



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

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# **PINION PINE FIRE DISTRICT**

## **STANDARD OPERATION PROCEDURE**

**Policy Title: Recruitment & Selection Process**

**Policy Number: 100.10**

**Created: 2003**

**Section: Admin**

**Revised: June 2018**

**Purpose:** *Recruitment & Selection Process*

**Scope:** *All Personnel*

When a paid position vacancy occurs, the Fire Chief or his/her designee shall coordinate a recruitment, examination, assessment and selection process designed to identify the most capable individual for the position, without regard to race, sex, color, age, national origin, religious affiliation or disability. All new applicants will be subject to a criminal background check, a driver's license check and a drug screening may be required.

The Fire Chief shall review the position opening, the job description and any other information pertinent to the position vacancy and then shall give final approval to the minimum requirements for the position on the premise that circumstances may at times drive the need for some variation in the specific requirements.

First consideration may be given to any potential internal members. Volunteers will be considered first but does not guarantee a position as many factors will be taken into account such as past history in meeting requirements of participation in training, call responses, minimum monthly active hours and meeting other requirements of volunteer members.

In case a qualified member is not hired the Fire District will seek outside the district by word of mouth, ads in the local paper and/or flyers.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title: Probationary Period**

**Policy Number: 105.10**

**Created: 2003**

**Section: Admin**

**Revised: June 2018**

**Purpose:** *To ensure new members are competent before being listed as a reserve firefighter*

**Scope:** *New Employees*

Once the Chiefs review is complete and the member has been offered a position with the agency, he/she will be given a probationary packet, also known as a fire district task book. The new member will fill out the task book cover and the book will be initiated by a department officer.

The probationary phase will not be completed any sooner than six months and no later than one year. If the member cannot successfully complete their task book within the one year timeframe, a special meeting will be held to determine the future status of the member with the district.

The probationary period is intended to be a lengthy and rigorous process to ensure the new member is competent and confident with all aspects of the fire district and its functions.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title: Disciplinary Action**

**Policy Number: 110.10**

**Created: 2003**

**Section: Admin**

**Revised: December 2018**

**Purpose:** *To ensure a safe and professional work environment*

**Scope:** *All Employees*

It is the policy of the Pinion Pine Fire District to provide a work environment that encourages freedom of thought, expression and conduct, as long as these actions support our mission and are consistent with our efforts to provide excellent public service. It is also our policy to provide a safe, harmonious and positive environment that enhances career development.

Accordingly, the fire district shall approach member performance deficiencies in a positive and supportive way, geared toward helping the member achieve success with improvement efforts. However, there may be time when performance and conduct may require some form of corrective or disciplinary action to achieve these ends.

It shall be the responsibility of the Fire Chief, with the authority empowered to the Chief by the Fire District Board, to maintain discipline and administer disciplinary actions equitably. Every reasonable effort will be made to make disciplinary action a positive and corrective experience.

- Admonishment: Verbal reprimand to a member concerning misconduct or inadequate performance.
- Official Reprimand: Formal written notice to a member concerning significant misconduct, inadequate performance or repeated infractions of a lesser nature. *Three written notices within a three month time period will result in a pay step decrease for up to six months and place the employee in a “probation” status.*
- Probation: An employee's status upon being hired or after receiving three written reprimands in a three month period. While in this status, the employee is under a zero tolerance rule and may be suspended or dismissed for further violations.
- Suspension: A designed absence from duty which may be imposed for violating the operating standards, policies and procedures, administrative directives of the fire district or breaches of good order and discipline. **NON PAID**
- Dismissal: Most Severe

Complaint and grievance process:

1. Discuss with the Fire Chief
2. Appeal to the Fire Board



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Harassment & Sexual Harassment

**Policy Number:** 115.10                      **Created:** 2003

**Section:** Admin                              **Revised:**

**Purpose:** *Explanation of the harassment policy*

**Scope:** *All personnel*

The Fire District prohibits harassment of its members in any form, by other employees or nonemployees doing business with the fire district. Such conduct may result in disciplinary action up to, and including, verbal or written warnings, suspension without pay, demotions and immediate dismissal. Discipline of a progressive nature will not be required if circumstances warrant. Such a determination is at the sole discretion of the Fire Chief.

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment



- Submission to or rejection of such conduct by an individual is used for the basis of employment decisions (including benefits, compensation or advancement) which may affect the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

Examples of sexual harassment can include, but not limited to:

- Offensive sexual flirtation advances or proposition
- Verbal abuse of sexual nature
- Graphic verbal commentaries (i.e. off color jokes)
- Graphic verbal references to an individual's body
- The display of sexually suggestive objects or pictures anywhere on the fire district property (i.e. stations, vehicle, etc)

Harassment of a more general nature is defined as unwelcome verbal, physical or visual conduct of racial, ethnic or other type that impairs an employee's ability to perform the job or has the purpose or effect of interfering with work or creating an otherwise offensive, hostile and/or intimidating work environment.

Examples of such harassment can include, but not limited to:

- Racial slurs
- Imitating a disabled employees walk or speech
- Blatantly different treatment of older worker
- Display of objects or pictures that are denigrating to members of a protected class

In addition, the use of foul and vulgar language is inappropriate in the workplace and therefore is unacceptable.

Employees experiencing any type of harassment should report immediately. While the chain of command is important, it may not be appropriate in these situations; therefore, it is understood that the complaint may be reported to an appropriate person (i.e. Lieutenant, Captain, Fire Chief or Board Member).

Employees are encouraged to come forward in the event they observe offensive conduct or any other conduct in the workplace whether it is from another employee, vendor or visitor which may reasonably be construed as harassing, whether in a sexual nature or otherwise, of any individual. Any individual who comes forward to report such behavior and makes the report in good faith shall not be subject to retribution for making such report. The Fire District shall handle all investigations and information revealed in such investigation in a professional manner and with discretion.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Conflict of Interest

**Policy Number:** 120.10

**Created:** 2003

**Section:** Admin

**Revised:**

**Purpose:** *Explanation of the conflict of interest policy*

**Scope:** *All personnel*

In order to protect the integrity of Fire District information, services and employee efforts, Fire District employees shall avoid any activity, practice, secondary employment or acts which might create a conflict between one's personal interests and ones employment with the Fire District.

While the Fire District does not prohibit the practice of holding a second job, the Fire District does insist that an employee's full time job with the Fire District come first and that the second job does not interfere with or reflect unfavorably on the Fire District. Employees who hold a second job must provide notification to the Fire Chief, and must maintain current notification at all times.

No employee or member of the employee's immediate family shall accept or solicit any gift, service or other favor from any current or potential vendors with whom the Fire District does business. This policy does not preclude normal, ethical business practices such as token luncheons, token gifts, advertising items such as pens, pencils and calendars or other gifts of nominal value.

No employee shall directly or indirectly give, offer or promise anything of value to anyone in connection with any transaction or business that the Fire District may have with any organization.

No employee shall engage in conduct that is disloyal, disruptive or damaging to the reputation of the Fire District.

Because it is not possible to describe every situation that could arise involving potential conflicts of interest, employees are required to carefully evaluate any activity that could potentially be construed as conflicting with their Fire District employment and to provide written notification to the Fire Chief of any such potential conflict.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Smoking Policy

**Policy Number:** 125.10

**Created:** 2003

**Section:** Admin

**Revised:**

**Purpose:** *Explanation of the no smoking policy*

**Scope:** *All employees*

All personnel hired after January 1, 2003 will be under a non-smoking policy. There will be no smoking while on duty at the Pinion Pine Fire District or while on any official business on behalf of the fire district. Smoking will not be tolerated while members are in uniform on or off duty or at any department functions. Violations will be subject to disciplinary measures given only by the Chief.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title: Purchasing / Procurement**

**Policy Number: 140.10**

**Created: November 2015**

**Section: Admin**

**Revised:**

**Purpose:** *Outline the Fire District's purchasing procurement policy*

**Scope:** *Administrative / Purchasing Personnel*

The fire district shall use a three quote process when available for the purchase of equipment "capital", with preference to an in district business if the quote is within reason of the other quotes. In lieu of multiple quotes, the fire district is a member with the Arizona State Procurement Office - Co-op. This allows the fire district to follow the Arizona State Procurement policy. Final approval maybe needed from the Fire District Board of Directors, this will be provided by the Fire Chief.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title: Rules of Conduct**

**Policy Number: 200.10**

**Created: 2003**

**Section: Conduct**

**Revised: June 2018**

**Purpose:** *Define common acceptable and unacceptable conduct for fire department members. This list is not all inclusive however provides for basic guidance.*

**Scope:** *All Personnel*

All members of the Pinion Pine Fire Department are expected to conduct themselves in a professional manner that brings credit to the department and the fire district. Failure to do so may result in disciplinary action ranging from counseling to dismissal.

Members shall:

- Follow the policies and guidelines of the fire department.
- Work toward the effective and competent operation of the department and its programs.
- Conduct themselves as to reflect positively on the department and fire district.
- Supervisors will manage in a positive and considerate manner; subordinates will follow instructions in a positive way.
- Stay informed and seek opportunities to enhance performance and service delivery.
- Treat other members and members of the public with kindness and respect.

- Maintain physical fitness to ensure ability to perform job functions.
- Obey all laws, rules, and regulations.
- Be careful with department equipment, property, and personnel.
- Follow command structure and command chain.
- Work toward conflict resolution in a professional and mature way.
- Provide customer service to the highest level of our capability.

Members shall not:

- Engage in activity that is detrimental to the department, while on or off duty.
- Engage in a conflict of interest to the department or use their position within the organization for personal gain. ( Example: the use of department badge, uniform, or similar item to influence a position of power over a member of the public or business for personal gain or favor that would not be furnished otherwise.)
- Engage in physical altercations.
- Abuse sick leave.
- Engage in sexual activity of any kind while on duty.
- Allow personal business to interfere with job functions.

As stated in the SOP purpose definition, the above is not to be viewed as an inclusive list of behaviors but to be viewed as a foundation for behavior that is to be seen favorably and other actions to avoid. Activity that can be viewed as detrimental to the department can be wide ranging and varied. All members are encouraged to seek guidance from the Chief or department officers if any clarification is needed on a specific activity or behavior.





# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title: Dress Code**

**Policy Number: 205.10**

**Created: 2003**

**Section: Conduct**

**Revised: June 2016**

**Purpose:** *To ensure employees maintain a safe and professional appearance*

**Scope:** *All Personnel*

All members will be required to dress in appropriate attire while participating in department functions or while representing the department. This includes responding to calls, Wildland Assignments, at the fire station for meetings or in the public's eye while conducting business.

### UNIFORM:

- Fire District navy blue work shirt
- Fire District wildland division shirt (grey, includes fuels program)
- Fire District wildland division shirt (any other color, assignment only)
- Navy blue polo shirt
- Grey polo shirt (admin)
- Undershirt of navy blue, black or white
- White dress shirt (Class B, Chief Officer)
- Navy blue dress shirt (Class B)

- Navy blue dress pants (Class B)
- Navy blue EMS pants
- Navy blue shorts
- Green wildland pants
- Blue wildland pants
- Khaki wildland pants
- Dept hat only
- Black boots or shoes
- Black belt
- Blue basketball shorts (after 5pm inside the station or during PT)

This applies to male and female members of the Pinion Pine Fire District.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title: Personal Appearance**

**Policy Number: 210.10**

**Created: 2003**

**Section: Conduct**

**Revised: June 2016**

**Purpose:** *To ensure employees maintain a safe and professional appearance*

**Scope:** *All Personnel*

While on active duty, every member of the fire district shall be well groomed and present a neat and clean appearance, unless the nature of the assignment requires otherwise. This shall include well groomed hair, proper attention to oral hygiene, absence of offensive body odors and proper uniform.

### **HAIR:**

Male members shall keep their hair properly cut and trimmed so as to present a neat appearance at all times. Hair will not hang below the bottom line of the collar of the uniform shirt when standing erect and will not in any way interfere with firefighting or rescue operations. Female members shall have their hair pulled back so as not to interfere with firefighting or rescue operations.

**FACIAL HAIR:**

- **SIDEBURNS:** Shall be neatly trimmed and shall not interfere with the seal of the face mask. They shall not extend below a line level with the bottom of the ear.
- **BEARDS/GOATEES:** Shall not be worn by paid employees or any member who would be expected to wear an SCBA mask.

**EARRINGS:**

Or other visible body piercing shall not be worn by fire suppression personnel while on duty or in uniform.

*No other insignia, emblem, advertising buttons, ribbon, jewelry or other device shall be attached to the uniform nor changes to the design of the uniform shall be done without the authorization of the Fire Chief.*

*Additionally, uniform items are to be worn only by current fire district members, thus members may not allow their uniform items to be worn by other individuals. All marked uniform items need to be turned in when the member leaves the fire district.*



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title: Performance & Behavioral Expectations**

**Policy Number: 215.10 Created: 2003**

**Section: Conduct Revised: 2012**

**Purpose:** *To outline the performance and behavioral expectations of fire district personnel*

**Scope:** *All Personnel*

- Paid employees are expected to be on time for work shifts and to notify the department if they will be late or miss work for illness or other emergencies.
- Paid employees are expected to cover their shift by working it or doing their own arrangements for coverage by swapping with another paid employee.
- Volunteer members are expected to spend at least 32 hrs a month in the district to remain on the roster. Members who miss this for 3 straight months without approval of the Fire Chief will be dropped from the fire district.
- Paid or volunteer members who are released from, or who resign from the district will turn in all uniforms, protective clothing, radio, pagers, hats or any other dept issued or dept paid for items within 10 days.
- Members must be in good standing to remain sponsored by the district in classes.
- Every member of the fire district is expected to operate in a highly self-disciplined manner and is responsible for the regulation of his/her own conduct in a positive and mature way.

- Every member of the fire district shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens. No member shall commit any act tending to bring discredit upon the fire district or its members.
- Be courteous and respectful in their contact with the public.
- Be properly attired at all times when representing the fire district, in accordance with the requirements as set forth by district policy.
- Accept responsibility for the performance of duties of a higher rank when assigned to act in such a position.
- As directed, accept assignments within the fire district, administer the duties thereof and maintain discipline, morale and efficiency.
- Accept the command of the senior employee when two or more members find themselves in a position which requires initiative action. The senior employee shall assume such command until relieved by an officer.
- Operate through the chain of command in transaction of fire district business unless otherwise directed by standard operating procedures of the fire district, or as may be required to resolve an emergency situation.
- Keep in good physical condition.
- Attend all fires or emergencies to which the member may be dispatched or detailed, and exert the greatest effort to perform to the best of one's ability under all circumstances. Displaying neglect, inefficiency or indifference in the performance of any one's duties is sufficient for disciplinary action.
- Exercise proper precautionary measures to avoid injury. Report to an officer in charge of Fire Chief any accident, illness or injury occurring on duty.
- Submit to drug screening measures.
- Do not report to duty or respond to a page out if you have been drinking.
- Possess a current Arizona driver's license before driving any fire district vehicle.
- Never operate any fire district vehicle unless you have been authorized to operate that vehicle.
- Exclude unauthorized individuals from riding on fire apparatus.
- Wear appropriate protective clothing and equipment.
- Wear seatbelts in all fire district vehicles while the vehicle is in motion.
- Read and follow all SOP's of the fire district.

- Exercise due caution to avoid unnecessary damage, waste or loss of fire district property. Personnel shall not give away, sell, loan, appropriate or in any way dispose of any property belonging to the fire district without permission of the on-call duty officer.
- Accept no rewards or presents for services rendered in discharge of their duty.
- Promptly notify the duty officer of all matters coming to one's attention which affects the interest and welfare of the fire district.
- Become competent with all equipment that may be required for you to use in the performance of one's duties.
- Maintain a telephone number that you can be reached at and notify the fire district of any change in phone number or home address within 24 hrs.
- If you wear the uniform of work, you must be in complete uniform.
- **Do not wear the Fire District uniform any place that would cause the Fire District to be viewed in a negative light.**
- Maintain all certifications and licenses and skills necessary and required for one's position.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title: Personal Vehicle Response & Emergency Lighting**

**Policy Number: 220.10 Created: 2011**

**Section: Conduct Revised: 2012**

**Purpose:** *Establish expectation on what is acceptable for personal vehicle response and modification*

**Scope:** *All Personnel*

The response to an emergency scene in a personal vehicle is strictly prohibited unless authorized/requested by the Chief, duty officer, or incident IC.

The placement of emergency lighting on personal vehicles or any alteration of stock lighting to resemble that of an emergency vehicle is not authorized. Examples include but are not limited to:

- light bars
- Strobes
- rotating beacons
- "wig wam" headlights
- LED's

The addition of emergency sirens to personal vehicles is also not authorized.





# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Incident Command

**Policy Number:** 300.10

**Created:** 2003

**Section:** Emergency Response

**Revised:** June 2018

**Purpose:** *To ensure unity of command is maintained, to allow for safe and efficient progress to be made*

**Scope:** *All Personnel*

The effective functioning of the Pinion Pine Fire District units and personnel at an incident requires clear and decisive action on the part of an Incident Commander. This procedure identifies the standard operating procedure to be employed in establishing command and operating a Command Post. It also fixes responsibility for the command function and its associated duties on one individual at any time during the operation.

The Incident Commander is responsible for the command functions at all times. As the identity of the Incident Commander changes, through transfers or command, this responsibility shifts with the title. The term "Command" in this process refers jointly to both the person and the function. Identity of the Incident Commander will be as per Chain of Command.

## **CHAIN OF COMMAND**

1. The Chief or Acting Chief will be the Incident Commander at all incidents at which the Fire District is called.
2. The Battalion Chief or Duty Officer will be the Incident Commander until such time as any of the above arrives.
3. The Captain will be the Incident Commander until such time as any of the above arrives.
4. Any Firefighter/Engineer shall be the Incident Commander until such time as any of the above arrives.
5. District Captains will be responsible for fireground authority as assigned by the Incident Commander. (Search, rescue, ventilation, overhaul, water supply, etc)

Command procedures are designed to accomplish the following:

1. Fix the responsibility for Command on a certain individual through a standard identification system depending on the arrival sequence of members, companies and officers. 2.
2. Ensure that strong, direct and visible Command will be established as early as possible in the operation. 3.
3. Establish an effective framework outlining the activities and responsibilities assigned to Command. 4.
4. Provide a system for the orderly transfer of Command to subsequent arriving officers. 5.
5. Command is responsible for four basic fireground objectives:
  - a. Provide for the safety and welfare of firefighting personnel.
  - b. Remove endangered occupants and treat the injured.
  - c. Confine and extinguish the fire.
  - d. Conserve property after fire control is achieved.

Command is responsible for the following functions as required by the circumstances of the situation:

- Assume and confirm Command and take an effective position.
- Rapidly evaluate the situation (size-up).
- Initiate, maintain and control the communications process.
- Identify the overall strategy, develop an attack plan and assign units.
- Develop an effective fireground organization.
- Provide continuing Command within the framework of standard operating procedures.
- Coordinate the transfer of Command as required.
- Request and assign additional resources as required.
- Return companies to service and terminate Command.

All of these functions are responsibilities of Command, whether or not command is transferred from one individual to another. The first (5) five functions must be addressed immediately from the initial assumption of Command.

## **ESTABLISHING COMMAND**

The first Incident Commander (See Chain of Command) to arrive at the scene SHALL assume Command and remain in command until relieved by a ranking Incident Commander or until the incident is terminated or until command is passed.

The person assuming Command shall transmit a brief initial radio report including:

1. Unit identification on the scene, confirming assumption of a command and location (i.e. Chief 501 on scene assuming Peacock Rd Command)
2. Building description (occupancy, size, arrangement, construction, and address)
3. Obvious fire conditions.
4. Action taken (brief description)
5. Any obvious safety concerns.

## Radio Designation

The radio designation "COMMAND" will be used with a brief description of the incident location (i.e. "carol lane COMMAND"). This designation will not change through the duration of the incident.

## COMMAND OPTIONS

In cases when the initial arriving Incident Commander is an officer, efforts should automatically be directed towards establishing a Command Post and fulfilling the listed Command functions.

The establishment of a Command Post is a priority at all working incidents. The location of the Incident Commander in a vehicle which provides lighting, communications, equipment, reference items and limited isolation from distractions will make Command more effective.

When an Incident Commander initially assumes Command, that incident commander must decide on an appropriate commitment for responding resources that will make Command more effective.

- ***Nothing Showing Mode:*** These situations generally require investigation by the first arriving engine while holding staged units at a distance. Normally the Incident Commander should go to check while utilizing a portable radio to command the incident.
- ***Fast Attack Mode:*** Situations that require action to stabilize the situation, such as interior fires in residences, apartments, or small commercial occupancies, require that the Incident Commander quickly decide how to commit resources. Where a fast interior attack is critical, utilization of the portable radio will permit the necessary involvement in the attack without neglecting command responsibilities. This mode should not last more than a few moments and will end with one of the following:
  - Situation is stabilized.
  - Command is passed to next arriving Incident Commander.

- A Chief Officer arrives and command is transferred.
- Situation is not stabilized and the Incident Commander must withdraw to the exterior and establish a Command Post.
- **Command Mode:** Situations that require a strong command by virtue of the size of the fire, the complexity or type of occupancy or the possibility of extension require strong, direct, overall Command from the outset. In such cases, the Incident Commander will initially assume a Command position and maintain that position until relieved via the Chain of Command. Tactical worksheets should be utilized to assist in managing these situations.

The Incident Commander assuming Command has a choice of modes and degrees of personal involvement in the attack but continues to be fully responsible for the identified tasks assigned to the command function. In all cases, the initiative and judgment of the Incident Commander are of great importance. The modes identified are not strict rules, but general guidelines to assist the Incident Commander in planning appropriate actions.

## **PASSING COMMAND**

In certain situations, it may be advantageous for the first arriving Incident Commander to “Pass Command” to the next arriving driver or officer. This is indicated when the initial commitment of the first arriving resources require their involvement in operations (i.e. high rise buildings or an immediate rescue situation), and the next arriving Incident Commander is on the scene or close behind.

The Initial arriving Incident Commander will give an initial on scene radio report and advise that Command will be passed. The initial arriving driver/officer retains responsibility for Command until the next unit arrives and acknowledges the transfer. Dispatcher will confirm that the next unit assumes Command.

## **TRANSFER OF COMMAND**

The first driver/officer to arrive on the scene shall assume and retain command until relieved within the following guidelines:

Within the chain of command indicated above, the actual transfer of command will be regulated by the following procedure:

1. The incident commander assuming command will communicate with the person being relieved by radio or preferably face to face on arrival.
2. The person being relieved will brief the Incident Commander assuming command indicating the following:
  - a. General situation status
  - b. Fire location, extent and conditions
  - c. Effectiveness of control efforts
  - d. Safety considerations including name of safety officer
  - e. Deployment and assignments of operating resources
  - f. Appraisal of needs for additional resources at that time.
3. The person being relieved should review the Tactical Worksheet with the Command Officer. This sheet provides the most effective framework for command transfer as it outlines the location and status of resources in a standard form that should be well known to all members.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Structure Alarm Response

**Policy Number:** 305.10

**Created:** 2003

**Section:** Emergency Response

**Revised:** June 2018

**Purpose:** *To ensure the safe and proper response to an incident involving structure fire alarms and automatic alarms*

**Scope:** *All Personnel*

Initial response to an automatic alarm or reported structure fire in district shall be:

- (1) Type 1 Engine
- (1) Water Tender

Once adequate staffing is met at the fire station from off duty personnel, the following shall go in route to the scene in order:

1. (1) Rescue/Light/Air Unit
2. (1) Type 3 Engine

For second due engines, minimum staffing will be (2) firefighters unless otherwise requested by the Incident Commander.

An emphasis must always be made to continue district coverage with EMS qualified personnel as much as possible during such incidents.

***All personnel shall be required to respond to this type of alarm.***

Structure fires will include fires inside of buildings not directly related to the structure (i.e. kitchen fires, chair/couch fires, etc) Chimney fires are also considered structure fires.

The first arriving pumper shall set up to attack the fire from the booster tank. The preconnect lines shall be pulled and advancement shall be made into the building utilizing the proper protective gear. ***For the fire engineer, An effort should be made to flow the deck gun for 15-30 seconds through windows and/or doorways in an effort to obtain a knockdown of fires that are in the beginning stages of development.*** This will buy the firefighter a few extra seconds to deploy the attack line. If such an effort would be ineffective, assist the firefighter with deploying the preconnect attack line.

Only structure fire trained personnel may enter a structure that has an interior fire. **2 in and 2 out** must be practiced unless there is a RIT exemption present. Remember that CAFS will do an effective and safe knockdown of the fire plus cool the interior even if applied from a safer location such as exterior windows and doors.

It will be the second arriving engine's primary duty to provide an adequate water supply or takeover water supply operations to the engine at the fire. This will be done at the request of the first arriving engine or the incident commander. If no orders are provided prior to arrival, the second arriving engine shall assume a water supply is needed.

If the conflagration appears to be well outside of the fire district's capability to bring under control, upgrade the assignment to a second alarm sooner rather than later, to receive mutual aid resources. ***It should be considered to modify the second alarm to request some water tenders vs engines.***





# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title: Medical Emergency Response**

**Policy Number: 310.10**

**Created: 2003**

**Section: Emergency Response**

**Revised: June 2018**

**Purpose:** *To ensure the safe and proper response to an incident involving medical emergencies*

**Scope:** *All Personnel*

Response to medical emergencies shall be with (1) Engine/Squad.

When responding to EMS calls, response will be to the level of the call:

- Zulu - Dispatch is still determining the level at which the call needs to be coded
- Alpha - Med 1: Non-emergency Response: No life threatening injuries
- Bravo - Med 1: Non-emergency Response: No life threatening injuries
- Charlie - Med 3: Emergency Response: Life threatening, major injury or major illness
- Delta - Med 3: Emergency Response: Life threatening, major injury or major illness
- Echo - Med 3: Emergency Response: Life threatening, major injury or major illness
- Stage - Med 4: Emergency Response requiring Law Enforcement: Some type of disturbance with injury (I.e. Attempted suicide, family disturbance, shots fired, etc)

**Non-emergency Response Mode:**

Respond without lights and siren. Follow all normal driving regulations and laws.

**Emergency Response Mode:**

Respond with lights and siren, maintain due regard for the public. The Emergency Response mode is at the discretion of the company officer and may be for any reason.

***Remember, you are asking for the right of way.***

*When traveling through construction or school zones, you must be in a Non-emergency Response Mode.*

When responding to Med 4 calls, response will be at the discretion of the company officer. A staging area will be set up and dispatch will be notified of this location. This location should be near the scene, but not in direct sight of the scene. This is a disturbance type of call, with some type of personal threat involved. To assure your safety and not to aggravate the situation, it is important that staging is implemented until told that the scene is clear to enter by dispatch. **DO NOT TRY TO BE A HERO, USE YOUR JUDGEMENT. WHEN IN DOUBT, STAY OUT.**

As with all medical emergencies and any injury type of calls, personal protection is first and foremost. Latex gloves will be worn.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Vegetation Fire Response

**Policy Number:** 315.10

**Created:** 2003

**Section:** Emergency Response

**Revised:** June 2018

**Purpose:** *To ensure the safe and proper response to a vegetation fire*

**Scope:** *All Personnel*

If the incident is in the fire district or a threat to the fire district, the response shall be:

- (1) Qualified Incident Commander (ICT3, ICT4 or ICT5)
- (1) Type 3 Engine
- (1) Water Tender

Once adequate staffing is met at the fire station from off duty personnel, the following shall go in route to the scene in order:

1. (1) Type 6 Engine

Fire response to out of fire district vegetation fires during:

- Low-Moderate Potential shall be:
  - (1) Type 3 or Type 6 Engine with properly qualified personnel
  
- High-Extreme Potential shall be:
  - (1) Qualified Incident Commander (ICT4 desired)
  - (1) Type 3 or Type 6 Engine
  - (1) Tactical or Support Water Tender

The first arriving engine shall advise if the resource balance needs to be reduced, continued or upgraded. If life or structures are threatened, an assignment upgrade should be requested (second alarm) . Arizona Dispatch Center (ADC) is required to be notified of these type of calls and extended resource ordering needs to be processed through ADC.

If unable to extinguish the fire with the equipment on hand, personnel will assume a defensive position and protect structures until additional resources arrive.

Direct attack shall be the initial strategy considered utilizing an “anchor and flank” tactic.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Traffic Collision & Rescue Response

**Policy Number:** 320.10

**Created:** 2003

**Section:** Emergency Response

**Revised:** June 2018

**Purpose:** *To ensure the safe and proper response to an incident involving traffic collisions and/or rescues*

**Scope:** *All Personnel*

It has been established that this Fire District will respond to all traffic collisions and related vehicle incidents.

Upon page out of a motor vehicle incident, the Fire District shall respond with:

- (1) Engine or Squad with extrication capabilities

Once adequate staffing is met at the fire station from off duty personnel, the following may go in route to the scene at the Incident Commanders request:

- (1) Rescue/Light/Air Unit
- (1) Engine for fire standby and manpower

The first unit on scene will be responsible for scene size up and report to Alarm the disposition of the scene. The first unit on scene will also establish Incident Command and will do so until relieved by a higher ranking officer or the incident is terminated.

In the case of mutual aid, units arriving on scene before Pinion Pine units; Incident Command should already be established by the first unit on scene. All Pinion Pine responding non-officer units arriving on scene shall be under the command of the mutual aid officer. If mutual aid units on scene have not established command, then the first arriving unit shall assume Incident Command.

All responding units shall be fully bunkered upon arrival on the scene. If the vehicle(s) involved are on fire, SCBA equipment will also be used. Any personnel that is not bunkered, will not participate in any fire suppression or vehicle extrication attempts. If an Incident Command officer deems it unnecessary to be bunkered, then bunker gear may be removed. Bunker gear is worn for your own personal protection and is recommended. If bunker is removed, firefighter will be in a long sleeve wildland shirt with gloves, helmet and eye protection in place. You may remain bunkered out if you feel that the duties you are performing require personal protection.

Upon arrival on scene, all units responding will establish a SAFE scene, at which time will determine fire hazards, injuries, potential hazards (i.e. stable vehicle, traffic, hazardous debris).

A scene parameter should be established to allow all incoming units a safe and unobstructed path to the scene. Fire personal safety is always first. An unsafe scene can only hinder attempts to perform rescue operations or fire suppression.

In the case of a motor vehicle accident with injury, be sure that all hazards are clear before attempting to perform patient care. If the incident involved a roll over, then the vehicle must be secured as to that all activities can be performed without risk of the vehicle shifting or moving. Any fuel spills should be contained and diluted with water or foam, and any other fluids such as oil, transmission fluid or any other fluids that may be present can

be contained with dirt or Chem-Dry. The vehicles battery should be disconnected, to prevent any electrical devices from activating or creating spark during patient care or removal. This will also ensure that undeployed airbags do not activate. If a threat of fire is present or may become present for any reason, a 2A10BC fire extinguisher or charged hoseline must be present. During extrication, a charged hoseline will be present during the duration of the rescue.

A first responder or firefighter should, if possible, be inside the vehicle with the patient holding C-Spine. A cervical collar should be administered, the patient should be covered to protect them from broken glass and other possible flying objects and a first responder should give immediate care until EMS arrives.

In the event of a traffic collision that requires extrication, only personnel trained in the use of the hydraulic extrication tools will participate in the extrication process.

All participating members shall bunker out. There are no exceptions. Extrication is a very dangerous activity and there will be strict supervision during this process. It is not only the goal of this fire company to safely remove the patient, but also not to create more injuries by being careless. All previously stated procedures also apply in the extrication process.

While extrication is in progress, there is often a lot of crunching and noise of metal bending. Reassurance and detailed explanation of what is happening or is about to happen is helpful to calm the patient.

Once access to the patient is accomplished, the scene should be cleared of all debris. All vehicle parts should be brought to a safe location away from the vehicle as not to create hazards to personnel working the scene. At this point, EMS personnel will be the governing body. They will give instruction on how the patient should be removed.

Once the patient has been removed and has been put into the ambulance, the scene then becomes the jurisdiction of the Sheriff's department or State Troopers. Take care not to move or disrupt anything. Remember the scene could be a crime scene, especially if there is more than one vehicle involved. It is the job of the police to secure all personal belongings

and items of value, not the fire departments. If you see items that have been thrown from the vehicle that are not in the immediate area of the scene, then notify the authority having jurisdiction.

In the case that the police have not arrived on the scene and bystanders are present, be sure that all personal belongings and other items are secure until they arrive. Once again, these procedures apply to all traffic collision scenes and not only to extrication scenes. In the case of a traffic collision with injuries and an air ambulance has been activated, the Helicopter Safety & Landing SOP (*Policy Number: 335.0*) shall be followed.





# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Hazardous Materials Response

**Policy Number:** 325.10

**Created:** 2003

**Section:** Emergency Response

**Revised:**

**Purpose:** *To ensure the safe and proper response to an incident involving traffic collisions and/or rescues*

**Scope:** *All Personnel*



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Downed Lines & Service Calls

**Policy Number:** 330.10

**Created:** 2003

**Section:** Emergency Response

**Revised:** December 2018

**Purpose:** *To ensure the safe and proper response to an incident involving downed lines and service calls*

**Scope:** *All Personnel*

Response to a down power lines call shall be (1) one engine only. This is to be an investigation type response only. Personnel will block the roadway with apparatus and wait for the utility company to remove the hazard.

Service calls will be handled by (1) one engine.



# PINION PINE FIRE DISTRICT

## STANDARD OPERATION PROCEDURE

**Policy Title:** Helicopter Landing & Safety

**Policy Number:** 335.10

**Created:** 2003

**Section:** Emergency Response

**Revised:** December 2018

**Purpose:** *To ensure the safe and proper helicopter landing procedure*

**Scope:** *All Personnel*

It has been established that once a helicopter has been activated, a landing zone will be required to be setup. The landing area should be on level ground if possible. The landing zone will be approximately 100' x 100' and will be clear of obstructions. When determining an area for a landing zone, it is necessary to take into consideration of all possible hazards such as tree limbs, overhead power lines or trash.

Once the landing zone has been determined, the LZ commander will advise dispatch of operating frequency to be used (VFIRE21). The LZ commander will also provide dispatch with a GPS heading and range to advise the helicopter crew if possible.

Personnel participating in the landing of the helicopter will be bunkered out and wear head and eye protection. SCBA will be optional to LZ commander discretion. The LZ crew will respond with one engine or attack vehicle. One preconnect line will be pulled and charged prepared to apply foam if necessary. If the landing zone is in a field or in a heavily dusty area, then water will be applied to reduce brown out.

If at night, a LZ kit should be utilized with wind indicator light into the wind. If possible, position apparatus headlights towards the LZ and into the wind to avoid blinding the pilot.

Once the landing zone has been established and is ready for landing, the LZ commander will notify dispatch or if in direct contact with the helicopter, that the LZ is ready. The LZ commander will also notify if not on scene, EMS and any other personnel incoming to the LZ.

Once the helicopter is on the ground, all personnel and bystanders will stand clear of the helicopter. Only EMS and flight Crew will approach the helicopter unless otherwise advised to do so. Always approach and depart on the low side, and remain in the pilots view at all times.

The landing zone will remain established until the helicopter is off the ground and the crew is released by Incident Command.