

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: MISSION STATEMENT**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

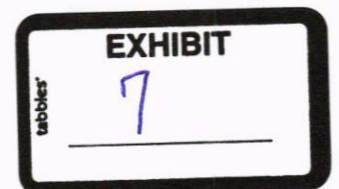
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**Policy:**

Since its charter in 1999 the Hopkins County Fire Department has been committed to providing safety within the community through prevention, training, education, rescue, medical, and suppression activities. The Hopkins County Fire Department and all of its employees remain committed to these activities and to being a partner in the community.



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**SUBJECT: DEPARTMENT ORGANIZATION**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**POLICY:**

The Hopkins County Fire Department is divided into the various operating elements that are required to carry out the mission of the Department. The basic goal of the organization shall be to carry out its assigned mission in the most professional and cost-effective manner possible. Members shall always remember that the Fire Department is a public service organization established to meet both the emergency and non-emergency needs of the community.

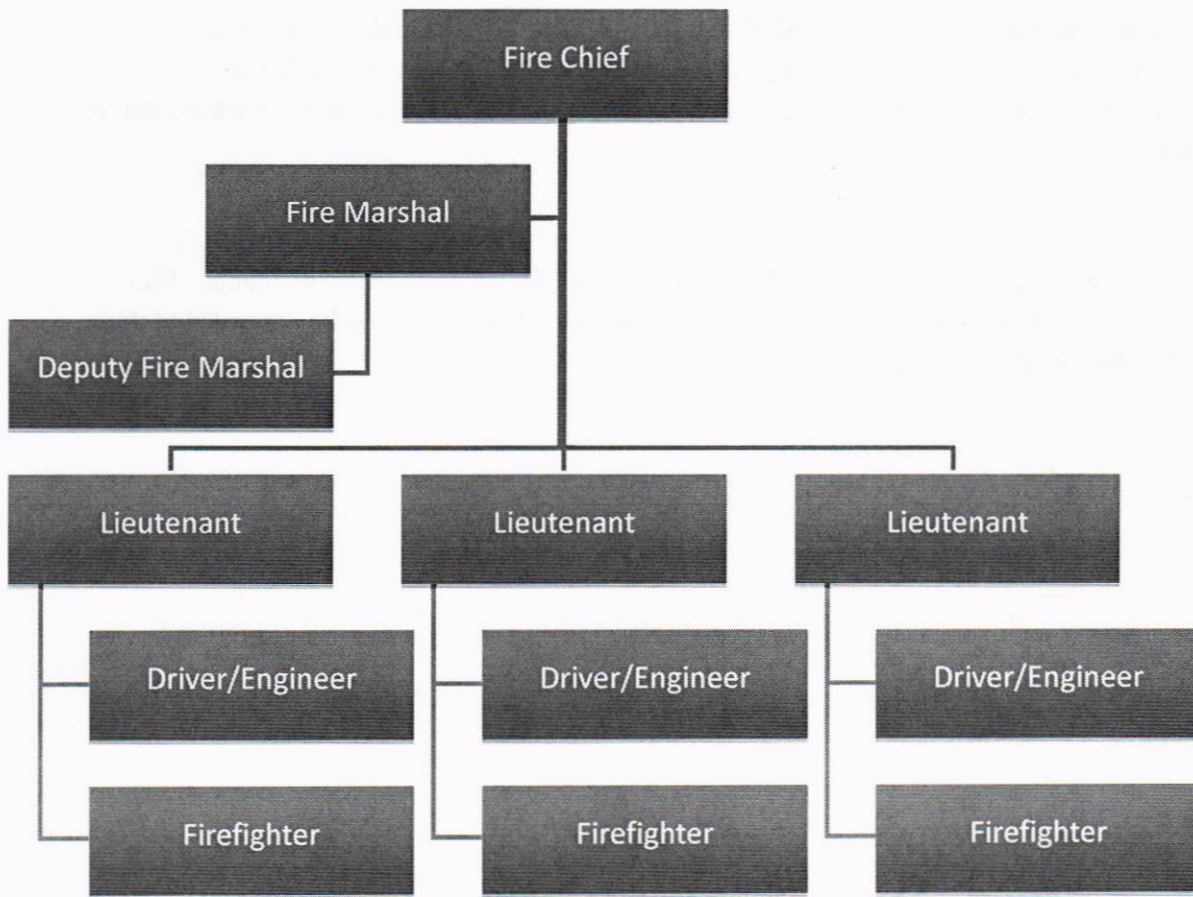
The Fire Department Organizational Chart (diagram A) establishes a specific chain-of-command. This chain-of-command shall remain intact for all Fire Department communications and operations.

The Fire Department shall be staffed with an expected number of personnel as recommended by the Fire Chief and approved by the County Judge and the Commissioners Court, to be capable of carrying out the mission of the Department in an expeditious and conscientious manner.



Hopkins County Fire Department Organizational  
Chart

(Attachment A)



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: JOB DESCRIPTION**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

Each position in the Fire Department shall have a specific function within the organization. The appropriate job description will generally define this function. This job description is not meant to be all inclusive of the responsibilities and duties of each position, but provides a general background for that position.

As needs change, it may be necessary for specific functions of position to likewise change. These changes will be communicated to the personnel involved and will subsequently be appended to these published job descriptions

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: JOB DESCRIPTION FIRE CHIEF**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Basic Functions:**

Manages the Fire Department including, fire suppression, emergency medical service, fire prevention, hazardous materials and code inspection/enforcement programs.

**Nature and Scope:**

Through the management and direction the Chief is accountable for long-range planning, program development and management, and coordination of the following programs for the protection of public property and lives:

1. Fire Fighting and Emergency Services-Provides emergency responses to mitigate threats to life and property from fire, medical emergencies, hazardous materials and disasters.
2. Fire Marshal-Provides investigation of fire causes and origins: identification and prosecution of arsonists: fire inspection and code enforcement; inspection of use, storage, and transportation of hazardous materials: fire trend analysis.
3. Construction plan review relating to enforcement of fire codes when applicable; and public information programs.

Administrative/Support Services-Provides budget administration, communication and dispatch services, coordination of the management information system, maintenance of equipment and facilities, training programs and records processing and clerical support.



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**SUBJECT: JOB DESCRIPTION FIRE CHIEF**

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**Accountabilities:**

Accountabilities include selection, management and supervision of Senior Department staff; preparation and monitoring of budgets; development of long-range goals and objectives; and the formulation of operating policies and procedures.

1. Assure protection of lives and property through management of Fire Department resources to control and extinguish fires.
2. Ensure first responder program for HCFD meets DSHS requirements.
3. Assures control, use and transportation of hazardous materials to minimize potential emergencies through direction of response and inspection programs.
4. Assures investigation of fire causes and origins, and prosecution of arsonists through the direction of investigation and case preparation programs.
5. Assures fire safety regulations are applied to existing and new construction through direction of programs for plan examination, code compliance, inspection and enforcement if adopted by the commissioner's court.
6. Assures establishment and maintenance of communications through direction of programs for receipt of emergency calls, dispatch of response units and communication among paramedic units and area hospital facilities.
7. Assures efficient Fire Department operations through direction of programs for personnel, financial management, training, equipment maintenance, records processing and clerical support.

**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: JOB DESCRIPTION FIRE CHIEF**

**PREPARED BY: M. MATTHEWS**

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**Skills Knowledge and Ability:**

10 years supervisory experience in field and fire department operations including knowledge of County, State and Federal Uniform Fire Codes, or the combined equivalent. Advanced Firefighter certification from Texas Commission on Fire Protection Knowledge and experience in principles, theories, practices and management of organizations as applied to fire department activities: planning, budget preparation and presentation, financial management, hazardous material control, fire suppression and prevention requirements and personnel policies and procedures. Abilities include planning, organizing, controlling and directing diverse Fire Department programs including assessing and evaluating present and future fire suppression; prevention and emergency medical needs; management and direction of emergency and disaster events; and to communicate and inform County Management, employees and the public.



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: JOB DESCRIPTION FIRE MARSHAL**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Basic Function:**

Investigations of Fires, inspect, advise and assist private and public organizations for purposes of safeguarding life and property against fire, explosion and related hazards.

**Nature and Scope:**

Under limited supervision assists the Fire Chief, in conducting scheduled and complaint related inspections of businesses, schools, hospitals, etc. to ensure adherence to fire codes and regulations inspecting for; water supply, access, occupant loads and exists, sprinkler systems, smoke and heat detection systems, etc. Issues Certificates of Occupancy for new businesses if applicable, Provides inspection of existing structures for Fire/Life Safety Code compliance. Typical duties include:

1. Scheduled and complaint generated inspections of businesses, schools, hospitals, churches, etc. to check for fire code compliance or fire hazards.
2. Investigate the cause and origin of fires, and the arrest of suspected arsonist
3. Inspects sprinkler systems, special fire extinguishing systems and fire alarm systems for proper operation.
4. Coordinates fire prevention program development and presentation to schools and civic organizations.
5. Assists in conducting fire and disaster drills.
6. Prepares and submits reports on daily activities and all inspections, drills and programs given
7. Assists firefighters as necessary.
8. Maintains records on all complaints, inspections, fire hydrant flow tests, pre-fire plan records, and street guide information.
9. Assists fire department staff in maintaining computer files activity record



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10. Maintains updated inspection manual including applicable county ordinances.
11. Acts as the Fire Chief during his absence.
12. Assists the Hopkins County Sheriff's Office, and neighboring Law Enforcement agencies as needed.
13. Maintains continuing education for the Hopkins County Fire Department.
14. Oversees uniforms and PPE for the Hopkins County Fire Department.
15. Conducts internal investigations of complaints against the Fire Department and its employee's at the direction of the, Fire Chief, or County Judge.

**Accountabilities:**

1. Ensure scheduled and complaint generated community fire/hazard inspections are completed in accordance with codes and regulations and recorded and reported on.
2. Ensure inspections/investigations are recorded and files are properly maintained.
3. Ensure code violation correction, inspection and reporting is complete and adequately recorded.
4. Ensure knowledge of ordinances and monitor changes and updates.
5. Ensures all continuing education is completed.
6. Ensures all PPE is properly maintained.

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**Skills Knowledge and Ability:**

Requires high school diploma or equivalent; Advanced or higher level firefighter certification, certified Fire Inspector and Arson Investigator by Texas Commission on Fire Protection; and certified by Texas Commission on Law Enforcement as a Texas peace officer. Considerable knowledge and experience with fire investigation techniques, fire codes, inspection methods and state and county laws.



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: JOB DESCRIPTION EMERGENCY  
MANAGEMENT COORDINATOR**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Basic Function:**

Responsible for the development and coordination of Emergency Operations Plan; accomplishes special projects. Inspects, advises and assists private and public organizations for purposes of safeguarding life and property against fire, explosion and related hazards.

**Nature and Scope:**

The Emergency Management Coordinator has two major functional areas of responsibility: Emergency Management and Life Safety Inspection under limited supervision, assists the County Judge in the conducting of scheduled and complaint related inspections of businesses, schools, hospitals, etc. to ensure adherence to fire codes and regulations inspecting for: water supply, access, occupant loads and exits, sprinkler systems, smoke and heat detection systems, etc. For Emergency Management, coordinate planning and preparedness activities for emergency situations and maintains the Emergency Plan

1. Emergency Management: Staff adviser to the County Judge on Emergency matters.
2. Keeps governing body apprised of preparedness status and anticipated needs.
3. Analyzes emergency skills needed by County departments and employees and arranges training necessary to build required skills.
4. Coordinates planning and preparedness activities,
5. Prepares and maintains a resource list of such items as heavy equipment, sand bags, etc.
6. Ensures the operating capability of the Emergency Operating Center and may activate the E.O.C.
7. Serves as liaison between the County and State Emergency Management
8. Organizations and between organized emergency volunteer groups and private agencies.



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**SUBJECT: JOB DESCRIPTION EMERGENCY  
MANAGEMENT COORDINATOR**

**PREPARED BY: M. MATTHEWS**

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9. Initiates and monitors the increased readiness actions among County
10. Services when disaster threatens. Maintains and updates the Emergency Plan. Prepares and maintains Annex E (Execution) and Annex P (Hazard Mitigation)
11. Fire Inspection: Conducts scheduled and complaint-Approved inspections of businesses, schools, hospitals, churches, etc. to check for fire code compliance or fire hazards.
12. Inspects sprinkler systems special fire extinguishing systems and fire alarm systems for proper operation maintains records on all complaints, inspections, fire hydrant flow tests, pre-fire plan records, and street guide information.
13. Maintains updated inspection manual including applicable city ordinances. Issues Certificate of Occupancy as necessary,
14. Assists in fire prevention program development and presentation to schools and civic organizations.
15. Assists in conducting fire and disaster drills,
16. Assists fire fighters as necessary and assists department staff in maintaining computer file activity records.

**Accountabilities:**

1. Ensure rapid response in setting up Emergency Operations Center during emergencies.
2. Ensure all Department Heads are informed of duties during emergencies.
3. Ensure all records and data are recorded during emergencies
4. Ensure all other department's Annexes are maintained.
5. Ensure scheduled and complaint-Approved community fire/hazard inspections are completed in accordance with codes and regulations and recorded and reported on.
6. Ensure inspections/activities are recorded and files are properly maintained.
7. Ensure code violation correction inspection and reporting is complete and adequately recorded.
8. Ensure knowledge of ordinances and monitors changes and update

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**Skills Knowledge and Ability:**

High school diploma or equivalent Advanced Firefighter Certification and considerable knowledge and experience with methods of organization, planning, management, and supervision; governmental structures and resources; federal, state, and local emergency management program objectives; facilities and systems required in controlled operations. Considerable knowledge and experience with fire investigation techniques, Fire Codes, inspection methods and state and local laws.



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: JOB DESCRIPTION LIEUTENANT**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Basic Functions:**

The highest ranking station officer with the duties of supervising, coordinating and directing emergency and non-emergency activities of the fire company at the scene of an emergency.

**Nature and Scope:**

Provides basic and/or advanced life support and firefighting work in the treatment of the sick or injured and firefighting duties in preventing, combating, and extinguishing fires along with water and other rescue related duties. **Typical duties may include:**

1. Provides firefighting, rescue, first aid and basic life support at emergency scenes.
2. Assists in the removal of victims from dangerous situations.
3. Prepares complete records and reports related to fire, emergency medical care and vehicle operations provided during operational periods.
4. Participates in the exchange of information between off-going and on-coming shifts and in crew meetings as necessary.
5. Checks all personal gear, assigned vehicles, equipment and tools to ensure safe and effective operation.
6. Responds to alarms of fire or other emergencies; lays, connects and uses hose and nozzles to direct fog or water stream. Raises and climbs ladders, uses fire extinguishers, bars, hooks, lines, pike poles, halligans, drills, saws, extrication tools and appliances and other equipment safely, efficiently and in accordance with established policies and procedures.
7. Participates in all scheduled and assigned training classes.
8. Communicates among assigned personnel, other employees throughout the county, upper management and the general public as necessitated by the position.
9. Performs other job-related duties consistent with assigned division responsibilities.



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**SUBJECT: JOB DESCRIPTION LIEUTENANT**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Accountabilities:**

1. Ensures rapid response by personnel to all emergency calls.
2. Ensures all personal gear, assigned vehicles, equipment and tools are in safe and effective operating order.
3. Ensures proper and adequate maintenance of reports and records.

**Skills Knowledge and Ability:**

High school diploma or equivalent plus 4 years firefighting experience with the Hopkins County Fire Department preferred. Must possess and maintain a current Basic Firefighter certification issued by the Texas Commission on Fire Protection Advanced preferred as well as Fire Officer 1, and Instructor 1, and Emergency Medical Technician certification or Paramedic certification issued by the Texas Department of State Health Service. Hired prior to shall successfully pass any department/division required written or oral examinations prior to employment or promotion and meet Texas Commission on Fire Protection, Texas Department of State Health Service and Medical Directors requirements for re-certification during employment. Knowledge of the procedures and methods used in safely and comfortably handling/treating patients. Knowledge of pre hospital patient-care for basic life support. Knowledge of fire suppression and prevention methods, procedures and techniques. Ability to learn and efficiently operate firefighting equipment. Ability to communicate both orally and in writing, ability to understand and follow oral and written instructions. Ability to establish and maintain working relationships with employees and management. Ability to think clearly and use independent judgment in routine and non-routine situations which may occur. Good physical condition and the ability to perform job functions. Works in emergency conditions that may involve extreme danger and exertion under hazardous conditions to include but not limited to flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, victims with severe.

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Injuries/death and inclement weather, Must be able to wear all assigned bunker gear and Perform related emergency scene duties effectively and efficiently. Be able to frequently lift and carry heavy weights, climb, walk, run, drive vehicles, crawl, stoop, push, pull, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing and use other emergency. And firefighting equipment as required. Possess ability to use basic swimming techniques for water rescues. Possess good vision and hearing and be able to distinguish colors and odors. Possess and maintain a valid Texas driver's license with an acceptable driving record as defined by County policy.



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**SUBJECT: JOB DESCRIPTION DEPUTY FIRE MARSHAL**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Basic Functions:**

Investigation of fires, inspects, advises and assists private and public organizations for purposes of safeguarding life and property against fire, explosion and related hazards.

**Nature and Scope:**

Under the supervision of the Fire Marshal assists, in conducting scheduled and complaint related inspections of businesses, schools, hospitals, etc. to ensure adherence to fire codes and regulations inspecting for; water supply, access, occupant loads and exists, sprinkler systems, smoke and heat detection systems, etc. Issues Certificates of Occupancy for new businesses if applicable, Provides inspection of existing structures for Fire/Life Safety Code compliance. Typical duties include:

1. Scheduled and complaint generated inspections of businesses, schools, hospitals, churches, etc. to check for fire code compliance or fire hazards.
2. Investigate the cause and origin of fires, and the arrest of suspected arsonist.
3. Inspects sprinkler systems, special fire extinguishing systems and fire alarm systems for proper operation.
4. Coordinates fire prevention program development and presentation to schools and civic organizations.
5. Assists in conducting fire and disaster drills
6. Prepares and submits reports on daily activities and all inspections, drills and programs given
7. Assists firefighters as necessary.
8. Maintains records on all complaints, inspections, fire hydrant flow tests, pre-fire plan records, and street guide information.
9. Assists fire department staff in maintaining computer files activity records

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**SUBJECT: JOB DESCRIPTION DEPUTY FIRE MARSHAL**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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10. Maintains updated inspection manual including applicable county ordinances
11. Acts as the Fire Marshal during his absence.
12. Assists the Hopkins County Sheriff's Office, and neighboring Law Enforcement agencies as needed.
13. Conducts internal investigations of complaints against the Fire Department and its employee's at the direction of the Fire Marshal, Fire Chief, or County Judge.

**Accountabilities:**

1. Ensure scheduled and complaint generated community fire/hazard inspections are completed in accordance with codes and regulations and recorded and reported on.
2. Ensure inspections/investigations are recorded and files are properly maintained.
3. Ensure code violation correction, inspection and reporting is complete and adequately recorded.
4. Ensure knowledge of ordinances and monitor changes and updates.

**Skills Knowledge and Ability:**

Requires high school diploma or equivalent; Basic or higher level firefighter certification, certified Fire Inspector and Arson Investigator by Texas Commission on Fire Protection; and certified by Texas Commission on Law Enforcement as a Texas peace officer. Considerable knowledge and experience with fire investigation techniques, fire codes, inspection methods and state and county laws.



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**SUBJECT: JOB DESCRIPTION CHAPLAINCY**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Basic Function:**

The intent of this procedure is to enhance the psychological and spiritual well-being of the members of the Hopkins County Fire Department by the availability of a Chaplaincy Program specifically tailored to the professional needs of the Firefighter.

**Duties of the Fire Chaplain:**

The below listed duties constitute only a brief summary of what may actually be required in any situation that may be encountered. The Fire Chaplain must remain constantly alert and sensitive to needs and the means he must employ to meet those needs.

**Emergency Situations:**

The Fire Chaplain will respond when contacted by Public Safety Communications or a Chief Officer of the Fire Department, or at his own discretion, and will report at the scene to the Incident Commander in-charge of the incident. When at the scene, the Fire Chaplain will be under the command authority of the Incident Commander. The Fire Chaplain will respond as follows:

**To the Scene When:**

- A working-fire of 2nd Alarm or greater is in progress
- A critical incident is in progress
- A critical injury or fatality to a firefighter is reported
- The incident involves a victim that is a member of the family of fire department personnel
- Whenever the Incident Commander determines that the services of the Fire Chaplain may be of value in the ongoing emergency operation.
- This may include situations where:the victim or family is highly emotional or unstable.
- Care is needed for the family of the victim while treatment is underway.
- The victim or family requests a chaplain or clergy
- The Incident Commander feels the presence of the Fire Chaplain would be of benefit to the victim or to department personnel

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**Follow up Actions:**

**On-scene duties:**

- Provide appropriate victim assistance to free operational personnel for firefighting duties.
- Comfort and counsel
- Referral to appropriate community agencies for assistance
- Help contact persons, insurance agents, family members, etc. in all cases, the Fire Chaplain will find out a victim's church or religious preference and attempt to notify the pastor or church.
- Provide appropriate assistance to firefighters engaged in firefighting activities
- Watch for signs of physical or emotional stress
- Assist in providing firefighting needs (water, rest, etc.)
- Advise Command whenever it is felt that a firefighter or paramedic is in need of being relieved from emergency operations.
- Post-Emergency Duties
- Conduct follow-up to insure victims are receiving necessary assistance.
- Ensure that firefighter's needs are met in the areas of on-the-job injuries, critical incident stress, etc.

**Routine Duties::**

- **Duties within the Fire Department:**
- Visit the station and shifts
- Visit hospitalized fire department members and members of their families
- Participate in recruit training as suggested by the Chief
- Be available to provide counseling to members of the Fire Department in times of stress
- Assist when requested by any Division of the department in their programs
- Conduct funeral/memorial services as needed and requested
- Be a member of the Critical Incident Stress Debriefing Team
- Be on-call on a 24/7 basis in support of the Fire Department



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**Duties outside the Fire Department:**

- Represent and interpret fire department goals and concerns to the churches and religious institutions of the community
- Assist when requested with public events and/or public information needs
- As time permits, and as requested, conduct extended ministry to victims and their families

**General Guidelines for the Fire Chaplaincy**

- The Fire Chaplain does not replace the home church pastor, but seeks to support the concern of every church for its members who may be in professions with special risks or needs. Moreover, the Fire Chaplain must be for the advantage of every member of the department, regardless of his or her nationality, race, sex, or religion.
- Any communications a person makes to the Fire Chaplain is on a strictly confidential basis and will not be released to department members or any other person.
- Any fire personnel may go to the Fire Chaplain without having to notify his/her supervisory chain-of-command or anyone else.
- Any fire department officer or member (including administrative staff) who becomes aware of any situation which may need the response of the Fire Chaplain may contact the Fire Chaplain directly.
- Fire Department administration will keep current telephone numbers for the Fire Chaplain(s). The Fire Chaplain may also be contacted through fire department administration if desirable. Examples of situations where the Fire Chaplain may be contacted include, but are not limited to:
  - Death, injury, or hospitalization of a Fire Department member.
  - Death, injury, or hospitalization of a Fire Department member's spouse or child.
  - Death in a Fire Department member's close family.

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**Chaplaincy Qualifications:**

- All members of the Fire Chaplaincy must complete and have on file a application
- Be approved to serve the program by the Hopkins County Fire Chief
- Proper credentialing of members of the Fire Chaplaincy should include, but is not limited to:
- Be an ordained/licensed (or equivalent) minister of a recognized church
- Letter of support from the current church that they are affiliated with
- Attend the Federation of Fire Chaplains "Basic Fire Chaplains Institute" (as it is available)
- Completion of ICS-100 and ICS-700 available on the FEMA web-site.

**Fire Chaplain Issued Equipment:**

- Hopkins County Fire Department issued photo IDcard
- Incident Accountability Tag (Green)
- Hopkins County Fire Department issued badge/beltclip
- Hopkins County Fire Department pager
- Hopkins County Fire Department reflective safety vest
- Hopkins County Fire Department Class A Uniform



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**SUBJECT: JOB DESCRIPTION DRIVER/ ENGINEER**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Basic Functions:**

Performs the duties of driving and operating fire apparatus and equipment for firefighting and life support operations. Provides life support and firefighting work in the treatment of the sick or injured and firefighting duties in preventing, combating, and extinguishing fires along with water and other rescue related duties

**Nature and Scope:**

**Typical duties include:**

1. Drives and operates engines, trucks and Utility vehicles efficiently and in accordance with established policies and procedures.
2. Maintains, inspects and tests fire engines, pumps, trucks, ladders and rescue equipment and all tools and ancillary equipment carried on apparatus at the beginning of each shift and after each response or training use.
3. Provides firefighting, rescue, first aid and basic life support at emergency scenes.
4. Prepares complete records and reports related to fire, emergency medical care and vehicle operations provided during operational periods.
5. Participate in the exchange of information between off-going and on-coming shifts and in crew meetings as necessary.
6. Check all personal gear, assigned vehicles, equipment and tools to ensure safe and effective operation.
7. Responds to alarms of fire or other emergencies; lays, connects and uses hose and nozzles to direct fog or water stream. Raises and climbs ladders, uses fire extinguishers, bars, hooks, lines, pike poles, halligans, drills, saws, extrication tools and appliances and other equipment safely, efficiently and in accordance with established policies and procedures.
8. Participate in all scheduled and assigned training classes



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**SUBJECT: JOB DESCRIPTION DRIVER/ ENGINEER**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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9. Communicate among assigned personnel, other employees throughout the city, upper management, and the general public as necessitated by the position.
10. Perform other job-related duties consistent with assigned division responsibilities
11. Maintains familiarity with maps and related road networks within the fire district area and within those areas with Mutual aid agreements.

**Skills Knowledge and ability:**

High-school diploma or acceptable equivalent and 2 years 'service with the Hopkins County Fire Department preferred as a Firefighter EMT or Paramedic. Must possess and maintain a current Basic Structural Firefighter (minimum) and Driver/Operator certification issued by the Texas Commission on Fire Protection and Emergency Medical Technician certification or Paramedic certification issued by the Texas Department of State Health Service. Shall successfully pass any department/division required written or oral examinations prior to employment or promotion and meet Texas Commission on Fire Protection standards, Texas Department of State Health Service. Knowledge of the procedures and methods used in safely and comfortably, handling/treating patients and pre-hospital patient-care for basic life support. Knowledge of fire suppression, prevention methods, procedures and techniques. Ability to learn and efficiently operate firefighting equipment. Ability to communicate both orally and in writing, Ability to understand and follow oral and written instructions. Ability to establish and maintain working relationships with employees and management. Ability to think clearly and use independent judgment in routine and non-routine situations which may occur. Good physical condition and the ability to perform job functions. Works in emergency conditions that may involve extreme danger and exertion under hazardous conditions to include but not limited to flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, victims with severe injuries/death and inclement weather. Must be able to wear all assigned bunker gear and perform related emergency scene duties effectively and efficiently. Be able to frequently lift and carry heavy weights, climb, walk, run, drive vehicles, crawl, stoop, push, pull, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing and use other emergency and firefighting equipment as required. Possess Ability to use basic swimming techniques for water rescues. Possess good vision and hearing and be able to distinguish colors and odors. Possess and maintain a valid Texas driver's license with an acceptable driving record as defined by County policy



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SECTION 1  
NUMBER 1.01



**SUBJECT: JOB DESCRIPTION FIREFIGHTER/EMT/  
PARAMEDIC**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY A. ENDSLEY**

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**Basic Function:**

Provides basic life support and firefighting work in the treatment of the sick or injured and firefighting duties in preventing, combating, and extinguishing fires along with water and other rescue related duties.

**Nature and Scope:**

Typical duties may include:

1. Provides firefighting, rescue, first aid and basic life support at emergency scenes.
2. Assists in the removal of victims from dangerous situations.
3. Prepares complete records and reports related to fire, emergency medical care and vehicle operations provided during operational periods.
4. Participates in the exchange of information between off-going and on-coming shifts and in crew meetings as necessary.
5. Checks all personal gear, assigned vehicles, equipment and tools to ensure safe and effective operation.
6. Responds to alarms of fire or other emergencies; lays, connects and uses hose and nozzles to direct fog or water stream. Raises and climbs ladders, uses fire extinguishers, bars, hooks, lines, pike poles, halligans, drills, saws, extrication tools and appliances and other equipment safely, efficiently and in accordance with established policies and procedures.
7. Operates engines, trucks, ambulances, and rescue units safely, efficiently, and in accordance with established policies and procedures.
8. Maintains familiarity with maps and related road networks within the fire district area and within those areas with Mutual Aid Response Agreements



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9. Participates in all scheduled and assigned training classes.
10. Communicates among assigned personnel, other employees throughout the County, upper management and the general public as necessitated by the position.
11. Performs other job-related duties consistent with assigned division responsibilities.

**SKILLS, KNOWLEDGE, AND ABILITY:**

Minimum age 19, High school diploma or equivalent must be certified or certifiable by hire date and maintain a current Basic Structural Firefighter (minimum) Driver/Operator certification issued by the Texas Commission on Fire Protection, and must be certified or certifiable as an Emergency Medical Technician by the Texas Department of State Health Service. Shall successfully pass any department/division required written or oral examinations prior to employment and meet Texas Commission Fire Protection, Texas Department of State Health Services and Medical Directors requirements for re certification during employment. Knowledge of procedures and methods used in safely and comfortably handling/treating patients. Knowledge of pre-hospital patient-care for basic life support. Knowledge of fire suppression and prevention methods, procedures and techniques. Ability to learn and efficiently operate firefighting equipment. Ability to communicate both orally and in writing, Ability to understand and follow oral and written instructions. Ability to establish and maintain working relationships with employees and management. Ability to think clearly and use independent judgment in routine and non-routine situations which may occur. Good physical condition and the ability to perform job functions. Works in emergency conditions that may involve extreme danger and exertion under hazardous conditions to include but not limited to flames, smoke, hazardous materials, cramped condition. Charged or oxygen deficient atmospheres, downed power lines, victims with severe injuries/death and inclement weather. Must be able to wear all assigned bunker gear and perform related emergency scene duties effectively and efficiently. Be able to frequently lift and carry heavy weights, climb, walk, run, drive vehicles, crawl, stoop, push, pull, jump, grasp hoses, grasp and manipulate small objects, work on unsteady Footing and use other emergency and firefighting equipment as required. Possess ability to use basic swimming techniques for water rescues. Possess good vision and hearing and be able to distinguish colors and odors. Possess or obtain by hire date and maintain during employment a valid Texas driver's license with an acceptable driving record as defined by County policy. Must, pass a pre-employment background investigation.



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**SUBJECT: CHAIN OF COMMAND**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

Any and all policy changes, adjustments, and/or additions will be presented on a standard SOG form, ready to be added to the proper manual. In some circumstances a departmental memo may be issued that presents a specific order for department personnel, in this case the order shall be in immediate effect and shall be followed by the proper SOG.

Suggestions for improving the Department or for increasing the well-being of its employees shall be carefully considered by the administration when these suggestions are submitted through proper channels.

All requests, grievances, complaints, or other submissions shall be submitted following the department's chain of command. This means that all requests whether written or verbal must be passed to the requesting person's immediate supervisor for action. If the immediate supervisor is unable to satisfactorily accommodate the request, the request shall then be put in written form and sent through the chain of command until resolved. Any deviation of or circumvention of the chain of command will result in disciplinary actions against the offender in accordance with insubordination policies.

Each supervisor shall initial all written correspondence to indicate they have seen and passed on the document. Correspondence or requests for meeting addressed to a specific person shall not be stopped unless the member submitting the request agrees.

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**SUBJECT: SAFETY**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Purpose: Safety Policy**

**Policy: STATEMENT OF MANAGEMENT COMMITMENT AND INVOLVEMENT**

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the task is considered unsafe for the employees training level. Employees must report all accidents, injuries, near miss injuries and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincen-

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action with an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment. The primary responsibility of the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

**Name:** Andy Endsley

**Title:** Fire Chief

**Telephone:** 903-439-6217

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, I, or other members of our management team will participate with other county department representatives and our employees in ongoing safety and health programs, which include:



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- Promoting safety committee participation
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program along with the departments Standards of Operational Procedures will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

**Purpose: Safety Policy**

**Policy: LOSS ANALYSIS/SAFETY COMMITTEE ORGANIZATION**

A safety committee has been established to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of the following supervisory and non-supervisory members of our organization:

- (1) Fire Chief - Safety Program Coordinator
- (2) Fire Marshal - Supervisory Employee Member
- (3) Driver A - Shift, Non-Supervisory Employee Member
- (4) Driver B - Shift, Non-Supervisory Employee Member
- (5) Driver C- Shift, Non- Supervisory Employee Member

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**Responsibilities:**

The safety committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work place practices; and accepting and addressing anonymous complaints and suggestions from employees. This review will focus on hazards and injury analysis, recognition of developing trends from a review of at least the TWCC-1, Accident Investigation Reports, Employee and Supervisor Reports of Injury forms, and TML-IRP loss runs. The Safety Program Coordinator will retain a complete copy of these records. The Coordinator will make a written notification to the Committee and the Fire Chief and commissioner court of any noticed trends.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

**Purpose: Safety Policy**

**Policy: Safety Committee Organization.**

**Responsibilities Continued:**

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.



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Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

**Meetings:**

Safety committee meetings are held quarterly (January, April, July, and October) and more often if needed. The safety program coordinator will post at each work place the minutes of each meeting within one week after each meeting. The minutes of the meetings will be maintained for a period of five years. A copy of the official committee record form can be found in Appendix A of this document.

- Promoting safety committee participation
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program along with the departments Standards of Operational Guidelines will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

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**Purpose: SAFETY POLICY**

**Policy: SAFETY AND HEALTH ORIENTATION**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. Their supervisors will instruct all employees that compliance with the safety rules described in the work place safety manual and departmental SOP's is required.

**Policy: JOB SPECIFIC TRAINING**

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual and in the departments Fire-fighter Qualifications Manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work



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- Practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

**Periodic Retraining of Employees:**

All employees will be retrained annually in January on safety rules, policies and procedures, and when changes are made to the workplace safety manual. Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

**Purpose: SAFETY POLICY**

**Policy: ACCIDENT INVESTIGATION PROCEDURES:**

The supervisor at the location where the accident occurred will perform an accident investigation. The safety coordinator is responsible for seeing that the accident investigation reports (see Appendix A) are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all near misses, accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might

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- Provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report (a copy is located in Appendix A of this document).
- Provide recommendations for corrective actions and follow up on corrective measures.
- Indicate the need for additional or remedial safety training.

**Employee Reporting:**

All employees are required to report to their immediate supervisor, any of the following:

- Accidents/incidents with injury/illness of any magnitude (including first aid related cases)
- Accidents/incidents resulting in property of equipment damage of any magnitude
- Any near miss incident that could potentially have resulted in injury/illness or property damage.
- Accident investigation reports must be submitted to the safety coordinator within 72 hours of the accident.
- Employees should report injury, illness, or accidents to their immediate supervisor immediately or upon
- Knowledge of an injury, illness, or accident or involvement of an accident.

Two logs will be maintained for on-the-job injuries. The first log will track injuries that are reported on the TWCC-1. The second log will be those injuries requiring first-aid only treatment. Both of these logs will be kept in the county's Risk Management department.



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**Purpose: SAFETY POLICY**

**Policy: RECORD KEEPING PROCEDURES:**

The safety coordinator will forward all reports of injuries or accidents to the Risk Management Division where records are maintained for a minimum of five (5) years and include:

- Accident Investigation Reports
- In-house Safety and Health Inspections
- Workers' Compensation Notice of Injury Reports TWCC-1
- First Aid Logs

**Applicable Forms or Records:**

- Texas Workers Compensation Commission Form TWCC-1 Employer first report of injury.
- Texas Workers Compensation Commission Form TWCC-6 Supplemental Report of occupational injury or illness; and record of first aid or other non- recordable accidents/incidents.

**Training Coordinator:**

The department training officer will maintain all safety and operational training records for 10 years.

**Fleet Maintenance:**

All fleet maintenance records will be retained by the department for the life of all vehicles.

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**Purpose: SAFETY POLICY**

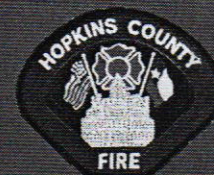
**Policy: PRE-SHIFT INSPECTIONS**

At the beginning of each shift, all employees will inspect their work areas policing and cleaning as needed. Station Officers will be responsible for monthly inspections of the fire station on the first Monday of each month. Any deficiencies should be noted on the Facility Inspection Checklist and the information forwarded to Fire Admin. All completed checklists should be forwarded to the Safety Coordinator for filing. Personnel assigned as drivers will inspect their assigned vehicles as outlined in the department Standard Operational Procedures, noting their findings on the appropriate checklist and entering the inspection in the department's information management software. The department for the life of the vehicles will retain all pre-shift inspections records



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**Purpose: SAFETY POLICY**

**Policy: AUDIT AND INSPECTION**

The department has arranged for each listed division to receive a comprehensive safety and health audit by the Safety Program Coordinator on an annual basis no later than the 1st of October of each year. These audits will identify existing and potential hazards and non-compliance issues that should be addressed. The findings of the surveys will be discussed and recommendations for corrective actions suggested. Surveys will also be conducted to evaluate the overall effectiveness of the Accident Prevention Plan and employee training.

Recommendations will be made to enhance the performance of the safety and health program. Reports will be forwarded to management for review. Management will allocate adequate time and resources to perform the surveys. The on duty station officer will perform a facility survey monthly. Each division will develop and maintain an inspection checklist specific of their operational goals.

The list will be developed utilizing a general inspection checklist and will be evaluated and updated with hazards that are identified during inspections and other pertinent data as it is acquired. The contents of the checklist will be reviewed prior to the Safety Committee inspections to ensure that it is current and updated. The checklist will become a part of the permanent record of the inspection and will serve as a confirmation of the survey. Each checklist will indicate the location or specific items (vehicle / equipment) or areas surveyed and include the name and title of person doing the survey along with the date and corrective action taken for identified hazards or violations. The report will be used in trend analysis and record keeping.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage, and informed of measures or steps that will be taken to eliminate, correct, or control the hazard. The on duty station officer will make immediate notification.

The Fire Chief will review the inspection checklist and any other established documentation to ensure that a course of corrective action and time line has been established for elimination of each deficiency

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**Purpose: SAFETY POLICY**

**Policy: PERIODIC REVIEW AND REVISION:**

The Safety Committee members or other designated persons will review and revise the components of the Accident Prevention Plan each year in October for effectiveness and implementation. Special attention will be devoted to areas and criteria that demonstrate or trigger a failure in a program component, introduction of new procedures, processes, or equipment. Corrective measures will be taken as needed to reemphasize or restructure the seven components of the Accident Prevention plan to perform at the optimum effectiveness.

Information will be solicited from Supervisors and Employees to determine the effectiveness of each program component and assistance in developing adjustments and corrections. Employees will be informed of any changes to the Accident Prevention Plan.



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**SUBJECT: WORK SCHEDULES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

All suppression/shift employees shall report to the station, be dressed, and prepared for duty by 0700 hrs of their respective shift. Part time employees can work a 12 hour shift or a 24 hour shift when available. All employees shall report for duty in their appropriate uniform. Uniform standards are detailed in Number 2.06 of Section 2.

All requests for vacation, holiday, and compensation time must be addressed to the Fire Chief, through the appropriate chain of command, at least 48 hours prior to the requested time off. Exceptions on this time frame may be made in certain circumstances, at the discretion of the Fire Chief.

**Policy:**

Firefighters assigned to suppression duty are assigned to 24 hour shifts. The normal schedule is from 0700 am to 0700 am, with the two following twenty-four hour periods off. Each morning at 0630 hours, a wake-up tone "**shall**" be activated for the duty crew. The duty crew "**shall**" clean and remove all their personal items from their designated bunk room and meet with the on duty crew for briefing.

Part Time Firefighters work schedules as needed. Part time firefighters must work a minimum of 24 hours per month, assigned to a 12 hour or 24 hour shift, within a two week pay cycle. Full time personnel will adjust schedule to maintain this standard. Any part time firefighter failing to schedule work days over a ninety (90) day work period shall be terminated. Deviation from this policy can be granted by the fire chief.

Full time personnel assigned to the operations division shall not work more than 96 consecutive hours. Personnel must remain off duty for a period of 8 hours prior to working any further hours. Firefighters on shift have their benefits calculated on a sixteen hour workday (one shift = two work days). Fire Department administrative works 40 hrs per week.

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Full time personnel needs, organizational requirements, and special projects may require that the Hopkins County Fire Department temporarily change an individual's work assignments. These changes may require that an employee's work assignment be temporarily changed from 24 hour shifts to the forty-hour week and/or from a forty hour week to 24 hour shifts.

All Certified Fire Department personnel are subject to recall to duty in the event of a County emergency or disaster. Non-exempt employees who are recalled to duty on their off time will be compensated at overtime rates unless presidential disaster declaration. If necessary to meet minimum staffing requirements, an employee may be required to work voluntary or mandatory overtime.



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: EMPLOYEE RESPONSIBILITIES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

- For answers to employee's questions that are not addressed in this section or manual, the employee may refer to the County Personnel Manual.
- Fire Department employees work in a probationary status for a period of one year from their date of hire (this period may be extended by order of the Fire Chief).
- Employees who are promoted, demoted, or transferred within the organization must complete a probationary period of 6 months with every reassignment to a different position (this period may be extended by order of the Fire Chief).
- A satisfactory performance review upon completion of the required probationary period shall move the employee to "regular" status.
- Any unsatisfactory employee evaluation while an employee is on probationary status as a newly hired employee may result in termination. Any unsatisfactory employee evaluations while a previously employed person (through promotion or disciplinary actions) is on probation will result in demotion to the previous rank or termination.
- Employees (Full-Time) may hold a job outside of the Fire Department as long as they satisfactorily perform their job responsibility with the Department. All employees will be subject to the Department's scheduling demands and special requests and consideration brought about by outside employment will always be secondary to meeting this Department's needs.
- Outside employment that presents an actual or potential conflict of interest with the Department or County that can, in the opinion of the Fire Chief, bring discredit to the Department or County, is forbidden.



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**SUBJECT: EMPLOYEE RESPONSIBILITIES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**POLICY:**

Based upon the needs of the Department and/or of the County to maintain the highest degree of service to the citizens, the Department may deem it necessary to require higher levels of training and/or certification, or additional certifications, for its employees. In the event that this becomes necessary the employee(s) will be required to obtain the certifications and/or training needed to meet these needs.

These certification/training changes shall be arranged by, and paid for by, the Department and/or the County.

All employees shall be required to maintain any and/or all relevant certifications held at the time of employment, and those certifications attained during employment with this department, unless an exemption is granted by the Fire Chief and the County Judge. The Hopkins County Fire Department provides Continuing Education in all categories required by the Texas Commission on Fire Protection. Continuing education is obtainable by each member of the department while on duty at no expense to the employee. Any CE missed (as a result of a work absence for personal sickness or vacation) is the responsibility of the employee and will be the sole responsibility of that employee to schedule and obtain the missed CE. The department will not reimburse any employee for make-up of missed CE or any CE required maintaining a certification. Employees who fail to complete all required CE for each year by the end of that year will be placed on probation for a period of 90 days. If all required CE is not acquired within that 90 days the employee will be terminated. All EMT and Paramedics are required to work under the provisions of the First Responder Protocols. Deviation from these protocols without the expressed consent of a medical control physician will not be tolerated and will be punishable by termination.

**Policy:**

All employees of the Department shall be required to maintain physical conditioning to such a degree as to ensure optimum job performance in their assigned duties.

All employees of the Department are required to provide and maintain telephone communication in their place of residence in the event that the Department may need to recall the employee in time of emergency. This can be a cell phone, but if a land line phone is installed, the member must provide the number to Fire Administration



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All employees are required to immediately notify their supervisor of any change of address or telephone number. All employees are expected and required to adhere to all of the rules, regulations and policies of this Department and of the County. Employees are further required to follow any and all lawful orders issued by their superior officer

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**SUBJECT: EMPLOYEE CONDUCT**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

All personnel shall remain aware that they are constantly in the public view and therefore always have the opportunity for a positive, or negative, public relations contact. If the employee cannot make a positive contact with a specific citizen, the employee should refer that citizen to their officer. Fire Department employees are public employees and are expected to be courteous at every public contact.

When employees are on duty, they shall address any and all officers of this department by their rank and last name. Statements regarding dollar loss and/or cause of any fire shall be coordinated through the Fire Chief or Fire Marshal.

Non-commissioned employees shall not be in possession of a firearm while on duty. Commissioned employees will be in possession of firearms during the performance of their duties.

**Policy:**

1. All Fire Department members are expected to operate in a highly self-disciplined manner
2. Members shall abide by the standards of personal conduct outlined within the policy

**Responsibility:**

Every member of the Hopkins County Fire Department is responsible to regulate his or her own conduct in a positive, productive, and mature way.

**ALL MEMBERS SHALL:**

Follow Operations Manual and written directives of both the Hopkins County Fire Department and the County of Hopkins.

- A) Use their training and capabilities to protect the public at all times, both on and off duty.
- B) Work competently in their positions to cause all department programs to operate effectively.
- C) Always conduct them-selves to reflect credit on the department.
- D) Be managed in an effective, considerate manner and follow instructions in positive, cooperative manner.
- E) Always conduct them-selves in a manner that relates good order inside the department.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 1  
NUMBER 1.04



**SUBJECT: EMPLOYEE CONDUCT**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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- F) Keep them-selves informed to do their jobs effectively.
- G) Be concerned and protective of each member's welfare.
- H) Operate safely and use good judgment.
- I) Keep them-selves physically fit.
- J) Observe the work hours of their position.
- K) Obey the law.
- L) Be careful of department equipment and property.
- M) Be courteous and respectful to their officers and to each other and to the public.

**MEMBERS SHALL NOT:**

- A) Engage in any activity that is detrimental to the department.
- B) Engage in a conflict of interest to the department or use their position with the Department for personal gain
- C) Use alcoholic beverages, debilitating drugs, or any Substance that could impair their physical or mental capabilities while on duty.
- D) Fight.
- E) Engage in any sexual activity while on duty
- F) Abuse their sick leave.
- G) Steal.
- H) Engage in horseplay.
- I) Use profanity, improper conduct, or indecent language while on duty.
- J) Be permitted to make derogatory remarks to anyone about any member or officer of the department, which might subject them or the department to ridicule. Any such matter should be brought to the attention of the Fire Chief.
- K) Make a false official report or make a false statement or gossip about a member of the Fire Department or the business of the Department to the discredit or the detriment of any such member of the department or the department as a whole.
- L) Be insubordinate to any superior officer or supervisor.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: DISCIPLINARY PROCEDURES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 1  
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**Policy:**

Discipline is a process that should be progressive in nature, when possible, and appropriate for the severity of a specific offense. Discipline can be anywhere in the scale from counseling to termination. Although not intended to be an all-inclusive list, Groups 1- 5 reflect an escalating degree of severity of infractions. This degree of severity will be considered when making disciplinary decisions.

In most cases where an employee is charged with a violation, the employee's supervisor will recommend the appropriate disciplinary action through the chain of command up to the Fire Chief. It is emphasized that the Fire Chief is ultimately responsible for all disciplinary action. Recommendations from the designated level of supervision will be used in the decision making process.

If an employee has been charged with a violation where the prescribed penalty is suspension, termination, or demotion, the Fire Chief will follow all procedures and guidelines as outlined in the County of Hopkins Personnel Manual. The subject employee may appeal any disciplinary action in accordance with the procedures outlined in the County of Hopkins Personnel Manual.

**Procedure:**

1. Disciplinary actions or written reprimands may be instituted against an employee by adhering to the following procedure:
2. Advise the employee of the policy, rule, regulation, or procedure which he/she is alleged to have violated; and
3. Advise him/her of the evidence and witnesses concerning such violation; and
4. Give the employee an opportunity, if he/she so desires, to deny or defend the alleged action and to give his/her own version of what occurred; and
5. Advise the employee of what disciplinary action, if any, will be taken; and
6. Advise the employee of his/her right to file an appeal pursuant to the procedures as outlined in this manual and the County of Hopkins Personnel Manual if he/she feels that the disciplinary action is unjustified.



**HOPKINS COUNTY FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINES**

**SUBJECT: DISCIPLINARY PROCEDURES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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It should be noted that actions of termination and demotion may be taken in other circumstances where an employee does not meet the conditions of employment for the position, such as failure maintain valid certifications, licenses, and/or other qualifications as outlined in this manual; inability to perform the work required in present Position; Unsatisfactory job performance; etc. In any case of proposed termination or demotion, the decision of the Fire Chief is final. Employees may refer to County personnel manual for appeal process. Any employee on probation status is not entitled to appeal process

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: GROUP ONE OFFENSES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 1  
NUMBER 1.05



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**Policy:**

1. Unexcused absence for 2 hours or less with notification by employee.
2. Failure to commence work at beginning of the established shift.
3. Stopping work or leaving work without being properly relieved or without specific supervisory authority.
4. Failure to notify supervisor of an unexpected absence by the specified time for reporting such absence
5. Improper or unauthorized use of county telephone.
6. Failure to promptly notify supervisor of change of address and/or phone number



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 1  
NUMBER 1.05



**SUBJECT: GROUP TWO OFFENSES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

1. Use or possession of another employee's personal working equipment without the employee's and a supervisor's consent.
2. Failure to report any personal injury or equipment damage to the Fire Chief within 24 hours.
3. Posting of notices or solicitation within County's facilities without permission from the Fire Chief.
4. Leaving the job during regular working hours without notice to and permission from immediate supervisor and Fire Chief.
5. Performing private work on-duty with the intent of producing or preparing a product or service for profit; and/or using the County telephone during work hours to conduct business for personal financial gain.
6. Operation of vehicles in violation of departmental policies and procedures.
7. Unexcused absence of 2 hours or more; without notification by employee.
8. Abuse in any manner of County property, equipment, or the property of others.
9. Operating a County vehicle without an appropriate valid driver's license.
10. "Sleeping in" failure to respond to an alarm or call for service.
11. Sleeping during work hours except when authorized by supervisor or department rule.
12. Neglect or carelessness in observance of or failure to observe department safety rules or disregard of common safety practices
13. Mischievous actions such as horseplay, wrestling, unnecessary shouting, catcalls, or other similar undesirable conduct that may cause offense to or injury of another.
14. Creating or contributing to unsafe conditions, unsanitary conditions, or poor housekeeping in the work place
15. The use of abusive/offensive language toward fellow or subordinate employees, or toward the general public.
16. Failure to maintain any and all certifications required for performance of duty as an employee of the department. These certifications include any and all EMS certifications, fire certifications and any and all technical certifications obtained prior to or during employment with the

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: GROUP TWO OFFENSES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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department. (Note: This offense encompasses the employee's failure to renew certifications in a timely manner prior to the expiration of the certification.)



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**SUBJECT: GROUP THREE OFFENSES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

1. Reporting to work or working under the influence of intoxicants or drugs, except when authorized by a physician's prescription, confirmed by a supervisor.
2. Failure to report a County vehicle or equipment accident, including loss of County equipment or property.
3. Refusal to give testimony during administrative investigations except when criminal charges against the individual testifying may result from such testimony.
4. Unauthorized use of County property for private use.
5. Unauthorized placement or removal of signs or notices on County property.
6. Threatening, intimidating, coercing, or harassing - sexually or otherwise - other employees.
7. Transportation of unauthorized passengers in County vehicles.
8. Illegal gambling on the job.
9. Fighting on the job.
10. Misuse or removal of information such as reports, lists, County records, Fire Department records, or confidential information of any nature without prior approval from the appropriate authority.
11. Permitting another to use your Fire Department Identification (I.D.) or County Purchasing Card, or using another employee's I.D. or County Purchasing Card, or altering a Fire Department I.D. or County Purchasing Card.
12. Unauthorized use of a county vehicle or equipment and/or improper authorization by a supervisor of same.
13. Abuse or misuse of radio equipment on the job in violation of departmental policy or any federal law.

**HOPKINS COUNTY FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINES**

**SUBJECT: GROUP FOUR OFFENSES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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NUMBER 1.05



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**Policy:**

1. Making or publishing false and vicious or malicious statements concerning any employee, supervisor, the Fire Department, The County, or its operations.
2. Knowingly harboring a communicable disease, that may endanger the public or other employees.
3. Revealing confidential information without prior approval from the appropriate authority.
4. Unexcused absence of more than 2 hours and less than 2 consecutive scheduled work shifts.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: GROUP FIVE OFFENSES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 1  
NUMBER 1.05



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**Policy:**

1. Giving false information or withholding pertinent information called for in making application for employment.
2. Unauthorized altering of another employee's time record or unauthorized altering of one's own time record; making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, workman's compensation or other monetary benefits.
3. Falsifying testimony or assisting in falsifying personnel or other records.
4. Bookmaking on the job.
5. Theft of any property of the County or of others while on the job
6. The possession, use, or sale on the job of alcoholic beverages, amphetamines, barbiturates, hallucinogens, or any other narcotic or substance which is listed in the Drug Control Act of 1970.
7. Unauthorized carrying, possession, or use of firearms, explosives, or any lethal weapon inside Fire Department vehicles or facilities.
8. Injuring or attempting to injure others on the job.
9. The refusal to comply with written or verbal orders, policies, and/or instructions which the employee may be reasonably expected to perform and/or follow.
10. Engaging in unlawful or improper conduct on or off the job which affects or tends to affect the employee's relationship to his/her job
11. Operating a County vehicle with a revoked or suspended operator's license.
12. Driving a County vehicle or operating County equipment while under the influence of intoxicants or other self-administered drugs
13. Deliberate destruction in any manner of County property, equipment, or the property of others.
14. Unexcused absence for 2 consecutive working shifts or longer without contacting the Fire Chief and/or immediate supervisor
15. Refusal to maintain current certifications relative to Fire Department employment (this offense differs from the Failure to Maintain Group II Offense in that the employee has refused a direct order by a supervisor to maintain the certification).
16. Commission of any degree of felony, Class 'A', or Class 'B' misdemeanor, pursuant to State and Federal law.
17. Engaging in organized meeting (s) that is not related to daily departmental issues on County property, i.e. "union related business

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: DISCIPLINARY PROCESS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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NUMBER 1.05



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**Policy:**

The disciplinary process will be as prescribed in the County of Hopkins personnel manual.

- GROUP ONE:** Verbal or written warning
- GROUP TWO:** Written reprimand and up to 2 shifts without pay
- GROUP THREE:** Written reprimand and up to 5 shifts without pay
- GROUP FOUR:** Written reprimand and up to 10 shifts without pay
- GROUP FIVE:** Suspension of greater than 10 shifts or Termination



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 1  
NUMBER 1.06



**SUBJECT: REPORTS AND CORRESPONDENCE**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

A report will be made by the Station Officer to the Fire Chief on all persons who do not report for duty at their regularly scheduled time.

The Fire Chief or Fire Marshal shall be responsible for keeping the daily payroll and FSLA records.

Any changes in station staffing during a shift shall be reported by that station officer to the Fire Chief. Staffing will be reported on Emergency Reporting.

The appropriate report will be completed for every call for service by this fire department. This report will be the responsibility of the highest-ranking officer who officially commanded the incident, or his/her designee.

All NFIR incident reports will be completed in their entirety using the department's computerized reporting system prior to the end of the officer or firefighter shift, and reviewed by the officer before the end of shift. In the event the incident occurs prior to shift change, the officer or firefighter is required to complete the report as soon as they return to duty. If any information is not obtainable, the officer or firefighter will report this to the Fire Chief and the report should be completed at the earliest time all information is available.

All reports, written and verbal information concerning any patient of the Hopkins County Fire Department First Response will be treated as Protected Health Information and falls under the guidelines of the Health Insurance Portability and Accountability Act. Please refer to the HIPAA policy manual located in the fire administration office for further details.

The Fire Chief is responsible for insuring the correctness and completeness of each report. To achieve this, the Fire Marshal's Office will read over each report prior to the end of the month. The original officer or firefighter completing the report will correct any inaccuracies.

Any group messages entered into Emergency Reporting will be done by the on duty Station Officer at the discretion of the Fire Chief or his designee.

All messages between personnel will be done using the employee's County Email not ERS

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: REPORTS AND CORRESPONDENCE**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 1  
NUMBER 1.06



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**Policy:**

All requests for time off duty will be submitted through the chain of command to the Fire Chief.

Scheduled time off shall be confirmed by the appropriate copy of the time off request.

Temporary shift swaps must be approved by the Fire Chief and must have the appropriate form completed prior to the shift swap. When this form has been signed by both parties, the person who agreed to temporarily work on the specified day shall be responsible. If the proper form has not been signed by the appropriate parties, the person who is permanently assigned to work on the specified day is responsible. See Section 1, number 1.07 for further information on Absences with Relief.

It is the responsibility of the employee and his/her immediate supervisor to complete the appropriate forms when the employee is involved in an accident where an injury is sustained. These reports shall be filled out immediately following the injury accident and forwarded to the Fire Chiefs Office.

The proper maintenance form shall be completed following any maintenance done or requested to be done on department vehicles, equipment, and property, or on any fire hydrant in the county.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 1  
NUMBER 1.07



**SUBJECT: SHIFT TRADE-ABSENCE WITH RELIEF (AWR)**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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EFFECTIVE 02-01-17

**Policy:**

**SHIFT TRADES-ABSENCES WITH RELIEF: (AWR)**

AWR's are a privilege, designed to allow employees time off when other means are unavailable. An employee's AWR privilege may be suspended or revoked if Departmental or County Policies are not followed.

All AWR's are subject to the approval of the Fire Chief or his designee, and shall be in conformance with Departmental and County Policies.

**GUIDELINES:**

Members may be granted the opportunity to exchange shifts up to a maximum of twelve (12) shifts per employee in a 12-month period.

In the event that an employee who is working out of class has a shift owed to him/her by an employee who does not have the capability to work out of class, then it will be the responsibility of the employee seeking relief to notify their the Fire Chief of the nature of his/her relief so that the proper assignment (regarding rank) can be made.

Employees providing relief may not request an AWR for the shift or any portion of the shift for which they are providing relief except under extenuating circumstances and then only with the approval of the station officer and Fire Chief.

**Employees may not pay another employee to provide relief**



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: SHIFT TRADE-ABSENCE WITH RELIEF (AWR)**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 1  
NUMBER 1.07



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**Employee Responsibility:**

It is the responsibility of the employee requesting an AWR of greater than 1 hour to insure that form FD03-AWR is properly completed, including the section that is completed by the employee who has agreed to provide relief. AWR of less than 1 hour may be approved by the station officer without completing the AWR form.

The completed form will be submitted to the immediate supervisor of the employee requesting the AWR for approval.

It is the employee's responsibility to insure all AWR's are repaid within a 12- month period. It is also the employee's responsibility to ensure that their shift trades do not conflict with the maximum consecutive work shift procedure.

After approval by the immediate supervisor, the employees will forward (via department mail if time permits, or hand carry) the completed FD03-AWR to the Fire Chief for final approval, and notify the scheduling officer to amend the schedule.

Delivery to the Fire Chief will be completed no less than three consecutive days (one -shift) prior to the effective date of the AWR.

The time limits may be waived by the immediate supervisor or Fire Chief in cases of emergency, but AWR form FD03-AWR must be completed prior to the AWR being worked.

When the employee agreeing to work the shift signs the FD03-AWR, (AWR form) they have taken FULL RESPONSIBILITY FOR THAT SHIFT. If for any reason he/ she are unable to work the shift, it is his or her responsibility to find someone qualified to work it instead. If the employee who is to provide relief is on unpaid leave, Administrative Leave, leave associated with the city sick leave pool benefit or is no longer employed by the Department, responsibility for the shift returns to the person requesting relief and proper notifications must be made in such a situation



**HOPKINS COUNTY FIRE DEPARTMENT**  
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SECTION 1  
NUMBER 1.07



**SUBJECT: SHIFT TRADE-ABSENCE WITH RELIEF (AWR)**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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FAILURE TO PROVIDE RELIEF WILL RESULT IN A LOSS OF VACATION TIME, COMP TIME OR PAYROLL DEDUCTED DOLLARS EQUAL TO THE COST OF FILLING THAT POSITION, AND MAY RESULT IN THE LOSS OF THE EMPLOYEE'S AWR PRIVILEGE. IN THE EVENT THE PERSON PROVIDING RELIEF IS UNABLE TO FILL THE RELIEF DUE TO ILLNESS, ONLY THE AMOUNT OF SICK TIME RELATED TO THE ILLNESS WILL BE CHARGED.

**FIRE CHIEF RESPONSIBILITIES:**

It is the responsibility of the Fire Chief to approve or disapprove AWR's and to file form FD03-AWR with the employee's payroll file for that pay period.

A copy of form FD03-AWR relating to an employee's AWR will be kept on file in the Fire Chiefs office for a period of 1 year from the time the AWR is worked.

All shift trades including partial shifts will be logged in station journals. This is the station officer's responsibility.

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 1  
NUMBER 1.08



**SUBJECT: PAY AND BENEFITS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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EFFECTIVE 02-01-17

**Policy:**

Fire suppression personnel are on a step-pay plan. The provisions of this plan can be found in the County Personnel Manual. \$1000.00 for every 2 years of continuous service

Fire Department personnel each will be evaluated on the anniversary of their hire in date with the Department and may receive a pay increase based upon the degree of success exhibited by that employee, measured by the evaluation.

All employees of the Department and of the County are paid bi-weekly on every other Thursday.

In the event that a payday falls on a holiday, employees will receive their paychecks on the last workday preceding the regular scheduled payday.

**Policy:**

Fire Department personnel are subject to recall in the event of an emergency or disaster. Upon notification of recall to duty, that employee shall be compensated at their usual overtime rate of pay until released from duty.

Personnel may be requested or required to work overtime in some instances. In the event that it is necessary for shift personnel to work overtime, they will be compensated at one and one-half times their regular rate of pay for all overtime hours worked.

Shift personnel shall also be compensated at the overtime rate for all hours worked over 212 hours during the established 28-day work period. Hours of vacation time, holiday time and sick leave time shall not be considered as hours worked when calculating the 28-day work period.

**Personnel will receive compensatory time off in lieu of overtime pay for the first 40 hours. After which time the employee will receive overtime pay.**



**HOPKINS COUNTY FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINES**

SECTION 1  
NUMBER 1.08



**SUBJECT: PAY AND BENEFITS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

Compensatory time off may be saved and accrued by the employee up to a maximum balance. The maximum balance allowed is located in the County Personnel Manual.

Compensatory time will be paid at the time of termination or as directed by the County Judge.

Compensatory time off for greater than 24 hours will be used the same as vacation time, with written request and prior approval. Compensatory time may be utilized in increments of 4 hours or less without prior approval in instances of unforeseen urgent personal situations. Request must be made to Fire Chief for approval.

**Policy:**

A promotion is the assignment of a current employee, through the appropriate selection process, to a vacant position whose classification or grade has a higher maximum salary.

A newly promoted employee on the step-pay plan shall ordinarily be compensated at the lowest step of the new rank which would provide an increase in salary.

The date of the promotion shall become the employee's new bi-annual review date for step or merit pay increases

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: PAY AND BENEFITS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 1  
NUMBER 1.08



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**Policy:**

Regular full-time employees of this Department are eligible for vacation benefits according to the guidelines set forth in the County Personnel Manual. Employees are to utilize this benefit in the year following its accrual since no more than one and one half times the annual accrual may be carried forward to the following year.

Vacation pay will be based on the employee's straight time pay rate when the benefit is taken. It does not include certification pay or any other pay not directly related to the employee's base salary.

Employees may begin taking vacation leave after successful completion of their initial probation, with Department approval, and may not take vacation time in increments of less than one hour.

Vacation leave must be requested, from the employee's immediate supervisor. In the case of shift personnel, the Fire Chief must approve the vacation request and make an appropriate entry into the shift schedule.

Vacation will be granted only if the Fire Chief has received the request no less than 48 hours prior to the requested day off.

Vacation time must be taken for no more than the number of hours requested unless the employee has requested a change and received approval from the Fire Chief at least one shift prior to the vacation day. If the member returns earlier (less time used) than requested, the Fire Chief shall note this on department time sheet.

An employee should not consider his vacation request to be approved unless they have received notification from their Immediate Supervisor or the Fire Chief has made definite notification of approval to the employee.



**HOPKINS COUNTY FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINES**

SECTION 1  
NUMBER 1.08



**SUBJECT: PAY AND BENEFITS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**VACATION BENEFITS:**

**POLICY: SEE COUNTY PERSONNEL POLICY MANUAL**

**HOLIDAY BENEFITS:**

**POLICY: SEE COUNTY PERSONNEL POLICY MANUAL**

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

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NUMBER 1.08



**SUBJECT: PAY AND BENEFITS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Sick Leave Benefits:**

**Policy:**

The Hopkins County Fire Department provides paid sick leave benefits to eligible employees for periods of temporary absence due to illness or non-job related injury. Employees are eligible to receive paid sick leave benefits upon completion of one year employment. Sick leave may be used for an injury or illness sustained by the employee, or to a family member who resides in the employee's household. Sick leave benefits are calculated on the employee's base pay rate at the time of absence and will not include any special forms of compensation.

Employees must contact their Immediate Supervisor each day that they intend to use their sick leave, unless the employee is in the hospital in which case he/she should contact their supervisor as soon as possible.

Any employee taking sick leave may be required by the Fire Chief to provide a physician's statement confirming the cause of the absence. Any sick leave absences greater than three shifts (or parts thereof) will require a physician's statement.

Any employee utilizing sick leave must remain at their residence and be available by their home phone number for the duration of their normal work hours unless seeking medical attention, acquiring medication or other activities directly related to the medical condition. A physician's statement verifying cause of absence may be requested by a supervisor. While away from their residence or place of medical care employees are strictly forbidden to work a second job or participate in recreational, social or other activities unless related to the condition for sick leave is being utilized.

The Fire Chief may call or visit any employee while absent from duty and utilizing sick leave. Employees found to be out of compliance with these requirements may be subject to loss of the paid sick time and subject to disciplinary action.

Non-exempt employees (shift personnel, secretarial personnel, inspector, etc.) may take sick leave in one hour increments for illness, injury, or healthcare/dental appointments, but when the employee calls his/her supervisor to request the paid sick time off, and the employee expects to be off duty for less than one full shift, the employee must inform the supervisor when he/she expects to return to duty. The Fire Chief will then enter this time into the payroll records and it shall be final.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 1  
NUMBER 1.08



**SUBJECT: PAY AND BENEFITS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

The County provides medical and dental insurance coverage for all full-time active employees at little or no cost to the employee. The County also provides coverage for employee dependents, at the employee's expense, on an optional basis. Refer to the Employee Medical Handbook for specifics on the current medical and dental plan available.

All full-time and part time active employees are afforded coverage under Worker's Compensation. This compensation will pay, on behalf of the employee, medical expenses incurred due to the result of an accident or injury while on the job and in the pursuit of that employee's duties. In addition, this coverage also affords the employees of the County weekly indemnity loss of wages benefits as a result of the aforementioned injury as prescribed by state law. All injuries while on the job will be immediately reported to a supervisor and the appropriate papers will be filed.

All full-time and part time active employees are afforded general Liability protection during administration of said employee's duties.

The County does provide automobile liability coverage on all of its vehicles. This coverage provides only liability coverage for the vehicles and does not provide for physical damage to the vehicle. In addition, County employees are named as additional insured on this policy to afford liability protection for them, as well as the County, while they are acting within the course and scope of their duties.

For further explanations of the County's insurance coverage, the employee should refer to the Personnel Manual and/or the specific insurance handbook in question.

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: STAFFING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 1  
NUMBER 1.09



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**Policy:**

The minimum staffing level for emergency service operations is 2 personnel per shift. There will be at least 1 Paramedic per apparatus when staffing permits. The officers shall be responsible for maintaining proper staffing of all equipment.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 1  
NUMBER 1.10



**SUBJECT: OVERTIME/ CALL BACK**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

There will be overtime call back list of all firefighters. The purpose of this list will be to document the number of hours personnel have been assigned overtime.

**Procedures:**

When call back becomes necessary, the Fire Chief will fill the needed slot with personnel if there are no part-time personnel are available.

The order in which overtime is assigned will be based on the number of hours the individuals have previously been assigned overtime.

Probationary personnel will not be eligible for routine overtime assignments until after 30 days of service.

The Fire Chief or other Chief Officers have the authority to temporarily alter this policy to insure proper staffing of equipment.

**HOPKINS COUNTY FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINES**

**SUBJECT: OVERTIME/ CALL BACK**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

Because the fire department is a 24 hour a day emergency operation the need to keep a minimum number of staff on duty to provide minimum services is required. When it is necessary to require individuals to work mandatory overtime the following procedures will apply.

**Procedure:**

In the event that there is a shortage of personnel who wish to take available overtime, the Fire Chief will assure proper staffing levels by mandating overtime fill assignments. This mandatory overtime will be assigned based on seniority.

After an employee has been subject to mandatory overtime, that employee shall be checked off the seniority list and the next senior employee will be subject to any subsequent mandatory overtime.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 2  
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**SUBJECT: TRAINING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

The Hopkins County Fire Department is dedicated to providing the residents of the County with competent and educated fire department personnel. This is obtained through implementation of required training, task specific training and the promotion of individual career development. The Hopkins County Fire Department provides training to the department personnel with the intent to continuously supply the most up to date procedures that will enhance the safety of the firefighters and provide the most proficient service to the County of Hopkins. Training is the direct responsibility of the Administration and Officers of the Hopkins County Fire Department.

The Administration of the Hopkins County Fire Department will seek out and utilize training that will enable the employees under their supervision to safely accomplish in an unimpaired manor the tasks necessary for rescue, fire control, property conservation, and emergency medical care. The development of fire training is the direct responsibility of the Fire Chief of Training and the administration of the Hopkins County Fire Department.

All Hopkins County Fire Department full time employees will become certified as, Texas Commission on Fire Protection, Fire Instructor 1 as soon as possible after their achievement to a supervisory position.

Supervisors at all levels will seek out and utilize training that will enable the personnel under their supervision to accomplish in an unimpaired manor the tasks necessary for rescue, fire control, property conservation and emergency medical care.

Supervisors at all levels will continually evaluate and monitor the capabilities of the company's and the individuals to identify any training needs. Company and Station Officers will make efforts to correct any deficiencies, and bring any training needs, beyond the scope of the supervisor, to the attention of the Fire Chief.

All Hopkins County Fire Department employees are encouraged to bring any new procedures, materials, or trends to the attention of the department so that analysis of the subject can be made and possibly incorporated into the curriculum of fire department training

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: TRAINING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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It is the desire of the department to provide as much instruction as possible with Hopkins County Fire Department personnel who hold the appropriate Instructor certificates as issued by the Texas Commission on Fire Protection, Texas Department of State Health Services or Texas Commission on Law Enforcement. It is also the desire of the Training Division to assist with the development of expert instructors among the personnel who will share their knowledge and capabilities. All Fire Department personnel are encouraged to achieve instructor certification and to develop instruction within a specialty.

The department will comply with all specific training standards and endeavor toward compliance with all recommended standards.

**Participation in any training assigned by a supervisor is considered mandatory!!!**

Training of individual fire department personnel is divided into four areas, continuing education, required, task specific, and career development.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 2  
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**SUBJECT: TRAINING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Continuing Education:**

All employees shall be required to maintain any and/or all-relevant certifications held at the time of employment, and those certifications attained during employment with this department, unless the Fire Chief grants an exemption. The Hopkins County Fire Department provides Continuing Education in all categories required by the Texas Commission on Fire Protection as per Chapter 441 of the Standards Manual for Fire Protection Personnel, Texas Department of State Health Services and as per the Health and Safety Code-Title 25, Part I, Chapter 157, Sub-chapter D. Continuing education is obtainable by each member of the department while on duty and off duty at no expense to the employee through CE Solutions.

**Required:**

All training within this category is either required or recommended by specific agencies that give direction to the Hopkins County Fire Department. Examples include the Texas Commission on Fire Protection, Texas Department of State Health Services, and Texas Commission on Law Enforcement, Insurance Service Office, Texas Workers Compensation Commission, Medical Control, and Federal, State, County of Hopkins.

**Task Specific:**

Based upon the needs of the Department and/or of the County to maintain the highest degree of service to the citizens, the Department may deem it necessary to require higher levels of training and/or certification. Individuals may be required or volunteers sought to obtain specific training and/or certifications selected by the Hopkins County Fire Department Administration. In this event, any necessary training and certification shall be arranged by, and paid by, the Department and/or the County. Required training will be taught on duty if possible, or overtime will be compensated according to County policy. Extended training periods may require the employee to be placed on a 40-hour workweek for the duration of the training.

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: TRAINING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Career Development:**

All members of the fire department should desire to achieve individual educational and career goals. To achieve these goals is the responsibility of the individual. It is the desire of the Hopkins County Fire Department Administration to fill advanced employment opportunities with personnel from within the department. College education provides an important path for advancement. The fire department encourages all members of the department to use the financial assistance available to them from the State of Texas for college education. Any training an individual receives enriches their capabilities. Numerous opportunities for training exist that the department is unable to support due to administrative or financial concerns. The individual employee should assume responsibility for these opportunities and decide if their investment alone will help them towards their individual goals. The department receives information on many outside training opportunities. The department will maintain a source of all known training opportunities within the admin office.



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NUMBER 2.01



**SUBJECT: TRAINING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Fire Marshal Division Training:**

Required training for the Fire Marshal Division shall be coordinated with the Hopkins County Sheriff's Office to insure compliance with all known requirements. All records of training received will be forwarded to admin for record-keeping purposes.

**Safety Training:**

The Training Division will coordinate regular training for employees on work place and emergency incident safety. Training will include initial training for all newly hired employees, continuing education specifically on safety, and all task related training will include a segment on safety.

**Infectious Disease:**

The department will assure that all high-risk employees receive education on precautionary measures, epidemiology, and modes of transmission and prevention of HIV/HBV and infectious disease. High-risk employees will receive training regarding the location and proper use of personal protective equipment, work practices, and precautions to be used in handling contaminated articles and infectious waste.

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STANDARD OPERATING GUIDELINES**

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**SUBJECT: TRAINING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Training Records:**

All personnel conducting or receiving training will complete all required records at the time of training. Complete Emergency Reporting software tracking.

**Minimum Requirements for Completion:**

All training conducted by the Hopkins County Fire Department will include a minimum standard for completion that instructors and students will be aware of prior to the training or drill. These standards may be set by the training division or by the individual instructor. At the completion of the training or drill session the instructor will grade each participant on a yes/no basis as to the whether the minimum requirements for completion were obtained. Students not meeting the minimum requirements will be required to attend remedial training and repeat a portion of, or all of the training or drill.

**Training Etiquette:**

All instructors will be treated with courtesy and respect during all training session. Station Supervisors will be directly responsible for any inappropriate behaviors. All employees attending indoor training classes shall dress in class B uniform. Civilian clothing may be worn to out-of-county training programs, while off-duty, but must consist of clothing neat in appearance and clean. No shorts, thongs, open toed shoes, caps or tank tops are acceptable. During any training that can be negatively affected by the monitoring of emergency radio communication, portable radios will be monitored with the use of earpieces. During any hands on training all appropriate PPE will be worn NO EXCEPTIONS!!!



**HOPKINS COUNTY FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINES**

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NUMBER 2.02



**SUBJECT: OPEN RECORDS REQUEST**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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SOG is in progress

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: POST INCIDENT ANALYSIS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 2  
NUMBER 2.03



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**Purpose:**

To provide a standard format for when and how a Post Incident Analysis (PIA) should be conducted.

**Scope:**

The Post Incident Analysis shall be considered to be a method of communicating observed operations, identifying positive outcomes as well as identifying areas needing improvement within the response and operations of the Hopkins County Fire Department.

**Definitions:**

**Formal PIA** - A scheduled, structured review of the incident operations conducted in a controlled environment by the Incident Commander (IC) of the incident.

**Informal PIA** - An "on-scene" review of incident operations occurring immediately at the conclusion of the incident before units clear the location.

**I.** A Formal PIA will be conducted within two shifts or as soon as practical of the following incidents. The IC must be present and will lead the discussion. All units involved in the response should participate in the Formal PIA, this may require the IC to conduct the PIA in two sessions as to not interfere with adequate county coverage.

- A. Second alarm or greater response
- B. Any incident where a firefighter receives serious injury requiring admission to a medical facility
- C. Any incident resulting in a civilian fatality
- D. Any incident resulting in a firefighter fatality
- E. Any incident where a "May Day" is issued or a near-miss is encountered
- F. Any mass casualty incident involving the transport of 10 or more persons
- G. Significant hazardous material incidents requiring decontamination procedures
- H. Incident requiring the response of any specialty team where a compliment of apparatus equals a one alarm or greater response
- I. Any incident at the discretion of the IC



**HOPKINS COUNTY FIRE DEPARTMENT  
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SECTION 2  
NUMBER 2.03



**SUBJECT: POST INCIDENT ANALYSIS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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The IC shall schedule the Formal PIA which will be held in a controlled environment. Any photos or recordings to be used for the PIA will be requested through the IC and approved by the Fire Marshal's Office (FMO).

**II.** The following topics will be covered during both the Formal and Informal PIAs:

- A.** Incident information: This is the basic information of the incident including the incident type, time, location, weather conditions, and units responding.
- B.** First impression: This information includes the size-up, initial actions, and Incident Action Plan (IAP).
- C.** Tactical Action Plan: This information includes any changes to the IAP, reductions or additions to the alarm, apparatus positioning or problems encountered.
- D.** Incident outcome: This information includes the final outcome of the incident and should include the discussion of any improvements in the response and operations that have been identified. Also may include any information that the FMO feels important to release.

Department training sheets should be completed after any Formal PIA and turned into the Training Section for proper documentation. The PIA should be used as a learning tool to improve future response and operational procedures. At no time should the PIA be used as a method of discipline.

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: : VEHICLES PROPERTY,AND MAINTENANCE**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

Any maintenance done on any fire department vehicle, equipment, or property shall be documented on the appropriate form and in Emergency Reporting. All major repairs require a written quote and approval from the Fire Chief prior to being done.

Non-department personnel wishing to ride-out on department apparatus must first secure permission from the Fire Chief and then sign a waiver of liability. Only certified EMS personnel, EMS students with permission from their school, and Hopkins County dispatchers are allowed to ride out on HCFD units. Citizens are allowed to ride out on fire apparatus after completing the appropriate paperwork. Ride-outs on fire apparatus must have approval from the Fire Chief.

Anytime that damage is done to any county property or vehicle the Fire Chief shall be notified immediately or during the absence of the Fire Chief the Fire Marshal shall be notified.

The Fire Chief or Fire Marshal shall investigate and photograph all reports of vehicular damage that occur on his/her given shift. The Employee who damaged the property will be pulled off duty and sent for a drug screen immediately and will not return to shift until the completion of the accident investigation. All vehicles and equipment will have regular preventative maintenance performed as needed, and all equipment is to be ran at least once weekly.



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: : VEHICLES PROPERTY,AND MAINTENANCE**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

- The Fire Chief or his/her designee shall be responsible for inspection of the station to assure that daily and weekly duties are satisfactorily completed.
- Full Time/Part Time personnel are responsible for managing all maintenance and cleaning of fire stations and equipment.
- The United States Flag will be displayed each day, at each fire station, from 08:00 hrs until dusk (unless the flag poles are lighted, in which case the flag may be flown for twenty-four (24) hours). The Fire Station will also fly the Texas Flag.
- The U.S. Flag should be hoisted briskly and lowered slowly and should be gathered and folded to prevent it from coming in contact with the ground.
- The U.S. Flag should be hoisted to the top of the flagpole for an instant before being returned to a half-mast position, and before being lowered from the half-mast position.
- The U.S. Flag will be flown at half-mast under the following conditions:
  - On Memorial Day, May 30, from 08:00 hrs until noon.
  - In the event of firefighter death, flown from the time of the firefighter's death until after the day of the funeral.
  - When directed by the Fire Chief or Fire Marshal or County Judge.
- Fire department property shall not be loaned to any person or organization without the permission of the Fire Chief.
- Parties that include persons not employed by this department, or includes persons other than those on duty may not be held at a fire station without permission of the Fire Chief or the Fire Marshal.

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

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NUMBER 2.05



**SUBJECT: : APPEARANCE & GROOMING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

Employees of the Fire Department are subject to a dress code that will provide a measure of uniformity among the ranks. It is important that our appearance be in good taste and acceptable to the standards by which our community subscribes. Appearances that would cause attention to individuals of the department because of their unusual nature are to be avoided. These regulations may often also be important for the proper use of certain firefighting personal protective equipment, such as SCBA.

Employees of the fire department shall have their hair properly cut and trimmed so as to present a neat appearance at all times. Specific requirements shall include that the hair never extend below the class B uniform shirt collar (female employees may braid their hair and pin it so that it adheres to this standard). That one-half of each ear is visible below the hair, and that sideburns not extend below the bottom of the ear and they shall be closely trimmed. Hair is not to be colored any color that is not a natural color. (I.e. Blue, Green, Pink for example).

Employees of the fire department shall be clean shaven, except that a mustache may be permitted so long as it is neat and trimmed and does not interfere with the wearing of breathing apparatus.

The only jewelry that may be worn by personnel while on duty includes rings (no more than one may be worn on each hand), watches, bracelets and chains that do not compromise safety of the employee (rings that have protrusions on them that may inhibit the proper use of any type of glove may not be worn). Safety of jewelry and the decision to allow its use is at the discretion of the Fire Chief.

No uniformed member of this department shall wear any type of ear, nose rings or other body piercing while on duty. These items may compromise the effective donning and use of breathing apparatus and PPE and are considered a safety hazard as well as drawing undue attention to the individual. During hazardous materials incidents, all jewelry shall be removed by all operations personnel. The jewelry should be documented and placed in the care of the hazardous materials operations officer.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SECTION 2  
NUMBER 2.06



**SUBJECT: : UNIFORM DRESS CODE**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

Fire Department uniforms shall be classified as follows:

**Class A Uniform:**

This uniform shall be known as the fire department dress uniform. This uniform shall consist of

**FireFighter:**

- 6-Button Double Breasted Navy Blue Jacket with silver FD buttons
- Black dress uniform trouser
- Blue dress uniform shirt with silver FD collar insignia
- Black Tie
- No stripes on sleeves
- Department patch on left sleeve of jacket
- Fire Department Badge on badge tab above left breast pocket
- Fire Department issued name tag on right breast at same location as if on shirt
- Fire Department award bars and special assignment insignia's above name tag
- 1-silver Maltese cross for each 5 years of service (with a paid Fire Department) on the left sleeve.
- Black FDNY Bell Style cap with Firefighter= (Scramble) Silver Hook & Ladder cap badge, silver chin strap Black dress socks
- Black polished leather or leather like shoes (must hold high gloss polish)
- White gloves (optional) as directed by detail or event supervisor

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

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**SUBJECT: : UNIFORM DRESS CODE**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Driver/Engineer and Deputy Fire Marshal:**

- 6-Button Double Breasted Dark Navy Blue Jacket with silver FD buttons Dark Navy Blue dress uniform trousers
- Blue dress uniform shirt with FD insignia on collar Black Tie
- 1-1/4" Silver stripe on each sleeve for rank Department patch on left sleeve of jacket
- Fire Department Badge on badge tab above left breast pocket
- Fire department issued name tag on right breast at same location as if on shirt Fire Department award bars and special assignment insignia's above name tag
- 1 Silver Maltese cross for each 5 years of service (with a paid Fire Department) on the left sleeve
- Dark Blue FDNY Bell Style cap with Apparatus/Driver Silver Fire Engine cap badge, Deputy Marshal (Scramble) Silver Hook & Ladder, silver chin strap
- Black dress socks
- Black polished leather or leather like shoes (must hold high gloss polish)
- White gloves (optional) as directed by detail or event supervisor.

**Lieutenant:**

- 6-Button Double Breasted Dark navy blue Jacket with Gold FD buttons Dark navy blue dress uniform trousers
- White dress uniform shirt with gold single bar insignia on collar Black Tie
- 1-1/4" Gold stripe on each sleeve for rank Department patch on left sleeve of jacket
- Fire Department Badge on badge tab above left breast pocket Fire department issued name tag on right breast
- Fire Department award bars and special assignment insignia's above name tag
- 1-gold Maltese cross for each 5 years of service (with a paid Fire Department) on the left sleeve.
- Dark FDNY Bell Style cap with Lieutenant= Gold single bugle, gold chin strap Black dress socks.
- Black polished leather or leather like shoes (must hold high gloss polish)
- White gloves (optional) as directed by detail or event supervisor



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**SUBJECT: : UNIFORM DRESS CODE**

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**Fire Marshal:**

- 6-Button Double Breasted Dark navy blue Jacket with Gold FD buttons Dark navy blue dress uniform trousers
- White dress uniform shirt with gold single bar insignia on collar Black Tie
- 4-1/4" Gold stripe on each sleeve for rank Department patch on left sleeve of jacket
- Fire Department Badge on badge tab above left breast pocket Fire department issued name tag on right breast
- Fire Department award bars and special assignment insignia's above name tag
- 1-gold Maltese cross for each 5 years of service (with a paid Fire Department) on the left sleeve.
- White FDNY Bell Style cap with Asst Chief = 4 gold crossed bugles, gold chin strap Black dress socks
- Black polished leather or leather like shoes (must hold high gloss polish)
- White gloves (optional) as directed by detail or event supervisor

**Fire Chief:**

- 6-Button Double Breasted Dark Nay Blue Jacket with gold FD buttons Black dress uniform trousers
- White dress uniform shirt with 5 gold crossed bugles insignia on each collar
- Black Tie
- 5-1/4" Gold stripe on each sleeve for rank Department patch on left sleeve of jacket
- Fire Department Badge on badge tab above left breast pocket Fire department issued name tag on right breast at same location as if on shirt
- Fire Department award bars and special assignment insignia's above name tag
- 1-gold Maltese cross for each 5 years of service (with a paid Fire Department) on the left sleeve.
- White FDNY Bell Style cap with Chief -Gold 5 crossed bugles, gold chin strap
- Black dress socks
- Black polished leather or leather like shoes (must hold high gloss polish)
- White gloves (optional) as directed by detail or event supervisor

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

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**SUBJECT: : UNIFORM DRESS CODE**

**PREPARED BY: M. MATTHEWS**

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**Department Chaplain:**

- 6-Button Double Breasted Navy Blue Jacket with gold FD buttons
- Black dress uniform trousers
- White dress uniform shirt with gold collar insignia
- Black Tie
- No stripes on sleeves
- Department patch on left sleeve of jacket
- Fire Department Badge on badge tab above left breast pocket
- Fire Department issued name tag on right breast at same location as if on shirt
- Fire Department award bars and special assignment insignia's above name tag.
- Black FDNY Bell Style cap with chaplain insignia, gold chin strap
- Black dress socks
- Black polished leather or leather like shoes (must hold high gloss polish)
- White gloves (optional) as directed by detail or event supervisor



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: UNIFORM DRESS CODE**

**PREPARED BY: M. MATTHEWS**

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**Class B Uniform:**

This uniform is specified for wear at all times when on duty except as noted elsewhere. This uniform shall consist of navy blue colored issue Nomex pants, navy blue colored issue Nomex shirt with name-tag on right breast above pocket and rank on left breast above pocket. Belt shall be smooth black leather station footwear shall be black uniform shoes or black leather boots. Boots and shoes shall be kept clean and polished. All Officers shall wear appropriate smooth gold collar insignia's (metal or embroidered) on both collars. Job Shirt is allowed for winter wear over class Nomex shirt.

**Class C Uniform:**

This uniform is optional for wear when on duty. This uniform shall consist of navy colored issue Nomex pants, the issued department T-shirt (long or short sleeve) belt shall be smooth black leather, station foot wear shall be black uniform shoes or black leather boots. Boots and shoes shall be kept clean and polished. Winter wear will consist of the FD issued Job Shirt.

**Class D Uniform:**

This uniform is specified for wear during physical fitness details or after-hours. This uniform shall consist of department approved (or issued) T-Shirt or Sweat Shirt, navy blue department approved (or issued) shorts, employee purchased sport shoe. Navy blue sweat pants may be worn during cold weather but must closely match the same color as issued or approved wear.

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: UNIFORM DRESS CODE**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

- Additional garments that are issued by the fire department and may be worn on duty include the fire department issued navy ball cap.
- Cell phones and pagers may also be worn, but not during emergency calls
- No garments or items except as listed above may be visibly worn on duty without permission of the Fire Chief.
- Department issued ball cap with individuals name and/or rank, (optional and at employee's expense) on the rear of the ball cap.
- Navy t-shirts with an approved station insignia.
- Leather accessory suspenders for use with department issued protective bunker pants. Only the following may be detailed on the leather; "HOPKINS COUNTY FIRE DEPARTMENT", individuals name and or rank.
- Uniform shirt tails (B or C) shall always be tucked into pants when in public and class B shirts shall be buttoned from the bottom-most button to the second from the top-most button (only the collar button may remain unbuttoned). Uniforms shall be clean and pressed (wrinkle free).
- All personnel must always be dressed in the same class of uniform, either B or C, while together. Supervisor shall specify uniform.
- Personnel shall wear fire department issued uniform garments only when on duty or on special assignment by the Fire Chief, with the exception of department T-shirts, sweatshirts and ball caps. Do not cut the sleeves off any issued uniform
- Personnel shall not loan or give any fire department issued items to any person except upon specific permission of the Fire Chief.



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: UNIFORM DRESS CODE**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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Employees requesting exemptions to these uniform requirements must present a physician's statement as to why the employee should not wear or use a particular uniform garment or item. The Fire Department reserves the right to require the employee to get a second opinion as to this medical exemption at the Fire Department's expense.

All employees attending indoor training classes shall dress in class B uniform. This shall consist of department issued navy shirts and issued navy pants. Civilian clothing can also be worn to training programs while not on duty, but must consist of clothing neat in appearance and clean. No shorts, thongs, open toed shoes, caps or tank tops are acceptable.

**POLICY:**

All personnel shall carry on their person a current Texas Driver's License, the appropriate Texas Dept of State Health Services EMS certification card, and the Fire Department identification card

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: :MEDICAL AND FITNESS TRACKING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 2  
NUMBER 2.07



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**Policy:**

To provide an accurate accounting of the physical and medical fitness levels of the members of the department. To comply with all local, state and federal rules concerning the health and fitness of fire department personnel and the provision of medical physicals under requirements of the law and local rule.

**Medical and Fitness Tracking:**

The Fire Department Physician (a physician dedicated to or representing the Fire Department), will administer the Fire Department physicals and oversee all medical testing. Permission to return to work from either sick leave or industrial leave will be determined by the Fire Department Physician in accordance with Fire Department and Personnel Rule. The physical fitness area of each fire station or city facility will be equipped for maintaining regular aerobic conditioning, muscular strength training and increasing flexibility. The Administrative Division of the Department will be responsible for; maintaining communication between the Fire Department Physician and the County Personnel Department, tracking for annual physicals, maintaining equipment, assisting in special programs such as nutrition, weight training, and health education. Industrial Leave, Light Duty, employee assistance programs and assistance in any other program provided for by the city, for the members of the Hopkins County Fire Department will be overseen and administrated by the county personnel department if approved by the County Judge.

**Participation:**

In accordance with N.F.P.A. 1500 and OSHA Fire Brigade Rules pertaining to wearing SCBA, all sworn employees of Hopkins County Fire Department shall have an annual physical. The physical shall consist of procedures listed in attachment "A" of this guide. Physicals will be scheduled by the Department starting in November of each year. Every effort must be made by the supervisors and employees to complete physicals for each member within the appropriate month.



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

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NUMBER 2.07



**SUBJECT: :MEDICAL AND FITNESS TRACKING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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An employee may waive the annual physical only if he/she has the physical examination performed by a licensed physician and the required results sent to the Fire Department Administration and inserted in the employee's medical file. The physical performed by private physicians must conform to Department standards and consist of all elements specified in Attachment "A."

In this case, the employee is responsible for the cost of such physical performed in lieu of the Fire Department physical.

At the completion of the physical examination, the Fire Department Physician will discuss the examination results with each member and a copy of the physical results will be sent to the member and a copy of the members overall health and fitness assessment will be maintained in the employee's personnel file.

**Confidentiality:**

Medical information obtained through the Medical Health and Physical Fitness Evaluations will be maintained according to physician-patient confidentiality standards.

If a medical problem is detected during the physical examination that would be deemed life threatening for the member to remain on active duty, the Fire Department Physician may recommend an alternative duty status. The Fire Department Physician will notify the Fire Chief or his designee of the duty status of the member, without disclosing confidential medical information.

**Medical Arbitration:**

In the event the member disagrees with the opinion of the Fire Department Physician, the member can seek a second medical opinion by a physician of his/her choice. The member shall assume responsibility for payment of this examination.

The Fire Department Physician and the member's physician will confer to discuss the examination results. If there is no agreement, a third medical opinion will be obtained from a physician selected by the Fire Department's Physician and the member's physician. The cost of this third medical opinion will be shared equally by the Fire Department and member. The three physicians will confer and the consensus medical opinion will be determined. In the event the consensus medical opinion is that no life threatening medical problem exists, the member will return to active duty status.

**HOPKINS COUNTY FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINES**

**SUBJECT: :MEDICAL AND FITNESS TRACKING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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If the consensus medical opinion is, that in fact, the member's medical problem is life threatening, the consensus medical opinion will be submitted to an advisory panel.

The advisory panel shall consist of the Fire Marshal, the Fire Department Physician, and Human Resources. The advisory panel will review the physicians' decisions and provide a recommendation concerning the member's duty status to the Fire Chief.

**Fitness Evaluation:**

- At the same time a member is going through his/her physical examination, he/she will also have a fitness evaluation.
- Body composition will be determined by accepted caliper or other procedures.
- Evaluation results will be provided to each member for comparison with accepted standards.
- Individual maintenance and improvement programs will be based on the member's previous results.



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**SUBJECT: :MEDICAL AND FITNESS TRACKING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**ATTACHMENT "A"**

**Sworn Fire Personnel Medical Examinations:**

**COMPLETE MEDICAL HISTORY**

- a) Medical and surgical history
- b) Family history
- c) Allergy history
- d) Review of body systems
- e) Prior work/exposure history
- f) Prior history of toxic involvement
- g) Reproductive history
- h) Stress evaluation

**☒ OPHTHALMOLOGIC SCREENING**

- a) Visual acuity near and far point
- b) Color vision
- c) Vertical phoria
- d) Lateral phoria
- e) Stereopsis

**AUDIOMETRY**

- a) Hearing thresholds for 500 to 8,000 hertz

**HOPKINS COUNTY FIRE DEPARTMENT**  
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**URINALYSIS**

- a) Specific gravity
- b) Albumin
- c) Sugar
- d) PH
- e) Blood

**VITAL SIGNS**

- a) Temperature
- b) Height and weight
- c) Blood pressure
- d) Pulse rate

**ELECTROCARDIOGRAM**

- a) Twelve-lead resting tracing

**RADIOLOGY**

- a) Chest X-ray, PA, 14 x 17



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**PULMONARY FUNCTION SCREENING TEST**

- a) Vital capacity
- b) One second forced expiratory Volume

**HEMATOLOGY PROFILE**

- a) Hemoglobin count
- b) Hematocrit
- c) Red blood count

**BLOOD CHEMISTRY PROFILE**

- a) Calcium
- b) Phosphorus
- c) Glucose
- d) Urea Nitrogen
- e) Uric acid
- f) Cholesterol
- g) Total protein
- h) Albumin
- i) Total bilirubin
- j) Alkaline phosphatase
- k) L.D.H.
- l) **White** blood count
- m) WBC differential count
- n) SGOT
- o) Globulin Triglycerides
- p) SGPT
- q) GGPT
- r) HDL
- s) CHOL/HDL ratio

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- t) sodium
- u) Potassium
- v) Chloride
- w) PSA (if needed)

**COMPLETE PHYSICAL EXAMINATION BY LICENSED PHYSICIAN, INCLUDING:**

Funduscopy examination of the retina of the eyes

- a) Complete review of exam results with examinee
- b) The department's physician will confidentially discuss any medical problem individually with each member
- c) Specific laboratory testing as directed by the work history and the physical examination
- d) Written documentation of examination results to be provided to each member of the department
- e) When indicated or requested, a copy of the exam results can be forwarded to the examinee's personal physician



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: FITNESS AND WELLNESS PROGRAM**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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EFFECTIVE 02-01-17

**Policy:**

**To promote and maintain the highest possible level of health, fitness and productivity of Hopkins County Fire Department members through a coordinated program consisting of:**

1. Medical and fitness tracking
2. Physical fitness maintenance
3. Wellness and Nutritional counseling
4. Physical Ability Assessment

**Program:**

The program is designed to promote and maintain the highest possible level of health, fitness, and productivity of Hopkins County Fire Department members through a coordinated program effort. This program consists of regular medical and fitness tracking, nutritional counseling, diet and weight management, exercise program and physical ability assessment.

**Purpose:**

The purpose of the program is to help provide a healthier quality of life and reasonable assurance that each member of the department can safely and effectively perform the essential physical functions of their job description

**Procedure:**

- Conduct medical physicals to assess employee health and fitness improvement.
- Conduct wellness programs associated with nutritional counseling, diet and weight management.
- Conduct fitness training and receive feedback from members on program success.
- Evaluate effectiveness of current physical fitness program and make changes as necessary.

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: OPERATIONAL RESPONSIBILITIES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 3  
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**Policy:**

- Only employees of the Fire and/or Sheriff Departments, or other designated individuals shall be allowed or permitted within the perimeter designated by the Incident Commander as the Fire or Danger Area
- No one shall enter the designated fire or danger perimeter at an emergency scene without express permission of the Incident Commander.
- Any person who enters the fire or danger perimeter will be required to wear the level of protective equipment specified as appropriate by the Incident Commander.
- When operating at MVA's that require extrication no personnel will be allowed around the vehicle or patient until extrication is complete or until they don the proper PPE (i.e.: Bunker Gear).
- Articles found at incidents shall be documented and given to an officer as soon as possible. If no one claims the article(s) before all department personnel leave the incident scene, the article(s) shall be forwarded up to the Fire Chief.
- Proper protective clothing shall be worn at all emergency incidents. Personnel may remove protective clothing only by permission of the Incident Commander. This includes using BSI precautions at EMS incidents (i.e. Gloves and safety glasses) Protective clothing guidelines will be followed at all times.
- Properly credentialed members of the news media shall be allowed access to any emergency scene provided that they do not directly interfere with emergency operations and they receive the permission of the private property owner. The Incident Commander may override this regulation if it is felt that conditions are too dangerous to allow any person entry into the incident scene or if scene security is a concern.
- Only the Fire Chief or his/her designee shall release any information regarding the injury or death of any person at the scene of an emergency to which this department responded.
- If an employee of the fire department is seriously injured or killed at an incident, the Fire Chief or his designee will personally contact the employee's next of kin as soon as possible.



**HOPKINS COUNTY FIRE DEPARTMENT  
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**SUBJECT: OPERATIONAL RESPONSIBILITIES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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- When operating in any contaminated atmosphere, or in an atmosphere that has the potential to become contaminated (smoke filled, vapors, etc.), all personnel will use SCBA.
- Full protective clothing will be worn by all personnel when responding to any fire/rescue incident in fire apparatus. This includes automatic fire alarms and major accidents
- Fire Department vehicles shall not be driven at speeds greater than the posted speed limit except when responding to an emergency.
- Fire Department vehicles shall not be driven at speeds greater than ten (10) miles per hour above the posted speed limit when responding to an emergency.
- Fire Department vehicles responding to an emergency shall display audible and visual warning throughout the entire response.
- The on-duty officer shall be responsible for the proper staffing level of each shift and apparatus.
- When providing patient care at EMS incidents treat all patients according to department protocols and national standards. Do not relinquish patient care until relieved by someone of an equal or higher level of care. Always act in the best interest of the patient.

**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: FIRE INVESTIGATIONS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

SECTION 3  
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**Scope:**

- . This policy applies to all Hopkins County Fire Department operational personnel.

**Purpose:**

- . This procedure/guideline addresses procedures for investigating fires from the time companies arrive on-scene, during operations, origin and cause, collection of evidence and preservation.

**Responsibility:**

- . The determination of origin and cause of the fire is necessary for all fire incidents that occur in a structure, that appear suspicious, that the investigator has been initially dispatched, and any incident where a Firefighter or civilian was injured. The investigation will be conducted after fire suppression efforts, but before overhaul, which could hinder the investigation by means of destruction of evidence.

**Investigator:**

- . The on-call Investigator will lead the investigation.

**Fire Scene Coordination:**

- . Whether the on-call Investigator is on scene or responding, incident command shall have companies delay all non-essential over haul and secure the scene until the arrival of the Investigator.

**Method of Entry:**

- . Whereas "right of entry" refers to the legal authority to be on a given premise or fire scene. The Investigator will determine the method by which entry may be obtained. (NFPA 921 Chapter 11)
  - o Written Consent
  - o Exigent Circumstances
  - o Administrative Search Warrant
  - o Criminal Search Warrant



**HOPKINS COUNTY FIRE DEPARTMENT  
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SECTION 3  
NUMBER 3.02



**SUBJECT: FIRE INVESTIGATIONS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Fire Scene Preservation and Spoliation:**

- . All unnecessary interim activities that may alter, contaminate or interfere with the origin and cause investigation must be discontinued by Incident Command or Company Officers whom have knowledge of such act or omission.
- . The Incident Commander will communicate directly with the on-scene Investigator prior to assigning an operational company/crew to conduct overhaul operations.
- . The Investigator may request from Command any personnel and equipment necessary for the investigation. Command will make every attempt to meet such requests to the fullest extent possible under the circumstances. After such request has been honored, it is the responsibility of the on-scene Investigator to coordinate the extra personnel to the capacity he/she deems necessary as authorized by the Fire Marshal.
- . The securing of any utilities (electricity, gas, water, etc) that has been assigned by the Incident Commander should be reported to the on-scene Investigator as soon as possible regarding what conditions were found and what actions were taken in rendering them safe. **"AT NO TIME SHOULD ALL THE BREAKERS IN A BREAKER PANEL BE FLIPPED BY ANYONE!!!!"** Only the main cut-off should be flipped if power needs to be secured.
- . The Incident Commander **SHALL** communicate with the Investigator prior to providing the Media with any information that may be detrimental to the origin and cause investigation of the incident.

All personnel on scene H.C.F.D, and VFD alike must be aware that it is considered a crime scene until proven otherwise, and that the Investigator is in control of that scene during that time and anyone interfering will be removed from the scene. **All personnel operating at the scene on known arson will be recorded on a crime scene log, and any video or photos taken at the scene will be subpoenaed as evidence.**



**HOPKINS COUNTY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SUBJECT: OPERATING AT EMERGENCY SCENES**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Policy:**

**ATMOSPHERIC DETECTION:**

Carbon Monoxide detectors are available on Engine 20 and in the EMC and Chief's vehicle. These detectors shall be utilized to test atmospheric concentrations of CO when conditions warrant. No fire-fighter shall work in conditions where concentrations of CO are greater than 35 PPM without the use of S.C.B.A.

**Policy:**

**Positioning of Personnel:**

The intent is for personnel to utilize safety positioning where possible/ available in an effort to safeguard against sudden hazardous developments such as back-draft explosion, structural collapse, etc. When operating in an offensive mode, be aggressively offensive. Effective interior attack operations directed toward knocking down the fire eliminates most eventual safety problems. However, use all due caution to safeguard men and equipment at all times.

Due to inherent hazards of the immediate fire or incident scene, efforts will be made by command to limit the number of personnel on the fire ground to those assigned to a necessary function, all personnel shall either :( Be positioned in staging or assigned to a task). Having completed an assignment and no other assignment is available within the division; crews should be assigned to a designated division until such time as they can be either reassigned back to a division or released to in-service status.

The intent of this procedure is to minimize fire ground confusion/congestion and more importantly to limit the number of personnel exposed to fire ground hazards to only those necessary to successfully control the operation. Individuals or crews shall be restricted from wandering about the fire ground or congregating in non-functional groups. If you have not been assigned to a division, or do not have a necessary staff function to perform, stay off the fire ground. In extremely hazardous situations (large quantities of flammable liquids, LP gas, hazardous materials, difficult marginal rescues, etc.). Command will engage only an absolute minimum number of personnel within the fire ground perimeter. Self-standing master streams will be utilized wherever possible.



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**APPROVED BY: A. ENDSLEY**

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**Policy:**

**POSITIONING OF PERSONNEL**

In situations where crews must operate from opposing or conflicting positions, careful coordination shall be directed through Command by division officer (s).

**Do not operate exterior streams, whether hand lines, master streams, ladder pipes, etc., into an area where interior crews are operating.**

Positioning of companies can affect safety. Improper positioning can severely affect operations and may cause the loss of life and/or equipment.

- . Personnel must use caution when placed in the following positions: Above the fire (floors or roofs).
- . Where fire can move in behind them.
- . When involved with opposing fire streams.
- . Combining interior and exterior attack.
- . Where command cannot control position or retreat.
- . With limited access (one way in and one way out).
- . Operating under involved roof structures.
- . In areas containing hazardous materials.
- . Below ground fires (basements, etc.).
- . On a downwind side of an involvement.
- . Where a back draft potential exists.
- . Near electrical lines or equipment.

The safety of firefighting personnel represents the major reason for an effective and well-timed of- fensive/defensive decision. Under extreme conditions, a command option can be to "write off" property in order to effect safety to citizens and personnel or in order to effect fire control.

When operating in a defensive mode, your operating position should be as far from the involved areas as possible and still remain effective. Position and operate from behind barriers if available.

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**APPROVED BY: A. ENDSLEY**

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**Policy:**

**LADDER SAFETY:**

Do not use ladders that have broken steps, rungs, cleats or side rails, or that appear to be damaged in anyway. All ladders used during firefighting operations will receive a certification inspection by a third party annually. Results of the inspection will be kept on record for the life of the ladder.

Do not place the ladder on any object other than a flat surface to attempt to get extra height from the ladder. Do not stand or operate from the top three rungs of any ladder. Always face the ladder when climbing, descending, or operating and always use a "heel person" to secure the base of the ladder during operations. Always look up and avoid overhead electrical power lines before raising or lowering ladders.

When laddering a roof, the ladder selected shall be one, which will extend at least three to five rungs above the roof-line. This shall be done in an effort to provide personnel operating from the roof with a visible means or egress. If possible, when laddering buildings under fire conditions, place ladders near the building corners or fire walls as these areas are generally more stable in the event of structural failure.

When operating either above or below ground level, establish at least two separate escape routes/means where possible, such as stairways, ladders, exits, etc., preferably at opposite ends of the building or separated by considerable distance.



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**APPROVED BY: A. ENDSLEY**

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**Policy:**

**FIRE GROUND PERIMETER:**

For the purpose of Hopkins County Fire Department operations, the fire ground perimeter can be defined as: The area inside an imaginary boundary that has been determined by safety considerations according to the foreseeable hazards of the particular incident.

The flexible boundary that determines the fire ground can be altered by various safety factors. All personnel entering the fire ground perimeter shall:

- Have crew intact -
- Wear protective clothing..
- Be assigned to a division or specific task.

**ALL OTHERS SHOULD REMAIN OUTSIDE THE FIRE GROUND PERIMETER**

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**Policy:**

**STRUCTURAL COLLAPSE:**

In recent times, structural collapse has been the leading cause of serious injuries and deaths to firefighters. For this reason, the possibility of structural collapse should be a major consideration in the development of any tactical plan. Structural collapse is always a possibility when a building is subject to intense fire. In fact, if fire is allowed to affect a structure long enough, some structural failure is inevitable.

Regardless of the age and exterior appearance of the building, there is always the possibility that a principal structural supporting member is being seriously affected by heat and may collapse suddenly, inflicting serious injury to firefighters. In the typical fire involved building, the roof is the most likely candidate for failure; however, failure of the roof may very likely trigger a collapse of one or more wall sections. This is especially true if the roof is a peak or dome type, which may exert outward pressure against both the bearing and non-bearing walls upon collapse, in multi-story buildings or buildings with basements, the floor section above the fire may collapse if supporting members are directly exposed to heat and flames.

Knowledge of various types of building construction can be invaluable to the fire officer; from a safety standpoint, as certain types of construction can be expected to fail sooner than others. For example: Under fire conditions, lightweight truss and bar joist roof construction can be expected to fail after minimal fire exposure.

Structures have been known to collapse without warning but usually there are some signs, which may tip off an alert the Fire Officer. Action might be taken to avert any imminent hazard. Telltale signs include:

- Cracks in exterior walls
- Bulges in exterior walls
- Sounds of structural movement



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**Structural Collapse Continue**

- Creaking, Groaning, Snapping, etc.
- Smoke or water leaking through walls
- Flexible movement of any floor or roof where firefighters walk
- Interior or exterior bearing walls or columns leaning, twisting, or flexing

The following construction features or conditions have been known to fail prematurely or to contribute to early structural failure when affected by fire. Contributing factors include:

- Large open (unsupported) areas - supermarkets, warehouses.
- Large signs or marquees - which may pull away from weakened walls.
- Cantilevered canopies - which usually depend on the Roof for support and may collapse as the roof fails.
- Ornamental or secondary front or side walls - which may pull away and collapse.
- Buildings supported by unprotected metal - beams, columns, etc.

Buildings containing one or more of the above features should be constantly evaluated for collapse potential. These evaluations should be a major consideration toward determining the tactical mode, i.e., offensive/defensive.

A principal command responsibility is to continually evaluate and determine if the fire building is tenable for interior operations. This on-going evaluation of structural/fire conditions requires the input of company officers advising command of the conditions in areas of operation. All members should relay relative information.

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**Structural Collapse Continue**

Structures of other than fire protected/heavy timber construction are not designed to withstand the effects of fire, and can be expected to fail after approximately twenty minutes of heavy fire involvement. If after 10-15 minutes of interior operations, heavy fire conditions still exist, Command should initiate a careful evaluation of structural conditions and should be fully prepared to withdraw interior crews and resort to a defensive position. If structural failure of a building or section of a building appears likely, a perimeter must be established a safe distance from the area, which may collapse. All personnel must remain outside this perimeter.



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**APPROVED BY: A. ENDSLEY**

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**Policy:**

**SEARCH AND RESCUE**

Prior to entering the search area, all search team members should be familiar with a specific search plan including the overall objective, a designation of the search area, individual assignments, etc. This may require a brief conference among crew-members before entering the search area to develop and communicate the plan. Individual search activities should be conducted by two or more members where possible.

Company officers must maintain an awareness of the location and function of all members within their crew during search operations. To accomplish this all fire ground searches will be performed using the right hand search method when possible..

Whenever a search is conducted that exposes search crews to fire conditions (particularly above the fire floor), the search team should be protected as soon as possible with a charged hose line, in order to insure a safe escape route. If search personnel are operating without a hose line, lifelines should be used when encountering conditions of severely limited visibility. Tape or door strap will be placed on the door to show that the room has been searched. This procedure will be used for all occupancy requiring multiple search teams.

The use of one the department's thermal-imaging camera(s) does not negate the use of proper search techniques and should only be used in conjunction with all other specified procedures. During search operations, the primary search team will operate one thermal-imaging camera.

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**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**



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**Policy:**

**DRIVING SAFETY**

- Beginning October 1, 2003, all fire department personnel who operate ANY fire department vehicle must have attended an Emergency Vehicle Operator (C.E.V.O.) program.
- Beginning October 1, 2004, all fire department personnel permanently or temporarily assigned to drive and operated pumping or ladder type apparatus in emergency situations MUST hold a current Driver Operator certification issued by the Texas Commission on Fire Protection.
- Beginning October 1, 2003, no fire department vehicle will be parked in a marked fire lane unless in an emergency situation.
- While responding to any emergency call using lights, sirens, and or air horns, drivers must exercise extreme caution. Drivers and officers must be aware at all times that operators of other vehicles on the roadway may not see or hear our vehicles.
- All Hopkins County Fire Department vehicles shall be operated in accordance with Chapter 546, Subchapter A Sec. 546.001 And sec.546.002 of the Texas Transportation Code.
- The driver must make sure all personnel are sitting down, belted in seats and prepared for the vehicle to move. This includes both responding and returning from a call. Under no circumstances shall personnel be allowed to ride on rear step of apparatus. Anyone riding as a passenger in a fire department vehicle is required to use seat belts. Members must ride in seats where provided. Standing on a vehicle in motion is strictly forbidden.
- During an emergency response, fire vehicles should avoid passing other emergency fire vehicles. If unavoidable, the passing arrangement should be coordinated through radio communications. Coordination of more than one department apparatus simultaneously approaching an intersection shall be assured through radio communications.
- The unique hazards of driving on or adjacent to the fire ground requires the driver to use extreme caution and alertness, and also requires to utilize a prudent speed for the conditions encountered in order that he may react to the unexpected



**HOPKINS COUNTY FIRE DEPARTMENT**  
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NUMBER 3.04



**SUBJECT: INTERIOR FIREFIGHTING OPERATIONS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Purpose:**

To establish guidelines for the implementation of OSHA 29 CFR 1910.134, Two In/Two Out Rule and its application during emergency operations. The Two In/Two out Rule provides for rapid rescue of initial entry personnel operation in the IDLH atmosphere.

**Definitions:**

**IDLH:**

Immediately Dangerous to Life and Health atmosphere (IDLH), i.e. interior structure fire, confined space, toxic, or oxygen deficient environments, and environments with potential to become IDL.

**RIT:**

Rapid Intervention Team (RIT) consists of at least two personnel fully equipped with appropriate protective clothing, self-contained breathing apparatus (SCBA), and specialized rescue equipment that might be needed for the specific operation under way.

**IRIT/Standby Team:** Initial Rapid Intervention Team (IRIT), also called Standby Team, is the crew available for rescue prior to assignment of a dedicated RIT, consisting of at least two personnel fully equipped with appropriate protective clothing, SCBA, and specialized rescue equipment that might be needed for the specific operation underway. This team may be engaged in secondary activities as described.

**Two In/Two Out:** Regulation requiring a team of at least two personnel to be organized before entering an IDLH atmosphere. It requires the IRIT of at least two personnel outside the IDLH atmosphere to back up the entry team in the event they require rapid rescue.

**Compliance Instructions:** The Federal Occupational Safety and Health Administration (OSHA) has established a set of compliance instructions regarding the number of firefighters required to be present on the fire ground prior to commencing an initial interior attack on a structure fire. This compliance notice, "Two In/Two Out", requires a standby team (IRIT) of at least two personnel to back up entry of two personnel before the initial attack into an IDLH atmosphere. These personnel shall be fully equipped with appropriate protective clothing, SCBA, and any specialized rescue equipment that might be needed for the specific operation under way.

**Exceptions:** Two Exceptions to the "Two In/Two Out" Rule may be taken only for life rescue and incipient stage of the fire given the following criteria:

- a) Information that an immediate risk to life safety exists within the interior IDLH atmosphere combined with the realistic expectations of successfully performing a rescue.
- b) OSHA states that "once firefighters begin the interior attack on an interior structure fire, the atmosphere is assumed to be IDLH". OSHA defines interior structural firefighting



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NUMBER 3.04



**SUBJECT: INTERIOR FIREFIGHTING OPERATIONS**

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as the physical activity of fire suppression, rescue or both inside of enclosed structures which are involved in a fire situation beyond the incipient stage." OSHA further defines an incipient stage fire as a "fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose system without the need for protective clothing or breathing apparatus." Any Structural fire beyond incipient stage is considered to be an IDLH atmosphere by OSHA.

**Departmental Operation:**

- a) Entry Team personnel operating in hazardous areas shall operate in teams of two or more and be equipped with SCBA. They shall maintain constant communication between each team member through visual, audible, physical, safety device, or electronic means.
- b) Standby Team (IRIT) Personnel shall maintain constant communication between each team member through visual, audible, physical, safety device, or electronic means. Only one of the two IRIT outside the IDLH atmosphere may be engaged in secondary duties, i.e., fire engineer, incident commander, or other qualified personnel, may fill a standby position if their primary focus is to be dressed for and ready to perform a rescue from the IDLH atmosphere. Standby personnel may only be involved in secondary duties if abandoning those duties does not jeopardize the safety or health of any personnel on scene. No one shall be permitted to serve as standby personnel when other activities they are engaged in inhibit the ability to assist in performing a rescue, or are of such importance they cannot be abandoned without placing other firefighters in danger.

**Rapid Intervention Team (RIT)**

• **Purpose:**

To locate and rescue trapped, injured, or lost firefighters during fire ground or other dangerous operations. It is imperative the IC not assign RIT members for an operation other than as emergency standby personnel. This will also assist in the objective of "two in/two out" when working in the hazard zone.

• **RIT Equipment:**

Equipment selection will be based upon a variety of factors, i.e., type of incident, building construction, availability of personnel and equipment, condition of the burning building. Tools should be grouped according to potential needs of the incident. Minimum Tools Required: All incidents require at least this level of tools, which always includes: (1) full PPE; (2) SCBA donned (not breathing air; conserve air for rescue situations or fire attack relief); (3) hand light for each member; (4) hand tools (haligan and flat head axe); (5) radio; (6) Thermal Imaging Camera (TIC).



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**Location:**

1. The RIT team shall normally be staged at the point of entry so rapid access may be accomplished in the event of an emergency rescue situation.
2. The RIT may need to be mobile to accomplish additional preplanning activities, i.e., throwing ladders, stretching hose lines, dismantling security bars.
3. The RIT officer may need to be mobile to assess fire conditions, monitor safety of firefighting actions, converse with Rehab Officer, Accountability Officer, and Command.
4. In the event of multiple points of entry, command shall designate the location for the RIT or consider the assignment of a second RIT.
5. In high-rise buildings, the RIT shall be staged on the floor below the fire.

**Communications:**

1. The RIT team reports directly to the IC.
2. In the event of a rescue assignment, all communication must be kept to a minimum focusing on the rescue situation.
3. If available, a second radio frequency should be activated for all non-rescue traffic.
4. The RIT officer must closely monitor all radio traffic to be aware of the progress of the firefighting and general areas in which companies are operating.

**Team Responsibilities:**

1. Closely monitor fire ground radio traffic to get a head start as a situation deteriorates.
1. Monitor fire conditions; at any minute, the team could be sent to any part of the structure.
2. Become familiar with the layout of the building; learn all entrances and egresses.
3. Be prepared, mentally and physically, when assigned to the RIT team

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4. Do not accept a reassignment until properly relieved by a new RIT team.
5. Make the incident as safe as possible by anticipating rescue scenarios, i.e., unlock doors, position ladders for escape, remove security bars, clean glass out of window panes opened for ventilation.
6. Realize you may be called upon to rescue a fellow firefighter; do not allow yourself to become complacent.

**Initiation of RIT's:**

1. RIT crews shall be used on any incident deemed necessary by the IC.
2. All interior fire ground operations must establish RITs.
3. Any hazardous condition may dictate the need for RITs.
4. The IC should never put crews in a dangerous area unless a calculated and significant benefit can be yielded, i.e., viable victims that can be safely rescued.
5. The IC can operate without a RIT team only if initial attack personnel find a known life hazard situation where immediate action could prevent loss of life. The benefit must equal the risk.
6. The sole purpose of the RIT is for firefighter safety. We rescue the public and the RIT rescue us.

**Implementation:**

**The IC:**

- a) Assigns companies on each incident. The fire company reports directly to command.
- b) The RIT engine will have the radio designator of RIT followed by their company number, i.e., Engine 3 you are assigned to RIT TEAM.

**IRIT:**

- a) The initial RIT will normally consist of the first due company Driver and one member from the second arriving unit, i.e. Chief or Officer off the second unit. These two shall don full PPE and SCBA (off air) while continuing to operate.
- b) The IRIT must be able to serve their assignment and be a functional member of the IRIT. If unable to do both, interior fire operations are postponed until more personnel can arrive to adequately staff the IRIT.



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**Assigned RIT:**

a) Extended RIT utilizes an entire company from the first alarm assignment. Crews are not to be separated. The IC must consider rehab for members of this crew when operating under extreme weather conditions

**Accountability:**

- a) The "Apparatus PAR System" is a key component for firefighter accountability for personnel assigned to each company. Accurate maintenance of this information on each apparatus is necessary for the District to comply with "accountability" requirements in the NFPA 1500 Standard.
- b) All company officers shall assure that name tags carried on assigned apparatus are updated whenever staffing changes occur.
- c) It is the responsibility of all HCFD personnel to assist in making the overall accountability system as effective and accurate as possible.

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**SUBJECT: :LINE OF DUTY DEATH LODD**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Purpose:** To clearly delineate requirements for Line of Duty Death (LODD) response, reporting and investigations.

**Policy:** This policy will be used by all fire department personnel working in conditions that are immediately dangerous to life and health (IDLH).

I.

**Death While Involved in Emergency Operations:**

A) If a LODD occurs, the ranking officer in charge of the emergency scene will be required to notify the appropriate agencies for assistance and take the following steps for the mitigation of a LODD.

1. Secure the scene
2. Leave the body in the position that it was found
3. Call the Justice of the Peace
4. If the body cannot be protected in the position that it was found
  - a) Photograph the body before moving it
  - b) Leave all equipment on the body

II. Pursuant to State law, the body should not be removed from the fire scene until photographed and a Justice of the Peace notified.

A. Leave all equipment in position found, including, but not limited to:

1. SCBA
2. Bunker gear
3. Helmet
4. Hand held equipment
5. Other equipment Fire

B. Scene perimeter shall be set

6. On scene ranking officer will request scene security
7. On scene ranking officer will set two perimeters
  - a) The first perimeter will encompass the immediate area where the body was found
  - b) The second perimeter will encompass the entire scene
  - c) Security will tape the second perimeter by using the Fire Line" tape
  - d) Security personnel will document the names of all personnel within the second perimeter
  - e) Security personnel will make a separate list of names of anyone who enters the first perimeter



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- C). After the fire has been extinguished, personnel should be limited from entering the structure.
1. To limit the destruction of evidence, minimize salvage and overhaul operations
- D). On scene personnel shall not communicate information, in any way, to outside persons or entities about the emergency scene without the expressed permission of the Fire Chief or his designee
1. Limit radio communication
  2. The following is an example of the type of information that should not be relayed over electronic devices, specifically radios and cell phones
  3. Name of the deceased
  4. Rank of the deceased
  5. The condition in which the body was found
  6. Any information that alludes to the identification of the firefighter(s)
  7. Information deemed sensitive
- E). Notify Fire Administration
- 1, The Fire Investigator on scene will take initial photographs and help with scene security.
  - 2, The Fire Investigator on scene will be the liaison to the State Fire Marshal's Office and complete the cause and origin report.
- G). **Notification of death to the family members will be made by the following:**
1. Fire Chief
  2. One uniformed member of the department
  3. A member of the clergy or a Fire Department Chaplain
- H). **The Fire Chief or his designee will notify the appropriate county staff-employees:**
1. County Judge

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2. Commissioners
3. Public Information Officer
4. Critical Incident Stress Management (CISM) Team
5. Human Resources
6. Others as deemed necessary

**I). The Fire Chief or his designee will immediately assign a department liaison to assist the family members:**

**How to Report a Firefighter Fatality to the State Fire Marshal's Office**

1. In the event of a firefighter fatality in your area, immediately call the State Fire Marshal's Office at (512) 417-7162 (this is a 24-hour cell number). In the event that the representative does not answer, please leave a message and allow the representative 30 minutes to respond. Make sure you tell the representative that you are reporting a firefighter fatality.
2. Please have the following information ready when calling:
  - a) Your name, department, and a telephone number where you can be contacted. If possible, please provide a cellular telephone number and/or your departmental radio dispatcher telephone number to assist us in contacting you.
  - b) Time, date, and location of the fatal incident, as well as a brief description of the type of incident (Structure fire, vehicle fire, wildland fire, etc.).

Additional Information: Remember, a LODD can occur 24 hours after the shift has ended. As of September 1, 2011. Emergency personnel involved in a LODD or catastrophic injury, or their estate, will not be charged any fees associated with probate or other filings through the Texas court system.



# HOPKINS COUNTY FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

SUBJECT: :LOSS CONTROL

PREPARED BY: M. MATTHEWS

APPROVED BY: A. ENDSLEY

SECTION 3  
NUMBER 3.06



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### Purpose:

The purpose of this procedure is to describe the process to reduce, and in many cases eliminate, certain losses experienced during and following fires and other types of incidents.

### Introduction:

There is "value added" to the quality of service when firefighting includes loss control functions. Loss control involves methods of minimizing loss in each of the tactical priorities through all phases of firefighting. Throughout each of the three (3) tactical priorities, the safety and survival of firefighters, customer service, and loss control functions are continuously addressed.

Search & Rescue = All clear  
Fire Control = Fire under control  
Property Conservation = Loss stopped

This procedure will discuss the elements of loss control and how they are integrated at emergency incidents.

### Loss Control:

The loss experienced by the owners/occupants of a structure as a result of a fire is devastating. Primary and secondary loss can be minimized through active loss control efforts. There are many opportunities for effective loss control during property conservation, but the other two tactical priorities (rescue and fire control) present significant loss control opportunities.

In addition to the psychological and emotional injuries our customers may suffer, the building suffers the effects of fire including charring, water, smoke, structural, and content damage. The fire weakens the structure. The building is unsecured and open to the elements of nature, as well as open to looting. The ceiling and walls throughout the house are damaged by smoke. Furniture receives water and smoke damage. Appliances (example, refrigerator / freezer) are without the electricity they need to preserve food.

Through effective loss control efforts we can intervene in all aspects of the incident and take specific measures to minimize loss. An important element of loss control is to extinguish the fire. Performing skills like forcible entry and ventilation should be done with loss control in mind

### Water damage:

The most significant thing we can do to reduce damage is to put the fire out. As the fire travels so does the damage. An aggressive interior attack may be the best step towards enhancing loss control efforts. Yet knowing that water will do significant damage to dry wall, furniture, and carpeting, means we have to control how much



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water is used. Do not wet down the attic unnecessarily -- put the water directly on the fire and burning embers. The use of class A foam in firefighting is another method of reducing water damage.

Water acts as a corrosive to pressed gypsum board (dry wall). It breaks the bond used in making the board. Most of the houses and commercial structures we encounter will have gypsum board on the walls and ceilings. When water is left to sit on gypsum board it will seep in and ruin the board.

Company officers and firefighters should be aware of the damage to drywall by direct water spray and over spray. Reduce and eliminate over spray and it will minimize loss and water build up on the furniture.

Standing water on wooden counter tops is also very damaging because it can cause delaminating, staining, and cracking. For loss control purposes, wipe off counter tops and table tops with a dry towel not allowing water to sit and penetrate the surface. Furniture sitting in puddles of water will be damaged. Water will migrate up the wooden legs of furniture or over stuffed material and cause it to soak, crack, and stain. Place blocks under legs of the furniture to raise it up and out of the water. If no blocks are available, canned goods from the home serve the same purpose and are an option. Cover exposed furniture and other materials with salvage covers or plastic.

When water has filled the attic space and is pooling on the gypsum use a drill or a screwdriver as a hole punch to allow the water to escape. Water sitting on the gypsum board will eventually seep through; by drilling a small hole we can possibly save the ceiling and the hole is easily patched.

**Carpeting/Floor Coverings:**

Water on carpeting in itself is damaging. It is made worse by soot and broken glass being ground in when stepping on the carpet. Hall runners should be used to avoid staining and grinding in soot. When a window is broken to make entry the glass on the carpet may cause the need for replacement, especially if the glass is ground in. When possible throw a carryall over the glass under the window to prevent the grinding by footsteps. If debris is covering a relatively good carpet or flooring, it should be shoveled out and swept off.

**Smoke Damage:**

Unless interrupted, the hot smoke produced by fire will move throughout the structure. Positive pressure ventilation (PPV) to clear the smoke is performed during active fire stages. After fire control, closing or opening doors in the structure will help reduce smoke damage during ongoing ventilation efforts. Cutting a hole in the roof is also favorable. Rapid removal of smoke improves firefighter's ability to conduct search and rescue operations as well as effective fire control and salvage operations. Once the fire is extinguished and the embers cooled it is necessary to exhaust smoke. Avoid blowing it throughout the structure and continue to ventilate during overhaul. Take smoldering materials outside for overhaul. When appropriate, turn off the ventilation system in the building. The AC system will expose the remainder of the structure and might contaminate the air handling system which could require its replacement.



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**Drywall:**

Work to protect the structure. If possible, when checking for extension by pulling ceiling, cut small inspection holes, preferably 6" x 6," to check attics. Remember that to relieve excess water in the attic space and to reduce loss, drill drainage holes into the ceiling.

**Building Packaging:**

Just as we package a patient for transport in EMS we should also package a house or structure when we're finished. Each room should be completely ventilated. This will reduce smoke damage. The furniture should be covered with plastic. Water on counter tops and wooden furniture should be wiped off. The furniture should be raised up (blocked) to prevent water damage. Excess debris should be cleared off the floor. It will make the rooms look much cleaner and help alleviate the traumatic impact of the fire for our customers. Debris should be brought outside, kept away from the entrance, be covered with plastic, and anchored.

Customer valuables such as photo albums, video and audiotapes, clothing and other keepsakes found in closets need to be carefully wrapped and placed in boxes. Contents of the box should be marked on the outside for easier retrieval. Do not bag or box wet items. They will need time to dry before packaging.

Access holes where ceilings were pulled, roofs, or walls that were opened should be "squared up" on structural members except where special hazards are present (i.e., asbestos, etc.).

"Securing" the fire scene is also a function of loss control. Securing refers to actions required to protect the structures and contents from damage or looting after fire companies have departed from the scene. Roof ventilation holes and broken windows should be covered with plastic or other materials to reduce weather damage and deter vandalism. The rolled plastic is ideal for this use. For safety reasons, remaining glass shreds should be removed from the frames of broken windows prior to installing covers and always prior to leaving the scene



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**Additional Customer Service Elements:**

Performing loss control is a mark toward excellence in service delivery. It is a "signature" of professionalism in our craft. We should continually try to add quality and value to our work. In some cases, where safe to do so, escorting the customer through the fire area can help him / her see and visualize what we did and the need for overhaul operations.

Also, proper loss control measures should be completed prior to any walk through. Act like the place is yours and the people who own and occupy it are your loved ones...This usually will lead us in the right direction.

In many cases, wearing dirty turnouts into a home on EMS or service calls can soil the furnishings. By keeping our turnouts clean, we could avoid unnecessary damage to flooring, walls or furniture. Simply hose off boots and pants after each fire call to eliminate or minimize loss created by dirty turnouts. This will also help to keep them decontaminated.

Loss control measures may have to be suspended due to fire investigation needs. In this case, fire companies may have to return after the fire investigation to complete loss control activities. Companies should select an appropriate location for outside piles of debris. Debris in high travel areas should be avoided. Minimize trauma to the customer by helping to make the scene appear less devastating.

Part of the customer service effort is managing our conduct and behavior appropriately. We should be on our best behavior when working on the emergency scene.

The pets we encounter are, often times, considered by the owners a part of the family. While our primary mission is for the protection and care of people, we should attempt to provide an appropriate level of care and respect to animals in distress. Whenever feasible and safe to do so and as part of our commitment to customer service, we should display an open, caring concern for pets and animals when dealing with a full range of situations.

On larger incidents loss control will be a significant part of the operation and additional resources/alarms may be necessary to insure the effectiveness of loss control efforts. Loss control efforts will increase the value our customers place on our work. There is no question that we should strive to improve our services. Loss control is an area where we can always improve



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**SUBJECT: TRAFFIC INCIDENT MANAGEMENT**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Purpose:**

To take a proactive approach in the Management Traffic Incident operations for the most important goal of prevention and of needless death and injuries caused from emergency operations on roadways of all types in our county.

**Scope:**

The following SOP/SOG identifies traffic management practices, procedures and equipment used by ALL responding Hopkins County Fire Department apparatus and emergency vehicles. The goal is to provide maximum protection and safety for all public safety personnel, victims, and bystanders operating in, or near, moving vehicle traffic. It also identifies several approaches for individual practices to keep all public safety personnel safe while exposed to the hazardous environment created by moving vehicles on roadways, or anywhere personnel are exposed to moving vehicles.

**Policy:**

It shall be the policy of the Hopkins County Fire Department to position apparatus and other emergency vehicles at vehicle related incidents so that fire department personnel, law enforcement officers, emergency medical personnel, tow service operators and the motoring public will be afforded protection from the hazards of working in or near moving traffic. These incidents include, but are not limited to the following: Motor Vehicle Accidents, Motor Vehicle Accidents requiring extrication, vehicle fires, rollovers, medical calls, etc. Common locations for operational events include:

1. City Streets
2. County Roads
3. Major Highways & Interstates
4. Intersections
5. Any location involving vehicular traffic that the Incident Commander deems necessary for personnel activity (i.e., parking lots, Etc.

**) Definitions:**

1. **Advance Warning Area** – established upstream of the incident to alert drivers of the upcoming incident scene. All advance warning devices should be placed so that they will provide enough warning for vehicles to slow before reaching the incident and any traffic questions that might form.
2. **Block/Multi Lane Block** – positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream.



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traffic and the work area. Includes “block to the right” or “block to the left” at the discretion of the arriving officer or incident commander. The 1+lane method will be utilized for this purpose.

3. **Buffer Space** (upstream) - Separates the transition area from the Incident Area and allows for the clearing of errant vehicles that enter/fail to follow transition cones and enter unauthorized
4. **Downstream** - the direction that traffic is moving as it travels away from the incident scene.
5. **Lookout** - a fire department member assigned to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.
6. **Shadow** - the protected work area at a vehicle related roadway incident that is shielded by the “block from apparatus” and other emergency vehicles.
7. **Taper** – the action of merging several lanes of moving traffic into fewer moving lanes.
8. **Transition Area** –section of roadway where drivers are redirected out of their normal path. Transition Areas usually involve the strategic use of tapers, which can be set up using cones or flares.
9. **Termination Area** – used to notify drivers that the Traffic Incident Management Area is ending and they may resume normal driving. The Termination Area includes the downstream buffer space and taper, which is in place to protect emergency responders working at the end of the Incident Space.
10. **Upstream** – the direction that traffic is traveling from as the vehicles approach the incident scene.

**| I. Equipment used by Hopkins County Fire Department for Traffic Incident Management:**

A. **IMPORTANT** - All personal protective equipment currently required by Department SOP and issued by our department (bunker gear, reflective vest or combination of both) are to be used during the daytime, as well as night, without exception during all traffic management incidents. HCFD personnel, regardless of rank or position, are required to don one of these options from arrival on scene until the time such personnel are released from the scene and depart an emergency call where traffic incident management is being performed.

1. Fire Apparatus, Chief’s, and Fire Marshal’s vehicles.
2. Police Vehicles (if available for advanced warning).
3. Advanced warning signs (large diamond, pink in color).
4. Cones (non-lighted) 28 inches high with double reflective stripes.
5. Ignitable roadside flares in protective containers for advance warning if needed.

B. **TRAFFIC CONES THAT DO NOT MEET THE CRITERIA LISTED ABOVE WILL NOT BE USED IN A TRAFFIC INCIDENT SCENARIO OF ANY TYPE.**



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**II. Unit Responses by Incident Type:**

The Hopkins County Fire Department will employ a multiple unit response on all emergency calls involving exposure to vehicular traffic listed in this section. This is to ensure that ample resources are available on scene to provide maximum protection for responders and the public. The initial unit response for these incidents will be as follows:

- A. Motor Vehicle Accidents in Roadway (City and County Responses) – Single Engine.
- B. Motor Vehicle Accidents requiring Extrication – Normal extrication response (Incident Commander can/will utilize extra apparatus/fire vehicles as needed to satisfy compliance with these traffic management procedures).
- C. Vehicle Fires in Roadway – initial Engine with second apparatus called to create transition zone/safe work zone if the officer on the first arriving unit finds in his size up that the vehicle will require fire attack and is an active roadway.
- D. These initial responses for roadway safety will only be altered (upgrade or downgrade) after the first arriving Officer on scene assesses the need to alter the response. Officers are cautioned to not release units when the need for scene protection still exists.
- E. Fire department officers will work in cooperation with all local law enforcement agencies, tow operators to ensure a safe scene even after the major amount of fire department work is complete. Simply said, “If we need to continue blocking for them, do so”.

**F. Special Dispatch/High Hazard Roadways**

- 1. Hwy 11 East/West
- 2. Hwy 19 North/South
- 3. Interstate 30
- 4. 154 South

G. At any time the responding officer sees that no unit was dispatched or arrives and it is not needed, dispatch will be notified to change the response.

**III. Management of Traffic Incidents:**



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A. Traffic incidents will be assessed/ classified into three areas by severity utilizing the time the incident commander estimates it will take to clear the incident. These can be used as a guideline and are flexible based on the nature of the incident:

1. Minor: < 30 minutes to clear (most incidents) Usually medic/engine only
2. Intermediate: 30 minutes to 2 hours to clear (may require multiple apparatus)
3. Major: > 2 hours to clear (long term, may require multiple agencies) TXDOT, etc.

B. One of the first decisions that responders make is whether to Move It or to Work It.

1. Move It – refers to moving vehicles involved in an incident to a secondary location before being worked.
2. Work It – describes a situation where the vehicles involved cannot be moved to a secondary location before being worked.
3. The first arriving officer will make this decision, in conjunction with local law enforcement, to see if this can be accomplished to increase the safety of responders. If there is a question, then the “work it” mode will be used. Regardless of the decision, an initial block with a taper and advance warning should be made until the road is cleared.

**C. Initial Incident Apparatus Placement:**

1. The initial company officer (or Command) must assess the parking needs of initial arriving and later arriving fire apparatus and specifically direct the parking and placement of these vehicles as they arrive to provide protective blocking of the scene. This officer must operate as an initial Safety Officer.
2. The position of this apparatus shall take into consideration all factors that limit sight distance of the approaching traffic including ambient lighting conditions, weather related conditions, road conditions, design curves, bridges, hills and over or underpasses.

**D. Multiple Lane Blocks:**

There are two types of lane blocks, angled and linear. The angled block will be the preferred method of traffic block, unless it cannot be used in certain situations.



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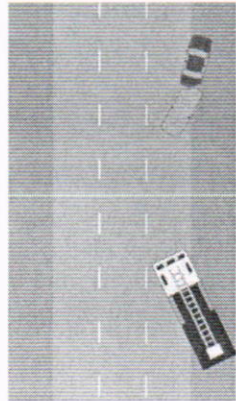
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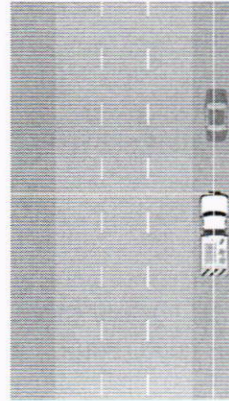


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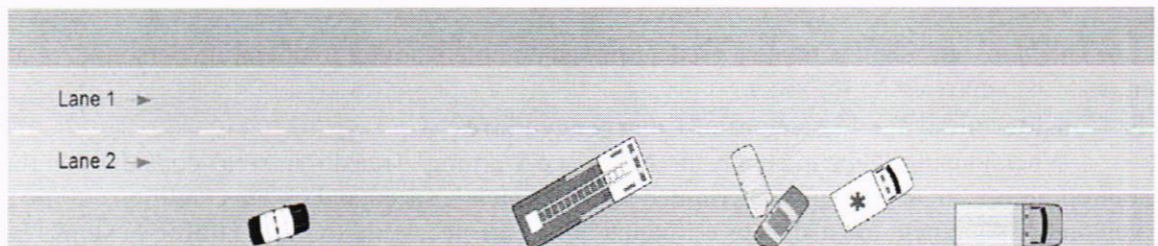
Angled (Preferred)



Linear



Another Example of an angled block



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**SUBJECT: :TRAFFIC INCIDENT MANAGEMENT**

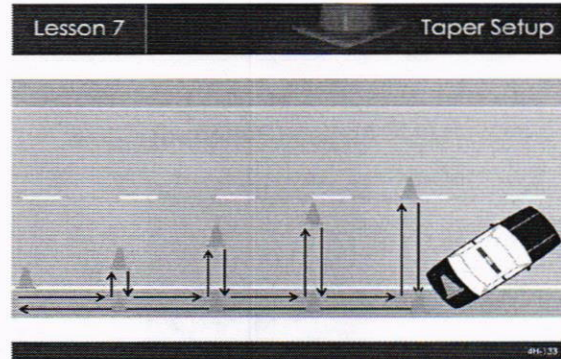
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**E. Traffic Cones and Placement:**

- At incident scenes, cones or flares used to establish a taper are typically placed no further apart in feet than the speed limit:
  - 35 mph = 35' apart
  - 45 mph = 45' apart
  - 55 mph = 55' apart
  - 65 mph = 65' apart
- An alternative guideline is to place a cone at every skip line.



1. Remembering that all cones used in Traffic Incident Management must be 28 inches high, orange, double reflective. The above charts reflect a good guideline in spacing using speed (left), and the creation of taper/buffer space by the first arriving unit (right). Following the arrows, starting at the back of the car is the safest way to deploy cones and minimize exposure to oncoming traffic.

2. Assign a “lookout” person to monitor the response of approaching motorists as they are directed to transition to a slow speed and taper into merged lanes of traffic.

3. Notify Command of any approaching traffic that is not responding to the speed changes, transition, tapering and merging directions.

4. The “lookout” shall activate a predetermined audible warning to operating personnel of a non-compliant motorist approaching the scene.

**F. Considerations for Placement of Emergency Flares:**

1. When placing flares to create an “Advanced Warning- Transition Area” consider that the distance required for a vehicle to stop is determined by the vehicle’s speed and by the conditions of the pavement. Even on dry pavement the distances estimated below are necessary to permit traffic to stop. These distances will need to be increased significantly when the roadway surface is wet or icy, or when visibility is limited by weather conditions or by road conditions such as hills or curves.

2. MPH of Traffic Flow Distance to Stop:

- a) Less than 50 (3 x MPH) = number of feet needed to stop
- b) More than 50 (5 x MPH) = number of feet needed to stop
- c) Cones will be used when fuel leakage or wind direction makes the use of flares unsafe. Extreme caution will be used when placing flares at the scene of any hazardous materials spill or release (gasoline, diesel, propane, natural gas, etc.). Other ignition sources should be prohibited.



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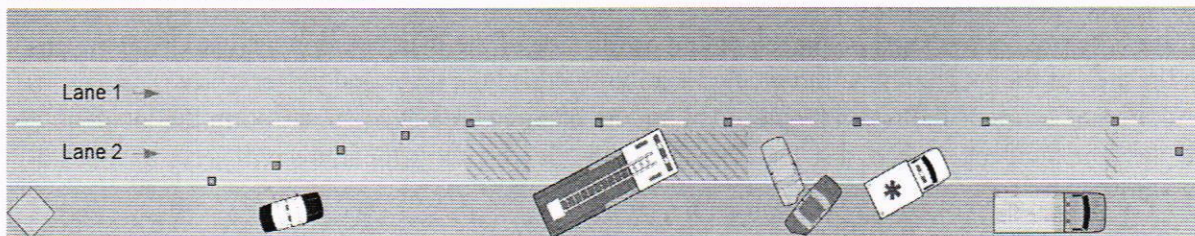
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- d) Wind direction should be monitored throughout the incident and appropriate action taken if a change of wind direction occurs that would endanger the incident scene. If flares or cones cannot be deployed safely by the company on the scene, another crew will be called to assist. Should further resources be needed for traffic control, contact dispatch for additional resources (i.e., PD, more apparatus, etc.).

**G. Functional Areas of Roadway Safety:**

1. Advanced Warning Device/Area
2. Transition Area
3. Buffer Space
4. Incident Area
5. Termination or Transition Area



Advance warning+-----Transitional Area-----+Buffer+----Incident Area- +Termination

**H. .MVA's in Roadway/MVA's Requiring Extrication:**

**1. Medic Arrival:**

- a) Upon arriving on scene, the first Medic Unit will be placed as safely and as close to the scene as possible to allow for quick deployment of resources for patient care. Past the incident protected by the incident is acceptable.
- b) Medic Units shall always be positioned within the incident work area.
- c) The driver will place the unit in a "block left or block right" angled position across at least two lanes of traffic, depending on the location of the incident.
- d) The patient compartment should be placed in a manner to allow access to the rear door of the unit without personnel being exposed to passing traffic.
- e) The apparatus shall be placed in a manner to protect emergency personnel and victims from oncoming traffic.
- f) Emergency lights on the Medic Unit shall constitute "advanced warning devices" until the arrival of the first engine on scene.
- g) No emergency operations will commence by ANY HCFD personnel until proper reflective attire and/or turnout gear is donned.



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**2. First Arriving Apparatus:**

- a) First arriving Engine company apparatus shall establish an initial block of the lane(s) occupied by the damaged vehicle(s) plus one additional traffic lane. The driver will position the apparatus in a "block left or block right" angled position in such a manner as to guide the traffic in the proper direction.
- b) If the incident requires a charged hose line to be pulled from the first arriving Engine on scene, the pump panel should be placed away from traffic, toward the incident, to protect the pump operator from oncoming traffic
- c) The apparatus will be placed in a defensive position upstream from the Medic on scene. The recommendation is 100' feet minimum for major highways. The company officer or Incident Commander, based on findings and conditions on scene, may alter this plan. This will create an "incident area" for all operations on scene to take place.
- d) Cones / lighted cones shall be placed on the traffic side of the incident, downstream from the engine to the area of the incident near the medic location to create the taper and buffer space.
- e) Additional cones or flares can be placed along the incident area downstream from the incident.
- f) Unless the incident requires a second apparatus, the first arriving apparatus will serve as the "advanced warning device

**3. Second Arriving Apparatus (if needed):**

- e) The primary assignment of this apparatus and crew shall be to become and deploy the "Advanced Warning Device," and will first create a taper and buffer space downstream from their apparatus then and establish the "Transition Area" for the incident upstream.
- f) Establish an initial multi-lane block by occupying a minimum of two lanes plus the paved shoulder of the highway or blockage of three driving lanes of traffic upstream of the initial block provided by the first due apparatus.
- g) The position of this apparatus shall take into consideration all factors that limit sight distance of the approaching traffic including ambient lighting conditions, weather related conditions, road conditions, design curves, bridges, hills and over or underpasses.
- h) Cones will be used to create the "Transition Area" from multiple lanes of traffic down to one single lane of traffic. A minimum of 5 cones will always be used to create the "Transition Area." If more than 5 cones are needed for control of traffic; this will be done at the discretion of the Incident Commander.
- i) Traffic cones on limited access, high volume roadways shall be placed farther apart, with the last cone approximately 150 feet "upstream" to allow adequate warning to drivers.
- j) Assign a "lookout" person to monitor the response of approaching motorists as they are directed to transition to a slow speed and taper into merged lanes of traffic.

Notify Command of any approaching traffic that is not responding to the speed.



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- k) changes, transition, tapering and merging directions
- l) The "lookout" shall activate a predetermined audible warning to operating personnel of a non-compliant motorist approaching the scene.

**I. Vehicle Fires in Roadway:**

1. First arriving apparatus shall establish an initial block of the lane(s) occupied by the damaged vehicle plus one additional traffic lane to create a Taper and Buffer space.
2. If the incident requires a charged hose line to be pulled from the first arriving Engine on scene, the pump panel should be placed away from traffic, toward the incident, to protect the pump operator from oncoming traffic.
3. The driver of the first arriving apparatus shall place cones/lighted cones and/or flares from the engine working the vehicle fire downstream to create an "Incident Area." This may be accomplished once lines have been deployed.
4. A second apparatus will be called to be "advanced warning" and provide a buffer for the initial apparatus, if the officer on the first arriving unit finds in his size up that the vehicle will require fire attack and is an active roadway.
5. The second arriving apparatus shall establish an initial block of the lane(s) occupied by the damaged vehicle plus one additional traffic lane. The driver will position the apparatus in a "block left or block right" angled position.
6. Once the lane block has been established, the second arriving crew shall create the "Transition Area" and place the "Advanced Warning Device." Cones or flares will be used to create the "Transition Area" from multiple lanes of traffic down to one single lane of traffic. A minimum of 5 cones should always be used to create the "Transition Area." If more than 5 flares are needed for control of traffic, this will be done at the discretion of the Incident Commander on scene.
7. Once the "Transition Area" has been established, the second arriving crew will place cones/lighted cones along the perimeter of the first and second apparatus.
8. The second arriving crew will then monitor traffic flow and changing traffic problems.
9. IF THE SCENE DICTATES, ALL LANES OF TRAFFIC CAN BE SHUT DOWN AT THE DISCRETION OF THE INCIDENT COMMAND.

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**J. Termination of the Incident:**

1. The termination of the incident must be managed with the same aggressiveness as initial actions. Crews, apparatus, and equipment must be removed from the highway promptly, to reduce exposure to moving traffic.
2. The Incident Commander must authorize incident termination and removal of roadway warning devices in a coordinated manner.
3. The main consideration for termination of roadway warning devices is that the "Transition Area and Advanced Warning Devices" will be last removed to provide protection of other personnel.

**K. Night time Traffic Management Considerations:**

1. For NIGHTTIME operations, turn OFF fire apparatus headlights. This will help reduce the blinding effect to approaching vehicle traffic. Other emergency lighting should be reduced to yellow lights and emergency flashers where possible.
  - a) Provide overall scene lighting and use directional bars on apparatus to help guide traffic
  - b) All personnel in reflective PPE
  - c) Use approved cones with flares
  - d) Consider additional Apparatus/ Truck for additional upstream "Block."
  - e) Always use a "lookout"
2. The following drawings are for illustrative purposes only. The drawings contained herein are samples of possible scenarios and are not meant to cover all situations. They are meant to be used as a guide only.



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**SUBJECT: MAYDAY**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Purpose:**

This policy provides guidance for incidents involving lost or trapped firefighters, the appropriate activation and Command actions during these events and communication alternatives. This policy is designed to meet the intent of the 2013 Edition NFPA 1500: Standard on Fire Department Occupational Safety and Health Program.

**Policy:**

The rescue of lost or trapped firefighters in a burning building is especially time sensitive. There is a very narrow "window of survivability" for a member who is out of SCBA air supply or trapped by fire. Members shall immediately radio Command if they become lost, trapped or in need of assistance. Company Officers shall also not delay the reporting of lost firefighters or inability to account for crew-members. Command and Division / Group Supervisors shall always assume that a missing firefighter is lost in the building until the firefighter can be located. Command shall initiate an action plan to incorporate a high priority rescue effort.

**I. The MAYDAY MESSAGE:**

The radio message "MAYDAY" shall be used by lost or trapped firefighters to report a lost firefighter. Any report of "MAYDAY" shall receive priority radio traffic, meaning ALL non-essential radio traffic shall cease on the primary tactical channel in use. The use of the term "MAYDAY" will be reserved only for situations where firefighters are lost or trapped. The term "Emergency Traffic" shall be reserved for other emergencies or hazards.

The radio message "MAYDAY-MAYDAY-MAYDAY" shall be used when reporting a member in a life threatening situation.

**II. The following situations will typically receive a "MAYDAY" message:**

- A. Members are lost trapped or in trouble
- B. The Company Officer, Division/Group Supervisor, or other members cannot account for an assigned firefighter operating within the building or hazard area.
- C. Whenever a member witnesses or has confirmed that a firefighter is lost, trapped or in trouble. The "MAYDAY" can be declared by any member.

**III. WHEN INITIATING A "MAYDAY" CALL, FIREFIGHTERS SHOULD FOLLOW THESE 8 STEPS:**



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1. Using your portable radio; "**MAYDAY MAYDAY MAYDAY**"

**A).** This is best accomplished by first pressing and holding down the orange emergency button atop the portable radios for approximately 3 seconds. This will accomplish several things including the notification of dispatch and other radios of an emergency. The activation will also notify dispatch of who is activating the signal. The emergency is transmitted on all channels to avoid it being missed.

**B)** Give a **LUNAR** report. If able to speak the member should immediately report their situation and needs.

L- LOCATION

U-UNIT ID

N-NAME OF MEMBER IN TROUBLE

A-AIR SUPPLY STATUS

R-RESOURCES REQUIRED

*Example: " MAYDAY-MAYDAY-MAYDAY" I am located on Division 2, Charlie side bedroom, E3, FF Smith, I have 500 psi and cannot find my way out, need air and RIC."*

**C).** Activate your pass device, however, control it during communication intervals if possible to eliminate / reduce the back ground noise issue.

**D).** Attempt self-rescue. If in a situation where your air supply is ok, you are in no immediate danger and are completely disoriented, stay where you are and communicate to facilitate being found.

**E).** Find safe haven if at all possible.

**F).** Lie on your side in the fetal position with the pass device pointing out so it can be heard.

**G).** **Activate** your flashlight.

**H).** **Slow** your breathing and practice skip breathing techniques to conserve air supply



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**APPROVED BY: A. ENDSLEY**

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I). Once the "MAYDAY" has been declared, all fire ground companies except the companies affected and RIC shall be moved to another radio channel. This shall be initiated by the Incident Commander. Fire ground channels shall be assigned 24, and 22 with odd channels being utilized as the emergency alternative during "MAYDAY" situations

- A) **Example:** An incident is assigned VFIRE 24 and in the event a "MAYDAY" declaration occurs, all companies other than the companies involved and RIC will be advised to switch to VFIRE 23; VFIRE 22 will move to VFIRE 21.

**IV Command's Response to the "MAYDAY":**

- a) The Incident Commander shall always assume the missing member is lost or trapped inside the building until the member is located. Rapid, concise, decisions and actions shall be taken to increase survivability. The following list of actions is to be taken by the Incident Commander (IC) for a reported missing or trapped member and shall represent Best Practices.
- b) **Change the Incident Action Plan (IAP) to High Priority Rescue:**
- c) The IC must quickly restructure the IAP to support rescue operations. A rescue plan must be developed and the command structure shall expand to complete these tasks. This plan shall be communicated to all Command Staff & Division/Group Supervisors for immediate implementation.
- d) **Additional Alarms:**
- e) An additional alarm will be immediately requested for both fire and medical needs. Additional resources may be specifically required
- f) **Fire ground Accountability:**
- g) A PAR (personnel accountability report) shall be immediately requested from all companies operating on the scene. In some scenarios company members may be separated, such as collapse. The only manner in which to conduct a PAR in some situations may be to have everyone exit the building. This is a judgment call and is based on many factors on the scene.
- h) **Commit the RIC, Assign a RIC Officer or a Company Already in Close Proximity to the Emergency and a Safety Officer:**

The RIC shall be deployed to begin rescue efforts typically at the last known location. An Officer assigned to RIC shall become the RIC Officer and shall be assigned a Safety Officer when possible. It is understood that in many cases the companies operating closest to the member in trouble or trapped, provide the quickest rescue response; the IC may elect to use this company or companies as the immediate RIC. This initial response will obviously be supplemented with additional resources as needed.

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**Confirm with Dispatch that All Radio Channels are Being Monitored:**

The situation may arise where a trapped or troubled member transmits the "MAYDAY" on a different channel than assigned. Dispatch shall monitor closely for such situations and immediately notify the IC of the channel the member is on. The IC shall report to that channel for direct communication with the member and determine the best alternative channel for other crews. Upon receiving an emergency button activation on any channel the IC shall be immediately notified by dispatch. Dispatch shall then announce the member activating and help determine if an emergency exists



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**APPROVED BY: A. ENDSLEY**

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**Policy:**

- This procedure establishes guidelines for conducting overhaul operations.

**Scope:**

The goal of overhaul is to reduce the incidence of secondary fires, control loss, and stabilize the incident scene while providing for firefighter safety.

**Objectives:**

- Closely coordinate overhaul with fire investigators.
- Preserving evidence
- Securing the fire scene
- Effective overhaul activities reduce the potential for secondary fires. When addressing overhaul operations, The IC should:
  - Insure overhaul is conducted safely.
  - Insure allied equipment (Thermal Imaging Camera (TIC)).
  - Insure all fire is extinguished, where possible.
- Use early and continuing positive pressure ventilation to maintain an acceptable working environment and reduce loss. Fire companies must evaluate and monitor conditions when operating fans.
- Meet with the property owner / occupant concerning overhaul operations.
- Schedule fire companies to conduct post-incident drive-by/ walk-through of fire building to check for potential re-ignition sources.
- Overhaul operations should be conducted with PPE / Respiratory Protection. Carbon monoxide and Cyanide levels should be evaluated on an ongoing basis throughout the operation. (Refer to Carbon Monoxide SOP).
- Customer Relations
  - The IC and / or Fire Investigator should meet with the property owner/ occupants to explain the reasons for overhaul operations.
  - Where it is safe to do so, the Incident Commander (IC), or the company officer, may escort the property owner/ occupant through the fire area to explain the need for overhaul operations.
- Proper loss control operations shall be completed prior to any walk-through.
- Providing the property owner/ occupant the opportunity to remove personal possessions / valuables, or assisting them in boxing and removing these items is excellent customer service and a loss control opportunity. When valuables are to be removed, the Fire Investigator and/ or Police Officer should accompany crews.



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**Hidden Fires:**

Fire suppression operations might not detect and extinguish small pockets of fire concealed in construction voids or hidden under debris. Overhaul activities include thoroughly searching the fire scene to detect and extinguish hidden fires or "hot spots". Within our standard Risk Management profile "Risk a little and in a calculated manner to protect savable property" -suppression crews should open as many of these construction voids as is reasonably possible. Floor, wall or ceiling areas showing evidence of extensive decomposition due to fire should be thoroughly examined during overhaul.

Additional areas to check include wooden doorjamb, air conditioning vents and registers, baseboards, door and window casings, metal to wood connections, ties, straps, conduits, and areas around light fixtures and electrical outlets.

Thermal Imaging Cameras, axes, pike poles, and Halligan tools are most commonly used for this purpose. Although a TIC may not be able to detect small hot spots, it can nonetheless be a valuable tool when looking for hidden fire / hot spots. Foam application during overhaul cannot guarantee complete suppression of all materials.

Attic fires can pose a special hazard for secondary fires where insulation has been exposed to fire. Large areas can receive fire damage and can be located in difficult to reach areas. In some cases, as much insulation as possible should be removed to extinguish all remnants of fire. It is understood that there is no possible way for firefighters to completely remove all insulation (especially cellulose insulation). Removing insulation in many cases means removal of large sections of ceiling.

Plenum spaces, soffits and pipe chases should receive careful inspection as they provide possible routes for fire to spread throughout a structure. Some construction features do not allow this. The IC is responsible for insuring that the fire area has been thoroughly overhauled. The company officer last leaving the scene is responsible for insuring fire extinguishment, when possible. The IC is further responsible for scheduling post-incident drive-by/ walk-through inspections of the fire building when needed.



# HOPKINS COUNTY FIRE DEPARTMENT

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Post-incident inspections include a walk through of the building or areas that are safe to enter. Crews should search for any evidence of smoke or remaining hot spots. Crews should examine all materials below salvage covers. In some cases, crews may need to create additional openings in the structure.

A post incident inspection will be performed prior to the last fire department unit leaving the scene. The IC is responsible for assessing the need for additional post incident inspections. A reasonable period of post-incident inspections may be scheduled to prevent secondary fires in buildings that contain cellulose insulation.

### **Cellulose Insulation Fires:**

Cellulose insulation, which is one of the most commonly used insulation types, has been used in structures for several years. When exposed to heat, sparks or flames, cellulose insulation presents special problems for the fire service, businesses, and building owners/ occupants. Hot spots can get buried deep inside cellulose insulation where they can lie undetected for several hours before breaking into fire. **Fire companies at structure fires that have cellulose insulation will:**

- Follow standard operating procedures for obtaining all clear and fire control.
- Identify cellulose insulation as soon as possible.
- Evaluate the use of fans based on the presence of cellulose insulation.
- Follow standard overhaul procedures.
- While it is widely recognized that it is impossible to remove all cellulose insulation from a structure, fire companies should remove as much insulation as possible.
- Have utility companies pull the electrical meter and ensure other utilities are secured.
- Consider a fire watch in coordination with the Fire Investigator.
- Meet with the owner/ occupant and the Fire Investigator to advise the owner/ occupant that they should not occupy the structure.
- The Fire Investigator should provide all documentation relating to the above bullet point.

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## **Defensive Fires**

Overhaul activities as described above will not be conducted on structures that have been declared Defensive Fires. Firefighter safety prohibits standard overhaul activities in structurally compromised buildings. Crews will continue to apply water to hidden fire / hot spots from exterior positions until all fire is completely extinguished. Modifications to this procedure rests with the IC. During campaign operations, The IC will coordinate the rotation of crews.

## **Evidence Preservation**

Companies performing overhaul should continuously weigh the importance of preserving evidence with the need to immediately remove debris and completely extinguish all traces of fire. In some cases, it may be necessary to monitor spot fires until investigators arrive on the scene. In these instances, evidence should remain untouched, undisturbed and in its original location. Where circumstances prohibit this, evidence should be removed under the direction of the Fire Investigator.

## **Securing the Fire Scene**

Securing the fire scene is also a function of overhaul. Securing refers to actions required to protect the structure and contents from any further loss after fire suppression companies have left the scene. Roof ventilation holes and broken windows should be covered to reduce weather damage and deter vandalism. Rolled plastic is ideal for this purpose. For safety reasons, remaining glass shards should always be removed from the frames of broken windows prior to installing covers or leaving the scene.

Securing the scene also includes the actions required to insure the safety of all persons likely to visit the incident scene. Once a hazard zone is established during firefighting operations, it must not be abandoned prior to removing or stabilizing the hazard. Overhaul companies must provide a means of identifying and guarding hazards that cannot be removed or stabilized. Barricades and hazard tape are suitable methods depending upon its severity.



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**SUBJECT: ACCOUNTABILITY**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**PURPOSE:**

This procedure identifies a system of incident site firefighter accountability. Use of the system will provide for the safety of the individual firefighter and will provide the Incident Command Organizational staff an improved means to track and account for all personnel working on the scene. Special emphasis shall be placed on personnel working in the IDLH (Immediate Danger Life Hazard). The IDLH will be defined as any area that requires an SCBA, charged line, special protective clothing, or in which a firefighter is at risk of becoming lost, trapped or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc

The PASSPORT system may also be used for fire accountability outside the IDLH, i.e., may be used to track personnel, in rehab, staging or other non-emergency assignments.

**Scope:** Accountability involves a personal commitment to work within the safety system at an incident.

- A. Command will always maintain an accurate tracking and awareness of when resources are committed at an incident.
- B. Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effectively manage accountability.
- C. Officers will always maintain an accurate tracking and awareness of crew members assigned to them.
- D. All crew members will have an assignment. (NO FREE-LANCING!)
- E. Crews arriving on the scene should remain intact for all intents and purposes. A minimum crew size will be two or more members with a radio.
- F. All crews entering IDLH environments must be supervised by a designated supervisor or other ranking individual.
- G. All crews will go in together, stay together, and will come out together. Reduced visibility and increased risk will require very tight cohesiveness.
- H. If a radio fails while in the IDLH environment, the crew will exit unless there is another working radio with the crew.

**Accountability: To enhance accountability and to improve tracking of firefighters in the IDLH environment, the PASSPORT system will be used.**

The first arriving company will start the accountability tracking and report location after the "on scene report and establishment of command." This report should include the location address verification, accountability unit identification, their geographic division, and initiation of the accountability system.



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: **PASSPORT Equipment: The PASSPORT System equipment involves the following:**

<b>FIREFIGHTER</b>	<b>WHITE ON BLACK</b>
<b>DRIVER/ENGINEER</b>	<b>WHITE ON BLACK</b>
<b>LIEUTENANT</b>	<b>WHITE ON RED</b>
<b>CHIEF</b>	<b>BLACK ON WHITE</b>
<b>FIRE MARSHAL</b>	<b>WHITE ON BLUE</b>
<b>CHAPLAIN</b>	<b>WHITE ON GREEN</b>

- A) .Personnel Accountability Tags (PAT's)
  - A) Department issued plastic tags, color coded with last name
  - B) Color of tag denotes rank- Velcro on back used to attach tag to status boards
  - C) tag will be issued per individual
- B) The Chief will maintain a white. Master board for Accountability and Fire ground Management that is current to the assigned personnel of the on-duty shift of any given day
- C) The Company Officer will be responsible for ensuring that the apparatus PASSPORT always reflect
- D) ONLY. Currently assigned personnel. The status of the board should be reflective of the current ERS Schedule Roster

### **III Tactical Benchmarks**

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (PAR) involves roll call of personnel assigned. For a Company Officer, a PAR is a confirmation that members assigned to his/her crew are visible accounted for. the Sector Officer, a PAR is an accounting for all crew members of all companies assigned to that sector. Reports of PARs should be conducted face-to-face within the company or within the sector whenever possible



**HOPKINS COUNTY FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINES**

**SUBJECT: ACCOUNTABILITY**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**A PAR will be required for the following situations:**

1. Any report of missing or trapped firefighters (command initiates a PAR of all crews on the scene)
2. Any change from offensive to defensive (command initiates a PAR of all crews on the scene)
3. Any sudden hazardous event at the incident-flash over, backdraft, structural collapse (command initiates a PAR of all crews on the scene)
4. **By** all crews reporting "*Primary Search Complete*" (Company Officers of crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report "Primary Search Complete")
5. At every 20 minutes of elapsed time
6. At a report of "*Fire Under Control*"

**IV. Accountability Location:**

- A. With the responsibility for Scene Accountability resting with the Incident Commander (IC), it may begin with the arrival of the first-due response unit and remain under the control of the IC eventually transitioning to the Battalion Chief vehicle as the incident progresses and a "transfer of command" has taken place.

**V. Shift Change, Overtime, Standbys and Transfers:**

- A. Shift crew members will be responsible for immediately updating the company PASSPORT as they arrive to duty including: Callback, standby, shift trade or following swings from another station.
- B. Crew members being relieved will remove their PAT's from the PASSPORT prior to leaving the station.
- C. Arriving crew-members will ensure that their PAT is on the PASSPORT of the apparatus to which they are assigned. Company Officers are responsible for ensuring that the PASSPORT is always current. Passport's must reflect only those members presently assigned to the company and those crew members about to enter the IDLH environment.



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**VI. PASSPORT Implementation -The Incident:**

- A. For single company incidents, the PASSPORT remains on the apparatus dash.
- B. For multi company operations the PASSPORT board will be given to the IC to place on the master board.
  - 1. Most one. Alarm assignments (typically residential) allow line of sight tracking of personnel. Following an initial size-up, the first arriving Officer will establish Accountability.
  - 2. The Chief Master Board (located in the rear of Chief 20) will be utilized to provide accurate tracking of personnel. This will be the Primary method of Fire ground accountability.

**VII. Termination of the PASSPORT System:**

- C. PASSPORT accountability will remain through a report of "fire under control," at which time a PAR for all crews must be obtained. Command will determine at that time, based on the situation and risk, whether to continue with the Accountability system. If visibility is still impaired or a significant hazardous condition still exists (potential for structural collapse, etc.), Command may choose to extend the Accountability system further.
- D. Upon termination and release from the incident, Company Officers and crew members will ensure that the PASSPORT is returned to the dash of their apparatus and that the PASSPORT is up to date.

**VIII. Rapid Intervention Crew (RIC):**

A. As the incident progresses, and/or crews are operating at a special hazard (i.e., confined space rescue), Command should assign RIC as necessary. These crews will serve as standby rescue teams during all hazardous operations. RIC for an incident scene IS a direct function/responsibility of Incident Command.

**IX. Lost/Missing Firefighters (MAYDAY):**

A. An absent member of any crew will automatically be assumed lost or trapped in the IDLH until otherwise determined safe: THIS IS A MAYDAY EVENT!! Company Officers must immediately report any absent members to the Sector Officer or Command. For any reports of missing firefighters, Command must request the next greater assignment or alarm (i.e., 1st alarm goes to a 2<sup>o</sup>d alarm). Command must next initiate an immediate PAR of all companies assigned to duty in the IDLH. Command must also send the RIT to the last reported working area of the lost/missing firefighter(s) to begin the search. Simultaneously, with these actions Command must adjust on scene strategies to a priority search and rescue effort.



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**SUBJECT: :FIRE GROUND STRATEGY CONSIDERATIONS**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Purpose:** To establish a procedure for Fire Scene Operations.

**Scope:** This procedure is to be used as a guideline by which personnel determine the type(s) of strategy(s) and tactic(s) to be utilized in suppression activities. Additionally, this document identifies the critical factors involved with size-up.

**General:**

**FIREFIGHTING OBJECTIVES**

The objectives of firefighting are to protect life and property by performing rescues, and by locating, confining and extinguishing fires.

Strategy and Tactics defined:

**STRATEGY** - The general plan or course of action decided upon by the IC in order to achieve firefighting objectives.

**TACTICS** - The operations or actions required to carry out the strategy selected by the IC. Most fire operations employ an *offensive strategy*, which emphasizes the rapid stretching of hose lines for an aggressive interior attack on the seat of the fire. Engine company tactics at most structure fires are to stretch a hose line via the primary means of egress (main entrance to the building), connect to a hydrant, and attack the fire while protecting the tenable areas within the occupancy that could contain savable victims.

A *defensive strategy* may be employed, initially, at large or expanding fire operations where protection of exposures or containment of the fire is critical. Emphasis is placed on developing large water flows. Tactics compatible with these conditions might include positioning the apparatus for large caliber streams, a deck gun, stretching a large hose line for exposure protection or dropping 5 inch hose to supply an incoming Engine Company.

Selection and implementation of any strategic plan and its supporting tactics is dependent upon an accurate and ongoing *size-up* of the fire situation. Size-up starts with the receipt of the alarm and continues until the fire is under control. Many different individuals during the course of a fire may carry the size-up process out many times. The responsibility for size-up initially lies with the first unit on the scene; however, all personnel must make a personal size-up of the fire situation. As higher ranking Officers arrive, the responsibility for size-up is passed up the chain of command.

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An accurate and complete size-up must include consideration of the following strategic factors:

- A. Time of Day
  - a. Sleeping occupants at night
  - b. Rush hour traffic delays in response
  - c. Limited visibility at night
- B. Life
  - a. Residential vs. commercial building
  - b. Occupied vs. vacant
  - c. Transient vs. permanent residents
  - d. Ambulatory vs. non-ambulatory
- C. Area
  - a. Large volume of fire
  - b. Long stretches
- D. Height
  - a. Elevator operations
  - b. Standpipe stretches
  - c. Long stretches
- E. Construction
  - a. Frame buildings
  - b. Truss roof and floor beams
  - c. Fire resistive
- F. Occupancy
  - a. Public assembly
  - b. Health care facilities
  - c. Hazardous materials
  - d. Fuel loading
- G. Location and extent of fire
  - a. Cellars
  - b. Cock lofts
  - c. Balloon frame Attic
- H. Water Supply
  - a. Hydrant spacing
  - b. Hydrant serviceability
- I. Street Conditions
  - a. Construction
  - b. Elevated roadways and railways
  - c. Overhead wires
- J. Auxiliary appliances
  - a. Standpipe systems or Sprinkler systems



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- K. Weather
  - a. Wind direction and velocity
  - b. Freezing conditions
  - c. Heat stress
- L. Apparatus and equipment
  - a. Large caliber streams
  - b. Large diameter hose
  - c. Foam / CAFS equipment
- M. Exposures
- N. Six sides of the fire

**PROTECTION OF LIFE**

The protection of life is the primary consideration at any fire ground operation. Engine companies are often confronted with lifesaving operations upon arrival. Lifesaving operations is placed ahead of firefighting when sufficient firefighters are not available to do both, as is the case when no Truck Company is on the scene. Judgment is a key factor when confronted with this situation. The best life saving measure may be a prompt attack on the fire, which, if allowed to spread, would trap occupants. A life hazard, visible upon arrival, must be addressed.

However, immediate rescue attempts by the first arriving engine company without simultaneously stretching and positioning a hose line should be attempted only in **extreme** situations.

**Factors impacting on the decision to attempt an immediate rescue include:**

- Occupants endangered by being in the immediate vicinity of the fire.
  - Number of persons trapped.
  - Occupants threatening to jump.
  - Means of egress cut off by fire.
  - Ability to reach occupants by ground or with portable ladders.
  - Anticipated arrival time of the first due Truck Company.
  - Staffing level of the engine company - three firefighters.

Actions that the Officer of the first arriving engine company can implement to protect endangered occupants include:

- Position a hose line between the fire and the endangered occupants.
- Ventilate to draw fire, heat, and smoke away from the endangered occupants.
- Give verbal instructions and assurances to the occupants

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- Close doors to limit the spread of smoke.
- Ensure that incoming units are informed of the location of endangered occupants.

### LOCATING THE FIRE

Before any fire attack can be initiated, the exact location of the fire must be determined. This is the first stage of the fire suppression effort.

- Refer to response printout and / or Department radio for reported particulars.
- Upon arrival, an exterior survey of the building should be conducted for visible flames, smoke, smoke blackened windows, occupants in distress, fire escapes / stairwells being utilized by fleeing occupants, etc.
- Pay attention to the Smoke conditions: Volume, Velocity, Density, & Color.
- Solicit information from occupants exiting the structure.

Often the odor given off by burning materials, even if there is no visible smoke, may indicate what is burning and perhaps indicate where the fire might be located:

- Wood and paint odor-
- Food on the stove
- Rubbish odor
- Electrical odor

### COFINNING/ CONTROLLING THE FIRE:

Confining and controlling a fire is the second stage of the fire suppression effort and includes those actions taken to prevent the fire from extending beyond the area already involved. This is generally the immediate concern, and fulfills the role of placing a hose line between the fire and occupants.

Confinement of the fire must take into consideration the intensity of the fire as well as the known or anticipated direction of fire spread. Be aware that the fire may be extending via pipe chases, concealed spaces, etc.

Depending on the type of building and the fire location, the first line stretched and operated may be committed to confining any fire extension while a subsequent hose line is utilized to extinguish the main body of fire. Example: Fire, Division 1, in a two-story residence. 1st line protects the stairwell for life safety on Division 2,



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while the 2nd line is stretched to extinguish the fire.

In some situations the closing of a door or window may play a vital role in confining the fire while hose lines are being stretched to the location. Example: Vent/ Enter/ Search (VES)

### **EXTINGUISHING THE FIRE**

Extinguishment is the third stage in the fire suppression effort. Initial extinguishment includes "knock down" of visible flames and readily apparent burning and smoldering material debris. Final extinguishment means that any fire uncovered by "opening up" and overhauling procedures has been extinguished.

### **STAGES OF FIRE GROWTH**

In order to safely extinguish a fire, firefighters should be familiar with the basic concepts of fire, how fire develops and significant events which can occur during a fire. Fire growth in a room can be divided in to three distinct stages; the growth stage (incipient), the fully developed stage (free-burning), and the decay stage (smoldering).

#### **Growth Stage (incipient)**

During the growth stage a fire increases in size from small flames to full fire that involves the entire room. It may take several seconds to several hours for this to occur.

Fire Growth is dependent on:

- Combustible content (fuel load)
- Oxygen supply (ventilation openings)
- Size of the room (particularly the height of the ceiling)
- Insulation of the room

During the growth stage, flammable gases released by the burning material collect at the ceiling level and mix with oxygen. The heated gases are pushed under pressure from the fire area in to uninvolved areas. When this mixture ignites, flashes of flame can be seen in this layer of smoke. This condition is known as rollover. Rollover should serve as a warning that the fire area may flashover. As the fire progresses through the growth stage and in to the fully developed stage the potential for flashover exists.

Flashover is defined as the sudden involvement of a room or area in flames from floor to ceiling caused by thermal radiation feedback. Thermal radiation feedback from the ceiling and walls heat the smoke and gases given off by the burning materials and the combustible contents of the room. When the contents have been heated to their ignition temperature, sudden and simultaneous ignition of the area can occur. The generally accepted temperature range for Flashover to occur is 900-1200 degrees (F). Crews operating on the interior should monitor the relative temperature indicator of the thermal imaging camera if it is available

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**Fully Developed Stage (free-burning)**

In the fully developed stage the entire room and contents are involved in fire. If no efforts were made to extinguish the fire, the fire would continue to burn until the available fuel and/ or oxygen in the room or area was consumed. Because of limited ventilation, most structure fires are air regulated, not fuel regulated. This means that fires will move in to the decay stage due to insufficient oxygen. Outside fires are fuel regulated. How long and to what extent an outside fire burns is controlled by the amount of fuel available, not oxygen.

**Decay Stage (smoldering)**

As available oxygen is consumed, the fire moves in to the decay stage. Although some oxygen remains in the fire area, visible flames have started to diminish, and the fire continues to smolder. High heat and smoke conditions remain and the potential for a backdraft is present. A backdraft is a smoke explosion, which can occur when additional oxygen is introduced in to a smoldering fire and the heated gases enter their flammable range and ignite with explosive force. Firefighters must realize that a backdraft produces violent shock waves, which can shatter windows, blow down firefighters and collapse walls.

**Warning signs of a possible backdraft include:**

- Heavy dense smoke with no visible flame in a tightly closed occupancy.
- Black smoke pushing/puffing out around closed doors or window frames.
- Glass stained with smoke condensation and pulsating from the pressure of the fire.
- Reversal of air movement pulling smoke back in to a building through a doorway.



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**SUBJECT: :EQUIPMENT TESTING**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Purpose:** This policy is to provide a standard in compliance with NFPA guidelines for equipment testing in the Hopkins County Fire Department.

**I PUMPTESTING**

- A. Purpose: To provide a standard in compliance with NFPA 1901: "Standard for Automotive Fire Apparatus" for testing of all fire apparatus pumps, greater than 750 gallons per minute (NFPA 1901 §16.13.1.1),.
  - B. Reference:
    - 1. NFPA 1901-Current Edition
    - 2. A reference copy of NFPA 1901 "Standard for Automotive Fire Apparatus" - Current Edition will be maintained by the Fire Marshal's Office and is available for review.
  - C. General Provisions:
    - 1. In order to provide reasonable safety for firefighters and victims during the use of fire apparatus pumps, the following shall apply:
      - a) Fire apparatus pumps shall be tested in accordance with the most recent version of NFPA 1901.
      - b) The complete inspection and testing shall be conducted on an annual basis, after major repairs or overhaul, when the pump could have been subjected to unusual operating conditions of stress or load, and when there is reason to believe the usage has exceeded the manufacturer's recommended guidelines.
      - c) Fire apparatus pumps shall be inspected by station personnel during the daily apparatus maintenance check, during 1<sup>st</sup> Thursday maintenance, and after any situation in which the apparatus pump was subjected to unusual operating conditions that exceeded the manufacturer's recommended usage guidelines.
      - d) Should any failure, malfunction, unusual operation or appearance occur, the fire apparatus will be placed out-of-service until the Fleet Maintenance Mechanic visually inspects the apparatus and determines the apparatus is safe for use.
  - D. Annual Testing
    - 1. Annual testing shall be coordinated by the Chief and the Maintenance Supervisor.
      - a) Results of the annual pump test and accompanying records shall be maintained in FIREHOUSE Software\*.
      - b) Prior to pump testing, the apparatus should be inspected by fleet maintenance personnel.

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**PREPARED BY: M. MATTHEWS**

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## II GROUND LADDERS

- A. Purpose: To establish procedures for inspecting, maintaining and testing all ground ladders used by Hopkins County Fire Department.
- B. Reference:
1. NFPA 1932- Current Edition
  2. A reference copy of NFPA 1932 Use, Maintenance, and Service Testing of In Service Fire Department Ground Ladders" - Current Edition will be maintained by the Fire Marshal's Office and is available for review.
- C. Inspection of Ground Ladders
1. All ground ladders shall be inspected in accordance with the manufacturer's recommendation and NFPA 1932, "Standard on Use, Maintenance, and Service Testing of In service Fire Department Ground Ladders."
  2. Ground ladders shall be visually inspected monthly (1st Thursday) and after each use. Ground ladders that are used in an emergency, other than as recommended, shall be removed from service, inspected, and, if required, service tested prior to further use.
  3. Visual inspection shall include, but not limited to, the following:
    - a) Heat sensor label
    - b) All rungs for snugness and tightness
    - c) All bolts and rivets for tightness
    - d) Welds for any cracks or apparent defects
    - e) Beams and rungs for cracks, splintering, breaks, gouges, checks, or deformation
    - f) Butt spurs, for excessive wear or other defects
    - g) Halyards, for fraying or kinking
    - h) Roof hooks for sharpness and proper operation
    - i) Rungs, for punctures, wavy conditions, worn serrations, or deformation
    - l) Surface corrosion
    - k) Ladder slide areas
    - l) Proper operation of the pawl assemblies



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4. Any signs of damage or defect during a visual inspection shall be cause to remove the ladder from service until it has been repaired for fire service use or destroyed. Scratches and dents shall not be cause to fail a ladder if it passes the appropriate load test. A certified, independent inspector may be called by Fire Administration, to inspect the ladder, before the unit is placed back in service.

**D. Maintenance of Ground Ladders**

**1.** All ground ladders shall be maintained as specified in accordance with manufacturer's recommendation and NFPA 1932.

**E. Testing of Ground Ladders**

**1.** Testing will be done in accordance with NFPA 1932, "Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders." A current copy will be maintained by the Fire Marshal's Office and is available for review.

**2. Responsibility**

a) The Fleet Maintenance Supervisor shall compile all test records of ladders and shall then forward them to the Assistant Chief of Operations as soon as the testing is complete.

**3. Frequency**

- a) At least annually
- b) Any time a ladder is suspected of being unsafe
- c) After the ladder has been subjected to overloading
- d) After the ladder has been subjected to impact loading or unusual conditions of use
- e) After heat exposure
  - t) After any deficiencies have been repaired, unless the only repair was replacing the halyard

### III. HOSE TESTING

**A.** Purpose: To establish procedures for inspecting, maintaining and testing all fire hose used by the Hopkins County Fire Department.

**B.** Reference:

**A.** NFPA 1962 - Current Edition

**B.** A reference copy of NFPA 1962 "Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances" - Current Edition will be maintained by the Fire Marshal's Office and is available for review.

All fire hose used within the Hopkins County Fire Department will be tested in accordance with applicable National Fire Protection Association (NFPA) Standard 1962.

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- C. Every section of fire hose will be numbered and those numbers will be maintained in ERS Software.
- D. Every section of fire hose will be tested on an annual basis in accordance with this policy.
- E. Fire hose that fails any section of the testing will be placed out of service and scheduled for repair or replacement.
- F. Fire hose that was potentially damaged will be tested in accordance with applicable NFPA Standard 1962 prior to placing it back in service. This would include any hose that has been driven over, drug behind an apparatus, or exposed to hazardous chemicals or high heat.



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NUMBER 4.02



**SUBJECT: :KNOX KEYS RETENTION**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**I Defined:**

- A. Knox Keys are a master cut key specific to Hopkins County. These keys are used to access numerous facilities, businesses and gates throughout the county in order to expedite emergent, non-destructive access. Knox Boxes are voluntarily installed by a business to secure keys, access cards and relevant information pertinent to the location.
- B. Master cut Knox Keys are secured into a protected, code specific, locking Master Key Retention box which requires the manual, recorded entry of a code issued individually to each employee for the removal of the key. The Master Key Retention Boxes are located in various Hopkins County Fire Department apparatus and staff vehicles.

**II. Loss of a Key:**

- A. The loss of the key by an employee would directly result in a substantial expense to the County and possibly lead to unacceptable, negative consequences to a facility, business or gated area.
- B. If a Knox Key is lost or misplaced, it will be employee's responsibility to immediately report the loss to their immediate supervisor. This information will be reported up the proper chain-of - command to the Fire Chief.
- C. Instances negligence on behalf of the end user of the Knox Key will result in disciplinary action based upon the severity of the event

**III. Care, Custody and Control:**

ONCE an employee removes the Knox Key, they are required to physically maintain control of the key by not leaving it in the Knox lock, gates, or passing it on to others.

- A. When an employee removes a Knox Key from the secure Master Key retention box, that employee is fully responsible for the care, custody and security of the key.
- B. Sharing the individually assigned Knox Key code is strictly prohibited. Employees shall not use Knox Key codes that are not assigned to them.
- C. Knox Keys shall not be used for unofficial fire department duties at any time.

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**SUBJECT: PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**TCFP 435.1 (3) Protective Clothing will comply with NFPA 1851**

The following is a guide for use of personal protective equipment. The Hopkins County Fire Department provides each member with the appropriate personal protective equipment to provide protection from the hazards of the work environment to which the member may be exposed.

Full protective clothing shall consist of, but not be limited to: helmet with face shield, bunker coat, bunker pants, bunker boots, gloves and hood as approved by the Department. Equipment purchased by individual employees must be presented in new condition with original packaging and tags intact for approval by the Fire Chief.

When operating in any contaminated or potentially contaminated atmosphere, SCBA'S **shall** be worn by all personnel. P.A.S.S. devices are inter graded within each S.C.B.A. and are automatically activated when the S.C.B.A. is turned on.

No firefighter shall work in conditions where concentrations of CO are greater than 35 PPM without the use of S.C.B.A.

Full protective clothing shall be worn by firefighting personnel while responding to all fire alarms. This is optional for Engineers and Command personnel.

Fire Helmets **shall** not be worn during response for personnel riding inside closed cab apparatus.

When responding from the station, all members affected **shall** dress accordingly prior to fire apparatus, movement to insure readiness on arrival and to safeguard against falls from fire apparatus, Company officers may use discretion to regulate this procedure due to extenuating circumstances such as extreme long responses, out of station response, or when the vehicle is moving at the time dispatched (All personnel **shall** be seated and wearing safety belts anytime the vehicle is in motion).



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**SUBJECT: PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**Personal Protective Equipment Continued**

On motor vehicle accident incidents where firefighters are exposed to moving traffic, or rescue operations each firefighter **shall** wear protective clothing as required to afford adequate personal protection including, wearing the ANSI reflective traffic vests or the firefighter's protective gear.

When operating forcible entry equipment and forced entry tools. Full protective clothing **shall**, be worn. Full protective clothing **shall** be worn by all personnel engaged in any firefighting or hazardous incident. Removal of this equipment is at the discretion of the Incident Commander when he determines conditions are safe.

All protective clothing shall be maintained according to the State Fire Commission on standards of fire protective clothing. In addition it shall be checked every shift for defects.

In addition it shall be checked every shift for defects and cleaned after each use if needed. Any damage should be reported to your supervisor. Protective clothing is to be replaced after ten years of service or sooner if necessary.

Refer to NFPA 1851 Standard,

**Policy: PERSONAL EQUIPMENT INSPECTION GUIDELINES**

**Coats and Pants:** Outer shells for coats and pants must be repaired or replaced when tears, burn holes, acid holes, build-up of tar, oil or other substances, permanent discoloration, or brittleness due to heat jeopardizes the safety of the individual. Foreign substance build-up diminishes the fire protection capabilities of the garments and in some cases adds to the flammability of fire protection garments. Repairs or alterations to protective clothing should be performed according to manufacturer specifications and by individuals that are certified by the manufacturer. Repairs shall not exceed 6" x 6" square for any one repair. Exception, if entire coat sleeves are replaced. Coat and pants outer shells shall be replaced when subject to burned holes, acid holes, tears and brittleness due to heat or discoloration due to heat exceeds a 6" x 6" square. Fasteners, such as snaps, hook and pile tape, zippers, hooks and rings shall be repaired according to manufacturer's recommendations. (In many instances these items must be replaced.) Moisture and thermal barriers that are torn, burned or punctured by any types of holes shall be replaced unless repaired as specified in this section. Manufacturers recommend that protective coats and pants should be washed in ERA or OXYADOL type detergent in order to prolong the life of the garment.

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**SUBJECT: PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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**APPROVED BY: A. ENDSLEY**

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**Boots:** Boots shall be replaced when burned holes, acid holes, tears or wear has penetrated completely through the boot. If tar or other foreign non-removable build-up exists on the boot(s), replacement is required.

**Helmets:** Helmet straps and impact crowns will be replaced when burned, melted or worn through to where their safety functions are compromised. Face shields on helmets shall be replaced when the shield is cracked, melted, burned or discolored to the extent that vision is significantly impaired.

**Gloves:** Gloves shall be replaced when acid, wear, punctures or temperatures have caused holes in the outer glove layer, or when inner linings have detached from the outer linings.

**Hoods:** Hoods shall be replaced when acid, wear, puncture or temperatures have caused holes in area designed for face, ear or neck protection



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**NFPA 1851**

**Inspections**

All personnel will conduct a routine inspection of their PPE after each use. As well as once a month by the Shift officer, and will include the following.

**Coat and pants will be inspected for**

1. Soiling and contamination
2. Physical damage such as Rips, tears and cuts
3. Damaged or missing hardware and closure systems
4. Thermal damage (charring, burns, melting, or discoloration)
5. Damaged or missing reflective trim
6. Loss of seam integrity and broken or missing stitches
7. Correct assembly and compatibility of shell liner and the drag rescue device

**Hood inspection**

**Hood will be inspected for the following**

1. Soiling and contamination
2. Physical Damage
3. Loss of face opening adjustment
4. Loss of seam integrity

**Helmet inspection**

**Helmet will be inspected for the following**

1. Soiling or contamination
2. Physical damage to the shell such as  
Cracks, dents and abrasions

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**Helmet inspection**

Helmet will be inspected for the following

1. Soiling or contamination
2. Physical damage to the shell such as Cracks, dents and abrasions
3. Thermal damage ( Bubbling, soft spots, warping , and discoloration)
4. Physical damage to the earflaps
5. Damaged or missing components of the suspension or retention system
6. Damaged or missing components of the eye protection
7. Damaged or missing reflective trim
8. Broken or missing stitches



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### **Gloves inspection**

#### **Gloves will be inspected for the following**

1. Soiling and contamination
2. Physical damage such as
  - Rips, and tears
  - Thermal damage
  - Inverted liner
3. Shrinkage
4. Loss of flexibility
5. Broken or missing stitches

### **Boots inspection Boots:**

1. Will be inspected for the following:
2. Soiling and contamination
3. physical damage such as
4. Cuts , tears, punctures, and cracking
5. Thermal damage
6. Exposed or deformed steel toe or shank
7. Loss of water resistance
8. Loss of seam integrity

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**Drag rescue device will be inspected for the following:**

1. Installation of the garment
2. soiling and contamination
3. Physical damage

**Interface components inspection:**

**Interface components will be inspected for the following:**

1. Soiling and contamination
2. Physical damage
3. Loss of properties that allow component to continue as interface
4. Loss of seam integrity

**Advanced Inspections:**

Advanced inspections of all PPE will be conducted at a minimum of every 12 months or when a routine inspection reveals a problem.

All advanced inspections and testing will be performed by either Lion Total Care (This Departments ISP) or by the departments PPE Officer.



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NUMBER 5.01



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**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**POLICY:**

Persons interested in vacancies in the Fire Department must complete an employment application (available from the Texas Workforce Commission).

The application form must be completed in its entirety to the best of the applicant's ability, signed and dated. The Fire Department and the Personnel Department will evaluate the application forms to initially determine that the applicant meets the job requirements. To be eligible for hire with this Department, an applicant must meet the following requirements:

- (A) Must be at least 18 years of age
- (B) Must be a High School Graduate or have valid GED.
- (C) Must be a certified or certifiable basic firefighter as outlined in the rules of the Texas Commission on Fire Protection.
- (D) Must be a certified or certifiable Emergency Medical Technician/Basic as outlined in the rules of the Texas Department of State Health Services.
- (E) Must submit a completed Application for Employment.
- (F) Must successfully pass a written examination (Full Time Position)
- (G) Must successfully pass a physical agility test.
- (H) Must successfully complete an oral interview.
- (I) Must successfully pass a Physical Examination, including the passing of a drug test to direct the use of alcohol and illegal or controlled substances.

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**POLICY:**

In reference to c and d above, the Fire Department will reserve the right to reduce these requirements to allow non-certified/certifiable persons to apply for entry level positions. This may occur in the event that the Department must hire a number of new employees that may exceed the market capacity for certified/certifiable applicants. In this instance the Department will provide the required training and education to these employees. In any event, new employees will be required, within one year from their date of hire, to:

- A. Successfully acquire a valid Basic Firefighter Certification as issued by the Texas Commission on Fire Protection, and;
- B. Successfully acquire a valid Emergency Medical Technician/Basic Certification (or EMT/Paramedic, if required) as issued by the Texas Department of State Health Services.

After entry testing, the Fire Department will conduct job reference checks; obtain any pertinent reports from the Industrial Accident Board, request driving record and/or any other job-related records as needed.

After successful completion of tests and screening, the applicants will be placed on a hiring list, in order of their combined test grade totals, ranked from highest grade to lowest passing grade. Vacancies in the Fire Department will then be filled from this list until the list is exhausted or until a period of 6 month to one year has passed, at which time the list will be discarded.

Employees who leave employment with the department and wish to return to service with the department must meet all eligibility requirements and will be subject to provisions of the County Personnel manual applying to employees being rehired.



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**SUBJECT: PROMOTION REQUIREMENTS, ELIGIBILITY**

**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**POLICY:**

The department recognizes that there will be times when it will become necessary to choose qualified candidates for promotion. Selection of qualified personnel will be achieved through a fair and equitable examination process. When the department deems it necessary to conduct the promotional exam, all eligible department personnel will be notified not less than thirty days prior to the exam. Upon issuance of this notification the department will also post a list of materials to be studied in preparation for the examination.

Promotional exams will be open to those persons, one operational rank below the rank to be filled by the exam. The candidate must have been in the lower rank for a period of not less than two years and have been employed by the Hopkins County Fire Department for a period of not less than two years.

Should the occasion arise that there are more positions open for promotion than there are eligible candidates in the immediate rank below, or if an examination is given and no candidate meets minimum testing requirements to receive the promotion, then the examination eligibility list shall be expanded to include personnel who are in a position two ranks below that for which the examination is being held.

Any candidate who has been suspended for two or more shifts within 6 months prior to the exam, or any candidate with three or more letters of reprimand within two years prior to the exam, shall not be eligible for promotion. The date of reference for determination of eligibility due to suspensions or reprimands will be from the date of the infraction.

If there are not enough candidates with two consecutive years' experience, the Chief may open the position to candidates with less than two years' experience. If enough candidates still do not exist, the Chief may open the position to the second lower rank being tested and/or to those with less than two years employment with the department.

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**PREPARED BY: M. MATTHEWS**

**APPROVED BY: A. ENDSLEY**

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**POLICY:**

Operational ranks of the Fire Department are defined as follows:

Fire Chief/EMC

Fire Marshal

Lieutenant

Driver/Engineer, Deputy Fire Marshal

Firefighter (EMT or Paramedic)



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**APPROVED BY: A. ENDSLEY**

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**POLICY:**

The Promotional Examination will consist of a comprehensive Assessment Center that contains the following elements:

**Driver/Engineer**

1. Written Test
2. Driving Test

**Lieutenant**

1. Written Test
2. Tactical Situational Test
3. Personnel Situational Test

Scores from each of the above elements will be averaged together for the formulation of the overall score. Each candidate will be required to make a minimum raw score of seventy percent on the Written Test in order to be eligible for the remaining tests in the examination process. Only those candidates who complete the examination process with an overall score of seventy percent or greater will be eligible for placement on the promotional list.

Each candidate who's overall score is 70% or greater will also receive bonus points at a rate of one bonus point for every year of continuous service with the Department, up to a maximum of ten points. These points will be added to the candidate's Overall Score creating the candidates FINAL SCORE

**THE END**





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**PREPARED BY: M. MATTHEWS**

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**POLICY:**

It is the policy of the Hopkins County Fire Department and the County of Hopkins that employment decisions shall be based on merit, qualifications and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age political opinions, or any other characteristic protected by law. In addition, it is the County of Hopkins policy to provide an environment that is free of unlawful harassment of any kind. This policy governs all aspects of employment, promotion, assignment, discipline, discharge, and other terms or conditions of employment. Any employee who feels that they have been discriminated against may process a grievance in accordance with the County's policies and procedures.

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