

NOROTON FIRE DEPARTMENT STANDARD OPERATING PROCEDURES

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STANDARD OPERATING PROCEDURE

Backing and Maneuvering of Fire Apparatus

In order to prevent damage to fire department vehicles, personal vehicles and possible injury to personnel, the following procedures should be followed.

1. The use of a spotter to assist the vehicle operator in backing and maneuvering should be used at all times when one is available. The spotter may be any firefighter riding on the apparatus or any available firefighter as designated by the operator of the truck.
2. There are instances where the operator of the apparatus is the sole occupant and no spotter is available. The operator of the apparatus should take necessary precautions prior to backing up any piece of apparatus and make sure that there are no pedestrians, vehicles or other hazards, which could create a problem.
3. When backing into the bays at the fire department, it is not recommended that personnel be used to stop traffic on the Post Road
4. Personnel on the apparatus will assist the operator in backing up.

STANDARD OPERATING PROCEDURE

Chain of Command

Following is the chain of command at the Noroton Fire Department and their respective command duties and responsibilities.

Chief of Department

1. Oversee and supervise downstairs officers.
2. Work with the upstairs officers on the town budget and such other administrative matters as may pertain to the apparatus and truck floor.

First Assistant Chief

1. To assist the Chief wherever possible.

Second Assistant Chief

1. Assist the other Chiefs in their duties.
2. Act as the Training Officer (arranging for drills, etc.).

Captain of Trucks

Captain of Engines

Captain of Boats

1. Work with the Chiefs.
2. Oversee their respective Truck, Engine and Boat Lieutenants.

Lieutenant of Ladder 30

Lieutenant of Engine 31

Lieutenant of Engine 32

Lieutenant of Rescue 33

Lieutenant of Boat 34

1. Check the ongoing operation of their individual apparatus.
2. Verify all apparatus equipment is in working order.
3. Notify the Chief Engineer of any defects or mechanical problems with their apparatus.

Chief Mechanical Engineer

1. Maintain the vehicle fleet.
2. Maintain the ancillary equipment of the Department.
3. Maintain a log of vehicle maintenance.
4. Maintain a preventive maintenance schedule for all apparatus.
5. Schedule maintenance, as needed, with outside vendors.

Assistant Chief Mechanical Engineer.

1. Assist the Chief Engineer

Superintendent of Alarms

1. Maintain records of drill and alarm attendance
2. Notify the Secretary of the Department of the active status of all members.

STANDARD OPERATING PROCEDURE

Down Grade in Response/Signal 53

In order to promote safety for both the public and fire personnel, the following procedure will be followed for down grading of apparatus. This has been occurring on a regular basis and the need to have a procedure is imperative, as each person has a different interpretation of the phrase "Down Grade."

When Fire Headquarters receives information from the Police Department, Alarm Company or Civilian, the following procedure will be followed when instructed to "Down Grade" by Headquarters or an Officer

1. Operator will shut down Emergency LIGHTS and SIREN.
2. Apparatus will proceed with the flow of traffic.
3. All traffic laws will be adhered to.
4. Engine crew will still proceed to the scene for verification.
5. All pertinent information will be obtained for report.

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Drills and Training

The Second Assistant Chief is responsible for establishing an annual training calendar. This responsibility includes selecting topics and instructors each month.

Drills will be held on Friday evenings at 8:00 p.m. unless posted otherwise and Sunday mornings at 11:00 a.m. Each month, drills will be organized as follows.

1. First Friday night - Department wide clean up
2. Second and third Friday night - Planned training activity
3. Third and Fourth Friday night - Open for selected events and other Dept. activities
4. Sunday morning - Driver's Drill

Monthly drill schedule will be read at each Service Board Meeting and posted outside Chief's Office.

No member should leave a scheduled drill until an officer assigned to that drill releases that individual or the drill is completed.

Two assigned Service Board members will coordinate drills. If a Service Board member assigned to teach a drill cannot attend, a replacement should be identified and communicated to the Second Assistant Chief.

To be considered a firefighter in active status, a member must attend at least twelve Friday nights and six Sunday morning drills in a calendar year. All firefighters who are qualified to drive fire apparatus must be re-qualified each year by the Captain of the Apparatus.

The Town of Darien Drill Tower should be cleaned after every use. The officer in charge of the drill should notify a Fire Commission member if any vehicles remain at the drill property for an extended period.

It is the goal of the Noroton Fire Department that all firefighters be trained to the State of Connecticut Firefighter 1 Level .

OSHA Yearly Required Courses:

1. Blood Borne Pathogens
2. Confined Space
3. SCBA Drill
4. Haz Mat Awareness

STANDARD OPERATING PROCEDURE

Driving Apparatus

The officers responsible for qualifying drivers shall be:

1. The Chief of the Department
2. First Assistant Chief
3. Second Assistant Chief
4. Captain of Trucks
5. Captain of Engines
6. Chief Engineer.

The service board may appoint another member or member(s) to help in qualifying. (These members shall be appointed at the beginning of each year and posted with the list of qualified drivers.)

A list of qualified drivers will be posted on the truck room floor bulletin board.

Any member shall have the opportunity to challenge why his name is not on the list by seeing one of the qualifying officers.

All personnel shall have a State of Connecticut Class 2 license.

No personnel shall be allowed to drive any apparatus (except utility vehicle 35) without said license.

There shall be a qualifying session bi-annually at the firehouse to maintain the list of qualified drivers for the apparatus.

STANDARD OPERATING PROCEDURE

Driving of Personal Vehicles

1. All personnel responding to a call in their personal vehicle shall obey all traffic laws.
2. Response is to be the firehouse first. If all emergency vehicles are already at the scene, then you may respond directly to the scene.
3. Upon arrival at the scene, all personnel are to park away from the incident.
4. Park on the same side of the road as the address of the call, or park on side roads.
5. Do not block access to hydrants or the apparatus driver's view of the hydrant.
6. Do not block the path of emergency vehicles and leave them maneuvering room.
7. Those personnel that have up-to-date permits from the Chief of the Department may use blue lights. All traffic laws are to be obeyed when using the blue light.

STANDARD OPERATING PROCEDURE

Duty Related Injuries

Incident Related Injuries

The following procedures should be implemented whenever a firefighter becomes injured while at the scene of an emergency:

1. The officer in charge should be notified immediately.
2. Injured personnel should be removed from the hazard zone, and if possible, taken to the staging area for examination by EMS.
3. The standard operating procedure for rescuing trapped firefighters should be implemented if applicable.
4. The officer should notify fire headquarters that a member has been injured and which hospital he will be transported to. This should be done over a phone line if possible.
5. Fire headquarters should attempt to notify immediate family unless otherwise requested by the injured party.
6. The "Firefighter Casualty" section of the NFIRS report should be completed.
7. Arrangements should be made for transporting the firefighter's vehicle from the scene. If the vehicle must remain on scene, the police department should be notified.
8. The Chief of Department should be notified.

Drill Related Injuries

The following procedures should be implemented when a firefighter becomes injured during a departmental training session:

1. The officer in charge should be notified immediately.
2. Injured personnel should have a preliminary examination from a departmental EMT or MRT who will make the determination as to whether EMS should be contacted.
3. Protective equipment should be worn by all personnel coming into contact with the injured party.
4. Injured personnel who refuse transport to a hospital by EMS should refrain from continuing to participate in the drill.
5. The officer should notify fire headquarters that a member has been injured and which hospital the injured party will be transported to. This should be done over a phone line if possible.
6. Fire headquarters should attempt to notify the immediate family if the injured party is transported to a hospital, unless otherwise requested by the injured party.
7. A "First Report of Injury" form should be completed and submitted to the chief.
8. Arrangements should be made for transporting a firefighter's vehicle from the scene. If the vehicle must remain on scene, the police department should be notified.
9. The Chief of Department should be notified.

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In-Station Related Injuries

1. The Chief should be notified immediately.
2. Injured personnel should have a preliminary evaluation from a departmental EMT or MRT who will determine if EMS should be contacted.
3. Protective equipment should be worn by personnel working with the injured party.

Required Paperwork

An officer should complete the following paperwork. This is in addition to the NFIRS Fire Service Casualty report.

1. Chief's First Report of Injury – This report should be submitted to the Chief. A copy of the report should be filed with the Darien Fire Marshal.
2. The Chief should record the injury on the OSHA 200 form.

Workers' Compensation Claims

Additional steps should be taken in order to process worker's compensation claims. The following procedures should be carried out in order to ensure timely processing of workers' compensation claims.

1. Complete the Chief's First Report of Injury. The form should be submitted to the Chief with a copy sent to the Darien Fire Marshal's office.
2. Call the injury into CIRMA.
3. The Chief should complete the OSHA 200 form.
4. When seeking medical care, the firefighter must state to the medical provider that the injury was workers' compensation related.

All medical bills should be forwarded directly to CIRMA. Do not send these bills to Town Hall or submit them to the Fire Department

STANDARD OPERATING PROCEDURE

Engine 32 Operating Procedure/Jake Brake

1. Before putting the engine into pump, the operator should engage the PTO for the generator. This will avoid having to disturb water flow in the event the generator will be needed.
2. The Jake Brake is to be used at all times except:
 - (a) when road conditions are wet and slippery; and
 - (b) on snow-covered roads.

STANDARD OPERATING PROCEDURE

Firefighter Accountability System

Purpose:

The purpose of the departmental accountability system is to improve the manner in which the Noroton Fire Department accounts for its firefighting personnel operating in hazardous or potentially hazardous environments (the hazard zone). It is to be used at every call by all personnel whenever SCBA is in use. This includes but is not limited to structure fires, carbon monoxide calls, confined space and below grade rescues, and miscellaneous gas leaks.

Fireground Staging:

All responding personnel should immediately report to the designated staging area for assignment. This staging area shall be at the first responding apparatus unless otherwise designated by the officer in charge. For further details refer to the standard operating procedure discussing fireground staging.

Personal Accountability System:

Each firefighter should be issued a personal identification tag that should be affixed to a turnout coat buckle and worn at all times.

Before operating inside of the hazard zone, firefighters should register their accountability tags with the OIC.

Each firefighter entering the hazard zone should activate their SCBA PASS alarm.

Upon conclusion of the incident, and prior to returning to Fire Headquarters, each firefighter should collect their tag to log out.

Accountability Officer:

The officer in charge, Safety Officer or designate of the Chief should manage the accountability system for the duration of the incident. The accountability officer is responsible for ensuring that all firefighters register in whenever entering or leaving the hazard zone.

The accountability officer reports directly to the officer in charge of the incident.

For complex incidents, an accountability officer should be designated for each point of entry sector. For small incidents and typical residential fires, there will typically be a single accountability officer.

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Mutual Aid:

All responding mutual aid departments should be directed to report directly to the staging area . Mutual aid departments should be informed that an accountability system is in effect. They may utilize their accountability tags or utilize the department's accountability system.

Roll Calls:

A roll call should be performed whenever an incident triggers any of the following benchmarks:

1. Operations change from an offensive to a defensive mode.
2. After the occurrence of a sudden hazardous event (e.g. structural collapse, flashover, back draft, explosion, hazardous release).
3. Report of a missing or trapped firefighter.
4. Upon completion of primary and secondary searches (but only for the search teams).
5. At termination of the incident.
6. At any other time as determined by the officer in charge.

The accountability officer shall notify the officer in charge as to the results of roll calls.

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Firefighter Safety

1. All personnel wishing to respond to emergency calls where the donning of SCBA is required shall submit proof of an annual physical examination performed by a physician determined or approved by the Chief of the department.
2. All personnel must be trained in accordance with the NFD training procedures.
3. Full protective clothing shall be worn at all emergency scenes. Any firefighter not in compliance shall be barred from the scene until in compliance.
4. All personnel will obey all applicable standard operating procedures.
5. In order to curb the incidence of freelancing on the fire ground, no firefighter shall begin to perform any fire fighting or rescue task without being directed to do so by an officer, or the senior firefighter in an officer's absence.
6. All non-essential personnel shall remain in a safe staging area as determined by the SOP pertaining to Firefighter Accountability.
7. No personnel shall enter a hazardous or potentially hazardous atmosphere without properly trained and equipped firefighters available outside of the hazardous area to act as rescuers if needed. These individuals may have other duties besides rescue, but they must be in communication with an officer on the scene who can direct a rescue if needed.
8. Emergency medical personnel shall be notified to stand by at a safe staging area at any hazardous or potentially hazardous scene.
9. A firefighter accountability system shall be used at every call where firefighters will be working in a hazardous or potentially hazardous environment.

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Fire Ground Staging

Fire ground staging for the purposes of this standard operating procedure is defined as "to plan and arrange for the assembly of resource equipment and personnel at a designated safe area for use at the emergency scene."

1. The first arriving piece on the scene, normally Engine 32, shall proceed to the scene directly to assess the situation (unless the Chief is already there and directs you otherwise). All other responding apparatus should stage at least 100 feet from the scene until its need has been determined. Equipment should stage in such a way as not to block access to hydrants, driveways, etc.
2. All responding personnel should report to the staging area until their need has been determined. The staging area is the first due emergency vehicle unless otherwise dictated by an officer. Freelancing will not be tolerated.
3. All personnel operating at the scene should wear full protective clothing. Protective clothing may be removed while in the safe staging area, but should be donned when preparing to enter the hazard zone.
4. At major incidents where a rehab area is in use, the officer in charge, at his discretion, may choose to move the staging area to the vicinity of the rehab area.
5. Personnel arriving in private vehicles should park at least 150 feet from the scene, not blocking access to hydrants, driveways, etc.

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Ground Ladders

The following general guidelines should be used for using ground ladders:

1. All ground ladders shall be placed against the structure with the fly in. Manufacturer's recommendations.
2. Extreme caution shall be used when working around charged electrical circuits or power lines
3. All ground ladders should be placed against a structure at an angle of approximately 75 degrees to maximize strength.
4. The ladder pawls and halyard shall be properly secured before climbing the ladder.
5. All ground ladders shall be held or secured while being climbed either by a firefighter or another means.
6. Only one person at a time should be allowed on each fly section unless a rescue is being performed. This includes operations of ladder 30.
7. All ground ladders shall be visually inspected at least once every month and after each use. Visual inspection shall include all rungs for snugness and tightness, cracks or apparent defects, butt spurs or pads for excessive wear or other defects, halyards for fraying or kinking.
8. Any problems found with a ground ladder shall be corrected immediately or it should be taken out of service until repaired.
9. All ground ladders that are tested shall be tested once a year by a third party testing company in accordance with NFPA standards.

STANDARD OPERATING PROCEDURE

Hurst Tool and Air Bag Operations

All personnel who respond to motor vehicle accidents should have a working understanding of the set-up, use and operation of the Hurst Rescue System and air bags.

The tactical operation of the Hurst Rescue Tool will be under the direction of a chief officer at the scene of an accident or senior qualified person, in conjunction with Post 53 operations.

When the determination is made to place the Hurst Rescue Tool System in operation, the following will be considered:

1. Appropriate placement of the power unit away and preferably uphill and upwind of the wreckage. The operator should check the scene for potential sources of ignition and any other hazards.
2. The operator of the power unit will remain at the unit throughout the operation; able to shut down, shut off or activate the flow of hydraulic fluid to the tools. The operator will maintain visual contact with operator of the rescue tool(s) at all time.
3. When setting up the system, the officer in charge of the Hurst Rescue will insure all hoses are appropriately connected to the manifold.
4. The vehicle should be stabilized prior to using the Hurst Tool or air bag system on the wreckage.
5. All personnel involved in any aspect of the Hurst Rescue Tool will be in full turnout gear, including eye and hand protective clothing.
6. Additional personnel should be utilized to assist in the operation. This may include keeping hydraulic lines free from the wreckage, removal of trim or glass prior to using the tool.
7. A charged hose line should be advanced to be utilized for the protection of the firefighters and vehicle occupants.

STANDARD OPERATING PROCEDURE

Hydrant Hook-Up

1. Whenever possible, the hydrant hook-up should be performed by two people. This should provide for a quicker hook-up.
2. The hydrant crew should:
 - (a) Wrap 5" supply line around hydrant.
 - (b) Remove Hydrassist valve from engine
 - (c) Take portable radio.
 - (d) Take hydrant bag (should include hydrant wrench, spanner wrenches, flares, and 2½" gate valve and mallet)
 - (e) Hand light, if needed.
3. The crew should hook up Hydrassist valve to the hydrant's steamer connection, then attach the 5" supply line and the 2½" gate valve. Then wait until given orders from pump operator when to open hydrant.
4. When order is given to open hydrant, the hydrant should be opened fully. Not opening hydrant fully will cause the ground surrounding hydrant to be undermined.
5. The hydrant crew may leave hydrant only after the water supply has been established and supply line checked for leaks.
6. For a reverse lay: All the same applies as for a forward lay. The only difference is that you don't need to wrap the hydrant. The engine operator should lay past the hydrant to avoid a short lay. Break the 5" hose at the nearest coupling, once engine is past hydrant.
7. When closing hydrant, be sure hydrant is completely closed and drained. Don't over-tighten steamer and spud caps.

STANDARD OPERATING PROCEDURE

Incident Reports

The proper completion of each two-part Noroton Fire Department Incident Report Form is vital to proper record keeping and determining member attendance. The completed white top sheet goes on the clip board and the yellow second sheet (folded) into the box with the slotted top (both alongside E-31).

The senior officer on each alarm is responsible for the filling out of this form. If another member assists the officer, there is a place on the form for that individual to also sign.

The incident report number at the top of the form is a computer-generated number that is part of the overall Town of Darien Fire Dispatch System. Leave blank.

1. "Day/Date": The day and month should be printed clearly and legibly.
2. "Alarm Time"; "Arrival" and (back) "In-Service": In military time, (i.e. 3:30 p.m. would be 15:30).
3. "Alarms Received By": Check off boxes. The majority of alarms are transmitted via automatic alarms through the Police Dispatch System. Mark the boxes accordingly.
4. "Type of Situation Reported and Found" and "Type of Action Taken":
Fill in these two sections as completely and in as much detail as possible
5. "Mutual Aid": Check off boxes.
 "Received": an alarm where Darien and Noroton Heights assisted Noroton.
 "Given": an alarm where Noroton assisted Darien or Noroton Heights
 "N/A": a car fire/brush fire/CO alarm, etc. where no mutual aid is involved.
6. "Type of Building":
Examples -- Residential-colonial/Gas Station/two story office building, etc.
7. "Address, Occupant Name": Obtain correct information
8. "Date of Birth": Not necessary.
9. "Owner's Name, Address and phone": Obtain information. Note if an outside contractor caused alarm -- their name and address is very important.
10. "Number of personnel responding": Total from back of form (attendance list)
11. "Vehicles": Check off all NFD units that responded. (Don't forget 35 if used in support)
12. "Number of Injuries": Officer in Charge will fill out injury report
13. "Area where fire started": If can be easily determined
14. "How was fire extinguished?" Example: 1¼", master streams, CO₂ extinguisher, etc.
15. "What equipment used?" Describe as fully as possible
16. "Extent of damage?" If it can be easily determined
17. "Did Detectors, Sprinklers Activate?" If it can be easily determined
18. "Vehicle or Equipment Information" Fill in all sections

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Infection Control Program

This Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency response, including in-station operations. The health and welfare of each member is a joint concern of the member, the chain of command and the department as a whole. While each member is responsible for his own health, the department recognizes a responsibility to provide as safe a workplace as possible.

Noroton Fire Department's Policy:

1. Regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all body and other potentially infectious material (body substance isolation).
2. Immediately report any suspected occupationally-acquired communicable diseases to the officer in charge.
3. Initial training to tasks where occupational exposures may occur.
4. Conduct infection control training courses (i.e. Blood Borne Pathogens) annually.
5. All firefighters to receive a pre-employment entrance physical performed by a designated physician or his designee.
6. Regards all individual firefighters' medical information as strictly confidential. No member's health information will be released without the signed written consent of the member.
7. To maintain an adequate supply of PPE supplies at any incident scene to service all NFD members.

Department Personnel:

1. Assume responsibility for own health and safety.
2. Always use and promote use of proper PPE (personal protective equipment) as the situation warrants.
3. Be familiar with decontamination cleaning solutions, as well as recommended personal protective equipment to be worn during de-con process.

STANDARD OPERATING PROCEDURE

Master Stream Operation

Purpose: To be used solely for defensive exterior fire suppression or hazardous materials incidents.

Operation: Master streams may not be deployed until all of the following criteria have been met as determined by the officer in charge or his designated representative:

1. Interior fire attack has been stopped and all interior personnel have exited the structure and have been accounted for, and a roll call has been taken.
2. All personnel working on the roof or other exterior parts of the structure have been evacuated and accounted for.
3. A collapse zone has been established.
4. All personnel and equipment have relocated outside of the collapse zone.
5. The deluge/deck gun has been secured.
6. Firefighters operating the master stream devices must be in radio contact with the officer in charge.

Aim at the flame. Keep the stream moving to avoid damaging the structure. Shut down and reposition the stream after knockdown.

Angle the stream to hit the ceiling or floor.

STANDARD OPERATING PROCEDURE

Notifying the Fire Marshal's Office

Situations requiring investigation by the Fire Marshal

"It is the duty of the local Fire Marshal to investigate the cause, origin and circumstances of any fire or explosion within his jurisdiction, by reason of which property has been destroyed or damaged, or any person injured or killed, or any incidents which threatened any property with destruction or damage or any person with injury or death by reason of fire or explosion, and shall especially investigate whether such fire was the result of an incendiary device or the result of carelessness, design or any criminal act,"

Using this criteria as a guide, the Darien Fire Marshal's office should be notified for the following types of situations:

1. All fires including structure
2. Explosions
3. Hazardous materials incidents
4. Bomb threats/terrorism
5. Suspected arson
6. Tampering with fire alarms or fire suppression equipment
7. Obvious fire code violations or fire hazards such as the accumulation of flammable materials, obstruction of a means of egress, damage to fire alarms or suppression equipment, or any other situation that could endanger life or property.
8. Any other situation deemed necessary by the officer in charge.

Notification Process:

1. The Officer in Charge should make the notification request.
2. The Dispatcher should first attempt to page the Fire Marshal via the Fire Department paging system and request that the Fire Marshal respond to the scene.
3. After the Fire Marshal has been notified, the Officer in Charge should designate at least one representative to remain on scene to brief the Fire Marshal or a representative from his office, and to maintain the integrity of the scene.

Documentation:

The Fire Marshal's office should be given copies of fire reports and any other pertinent records that could aid them in their investigation.

STANDARD OPERATING PROCEDURE

Positioning of Fire Apparatus

At Structure Alarms:

Special consideration should be given by the first responding officer/senior firefighter as to the type of alarm you are responding to, i.e. automatic alarm, smoke in the house, structure fire, etc.

1. First Due Engine

- (a) The first due responding officer/senior firefighter has the responsibility of sizing up the alarm and positioning the first engine so as not to block incoming aerial apparatus, while still keeping the engine close enough for proper hose placement.
- (b) The first due responding officer/senior firefighter should also size up the approach to the scene, be aware of length of lay to the hydrant, and whether laying in from the hydrant or dropping from approximately half way to the hydrant (so the second due engine can reverse lay to the hydrant) is appropriate.
- (c) Once laying into the scene is accomplished or dropping half way and laying in is done, notify the aerial and second due engine so they are aware there is hose on the ground and possibly in the way of their approach to the scene.

2. Aerial Apparatus

- (a) The aerial driver and officer/senior firefighter should be made aware of the fire scene conditions from the first due officer/senior firefighter; whether or not to approach the scene and where to stage or place aerial. Aerial placement should be accomplished so that at least two sides of the involved structure can be accessed.
- (b) The driver operator and officer should survey the fire ground scene to look for any obstructions, i.e. overhead wires, tree branches, trees, etc. Also, if driving onto the lawn is required, care should be given to the possibility of a septic system or similar ground problem.

3. Second Due Engine

- (a) The second due engine should be made aware of the conditions on the fire scene by the first due officer/senior firefighter and be prepared to pick up the hydrant or reverse lay back to the hydrant.

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- (b) If the driveway is of such a length that the first due officer/senior firefighter can not see the structure, it may require the first due apparatus to proceed to the fire scene and make a determination regarding the placement of hose, i.e. whether or not to have the second due engine reverse lay from the first due engine location.
- (c) In some instances, it may be prudent that both the first due engine and ladder be positioned before the second due engine lays back to the hydrant.

4. **Rescue Truck**

- (a) The rescue truck shall stage in such a position as not to block access to the scene but close enough for air bottle replacement and easy access for rescue tools. Placement should also be made during night operations so that lighting on the truck may be utilized.

At Motor Vehicle Incidents

Special consideration should be given by the first due officer/senior firefighter as to the type of incident you are responding to, i.e. motor vehicle accident with injuries, extrication needed, vehicle fire, etc.

1. **First Due Engine**

- (a) The first due responding officer/senior firefighter has the responsibility of sizing up the incident and positioning the apparatus in such a way as to not block the incoming ambulance (if it's not already on the scene) or rescue truck, should extrication be needed.
- (b) It should park past the scene to protect that end of the incident, provide access to extrication equipment on the vehicle, and allow the rescue truck to park and protect the other side of the incident and have access to its rescue tools.
- (c) The officer/senior firefighter should keep the incoming rescue truck apprised of the situation, i.e. what equipment, if any, will be required,

2. **Rescue Truck**

- (a) The rescue truck officer/senior firefighter should be made aware of what is going on at the scene via radio transmission from the first due engine, so that they will know where to position and what equipment will be needed.
- (b) Position the rescue truck to protect the scene, leaving room for the ambulance personnel to have access to their vehicle.

3. **Second Due Engine**

- (a) The second due engine should pull past the incident and stand by with their personnel and send them to the scene as needed.

STANDARD OPERATING PROCEDURE

Positive Pressure Ventilation

1. The primary purpose of positive pressure ventilation (PPV), as used by Noroton Fire Department, is for the systematic removal of smoke, heat and toxic gases at structure fires, smoke conditions, and overhaul.
2. To avoid spreading the fire to uninvolved areas, PPV should not be performed until the following conditions are met.
 - (a) The location and extent of the fire should be identified.
 - (b) Charged hose lines are manned and in place.
 - (c) The location of a smoke exit opening has been established, and personnel in protective gear are ready to create the opening.
 - (d) All occupants are out of the building.
3. PPV shall be used primarily for overhaul purposes, but may be used at the discretion of the officer in charge for fire suppression purposes.
4. The PPV fan shall be manned at all times by a firefighter who is in constant contact with personnel by radio.
5. The PPV fan should not block the primary means of egress. The fan should be placed about 6 to 8 feet outside the entry point on the unburned side of the structure to get a cone of air completely surrounding the entry doorway.
6. The exit opening should be made as close to the seat of fire as possible, and be 75 per cent as large as the entry opening.
7. Personnel should not block the entry or exit air from the structure.
8. If PPV ventilation is unsuccessful; if there is a delay in water being applied to the fire; or if PPV is suspected of spreading the fire to uninvolved areas, the PPV fan should be shut down until the problem(s) are remedied.
9. The PPV fan should be shut down as soon as ventilation objectives have been achieved.
10. PPV shall be discontinued immediately in the event personnel become trapped in the structure. PPV can commence at the direction of the officer in charge once trapped personnel have been removed from the structure.
11. PPV should not be used in explosive atmospheres.

STANDARD OPERATING PROCEDURE

12. Ventilation for overhaul purposes should be performed systematically on a room-by-room or, in small structures, on a floor-by-floor basis. Begin with the lowest level and work upwards. Firefighters should not randomly open doors and windows as this reduces the effectiveness of ventilation.
13. Smoke ejectors may be used for PPV on carbon monoxide calls or in other situations where residents will re-occupy a structure soon after ventilation has been completed. They should not be used for PPV at structure fires.

STANDARD OPERATING PROCEDURE

Probationary Member Training Standards

All Probationary members will have to complete the following drills:

1. Orientation
2. Safety & Protective Equipment
3. Chemistry of Fire & Fire Behavior
4. Self Contained Breathing Apparatus
5. Fire Extinguishers
6. Hose and Fire Streams
7. Ladders
8. Water Sources and Supply (includes pumping fire apparatus)
9. Water Rescue
10. Motor Vehicle Extrication
11. Forcible Entry
12. Ventilation

The Probationary member will be permitted to respond to the firehouse upon receiving the pager.

The Probationary member will be permitted to respond to all calls except Mutual Aid out of town.

Probationary members are **prohibited** from working inside a structure fire and performing any structural fire fighting operations inside the hazard zone until they have received their Fire Fighter 1 certification or have passed all equivalent in house training. Prohibited operations include but are not limited to interior attack, search and rescue, ventilation, forcible entry.

Probationary members cannot perform any function at an emergency scene outside the hazard zone until they have received departmental training on that specific function. After passing that specific training, Probationary members may provide support at emergency scenes as long as they do not enter the hazard zone.

STANDARD OPERATING PROCEDURE

Protective Clothing

The following shall be the standard for the wearing of protective clothing by all personnel. All protective clothing shall meet or exceed all appropriate standards.

Equipment Issued:

The following protective clothing shall be issued and/or approved by the Noroton Fire Department:

1. Helmet with eye protection (includes goggles for those with New Yorker style helmets)
2. Turnout coat
3. Bunker pants with suspenders
4. Boots
5. Gloves
6. Fire fighting hood

The following shall be provided for use at emergencies:

1. SCBA to be worn where personnel are in a hazardous or potentially hazardous environment or area.
2. SCBA shall be treated as part of the turnout gear package and shall be worn on all calls until such time as the officer in charge specifically orders them not be worn for that particular call.

Proper Usage:

Protective clothing shall be worn as follows:

1. Helmet - Worn at all times.
Chin straps worn at all times.
2. Coat - Worn at all times.
Buttons and buckles fastened.
Collar up and fastened.
3. Pants - Worn at all times
Buttons and buckles fastened.
4. Boots - Bunker boots shall be worn with bunker pants.
5. Gloves - Worn at all times.
6. Hood - Worn at all fires except brush fires.

STANDARD OPERATING PROCEDURE

7. SCBA - Worn at all times that personnel are in a hazardous or potentially hazardous environment.
Personnel shall don SCBA prior to entering hazardous area.
SCBA shall be operated in the positive pressure mode only.
All personnel using SCBA shall work in teams with a minimum of two people.
PASS alarms shall be turned on.
8. Latex Gloves and Goggles -
Worn at the scene of all motor vehicle accidents and at any other time where personnel are involved in treating or assisting injured persons.

The decision to allow personnel to "downgrade" their level of protective clothing shall be at the discretion of the officer in charge.

STANDARD OPERATING PROCEDURE

Radio Communications

When calling the Police Department Dispatcher, refer to them as "Police Headquarters" or "Dispatch."

Radio call signs are as follows and are to be strictly observed at all times:

- | | |
|------------------|--|
| Signal 51 | Responding to alarm
Used when responding to all box, vehicle, grass or mutual aid alarms. |
| Signal 52 | Back in Quarters
Used when returning from an alarm or drill. |
| Signal 53 | Fire or incident under control
Used to announce that the situation is under control and for arriving apparatus to reduce response to the incident. |
| Signal 54 | Return to Quarters
Used to tell other departments or responding apparatus to return to quarters. |
| Signal 55 | Going on Drill
Used for going on Friday night or Sunday morning drivers drill (also any other special drill). |
| Signal 56 | On the Air
Used by apparatus for fuel runs, parades, etc. |
| Signal 57 | Off the Air
Used to report back to the fire house. |
| Signal 58 | Send Ambulance
Used for emergencies only. If you wish to have an ambulance stand by at the scene, notify the police to have them call |

It is essential that all transmissions be conducted in a professional manner. The following are protocols that must be followed:

When calling in service, use the appropriate call sign, i.e.
"Engine 32 on a Signal 51 responding to....."
"Engine 31 on a Signal 56."

Speak into the microphone, which are to be hand held while talking,

Listen before transmitting.

STANDARD OPERATING PROCEDURE

Be sure the handset button is fully depressed before you talk. Pause briefly (wait for the tone) before speaking. On portable radios, identify yourself, i.e. "Portable 334" or "Portable 330" etc.

Keep all transmissions as short as possible.

Speak clearly, at a moderate speed, using your normal tone of voice. (Shouting cannot be understood.)

To ensure safe, smooth operations, all transmissions should be acknowledged.

Do not swear or use unprofessional language.

STANDARD OPERATING PROCEDURE

Reporting Damage to Fire Apparatus

In the event of an accident:

1. Our apparatus with a private or commercial vehicle:
 - (a) Officer in Charge should check for injuries.
 - (b) Have Darien Police Department respond to the scene to compile a report.
2. Our apparatus with a tree, garage or any other standing object:
 - (a) Officer in Charge should check for injury.
 - (b) If applicable, advise property owner of the nature of the damage.
 - (c) Collect all necessary information (the more the better).
 - (d) Advise Chief of accident as soon as possible.
5. The Department is covered for all incidents. Do not offer to make repairs yourself.
6. In the event the accident happens during your response to a call, advise Darien Police Department of your situation and have them page for a second engine to respond to the fire scene. Do not leave the accident scene until released by the Darien Police or a senior NFD officer.

STANDARD OPERATING PROCEDURE

Riding in Fire Apparatus

1. All personnel will be seated on the fire apparatus. NO standees will be allowed anywhere on any fire apparatus while that apparatus is in motion.
2. All personnel will have their seat belts fastened while the vehicle is in motion.
3. All personnel will be wearing their full protective clothing while on the apparatus. Refer to the standard operating procedure for Protective Clothing.

NOTE: The driver of the apparatus is permitted to wear only boots and bunker pants when responding to the scene of an emergency. Once on the scene, the driver will don full protective clothing.

STANDARD OPERATING PROCEDURE

2 In/2 Out Regulation (Structural Fires)

The 2 In/2 Out Regulation is explicit in the fact that when two firefighters enter a dwelling which is involved, two additional firefighters **MUST** be ready to go in as backup and/or rescue. The two firefighters assigned as the back up crew **MUST** be in **Full Protective Clothing including S.C.B.A.** and have a **charged** 1¾ line ready to be deployed in the event of an emergency. Only one of these firefighters can be involved in another task, providing that the task can be dropped in the event of a rescue. The other firefighter is solely to stand by at the point of entry ready to go in. This firefighter can not be assigned any other task.

All personnel of the Noroton Fire Department will adhere to the following procedure and any deviation of this policy can result in severe disciplinary action.

1. Upon the arrival of the first unit on the scene, an initial size up of the scene will be made to determine the magnitude of the call.
2. The Officer in Charge will relate his findings of the size up over the radio.
3. After the size up has been made, the Officer in Charge will make the determination if a **Second Alarm** is needed and Mutual Aid will be immediately notified. (Refer to SOP referring to Mutual Aid Requests).
4. The crew will then stretch the hose lines and prepare for an initial attack.
5. As a last resort, the first crew will attempt to control the fire from the exterior of the residence until adequate manpower has arrived.
6. Once adequate manpower has arrived at the scene, an interior attack will be performed to contain the fire.
7. If there is a rescue to be made and there is imminent danger of life, the initial crew can attempt to make a rescue without the 2 In/2 Out policy.

This policy relates to **ONLY STRUCTURAL FIRES** and does not apply nor change our current policies for Car Fires, Brush Fires, and Dumpster Fires.

This procedure will be subject to modifications and changes as deemed necessary by the Chief of the Department.

STANDARD OPERATING PROCEDURE

Use of Blue Lights

1. The use of blue flashing lights by NFD personnel is restricted to active membership status.
2. All active members **MUST** obtain a valid blue light permit issued and authorized by the Chief of the Department
3. All lights **MUST** be solid blue when facing forward in the vehicle. Other color variations can be utilized in combination with a blue color in rear facing lights. Colors other than blue must be approved by the Chief.
4. All vehicles using blue lights **MUST** obey all traffic laws per the State of Connecticut. The blue light is a courtesy light only. Motorists are not required to give vehicles with blue lights the right of way. Any violation in the use of a blue light will result in a revocation of the blue light permit.
5. The use of "wig-wag" or "hi-lo" headlights or the manual flashing of high beams is prohibited.
6. No vehicles shall be equipped with sirens or other non-permissible audible warning devices.

STANDARD OPERATING PROCEDURE

Use of Emergency Lights When Returning from Alarms

All operators of emergency vehicles shall turn off all forward facing emergency warning lights when returning to the firehouse after a call, or while driving the apparatus while on non-emergency calls.

To warn on-coming traffic and vehicles behind the emergency vehicle, all operators shall turn on all warning lights when backing onto the front ramp from the Post Road.