

Hudson Volunteer Fire Department, Inc.



*"Our Family Protecting Your Family"*

## **Standard Operating Guidelines**

Visit us on the web @ [www.hudsonfirerescue.org](http://www.hudsonfirerescue.org)  
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# Hudson Volunteer Fire Department, Inc.

## **DISCLAIMER**

The Hudson Vol. Fire Department enacted the following Standard Operating Guidelines (SOG's). The department, its members or other contributors cannot guarantee that adherence to these guidelines by any other fire department or emergency service organization will result in compliance with any laws, regulations or standards. The Fire Department cannot guarantee that adherence to these SOG's alone will result in a reduction of occupational injuries, illness or exposures.

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## **PREFACE**

The following Standard Operating Guidelines were developed to guide members of the Hudson Vol Fire Department in the performance of their duties, on and off the incident scene. They are based on the requirements in NFPA 1500 - Standard on Fire Department Occupational Safety and Health Program, and on appropriate federal, state and local regulations.

The SOG's are not part of the department's Constitution and By-laws, but may be referred to in them. This is important from a number of reasons. First, the SOG's remain guidelines rather than rigid policies. Second, it allows the SOG's to be recognized as the basis of general rules of conduct expected from all members. Finally, it makes the SOG's the basis of the department's occupational safety and health program.

All department members are required to sign a statement documenting they have received a copy of the Standard Operating Guidelines and have read and understand them.

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## **INTRODUCTION AND PURPOSE**

Presented on the following pages are the Standard Operating Guidelines (SOG's) of the Hudson Vol Fire Department. They are to be used as a reference pertaining to department procedures and regulations and to establish behavioral guidelines. The SOG's are intended to assist members accomplish the mission of the department:

*The mission of the Hudson Vol Fire Department shall be the saving of lives and the protection of property endangered by fires and other disasters and to promote the teaching and practice of fire prevention and protection.*

It must be stressed that under all circumstances, common sense must prevail. Emergency response situations are so varied specific rules and regulations cannot always be followed in the strictest sense and may need to be altered according to the Officer In Charge. The guidelines should be used as a tool to inform members of the direction their decisions and actions should follow.

The members of the Hudson Vol Fire Department are a diverse group joined together in a common cause, providing a valued and outstanding service to the Hudson community. Keep in mind, every member's personal conduct and behavior reflects on the department as a whole. It takes only one thoughtless, careless or selfish act to destroy the excellent reputation established through many years of dedication and hard work. Each of us is ultimately responsible for our decisions.

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*It should be noted that these guidelines should be followed whenever that it is possible. They are written for everyone's SAFETY. At anytime the Officer In Charge finds it necessary to deviate from these guidelines it is permitted. The Officer In Charge must be able to defend himself/herself in front of a group of peers for any deviations that he/she takes. Any member may take their concern about the Officer In Charge following of Guidelines to the Fire Chief or Asst. Chief. At anytime a member does not follow a guideline, the Officer In Charge may suspend the member until which point that the Fire Line Officers can meet with the member in question. At that time the Fire Line Officers will make the decision if the matter is settled or if further discipline along with re-training is needed.*

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## **SECTION ONE**

### **New Members:**

New member will have to go through or have prior an Intro to firefighting course prior to participating in firefighting activities on any emergency scene.

New members shall not act as Officer In Charge prior to becoming an A-list firefighter.

New member shall not drive fire apparatus in an emergency situation unless there are no other Firefighters available and directed to do so by Officer In Charge. But still must have a class B TX DOT issued Drivers License.

New Members shall not be put in charge of patient care at an emergency scene. Unless cleared by EMS Director.

All new member shall go through a Hudson Vol. emergency vehicle operations course prior to being cleared to drive.

A "New Member" is anyone who is not eligible to become an A-List Firefighter.

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## All Members

Read, learn and practice the department Standard Operating Guidelines.

Recognize the chain of command and how the chain of command functions on and off the incident scene.

Understand the personal responsibilities of a member, such as: conduct; attendance at training and meetings; care, use and maintenance of personal protective equipment; location and use of equipment on apparatus.

Recognize that personal safety is the primary obligation of all members. Report all injuries, illnesses or exposures resulting from department activities to a FIRE LINE OFFICER as soon as practical.

Understand the Incident Command (incident management) System used by the department.

Follow Hudson Vol Fire Department radio procedures at all times when using two-way portable, mobile or base station radios.

Recognize the paramount importance of responding to emergency calls.

Recognize the importance of each and every member's role in promoting fire and life safety throughout the community.

Be familiar with mutual aid and automatic aid procedures.



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## **SECTION TWO**

### **Apparatus, Equipment and PPE**

Apparatus and equipment will remain ready for service at all times. Vehicles and equipment will not be moved from the station or from service without the knowledge of a line officer.

Apparatus in the Station shall have no less than  $\frac{3}{4}$  of a tank of fuel. Also water level in the tank should be no less than  $\frac{7}{8}$ .

Apparatus shall be checked once a week for readiness.

All equipment should be stored correctly and ready for service.

All equipment should be cleaned as needed and checked once a week and after each use.

PPE should be stored correctly and out of direct sunlight.

PPE should be cleaned and ready for use.

PPE should be checked once a month for cleanliness, damage and all pieces together.

Members shall bring their PPE to station on 2<sup>nd</sup> Monday of the month for inspection so records can be kept

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## *Station Rooms*

The Office is for Official fire business use. Keeping this area clean and organized promotes Professionalism among our firefighters and will be expected of EVERYONE.

Members are responsible for maintaining these areas in a neat and orderly condition at all times. The persons using them will wash dishes. Chairs and tables will be straightened and all debris removed from the area by the members using the facilities.

Bathroom and kitchen sinks are not to be used for cleaning contaminated equipment. Cleaning of contaminated equipment will take place in designated cleaning/decontamination areas.

Equipment may not be removed from these areas without authorization of the fire chief.

Shower supplies are the individual member's responsibility.

Station shall be sweep, trash taken out and receive general cleaning every 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Mondays

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## *General Conduct*

Conduct and appearance must be befitting the occasion. Unruly conduct will not be permitted. Enforcement will be the responsibility of the department officers.

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 or at the fire station for meetings.

**There shall not be any short-short clothing or any revealing clothing worn while participating in fire department functions.**

**This applies to male and female members of the Hudson Vol Fire Department.**

Members shall not wear on their person, nor carry aboard any apparatus any firearm, weapon or explosive. This rule does not apply to law enforcement officers serving in an official capacity.

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## **SECTION THREE**

### **Standard Response to Station**

Upon receiving page from Lufkin Dispatch one Officer shall go en route over the radio with Lufkin Dispatch.

All members shall report to the appropriate station unless passing directly by the scene of the event or unless all assigned apparatus are responding to the alarm as stated in the response for type of calls. \*Remember you can't do much in your Personnel vehicle by YOURSELF!

All members responding to the station will give due regard to public safety and your OWN safety.

All Vehicles shall be operated in compliance of Texas Department of Public Safety laws and regulations.

All emergency lights will be approved by the Fire Chief.

Seat belts shall be used in all vehicles. All firefighters on an unit must be seated and belted anytime the unit is in motion. The Driver shall be responsible for ensuring all personnel are seated and belted

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## *Standard Response to an Emergency*

When responding to an emergency, warning lights must be on and sirens must be sounded to warn other drivers of other vehicles, as required by the Texas DOT Vehicle and Traffic Law.

The use of sirens and warning lights does not automatically mean that other drivers will give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle presence. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.

Fire Department vehicles are authorized to exceed posted speed limits only when responding to an emergency with lights and siren operating under favorable conditions. This applies only with light traffic, good roads, good visibility and dry pavement, as long as life and property is not endangered.

Under less than favorable conditions, the posted speed limit is the absolute maximum permissible.

Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way, drivers shall not exceed the posted speed limit.

When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections (traffic light or stop sign), they must be prepared to come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.

When approaching a negative right-of-way intersection (red light, stop sign), the vehicle shall be prepared to come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.

Emergency response with lights and siren is authorized only in conjunction with emergency incidents. Unnecessary emergency response shall be avoided. In order to avoid any unnecessary emergency response, the following rules shall apply:

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- When the first unit reports on the scene with "nothing showing" or an equivalent report, any additional units shall continue in emergency mode, but shall not exceed the posted speed limit.
- The first arriving unit will advise additional units to respond non-emergency (no lights and siren), whenever appropriate.

Drivers shall avoid backing whenever possible: Where backing is unavoidable, spotters shall be used. If no spotter is available, the driver shall dismount and walk completely around apparatus to determine if obstructions are present before backing.

All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.

During an emergency response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications.

The unique hazards of driving on or adjacent to the fire ground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected.

Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front of or behind a moving vehicle.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear high visibility turnouts or vests.

If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.

The Officer In Charge of the vehicle is responsible for the safety of all vehicle operations and managing compliance of this guideline.

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## **Arrival on Scene of Incident**

First arriving member shall call command.

A full scene size up will be given of each scene except Medical First Responder calls. And a patient update will be given to Lufkin if Med unit has not made it on scene upon completion of initial assessment.

The naming of the incident will be the road or highway you are on. (I.E. Old Bonner Command)

Command will be advised of any additional equipment needed. Or additional resources. (I.E. TXU, Gas Co. or additional Fire Departments).

Command will give incoming units assignments.

Command shall assign someone as Safety Officer.

Command will do or assign an officer to do a 360 degree walk around on all scenes.

Safety Officer will be in charge of accountability, making sure utilities have been disconnected, all personnel protective equipment is worn and making sure firefighters take a break when needed.

