continuing her major roles with Marlow. Lin’s dedicated efforts were recognized with the 2013 Humanitarian Award by the Oak Ridge Red Cross and the Scott Aaron Lifetime Achievement Award in 2014. Her email name “marlowmama” as well as her nearly daily

presence at the firehall was indicative of her total dedication to the department.

Nominated awards are presented annually.

### **Service Awards**

Service awards are given for every 5 full years of service to the department. Service years are calculated from the members start date (adjusted for any time gaps as a result of leaving and returning to the department).

Service awards consist of the following:

- An award pin given for every 5 full years of service.
- 1 year of service, a challenge coin.
- 5 years of service, they will be given a custom badge. \*
- 10 years of service, they will be given a custom plaque. \*
- 15 years of service, they will be given a leather helmet. \*
- 25 years of service a member will be given an axe plaque. \*

\*Support, medical, and explorers are exempt from these service awards.

The service award pins are presented at the monthly membership meeting. The other service awards will either be presented at a monthly membership meeting or annually.

The Fire Chief may at their discretion substitute or add additional awards to this subsection at any time.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Open Burning Policy	
<b>Create Date:</b> 10/01/2018	<b>Revision Date:</b> 10/01/2018
	<b>Review Date:</b> 08/16/2020

This policy is intended to serve as a deterrent to careless open burning. Such calls create unnecessary expense for our department, place an unnecessary burden on our volunteers, and tie up equipment and manpower which may be needed to respond to actual emergencies.

It is department practice to explain open burning laws to the parties responsible during the first response. During the second response to the same party(ies), they will be provided with written notification of our policy concerning repeated call-outs for irresponsible open burning practices, attached letter below. A copy of the letter should be issued to the resident and a copy retained for the fire department report. For each future response, the department will assess a charge of \$500.00 for the first working hour, or any part thereof, and \$250.00 per hour for each additional hour, or any part thereof, to extinguish improper open burning. Any party responsible for repeated, deliberate, or illegal burning will be formally billed at the above rates.



# Marlow Volunteer Fire Department

1019 Oliver Springs Hwy  
Clinton, TN 37716

phone (865) 435-1050  
marlowvfd@gmail.com

## Open Burning

Date of Response \_\_\_\_\_

Address of Response \_\_\_\_\_

Responsible Parties Name \_\_\_\_\_

Open burning is a frequently used method to dispose of vegetation such as brush, weeds, and leaves. Conducted properly, such controlled burning is legal.

A state issued permit is required for any open burning between October 15<sup>th</sup> and May 15<sup>th</sup>. Permits may be obtained by calling the Tennessee Department of Conservation Division of Forestry at 865.494.9434.

Under state and federal laws it is illegal at any time to burn materials which present hazards to others and/or damage the environment. Examples of these materials are tires, oil, plastic, roofing materials, trash, etc.

Marlow Volunteer Fire Department is a non-profit, 100% volunteer organization funded largely through the generous donations of area residents. While we provide fire protection on a no-charge basis, it is department policy to assess charges for repeated irresponsible open burning, and for deliberate violations of state burning laws, regardless of whether a Forestry Burn Permit was obtained or not.

It is department practice to explain open burning laws to the parties responsible during the first response. During the second response parties will be provided with this written notification of our policy concerning repeated call-outs for irresponsible or negligent open burning practices. For each future response, the department will assess a charge of \$500.00 for the first working hour, or any part thereof, and \$250.00 per hour for each additional hour, or any part thereof, to extinguish improper open burning. Any party responsible for repeated, deliberate, or illegal burning will be formally billed at the above rates.

This policy is intended to serve as a deterrent to careless burning. Such calls create unnecessary expense for our department, place an unnecessary burden and risk on our volunteers, and tie up equipment and manpower which may be needed to respond to actual emergencies.

The reverse side contains outdoor burning information provided by the Tennessee Department of Conservation Division of Forestry. Please review this information and assist us in protecting our area from fire damage.

If you have any questions or comments regarding safe open burning practices or department policy, please contact the department at 865.435.1050.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Progressive Disciplinary Action Process	
<b>Create Date:</b> 04/13/2020	<b>Revision Date:</b> 08/16/2020
	<b>Review Date:</b> 08/16/2020

Progressive discipline is a method of imposing discipline in steps, where a first offense results in a lesser punishment and subsequent offenses receive progressively harsher penalties. Of course, the organization may bypass certain steps as warranted by the nature and severity of the offense (i.e., violence). Five basic progressive discipline steps are:

**No Action – Documentation Only** – This option will be utilized when there was a situation that was looked into, however no disciplinary action was deemed necessary.

**Verbal warning** – Although it is a “verbal” warning, documentation of such warning should be noted and placed in the member’s file. The officer giving the warning should complete the Progressive Disciplinary Action Form.

**Written warning** – This should include a description of infraction/overall concern, recommendations/plan for improvement, and allow for member comments/remarks. A written warning is generally signed by both the member and the officer and placed in the member’s personnel file. A signed warning by the member does not admit fault, but rather acknowledges the fact that the warning was received. The officer giving the warning should complete the Progressive Disciplinary Action Form.

**Suspension** – This may range from a few weeks to a few months. The length of suspension should match the severity of the wrongdoing or guideline violation. The officer giving the warning should complete the Progressive Disciplinary Action Form.

**Discharge** – There are some offenses that could warrant bypassing lesser disciplinary steps and result in immediate discharge of the member. Those may include (but are not limited to) criminal acts, violence, destruction of property, and intoxication.

#### **Documentation**

The Progressive Disciplinary Action Form should be completed and the form should include:

- Date, time, and place of policy infraction(s).
- Factual details of the incident(s).
- Specific rules and policies violated.
- Remedial steps recommended.
- Signature of the officer and member being disciplined.

If the member feels the disciplinary action by an officer is unjustified, they can appeal to the Fire Chief and/or the Board of Trustees.



# Marlow Volunteer Fire Department

1019 Oliver Springs Hwy  
Clinton, TN 37716

phone (865) 435-1050  
marlowvfd@gmail.com

## Progressive Disciplinary Action Form

Date: \_\_\_\_\_

Member's Name: \_\_\_\_\_ Officer's Name: \_\_\_\_\_

### Action Taken

- No Action – Documentation Only
- Verbal Warning
- Written Warning
- Suspension
- Discharge

**Description of Infraction/Overall Concern:**

**Recommendations/Plan for Improvement:**

**Member Comments/Remarks:**

Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Officer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Fire Operations Chain of Command	
<b>Create Date:</b> 10/01/2018	<b>Revision Date:</b> 07/21/2023
	<b>Review Date:</b> 07/21/2023

Proper use of the chain of command is vital to the overall effectiveness of the Marlow Volunteer Fire Department. Officers and Firefighters will use the chain of command structure when communicating fire operation issues and problems to their leaders.

This guideline establishes clear lines of communications for conducting fire department operational activities within the department, for both emergent and non-emergent situations. For the department to effectively work together a common command structure has been established.

A specific Fire Operations Chain of Command organization guideline similar to the example below will be maintained up to date, posted, and provided to identify role(s).

Fire Operations is one part of overall department activities. The Roles, Responsibilities, Authorities and Accountabilities document defines these activities and positions in detail and should be reviewed by all members. They are also summarized in Roles and Responsibilities SOG.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Explorer Program	
<b>Create Date:</b> 10/31/2020	<b>Revision Date:</b> 05/25/2021
	<b>Review Date:</b> 05/25/2021

The purpose of the explorer program is to educate youth about careers and areas of responsibility within the field of fire protection and to help them better understand the principles and responsibilities of fire protection agencies. The Marlow Volunteer Fire Department will provide opportunities for explorers to learn about careers in fire suppression and EMS while assisting with tasks related to community service.

It is expected that all explorers and leaders become familiar and strictly adhere to all guidelines contained within. These guidelines are established to direct all explorers in carrying out their duties and responsibilities.

### **Qualifications of Explorer Applicants**

The explorer program is a coed program with equal opportunities available to males and females. The minimum age requirement for an explorer is 14. Once an explorer reaches the age of 18 and has graduated high school, they are eligible to be a regular member of the department. Applicants and parents/guardians must complete all necessary forms.

Applicants to the program must have a minimum grade point average of 2.0 (on a 4.0 scale) before they can be accepted into the program. Ideally, a cumulative GPA of 2.0 or higher would be preferable. However, if an applicant has an overall GPA of less than 2.0 but their most recent quarter or semester grades were 2.0 or higher, they will be allowed to apply.

All new explorers will be placed on a 90-day probationary period. At the end of their probationary period, they will be given gear and allowed to move out of the probationary period if all requirements have been met. Anytime during the probationary period, they can be terminated for just cause. The cause will be discussed between an officer of the department and the explorer. During the probationary period they will not be allowed to assist at any emergency scene.

### **Grades**

The Marlow Volunteer Fire Department recognizes the importance of academics in preparing explorers for their roles as adults in the community. Grades are a reflection of effort put forth in academics. Explorers are expected to have and maintain a 2.0 or better grade point average.

At the end of each semester, every explorer is responsible for providing the department with a copy of their report card. It is understood that an explorer's grades will not be discussed with any other explorers without his



or her permission. Should an explorer fail to show proof that he or she has met the minimum grade requirement; he/she may be placed on temporary probation until proof is shown.

Anyone who's GPA falls below a 2.0 will be placed on probation for one academic grading period. This is to serve as a strong warning to improve the grades. Explorers placed on academic probation may elect to limit their participation in activities so that they can devote more time to academics. It is the responsibility of the explorer to make whatever changes necessary to improve their grades.

When an explorer's GPA falls below 2.0 during the last grading period of the school year, academic probation will commence upon the start of the next grading period.

### **Hours of Operation and Participation**

It is the responsibility of the Marlow Volunteer Fire Department to ensure that explorers comply with hours of operation and participation, in accordance with the State of Tennessee's Child Labor Laws. This ensures the safety and overall health of youth participants is not affected by working too many hours.

#### **Explorers Ages 14 and 15**

- During school
  - Can be active from 7:00am to 7:00pm.
  - No activities can be performed between the hours of 7:00pm and 7:00am.
  - A maximum of 3 hours per school day.
  - A maximum of 18 hours Monday-Friday, plus an additional 8 hours on Saturdays and Sundays, not more than 6 consecutive days (including other part time jobs).
  - No activity more than 5 hours in duration without an interval of at least 30 minutes for a rest/meal break.
  - May participate in training and firefighting activities until 10:00pm with written parental consent.
- During vacation period
  - Can be active from 7:00am to 9:00pm.
  - No activities can be performed between the hours of 9:00pm and 7:00am.
  - Maximum 8 hours per day; 40 hours per week, not more than 6 consecutive days (including other part time jobs).
  - No activity more than 5 hours in duration without an interval of at least 30 minutes for a rest/meal break.
  - May participate in training and firefighting activities until 10:00pm with written parental consent.

#### **Explorers Ages 16 and 17**

- During school
  - Can be active from 6:00am to 10:00pm.
  - No activities can be performed between the hours of 10:00pm and 6:00am.
  - A maximum of 8 hours per school day.

- A maximum of 28 hours Monday-Friday, plus an additional 8 hours on Saturdays and Sundays, not more than 6 consecutive days (including other part time jobs).
- No activity more than 5 hours in duration without an interval of at least 30 minutes for a rest/meal break.
- May participate in training and firefighting activities until 12:00am with written parental consent.
- During vacation period
  - Can be active from 6:00am to 12:00am.
  - No activities can be performed between the hours of 12:00am and 6:00am.
  - Maximum 10 hours per day; 48 hours per week, not more than 6 consecutive days (including other part time jobs).
  - No activity more than 5 hours in duration without an interval of at least 30 minutes for a rest/meal break.
  - May participate in training and firefighting activities until 12:00am with written parental consent.
- Clarifications
  - Time spent at the fire station socializing (watching TV, exercising, etc.) with other members are not counted as work hours. Time spent attending meetings or “manning” the fire station should be considered work and all hours recorded.
  - Members that respond to a call during legal hours may continue to respond to that call past the deadline. Such members may not answer any new calls after the deadline.

### **Duties of Explorers**

Explorers shall only be assigned to assist in non-hazardous situations under the direction and supervision of firefighters. In performing their duties, explorers are expected to act maturely and professionally.

The involvement of explorers is to be meaningful, but at the same time, sufficiently restrictive to preclude them from becoming unnecessarily exposed to dangerous situations.

#### **Permitted and Prohibited Activities**

##### **Explorers Ages 14 and 15**

- Permitted Activities:
  - Participate and engage in organized non-hazardous training.
  - First aid (if trained accordingly).
  - Clean up service, but only outside the structure and collapse zone and after the fire has been declared under control by the Incident Commander.
- Requirements:
  - Must have completed the required department training in accordance with established SOG.
  - The explorer is under direct supervision and control of the Fire Chief, an officer, or designees.
- Prohibited Activities:
  - NOT permitted to participate in firefighting/rescue (emergency) activities.

- NOT permitted to operate high pressure hose lines except during training activities. A high-pressure hose line is any water hose used for fire suppression with a pressure greater than 150 psi, any air hose with a pressure greater than 100 psi, and any hydraulic hose used for rescue tools with a pressure greater than 100 psi.
- NOT permitted to ascend ladders except during training activities. Max not to exceed 35 feet.
- NOT permitted to perform activities on a section of highways or roads open to the public for vehicle travel in any circumstances, including at the scene of an emergency.
- NOT permitted to respond to mutual aid calls.

### Explorers Ages 16 and 17

- Permitted Activities:
  - Fire attack using exterior hose lines outside of the collapse zone.
  - Setting up ladders.
  - Setting up positive pressure ventilation as part of exterior operations.
  - Exterior salvage operations.
  - Establishing water supply.
- Requirements:
  - Must have completed the required department training in accordance with established SOG.
  - The explorer is under direct supervision and control of the Fire Chief, an officer, or designees.
- Prohibited Activities:
  - NOT permitted to operate any fire department vehicle.
  - NOT permitted to enter a burning structure under any circumstance, including a training exercise.
  - NOT permitted to operate the pump of a fire vehicle while at the scene of a fire.
  - NOT permitted to participate in response to incidents involving radioactive substances.
  - NOT permitted to perform rooftop ventilation or any work on roofs.
  - NOT permitted to operate cutting or crushing equipment or respond to structural collapse incidents.
  - NOT permitted to operate circular saws, band saws, chainsaws, reciprocating saws, woodchippers, and abrasive cutting discs.
  - NOT permitted to respond to mutual aid calls.

### **Fire Department and Station Access**

Explorers who enter the fire department buildings must be under the supervision of a minimum of two fire department members. All equipment needed for training, calls, and special events is secured within the department buildings. At times, explorers may need to access the building to gain access to this equipment. If that is necessary, they can enter the building without supervision.

### **Conduct**

The duties performed by the Marlow Volunteer Fire Department are vital to the safety and well-being of the citizens of Anderson County. Because of the importance of these duties, it is essential that the department sets and maintains high standards of conduct among its members and explorers. Misconduct will not be tolerated because it weakens the department's effectiveness, erodes public trust, and can endanger members of the public, members of the department or the explorers themselves.

#### Rules and Regulations

- No use of tobacco products.
- No vulgar language or swearing.
- Explorers are not to consume or possess alcohol or use or possess any controlled substance except when legally prescribed by a physician. Anytime an explorer is taking prescribed medication and when such medication could affect performance, the Fire Chief shall be notified.
- Explorers shall provide the department with copies of their driver's license and vehicle insurance if they are of driving age.
- All explorers shall adhere to the Social Media SOG of the department.
- All explorers shall dress appropriately for all functions. Officers will have final say as to what is or is not appropriate.
- If an explorer is arrested, issued a citation (including traffic citations), referred to court or has any other action taken against them as a result of an alleged violation of the law, the explorer must notify the Fire Chief within 72 hours of the incident. Such action may result in disciplinary action or dismissal. If the Fire Chief is not informed and becomes aware of any infraction, the disciplinary action is apt to be more severe.
- Explorers will conduct themselves so as not to reflect disfavor on the Marlow Volunteer Fire Department.
- Explorers will utilize department equipment only for its intended purpose and will not abuse, damage, or lose that equipment. They will report to an officer any inoperative, defective, or hazardous equipment that comes to their attention.
- Explorers will promptly obey any lawful order of a firefighter or fire department officer.
- It is the responsibility of explorers to make sure that their current address and phone number are on file with the department.
- Information regarding suspects, calls, department operations, and the identity of persons giving confidential information to the department, and the address or telephone numbers of any department members are to be kept confidential.
- Explorers shall maintain a level of health/fitness, which will allow them to perform their duties effectively.
- If there are known health issues, the explorer will carry proper medication with them during events (i.e. inhaler, epi-pens, etc.).

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Lift Assistance Calls	
<b>Create Date:</b> 01/11/2021	<b>Revision Date:</b> n/a
	<b>Review Date:</b> n/a

The Marlow Volunteer Fire Department often receives calls for assistance when an individual has fallen and cannot return to a safe location. The person is not injured, therefore doesn't require treatment by medically certified responders or transport by ems. This guideline gives members guidance in responding to calls for lift assistance.

The following guidelines for lift assistance calls have been set in place:

1. Dispatch will confirm that the individual is in need of a lift assist and is not injured. If the individual is injured, then the call would come out as a medical call.
2. All lift assist calls will be responded to in a non-emergency manner.
3. All MVFD personnel who have been trained in the proper techniques of lifting a person can respond to a lift assist call in addition to medically certified MVFD personnel.
4. MVFD personnel may help move a person from the floor to the safety of their wheelchair, chair, or bed. If the MVFD responders with no medical certification believe that the individual may be injured, then a thorough assessment shall be completed prior to the patient being moved by a minimum of a First Responder (EMR). At this time the call should no longer be classified as a "Lift Assist", but rather an EMS call and an EMS unit shall be dispatched to the call for further evaluation. The EMS assessment may lead to a situation in which the individual declines care or transport. ACEMS personnel should have the patient sign that they are refusing treatment and/or transport.
5. MVFD personnel should consider calling for more assistance for individuals that would be considered difficult to lift or move.
6. MVFD personnel should not be dispatched to provide food, make deliveries, provide hygiene or perform other errands. These responsibilities need to be taken care of by a family member or in-home-care provider.

7. If there is any doubt as to proper procedure the responders shall always err on the side of good patient care and the best possible outcome for the patient.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Probationary Member	
<b>Create Date:</b> 04/12/2021	<b>Revision Date:</b> n/a
	<b>Review Date:</b> n/a

Each new individual wishing to become a member; either firefighter, support member, or explorer, must complete a minimum 90-day probationary period. The probationary period is intended to ensure the individual has time to learn about the department and the role they wish to serve in. It also gives the department an opportunity to ensure that the member would make a good addition to the department.

The members of the Nominating Committee will oversee the probationary member process. During the probationary period the committee will perform these actions:

- Review their membership application.
- Contact references listed on the application.
- Ensure a background check on the probationary member is completed through Intellicorp.
- Talk to the probationary member to answer any questions they may have and to determine their goals and plans as a member. Assessing their overall character, including how they are progressing in their probationary period and demonstrating that they would be a good fit with the department
- Review the candidate’s attendance and behavior at training, meetings and other activities.
- Prior to the end of the candidate’s probationary period, report their evaluation to the Fire Chief and Administrative Officer for concurrence before bringing the nomination to the full membership at a meeting.
- Make a recommendation on next steps to full membership at the end of the probationary period. The recommendations could be:
  - Motion to accept the candidate as a full member.
  - Motion to extend the probationary period by 30- 90 days, which would be discussed with the probationary member prior to the meeting.

- Motion to decline the candidate as a full member, which would be discussed with the probationary member prior to the meeting.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Alan Harris Memorial Training Facility	
<b>Create Date:</b> 11/07/2021	<b>Revision Date:</b> n/a
	<b>Review Date:</b> n/a

The Alan Harris Memorial Training Facility has been designed to afford training opportunities for various firefighting skills. It is the intent to provide a safe and realistic training facility as well as one which will enhance the learning opportunity and skill development of those who use this facility.

The officer in charge shall try to comply with NFPA 1403 and this guideline to the best of his/her ability.

Anyone that is not a member of the department, but is utilizing the facility must sign the below waiver.

#### Safety Considerations

- Marlow Fire Department authorization and presence is required for each training session.
- Prior use of the training and facility shall receive approval from the Marlow Volunteer Fire Department Fire Chief.
- Only trained and certified instructors may lead training sessions and must be present during the entire training session.
- Prior to use, the building will be inspected, by conducting a walk through.
- The facility shall be kept in a safe condition between evolutions and in a safe and clean condition before the user leaves the property. Debris hindering the access or egress of firefighters shall be removed before continuing.
- Prior to live burns, a pre-burn briefing session shall be conducted for all personnel involved in the evolution. Prior to conducting live burns in the burn building, all participants shall be required to have an orientation of the burn building. The location of simulated victims is not required to be disclosed, provided that the possibility of victims is discussed during the pre-burn briefing.

- The burn building evacuation plan shall be verbally communicated and demonstrated to all involved participants. The evacuation signal is a continuous activation of an air horn. This sounding represents an emergency or perceived emergency and requires that all people exit the burning building. Accountability will immediately be performed by the head instructor.
- Cars supplied will be modified to meet safety standards for use in care fire evolutions. Those safety requirements include removal of the fuel tank, all pneumatic shocks either removed or “cut” including struts were applicable on the hood and trunk lid.
- The decision to ignite the training fire shall be made by the Chief Officer in Charge or the lead instructor.
- No more than one live burn will be permitted in the burning building at one time.
- Provision will be made for the rest and rehabilitation of participants. Any injuries and/or illnesses must be reported to the Chief Officer in Charge or the lead instructor at the earliest opportunity.
- After the last live burn is completed, prior to cleaning up of the burning building; the lead instructor shall ensure that the door to the burn room and entrance door are open to allow air flow. The area should be cleared of all smoke before anyone is permitted to enter with SCBA equipment.
- The quantity of fuel used shall be limited to the amount necessary to meet the objective.
- Class A fuels are the only fuels permitted in the burn building. Prohibited materials include pressure treated wood, rubber, tires and plastic materials.



# Marlow Volunteer Fire Department

## LIVE FIREFIGHTING TRAINING PROGRAM

### HOLD HARMLESS/PERMISSION REQUEST

I, \_\_\_\_\_, hereby request permission to participate in the Marlow Volunteer Fire Department live firefighting training program. I understand that this training will involve active physical participation, which includes a potential risk of personal injury and/or death and personal property damage. I make this request with full knowledge of the possibility of personal injury and/or death and personal property damage. Further, I have read and understand the program outline that describes all class sections and the associated activities.

I agree to hold The Marlow Volunteer Fire Department, and their agents and personnel, harmless from any and all claims, actions, suits, and/or injury that I may suffer, and which may arise as a result of my participation in the above mentioned training.

I agree to follow the rules established by the instructors, and to exercise reasonable care while participating in the live firefighting training program. I understand that if I fail to follow the instructor's rules and regulations or if I fail to exercise reasonable care, I can be administratively removed from the program.

By executing this release, I certify that I have read this release in its entirety, understand all its terms, and have had any questions regarding the release, or its effect satisfactorily answered. I sign this release freely and voluntarily.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Emergency Contact Name

\_\_\_\_\_

Emergency Contact Number

\_\_\_\_\_

Signature of Instructor

\_\_\_\_\_

Date

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> ATV Operations	
<b>Create Date:</b> 12/26/2021	<b>Revision Date:</b> 05/16/2023
	<b>Review Date:</b> 05/16/2023

This guideline is written to establish the safe use and response procedure for the Marlow Volunteer Fire Departments All-Terrain Vehicle (ATV).

Vehicle Use:

- ATV deployment will be initiated by an officer or senior firefighter on official emergency calls or for training only and only ATV trained, and authorized Marlow members are to serve as ATV drivers.
- At no time will any driver risk personnel injury or damage to the vehicle by attempting to operate the vehicle outside of the ATV's or driver's ability on any terrain.
- Drivers will utilize due regard when operating on or off-road.
- Drivers will maintain an appropriate speed in relation to terrain conditions.
- All drivers must be at least 18 years of age with a valid driver's license and insurance documented with the department and formally authorized as an ATV driver.
- No passengers under the age of 14 are allowed to ride on the ATV, except in medical transports.
- Seat belts MUST be worn by all individuals when the vehicle is in motion.
- Parking brake will be engaged before exiting the vehicle.
- Only a driver, front passenger, rear passenger, and patient are allowed on the vehicle while it is in motion.
- All fluids, lights, tires and general connections shall be inspected by the operator and maintained at proper levels or, if in the case of mechanical failures, reported to an officer for repair. This shall be done before and after every operation. The ATV will also be checked during the monthly vehicle checkoffs.

- To become an authorized ATV driver, the drivers in training will complete a vehicle orientation session and demonstrate to a designated officer their competency operating the vehicle on and off road, loading and unloading onto trailer and towing said trailer to an event. Following successful completion of training and demonstration of competency, an ATV driver must be approved by the Training Officer and Fire Chief.
- When transporting a patient on the back the ATV should be in 4-wheel drive.
- If transporting a patient in the stokes basket it should always be secured at all points, the patient should be secured on a long spine board and stokes basket with all straps.

#### Towing Consideration:

- Unit 759, the Rescue Truck, shall be the primary tow vehicle unless otherwise directed by an officer after ensuring the other vehicle has the capacity to tow the ATV safely.
- Trailer light connection, safety chain connection, and verifying vehicle is properly secured to the trailer will be performed prior to towing.
- For security while the tow vehicle and trailer are unattended during an emergency call, it must be verified that the trailer is securely locked to the locked tow vehicle.

#### General Considerations:

- Members involved in an accident or damage incurred to or by the vehicle will report the event to the Incident Commander or highest officer as soon as possible, and it will be reported to the Fire Chief as soon as practical.
- Violation of this SOG will result in revocation of ATV and potentially other operating privileges until reinstated or canceled through a review by the Fire Chief and Administrative Officer.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Sexual Harassment and Discrimination	
<b>Create Date:</b> 05/15/2022	<b>Revision Date:</b> n/a
	<b>Review Date:</b> n/a

It is important that the Marlow Volunteer Fire Department maintain a work environment that respects the dignity of all of its members, is conducive to good job performance and is free from all types of discrimination and workplace harassment, including sexual harassment and harassment because of race, color, religion, national origin, age, ancestry, disability, sexual orientation, marital status, or other characteristic protected by law. Alleged incidents of workplace harassment will be promptly and thoroughly investigated, and the Fire Chief and Trustees will take appropriate action that is reasonably calculated to end any harassment. Any member who engages in workplace harassment will be subject to appropriate disciplinary action, up to and including discharge.

Workplace harassment is defined broadly to include any verbal or physical conduct that:

- Is not welcomed by or is offensive to the recipient; and
- Has the purpose or effect of creating an unreasonably intimidating, hostile, or offensive work environment
- Has the purpose or the effect of unreasonably interfering with the recipient’s work performance

Workplace harassment includes, but is not limited to, any form of harassment or intimidation based upon a personal or group characteristic. Examples of prohibited workplace harassment may include, but are not limited to, the following:

- Name calling, slurs or derogatory remarks. Intimidating or hostile acts focused on a personal or group characteristic
- Verbal abuse or ridicule based on some personal or group characteristic
- Physical assault or intimidation
- Jokes or pranks based upon a personal or group characteristic

- Placing on walls, bulletin boards, Intranet/Internet or elsewhere or circulating, in the workplace, via e-mail or other communications vehicles, material that denigrates or shows hostility or aversion towards a person or a group because of a personal or group characteristic

Sexual harassment is a form of workplace harassment prohibited by this policy. In general, sexual harassment is harassment because of one's gender. Prohibited sexual harassment can include the gender motivated conduct of one individual towards another of either the opposite or the same sex. In general, sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or taken because of the recipient's sex, when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an unreasonably intimidating, hostile or offensive work environment.
- Submission to such conduct is made either explicitly or implicitly a term and condition of the individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

Retaliation is a serious violation of this policy and will not be tolerated. Individuals who report harassment or who are involved in a harassment investigation, and who believe they have been subject to reprisal or retaliation should report it immediately to an officer of the department.

It is the responsibility of every officer to promptly address any and all violations of this policy that they observe or otherwise know about, regardless of the existence of an official complaint. It is the responsibility of every officer who receives a complaint about an alleged violation of this policy to ensure that: a) report the complaint to the Fire Chief, b) ensure a prompt and thorough investigation is conducted, c) take prompt remedial action, if warranted, that is reasonably calculated to end the harassment, and, d) to ensure that the member who files a complaint is protected from acts of retaliation from either co-workers, management, or others in their work environment.

When a report of harassment or retaliation is received, the Fire Chief will promptly investigate. Officers receiving a report of harassment must promptly report the claim to the Fire Chief and the Trustees. The investigation will proceed as promptly, discreetly, and confidentially as possible. The identity of the alleged victim and the alleged harasser will be limited to those with a need to know in order to conduct the investigation. Confidentiality will be maintained throughout the investigation to the extent practical and consistent with the need to undertake a complete investigation. All witnesses or others interviewed during the

course of an investigation will be instructed that the matter is confidential and that they are not to speak of it with others. Breach of confidentiality is a serious violation of this policy and is subject to disciplinary action.

All members are expected to cooperate fully in harassment or retaliation investigations. Refusal to cooperate or the providing of false, misleading, or incomplete information during an investigation may result in disciplinary action up to and including discharge.

False reports of harassment, particularly sexual harassment, can have serious impact on innocent people. It is expected that all members will act responsibly and will not knowingly make false harassment charges. If the investigation concludes that the charges of harassment were deliberately false and/or made in bad faith, then the person making the false accusation will be subject to disciplinary action up to and including discharge.

Violation of any portion of this policy may constitute grounds for immediate discharge from the Marlow Volunteer Fire Department.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Overnight Stays at Fire Station	
<b>Create Date:</b> 05/31/2022	<b>Revision Date:</b> n/a
	<b>Review Date:</b> n/a

Recognizing the importance of a quick response to emergency incidents, the department has established a bunk room at the Marlow station with two twin beds that can be utilized for overnight stays.

**General Guidelines**

- Only members of the department over the age of 18 may stay overnight.
- If a member is staying overnight by themselves, they must be a department driver/operator.
- If two members are staying overnight, at least one member must be a department driver/operator.
- Probationary members are not eligible for overnight stays unless approved in advance by the Fire Chief.
- The bunk room will NOT be co-ed at any time.
- There will be no more than two personnel allowed in the bunk room.
- There will be no more than two personnel allowed overnight at any time except as requested by the Fire Chief (example: storm coverage).
- Individuals using bunk room will be responsible for linens for beds and will not sleep on an uncovered mattress/pillow at any time.
- After using the bunk room, the individual will be responsible for cleaning the bunk room and the bathroom before leaving the station.
- When using the bunk room, the individual is always in-service. Personnel will respond to calls as requested.
- Guests, visitors, family members, and pets shall be limited.
- Members are responsible for any damage done to the bunk room kitchen, bathroom, or day room area.
- Members should log their overnight stay in Emergency Reporting’s daily log feature.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Mutual Aid Given	
<b>Create Date:</b> 05/31/2022	<b>Revision Date:</b> 07/07/2023
	<b>Review Date:</b> 07/07/2023

The Marlow Volunteer Fire Department strives to provide mutual aid to fires, medical emergencies, hazardous materials incidents, technical rescues, and other types of emergency incidents that are within the scope of services provided by the department.

Mutual aid is defined as, any Fire Department emergency response and/or incident mitigation assistance provided by one jurisdiction to another jurisdiction when no formal Automatic Aid agreement has been instituted. Any mutual aid provided will be the result of a formal request for assistance from one jurisdiction to the other jurisdiction. When mutual aid assistance is provided, the Authority Having Jurisdiction (AHJ), meaning the district in which the incident has occurred, remains ultimately responsible for the incident.

This is the general guideline to be followed when mutual aid is requested from the Marlow Volunteer Fire Department. The department will provide such personnel and equipment as the Officers feel necessary and appropriate, without compromising the Department’s ability to respond to other current or potential incidents. When the Department responds to mutual aid requests from other departments, the Incident Commander of the requesting department is in command of Marlow personnel, however, the Marlow Officer shall direct the Marlow firefighters’ activities and will interface with the scene’s Incident Commander. The Marlow Officer is empowered to protect and if necessary, withdraw Marlow personnel if unsafe or questionable practices or conditions are encountered.

Explorer members are not permitted to respond to requests for mutual aid.

When on the scene the Marlow member should only perform tasks that are within their scope of training.

Officers should not authorize more than half of available resources (apparatus and manpower) to respond to calls for mutual aid, as it puts the department at risk of being unable to fulfill calls for assistance within our jurisdiction.



<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Fitness Equipment Use	
<b>Create Date:</b> 05/15/2022	<b>Revision Date:</b> n/a
	<b>Review Date:</b> n/a

All department members are welcome to use the fitness equipment. It is important that individuals engaging in fitness activities have consulted their physicians and obtained approval to participate in such physical activities. The following general guidelines are provided for utilizing fitness equipment.

**General Guidelines**

For the safety of individuals utilizing the fitness equipment, consider the following guidelines:

- Consult with physicians before beginning a fitness program.
- The use of the fitness equipment is at the members' own risk. Please abide by all reasonable safety guidelines.
- Become familiar with the safety and operation of all equipment before using it. Do not work out on any piece of equipment that you are unfamiliar with.
- Warm up before engaging in physical activity, e.g. light stretching, light running.
- It is preferred, if possible, to work out with another adult present.
- Use a spotter when bench pressing (no exceptions).
- Start out with a light weight and then move up gradually.
- Remove all weights before moving the weight bench.
- Return free weights to the weight storage racks after the completion of the lifting sequence or activity. Do not attempt to remove a pin from a weight machine if it is stuck and weights are suspended.
- If you become lightheaded or dizzy, do not continue to work out/lift weights.
- Wear proper athletic attire, especially athletic shoes. No sandals or bare feet.

- Horseplay or fooling around will not be tolerated.
- Be courteous to others while using department equipment.
- Clean equipment when you are done.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Knox Box Key Systems	
<b>Create Date:</b> 06/08/2023	<b>Revision Date:</b> 07/24/2023
	<b>Review Date:</b> 07/24/2023

This guideline provides an outline for the secure use and operation of a Knox Box Key System by the Marlow Volunteer Fire Department.

The Knox Box Key System allows for rapid, non-destructive entry into structures without causing unnecessary damage. The Knox Box Key System reduces department liability when handling individual occupancy keys with no accountability.

The Fire Chief shall serve as the Knox Box Coordinator for the department. Approval for initial Knox Box installation can only be granted by the Knox Box Coordinator. Additional Knox Box keys and other Knox Box related equipment needed must be authorized by the Knox Box Coordinator.

The Marlow Volunteer Fire Department retains the only keys to access Knox Boxes and other Knox related devices. Therefore, it will be necessary for a Marlow Volunteer Fire Department representative to be present any time access is needed into a Knox Box. The Incident Commander of the emergency incident shall be responsible for the use and security of the Knox Box at the scene of an emergency incident.

Knox Box master keys will be maintained on Marlow Volunteer Fire Department apparatus utilizing a locked key box. This box has been permanently mounted to secure Knox Box keys until they are needed for emergency use.

A personal security code will be assigned to designated personnel to allow the removal and resecuring of the key during emergency incidents. Dates and times of key removal are documented and available to be retrieved for auditing purposes.

Upon arrival at an occupancy that features a Knox Box, the device can be opened and utilized in order to:

- Perform fire suppression/investigation activities
- Investigate and mitigate an elevator emergency
- Investigate an activated fire alarm system

The Knox Box shall only be accessed and utilized for Marlow Volunteer Fire Department operations. Law enforcement, EMS, etc. are not to be given access to a Knox Box without approval by the Fire Chief.

The Incident Commander shall ensure that an emergency contact person assigned for the occupancy is notified to respond.

If possible, a law enforcement officer should be present during the fire department's entry into a structure utilizing a Knox Box key and while fire department crews are inside performing an investigation. If law enforcement isn't available then Marlow members should always work in pairs.

Once a key is removed from the Knox Box to be used to gain entry, the Knox Box shall be resecured and locked. The Knox Box shall not remain open if other keys are present in the device.

At the conclusion of the incident. All keys shall be resecured inside the Knox Box. If possible, the emergency contact on location or management from the occupancy should witness fire personnel resecurng the keys in the Knox Box.

Anytime that the Knox Box is utilized on the incident to gain access to a structure, it shall be documented in the incident report.

In the event of a lost Knox Box key, the Fire Chief should be made aware immediately. Should the loss be due to theft, a police report shall be required and notification shall be made immediately to the Fire Chief.

If a member is found to be mis-utilizing the Knox Box Key Systems they will be subject to the Progressive Disciplinary Action Process.

<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Training Agreement	
<b>Create Date:</b> 06/08/2023	<b>Revision Date:</b> n/a <b>Review Date:</b> n/a

Training is one of the single most important elements for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

While there are several training classes and opportunities available to members at no cost to the department. At times there are trainings needed that result in a cost to the department and/or member.

In the event that the department pays for a member to attend a class the member will be asked to sign a training agreement. A copy of the training agreement is below.

**TRAINING REIMBURSEMENT AGREEMENT**  
**(Insert Title of Course – Insert Member Name)**

This Agreement, made this the \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Marlow Volunteer Fire Department, Tennessee, hereinafter referred to as the “Department,” and [insert member name], hereinafter referred to as the “Member.”

WITNESSETH:

WHEREAS, the Member desires to attend a training course, which is beneficial for the Member’s role at the Department; and

WHEREAS, the Department desires to send the member to the [insert description of training course including location and date(s)], hereinafter referred to as Training; and

WHEREAS, the Department has and will incur substantial expenses in the process of Training the Member and the Department will pay for the cost of Training; and

WHEREAS, the Member acknowledges that the Department will incur substantial costs and expenses in sending the Member through Training, including but not limited to payment of tuition and other expenses; and

WHEREAS, the Member acknowledges that these expenditures are expected to be recaptured through the Member’s active service with the Department as a Firefighter and the Department will suffer substantial losses if the Member terminates active service.

NOW, THEREFORE, the Member hereby agrees as follows:

1. One-Year Service Commitment

In consideration of the agreement by the Department to provide the Member with Training, said Member agrees to remain serving with the Department for a period not less than one (1) year from the Member’s successful completion of Training.

2. Reimbursement Obligation

The Member agrees that in the event his service with the Department as a Firefighter ceases for any reason within the One-Year Service Commitment set forth in Section 1, then the Member shall reimburse the Department for all costs and expenses as described in the remainder of this Agreement.

3. Costs Subject to Reimbursement Obligation

In the event the Member must reimburse the Department as provided in Section 2, the Member shall reimburse the Department for all sums expended by the Department in connection with the Member’s service and Training, including but not limited to, the following:

- A. All tuition, per diem expenses, supplies, equipment, transportation, housing and other expenses, including the cost of meals, incurred during Training.

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An estimate statement of the costs for which reimbursement will be required is attached hereto as Exhibit A and made a part hereof. However, the Member agrees that the actual reimbursement obligation will be determined by the Department based upon actual expenditures and/or reasonable estimates in the event that actual expenses cannot be documented through a reasonable effort.

4. Calculation of Reimbursement Obligation/Credit for Continuous Service

The Member will be given credit against the total reimbursement obligation for Service with the Department as follows:

- A. The calculation of the time for the commencement of credit will begin on the first day of service subsequent to the successful completion of Training.
- B. The Member will be advised of the total Reimbursement Obligation actually accrued, in writing, as soon as practicable after having completed Training if the total Reimbursement Obligation exceeds the estimated amount set forth in Exhibit A.
- C. Credit for service rendered shall be given against the Reimbursement Obligation as follows:
  - 1. Full repayment (100%) of the Reimbursement Obligation is required if Member ceases to be actively serving as a Firefighter within the first twelve months after completion of Training.

5. Terms of Repayment

In the event the Member is required to reimburse the Department, the Reimbursement shall be paid by the member within thirty (30) days of cessation of service. After thirty (30) days, any unpaid balance will accrue interest at the rate of one and one-half percent (1½%) per month (annual rate equals eighteen percent (18%)).

At the option of the Department, repayment of the remaining Reimbursement Obligation may be made in monthly installments of no less than one-twelfth (1/12) of the total remaining amount payable on or before the first day of each month, beginning with the month following cessation of employment.

The Member hereby agrees that in the event the Department incurs legal fees or other costs of collection in an effort to collect any delinquent sums owing pursuant to this Agreement, the Member will pay such reasonable expenses in addition to the Reimbursement Obligation then due.

6. Status of Previous Agreement for Training

This Agreement does not replace, amend, or otherwise modify the training reimbursement obligation(s) currently in place between the Department and the Member under a previous training reimbursement agreement(s) (Previous Agreement). Should the Member leave service with the Department during the repayment period under the Previous Agreement, the Member understands and is agreeing to pay the repayment amount required under both this Agreement and the Previous Agreement.

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7. Severability

If any provision of this Agreement is legally adjudicated invalid or unenforceable, the parties do hereby covenant and agree that such portion or portions are absolutely and completely severable from all other portions of this Agreement, and such other provisions shall not be affected by the adjudication of invalidity or unenforceability.

8. Governing Law

This Agreement is governed by the laws of the State of Tennessee.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

MARLOW VOLUNTEER FIRE DEPARTMENT, TENNESSEE

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Date

[INSERT MEMBER NAME]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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EXHIBIT A

Estimate of Anticipated Reimbursable Expenses  
(See Section 3 of Agreement)

Training Costs – Registration \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Other Expenses

\_\_\_\_\_ Meals \$ \_\_\_\_\_

\_\_\_\_\_ Lodging \$ \_\_\_\_\_

\_\_\_\_\_ Misc \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

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<b>Marlow Volunteer Fire Department</b>	
<b>Standard Operating Guidelines</b>	
<b>SOG Title:</b> Department Committees	
<b>Create Date:</b> 10/9/2023	<b>Revision Date:</b> 05/01/2024
	<b>Review Date:</b> 05/01/2024

On an annual basis the below committees are established, and members are asked to volunteer to serve on a committee in which they have interest in. Each committee will then select a chair member of the committee unless it has already been specified. The committee chair will schedule meetings with the members to discuss and work through the areas in which they are responsible. At the end of each month the committee chair shall email the department secretary with any notes for the next month’s membership meeting agenda. Then the committee chair shall speak to those items during the membership meeting. All committees are to inform the Finance Committee of anticipated budget needs and then operate within the approved budget or get membership approval for any operating budget revisions.

In December or January of each year these committees will be formed and will serve for a calendar year (January-December). The exception is the Nominating Committee which is formed in September or October and serves 1 year to study and recommend a single best candidate for each position at the November business meeting.

Each time a committee meets the Chair shall appoint someone to take notes during the meeting. At the conclusion of the meeting, those notes shall be sent to the department secretary so that they can be saved.

**Department Committees**

**Operations Committee:** The department officers serve on this committee, which is intended to help improve the emergency operations of the department. They will discuss and implement ways to improve the services offered by the department.

**Duties**

- Chaired by the Chief.
- Develop and implement emergency operations guidelines and practices.
- Issue emergency equipment to members – radio, bunker gear, medical, etc., and maintain an inventory of issued equipment.
- With the Training Officer, establish training policies and content.
- Oversee equipment on and operations of emergency vehicles.
- Ensure maintenance, testing, and repair of equipment is performed – air packs, cylinders, compressor, ladders, extrication tools, hose, apparatus, hydrants.
- Provide a liaison with Anderson County EMS, EMA and Anderson County government.
- Recommend specifications and procurement of equipment for approval by membership.
- Ensure that vehicle checks are performed to verify that all vehicles and equipment are available for emergency response.
- Keep the membership informed on operational matters.
- Designate firefighter/EMS qualification levels.
- Ensure members are set up to receive alerts through I Am Responding.
- Serve as liaison to ACSO dispatch.
- Ensure NIFRS reporting of emergency calls are submitted.
- Prepare end-of-month and end-of-year run summaries.
- Report water usage to area utility companies.
- Ensure the Department is represented at the Anderson County Fire Commission monthly meetings.

**Training Committee:** This committee can consist of any active department members. The committee helps suggest, plan, organize, and carry out departmental training in conjunction with the Training Officer.

#### Duties

- Chaired by the Training Officer.
- Assist the Training Officer with the development and implementation of the Unit training program, including the State annual training stipend program requirements.
- Issue training schedules.
- Keep the membership informed on training matters.
- Solicit training topic ideas from membership.
- Notify membership of external training opportunities and coordinate their participation.

**Finance Committee:** This committee can consist of any active department members. The Fire Chief, Administrative Officer, and Treasurer shall serve on this committee as a minimum. The committee develops and maintains all financial records for monies and accounts held by the department. This committee will prepare an annual budget for operational expenses.

#### Duties

- Chair selected by committee membership.

- Assist the Administrative Officer, Fire Chief and Treasurer in the financial matters of the Department including budgets and investments.
- Preparation of annual budget.
- Coordinate the preparation and distribution of the annual report (early May).
- Coordinate the preparation and distribution for the reminder mailing (early October).
- Prepare and submit grant applications in coordination with the Grants Committee.

**Fundraising & Outreach Committee:** This committee can consist of any active department members. The committee will manage all aspects of fundraiser and outreach activities. They will coordinate these activities with members and the Finance Committee.

#### Duties

- Chair selected by committee membership.
- Reflective signs – receive sign orders, prepare signs, call for pick up, order blanks and numbers as needed.
- Ensure events are advertised on outdoor signs.
- Send information to the local papers and radio stations for events.
- Some fundraisers include, but not limited to: chili supper and auction, boot drives, car show, partnerships with local merchants, etc.
- Develop and implement programs to communicate Marlow Volunteer Fire Department activities to the community.
- Develop and implement fire safety programs for area elementary schools and day cares.
- Keep the membership informed on outreach activities.
- Involvement in local parades.
- Communicate items needed to the Department Secretary for posting on the website and internal and external social media accounts.
- Some outreach activities included, but not limited to: fire prevention, resource fairs, parades, easter egg hunt, trunk or treats, etc.

**Vehicles Committee:** This committee can consist of any active department members. The committee is responsible for the upkeep, maintenance, repairs, and upgrades for all department vehicles.

#### Duties

- Chair selected by committee membership.
- Ensure that Unit emergency vehicles are in operable condition.
- Implement vehicle maintenance and repair as necessary.
- Keep the membership informed on vehicle matters.
- Maintain records for all vehicle maintenance and repairs within the department reporting system.

**Building and Grounds Committee:** This committee can consist of any active department members. The committee is responsible for the general operations and maintenance of all stations. Also, responsible to maintain the interior and exterior areas and grounds in a neat and orderly fashion.

## Duties

- Chair selected by committee membership.
- Ensure the overall functionality and appearance of the Department's buildings and grounds.
- Make minor repairs and make arrangements for major repairs with the approval of membership or on an emergency basis.
- Check to ensure heating systems are functional and turned on at stations during cold weather.
- Perform a winterization check at all stations.
- Look for opportunities to reduce operating costs.
- Coordinate building modifications or additions.
- Coordinate purchase of toilet paper, paper towels, and cleaning supplies as needed.

**Grants Committee:** This committee can consist of any active department members. The committee will develop recommendations for seeking grants and corporate support. They will brief the Administrative Officer and Fire Chief on committee goals and approaches to accomplish the goals. After approval, the committee will prepare necessary documents to accomplish the desired goals.

- Chair selected by committee membership.

**Nominating Committee:** This committee consists of two board members and three non-board members. Two individuals within the same family will not be permitted to both serve on the committee. In order to have a thorough understanding of the roles being filled and the members being presented, individuals must have a minimum of 2 years with the department to serve on this committee.

One of the two board members shall chair the committee.

Oversee annual nominations for the roles of: Fire Chief, Assistant Chief, Administrative Officer, Training Officer, Treasurer, Secretary, and Trustees.

The committee will speak with department members to solicit candidates for openings. The committee will then confirm that any potential nominees are willing and able to serve. It is the responsibility of the committee to vet the individuals that are brought forth to the committee, by reviewing their knowledge, experience, and capabilities to select the one best candidate for the benefit of the Department. That slate of the recommended one candidate for each position is then presented to membership for vote at the November business meeting. As a common courtesy, if the committee recommends any candidate for a position other than the incumbent, they will communicate that to the incumbent before making any announcements to members. If additional nominations are made from the floor in the November meeting, an election will be held in December for the positions that have a floor nominated nominee in addition to the Nominating Committees recommended nominee.

Oversee the probationary member process. During the probationary period the committee will perform these actions:

The probationary member will submit their completed membership application, which shall be provided to the Secretary. At the 30 day mark the Secretary will submit a background check on the member. Upon receiving results of the background check they will take one of the following actions.

If there is derogatory information that is returned on the background check, the Secretary will send a copy of the background check to the Administrative Officer and Fire Chief to determine appropriate next steps.

If the background check returns with no derogatory information, the Secretary will send an email to the nominating committee chair. The email to the nominating committee shall include:

- The probationary members name.
- Which membership meeting they will be up for membership vote.
- Information for the two references listed on their membership application.
- Inform them that a background check has been conducted with no derogatory information returned.

The Nominating Committee chair will then coordinate with the committee to:

- Contact the character references listed on their application. If there is any derogatory information from the reference checks, notify the Administrative Officer and Fire Chief to determine the appropriate next steps.
- Talk to the probationary member to answer any questions they may have and to determine their goals and plans as a member. Assessing their overall character, including how they are progressing in their probationary period and demonstrating that they would be a good fit with the department.
- Review the candidate's attendance and behavior at training, meetings, and other activities.
- Prior to the end of the candidate's probationary period, report their evaluation to the Fire Chief and Administrative Officer for concurrence before bringing the nomination to the full membership at a meeting.
- Make a recommendation on next steps to full membership at the end of the probationary period. The recommendations could be:
  - Motion to accept the candidate as a full member.
  - Motion to extend the probationary period by 30-90 days, which would be discussed with the probationary member prior to the meeting.
  - Motion to decline the candidate as a full member, which would be discussed with the probationary member prior to the meeting.

\*In an effort to protect the personal identifiable information (PII) of members we limit who has access to certain information. Therefore the department Secretary, Fire Chief, and Administrative Officer should be the only individuals that are provided with a member's full membership application and background check.

At any point in time the Fire Chief or Administrative Officer can form a new committee or subcommittee to meet a need of the department.

