

Carbondale & Rural Fire Protection District

Standard Operating Guidelines





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Mission Statement

To serve the communities within the Carbondale & Rural Fire Protection District and help create a safer environment through the provision of quality emergency services, public education, and prevention programs with a volunteer force supported by a paid staff.



Carbondale & Rural Fire Protection District

Safety Program

Policy Statement

Policy # 101

It is the policy of the District that a loss prevention and loss control program shall be implemented and enforced in the District. The program shall be known as the Safety Program.

The safety and health of all members and the public is the top priority of the District.

Prevention of accidents will take precedence over expediency or short cuts. Every attempt will be made to reduce the possibility of accident occurrence.

Safety is the responsibility of everyone. No job must ever become so routine or so urgent that every safe precaution is not observed. The prevention of personal injury and damage to property and equipment must always remain uppermost in the mind of every member of the district.

Approved:

Date:

President, Board of Directors

Carbondale & Rural Fire Protection District



Carbondale & Rural Fire Protection District

Safety Program

Safety Committee

Policy # 102

It is the policy of the District that a risk assessment committee shall be created for the purpose of fostering loss prevention through communication. The committee shall be known as the Safety Committee.

The Safety Committee shall consist of the Officers of the District and one member of the Board of Directors.

The Safety Committee shall meet monthly, and to insure adequate documentation, dated minutes shall be maintained and posted at each station.

The functions of the Safety Committee include the following:

- To serve as a forum in matters pertaining to safety.
- To discuss with, and recommend to, management on safety policies.
- To identify unsafe conditions and practices, determine remedies, and report these findings to both the members and management.
- To investigate and report on serious or unusual accidents.
- To determine applicable Standard Operating Guidelines.
- To review, up-date and distribute Standard Operating Guidelines annually.

Approved:

Date:

President, Board of Directors

Carbondale & Rural Fire Protection District



Carbondale & Rural Fire Protection District

Safety Program

Standard Operating Guidelines

Policy # 103

It is the policy of the District that safety rules or Standard Operating Guidelines shall be adopted and enforced throughout the District.

All members of the District shall be provided a copy of the SOG as well as annual up-dates. Copies of the SOG document shall be available and posted at each station.

All members will be asked to annually document by signature and date that they have read and understand the current edition of the SOG document.

Input from the membership to the Safety Committee in the development of Standard Operating Guidelines is paramount to the success of the Safety Program. This is a continual process and the SOG document shall be a "living" document that is annually up-dated, reviewed and improved on.

Enforcement of the SOGs is paramount to the success of the Safety Program. A member who disregards rules made for his/her own benefit is a danger not only to themselves but also to other members and is a significant liability to the District.

Approved:

Date:

President, Board of Directors

Carbondale & Rural Fire Protection District



Carbondale & Rural Fire Protection District

Safety Program

Training

Policy # 104

It is the policy of the District that all members shall be thoroughly trained to perform the tasks that they are expected to perform to include:

- Method
- Procedure
- Personal protective equipment needed
- Precautionary or safety practices to be followed
- Prevailing SOGs associated with the specific task

All members must be made aware of the hazards inherent to their specific duties as well as all measures which must be undertaken to do the job safely.

All members shall document by signature and date the training they have attended.

All District training shall be conducted according to the industry standard curriculum for that particular subject and such curriculum shall be on file at the district.

Approved:

Date:

President, Board of Directors

Carbondale & Rural Fire Protection District



Carbondale & Rural Fire Protection District

Safety Program

Designated Medical Provider

Policy # 105

It is the policy of the District that Glenwood Medical Associates of Glenwood Springs Colorado and Roaring Fork Family Physicians of Colorado be the District's designated medical providers.

A written arrangement will be made and kept in place with Glenwood Medical Associates and Roaring Fork Family Physicians.

All members will be asked to annually document by signature and date that they have been advised of and are aware of the district's designated medical provider.

An injured employee must go to the designated medical provider unless the employee has been given permission to see another physician, in writing, from the Colorado Compensation Insurance Authority.

Approved:

Date:

President, Board of Directors

Carbondale & Rural Fire Protection District



Carbondale & Rural Fire Protection District

Safety Program

Claims Management

Policy # 106

It is the policy of the District that all claims for worker's compensation benefits will be managed according to the following ten step program.

1. An initial "report of injury" form shall be filled out by the injured employee as soon as possible after the accident and mailed to Colorado Compensation Insurance Authority.
2. In addition, the District will contact CCIA by phone to explain the circumstances of the accident and give any other information needed to process the claim.
3. Any "report of injury" shall be investigated by the District immediately to determine:
 - What was the cause of the accident
 - Was the accident a result of third party negligence?
 - Did the accident happen on the job?
 - What can be done to prevent this accident from happening again.
4. The injured employee can return to a modified duty only if approved by the attending physician.

Approved:

Date:

President, Board of Directors

Carbondale & Rural Fire Protection District



Carbondale & Rural Fire Protection District

Drug and Alcohol Use

Policy # 107

It is CRFPD's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While conducting business-related activities on or off CRFPD premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the District Chief to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all CRFPD policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause CRFPD any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the District Chief without fear of reprisal.

I have read and understand the above drug & alcohol policy.

Employee

Date



Carbondale & Rural Fire Protection District

Sexual Harassment Policy

Policy # 108

Sexual harassment is unlawful and unacceptable conduct, which undermines the integrity of the volunteer relationship. Sexual harassment will not be tolerated whether such harassment is directed toward fellow fire district members or the public.

Sexual harassment is defined as unwelcome and repeated sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one or more of the following conditions are met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a member's status, or
- Submission to or rejection of such conduct by an individual is used as the basis of membership decisions affecting such individuals, 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, or
- Submission to or rejection of such conduct by an individual is used as the basis for delivery to or withholding of an agency's services from a client
- Sexual harassment may include actions such as:
 - Sex oriented verbal teasing or abuse
 - Subtle pressure for sexual activity
 - Physical contact such as patting, pinching or constant brushing against another's body
 - Outright demand for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning a member's volunteer/employment status

Complaints of sexual harassment should be made in person or in writing to the Deputy Chief (Operations). Formal complaints of sexual harassment will be immediately investigated and action taken to prevent any further harassment.

Investigations of reported sexual harassment will be kept confidential to the extent possible given the need for a complete and fair investigation. Members will not be subject to retaliation for reporting sexual harassment in accordance to this policy.

Any violation of this policy will result in discipline, up to and including dismissal from the fire district.



CARBONDALE & RURAL FIRE PROTECTION DISTRICT POLICY LINE OF DUTY DEATH

Policy #109

PURPOSE:

The purpose of this policy is to outline the District's role in a line-of-duty death. It is also to ensure that the family of the deceased is supported in every way possible, and that any compensation that is due them through the deceased's activity with the District is distributed in a timely fashion.

DEFINITIONS:

Line-of-Duty Death:

A line-of-duty death includes all Fire District related activities, including non-emergency activities like training, false alarm response, community assistance, and of course any emergency incident.

WHEN A DEATH OCCURS:

When a line-of-duty death occurs, multiple jurisdictions will always be involved. They can include: local police, sheriff, coroner, district attorney, etc. The most important thing to remember during this time is that all agencies need to work together to get through this difficult period. The Carbondale Fire District will insist on full collaboration throughout this process.

PROCEDURES:

If a line-of-duty death occurs, certain procedures need to be established and followed. They are as follows:

- The fallen member's body shall not be moved or disturbed in any way, unless, life-support measures are initiated in an effort to resuscitate him/her.
- All articles and equipment on or immediately surrounding the body shall be secured "in place" and protected as evidence.
- Access to the scene shall be limited and an accurate list shall be kept of personnel who have entered the scene and for what reason.

The Incident Commander shall notify either the District Chief, or the Deputy Chief of the member's death. The District Board of Directors shall be notified, along with any other appropriate chain-of-command personnel.

The District shall appoint an investigator to assist the PAHJ with the investigation process. The investigator's duties shall include:

- Keeping a comprehensive log of all aspects of the investigation, along with pictures of the investigation scene. This log shall be maintained and safeguarded throughout the investigation process.
- Note and report to the Coroner any life support measures provided to the fallen member, especially liters of O2 administered.



**CARBONDALE & RURAL FIRE PROTECTION DISTRICT
POLICY
LINE OF DUTY DEATH**

Policy #109

Procedures Continued:

If SCBA was being used, ensure that it is impounded and held for possible examination by an independent testing lab.

Per Colorado law, an autopsy will be performed. The District will honor the Coroner's protocols. The District should request a toxicology analysis, to be performed during the autopsy. Either the Chief or Deputy Chief should be present during the autopsy and confirm an analysis of blood gases and carboxyhemoglobin test are completed, with the exact levels recorded in the final report.

Notification and Liasion:

A designated "Notification Officer" shall be appointed to notify, in person, the next of kin. This person should be either the District Chief or the Deputy Chief.

A designated "Liaison Officer" shall be appointed to stay with the family virtually around the clock, to help with the many details. One of the duties of this person will be to talk with the family about burial preferences. and to offer on behalf of the District, a full Line-of-Duty funeral. It is important to remember that the family has the option to have a private ceremony. The Liaison Officer needs to ensure that the family, fire district, church, and officiating pastor are all in agreement about the funeral arrangements.

The District Chief or Deputy Chief shall also appoint a Public Information Officer. Expect a high level of media coverage. Before making detailed statements regarding the death, the PIO should notify the family and consult with the Fire District legal counsel. If the media wants to interview the member's FD peers, and friends, it should be facilitated through the District PIO.

The Liasion Officer should also assist the family in initiating a claim for the Public Safety Officer's Benefits Program and other benefits provided by or through the District. It is important to remember that this benefit applies typically to traumatic injuries that lead to the death. A death due to a heart attack without carbon monoxide poisoning or trauma might not be eligible for benefits.

Finally, The District will maintain a policy of supporting the family, and district members to the full extent of it's capabilities. During the time of a tragedy such as the death of one of our members, teamwork between all personnel and agencies cannot be emphasized enough.

Ron Leach – District Chief

Date



Carbondale & Rural Fire Protection District

Social Media Policy

Policy # 110

The Social Media Policy is provided for Carbondale & Rural Fire Protection District employees and members who, in their personal capacity, want to make unofficial posts online regarding the Carbondale & Rural Fire Protection District. Unofficial Internet post refers to any content about the Carbondale & Rural Fire Protection District or related to the Carbondale & Rural Fire Protection District that are posted on any Internet site by CRFPD members in an unofficial and personal capacity. Content includes, but is not limited to, personal comments, photographs, video, and graphics. Internet sites include social networking sites, blogs, forums, photo and video-sharing sites, and other sites to include sites not owned, operated or controlled by the Carbondale & Rural Fire Protection District.

Unofficial Internet posts are not initiated by the Carbondale & Rural Fire Protection District or reviewed within any official approval process. Official Internet posts involve content released in an official capacity by Chiefs, Public Information Officers, Incident Commanders or those designated by the Incident Commander on an incident. Any official Internet posts must be approved before posting.

CRFPD employees and members are encouraged to responsibly engage in unofficial Internet posts about the District and District related topics. The poster is personally responsible for all content they publish on social networking sites, blogs, or other websites. In addition to ensuring content is accurate and appropriate, members should also be thoughtful about the other content they post. Posts should avoid offensive or inappropriate behavior including defamatory, libelous, obscene, abusive, threatening, racially or ethnically hateful, or otherwise offensive or illegal information or material. Any confidential information gained while on an incident or at a CRFPD function should not be discussed in a personal blog. Do not post information that would violate HIPAA, privacy rights or the personal rights of others.

Be aware that many social media sites have policies that give these sites ownership of all content and information posted or stored on those systems. Use your best judgment at all times and keep in mind how the content of your posts will reflect upon yourself and the District.

Discussion of issues related to your experiences with the Carbondale & Rural Fire Protection District or at incidents, as long as they don't conflict with any of the guidelines above, is acceptable, but do not discuss areas of expertise for which you have little or no background or knowledge (for example, command decisions, traditional media, or detailed policy and procedure discussion). Carbondale & Rural Fire Protection District employees and members who post online about the District in unofficial Internet posts may identify themselves as members of CRFPD.

When expressing personal opinions, make it clear that you are speaking for yourself and not on behalf of the Carbondale & Rural Fire Protection District. Use a disclaimer such as: "the postings on this site are my own and don't represent Carbondale & Rural Fire Protection District's positions or opinions."



Carbondale & Rural Fire Protection District Incident Command System

SOG #101

Purpose:

The purpose of this procedure is to provide a guideline for the safe and timely mitigation of emergency incidents in the District.

Command:

The Incident Command System shall be used on all incidents in the District. The Incident Command System as it applies to the district provides for:

- An Incident Commander for every incident.
- A designated Safety Officer .
- Designation of groups, (i.e. operations, logistics, etc.).
- Unified Command if the incident involves mutual aid.
- Designation of divisions on larger or complex incidents.
- The ability to expand or reduce the size of the ICS as the size of the incident changes.
- The smooth transfer of command to another individual or agency, as the scope of the incident dictates.
- An effective process of demobilization that returns equipment and personnel to the proper agency or location and leaves the District in a ready condition.
- Proper documentation of the incident that includes but is not limited to:
 - ✓ A comprehensive report of the events of the incident.
 - ✓ Tracking of resources for proper return or replacement, as well as billing if necessary.
 - ✓ Tracking of resources on scene, enroute, or needed to accomplish incident goals.

The Incident Command System in the Carbondale & Rural Fire Protection District has been and will continue to be an integral part in the mitigation of emergency incidents. This system is designed to make the most of all personnel and resources that are committed to an incident.



Carbondale & Rural Fire Protection District Group Operations

SOG # 102

Purpose:

To provide a standard structure for the incident commander to follow when assigning basic incident functions.

References:

Incident Command System, NFPA, NIMS

Groups:

- Groups will be used as the basic building blocks for personnel management on all incidents in the district.
- Every group will have a group Supervisor.
- A group should not consist of more than 6-7 persons. This is consistent with the concept of "span of control" that assumes that one leader cannot effectively manage more than 7 people at a time in an emergency situation.
- When any group grows to the point of 7 or more people, it is that group leader's responsibility to designate another group and group supervisor to function under his authority and control.
- Orders and assignments will flow down the chain of command through the various group supervisors to the group members.
- Utilizing this concept, the following assumptions can be made by any individual at any given time during an incident:
 - Every individual works for, receives direction from and reports to, his or her group supervisor.
 - Every group supervisor works for someone who is no more than one step up on the chain of command.



Carbondale & Rural Fire Protection District Operational Zones

SOG # 103

Purpose:

The purpose of this policy is to establish performance criteria for personnel performing work in different zones of an incident.

Zones:

Zones can be classified into three different categories, they are:

Hot Zones include any area where full protective gear is necessary to operate. These areas include:

- Structure fire entries.
- Anywhere smoke and harmful gases or vapors are present.
- Auto accidents, when operating extrication equipment, or performing fire suppression duties.
- Performing rescue at an industrial accident site.
- LPG or flammable liquid fires.

Warm Zones include areas of an incident where protective clothing should be worn but, individuals are not expected to participate in close quarter activities. These can include:

- Water Supply activities.
- Rehab Group activities.
- Pumper Operations.
- On-scene Incident Command Post duties.

Cold Zones are areas that are not affected by the immediate dangers present at an incident.

Functions in these areas can include:

- Logistics Group operations
- Medical Group operations
- Water Supply activities
- Other incident support functions

Qualifications:

All firefighters performing duties in a Hot Zone should be:

- Members of the District and FFI certified.

All personnel performing duties in a Warm or Cold Zone should be:

- Members of the District.

Personnel qualified to perform in these different zones will have their helmets marked to indicate their respective level of qualification.

Non Hot Zone personnel may enter a Hot Zone with a qualified member.

The district officers will review Hot Zone members on an annual basis and recommend changes as needed to the District Chief.



Carbondale & Rural Fire Protection District Structure Fire Tactics **SOG # 201**

Overview:

To outline a standard course of action to be taken at structure fire incidents, so as to insure safe working conditions for district personnel.

Response: (minimums)

Areas with Hydrants: 1 ladder, Rescue/Engines, Ambulance for rehab & Medical Group

Areas without Hydrants: 1 Ladder, Rescue/Engines, all available Tenders, Ambulance for rehab & Medical Group

Private vehicles should be parked well away from the scene and off the roadway to allow for access of apparatus.

All units report to staging unless otherwise directed. If not designated, first apparatus should go directly to the scene, perform size-up and establish command. Second in apparatus should setup at nearest hydrant or establish water supply at nearest site. All other apparatus should report as staging and await instruction from the IC. Individuals report to the ICP for assignment.

Incident Priorities:

Safety of Firefighters

Life Safety of Victims and Public

Incident Stabilization

Property Conservation

Incident Objectives:

- **Size-up:** Survey the scene, make an action plan, order resources as needed.
- **Water Supply:** Establish an initial water supply and appoint a water supply officer.
- **Rescue:** Commence life saving rescue efforts if feasible, with charged hoseline.
- **Exposures:** Protect both exterior and interior exposures.
- **Containment:** Contain the fire and prevent extension.
- **Extinguishment:** Extinguish the fire.
- **Salvage:** Remove salvageable property from the structure.
- **Overhaul:** Search for and extinguish hidden fires.

The Incident Commander (IC) should establish and disseminate the incident objectives as soon as practically possible. Ensuring that everyone on the incident has a clear understanding of the incident objectives is critical to the safety of the responders and will help to ensure that the strategy and tactics developed are as safe, efficient and effective as possible.



Carbondale & Rural Fire Protection District Structure Fire Tactics SOG # 201

Strategy:

A decision must be made during the size-up and development of the incident objectives as to the type of fire attack needed.

Offensive attack: This type of attack will often involve entering the burning building to extinguish the fire and ventilating the structure to remove smoke and gases.

Defensive attack: This type of attack is conservative in nature and would involve applying water to the fire from the exterior (surround and drown theory).

Let it burn attack: This type of attack should be used when explosion or building collapse is imminent. Concentrate on evacuation of the public and protecting exposures.

Factors that influence the type of attack include:

- Firefighter Danger
- Rescue Profile (Rescue or Recovery)
- Savable Property
- Fire Stage

Incident Action Plan:

Every working structure fire incident must have an Incident Action Plan. The plan, initially may be verbal. As the incident progresses, the Incident Commander (IC) should use at a minimum, an ICS 201 form. The ICS 201 is an excellent resource to assist the IC in establishing the action plan, accounting for all incident personnel, tracking actions taken and the effectiveness of those actions.

Accountability:

Personnel accountability on a structure fire is critical. The IC should ensure that an accountability system is in place and functioning, especially when firefighters are operating inside a building.

Regular PAR checks should happen at all major phases of a structure fire incident:

- Fire Controlled
- Loss Stopped
- Salvage/Overhaul
- Demobilization

Emergency PAR, communications at structural fire incidents are covered in [SOG# 1303](#).



Carbondale & Rural Fire Protection District Structural Fire Entry SOG # 202

Overview:

To provide guidelines to be followed by personnel who enter a burning building. These guidelines are meant to offer a basic conceptual framework for structural fire entries.

Safety:

All personnel performing entry will wear full protective clothing and SCBA. All personnel will work in groups of two or more and the buddy system will be utilized.

Reasons For Entry:

Life Safety/Rescue

Primary search: If victims are trapped in the fire building, a primary search should be conducted immediately. Primary search should include all areas of the involved building and exposed occupancies that can be accessed. Primary search may be performed before an initial attack line is advanced. All initial attack efforts must be directed toward supporting search/rescue operations, if initiated. The first fire attack team must go between the victims and the fire to protect avenues of escape.

Fire Control

Initial Attack: The goal of initial attack is to attempt to stabilize fire conditions by extending wherever possible an aggressive, well-placed and adequate interior (offensive) fire attack and to support that aggressive attack with whatever action is required to reduce fire extension to bring the fire under control. Remember, in virtually every offensive fire attack, a coordinated, early ventilation of the fire building is necessary to achieve fire control in a safe and efficient manner.

Secondary Search

Secondary search is conducted when the fire is under control or extinguished. Secondary search is a slower, more thorough search to ensure that all fire victims are located and recovered. The secondary search should be conducted by different teams than those involved with the primary search. In the event of a victim recovery, the appropriate authorities will be notified. Specific victim information will be communicated to the IC face to face, never over the radio.

Property Conservation

All personnel performing property conservation (salvage & overhaul) operations will wear full protective clothing including SCBA. The environment inside the fire building will be considered a hazardous atmosphere until the carbon monoxide level is at or below 35ppm as indicated by the CO detector.



Carbondale & Rural Fire Protection District Structural Fire Entry SOG # 202

Entry Operations:

Fire Stream Management:

- It is the responsibility of each engine crew to provide its own uninterrupted, adequate water supply. "Provide" does not mean that they must lay the line or that they must pump it. It is their responsibility to get water into their pump by whatever means available.
- When in doubt, lay hose. It will be the engine officer's decision as to whether or not to lay a supply line. Remember, it is better to pick up a dry hose line than to need a line and not lay it.
- Offensive Attack without a secure water supply – this is a judgment call of the first arriving officer or IC. Decision factors to make an offensive attack without a secure water supply or to establish water supply first can vary. Factors effecting this decision include:
 - Small fire able to be controlled by tank water
 - Time factor to affect rescue of occupants
 - Lack of manpower assigned to apparatus
 - Fire hydrant location and availability

Hoseline Placement:

- Initial attack lines will be no smaller than 1 ¾" hose lines
- First attack line should be placed between fire and victims
- If there is no life hazard, first attack line should be placed between the fire and most sever exposure
- Second attack line should back up the first and protects the secondary means of egress
- Assist rescue
- Protect exposures
- Support confinement of fire

Summary:

Structure fire incidents are one of the most dangerous types of incidents that we are called to. They also occur very infrequently. These two factors can combine to make safe and efficient firefighting operations difficult at best and fatal at worst.

The only way to ensure that we are able to respond safely and effectively is to keep our skills at a high level through training. Training is the key to everything that we do in the fire district. Attending trainings regularly and exercising common sense and good judgment will keep us safe and at our best.



Carbondale & Rural Fire Protection District Water Supply for Structure Fires

SOG # 203

Overview:

To provide guidelines for the water supply personnel to consider while conducting water supply operations. Water supply should be considered a primary incident objective for any working fire incident.

Water Supply for Structure Fires:

- When a water system with hydrants is available, establish water supply with large diameter lines to the attack pumper truck(s). The incident commander should notify the first-in engine of the location of the nearest hydrant. The first-in engine should always connect and lay a supply line from the hydrant on working structure fires.
- When no hydrants are available deploy port-a-tanks and establish a tanker truck shuttle. The incident commander should order appropriate tenders for a water shuttle operation on working structure fires. This should include early mutual aid requests for additional tenders. Remember, if you think you may need it, order it. Mutual aid resources can be cancelled or placed in staging if they end up not being needed. It is much more difficult, if not impossible to catch up on a water shuttle operation.
- When no hydrants are available, the first-in engine should lay a supply line which will be used to supply water to the engine. The first-in engine should always try to lay a supply line for the "Supply" engine. An exception to this rule is when there is the need for immediate rescue of trapped victims. If rescue efforts are initiated, the incident commander should advise all units and ensure that incoming units' efforts are concentrated on establishing a water supply to the initial attack engine and crew that is performing rescue operations.
- A Water Supply Group should be established soon as possible. The Water Supply Group Leader should establish the type of supply operation that will be used (tanker shuttle, relay pumping etc.). In addition the group leader should ensure that tactical communications are in place for all apparatus and personnel in the water supply operation.



Carbondale & Rural Fire Protection District Ventilation of Structures SOG # 204

Overview:

To remove super heated gasses and products of combustion while increasing the safety of personnel in the structure.

Ventilation Considerations:

- Ventilation will be closely coordinated with suppression activities. Ventilation of a burning building should not be performed until attack lines are in place.
- Determine the need for ventilation. This decision is based on the heat, smoke and gas conditions within the structure, as well as the life safety hazards involved.
- Determine where ventilation is needed based on the construction features of the building, contents, exposures, wind direction, extent of the fire, location of the fire, and type of natural openings present such as windows, doors, skylights and vents.
- Determine what type of ventilation is needed. Options available include vertical ventilation (cutting a hole in the roof), horizontal ventilation (windows), positive pressure ventilation (placing fans at doors or windows) or directing water fog from the interior out of windows or doors

Types of Ventilation:

Vertical – When vertical ventilation is required

- Cuts should provide a minimum of a 4'x4' hole
- Roof operations require a minimum of 2 firefighters in full protective gear including SCBA
- Ground and Roof ladders should be in place
- Saws should be started on the ground and shut off before climbing to the roof.
- If the structure has a truss roof and there is fire in the attic space, no roof operations should be conducted until the fire is controlled

Positive Pressure Ventilation – Should not be started until the fire attack is underway and is the primary means of ventilation along with window removal.

- Ensure that entire opening is clear of obstructions
- Ensure that air cone fills as much of the opening as possible

Horizontal Ventilation – Every effort should be made to open the window rather than breaking them, as long as this operation does not jeopardize or hinder fire operations. Top sections of the windows should be opened to maximize ventilation effect. Screens, blinds and curtains should also be removed to provide for a smooth flow of air.



Carbondale & Rural Fire Protection District Chimney Fires SOG # 205

Overview:

Chimney fires are one of the most common types of fire calls that we respond to. There is potential for the fire to spread and therefore, chimney fires will be treated as structure fires until determined otherwise. The primary concern will be to extinguish the fire and check for extension. Since these fires often occur in cold weather and on roofs that may be icy or slippery, caution should be used to prevent injury to firefighters

Chimney fires are caused by a build-up of creosote inside the flue of the chimney due to inefficient burning or lack of regular maintenance. Creosote is unburned fuel (wood) that is carried upwards in the flue until it cools, then condensing on the sides of the flue pipe or wall. After repeated use of the fire burning appliance, the creosote builds up and dries out until it reaches its' ignition temperature and a fire will start, igniting the creosote.

Over time, the repeated burning and build-up of creosote can cause a breach of the flue or pyrolysis of the materials surrounding the flue, reducing the ignition temperature of the structure around the flue. This can eventually cause a chimney fire that is hot enough to ignite or extend to the structure surrounding the flue itself. These fires are hidden and can develop quite extensively before detection. This is why each chimney fire call is treated like a true structure fire.

Priorities:

- Firefighter Safety
- Civilian Safety
- Fire or Hazard Control and Incident Stabilization
- Property Conservation

Operations:

Confirm that a chimney fire exists. Check for obvious structural involvement. If there is obvious involvement, treat it as a structure fire.

Shut down the wood burning appliance to smother the fire. If fire or sparks are visibly coming from the chimney, inject an ABC extinguisher into the wood stove and allow the natural draft to draw it up to the fire. Do Not put water down the chimney.



Carbondale & Rural Fire Protection District Chimney Fires SOG # 205

Operations continued:

- Check for extension for the complete length of the chimney flue. If the chimney is behind a wall, use a heat detector to check for hot spots.
- Use a salvage tarp around the base of the wood burning appliance prior to using the ABC extinguisher. Typically there will be some excess powder that may get on surrounding floors and furniture.
- If necessary, remove the wood from the appliance, place it in a metal can and remove it to the outside. This should be a last resort as there is the possibility of wood igniting while traveling through the house resulting in smoke, heat or fire damage. Generally, shutting down the appliance, using the extinguisher and waiting will extinguish the fire
- Advise the property owner or resident to have the chimney cleaned and inspected by a qualified professional prior to using the appliance again.
- The inside of the chimney can often be inspected by using a mirror to look down into the chimney. Do Not look directly down into the chimney.

Personal Protective Equipment and Back-up Equipment:

- Individuals working on the roof will wear full protective clothing including SCBA. The face piece can be left off until you are working near the chimney. A crew of two (2) firefighters with full protective clothing and SCBA should be standing by to stretch an 1 ¾" attack line if needed.
- Water supply should be established and ready in case of structural involvement. This includes locating/accessing a nearby hydrant or a second engine for water supply if incident is in a rural area or no water supply is nearby.



Carbondale & Rural Fire Protection District Rural Initial Attack SOG # 206

Overview:

To provide a basic guideline for all apparatus and personnel when responding to a rural structure fire incident.

The District has many areas and subdivisions that are not covered by hydrants. The District also has many homes that have narrow driveways that make it impossible to access the scene with more than one vehicle. It is therefore necessary to have a guideline that is consistent and simple to implement in both training and live scenarios.

Initial Attack:

The decisions made by the Incident Commander at the beginning of these incidents are very important and will set the tone for the duration of the incident. If you think that you may need to establish a tanker shuttle or relay pumping operation, then the resource ordering should not be delayed.

- The first arriving engine should locate the structure involved, if possible mark the driveway and proceed to the scene. The first in engine should also lay a five inch supply line from the beginning of the driveway to the scene. If the engine does not have five inch hose, then two (2) three inch supply lines would be next best option.
- The second incoming engine should connect with the supply line at the end of the driveway and start supplying the initial attack engine with water. This is the "Supply" engine.
- A port-a-tank should be set up at the supply engine site for a tanker shuttle if a draft supply is not readily available at the supply engine site.
- All other incoming engines and tenders should be used to support the water supply effort unless otherwise directed by the IC.
- If a supply line has not been laid by the first in engine, then efforts should be concentrated on connecting a water supply to that engine.

Strategy:

- A decision will have to be made by the Incident Commander regarding offensive or defensive fire attack. One of the key factors in this decision process will be available water supply. Interior fire attack should not be initiated if an adequate water supply is not available and ready to support an interior fire attack.



Carbondale & Rural Fire Protection District Aerial Operations

SOG # 207

Purpose:

To provide for the safe, and efficient operation of aerial apparatus in the district.

References: IFSTA - Fire Department Aerial Apparatus, NFPA 1002, Manufacturer's Manuals

Operations:

When using aerial apparatus at an emergency incident scene, extreme caution and care need to be taken by the person operating the ladder, and communication with the Incident Commander needs to be maintained at all times. This is extremely important in structural fire situations where personnel are inside the building, and the elevated water stream is being considered for fire suppression.

Operators:

All operators of aerial apparatus in the district should only be members who have completed the district training program and have been assigned as operators. When performing ladder operations, the operator should be engaged in only ladder operations, not pump ops, ventilation, etc.

The ladder operator should be designated by the Truck Officer or the Incident Commander. A separate individual should be designated to be the pump operator.

Apparatus Placement:

Battalion Officer

The Battalion Officer is typically the first arriving unit at a structure fire incident and the initial decisions that are made relating to apparatus placement have a great impact on the success of the incident operation. The first arriving unit must evaluate the potential need for aerial operations and ensure that the incoming ladder truck is properly positioned. Considerations for aerial placement include:

- Ensuring that engine companies will not block the location that would be best for aerial operations.
- Ensure that hoselines are not blocking access of the ladder truck.
- Determine the proper distance from the fire building for the ladder truck and communicate the desired locations of apparatus to all responding units
- Determine initial function of ladder truck crew ie: Rescue, Ventilation, Master Stream etc.

Driver/Operator

The placement of aerial apparatus is very important. There are several considerations to keep in mind before positioning an aerial apparatus at a scene.

- Surface conditions (soft pavement or soil)
- Weather and wind conditions
- Electrical or other overhead obstructions
- Angle and location of aerial device operation
- Fire building conditions
- Inclines of over 5%



Carbondale & Rural Fire Protection District Aerial Operations

SOG # 207

Apparatus Placement Continued:

Tactical Operations:

The uses of aerial apparatus are many. Some of the most common uses include but are not limited to:

- Rescue (#1 priority)
- Exposure protection
- Ventilation
- Elevated Streams
- Forcible Entry
- Secondary Egress For Fire Crews
- Salvage and Overhaul

Primary consideration in aerial use strategies has to be given to victim rescue. Determining which victims are in the most danger is a judgment call that has to be made by the incident commander. Typically, persons located above the fire floor will be in the greatest danger. Rescue operations should always take priority over firefighting operations when deciding to initiate aerial activities.

Safety:

- There are several major areas of concern when placing and operating aerial apparatus.
- Grades of 5 to 10 %. Spot unit either uphill or downhill. Do not spot the unit crossways on the grade.
- Grades greater than 10%. Spot unit preferably uphill, never crossways. Restrict operation of ladder over front or rear of truck, not exceeding 45 degrees either side of the centerline through the truck.
- Ladder is not insulated, so avoid contact or close proximity (ten feet or less) to electrical wires or electrical installations. To protect against electrocution, whenever operating near electrical lines or installations, other ground personnel should be warned of danger and not to approach truck.
- Pump operator should be standing on pull-out elevated step beneath pump panel whenever aerial is in use.
- External fire attacks using elevated master streams should never be done when interior attack crews are working in the same area. The disturbance of the interior thermal balance and large volume of steam created by these master streams pose a serious safety threat to firefighters working in the area.
- Do not allow personnel to use a leg lock on the aerial. Ladder belts carried on the vehicle should be used whenever climbing an aerial device.
- Avoid shock loading of the ladder, by either rough operation, or by shock loading ropes when performing rescue operations. This can damage the ladder and possibly endanger any victim being rescued.



Carbondale & Rural Fire Protection District Automatic Fire Alarms

SOG # 208

Overview:

Many businesses and homes in the District are equipped with automatic fire alarm and suppression systems. Most of these systems are connected to a central receiving facility that receives the alarm electronically and phones either GARCO dispatch or Aspen/Pitkin dispatch centers. Other alarms have external strobes and horns, which notify persons occupying or in the surrounding area, we are then notified by our dispatch or a direct phone call to the station.

General Procedure:

All Call or Full Response:

Any type of alarm where a person on-scene is reporting a confirmed need for fire and or medical response as warranted.

Fire page and full response to any alarms within schools or day care facility. The exception is if Dispatch receives a trouble or tamper with no known need, we will send the Battalion only. The Battalion Officer may change response mode as he/she deems appropriate.

Battalion Response - The Battalion will respond to the following situations:

- Any alarm including elevator when the reporting party on-scene is requesting assistance.
- Sprinkler Flow Alarm
- Medical Alarm. Respond with ambulance
- Manual pull station – may initiate engine or all call response
- Multiple Devices – 2-smoke detectors, 2-heat detectors or a combination of multiple detectors
- Multiple Zones – General Fire Alarm when activation of at least 2 zones
- Carbon Monoxide Alarm. Respond with ambulance if occupants are in building or on premises, also [reference SOG# 408](#).
- Elevator alarm – when someone is requesting our assistance

Inspection of Locked or Unoccupied Structures:

- The Battalion should proceed to the location and check the exterior of the building. If the inside of the structure can be viewed through windows, do so. Pointing a flashlight towards the ceiling may show signs of smoke, if present. Also, check to see if smoke detectors are blinking or lit as this may indicate the area where the alarm activated.
- Never enter an unoccupied building unless accompanied by the owner, tenant, designated emergency contact or law enforcement officer.
- If any indication of fire exists, contact dispatch and request an All-Call fire page and initiate the Incident Command process.



Carbondale & Rural Fire Protection District

Automatic Fire Alarms **SOG # 208**

Inspection of Occupied Structures:

- If the Battalion responds alone, they should contact the building occupants and assist them in determining the cause of the alarm.

Alarm Panels:

- Automatic Alarm Enunciator panels should be checked when entering the building if they are present. Do not reset the panel until all of the remote detectors have been located and checked. Once the alarm panel has been reset, it will not be possible to determine which device activated. In the case of repeated false alarms, the problem may be traced to a single faulty detector or loop in the system.

Reporting:

- A standard Fire Report should be filled out for every automatic alarm investigation. Specifically, the condition of the enunciator panel (codes, indicators lit, etc) and exact description of which detector alerted should be noted on the report. In addition, contact information including name and phone number of the responsible party contacted during the call.



Carbondale & Rural Fire Protection District Rapid Intervention Team SOG # 209

Purpose:

This Standard Operating Guideline has been developed for the personnel responding to and arriving on the scene of an incident where they will be assigned the task of the Rapid Intervention Team (RIT). The purpose of the RIT is to be immediately available to assist any emergency services personnel who become trapped or are in distress.

Responsibility:

- The Fire Chief shall be responsible for oversight of this guideline
- Fire Officers shall be responsible for day to day implementation of this guideline
- The first arriving officer (Incident Commander) shall be responsible for implementation of this guideline on emergency incidents
- Each Member of the District has the responsibility to be familiar with this guideline

Operations:

- The RIT will be established at all confirmed structure fires. Consideration should be given to establishing a RIT any time personnel are operating in a hazardous area at a non-fire situation
- All company personnel assigned to RIT including the engineer (if his assigned unit is not in pump/aerial operations), will report to command as the RIT group in full personal protective equipment and self contained breathing apparatus
- The RIT officer, (preferably a CRFPD officer), will report to command and assume the role of RIT group supervisor
- The RIT will establish a tool staging area and gather additional equipment that may be needed
- The RIT group supervisor will perform a walk around size up of the fire building to note fire conditions, tactics being used, exits, and hazards
- The RIT will assess the fire building(s) for the need of ground or aerial ladders. Upon arrival, the RIT group should place ladders to provide for two means of egress to accessible floors and roof of the fire building if not already done.
- The RIT group will continually monitor fire ground radio frequencies and fire conditions



Carbondale & Rural Fire Protection District Rapid Intervention Team SOG # 209

Operations Continued:

- The RIT group will remain in visual or verbal contact with the IC at all times
- The RIT shall not be used in a firefighting role. The RIT is standing by to assist firefighters in trouble
- If the RIT is activated, another company shall be designated as the RIT
- The RIT will bring an assortment of tools to the tool staging area near the IC. The type and amount of tools needed will vary depending on building construction, location, or operations. Below is a basic list of tools needed for an effective RIT. (This list should be considered as a guideline and can be expanded as needed)

Stokes Basket	Flathead Axe
Halligan Tool	Sledge Hammer
Pike Pole	Rit Pack w/Search Rope
Portable Radio for Each Member	Chainsaw
Circular Saw w/Metal or Concrete Blade	
Thermal Imager	

General Considerations:

- Consideration should be given to assigning the rapid intervention team to a separate radio frequency. This will allow team members to communicate during size up of the fire scene without interfering with tactical radio traffic. If a "Mayday" is declared, the team shall switch to that frequency to further communicate with the personnel in distress and with the IC
- The team should check with the rehab officer (if applicable), for the condition of additional rescue personnel
- The team should consider the need for a second rapid intervention team (RIT) i.e. large buildings
- The team should monitor possible collapse zones
- The rapid intervention team should determine the location of emergency medical services and access points for them
- The team should check the accountability list and tactics sheet for the location of companies working
- IC should ensure that there are enough support operations going on at any given time. There must be enough personnel and designated companies to provide the support needed for the operating interior companies
- IC should call for an additional units should the RIT be activated to assist a firefighter



Carbondale & Rural Fire Protection District Mayday Procedures **SOG # 210**

Purpose:

This Standard Operating Guideline has been developed to identify the actions to be taken in the event that a firefighter is endangered beyond normal firefighting operations and needs immediate assistance

Responsibility:

- The Fire Chief shall have direct oversight of this guideline
- It shall be the responsibility of all District Suppression personnel to be familiar with this guideline and be able to implement it on the fire ground

Operations:

The term "Mayday" will be used only when personnel are in an immediately life-threatening situation

- A firefighter reporting a "Mayday" emergency will have priority over all other radio traffic. Upon receipt of a "Mayday" call the Incident Commander will move all other radio traffic to another radio frequency and leave the channel open for communications between the RIT and the threatened firefighter. All firefighters operating on the scene will use radios for immediately critical information only until the firefighter emergency is over. For other considerations see ([Rapid Intervention Team SOG 208](#))

Possible reasons for calling a "Mayday" include:

- If you or your partner are injured
- If you are trapped
- If you become lost or disoriented
- If your SCBA malfunctions
- If your air supply is lower than needed to exit structure
- If building collapse or fire blocks your egress path
- Any situation that you or your partner are unable to mitigate in less than 3 minutes



Carbondale & Rural Fire Protection District Mayday Procedures **SOG # 210**

Operations Continued:

In the event of a “Mayday” emergency, the following actions should be taken by the firefighter that is endangered:

- Rectify any immediately life-threatening situations
- Notify Command using “Mayday, Mayday, Mayday.”

Upon acknowledgement from Command, pass on the information in the **LUNAR** acronym

- Location
- Unit number/assignment
- Name (first & last)
- Air supply
- Resources needed to effect a rescue

In the event of a “Mayday” call the Incident Commander will dispatch the Rapid Intervention Team ([refer to Rapid Intervention Team SOG 208](#)) based on the information received by the endangered firefighter



Carbondale & Rural Fire Protection District Vehicle Fires SOG # 301

Purpose:

To assure personnel are aware of the precautions to take at incidents involving vehicle fires

References:

IFSTA Essentials

Hazards:

Toxic gases	Batteries may explode
Smoke	Fuel tanks may explode
Fire	Dangerous cargo on board
Steam	BLEVEs
Bumpers may explode	LPG tanks may be present
Air bags	Burning metals (magnesium)
Drive shafts may explode	

Precautions:

- Wear full protective clothing including SCBA.
- Park apparatus uphill from vehicle on fire, if possible.
- Park apparatus up-wind of vehicle on fire, if possible.
- Park at least 150 feet from vehicle on fire, if possible.
- Approach vehicle from the sides.
- Check for damaged or down power lines.
- Attack vehicles with a minimum of two charged 1 1/2" lines.
- Back up initial attack with 2 additional attack lines.
- Do not turn your back to the vehicle on fire.

If the engine compartment is involved with fire, water should be applied through the grill and underside of the vehicle before attempting to open the hood. The hood springs may have been damaged by heat. The hood should be propped open.

If the vehicle is fully involved with fire and presents a hazard to life and property, the fuel tank should be located and cooled. The vehicle can then be approached and the fire extinguished.

One attack line should be applied to the fuel tank at all times during a vehicle fire.

Do not attempt to remove the fuel cap unless you are absolutely certain that excess pressure in the tank is not present.

If the vehicle is fully involved with fire and presents no hazard to life or property, the area may be evacuated and the vehicle allowed to burn.



Carbondale & Rural Fire Protection District Controlling LPG Tank Fires SOG # 401

Overview:

To provide personnel with the main objectives involved with controlling an LPG fire.

Operations - Applying Water:

- The number one objective in fighting LPG fires is to shut off the supply of fuel to the fire.
- To accomplish this you must first cool the tank to reduce the internal pressure and prevent rupture of the tank.
- If you are unable to control the supply of fuel to the fire then the tank must be kept cool by applying at least 500 gpm evenly over the tank and allowing the fuel to burn off.
- The upper part of the tank will be a vapor space and more vulnerable to heat and flame than those surfaces that are in contact with the liquid. Therefore, the top portion of the tank is the target area for cooling, although every effort should be made to cover the whole tank evenly with water.
- Begin the approach to a tank by using straight streams, allowing the water to fall on the tank from above, gradually cooling the tank and reducing pressure within. Once the stream has worked directly on the tank, move it carefully from end to end aiming at the top third of the tank. Try to keep a film of water covering the whole tank.
- If unable to control the flow of gas, then it is best to cool the tank, control the burning and allow it to burn.
- If relief valve has relieved gas and is on fire, **do not** extinguish the flame.



Carbondale & Rural Fire Protection District Controlling LPG Tank Leaks

SOG # 402

Overview:

To identify the main objectives in controlling an LPG leak.

Hazards:

- Tanks involved with fire may explode (BLEVE)
- Fire
- Smoke
- Vapor ignition if leaking

Operations:

- In a situation where there is a leak, but no fire, the gas should be dispersed with water fog and the leaking valve shut off.
- If this is not possible then water fog should be used to dilute or disperse the gas.
- LPG is heavier than air and very flammable. Gas will travel downhill into low places and any ignition source can cause a fire or explosion.
- Approach the tank from the sides and up wind if possible.
- Wear full protective clothing including SCBA.
 - Do not operate in or near the liquid cloud if possible.

Evacuate the area with priority being on the areas downhill or downwind of the leak. Turn off all ignition sources in buildings in the area. Evacuate an area 500 feet in all directions for a small/medium leak, and ½ mile for tanker truck or large leak.



Carbondale & Rural Fire Protection District Liquid Petroleum Gas Operations

SOG # 403

Overview:

To assure that personnel are aware of the precautions to take at an incident involving an LPG tank fire.

Operations:

- Provide water supply capable of 500 gpm for an indefinite time period or do not attempt to fight the fire. If an acceptable water supply is not available, evacuate the area, allow the tank to burn and hope for the best.
- Place apparatus no closer than 150' from tank or leak area.
- Wear full protective clothing including SCBA.
- Attack LPG tank fires from up wind if possible.
- Approach from the sides, as the ends of the tank are the weakest.
- Watch for light spots of the tank, particularly on the vapor space. Do not direct fire streams at the light spot, but slightly above the spot and allow the tank to cool gradually. Directing a stream directly at a light spot may cause the tank to burst.
- Evacuate a minimum of 800 feet in all directions.

Pressure Relief Valve:

- If the tank is in good condition the relief valve may operate if pressure is allowed to build. This lessens the danger of explosion. There will be a reduction of pressure and the valve will reseal.
- Keep the tank covered with a film of water before, during and after the relief valve operates. If relief valve is burning, do not extinguish flame.



Carbondale & Rural Fire Protection District Flammable Liquid Fires and Spills SOG # 404

Overview:

To provide personnel with the main objectives involved with controlling Flammable Liquid fires and spills

Considerations:

- Location of the incident is of primary concern. Public safety should be taken into consideration first. Evacuation may need to take place before firefighting operations
- Avoid standing in pools of fuel or water runoff. Extreme danger can exist in these areas even if they are not in the immediate fire area.
- Consider water supply before attacking a large flammable liquid fire. Adequate water supply **must** be established before initial attack operations.
- Do not assume that a relief valve is sufficient to safely relieve excess pressure under severe fire conditions. If a vessel is subjected to flame impingement, it is susceptible to rupture.
- If **BLEVE** is imminent, the immediate area should be evacuated for a distance of at least 500' in all directions. Additional evacuations may be necessary if the vessel is very large.

Tactics:

- Unless the leaking product can be turned off, fires burning around relief valves or piping should not be extinguished. Simply try to contain the pooling liquid, if any, until the flow can be stopped.
- Control all ignition sources in the leak area
- The use of class "B" foam is the preferred method to control flammable liquid fires. Before using foam on any flammable liquid fire, an adequate supply of foam must be on scene and available. If there is not enough foam to completely control and extinguish the fire, other tactics should be considered.
- Water used to control a flammable liquid fire can be used for several different applications. It is important to remember that hydrocarbon liquids do not mix with water and polar solvents do. These facts affect how fires in each may be extinguished:
 - **Cooling Agent** - mostly useful to protect exposures and vessels
 - **Mechanical Tool** - Should only be used by personnel specifically trained in these tactics, otherwise serious injury or increase in flammable vapor can occur.
 - **Substitute medium** – Should only be used when adequate water- to-product ratio can be maintained
 - **Protective cover** - Can be used to approach leaking valves. Must only be performed by properly trained personnel.



Carbondale & Rural Fire Protection District Bomb Threats SOG # 405

Overview:

The purpose of this procedure is to establish a safe operating procedure for bomb threats in the District.

General:

The personnel of the District are not equipped or trained to properly handle the problems that arise in bombing and bomb threat incidents. The District cannot assume the total responsibility for the safety of the public as well as the members of the District.

The responsibility for determining whether or not to re-enter the building, whether or not to conduct a search, etc. will be shared equally between the property owner, the police department, and the fire district Incident Commander. A unified command between these three parties will always be used.

Operations:

The bomb threat procedure will be as follows:

1. A bomb threat call will be paged out by the County Dispatch Center as any other call in the district. The response mode will be determined by the Battalion or Officer in Charge.
2. Personnel will respond non-emergent to the Station and will assume a standby mode.
3. Command will be established by the Battalion or Officer in Charge.
4. Only the personnel directed to respond to the scene will be allowed at the scene. Any other personnel going to the scene will not be tolerated.

Bombings and bomb threats present a unique and potentially dangerous problem for the personnel in the district. These procedures need to be followed closely to insure the safety of all personnel involved.



Carbondale & Rural Fire Protection District Hazardous Materials Response

SOG #406

Overview:

The purpose of this policy is to establish a framework for the safe handling of hazardous materials incidents. It is the goal of the District that every member should be trained to the "Operations Level" as a minimum level of training to be able to safely deal with any hazardous materials incident in the District.

Response:

Many emergency incidents have some sort of hazardous material involved, (vehicle wrecks, LPG, etc.). District personnel are trained to handle these "routine" incidents without specialized training or equipment. This policy is directed at hazardous materials incidents that will require high levels of training and specialized equipment to control.

Size-Up:

The first thing the initial engine or officer needs to do at a HazMat scene is to size up the type, location, and size of the incident. This needs to be accomplished from a safe distance, uphill and upwind if at all possible. Members need to resist the urge to rush in to the scene, especially if someone is injured on the scene and can be observed by the rescuer. The victim could easily have been overcome by the hazardous material that is involved, and the rescuers need to be careful not to become victims themselves. This is the time to begin ordering specialized resources such as technician level hazmat team, law enforcement, FBI in case of suspected terrorist events.

Identify:

The material involved needs to be identified as soon as possible. Do so from a safe distance when possible. CRFPD policy is to use the DOT Emergency Response Guidebook (ERG) to identify classes of hazardous materials and the types of vehicles that transport hazardous materials.

Evacuate:

After identification, evacuation should begin as soon as possible. The ERG will be used to establish initial safe distances for evacuation. Use the minimum number of personnel needed to swiftly and safely evacuate the area. In rare circumstances it may be necessary to shelter in place, this should only be done when evacuating would put responders and citizens at greater risk than staying in place.

ISOLATE/ DENY ENTRY

Isolation goes hand in hand with evacuation procedures. As evacuation is accomplished procedures for barricading, road closures, etc. should be implemented. If the material is flowing downhill, and it can be done safely and swiftly, diking with dirt or sand can be done at a safe distance from the scene. Wind direction should always be kept in mind when contemplating these measures.

The District is neither trained nor equipped in the handling and cleanup of hazardous materials.

Remember! if you can't identify it, then assume that it is hazardous until proven otherwise.



Carbondale & Rural Fire Protection District Evacuate & Isolate **SOG # 407**

Purpose:

To provide a basic outline of the evacuation and isolation tasks to be performed at a hazmat incident.

Reference: Department of Transportation ERG, NFPA 472

Evacuate:

After identification, evacuation should begin as soon as possible. The safe distances can usually be found in the DOT Hazmat guidebook or through Chemtrec, Use only the minimum number of personnel needed to swiftly and safely evacuate the area.

Isolate:

Isolation goes hand in hand with evacuation procedures. After evacuation is completed, procedures for barricading, road closures, etc. should be accomplished. If the material is flowing downhill, and it can be done safely and swiftly, diking with dirt or sand can be done at a safe distance from the scene. Wind direction should always be kept in mind when contemplating these measures.

The District is neither trained or equipped in the handling and cleanup of hazardous materials. The basic procedures noted above should always be accomplished before any other options are considered. **Remember! if you can't identify it, then assume that it is hazardous until proven otherwise.**



Carbondale & Rural Fire Protection District Carbon Monoxide Alarm Response

SOG # 408

Overview:

The purpose of this guideline is to establish a comprehensive response procedure for Carbon Monoxide alarms in the District.

General:

Carbon Monoxide (CO) is an odorless, colorless, tasteless gas that is deadly. It is a byproduct of combustion. Many appliances such as furnaces, kitchen stoves, water heaters, automobiles, etc. can produce Carbon Monoxide. When faulty or unusual conditions exist, Carbon Monoxide may be vented into areas where people are present.

OSHA has established a maximum safe working level for Carbon Monoxide at 35 parts per million (PPM) over an 8 hour period in the general workplace. The EPA has established that residential levels are not to exceed 9PPM over an 8 hour average.

Operations:

When the District is paged to a Carbon Monoxide alarm, the Incident Commander (IC) will respond to the scene and determine the need for additional response. This is important in the event that evacuation, isolation, and shutdown operations are needed. Adequate personnel need to respond to these incidents to ensure that life safety needs can be accomplished. A District officer will respond to all Carbon Monoxide alarms in the District.

The first arriving unit will establish command and scene control the same as any incident in the District. Also, the following procedures need to be completed as the incident dictates:
Verify that the alarm is coming from a smoke detector or a Carbon Monoxide detector.
Determine the cause of the alarm, ie. true alarm, low battery indication, poor location of device, etc.

If it is a smoke detector:

Investigate the cause, take necessary action to mitigate the situation, advise dispatch and other units of the situation.

If it is a Carbon Monoxide detector:

Determine if anyone is exhibiting any symptoms of Carbon Monoxide poisoning; if so, immediately evacuate the premises, call for necessary EMS response, and begin investigation of the cause.
If no one exhibits any symptoms of CO poisoning, or has a SPCO reading of more than 5, it may not be necessary to evacuate or ventilate the premises unless a level of over 9PPM is detected.



Carbondale & Rural Fire Protection District Carbon Monoxide Alarm Response

SOG # 408

Carbon Monoxide Detectors continued...

The IC shall call for the gas company if;

- 1) A CO level of over 9PPM is detected.
- 2) Someone is showing signs of CO poisoning
- 3) Gas appliances that are shutoff require the gas company to relight.
- 4) The IC feels a response by the gas company is needed.

Investigation:

An investigation should be initiated to determine if there are any amounts of Carbon Monoxide present. If CO levels above 35 PPM are detected, all members should use SCBA if they remain in that atmosphere. Consider using the "CO Worksheet".

If a reading of 9PPM or less is detected, the occupants should be informed of this and advised to check their CO detector per manufacturer recommendations. Occupants should also be advised to call 911 if the alarm activates again.

If the reading is above 9PPM but below 100PPM, the occupants should be advised that an above normal reading has been detected. All occupants should be advised to leave the premises and ventilation should be initiated. If an appliance is determined to be malfunctioning, and producing CO it shall be shut down and the gas company notified.

Once the premises has been reduced to a safe level of CO, the premises may be occupied at the discretion of the occupants. Inform the occupants of the action that has taken place and that the gas company has been notified and requested to respond.

If the reading is above 100 PPM, inform the occupants that a potentially lethal level of CO has been detected. Order the occupants to leave the premises immediately. If an appliance is determined to be malfunctioning and producing CO, it shall be shut down and the gas company notified.

Once the premises has been reduced to a safe level of CO, the occupants may return at their discretion. Inform the occupants of the action that has taken place, and that the gas company has been notified and requested to respond.

It is important to ensure that every effort is made to locate the source of CO if the gas has been detected. In all situations, the detector should be reset before leaving. If the situation warrants, leave a single gas CO detector with the occupant and document the loan and actions using the "CO Worksheet".

Carbon Monoxide is a potentially lethal gas, and response to these alarms should be taken extremely seriously. There is no such thing as a false CO alarm or a minor CO problem. It is incumbent on us to approach these calls with all of the thoroughness and professionalism that mark every other call in the District.



Carbondale & Rural Fire Protection District Wildland Fires Water Supply

SOG # 501

Purpose:

To identify water supply objectives to be addressed at any wildland fire.

References: IFSTA, NWCG Suppression Tactics Guide

Overview:

Water is a vital tool that can be effectively used on wildland fires. Water can also be a very limited resource on these types of incidents. Developing an understanding of the water supplies in the District and the best tactical uses of water are invaluable to the success of firefighting operations.

Operations:

Incident Management:

- Good incident size-up is vital to understanding potential water supply needs.
- Establish a water supply group as soon as possible.
- Use the Fire District map book to identify water supply sites for incoming apparatus and crews, especially if the area of the fire does not have hydrants
- Use the Fire District map book to identify Dip Sites for helicopters.

Tactical:

Water Shuttle:

- Determine if a tender shuttle is needed and order adequate apparatus to accomplish water supply objectives
- Establish a water supply fill site(s).
- Utilize either a pumper truck or portable pumps at the fill site and provide for access/egress for water tender trucks.

Hose Lays:

- Simple hose lays may be effective, especially if structure protection operations are happening.
- Determine if progressive hose lays are needed and provide manpower as well as water supply.
- Always provide communications between nozzle operator and pump operator, especially when using a progressive hose lay.
- Ensure that any progressive hose lay has an anchor point before extending.

Mutual Aid:

- Utilize mutual aid water tender trucks for water shuttles.
- Supply mutual aid apparatus with the necessary radio frequency information so that effective inter-department communications exist.
- Establish a communications plan for the water supply shuttle. This is a very important function as we have to be able to communicate with fire departments that use Digital 800 mhz radios as well as VHF radios. A well implemented communications plan is vital to the safety of everyone involved in the fire, including the public.



Carbondale & Rural Fire Protection District Wildland Fires Initial Attack **SOG # 502**

Purpose:

To provide the objectives necessary to control a wildland fire.

References: S-130/190 and S-205 curriculum

Property Ownership

Identify the property owner as soon as possible. The property ownership can be classified as follows: BLM or USFS or PRIVATE. In the case of BLM/USFS fires, notify the appropriate agency, via the dispatcher, for directions on how to proceed. Be prepared to give the exact location including range, township and section.

Protective Clothing & Gear

Most wildland fires occur during warm weather. It is suggested that full turnout gear not be used when fighting wildland fires. The following is recommended protective clothing.

Yellow nomex fire shirts.	Nomex brush pants or jeans.
Goggles.	Brush helmet.
Leather boots.	Leather gloves.
Fire Shelter	Drinking water, 1 quart.

Response

- Park apparatus so they face the direction of the escape route.
- Avoid working near trees that are unstable or leaning on another tree.
- Beware of fences that may have become energized by down power lines.
- Remove the available fuel from the fire as a means of controlling.
- Protect exposures such as buildings, fuel tanks or haystacks.

- Apply water sparingly to wildland fires, using only when necessary. this avoids depletion of the water supply

- During the initial attack phase, the IC needs to perform a comprehensive size up of the fire, along with weather conditions, wind speed and direction, rate of spread, etc. and determine if additional resources will be needed.

Wildland firefighting is very hard work, and often continues for long periods of time. Group Supervisors should be aware of their crew's physical condition at all times, and make sure that they are rehabilitated as soon as it is needed.



Carbondale & Rural Fire Protection District Ambulance Transfers **SOG # 601**

Purpose:

To ensure the availability of advanced life support ambulances to respond to emergency calls within the District and to provide a set of guidelines to be followed with regard to ambulance transfers.

Ambulance Transfers by Definition:

An ambulance transfer is an elective response that involves a stable patient in need of non-emergent transportation to or from a health care facility.

The District Will:

Provide ambulance transfers within the District to or from the following facilities:

- Valley View Hospital
- Heritage Park Care Center
- Roaring Fork Family Physicians

The backup ambulance is to be used for transfers as much as possible.

The District Will Not:

Provide ambulance transfers outside of the District's boundaries except as noted above (i.e. Valley View Hospital).

- Provide ambulance transfers if one of the ALS ambulances is currently in service.



Carbondale & Rural Fire Protection District Treatment/Transport Refusal Procedure SOG # 602

Purpose:

To ensure that a comprehensive and complete approach to assessing, treating, and documenting patients who are refusing treatment/transportation is maintained.

Standard of Care:

The Carbondale & Rural Fire Protection District strives to provide the highest standard of care as is possible. It is extremely important to remember this when dealing with patients we come in contact with who, do not want us to treat them, or refuse transport after we have begun treatment.

Patient Care:

Some of the patients that we see do not appear to need medical assistance or transport to a medical facility. These patients can be difficult to assess and it is important for us to treat these patients with the same high quality of care that other severely injured or ill patients receive.

All patients need to be thoroughly assessed and evaluated. A patient that refuses care has to be evaluated very carefully and advised of the consequences of not seeking immediate medical attention. The procedures for dealing with patients that refuse care include but are not limited to:

- Thorough assessment and evaluation, including mechanism of injury
- Advising patient of the need for medical evaluation/care
- Advising patient of the consequences of not seeking care/evaluation
- Advising patient of possible signs and symptoms relating to patient's injury or illness, and to seek immediate care if they begin to experience any of these
- Complete on-scene documentation of History, Assessment, and Treatment
- Contact medical control to advise/consult w/ ER physician
- If there is no mechanism of injury and the patient(s) show no signs of injury and do not want treatment or transport then it is not necessary to fill out a patient refusal form.

Advanced Care Procedures:

When any advanced procedure has been performed on a patient, such as IV, defibrillation, drug administration, etc., the patient must be transported to the hospital if it is at all possible. Medical Control must be contacted in every case and advised of the situation, as well as looked to for direction on further patient care. A patient who has received any advanced treatment is obviously experiencing a problem with possible ramifications that go beyond the immediate presenting situation. We, as EMTs, are not trained or qualified to give diagnostic or medical advice to these patients. While we should make every effort to ensure that our patients receive treatment and transportation when it is necessary, there can be no substitute for common sense and good judgment when it comes to dealing with patients that are not injured or do not want our help. We can only give help to people who are willing to receive our assistance.



Carbondale & Rural Fire Protection District Closest Medical Facility SOG # 603

Purpose: To establish a consistent policy for transportation of sick and injured patients in the Carbondale Fire District.

Closest Medical Facility:

The closest medical facility for responses in the Carbondale Fire District is Valley View Hospital in Glenwood Springs, Colorado.

The Carbondale Fire District ambulance service will transport patients only to Valley View Hospital. This policy applies to all patients in the District.

Exceptions:

Exceptions to the Closest Medical Facility policy are:

- Mass/Multiple casualty incidents – The decision for transportation destination will be the responsibility of the Incident Commander
- Divert Status – If Valley View Hospital is on divert status and directs the Carbondale Ambulance Service to transport to another facility
- Special situations – Any other special situation that may cause the Chief or Deputy Chief to direct the ambulance to another facility

The timely treatment of sick and injured patients cannot be compromised during emergency medical responses. Transport to the closest medical facility is almost always in the best interest of the patient. It is also in the best interest of the Carbondale Fire District to have an emergency response ambulance return to service as soon as possible.



Carbondale & Rural Fire Protection District Controlled Substance Documentation Protocol SOG# 604

Purpose:

To provide a written process to facilitate the management of controlled substances in our drug cabinets/vaults and to prevent unauthorized use.

At Carbondale and Rural Fire Protection District, we have a number of controlled substances including narcotics that are regulated by the DEA (Drug Enforcement Agency). Controlled substances are the contents found in the drug vault and all four ambulance drug cabinets. This Protocol has been established in an effort to ensure that the correct process and documentation is completed when controlled substances are administered, disposed of and re-supplied.

Daily Seal Number Log:

These sheets will be completed every day in ink at Station 81 including the ambulances and the drug vault. **The ambulances at Stations 82 and 84 must be checked at least once every shift.**

Record the date, seal number, print and sign your name and record the action or call number. The completion of these sheets is the responsibility of the Shift Captain.

Any discrepancies on these sheets will need to be brought up to the Chief of the day as soon as possible. If discrepancies are found, document the circumstance on the back of the daily seal number log and, if possible, have a witness verify the incident.

Once a sheet is filled, it will immediately be turned in to the EMS Coordinator for review. The EMS Coordinator will immediately review these documents for accuracy. Once completed, the EMS Coordinator will scan the document to the appropriate secured electronic file and then file the paper document in the proper archive folder.

222 Process Form:

A DEA 222 form is needed to obtain schedule one drugs from the hospital pharmacy. 222 forms are obtained through the Office Manager. A 222 process form needs to be filled out and archived with all 222 forms.

Only designated personnel are allowed to check out a 222 form and obtain controlled drugs from the hospital. These designated individuals are assigned by the Chief or Deputy Chief.

Drug Accountability Form:

This form is found in the ambulance drug cabinet and will be filled out any time the seal is broken.

Record the date, vials in inventory when the cabinet was opened, vials used or wasted, vials remaining, patient's last name or action, amount given and amount wasted.

The ALS provider and a witness needs to sign and print their name. Once a sheet is filled, it will be turned in to the EMS Coordinator for review.

The EMS Coordinator will archive these documents.

Drug Vault Inventory Sheet:

This form is found in the drug cabinet in each controlled substance box. It will be filled out any time the seals are broken on that drug box.



Carbondale & Rural Fire Protection District Controlled Substance Documentation Protocol SOG# 604

Drug Vault Inventory Sheet Continued:

Record the date, number in inventory, action, number of new inventory, name signed and printed by a Chief and an ALS provider and the two new seal numbers. If a Chief is unavailable, the vault will need to be inventoried as soon as possible with a Chief.

Once a sheet is filled, it will be turned in to the EMS Coordinator for review. The EMS Coordinator will archive these documents.

Archive:

All drug log sheets will be archived at the CRFPD Headquarters.

Knox Key:

To access the drug cabinets, [refer to SOG 1304](#).

Removal

- Controlled substances are only removed from the inventory location for three reasons.
- Used on a patient (administration)
- Expired or wasted (disposal)
- Damaged, broken accidentally or re-supplying expired substances (re-supply)

Administration

- Controlled substances will be administered per drug protocol.
- Documentation will be done in the Patient Care Report and drug accountability form.
- A new seal will be placed on the drug cabinet. The new seal number will be recorded on the Daily Seal Number Log with the incident number recorded for the action.

Disposal:

The process for wasting expired controlled substances requires a Chief and an ALS provider.

All controlled substances will be disposed of in a Sharps container filled with kitty litter. The sharps container will be placed in our large BIO-Hazard container to be picked up.

Proper documentation including seal checks, drug accountability form (if in an ambulance) and a drug vault inventory sheet (if in the drug vault) will be filled out and signed by a Chief and an ALS provider.

A copy of the above sheets will be given to the EMS Coordinator to be archived.

Controlled substances that are partially given during an EMS transport will be wasted at VVH ED and witnessed by a doctor or nurse. The Controlled Medication Excess Documentation portion of the Hospital Cover Sheet will be filled out.

If a controlled substance container is damaged or broken, contact the Shift Captain as soon as possible. Document the circumstance and, if possible, have a witness verify the incident.

Re-supply:

When a controlled substance has expired, it will need to be re-supplied and proper documentation filled out including drug seal checks, drug accountability form (if in an ambulance) and a drug vault inventory sheet (if in the drug vault).



Carbondale & Rural Fire Protection District EMS Support at Fire-Rescue Operations

SOG # 605

Overview:

During fire and rescue operations where there are no civilian injuries, EMS personnel still have an important role in ensuring that personnel are able to mitigate an incident in a safe and effective manner.

The primary responsibility of the on-scene EMS crew at fire/rescue operations will be to provide medical care for minor injuries sustained by personnel as well as rehab functions in the ICS system.

Rehab:

Many fire/rescue operations require extreme physical exertion in unfavorable environments. In addition, fire personnel typically operate in difficult conditions while wearing heavy protective clothing and equipment. Because of this, personnel performing these duties require periodic monitoring of their physical condition to prevent heat, cold and other injuries from occurring. The rehab function provides for the adequate rest, food, hydration, vital sign monitoring etc. that is necessary to ensure that personnel can return to incident activities or receive proper care and treatment if necessary.

Rehab Guidelines:

- EMS incident crew, as directed by the Incident Commander (IC) may pick up supplies to bring to the scene along with the ambulance. These supplies can include but are not limited to: ice, bottled water, Gatorade, energy bars or similar simple foods. In addition, any equipment that may be necessary to care for personnel depending on the type of incident, time of year etc.
- Proceed to incident Staging Area or designated Rehab location as directed by the IC. Keep in mind things such as ease of access, wind direction, smoke, exhaust from other vehicles etc. If you believe it is necessary to move, contact the IC for approval and notification.
- Prepare the ambulance for rehab by warming or cooling as appropriate, initiate Rehab Log, etc.
- Typically personnel are sent to Rehab for the following reasons:
 - Worked consecutively through two 30 minute air cylinders
 - At the request of any individual
 - Whenever deemed necessary by the IC, Safety Officer or other officer or group leader
- Upon arrival at Rehab, note **NAME** and **TIME IN** on log, take and record 1st set of Vital Signs (VS)
- After 5-10 minute rest period, take and record 2nd set of VS. If VS are Within Normal Limits (WNL) release to Staging as directed. Record individual's **TIME OUT** on Rehab Log.
- If VS are not WNL after 5-10 minute rest period, keep individual at rehab for another 5-10 minutes, take and record another set of VS, recording in rehab log again. If VS are WNL, release individual to Staging or as directed and record the **TIME OUT**.
- If VS are not WNL after the 2nd 5-10 minute rest period but there does not seem to be any serious problem, the individual should be kept at Rehab until VS return to Normal Limits.
- If an individual's VS remain severely out of normal limits after an extended rest period, he/she should be treated as any other patient that we are called to. A standard patient care report should be initiated and the patient should be treated/transported per normal protocols.
- During rehab, fluids, O2 and energy bars or food should be given to individuals as appropriate



Carbondale & Rural Fire Protection District EMS Support at Fire-Rescue Operations

SOG # 605

Assisting With Air Bottles:

During the course of structure fires, confined space, hazmat operations and some other types of incidents, personnel will be using Self-Contained Breathing Apparatus (SCBA). EMS personnel may be asked to help with air bottle exchange as well as refilling empty bottles.

Traffic Control:

During any incident there may be a need for additional personnel to assist in different areas of an operation. EMS personnel may be asked to assist with traffic control during an incident. This is an important part of ensuring that the incident scene remains safe for all personnel working on the incident. If asked to assist with traffic control, EMS personnel should have appropriate PPE and reflective traffic vests as well as communications equipment.

Water Supply:

During structure, motor vehicle and wildland fire incidents EMS personnel may assist in establishing water supplies for firefighting. This can include laying hose, setting up drafting operations and rolling hose at the termination of the incident. EMS personnel should always wear appropriate PPE for the task that they have been assigned.



Carbondale & Rural Fire Protection District Swiftwater Rescue SOG # 701

Purpose:

The purpose of this policy is to provide a basic guideline for the initial phase of a swiftwater rescue incident, and to ensure the safety of all persons involved.

References: Swiftwater Technician training

Safety:

The safety of on-scene personnel shall be the number one priority on swiftwater rescue incidents. The tendency to "go in" after a victim should be resisted until such time that a rescue plan can be discussed and implemented. These situations do not allow very much time for planning and discussion. Therefore, the decision to enter the water will be made by the Incident Commander. The IC shall make this decision only after evaluating the following:

- Personnel and equipment on scene
- Experience and ability of personnel
- Action plan discussed with Entry Team Group Leader
- Availability and experience of back up personnel
- Hazard and Safety Considerations
- Viability of victim(s)

Operations:

The Incident Commander also needs to assess the possible need for mutual aid assistance (Basalt Fire, GARCO SAR). Long term search efforts and relief personnel also need to be considered.

Swiftwater rescue incidents can tend to be spread out over a long distance, with crews at various locations for spotting, etc. The Incident Commander needs to quickly assess the manpower available and the possible need for additional resources to be able to mitigate these incidents in a safe and timely manner.

Communications:

Communications on swiftwater incidents are difficult at best. The Incident Commander or Operations Chief needs the ability to communicate with Group/Division Supervisors, Mutual Aid agencies and individuals assigned to specific areas or tasks. Radio communications between individuals should be kept at a minimum to avoid confusion and allow for maximum flexibility between the incident managers and group or division leaders. A communications plan including tactical frequencies should be implemented as soon as is possible by the incident management personnel.



Carbondale & Rural Fire Protection District Swiftwater Rescue SOG # 701

Operations Continued:

Training:

Anyone who will be performing rescue operations and potentially designated as a “swimmer” shall have successfully completed the Swiftwater Rescue Technician I level course at a minimum. Any “swimmer” shall also successfully complete a refresher swim/training annually to maintain the “swimmer” level.

Anyone who will be performing operations from the river bank shall have successfully completed the Swiftwater Awareness training course.

Protective Clothing:

Personnel entering the water for whatever reason will wear wetsuit, PFD, helmet, gloves, boots, knife & hood. Additional equipment to have on hand includes boogie board & fins.

Personnel working along the river's edge will wear PFD, helmet, hiking boots or tennis shoes. Do not wear bunker gear at a swiftwater incident.

Mutual Aid:

Call mutual aid from Basalt Fire Department as soon as possible. Also notify the county sheriff of the appropriate county.



Carbondale & Rural Fire Protection District Back Country Rescue SOG # 702

Purpose:

The purpose of this policy is to establish a criteria for personnel and equipment to safely accomplish a backcountry rescue incident.

Safety:

When performing a backcountry rescue, because of the lengths of time usually involved and the real possibility of inclement weather, the safety and survivability of the rescuers has to be the number one priority of the District.

Criteria:

A criteria for equipment and physical performance should be established and met before a person is sent into the backcountry to perform rescue efforts. These criteria include:

Equipment (core survival kit)

- 1-2 quarts drinking water
- High energy food
- space blanket/poncho
- headlamp
- waterproof matches
- hiking boots
- rain clothing
- warm clothing (fleece or wool)
- leather gloves
- ski gloves (winter)
- wing stove (w/ fuel)
- tin or metal cup

Performance criteria:

All personnel performing backcountry rescues shall be in good physical condition, and able to function in adverse conditions for extended periods of time.

The decision of which personnel are sent to perform backcountry rescue operations will be made by the Incident Commander or his delegate. The decision will be made with safety of the victim, rescuer, and team being the number one priority. The decision shall not be a personal reflection on anyone, but an operational decision based on what is prudent under the circumstances.

Not everyone has the ability to perform backcountry rescue. It should be remembered that there are many positions to fill and duties to accomplish on incidents such as these, and there is plenty of room for everyone to participate and plenty of work to be done.



Carbondale & Rural Fire Protection District Helicopter Operations SOG # 703

Purpose:

To identify the hazards & precautions associated with helicopter operations for medical/rescue incidents.

Reference: S270, S217 curriculum, Interagency Helicopter Operations Guide

Operations:

1. Helicopter resources are ordered only with IC approval.
2. Before a helicopter is called, take into consideration:
 - Weather
 - High Winds
 - Visibility one quarter of a mile
 - Transport time for ground ambulance more than 30 minute from the scene
 - What is the patient's condition
 - Landing Zone
 - Fire Protection
3. Do not call if:
 - High Winds
 - No place to land
 - Poor visibility (< a 1/4 mile)
 - Bad weather
4. Reasons for calling:
 - Critical Medical Emergency
 - Critical Trauma Injuries
 - Complicated rescue situation with long evacuation time
 - More patients than ambulances
 - Transport time by ground ambulance



Carbondale & Rural Fire Protection District Helicopter Operations **SOG # 703**

Operations Continued:

5. Helicopter Safety

- Landing zone personnel are to wear full protective clothing, orange safety vests
- Do not approach the helicopter without pilot approval after landing
- Always approach from front or 45 degree angles to the front
- Keep all personnel AWAY FROM TAIL ROTOR
- Keep spectators clear of the landing zone, as well as approach and departure path.
- Remove any light objects or debris from landing area prior to the helicopter landing
- Be aware that rotor wash from helicopters is very strong. Small objects and clothing (caps, jackets, etc.) can be blown around easily.
- Wetting down the landing zone will minimize dust production. (if possible)

6. Ordering

- Gather as much information as possible before calling to order a helicopter
- Use the Helicopter Order Form as a guide for providing information
- Fax order form to agency providing the helicopter
- Ensure communications frequency is clear from the incident management team and the helicopter crew
- Identify landing zones (LZ) from incident management team or designate LZ from district map book or district helicopter resource notebook.

Summary:

The use of helicopters in emergency incidents can be highly effective and a true life saving tool. Before ordering a helicopter for an incident, careful consideration must be given to the risk of using the aircraft to the actual benefit to the incident.



Carbondale & Rural Fire Protection District Aerial Operations on Swiftwater Incidents

SOG# 705

Purpose:

To establish guidelines for deciding when to use an aerial apparatus during swiftwater incidents.

Aerial Apparatus on Swiftwater Incidents:

Using an aerial apparatus on swiftwater incidents is at best, not recommended, and can be very dangerous if not operated properly and can have catastrophic results. The decision to use an aerial on a swiftwater must be based on the following criteria:

- Immediate life safety of victims (emergency rescue)
- Hazard to rescuers (not using aerial will result in serious danger to rescuers)
- Accessibility (aerial is the only way to reach victim(s))

Aerial Operations on Swiftwater Incidents:

When an aerial apparatus is used on a swiftwater incident, the following guidelines and precautions must be used:

- Above ground/aerial hazards must be taken into account
- Traffic control must be totally secured before aerial is placed
- Ground conditions, (road shoulders, stability of surface, etc.) Must be adequate.
- Aerial must never be pointed upstream (truck must face upstream, with aerial pointing downstream).
- River conditions, (drag of water current on aerial line can easily overload the capacity of the ladder, 800# maximum tip load)

Summary:

The District aerial apparatus are not designed for river rescue, nor are they an integral part of the District's swiftwater rescue equipment. The decision to use an aerial apparatus on a swiftwater rescue should not be made lightly. All factors of the incident should be weighed and the "Risk - Benefit" of using the aerial must be considered very carefully.



Carbondale & Rural Fire Protection District Air Bag Precautions on Auto Extrications

SOG # 706

Purpose:

To provide for the safety of patients and rescuers when performing extrications on vehicles equipped with airbags.

References: IFSTA - Extrication Principles, U. S. Fire Administration

General:

How air bags work: When a frontal, near frontal, side impact occurs at speeds of 10 mph or greater into a solid wall/object, vehicle sensors trigger a chemical reaction inside the air bag module causing the steering wheel cover, dashboard, side door panel to split and the airbag inflates. Inflation occurs in less than 1/10th of a second. One second after inflation, deflation occurs automatically.

Identifying vehicles with air bags: If an air bag has been deployed, you will see it drooping from the steering wheel, instrument panel or the side of the driver/passenger door. If there is no visible air bag, look for the words "Supplemental Inflatable Restraint or Air Bag, or the initials SIR, SRS, SIPS printed on the steering wheel hub, instrument panel, dashboard, windshield, driver's side B-post, or on the back of the seat when the car is equipped side air bags. If you can't tell if the vehicle has an air bag or not, then assume it has one, especially if it is a newer model vehicle.

Safety considerations with air bags: Deployed air bags are not dangerous, they are not hot, smoking, or about to catch on fire. The "smoke" is actually a powder (like talcum or corn starch) that is used to keep the bag from sticking together while it is packed away. The residue from a deployed airbag can cause minor irritation to the eyes and skin but is not harmful.

Operations:

When performing extrication on a vehicle with an undeployed air bag, there are several additional things to consider above and beyond normal extrication activities:

- Turn off engine, and disconnect battery cables. Disconnect the negative cable first. In a severe crash, make certain the battery case has not been penetrated with metal body parts that could complete the circuit. Battery disconnect can be verified by attempting to turn on the head/taillights.
- Wait until air bag system has deactivated. Some vehicles may take up to 30 minutes, but most take a few seconds with others taking 10 minutes or less to deactivate.
- If the victim must be removed immediately, extrication efforts should be performed from the side of the victim, through the roof and/or away from the potential deployment path of the air bag.
- Do not mechanically displace, or cut through the steering column or instrument panel/dashboard unless the air bag system has been fully deactivated.

If a vehicle is involved in fire, follow standard firefighting procedures and then proceed with the precautions mentioned above. As with any extrication operation, all personnel must wear full protective gear when performing patient care, extrication, fire support etc.



Carbondale & Rural Fire Protection District Initial Response to Avalanche Incidents SOG # 707

Purpose:

To ensure an appropriate level of response to avalanche incidents, and to provide for the safety of rescuers and citizens as well.

References: CRFPD Incident Management Guidelines

General :

Avalanche incidents present unique problems and require specialized equipment as well as extensive training to be able to perform safe and effective operations. These incidents can be very difficult to manage and are often complicated by the efforts of bystanders who want to be part of the operations and tend to freelance.

The importance of scene size-up and establishing a working incident command system at the beginning cannot be emphasized too much. We have to ensure that we do not lose control of our members as well as the incident. We must not let a false sense of urgency override the need for due caution and safety.

Incident Management:

The following items should be used when operating at any avalanche incident:

- Establish command
- Name the incident
- Establish staging/staging area manager
- Locate reporting party or witnesses
- Establish point last scene and number of casualties
- Establish safe zones, isolate hot zone
- Identify potential secondary slide areas
- Order mutual aid resources - sheriff, SAR, local experts etc.
- Develop incident action plan before any operations proceed

Avalanche rescue incidents must be approached with extreme caution. We are not avalanche experts and do not have sufficient equipment, training, or manpower to perform extensive rescue operations. The incident action plan needs to address the need for resources such as avalanche dogs etc. before any attempt to access the debris pile is made.



Carbondale & Rural Fire Protection District Responding to an Incident SOG # 801

Purpose: To insure the timely and orderly response to emergency incidents in the District.

Reference: International Association of Fire Chiefs Data

Emergent vs. Non-Emergent Response:

When responding to a call for service from in a District vehicle, the default response mode shall be a Non-Emergent response mode. The Battalion, Incident Commander or Officer in Charge of the incident will determine the appropriate level of response and advise all apparatus of the response mode. If no response mode is given to the responding apparatus, the mode will be Non-Emergent until they are otherwise notified.

The key to this guideline is the Appropriate Level of Response. An appropriate level of response will be decided upon by the Officer in Charge of the incident based their assessment of the level of response needed for the particular call for service.

Individual Response:

When responding to an emergency incident, all members shall respond to the fire station unless otherwise directed by an officer of the district.

It is the responsibility of the officer(s) to decide who will be directed to respond to the scene of any incident. If an officer is not available, then all members shall respond to the fire station.

In the instance that a member is in the vicinity of an incident and has a radio at hand, then that member can contact the Battalion on the appropriate radio channel. It will be the decision of the Battalion as to whether that member responds to the scene or to the fire station.

Any member who is responding to the scene of an unstable incident shall have turnout gear with him/her. If that member does not have proper gear then, they **shall not** leave the vicinity of their vehicle while the scene is unstable.

If a member has knowledge of an incident in progress that has not been paged, then it is that member's responsibility to respond to the fire station at normal speed and begin preparing the vehicles for response, i.e. opening bay doors, starting trucks etc.

In all cases, the Incident Commander or the Battalion will make the decisions regarding member and vehicle response and the code of the response.

Remember, when in doubt, respond to the Fire Station.



Carbondale & Rural Fire Protection District Private Vehicle Response SOG # 802

PURPOSE:

The purpose of this policy is to provide for the safe and timely response of members to emergency incidents in the District, and to ensure the safety of the public while members are responding to the station or the scene.

SAFETY:

Safety shall be the number one priority on all incidents in the District. The safety of members and the public **can not** be compromised at any time for the sake of rapid response to an incident.

RESPONSE:

When responding to a call in a personal vehicle, all members shall obey the posted speed limit. **All** traffic signals and stop/yield signs shall be observed as well as **all** applicable traffic laws.

CONCLUSION:

It is the responsibility of each member to ensure the safety of the public as well as the safety of members of the District. The death or injury of a citizen or District member is an unacceptable trade for rapid response to an incident no matter how urgent the call may seem.



Standard Operating Guidelines Post Run Response

SOG# 803

Purpose:

To ensure the "fire ready" condition of vehicles and equipment of the District, and to identify and repair problems as quickly as possible.

Overview:

There are literally thousands of pieces of equipment and supplies that are onboard the District apparatus. The availability and well being of the apparatus as well as the equipment and supplies are central to our ability to deliver high quality care. The importance of ensuring that we have adequate supplies and well functioning equipment cannot be overstated.

References: CRFPD Operations, Equipment Manufacturers guides.

Operations:

- Upon returning from a call, the crew of that vehicle shall perform a "post run" inspection of the vehicle and its equipment. Post run sheets are available at each station.
- All applicable items on the post run sheet should be checked. If a piece of equipment is found to be broken, missing, or faulty, it should be noted on the post run sheet. These sheets are collected and checked each day.
- Post run sheets from outlying stations should be faxed to the Carbondale station, and originals kept at that station.
- Post run checks of vehicles and equipment are essential to maintaining a ready state and being sure that equipment will work properly when it is needed.



Carbondale & Rural Fire Protection District Automatic Aid Response (Basalt Fire District)

SOG # 804

Purpose: To ensure the timely response and highest standard of care to emergency incidents in the East end of the District along the Highway 82 corridor.

Reference: Automatic Aid Agreement with Basalt Fire District. Automatic notification procedures, Garfield County Communications Center.

Area Served: Highway 82 corridor starting at approximately mile marker 15.8 (just up-valley from Hwy 82 and Cr 100), to the Eagle County Line. This includes all houses on old Highway 82, Cerise Ranch, Dakota Meadows Subdivision and homes near the Mid Valley Kennels etc.

Overview: The geographic area from Catherine's Store to the Garfield/Eagle County line is the eastern most portion of the Carbondale Fire District. The closest stations are Station 1 (Carbondale) and Station 5 (Missouri Heights). Due to the distances and response time from these stations to the area above, it is both logical and prudent to shorten these response times by having the Basalt Fire District respond from their Station 42 (El Jebel).

The Garfield County Communications Center will simultaneously page both Carbondale and Basalt Fire Departments to respond to all emergencies that occur in this area. Basalt Fire will still communicate with the Pitkin County Communications Center on Basalt Fire frequency. The Carbondale Battalion should contact the Basalt Fire OCO on Basalt Fire frequency as soon as possible after receiving the page. The two officers should decide on the appropriate level of response to the incident at that time. Resource ordering for the incident should be based on what is best for the patient or incident. This will ensure a high Standard of Care to any emergency.

Response:

- As with any incident, we will use the Incident Command System.
- Clear text communications
- Incident responsibility will remain with the Carbondale Fire District, if Basalt Fire gets there first then the command can be transferred after a qualified incident commander from CRFPD arrives.

Basalt Fire procedures are as follows:

- **Medical Call:** Medic 42, OCO
- **Vehicle Crash:** Medic 42, Tender 42, OCO
- **Structure Fire:** Ladder 42 or Tender 42, OCO
- **Wildland Fire:** Brush 42 or Engine 42, Tender 42, OCO

As with all incident response, there is no substitute for common sense and good judgment. The Basalt Fire District is enabling us to provide a high Standard of Care to this important area of the District.



Carbondale & Rural Fire Protection District Self Contained Breathing Apparatus

SOG # 901

Purpose

To provide guidelines for personnel to avoid any respiratory contact with products of combustion, superheated gases, toxic products or other hazardous contaminants.

Policy

It is the policy of the District that all personnel expected to respond and function in areas of atmospheric contamination, shall be equipped with self-contained breathing apparatus (S.C.B.A.) and trained in its proper use and maintenance. Every S.C.B.A in the district is equipped with a PASS device.

If a SCBA is found to be functioning improperly, it shall be either repaired if possible or tagged and taken out of service and reported to the Deputy Chief or Shift Captain immediately.

The use of breathing apparatus means that all personnel shall have facepieces in place, breathing air from supply provided. Self Contained Breathing Apparatus shall be used by all personnel operating:

- In an active fire area
- Directly above an active fire area
- In a potential explosion or fire area, including gas leaks and fuel spills
- Where invisible contaminants are suspected to be present (i.e. Carbon Monoxide during overhaul)
- Where toxic products are present, suspected to be present, or may be released without warning
- In any confined space which has not been tested to establish respiratory safety
- Where products of combustion are visible in the atmosphere, including vehicle fires, etc.
- Any IDLH atmosphere or where an IDLH atmosphere is suspected

In addition to the above, SCBA shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances only, the SCBA may be worn with the facepiece removed. The wearing of SCBA in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required.

Premature removal of S.C.B.A. must be avoided at all times. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases S.C.B.A. must be used or the atmosphere must be changed.

In routine fire situations, the decision to remove S.C.B.A. shall be made by Group Leaders, with the approval of Command, based on an evaluation of conditions. Prior to removal, fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.



Carbondale & Rural Fire Protection District Self Contained Breathing Apparatus

SOG # 901

Continued...

Fit Testing

The District provides individual S.C.B.A. facepieces for all structural firefighters who will operate in an IDLH atmosphere. Each member will be "Fit Tested" for the appropriate size of facepiece according to NFPA standards.

Once the fit test is completed, the member will be issued a numbered facepiece. Each member should keep their facepiece with their turnout gear to enable them to respond appropriately to an incident.

Each member is responsible for maintaining their facepiece and ensuring that their voice amplifier and "Heads Up" display are functioning properly. This includes regular inspection and testing of the batteries in the units.

If any part of the facepiece breaks or malfunctions, the member should report this to the Shift Captain or the Deputy Chief – Operations for repair or replacement.



Carbondale & Rural Fire Protection District Protective Clothing SOG # 902

Overview

To provide guidelines for the protection of all members during and immediately after emergency operations.

References: NFPA 1500

Full Protective Clothing:

- Helmet with faceshield, nomex hood, turnout coat, boots with turnout pants, gloves.
- Full protective clothing shall be worn by fire fighting personnel while responding to all fire calls.
- When responding from quarters, all members shall dress accordingly prior to response.
- Full protective clothing shall be worn at all times when operating on the fireground or other incident requiring full protective clothing for personal protection, whether an actual or a potential hazard exists.
- The nomex hood shall be worn when engaged in firefighting and any other situation where injuries to head and face are likely to occur.
- The face shield shall be utilized at any time the need for eye protection seems apparent such as during overhaul, when operating power tools, and when operating extrication equipment.
- Gloves shall be worn when engaged in firefighting, overhaul, when using hand or power tools, and any other situation where injuries to the hand are likely to occur.
- When engaged in over-the-bank, high angle rescue, and wildland fires, the proper boots, gloves, helmets, etc. shall be used.
- EMS personnel operating on incidents requiring protective clothing shall use structural PPE or District issued protective gear to perform emergency operations.
- In specific situations for which no guidelines have been provided, the proper protective clothing to protect against all foreseeable hazards shall be worn.



Carbondale & Rural Fire Protection District Care & Maintenance of Personal Protective Clothing SOG # 903

Purpose:

To outline a standardized procedure for the inspection and care of personal protective clothing.

References: NFPA 1500, NFPA 1971

Definitions:

- **Working Fire** – a “Working Fire” can be defined as any incident scene where the products of combustion are present.
- **Contaminants** – Contaminants are defined as any liquid, solid or gas that is harmful to the material it is in contact with, or the person wearing the material.

Turnout Gear:

Turnout gear should be cleaned after every working fire. Proper cleaning keeps dangerous contaminants and combustible materials from building up on the gear.

Remember:

- Many contaminants are carcinogenic. Combustible materials can ignite and burn.
- Surface debris can add as much as five pounds to a set of gear. It should also be cleaned after every exposure to any hazardous contaminant such as bodily fluids, cleaning agents, fuels etc.

Inspection and Cleaning:

Turnout gear should be inspected periodically and after every working fire.

- Inspect and make note of charred , burned, torn or badly abraded areas on the shell. These areas will need to be repaired.
- Check all hardware and closures to make sure that they are secure. Check reflective trim for rips, tears etc. Check the thermal liner seams and edges for wear and tear.
- If the gear is damaged and needs repair, contact the Shift Captain or on-duty chief for assistance.
- Gross surface debris should be hosed off before placing gear in machine for cleaning. This should be done as soon as possible after returning from the call.
- Turnout gear should be cleaned using the district “extractor” machine. If you do not know how to operate the machine, contact the Shift Captain for assistance.
- Wildland firefighting gear should be treated the same as turnout gear, and the same procedures followed for care and maintenance.



Carbondale & Rural Fire Protection District Composite Air Cylinder Care SOG # 904

Purpose:

The purpose of this document is to provide information regarding prevention of damage to the district's composite wrapped air cylinders.

References:

NIOSH Advisory, CDC

General:

Due to the catastrophic failure of a fiberglass wrapped composite air cylinder that had come in contact with a chemical cleaning agent the National Institute for Occupational Safety and Health (NIOSH) has issued advisories to all agencies that own these types of cylinders. The forensic analysis of the incident concluded that a chemical cleaning agent was directly responsible for the failure of the cylinder. The acids in chemical cleaning agents have an extremely damaging effect on the fiberglass strands wrapped around the outside of the cylinders. This can lead to failure of the cylinder even after several days time.

Cleaning and Maintenance:

The Carbondale Fire District owns many fiberglass wrapped composite aluminum cylinders. When cleaning any cylinder in the district, use water and a rag to wipe the cylinder clean. If this is not enough to clean the cylinder, use a warm water and mild soap solution with a scrub brush. This cleaning should be done after each use of a cylinder.

If it is suspected that a cylinder has come into contact with a chemical cleaning agent or other acidic product, immediately depressurize the cylinder, tag it out of service and notify the shift captain or district staff.



Carbondale & Rural Fire Protection District Safety When Moving Equipment SOG # 905

Purpose:

To ensure the safety of and to prevent injury to personnel when moving heavy objects/equipment.

References: IFSTA - Fire Department Occupational Safety, NFPA 1500

General :

Much of the equipment used for emergency response in the district is heavy, big, bulky and difficult to handle. Often times when moving heavy equipment such as generators, portable pumps, gurneys etc., there is a tendency to try and "do it yourself". This is often caused by the perceived need to move quickly and get the job done on an emergency incident.

Lower back pain accounts for approximately 20 percent of all medical and disability expenses paid by the fire service. Back injuries are the single most expensive type of accident in terms of workers compensation. Back injuries are usually the result of cumulative wear and tear on the spine. The wear and tear is accelerated by inattention to numerous day-to-day activities such as lifting, carrying, and posture.

Lifting Techniques:

Improper lifting techniques result in personal injury to members and can result in damage to equipment as well. There are several important items to remember when moving heavy equipment/objects:

- Any object that is too bulky or heavy to safely lift by one person should be carried only with assistance from one or more personnel.
- Proper lifting techniques are crucial when moving district equipment, these include,
 1. Correct body positioning
 2. Maintaining a good grip on the object
 3. Lifting with the legs, not the back
 4. Bending at the knees, not the waist
- Remember! If it is big, bulky, or heavy ----- get help to lift it.

Proper lifting and carrying of equipment is a very important part of maintaining our ability to deliver high quality care in the district. It is important that each one of us use every technique available to us that will ensure that we will all have long and productive careers as well as a high quality of life.



Carbondale & Rural Fire Protection District Exiting and Entering Vehicles SOG # 906

Purpose:

To ensure the safety of and to prevent injury to personnel when exiting and entering vehicles and apparatus.

References: IFSTA - Fire Department Occupational Safety, IFSTA – Essentials, NFPA 1500

General :

When mounting or dismounting a vehicle, especially large fire apparatus, special care should be taken to ensure proper footing is obtained and good technique is used to avoid unnecessary injury to personnel. Slip, trip and fall accidents are a common type of incident that can be prevented.

Mounting/dismounting Techniques:

There are several items to remember when mounting and dismounting apparatus:

- Ensure that you have proper footing before mounting or dismounting apparatus.
- Use vehicle handrails when entering and exiting apparatus.
- Stop and close apparatus door after exiting, this promotes prevention of twisting injuries while exiting.
- Avoid jumping from apparatus whenever possible. The only time when jumping from an apparatus should be necessary is when an aerial is possibly in contact with high voltage wires.

Remember, do not let a false sense of urgency keep you from using caution and care when mounting or dismounting a vehicle. It is important that each one of us use every technique available to us that will ensure that we will all have long and productive careers as well as a high quality of life.



Carbondale & Rural Fire Protection District Abandoned Children Procedure

SOG # 907

Purpose:

To establish a consistent method of action associated with the receipt of Certain Abandoned Children.

Scope:

This procedure applies only to those children 72 hours or younger. Senate Bill 00-171 and this procedure do not attempt to address the abandonment of children over the age of 72 hours. A civilian employee or office staff member although employed by a fire department, is not required to take receipt of an abandoned child. A Firefighter is required to do so. A Firefighter as defined by CRS 18-3-201 includes all volunteer and paid firefighters and EMTs in the District.

Definitions:

Abandoned Child: Any child of the age 72 hours or younger

Voluntary Delivery: When a parent voluntarily delivers a child, 72 hours or younger, to a Firefighter and does not express an intent to return for the child.

Temporary physical custody: The act of receiving and caring for an abandoned child by a Firefighter

Procedure:

When a parent voluntarily delivers a child to a Firefighter, at a fire station, the Firefighter without a court order shall:

Take temporary physical custody of the abandoned child and, perform any act necessary, in accordance with generally accepted standards of professional practice, to protect, preserve, or aid the physical health or safety of the child during the temporary physical custody.

Attempt to obtain personal history and other pertinent information, treat appropriately and transport the abandoned child to the closest medical facility in accordance with Carbondale Fire District Protocols.

Immediately notify the appropriate Law Enforcement Agency of the abandonment to facilitate the transfer of custody of the child to a Law Enforcement Officer. Notify the Shift Captain, Deputy Chief or District Chief, whoever is available at the time of the abandonment .

Document the incident as thoroughly as possible, including narrative of events. Give incident report to the Shift Captain or Deputy Chief etc.

The District will maintain statistics on the number of children who have been abandoned at one of its fire stations.



Carbondale & Rural Fire Protection District Personnel Accountability System

SOG # 908

Purpose:

To provide the highest level of safety while involved in emergency operations, a Personnel Accountability System (PAS) will be used to track all personnel involved on the scene both within the operational area as well as rehabilitation areas and support services.

Responsibility:

- The Fire Chief shall be responsible for oversight of this guideline
- Fire Officers shall be responsible for day to day implementation of this guideline
- The first arriving officer (Incident Commander) shall be responsible for implementation of this guideline on emergency incidents
- Each Member of the District has the responsibility to be familiar with this guideline

Operations:

- Each member will be provided with 2 PAS tags upon the beginning of their employment or membership.
- The PAS tag will include their picture, certification levels, personal and medical information in a protected manner and will be color coded based on their rank
 - Firefighters – Blue
 - Officers – Red
 - Chief Officers – White
 - Administrative Personnel – Yellow
- One PAS tag will be kept with structural fire PPE and one will be kept with wildland fire PPE
- It is recommended that the PAS tag be stored on the member's helmet ring so that it is readily visible by other crew members if it has not been properly passed on
- On each response members will attach their PAS tag to the collector ring on the vehicle in which they respond. The tag will be left in the cab of that vehicle. If changes are made to personnel assigned to an ambulance when it transports, an attempt will be made to update the PAS tags on that unit prior to its leaving the scene.
- When an incident expands beyond the initial responding crews the IC will retrieve the collector rings and tags from all apparatus on scene and incorporate them into the scene accountability system.



Carbondale & Rural Fire Protection District Personnel Accountability System

SOG # 908

Operations Continued:

- All incoming crews arriving at an expanding incident will check in with the IC for assignment and will turn over their PAS tags to the IC or designated Staging/Check-in officer. After individuals or crews have checked in, they will be assigned as needed or held in Staging.
- Mutual /automatic aid crews or personnel will be advised by radio of the location of the Incident Command Post or Staging Area and will be instructed to check in and provide their PAS tags prior to assignment.

Tracking:

- The Incident Commander or his designee will ensure that crews or individuals are tracked throughout the incident both to their location and assigned tasks at all times including while in Rehab as well as all support personnel.
- If a crew is split up or added to, the IC or designee will ensure that the individual PAS tags are tracked to the appropriate location and task assigned.
- The IC will ensure that a Personnel Accountability Report (PAR) is conducted every 10-15 minutes during any incident where personnel are exposed to a potentially hazardous situation or atmosphere and immediately after any significant event that may caused injury to personnel on scene, i.e. full or partial building collapse, flashover or back draft event etc.
- Garfield or Pitkin County dispatch centers will assist in activation of a PAR by announcing time on scene every 10 minutes.
- When the incident de-escalates the IC or designee will ensure that personnel receive their PAS tag as they are demobilized from the scene. Personnel who are being demobilized directly from the operational area should be evaluated by the Rehab Group Leader (if established) prior to receiving their PAS tag and leaving the scene.
- PAS tags will be collected and the accountability system as outlined in this guideline should be used on any training exercise that simulates an incident or fire evolution to reinforce the use of the system.



Carbondale & Rural Fire Protection District Speed Guidelines

SOG # 1001

Overview:

To provide personnel with the information necessary to make an informed decision regarding speed when driving an emergency vehicle.

Reference: Colorado Revised Statutes

Fire Department vehicles are authorized to exceed posted speed limits only when responding to an emergency incident under favorable conditions. This applies only with light traffic, good roads, good visibility and dry pavement. Under these conditions a maximum of 10 mph over the posted speed limit is authorized.

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

When emergency vehicles must travel in center or oncoming traffic lanes, the maximum permissible speed shall be 25 mph.

Intersections:

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 the center or oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign) they must 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 or stop sign) the vehicle shall come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding right-of-way.

School Zones/Crossings:

School zones and crossings have reduced speed limits depending on the time of day and the day of the week or the time of year.

District emergency vehicles shall not exceed the maximum allowed speed limit in these zones under any circumstances. If an emergency vehicle must travel through a reduced speed zone, all warning lights and audible warning devices shall be turned off until the vehicle has passed through the zone and the emergent response mode may continue.

Passing:

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



Carbondale & Rural Fire Protection District Colorado State Statutes SOG # 1002

Purpose: To provide information from the Colorado State Statutes regarding driving an emergency vehicle.

Reference: Colorado Revised Statutes

Statutes:

It is the responsibility of the driver of each Fire Department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the Colorado Motor Vehicle Statutes. Emergency response does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its safe operation at all times.

When responding to an incident, warning lights must be on and sirens must be sounded to warn drivers of other vehicles.

The use of sirens and warning lights does not automatically 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 or inappropriate actions of others.

All members are required to use seat belts at all times when operating a District vehicle equipped with seat belts. Anyone riding as a passenger in a District vehicle is also required to use seat belts. The driver or officer will confirm that all personnel and riders are on-board, properly attired, with seat belts on, before the vehicle is permitted to move.

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.



Carbondale & Rural Fire Protection District Scene Driving SOG# 1003

Overview

To provide information for the safe operation of an emergency vehicle at the scene of the fire or in the staging area of any incident.

Apparatus Placement

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 turnout gear, EMS jackets, or traffic 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 unique hazards of driving on or adjacent to the fireground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected.

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

Backing

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



Carbondale & Rural Fire Protection District Standard Operating Guidelines ATV Usage and Operation

SOG# 1004

Overview:

To provide for the safe, and efficient operation of All Terrain Vehicles in the district.

When using All Terrain Vehicles (ATV) on an emergency incident, extreme caution and care need to be taken by the person operating the ATV.

Operators:

- All operators of ATVs in the district should be only people who have completed the district orientation training. All operators should have the following personal protective gear before operating an ATV:
- Helmet (rescue helmet or motorcycle helmet)
- Eye protection
- Leather gloves
- Boots (hiking or leather boots)

Vehicle Operations:

Operators should use the following procedure before starting and driving an ATV:

- T** Tires and Wheels
- C** Controls and Cables
- L** Lights and Electric
- O** Oil and Fuel
- C** Chassis

Safety:

- Safety of victims and rescuers is the most important consideration when deciding on the use of an ATV for any emergency incident. The decision to use an ATV should be based on the following:
- Will ATV be the Best way to accomplish objectives?
- Is the risk worth the benefit?
- Are personnel qualified to operate ATV?
- Has the Incident Commander been informed and given authorization?

There is no substitute for common sense and good judgement when operating an ATV. When operated improperly, serious injury and or death can frequently occur. Remember, you are responsible for the safety of the victim, district personnel as well as others.



Carbondale & Rural Fire Protection District Authorization to Drive Fire District Apparatus

SOG # 1005

Purpose:

To define appropriate guidelines for authorization of District members and personnel to drive Fire District vehicles and apparatus.

Scope:

These guidelines apply to all members and personnel of the District that have not previously been authorized to drive specific apparatus and vehicles.

Members of the District may drive Fire District Vehicles as outlined below:

Utility Vehicles - All members, including probationary members, that have a valid Colorado Drivers Licenses, may drive District utility vehicles in emergent and non-emergent status with the approval of a Chief Officer or Captain. Members under the age of 21 may only drive utility vehicles and may not drive emergent.

Ambulance Task Book - Any member or personnel, including probationary members that have been issued an Ambulance Driver Task Book issued by the Fire Chief may drive ambulances as outlined in the Ambulance Driver Task Book. The task book defines when emergent driving is permitted as component of the training for the task book.

Fire Apparatus Task Book - Any member or personnel, including probationary members that have been issued an the appropriate Apparatus Driver Task Book issued by the Fire Chief, may drive fire or rescue apparatus as outlined in that Apparatus Driver Task Book. The task book defines when emergent driving is permitted as component of the training for the task book.

Battalion Task Book - Any member or personnel, that has been issued a Battalion Task Book issued by the Fire Chief may drive the Battalion as outlined in the Battalion Task Book. The task book defines when emergent driving is permitted as component of the training for the task book.

In emergency circumstances any member or personnel authorized by a Chief Officer or Captain may drive any District vehicle.

The ultimate responsibility for any authorization to drive a District vehicle, in any circumstance, resides with the Chief Officers and Captains and may be altered based upon specific circumstances at their discretion.



Carbondale & Rural Fire Protection District Breathing Air Compressor Operation #SOG 1101

Purpose:

To ensure that the District maintains the highest quality of breathing air for the SCBA units in the District.

Maintaining high quality breathing air for personnel of the District is one of the highest priorities we have. When personnel are exposed to toxic or oxygen deficient atmospheres, the air contained in the SCBAs means life to that individual. Therefore, proper use of the compressor and fill techniques cannot be over emphasized.

The compressor is not a complicated piece of equipment to operate, but, it is important to know how to properly use it when filling air bottles. The procedures outlined here will be recognized as the standard procedure for the District.

Operations:

- 1.** Any member wishing to be able to fill SCBA bottles and recharge the cascade system will be certified by the District Chief, the Deputy Chief, or a certified Captain. The member after being trained and certified will have his/her name added to the authorization list and will then be allowed to operate the compressor. Any member not having his/her name on the list shall not under any circumstances operate the compressor.
- 2.** The certifying officer will review the operations of the compressor with the member and will then observe the member's proficiency at operating the compressor. The member will then be added to the authorization list or retrained and tested at a later date.
- 3.** The compressor is capable of creating pressures of over 6000 pounds per square inch, and can be extremely dangerous if not operated correctly. Additionally, systems failures and costly mechanical problems that are not a part of the routine maintenance occur. This compressor is an expensive and potentially dangerous piece of equipment and has to be treated with the proper respect.



Carbondale & Rural Fire Protection District Chainsaw & Multipurpose Saw SOG # 1102

Purpose:

To ensure that gas powered saws in the District are maintained properly and that each member who will use a saw understands their proper operation.

Operation:

- Both saws use fuel oil mix in fuel tank. Chainsaw has tank for chain lubricating oil.
- Place on/off switch in on position.
- Place throttle in half open position. Trigger will lock in this position.
- Turn choke on.
- Pull start cord until engine fires, as soon as engine sputters, choke should be turned off. Failure to turn choke off at this point will cause engine to flood and make starting difficult.
- If engine is warm, choke should not be used.
- Chainsaw should be used with extreme care.
- Refill saws with oil & fuel after each use.
- Check chain on chainsaw for sharpness.

Maintenance:

- Clean saws after each use.
- Ensure that saws are in good operating condition and filled with fuel before putting them away
- Report any problems or broken parts to the Shift Captain or On-Duty Chief



Carbondale & Rural Fire Protection District Inspection Procedures - MSA Positive Pressure SCBA SOG # 1103

Reference: NFPA 1404, 1500, MSA Operating and Maintenance Instructions

The SCBA that the district uses are MSA “open circuit” positive pressure breathing apparatus.

Inspection procedures:

- Visually inspect SCBA, check for worn, broken or missing parts. If any are found, repair, replace the item or tag unit as “Out of service” with what is wrong with unit clearly marked on tag.
- Check cylinder gauge pressure. If pressure is below 4000 psi (4500# cylinder) the cylinder should be exchanged with a full cylinder or filled to fully charged status and re-installed into SCBA.

Cylinder valve should be opened, and the SCBA checked for normal operation. Check the following:

- SCBA air gauge should be checked against the cylinder gauge, ensure they are within 100 psi of each other.
- Check regulator operation, normal operation as well as bypass function
- Check all air hoses and fittings for leaks
- Check integrated PASS device and “Heads-up” display for proper operation

Cylinder valve should be closed and the SCBA checked for the following:

- Low-air alarm (cylinder bell)
- Redundant alarm (audible and visual warning)
- PASS device proper shutdown

The air mask should be checked for the following:

- Visual check for appearance, broken or worn parts
- Check operation of harness
- Check proper face seal
- Check exhalation valve operation
- Check regulator attachment and function
- Check proper operation of external voice amplifier operation
- Ensure proper operation of “Heads Up” display

After SCBA has been inspected and proper operation has been ensured, unit should be put into “ready condition” with all straps etc in proper position.

Facepiece should be sanitized and dried before placing in “ready condition” The entire unit should be placed back into service on the proper apparatus.

All SCBA checks and inspections should only be performed by properly trained personnel. An SCBA is “Life” in an IDLH atmosphere and proper function can not be compromised.



Carbondale & Rural Fire Protection District Use/Care of Fire Extinguisher

SOG # 1104

Purpose:

To ensure the fire ready condition of all fire extinguishers in the District

Use:

- Extinguisher will be used only on the class of fire for which they are designed.
- CO₂ will be the fire extinguisher of choice for kitchen fires.
- Light water extinguisher will be the extinguisher of choice for gas spills or ignitions.
- ABC Dry Chemical will be the extinguisher of choice for "under the hood" fires and for all electrical fires.

Care:

- When an extinguisher is partially discharged, care for it as if it were totally discharged.
- Rinse, fill and charge all light water extinguishers upon return to the station.
- Remove from service any other type of extinguisher that has been discharged. Inform the Shift Captain or on duty Chief.
- Secure all extinguishers with brackets or bungie cords when returning them to a truck.
- Remove from service any extinguisher that has damage to the gauge, tank or nozzle. Inform the Shift Captain or on-duty Chief.



Carbondale & Rural Fire Protection District Fire Shelter Inspection **SOG # 1105**

Purpose:

The purpose of this document is to establish a policy and procedure for the annual inspection of the wildland fire shelters in the district

References: NWCG Publication # 409-1 "Your Fire Shelter"

General:

The shelter has an indefinite shelf life because it's materials do not degrade in normal storage. Nevertheless, inspect new shelters. They could have been damaged in shipment or during storage.

Care and Handling:

The fire shelter is an important piece of protective gear. Treat it accordingly:

- **Keep it away from sharp objects that may puncture it.**
- **Don't load heavy objects on top of it.**
- **Avoid as much rough handling as possible**
- **Don't lean against objects when wearing the shelter**
- **Don't sit on it or use it as a pillow**
- **Always use a hard plastic liner in the carrying case**

Inspection:

First inspect the vinyl plastic bag. Is it free of punctures and dents? Is the quick opening strip unbroken and the tab intact? If you find a hole in the vinyl bag, or the quick opening strip is broken but the shelter is still serviceable, the bag can be resealed. Simply remove any particles that could cause abrasion, then reseal with a durable tape.

Abrasion is the most common shelter damage, and it can be spotted through the bag. Typically, the aluminum foil is rubbed from the fiberglass cloth. This occurs on the outer surface or outside edges. Remove the shelter from service if you see extensive edge abrasion. If aluminum particles have turned the clear vinyl bag gray or black, serious abrasion has occurred. Remove the shelter from service. Debris in the bottom of the bag indicates extreme abrasion. Remove the shelter from service.

Look for tears along folded edges. Tears are most likely to occur at the top end where all the sharp edges come together above the liner. Damage is less common long the wider folds. Remove shelters from service when tears exceed 1 inch long. If you're unsure about the condition of a shelter, slit open the vinyl bag along the end opposite the red pull tab. Carefully examine the shelter by lifting the first several folds. Don't fully open the shelter. A shelter deployed for inspection or demonstration should not be used on the fireline. Check edges and outer surfaces for abrasion. These areas often wear as the shelter is carried. If serious abrasion exists, remove the shelter from service. If the shelter is undamaged, reseal the bag with a durable tape.

Small cracks and pinholes along folds and seams are common. Dime size or smaller holes do not impair the shelter's ability to reflect away radiant heat. If a shelter is taken out of service, it should be clearly marked "For Training Only".



Carbondale & Rural Fire Protection District Station Environment SOG # 1201

Purpose:

To establish guidelines and identify practices that will ensure a safe and clean station environment for all District members and the public.

Storage, Decontamination and Disposal Areas:

- All stations will have storage areas for clean patient care equipment and infection control personal protective equipment.
- Storage of biohazard waste, including appropriate containers for disposal of biohazard waste.
- Facilities for the safe storage, use, and disposal of cleansing and disinfecting solutions.
- Appropriate personal protective equipment for the use of disinfecting solutions.
- Contaminated sharps will be stored in closed puncture-resistant containers (sharps boxes) with appropriate biohazard markings.
- Other contaminated materials will be stored in leak-proof bags with appropriate biohazard markings.
- Reusable bins and containers used to store biohazard waste will be inspected regularly, and cleaned after each use, or immediately if any outside contamination is present.



Carbondale & Rural Fire Protection District Personal Protective Equipment SOG # 1202

Purpose:

To ensure that proper protective equipment is available and used by all members who may come in contact with potentially infectious substances.

Specification, purchase, storage and issue of personal protective equipment (PPE).

- Standards for personal protective equipment will be developed by the Infection Control Officer and the EMS officers.
- The District is responsible for the supply, repair, replacement, and safe disposal of infection control PPE.
- The shift captain, EMS Coordinator and EMS Lieutenants will ensure that station stock of PPE is adequate and that supplies nearing expiration are used first.
- The amount, type, and location of PPE will be standardized on all response vehicles.
- Sharps containers will be closable, puncture resistant, and leak-proof. Sharps containers will be labeled as biohazard, and immediately accessible.
- Pocket masks will be on every response vehicle, and made available to each member. It is highly recommended that members carry a pocket mask with them, especially those that are CPR certified.
- Facial protection will be used in any situation where splash contact with the face is possible. Facial protection may be afforded by using both a face mask and eye protection. When treating a patient with a suspected or known airborne transmissible disease, face masks or particulate respirators will be used. The first choice is to mask the patient, if this is not feasible, mask the member(s).

Summary:

- If it's wet, it's infectious- use gloves.
- If it could splash onto your face, use eye shields and mask.
- If it's airborne, mask the patient or yourself.
- If it could splash onto your clothes, use a gown or fire fighting gear.



Carbondale & Rural Fire Protection District Scene Management SOG # 1203

Purpose:

To establish guidelines for ensuring that all members are protected from potentially infectious substances while on an incident scene or during patient transport to the hospital.

Operations:

The blood, body fluids, and tissues of all patients are considered potentially infectious, and Universal Precautions/Body Substance Isolation procedures will be used for all patient contact.

In the choice of personal protective equipment, members are encouraged to use maximal instead of minimal PPE for each situation.

While complete control of the emergency scene is not possible, scene operations as much as possible will attempt to limit splashing, spraying, or aerosolization of body fluids.

Hand washing is the most important infection control procedure.

Members will wash hands:

- After removing PPE.
- After each patient contact.
- After handling potentially infectious materials.
- After cleaning or decontaminating equipment.
- After using the bathroom.

Hand washing with soap and water will be performed for ten to fifteen seconds. If soap and water is not available at the scene, a waterless hand wash may be used, provided that a soap and water wash is performed immediately upon return to quarters or the hospital.

Used needles and other sharps shall be disposed of in approved sharps containers. Needles will not be recapped, re-sheathed, bent, broken, or separated from disposable syringes. **The most common occupational blood exposure occurs when needles are recapped.**

Sharps containers will be easily accessible on-scene.



Carbondale & Rural Fire Protection District Scene Management SOG # 1203

Operations Continued:

Disposable resuscitation equipment will be used whenever possible. For CPR, order of preference is:

1. Disposable bag-valve mask.
2. Disposable pocket mask with one-way valve.
3. Mouth-to-mouth resuscitation.

Mouth-to-mouth resuscitation will be performed only as a last resort if no other equipment is available. All members will have pocket masks with one-way valves made available to each of them to minimize the need for mouth-to-mouth resuscitation. Disposable resuscitation equipment will be kept readily available during on-scene operations.

Patients with suspected airborne communicable diseases will be transported wearing a face mask or particulate respirator whenever possible. Ambulance windows will be open and ventilation systems turned on full whenever possible.

Public Information:

On-scene public relations will be handled by the District Public Information Officer, if available. The senior officer or Incident Commander will assume this function in the absence of the PIO. The public should be reassured that infection control PPE is used as a matter of routine for the protection of all members and the victims that they treat. The use of PPE does not imply that a given victim may have a communicable disease.

No medical information will be released on scene. Media inquiries will be referred to the PIO, or the Incident Commander. Patient confidentiality will be maintained at all times.

Supplies, Equipment On-Scene:

At conclusion of on-scene operations, all potentially contaminated patient care equipment will be removed for appropriate disposal or decontamination and reuse.



Carbondale & Rural Fire Protection District Post Response SOG # 1204

Purpose:

To establish procedures and guidelines for ensuring that potentially contaminated equipment is properly cleaned and returned to service.

Operations:

- Upon return to quarters, contaminated equipment will be removed and replaced with clean equipment. Supplies of PPE on response vehicles will be replenished.
- Contaminated equipment will be stored only in the appropriate containers. Cleaning and decontamination will be performed as soon as practical.
- Disposable equipment and other biohazard waste generated during on-scene operations will be stored in the biohazard disposal containers.
- Gloves will be worn for all contact with contaminated equipment or materials. Other PPE will be used depending on splash or spill potential.
- Disinfection will be performed with a department-approved disinfectant or with a 1:100 solution of bleach and water. All disinfectants will be tuberculocidal and EPA approved and registered.
- Durable equipment (backboards, splints, MAST pants) will be washed with hot soapy water, rinsed with clean water, and disinfected with an approved disinfectant or 1:100 bleach solution. Equipment should be allowed to air dry.
- Work surfaces will be decontaminated with an appropriate disinfectant after completion of procedures, and after spillage or contamination with blood or potentially infectious materials. Seats on response vehicles contaminated with body fluids from soiled PPE also will be disinfected upon return to station.
- Contaminated structural firefighting gear will be cleaned according to manufacturers recommendations found on the attached labels. Normally this will consist of a wash with hot soapy water followed by a rinse of clean water. Turnout gear will be air-dried. Chlorine bleach may impair the fire-retardant properties of structural firefighting gear and will not be used.
- Contaminated boots will be brush scrubbed with a hot solution of soapy water, rinsed with clean water, and allowed to air dry.



Carbondale & Rural Fire Protection District Infectious Disease Reporting Procedure

SOG# 1205

Purpose:

To provide personnel with a comprehensive, confidential, and timely procedure for the reporting and treatment of exposure to an infectious disease.

References: The "Ryan White Act", OSHA 1910.1030 Occupational Exposure to Bloodborne Pathogens; Final Rule

Definitions:

- HIV: Human Immunodeficiency Virus
- HBV: Hepatitis B Virus
- DO: Designated Officer (CRFPD)
- TB: Tuberculosis
- VVH: Valley View Hospital
- INFECTIOUS DISEASE: Any disease, airborne or bloodborne covered under OSHA 1910.1030, These include, TB, HIV, HBV, as well as other rare diseases such as: Diphtheria, meningococcal disease, plague, rabies, Ebola, etc.

Exposure Reporting:

The Carbondale Fire District has established in its Infection Control Program, a procedure for reporting and treating personnel who have been exposed, or exposed to a potentially infectious disease. This procedure is in accordance with the regulations referred to above, and is used in conjunction with the procedures in place at Valley View Hospital.

If a member experiences an exposure to an infectious disease from a patient or from an accident such as a needle stick, etc., that member shall notify the D.O. of the District. The District D.O. is the Deputy Chief. Notification to the D.O. needs to occur within 24 hours of the exposure. This is important to ensure prompt treatment or counseling for the member, and notification to the VVH Infection Control Nurse.

If a patient transported to VVH is found to have an infectious disease, the Infection Control Nurse at VVH will notify the CRFPD D.O. of the situation, and a notification/treatment plan for the ambulance crew members will be implemented.

It is important to remember that all exposures will remain strictly confidential, between the member, District D.O., and VVH Infection Control Nurse/Physician. This confidentiality is required by OSHA regulation, which is a Federal Law.

Exposures to infectious diseases can be extremely dangerous and potentially life threatening. This is why it is important to report any exposure as soon as possible. Timely notification will not only help you, but will protect other crew members or hospital staff who may not be aware of the problem.



Carbondale & Rural Fire Protection District Testing and Vaccine Procedure SOG# 1206

Purpose:

To provide personnel with a standard procedure for Hepatitis B Virus (HBV) vaccinations and Tuberculosis (TB) testing.

References: The "Ryan White Act", OSHA 1910.1030 Occupational Exposure to Bloodborne Pathogens; Final Rule

Hepatitis B vaccine:

The Carbondale Fire District has established in its Infection Control Program, a procedure for personnel to receive the Hepatitis B vaccine series. This vaccine series is offered to all members at no cost.

Transmission of Hepatitis B Virus is primarily by blood and blood products. For this reason, District members involved in the areas of high risk for this exposure are felt to be at risk over the general population.

The vaccine is given in a series of three injections. The second injection is received one month after the first and the third is received five months later. All three doses of the vaccine must be received in the given time frame to cover immunity. The vaccine is offered to all Carbondale Fire District employees and members.

If a member wishes to receive the vaccine, they should contact the Deputy Chief or EMS Coordinator for instructions on setting up an appointment at the proper medical facility to start the series.

Tuberculosis:

Testing for tuberculosis will be offered annually to all members. A member being tested must contact the Deputy Chief for instructions on setting up an appointment at the proper medical facility to conduct the test.

The testing procedure consists of an injection at the test site (typically the inner arm) on a Monday or Tuesday, and a reading of the test site 48 hours later on Wednesday or Thursday respectively. A test without a reading is considered invalid and will not be accepted as proof. If this occurs, the test will be repeated. The district will pay for the first test, if it is not completed, the member is responsible for additional testing.



Carbondale & Rural Fire Protection District Standard Operating Guidelines General Communications

SOG# 1301

Purpose:

The purpose of this standard is to outline the procedures for communications.

Definitions

Clear Text:

The use of plain language in radio communications transmissions.

Command Channel:

A radio channel designated by the Incident Commander (IC) for communications between the IC and the Sections, Divisions or Groups assigned to an incident. The command channel is also used for communication with incoming resources before their arrival at the incident scene.

Dispatch Channel:

Used for communications between the Communications Center and the Incident Commander or single resource.

Tactical Channel:

Used for communications between resources assigned to an incident, and the Incident Commander or other supervisor.

Calling Channel:

A calling channel is used to contact other users in the Region for the purpose of requesting incident related information and assistance. This channel should not be used as an ongoing working channel. Once contact is made, an agreement upon which tactical channel to use is recommended for continued communications.

Air to Ground Channel:

Tactical communications between aircraft and identified operations personnel, typically utilizing a VHF frequency.

Simplex Channel:

Transmitting and receiving on the same frequency. Direct radio to radio communications. Also known as Direct or Talkaround or Local.



Carbondale & Rural Fire Protection District Standard Operating Guidelines General Communications

SOG# 1301

Operations

Face-to-Face Communications:

Face-to-face communications should be utilized for briefing at a change of command at any emergency incident. When units are operating in close proximity to each other, this form of communication is superior to radio transmissions. Whenever practical, this form of communication is preferred over any other.

Verbal Radio:

Verbal radio communications should be held to a minimum. Whenever a message is transmitted, the persons sending the message should ensure that the information is concise and that it is necessary to transmit such a message.

Radio Language:

Radio communications should be transmitted in plain language or "Clear Text".

Apparatus Status Traffic:

Along with notifying Districts about calls, Dispatchers are tasked with tracking the status of vehicles and personnel. The most important things Dispatchers need to know are:

- Unit Responding – The named unit is starting toward the incident.
- Unit Arrival – The named unit has reached the incident.
- Unit Clear – The named unit has left the incident and is ready for another assignment.

Radio Checks:

If a weekly radio check needs to be done, it should be conducted on a tactical channel, using a second radio to verify that the transmitter in question is operating.

Paging:

Voice pagers will be activated by the county emergency communications center using the Fire District's "Crystal" repeater system.

- Garfield County will simulcast paging on the "Fire Tac 8" channel.
- Pitkin County will page on "Crystal" as well as "Redstone Base" station for incidents occurring in the Crystal Valley.



Carbondale & Rural Fire Protection District Standard Operating Guidelines General Communications

SOG# 1301

Dispatch Channels:

- Garco Fire (800 DTR) "Garco Fire" is the primary dispatch channel for all fire departments dispatched by the Garfield County Emergency Communications Center.
- Crystal (VHF) - Crystal Repeater Channel is the primary dispatch channel for calls dispatch by the Aspen-Pitkin County Communications Authority.

Command Channels:

A Command Channel should be established on every incident. This is especially important for incidents in the South End of the District, as most of the apparatus and personnel in the South End of the District do not have 800mhz DTR radios and will likely need to communicate via VHF radios.

Garfield County Calls:

- "Fire Tac 8" may be used for a command channel if a simplex tactical channel(s) has been assigned.
- "Garco Mac 1", "Garco Mac 2" or "Garco Mac 3" are available for use in Garfield County. The Incident Commander should request the use of the appropriate channel from "dispatch".

Pitkin/ Gunnison County Calls:

- "Crystal Repeater" may be used for a command channel if a simplex tactical channel(s) has been assigned.
- Elephant Repeater, Sunlight Law Repeater or Chair Mountain Repeater are available for use as command channels.

Tactical channels:

Tactical channels are assigned by the Incident Commander depending on the complexity of the incident.

Garfield County Calls:

- "Fire Tac 8" is our primary 800 tactical channel for Garfield County calls in the district.
- "Fire MAC" may also be used as an additional tactical channel if it is available.
- Automatic Aid calls with Basalt Fire: Basalt Fire Crown Mountain should be considered for the tactical channel.
- Simplex tactical channels should be assigned when appropriate.



Carbondale & Rural Fire Protection District Standard Operating Guidelines General Communications

SOG# 1301

Tactical Channels Continued:

Pitkin/ Gunnison County Calls:

- “Crystal Repeater” is the primary VHF Tactical channel for Pitkin County calls in the district.
- “VHF Fern 2” or “Fire Tac 8” may be used if it is appropriate based upon the location and resources assigned to the incident.
- Simplex tactical channels should be assigned when appropriate.

Operations in areas Immediately Dangerous to Life or Health (IDLH):

When personnel are operating in an IDLH areas, an appropriate simplex radio channel will be used:

- VHF “FERN 2” when using VHF radios.
- 800 “8TAC95” or “FG2 Direct” may be used when operating with 800mhz radios.
- All Simplex channels must be constantly monitored by the appropriate command staff using a radio with scan turned off.

Air to Ground:

Wildfire Air Operations:

- Zones and Frequencies are designated each year through the wildfire Annual Operating Plan.

Medical Air Operations:

- Typically designated during the ordering process when requesting medical aircraft.

Tone Alert and Paging:

- Monitoring. All “on-duty” units of the District shall maintain a constant monitoring by station radio, vehicle radios, and portable radios. The shift Captain, or acting officer, is responsible to maintain this monitoring.
- Tone Alert / Radio Pagers. Members will be issued a tone alert / radio pager.

Release of Information:

The release of information, regarding the specifics of any incident, to the media must be approved by the Fire Chief, Duty Officer or PIO.

No information of a medical nature may be released without the express written consent of the patient.



Carbondale & Rural Fire Protection District Standard Operating Guidelines Incident Response Communications

SOG# 1302

Overview: To outline the procedures for incident response communications.

Communications during the Response to Scene:

Vehicle Identification: All units will use both the type of unit and the unit number when identifying their unit (For example: "Rescue 81").

Identification of Dispatch Centers: The Garfield County Dispatch Center shall be called **Dispatch**. The Pitkin County Dispatch Center shall be called **Aspen**.

Receipt of page: Upon receiving a notification of a page the Battalion, or if the Battalion is on another call the "On Call Chief" or other appropriate member, will acknowledge the page on the Dispatch Channel. The acknowledgement will include receiving the page and repeating both the type of incident and the location of the incident to the appropriate Dispatch Center.

Responding to the incident: All units responding to the incident shall notify the appropriate Dispatch Center of their response upon leaving the station. This notification shall be on the appropriate Dispatch Channel. Notification shall also include the number of personnel responding on that apparatus. ("Dispatch, Engine 81 responding, 689 Main Street" with a crew of 4)

Arrival at the incident scene: All units responding to an incident shall notify the appropriate Dispatch Center upon their arrival. This notification shall be on the appropriate Dispatch Channel. ("Dispatch, Engine 81 on scene, 689 Main Street")

Communication with Battalion/Command by responding units: Communication between responding apparatus and the Battalion/Command shall be on the appropriate Tactical Channel that has been identified by the Incident Commander.

Communication with Battalion/Command by members not on an apparatus: Communication between members and the Battalion/Command shall be on the appropriate Tactical Channel or Crystal.



Carbondale & Rural Fire Protection District Standard Operating Guidelines Incident Response Communications

SOG# 1302

Arrival at the Scene

First Unit on scene: The first unit or personnel arriving on scene shall:

E.N.I.C:

- Establish Command
- Name the Incident
- Incident Command Post – If one is established or Command is mobile
- Communication Frequency – Command Channel

The initial report shall be given on the Dispatch Channel.

Example: “Dispatch, Battalion 8 on scene, Main Street Command will be located on the A side of the building. Command channel will be Fire TAC 8”.

Example: “Aspen, Battalion 8 on scene, one vehicle on its top blocking the southbound lane. Mile 54 Command will be investigating. The Command Channel will be Elephant Repeater”.

Windshield Report: Upon establishing ENIC the IC shall give a windshield report also on the Dispatch channel:

Structure Fire Initial Report

- Occupancy
- Construction type
- Size
- Stories
- % of building involved in fire

EMS Initial Report

- Information immediately available from inside the vehicle
 - i.e. If patient is in a building no report
 - Two patients lying on the ground in the park

MVA Initial Report

- # of vehicles
- Type of vehicles
- Type of collision
- Significant hazards
- Blocking traffic flow
- Direction of travel



Carbondale & Rural Fire Protection District Standard Operating Guidelines Incident Response Communications

SOG# 1302

Windshield Report Continued:

Wildland Initial Report

- Location
- Approx Size
- Fuels
- Structures /values threatened?
- Direction of spread
- Spread rate
- Aspect of slope

Haz-Mat Initial Report

- Location
- Visible cloud /product
- Placard visible -product ID
- Immediate hazards
- Wind direction/ product movement

Command Procedures:

Incidents with Single or Multiple Resource Units: Communications between Command and individual resources on these types of incidents should be on the Command Channel. Communication with personnel in areas designated Immediately Dangerous to Life or Health (IDLH) shall be on a simplex tactical channel.

Large or Complex incidents:

Upon the establishment of an expanded ICS system (Division or Group Supervisors), Command and Tactical channels shall be established.

Accountability:

Incident Commander: The IC shall establish a Resource Accountability System at each incident.

Supervisors: All supervisors shall maintain a constant awareness of the position and function of all responders assigned to operate under their supervision.

Personnel Accountability Report: When personnel are in areas designated Immediately Dangerous to Life or Health (IDLH), the IC or Operations Chief shall perform a Personnel Accountability Report (PAR) every 10 minutes. [Refer to Accountability #SOG 908](#)

Rapid Intervention Crew: When personnel are in areas designated Immediately Dangerous to Life or Health (IDLH) the IC or Operations Chief shall establish a Rapid Intervention Crew of at least 2 personnel. Communication with this Crew shall be on the Simplex Tactical Channel assigned for the incident. [Refer to RIT SOG #209](#).



Carbondale & Rural Fire Protection District Standard Operating Guidelines Emergency Communications

SOG# 1303

Overview: To provide for a standardized operating practice to communicate in clear and concise text, procedures for action due to imminent threats and hazards to personnel operating at emergency incidents.

Emergency Radio Traffic: The phrase "emergency traffic" shall be the phrase used in radio communications to indicate a critical, life safety related message.

Emergency Traffic Usage: Upon "Emergency traffic" designation all other non-emergent radio traffic must cease and personnel must monitor the emergency traffic message. -Emergency traffic radio communications has priority over all other radio communication with the exception of a "Firefighter Emergency".

Declaration of Emergency Traffic: An emergency traffic message can be declared by an Incident Commander (IC), a Safety officer, any on-scene member, or any member who is in trouble, subjected to an emergency condition, or is aware of such condition.

Use of clear text: When a member has declared an emergency traffic message, that person shall use clear text to identify the type of emergency, change in condition or tactical operations.

IC Responsibility: It is up to the Incident Commander to ensure that the emergency messages are delivered to all levels of the incident command structure. In some situations it will be required that the emergency message be rebroadcast on additional tactical channels if in use.

Abatement of the Emergency traffic: When the emergency has been abated or all affected members have been made aware of the hazardous condition or emergency, the Incident Commander shall permit normal radio traffic to resume with a declaration of "all units may resume normal radio traffic".

Firefighter Emergency: When Firefighters or incident personnel are faced with life threatening emergencies, they may call for help using a variety of verbiage. Incident Commanders shall acknowledge the person in trouble and use the term "EMERGENCY TRAFFIC" to clear radio traffic. Clear text shall be used to identify the type of emergency, "FIREFIGHTER DOWN," "FIREFIGHTER MISSING," or "FIREFIGHTER TRAPPED," to all incident personnel.



Carbondale & Rural Fire Protection District Standard Operating Guidelines Emergency Communications

SOG# 1303

Emergency Radio Traffic Continued:

Repeat message on Tactical Channels: If the IC receives an emergency traffic or firefighter emergency message over the dispatch channel or command channel, they must immediately retransmit that message over the appropriate tactical channel(s).

Last known location of firefighter: When transmitting a firefighter missing, down or trapped message, the last known location of the person(s) requiring assistance should be identified if possible. The firefighter emergency message provides an alert for the RIT, to be ready for immediate assignment by the IC. [Refer to RIT SOG #209.](#)

Evacuation Communication Guidelines: Rapidly developing hazardous conditions may require Command to order all companies and crews operating within the hazard zone to abandon that area of operation and immediately exit to a safe area.

Evacuation Signal: In addition to radio traffic requiring evacuation, the following standardized audible signal should be used to indicate an evacuation.

The **EVACUATION SIGNAL** will consist of three sets of two second blasts of the air horn, followed by ten seconds of silence. This sequence of three - two second blasts of the air horn, followed by a ten-second period of silence, will be done three times. This should be done in conjunction with the radio announcement of "EMERGENCY TRAFFIC," with direction for emergency scene personnel to immediately evacuate the hazard area.

Reporting Area: Upon hearing the order or signal to evacuate, all personnel are to immediately evacuate the building or area and **report to the apparatus you arrived with** or an area designated by the Incident Commander. Tools or equipment that might slow the evacuation should be left behind.

PAR Check after evacuation: The order and evacuation signal will be followed by sufficient quiet time to allow incident command to conduct PAR (personnel accountability report). The company officers will be responsible for the crew PAR.

Ten minute status checks: The Dispatch Center should continue to advise the Incident Commander of the elapsed time at each additional ten-minute interval, or until canceled by the IC, or until the incident is declared under control, i.e., knockdown.



Carbondale & Rural Fire Protection District Standard Operating Guidelines Knox Box Key Release and Usage

SOG# 1304

General

Purpose: The purpose of this standard is to outline the procedures for activation and usage of Knox Box Keys. This standard operating guideline shall apply to all members of the Carbondale & Rural Fire Protection District.

Definitions: All definitions for Response Communications are outlined in SOG 1301 General Communications.

The Knox Box System has two purposes:

Building Access: The first purpose is to gain access to specific buildings in the Carbondale Fire District that have a Knox Box on the exterior of the building which holds the keys to the building. Access to the Knox Box key is gained upon releasing the key carried on specific District Vehicles by radio control from either Dispatch Center. The key then can be used to open the Knox Box that has been installed on the building. Opening the Knox Box then gives access to specific building keys.

Ambulance Drug Box Access: The second purpose is to gain access to the locked drug compartments on the ambulances. Access to the Knox Box key is gained upon releasing the key carried on specific District Vehicles by radio control from either Dispatch Center. The Knox Box key is on a ring that also has a key to the drug compartment on that specific ambulance. In the event of a failure of the release of the Knox Box, the ring can be cut with bolt cutters to gain access to the key. If the key ring must be cut, the medic or chief that requested the release from the Dispatch Center will notify Dispatch via radio that a "Manual Release" is going to be initiated. If the ring is cut, it must be immediately reported to the on-duty "Shift Captain."

EMS Supply Room Drug Vault Access:

The key to the EMS Supply Room drug vault at Station 81 is kept in a Knox decoder box next to the base station radios in the operations building at Station 81. To access the EMS Supply Room drug vault, you must contact the Garfield County Dispatch Center.



Carbondale & Rural Fire Protection District Standard Operating Guidelines Knox Box Key Release and Usage

SOG# 1304

EMS Supply Room Drug Vault Access Continued:

There is a two (2) step process involved in releasing the Knox key:

- You will need to request that the key be released. You need to tell **Garfield County Dispatch** the Station number (81) and your name. In addition, advise the Dispatch Center which frequency you wish them to send the tones across, Yellow Repeater is preferred, use Crystal if Yellow does not work. Remember, the VHF radio volume must be turned up for the Knox Decoder box to receive the tones.
- Dispatch will send the tones over the requested frequency. You will then have 30 seconds to enter your PIN number into the keypad on the decoder. Once both of these actions have been completed, the green “release” light will flash and the key can be removed.
- After completing the task(s), return the key to the decoder and notify Dispatch that the key has been replaced.

Procedures for the release of the Knox Box Key:

- **Release of the Knox Box key:** To gain access to a Knox Box Key you must contact the Dispatch Center that has dispatched the incident. You will then request that the key be released. You must give the vehicle number and your name.
- **Administrative Purposes:** If you need the key for administrative purposes you can use either Dispatch Center. Again you must give the vehicle number and your name.
- **Return of the key to the Knox Box key holder:** Upon completion of the incident or administrative task you must return the key to the holder and notify the appropriate Dispatch Center that the key has been returned.
- **Radio Frequency:** When requesting the release of a Knox Box key you must notify the Dispatch Center the radio frequency you want the key released on. Garfield County will release the key on “Crystal” or “Yellow”; Aspen will release the key on Crystal. You must change the vehicle VHF radio to the appropriate channel and ensure that the volume on the radio is turned up.
- **Responsibility for Knox Box key:** The individual who requests the release of the key is responsible for returning the key to the Knox Box key holder. The name of the individual is recorded by the corresponding Dispatch Center and an “active call” is maintained at that Dispatch Center until the Knox Box key is returned to the holder.



Carbondale & Rural Fire Protection District Fire/EMS Overnight Shift Program Guidelines

SOG# 1401

Purpose:

To ensure a clean, comfortable environment and experience for all CRFPD Members who are performing shift duties at Station 81.

The Carbondale Fire District is a unique blend of volunteer and career personnel. It is this unique blend of people that enables us to provide a high standard of care to the people of the District. These overnight guidelines have been established in an effort to ensure that everyone who performs an on-call duty shift will be able to do so in a clean and comfortable environment. Personal responsibility and respect for others around us are the keys to making Carbondale Fire a place where everyone feels at ease and knows that they are valuable to this organization.

Lockers:

Volunteer members who perform a regular shift at Station 81 will have access to a locker if they need one. This locker will be designated to them and they will be given a key to the locker. There are also storage lockers in each of the sleeping quarters. These lockers are for member's personal items only while they are staying overnight on a shift.

Volunteer members who are staying overnight for a single shift, (not a regular shift), will have access to the storage locker in the sleeping quarters where they are staying that night.

If a member stops performing a regular shift, his/her locker should be cleared of any personal belongings and the key returned to the Shift Captain or Deputy Chief.

Bedding:

CRFPD provides bedding for members who are performing an overnight shift. This bedding includes:

- Sheets
- Pillow case
- Blanket
- Comforter
- Mattress Pad

It is the responsibility of each member to wash their sheets, pillow case and mattress pad after no more than 4 uses. Blankets and comforters should be laundered at least quarterly. CRFPD provides a washer and dryer in the operations building for these purposes. Pillows are available on an as needed basis. Pillows should be returned to the linen closet after completion of a shift.



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Bathrooms:

There are four bathrooms in the sleeping quarters area for members who stay overnight. These are shared bathrooms since there are 8 sleeping quarter rooms. Each member should ensure that the bathroom is cleaned up after each use and is ready for the next person to use. This includes making sure that the shower, lavatory and sink are clean after each use.

Each member should remove any used towels, washcloths and personal hygiene items after each use of the bathroom, shower etc. Used towels and washcloths should be placed in the dirty laundry hamper for cleaning.

Uniforms/Duty Clothing:

Members are encouraged to use the District washer/dryer to launder uniform/duty clothing worn on shift. This will help to ensure that clothing that may have been exposed to biohazards or chemical substances do not go home with that member.

Pets:

Pets are not allowed in the sleeping quarters or in the kitchen area. Pet hair is very difficult to clean up and can pose a potential allergy problem for other members as well. Keeping pets out of these areas is essential to ensuring that we maintain a clean, sanitary and comfortable environment for all CRFPD members when they are on duty.

24 Hour Shift Personnel:

The 24 hour paid shift personnel will assist members with any issues that they may encounter during an overnight shift. In addition, the 24 hour personnel will help to ensure:

Towels, washcloths etc are laundered and available for use.

Organization of linen closet and re-stocking of bedding, towels etc.

If a member has any questions regarding any of these guidelines, they are encouraged to talk with their Shift Captain or the Deputy Chief of Operations.