

Hopkinsville Fire Department

Standard Operating Policies, Procedures, and Guidelines



Revised September 26, 2024

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Hopkinsville Fire Department

MISSION STATEMENT

The Hopkinsville Fire Department strives to preserve the lives and property of our citizens and visitors through fire prevention, fire suppression, rescue, emergency medical care, hazardous material incident mitigation, and public education.

VISION

We are dedicated to maintaining an elite, highly trained workforce unwavering in its commitment to providing professional, reliable service to our citizens in any emergency situation.

GOALS

Be Nice – We deliver competent, confident service without overlooking our commitment to “be nice.”

Respect – We treat all persons with respect.

Ambassadors – We serve as trusted community ambassadors through dedicated public service.

Versatile – We stand versatile and vigilant in our efforts to provide the highest quality of service to our citizens and members.

Ever-Ready – We remain ever-ready and prepared to meet and mitigate emergencies whenever called upon.

DEPARTMENT OVERVIEW

Fire Prevention: Fire Prevention is the first priority of any fire service organization. The Fire Prevention Division is the first line of defense for the citizens of this city. The Fire Marshal's Office works in conjunction with other agencies to ensure compliance with approved safety standards for various required occupancies.

Fire Suppression: The Fire Suppression Division provides a competent, well-trained contingent of personnel available at all times in the event of an emergency. Hopkinsville Fire Department provides fire suppression assets throughout the city of Hopkinsville in accordance with manpower and equipment constraints.

Emergency Medical Services: The EMS Division will provide Emergency Medical Services to all of Christian County. Personnel are trained at the appropriate EMS levels and are state licensed or certified. Hopkinsville Fire and EMS provides patient care and transport in the form of Basic and Advanced Life Support.

Hazardous Materials: HFD is responsible for managing hazardous material incidents within the City of Hopkinsville. The Hazardous Materials (Haz-Mat) Team is trained to the appropriate levels to recognize, evaluate, and mitigate hazardous material incidents. The Hazardous Materials Team acts as first responders for incidents that have an environmental impact and makes notifications to the Division of Water and Air Quality.

Rescue: HFD is responsible for mitigating rescue incidents within the city limits of Hopkinsville. These incidents include, but are not limited to: high and low angle rescue, swift and still water rescue, trench rescue, building collapse rescue, confined space rescue, dive rescue and recovery, and lost person search. All HFD personnel are trained to the appropriate levels to recognize, evaluate, and mitigate rescue incidents within Hopkinsville which require specialized rescue training.

Vehicle Maintenance: HFD is responsible for maintaining its fleet of Fire and EMS vehicles.

Building Maintenance: HFD is responsible for maintaining its buildings and grounds.

FOREWORD

It is the responsibility of HFD to plan, develop, and implement Policy Statements, Standard Operating Procedures to guide its operations. The Policy Statements and Standard Operating Procedures incorporate the guidelines dictated by local ordinances, state laws, federal regulations, and any other appropriate agency requirements.

It is imperative that the management of HFD be fiscally responsible while dealing with the assets allocated to them. The responsibility extends to the maintenance of tools, equipment, and other assets organic to HFD.

Policy contains the guidelines, strategic goals, and rules under which a department operates and governs itself.

Procedures are detailed step-by-step instructions to achieve a given goal or mandate.

Guidelines are recommendations to users when specific standards do not apply.

All members will be given access to the required policies, procedures, and guidelines. These will be provided to all new members during the initial orientation and as updates are required.

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 11/2015

Revised Date: 1/21/2020

POL # 100 Professional Conduct, Ethics, Standards, and Duties

100.01: Reporting Requirements

It is the policy of the HFD to require that all personnel provide formal notification to the Fire Chief (or his designee) and Battalion Chief upon any event where the members are:

- Charged with a moving violation.
- Charged with a misdemeanor.
- Charged with a felony.
- Arrested
- Issued a legal order, regardless of location of issuing jurisdiction, which may impair their ability to perform their duties. Legal orders include, but are not limited to, a domestic violence order, emergency protection order, a no-contact order, criminal summons, civil summons, and subpoena.

This notification should be immediate, but no later than the start of the next scheduled shift, regardless of the work status (Vacation, Holiday, Sick leave, etc.). Failure to provide this notification could be cause for disciplinary action in accordance with City of Hopkinsville and Departmental policy. HFD shall also require the member to provide updates regarding the status of the case as it progresses. Upon notification, Fire Administration will notify the office of Human Resources.

A conviction in any court of a misdemeanor, violation, or felony may be cause for disciplinary action.

100.02: Sworn Firefighters

It shall be the duty of the sworn members of HFD, under the direction of the Fire Chief, to enforce all laws and ordinances of the city and state. They shall have such powers and perform other duties from time to time by law.

The Fire Chief may delegate any of his powers and duties to other members of the HFD. Each member of the HFD, under the direction of the Fire Chief, is authorized and empowered to perform all acts and things required by general law or by Ordinances of the city, to be performed by Firefighters. They shall perform such other duties as may be required by the Fire Chief.

100.03: Firefighter and EMS Personnel General Duties

Reference: Job description can be found on the "H" drive, under Employee Information; Job Descriptions Approved.

The Hopkinsville Fire Department holds the following to be their Core Values: Duty, Dedication, Discipline, Respect, Integrity, Courage, and Honor.

Firefighter and EMS Personnel are expected to embrace, support, and promote the Hopkinsville Fire Department's core values, beliefs, culture and to be; "Always Ready-Always Nice". The following are the general duties of the position of Firefighter to guide in the continual evolution of excellence through professional development.

Performance Development:

- Respond to their duty to act
- Maintain a working knowledge of and operate using the HFD's Policy Statements and SOP's, National Incident Management System, EMS protocols, and pertinent laws
- Perform all duties to the level of their individual scope of training and experience
- It is the responsibility of all members to provide transportation to work and for all scheduled travels between stations during their shift
- Be prompt to arrive and ready to make runs at the start of the shift or assignment
- Possess quality interpersonal skills
- Respond to the public in a professional manner
- Maintain a positive attitude and cooperative demeanor
- Maintain a professional appearance and grooming standard
- Give verbal reports of situational developments as requested
- Understand and embrace the culture of the fire service, its history, and its traditions
- Senior members are expected to be teachers, counselors, and role models for Junior members
- Senior members mediate minor company-level issues and communicate these to the Company Officer

Firefighter Training:

- Complete training standards such as International Fire Service Accreditation Congress (IFSAC) Firefighter level I and II as well as any other required training in a timely manner
- Complete and maintain all required training and certification or licensure for their assigned duties by communicating through their Chain of Command
- Prepare for, and participate in training opportunities and contribute to those training objectives
- Maintain physical conditioning and should, while on duty, participate in organized or individual daily physical fitness training in concert with completion of all other daily operational objectives
- Maintain at least 100 hours yearly of required State Fire CEU's with a completion date of Oct 31st.

EMS Training:

- Complete required training and maintain current certifications per Kentucky Board of EMS
- Maintain any current certification required by HFD/CCEMS beyond that of KBEMS requirements
- Prepare for, and participate in training opportunities and contribute to those training objectives

- Complete and maintain all required training and certification or licensure for their assigned duties by communicating through their Chain of Command
- Maintain physical conditioning
- Successfully complete all competency skills trainings outlined by HFD/CCEMS

Safety:

- Maintain a working knowledge of all safety regulations as well as policies and procedures pertaining to safety
- Responsible for checking their individual personal protective equipment including but not limited to (turnout gear, SCBA, radio, hearing and eye protection) prior to the start of the shift and after every run regardless of their individual assignment
- Drive and operate any apparatus with due regard for the safety of the public, the crew and all personnel on an incident scene, including the use of safety belts

Emergency Scene Operations:

- Follow the Chain of Command in assuming and executing orders given and immediately advise Command of a misunderstood order or incomplete task
- May suggest changes in strategy and tactics when appropriate
- Immediately inform their Station Officer should they feel the need for a Critical Incident Stress Debriefing (CISD), Department Chaplain and/or counseling through the Employee Assistance Program (EAP)

Public Relations:

- Participate in community outreach and customer service, identify community needs and resources, and provide assistance as directed
- Act and encourage others to act as positive role models in the community
- Firefighters must complete regular company pre-plans and inspections of commercial and residential buildings
- Firefighters - provide fire safety and prevention presentations to the public
- EMS Personnel - provide safety training and prevention presentations to the public

Station Duties:

- Maintain fire stations to reflect well on the Department and accommodate the needs of the community
- Show initiative in performing daily station duties as assigned by Station Officer to maintain a clean, safe, and efficient working environment
- Notify their Station Officer of station maintenance or supply needs in a timely fashion

Apparatus Duties:

- Responsible for completing the required daily apparatus check and checklist
- Maintain a working knowledge of apparatus and equipment, their operations, capabilities, limitations and general maintenance, and ensure that they are ready for service
- Any equipment that is above the level of training of an employee must be checked and maintained by an employee with the proper training and certification/licensure to ensure equipment readiness

- Immediately notify their Station Officer of apparatus or equipment mechanical problems
- Maintain a working knowledge of the streets in the apparatus “first in” response area as well as a general knowledge of the entire service area noting high loss of life and hazard areas

100.04: Lieutenant General Duties

Reference: Job description can be found on the “H” drive, under Employee Information; Job Descriptions Approved.

The Hopkinsville Fire Department holds the following to be their Core Values: Duty, Dedication, Discipline, Respect, Integrity, Courage, and Honor.

The Lieutenant is expected to be a first line supervisor, and to embrace, support, and promote the Hopkinsville Fire Department’s core values, beliefs, culture and to be; “Always Ready-Always Nice”. The following are the general duties of the position of Lieutenant to guide in the continual evolution of excellence through professional development.

Personnel Development:

- Continue to fulfill the General Duties of the previous rank
- Mentor and develop subordinates by setting performance goals, encourage continuing education, and preparation for advancement while instilling integrity and professionalism
- Support and implement the Department’s rules, regulations, policies and procedures, and require the same of their subordinate.
- Become familiar with crew to determine strengths and weaknesses, provide guidance and develop training to make improvement
- Use Oral Counseling Forms as tools to develop members
- Initiate and promote training to encourage and develop tactical decision making skills
- Encourage and instill respect for senior members and Officers
- Encourage open communication between self and crew
- Perform member evaluations on crew
- Complete all evaluations required for probationary personnel assigned to crew
- Maintain and encourage open lines of communications
- Be an advocate for subordinates, ensuring their basic needs are met

Training:

- Continuously seek out, develop, and participate in training opportunities
- Supervise and participate in training to keep members up to date on Fire/EMS: strategy and tactics; procedures; SOPs and Policies; and ensures the minimum required training hours are maintained
- Ensure crew members are familiar and efficient with apparatus and equipment and their uses
- Ensure crew members are familiar with response district: street locations; hydrant locations; special response considerations
- Supervise and participate in the inspection of buildings and other structures as part of pre-incident planning and fire prevention programs

- All preplans/inspections will be completed with books turned into the Chief Inspector by Oct 1 of every year
- All newly promoted Lieutenants shall be assigned a Captain in their District as a mentor for their first year

Safety:

- Provide for the safety and protection of department personnel as well as all those we serve
- Promote and encourage the importance of safety on emergency scenes as well as in day to day operations
- Instill in crew members that safety is everyone's responsibility
- Ensure crew members are always wearing personal protective equipment at the level appropriate with the response
- Ensure the apparatus is driven and operated with due regard for the safety of the public, the crew and all personnel on an incident scene, including the use of safety belts
- Perform company-level protective clothing inspections to ensure protective clothing is in good repair

Operations:

Fire Operations

- Establish and maintain command until relieved by a ranking officer
- Perform, supervise, and make tactical decisions during emergency responses
- When appropriate, suggest changes in strategy and tactics based upon situation through the Chain of Command
- Develop and implement the tactics to support Command's strategy
- Supervise and perform other duties as assigned by the Chain of Command
- Initiate Critical Incident Stress Debriefings (CISD) when deemed necessary
- Complete appropriate reports for all responses
- Conduct critiques of all incidents either on scene or post incident

EMS Operations

- Supervises assigned shift and responds to emergency calls; operates equipment and administers first aid; transports victims to emergency care facility documents findings
- Ensures all EMS units are properly equipped, supplied, maintained and serviced
- Notifies Chain of Command of equipment needs; ensures adequate equipment is available for staff
- Verifies and reviews call report accuracy of employees; prepares and maintains reports
- Maintains knowledge of and implements departmental policies, procedures, and protocols
- Assumes command at incident scenes; provides technical guidance and performance coaching as needed in the field within their scope of care
- Performs related duties as required

Public Relations:

- Communicate with property owners, contractors, the media, allied agencies and personnel, and the general public during incident management
- Complete inspections as assigned
- Encourage community outreach and customer service, identify community needs and resources, and provide assistance in resolving problem
- Act and encourage others to act as positive role models in the community

Station Management:

- Ensure the proper preparation and maintenance of reports and records as required
- Direct the activities of assigned personnel: assign daily duties, supervise day to day operations, and promote safety
- Ensure all operational checks are completed
- Notify the District Captain of any work orders required for station repairs that are not emergent and send an email of any emergency repair requests
- Notify the District Captain of any station supplies that may be needed
- Ensure Station log book is up to date

Apparatus Management:

- Ensure crew does a thorough check of the apparatus and equipment at the start of each shift
- Report any damaged or missing equipment through the Chain of Command
- Ensure the completeness of daily truck check sheets
- Ensure organization and upkeep of apparatus map books, street guides, and other pre-plan materials
- Notify the District Captain as well as other assigned Officers of any repairs or issues concerning the apparatus

100.05: Captain General Duties

Reference: Job description can be found on the "H" drive, under Employee Information; Job Descriptions Approved.

The Hopkinsville Fire Department holds the following to be their Core Values: Duty, Dedication, Discipline, Respect, Integrity, Courage, and Honor.

The Captain is expected to embrace, support, and promote the Hopkinsville Fire Department's core values, beliefs, culture to be; "Always Ready-Always Nice". The following are the general duties of the position of Captain to guide in the continual evolution of excellence through professional development.

Personnel Development:

- Continue to fulfill the General Duties of previous ranks
- Serve as a mentor to train and develop Lieutenants and newly promoted Captains during their probation
- Perform member evaluations on assigned Lieutenants

- Consult with the Battalion Chief regarding difficult problems and sensitive situations
- Maintain and encourage open lines of communications
- Be an advocate for subordinates, ensuring their basic needs are met

Training:

- Continuously seek out, develop, and participate in training opportunities
- Periodically inspect the area served by the company to maintain familiarity with the location of fire hydrants, sprinkler and standpipe connections, the physical layout of buildings and to locate actual or potential fire or life safety hazards
- Ensure appropriate training hours, are maintained by assigned Lieutenants to also include there assigned personnel. Captains will make sure annual training of 100 required hours is completed by Oct 31st of every year.
- Review the training status of each company in the district and ensure they are meeting the required minimums for both hours and subjects
- Responsible for organizing District Training in coordination with the Battalion Chief
- Ensure crew and station personnel, on their shift, have a working knowledge of their assigned apparatus, district and policies/SOP's
- Guide Lieutenants in developing specific training topics and implementing training

Safety:

- Act as a Safety Officer on the scene as assigned by Battalion Chief
- Perform company-level protective clothing inspections to ensure protective clothing is in good repair
- Ensure proper PPE worn on all incidents, training and during station duties
- Ensure the apparatus is driven and operated with due regard for the safety of the public, the crew and all personnel on an incident scene, including the use of safety belt

Operations:

- First arriving Captain may assume Command and set up a stationary command post when deemed necessary until relieved by a higher ranking Officer
- Be utilized as Safety Officer or Operations Officer as assigned by the Shift Commander
- Recommend changes in strategy and tactics based upon situation Develop and implement the tactics to support Command's strategy
- Re-allocates EMS units within the County geographically as needed to maintain response times to all areas of the County
- Support the tasks assigned to their personnel as necessary
- Initiate Critical Incident Stress Debriefings (CISD) when deemed necessary
- Complete appropriate reports for all responses
- Conduct critiques of all incidents either on scene or post incident

Public Relations:

- Communicate with property owners, contractors, the media, allied agencies and personnel, and the general public during incident management
- Coordinate district inspections
- Encourage community outreach and customer service, identify community needs and resources, and provide assistance in resolving problems
- Act and encourage others to act as positive role models in the community

- Responds to complaints, questions and requests for information

Administration:

- Fill in for the Battalion Chief when needed
- Consult with the Battalion Chief for routine coordination of personnel matters
- Coordinate EMS phone responsibilities as assigned
- Performs quality assurance for all shift incident and related reports; reviews report for proper medical procedures, signatures, and thoroughness; logs in each incident; reports any problems to Emergency Services Director; prepares monthly reports
- Provides information from management to shift; disseminates and reviews memoranda regarding protocols, policies, and general information; obtains additional information as requested by shift personnel from department management.

Station Management:

- Ensure the log book is kept up to date
- Mediate disputes between individuals
- Make sure station supply needs have been forwarded to the Department Secretary (mops, toilet tissue, etc.) Ensure all required operational checks (generator, safety checklist, EMS, etc.) are completed
- Follow up through the Lieutenant on any work orders and make sure they are completed

Apparatus Management:

- Ensure completeness of daily check off sheets
- Report any damage to apparatus or equipment through the Chain of Command
- Notify all Officers assigned to the apparatus of anything regarding the apparatus

100.06: Battalion Chief General Duties

Reference: Job description can be found on the "H" drive, under Employee Information; Job Descriptions Approved.

The Battalion Chief is expected to embrace, support, and promote the Hopkinsville Fire Department's core values, beliefs, culture and to be; "Always Ready-Always Nice". The following are the general duties of the position of Battalion Chief to guide in the continual evolution of excellence through professional development.

Personnel Development:

- Continue to fulfill the General Duties of previous ranks
- Assist Officers in ensuring members have the resources needed to complete their jobs
- Monitor the overall work performance and work quality of assigned members for efficiency, effectiveness and safety
- Evaluate performance of subordinates
- Conduct formal and informal development sessions with subordinates
- Recognize job performance successes and recommend commendation when appropriate
- Recognize job performance problems, recommend referral for assistance if necessary (example: employee assistance programs, additional training, etc.)
- Document, submit and file actions taken to correct job performance problems

- Develop goals, performance objectives and completion timetables for accomplishment of work for respective area, conduct follow up
- Delegate work functions and specific goals to subordinate Officers, providing specific instructions as needed
- Evaluate Captain's command function abilities to serve in the capacity of Battalion Chief
- Maintain and encourage open lines of communications
- Be an advocate for subordinates, ensuring their basic needs are met

Training:

- Continuously seek out, develop, and participate in training opportunities
- Manage the training function within the Battalion to include evaluation of training needs, coordinate, conduct, observe and evaluate drills
- Ensure that minimum training hours are maintained within the Battalion and completed by Oct 31st of every year.
- Ensure Officers follow appropriate SOP's
- Ensure Officers require their assigned Firefighters follow appropriate policies and SOP's
- Train Captains in the duties and responsibilities of the Battalion Chief

Safety:

- Maintain knowledge of hazard issues in district, review pre-fire plans with assigned companies and train appropriately
- Ensure training is conducted in a safe manner
- Ensure safe operations of self and crew at all assigned incidents and training

Emergency Scene Operations:

- Use the National Incident Management System on all incidents
- Respond to and take Command of multiple-company incidents, including structure fires, major medical incidents, hazardous materials incidents, and other significant emergency calls
- Implement and develop an overall strategy at emergency incidents, directing all assigned or reporting personnel and resources (function as the IC)
- Request and coordinate additional personnel and equipment necessary to control emergencies and to provide relief for crews on the scene
- Ensure personnel operate within safety guidelines
- Conduct critiques of all incidents either on scene or post incident, AAR (After Action Review)
- Ensure critical incident debriefing is available following stressful and traumatic situations
- Can assign Company Officer to complete NFIRS report, review for completion and content, have changes made if necessary
- NFIRS reports of significant incidents will be reviewed for completion and content, by the Battalion Chief

Resource and Personnel Management:

- Manage day to day operations of assigned fire stations through the ranking Officer in each station
- Coordinate activities of stations that may affect response time or coverage

- Develop, coordinate and approve work schedules and leave requests and ensure proper balanced staffing:
 - I. Daily personnel assignments
 - II. Ensure all units in district are properly staffed. Make rounds within the district to meet with companies to exchange information, discuss planned work activities, and brief personnel on departmental issues (example: new policies)
- Review and evaluate incoming documents, reports, electronic communications, mail and other paper work, to determine what actions must be taken and determine priorities
- Conduct inspections of equipment and facilities
- Discuss problems with individuals and facilitate solutions within department policies and procedures
- Investigate allegations of personnel misconduct, public complaints, internal complaints, and morale problems within the battalion when appropriate
- Gather information and complete the appropriate documentation on:
 - I. Accidents
 - II. Injuries
 - III. Complaints from the public
 - IV. Complaints from within the Department
- Be involved in the disciplinary process if applicable
- Produce daily shift report for the Chief of the department

Public Relations:

- Communicate with property owners, contractors, the media, allied agencies and personnel, and the general public during incident management
- Review inspections
- Encourage community outreach and customer service, identify community needs and resources, and provide assistance in resolving problems
- Act and encourage others to act as positive role models in the community
- Ensure that media outlets are contacted and correct information is provided through an appropriate Fire Department representative in a timely manner
- Be visible
- Incorporate media into response objectives

100.07: Organizational Chart

Reference: Current Chain of Command Chart

- The Fire Chief/EMS Director shall serve as the administrator for any and all business done in the name of Hopkinsville Fire Department and Hopkinsville-Christian County EMS.
- In the absence of the Fire Chief, Deputy Chief of Fire Operations shall assume their duties.
- In the absence of the EMS Director, Deputy Chief of EMS (Assistant EMS Director) shall assume their duties.

100.08: Station House Duties

Routine daily operations are the responsibility of on-duty crews as outlined by the Station Officer. These include but are not limited to:

Apparatus Check	Turn off unnecessary lights
Sweeping Floors	Perform blood pressure check requests
Emptying Trash	Washing Vehicles
Policing Grounds	Lock exterior doors at night
Making of beds	Raise or lower flag as required
Answer telephone calls	Ensure kitchen is clean
Maintain station security at all times	

A log book shall be maintained throughout the shift as it relates to HFD business. Entries made shall include, but are not limited to:

- All special responses by companies
- Equipment problems, picked up, dropped off or tested
- Pertinent weather reports
- Hydrant and sprinkler notifications
- Any pertinent information for the other Battalions

The level and quality of work shall be established and communicated by the Station Officer. The Station Officer may also divide daily responsibilities into areas to be done each week in order to ease the level of work to be done on one day. However, any changes must be agreed upon by all Lieutenants at that station.

When visitors enter the station, they shall be promptly greeted and attended to throughout the duration of their visit. An announcement should be made that there are visitors in the station so that all personnel may assist in attending to them. While visitors are in the station (citizen or friend/family of department personnel), personnel should act in a professional and courteous manner, to include but not limited to being respectful in regards to items such as television viewing, music, computer or video gaming, attending to personal tasks or phone conversations, etc.

100.09: Documenting Job Performance and Behavioral Issues

Reference: Employee Policies & Procedures Handbook

The single biggest difference between the role of a Firefighter and the role of an Officer is the responsibility of addressing job performance and behavioral issues. Consistently documenting and addressing these issues helps to develop members and chronicle their progression.

Definitions:

Job Performance – The ability of a member to learn, retain and apply job knowledge and skills in practical training and real life situations.

Behavioral Issues – Failure to follow standards, rules, orders, policies or procedures.

Documentation Tools:

Oral Counseling

- Used for issues that the officer wants to handle “in-house”
- Used when the Officer wants to ensure proof that an issue has been addressed should it reoccur
- Once completed and signed by both parties, the original shall be kept by the issuing Officer and a copy given to the subordinate

Written Warning

- Used when issues handled “in-house” reoccur
- Used for first and/or second occurrences of serious issues
- Used when indicated by the Employee Handbook
- Once completed and signed by all parties, the original shall be sent through the subordinate’s Chain of Command to include the Chief.

Written Reprimand

- Used when issues addressed with Oral/Written reoccur
- Used for first and/or second occurrences of more serious issues
- Used when indicated by the Employee Handbook
- Once completed and signed by all parties, the original shall be sent through the subordinate’s Chain of Command to include the Chief. Copies may be retained by the issuing Officer and the subordinate.
- Documentation utilizing these forms should include, in detail, the nature of the issue being addressed, how it was addressed and/or corrected and what follow-up will be done to ensure the issue does not reoccur. Training done to correct the issue should be documented.

100.10: Pranks, Hazing, and Bullying

Reference: KY Statutes: KRS Ch.344

Reference: City of Hopkinsville Employee Handbook

The Hopkinsville Fire Department has a zero tolerance policy toward workplace and work related hazing or bullying. Hazing or bullying of members is unacceptable and will not be tolerated for any reason. All personnel should be able to work in an environment free of hazing and bullying. The department further does not tolerate work related pranks that violate a law or department rule, regulation or policy.

The purpose of this policy is to prohibit workplace and work related hazing and bullying. Workplace and work related hazing and bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create unnecessary legal risks for the department. This policy also prohibits pranks that violate a law or department rule, regulation or policy.

Definitions:

Bullying: Repetitive acts of aggressive behavior that intentionally threaten, humiliate, intimidate, degrade, or hurt, physically or mentally, another person. Bullying usually involves repeated acts committed by a person or group who has, or is perceived as having, more power than the victim/target of the bullying.

Hazing: Ritualized harassment, abuse or humiliation used as a way of initiating a person into a group.

Prank: A mischievous trick or practical joke

Fire department personnel shall not engage in hazing and bullying other members of the department at any time regardless of the members' willingness to participate or submit to the conduct.

Fire department personnel shall not engage in the hazing and bullying of any other person while on duty, while in uniform, while on fire department property, while in or on fire department apparatus, or while representing the fire department, regardless of the person's willingness to participate or submit to the conduct.

Fire department personnel shall not participate in any prank that violates a law or violates any department rule, regulation or policy. Specifically, fire department personnel shall not engage in any activity, whether intended as a prank or otherwise, that:

- interferes with or delays response or readiness for response
- places any member or civilian at risk of injury or harm
- risks or causes any property damage to department or privately owned property
- disables any apparatus, equipment, safety equipment, or PPE, if even momentarily.

Officers shall ensure that personnel are not bullied or hazed, and that personnel do not engage in bullying, hazing, or pranks that violate a law or violate a department regulation. Officers have an affirmative obligation to intervene and stop any bullying, hazing, or pranks that violate a law or department rule, regulation or policy when observed. Officers who fail to intervene will be subject to being disciplined at least as harshly as those responsible for the conduct.

Acts Constituting Bullying

The following acts are examples of the kind of behavior that if repeated and committed under circumstances of a power imbalance, constitutes bullying:

- Physical violence, hitting, striking, punching, slapping, shoving, tripping, and other acts that hurt people physically, or otherwise result in inappropriately touching
- Spreading rumors intended to humiliate, embarrass, degrade, or intimidate another
- Teasing, taunting, harassing, isolating, or excluding another
- Name calling, verbal abuse, threats, or coercion
- Encouraging others to engage in similar activities intended to humiliate, embarrass, degrade, or intimidate another
- Engaging in any of the above using telephones, cellphones, emails, text messages, instant messages, online, electronically, or using cyber technology. This can include:
 - I. Sending offensive or threatening text, email, or instant messages
 - II. Posting offensive, humiliating pictures or messages about others in blogs or on Web sites
 - III. Using someone else's user name to spread rumors or lies about someone

Members who believe they are being bullied or hazed should immediately ask the member or members to stop.

If after being asked to stop hazing or bullying, a member resists stopping in any manner other than offering an apology and stating that it will not happen again, the target of the hazing or bullying should promptly inform his or her immediate supervisor. If the immediate supervisor is involved in the allegation or the member is uncomfortable with making a report to their immediate supervisor, the member may by-pass the chain of command in order to report the harassment or discrimination to any ranking officer, up to and including the Fire Chief.

All reports of workplace bullying will be treated seriously and investigated promptly and impartially.

100.11: Smoking/Tobacco Use/Electronic Smoking Devices

Reference: City of Hopkinsville Employee Handbook

The purpose of this policy is to address the use of tobacco products and electronic smoking devices on HFD property. The term "tobacco products" shall include smoke producing and smokeless tobacco products. HFD property shall include all stations, support bureaus, administrative offices, training academy facilities and all vehicles assigned to HFD. This policy is intended to provide a smoke free environment for non-smoking members and a designated smoking area for smoking members.

Smoking inside any enclosed space (including inside buildings, bays, or vehicles) on HFD property is prohibited with the following exception:

- Smoking is permitted outside all fire stations as long as the smoke does not infiltrate into areas where smoking is prohibited, and not in the public eye.

- Users of smoke producing tobacco shall dispose of cigarette waste in appropriate containers at all times.

This policy also applies to facilities not owned by the City of Hopkinsville or Christian County EMS, but facilities that are operated by HFD personnel such as Station 5 (Oak Grove Substation).

100.12: On-duty Meals

Personnel are allowed to eat at any approved sit-down type restaurant as long as it does not delay a 911 response or interfere with operations. For example, stacked transfers that require units to return to the county as quickly as possible.

- Personnel are not allowed to sit at the bar or in the bar area of a restaurant that serves alcohol.
- Personnel are allowed to eat any approved fast food type restaurant. Examples: McDonalds, Taco Bell, and Chick Fil A.

Personnel are allowed to grocery shop while on-duty for meals that will be prepared at the fire station. Personal shopping for food, not to be used at the fire station, is prohibited.

All personnel will conduct themselves in a professional manner abiding by city conduct policy and expected behavior. Discounts are appreciated but are not expected.

All personnel will be in appropriate uniform per policy. No turn-out gear will be worn into any restaurant or grocery store when not conducting emergency duties.

Apparatus will be parked in a parking spot and not in a fire lane when not conducting fire or EMS operations.

Fire apparatus are required to remain in their districts when electing to dine in unless approved by the Shift Commander.

A crewmember may be sent to obtain meals or groceries as long as minimum staffing of that apparatus is maintained.

Radio contact must be available at all times if in radio range. If out of range, such as in Nashville, crews must be in contact with the EMS Captain via telephone. Ambulance phones may be utilized if ambulance crews do not wish to use their personal cell phones. Supervisors must be advised of this preference.

Meals obtained while out of the county are allowed. However, if crews elect to dine in, they must first contact the EMS Captain for permission. Other calls may be holding and crews may be needed to return. If permission is granted, EMS crews must abide by this policy. Sit-down type restaurants may be allowed when long transfers have been conducted per the EMS Captain. Example: Louisville, Lexington

The Fire Chief has the authority to determine a restaurant as “off limits” at any time. If a restaurant is determined to be “off limits”, personnel are not allowed to eat at that restaurant. This would include take out.

If a crew member has had their rights to dine in revoked, they are not allowed to dine in without an officer present.

100.13: Subpoenas

Reference: KRS 61.870-884

Reference: Federal Freedom of Information act

Reference: HIPAA Laws

Compliance with this SOP is mandated by the Fire Chief in accordance with KRS 61.870-884, Federal Freedom of Information Act and HIPAA laws.

Subpoenas are generally served to the department for two (2) purposes; for our personnel to appear in court on official Department matters and to request records.

All documented information that provides objective evidence of activities performed, events occurred, results achieved, or statements made regardless of its characteristics, media, physical form, and the manner in which it is recorded or stored.

- Steps for receiving, tracking, disseminating, and filing subpoenas are as follows:
 - I. The Fire Chiefs Administrative Assistant is the primary recipient of all subpoenas involving HFD personnel as related to official fire department business and/or Open Records Requests for EMS Patient Care Reports, NFIRS, inspections, run data, etc.
 - II. Administrative staff, permanently or temporarily assigned will be the secondary recipients of all subpoenas.
 - III. The routing of subpoenas will be kept confidential.
 - IV. Subpoenas related to personnel will be scanned and emailed to all involved member(s) as well as the appropriate Battalion Chief within the hour on the day received.
 - V. Subpoenas related to records will be scanned and emailed to the City Clerk's office.
 - VI. All original subpoenas will be filed by the Chief's Administrative Assistant in a locked cabinet.

Subpoenas and other documents of a legal nature, being served to our personnel that are not part of their official capacity will not be received by the Department. The Department may direct the server to their assigned work station but will not release personal contact information.

100.14: Purchases and Receipts

Purpose: To establish guidelines for purchasing of item(s) using City of Hopkinsville and Christian County Ambulance funds.

Scope: This SOP will outline procedures for participating in and maintaining a record of purchases.

Content: Upon purchasing any item(s) on a City of Hopkinsville Charge account, Hopkinsville Fire Department credit card, Christian County EMS credit card, etc., the employee shall perform the following:

- Complete a Fuel Record or Purchase Record form found on the City "F" drive
- Attach the printed receipt to form.
- If item is for a meal, it must be the itemized receipt.

- Email completed form with receipt to HFD-Receipts@h-ky.us
- Submit paper form to HFD Admin or place in receipts tray

An employee failing to adhere to policy will be subjected to disciplinary actions according to City of Hopkinsville Policy.

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 11/2015

Revised Date: 1/21/2020

POL # 200 Work Schedule and Leave

200.01: Shift Assignments/ Transfers

Reference: EMS Personnel, Firefighters, Lieutenants, Captains and Battalion Chiefs

Assignments and transfers shall be based on a reason or reasons that will be communicated to the affected member and shall not be arbitrary or based on personal feelings. Factors that may be considered shall include, but are not limited to; ability, performance, experience, certifications, and training. Seniority shall be given due consideration but shall not be controlling except in the instance where all other factors are equal.

HFD reserves the right to make and change assignments or transfer members where no vacancy exists. Such assignment or transfer shall comply with the criteria stated in paragraph one.

200.02: Tardy, Late, AWOL

It is imperative that all emergency personnel report to work and be ready to respond by the beginning of their shift. This policy applies to a member's regularly scheduled shift, overtime shift, trade time shift, and classes.

This policy addresses three areas: Tardy, Late, and AWOL.

- Tardy is reporting to work one to five minutes after the scheduled time
- Late is reporting to work more than five and less than thirty minutes after the scheduled time.

- AWOL is failure to report to work and failure to notify the appropriate Officer in Charge more than 30 minutes after the start of the shift
 - I. The member shall be AWOL from the scheduled start time until they report for duty
 - II. Time marked as AWOL is without pay

In terms of performance development and disciplinary action, all issues shall be dealt with in terms of the number of infractions during a twelve-month period as indicated below:

Tardy:

1 occurrence	Coaching and Counseling - <i>1-point deduction on evaluation</i>
2 occurrences	Coaching and Counseling - <i>5-point deduction on evaluation</i>
3 occurrences	Oral Warning
4 occurrences	Written Reprimand
5 occurrences	Open Recommendation

Late:

1 occurrence	Coaching and Counseling – <i>1-point deduction on evaluation</i>
2 occurrences	Oral Warning - <i>5-point deduction on evaluation</i>
3 occurrences	Written Reprimand
4 occurrences	Open Recommendation

AWOL:

1 AWOL occurrence	Oral Warning - <i>10-point deduction on evaluation</i>
2 AWOL occurrences	Written Reprimand - <i>15-point deduction on evaluation</i>
3 or more AWOL occurrences	Open Recommendation

Members who encounter unforeseen and unavoidable events may be granted exemption from the above Tardy/Late/AWOL guidelines at the discretion of the Shift Commander, providing that the appropriate chain of command is notified prior to 0700 hours or their expected reporting time. If notification is made after 0700 or after their scheduled time, the Tardy/Late/AWOL guidelines shall apply.

200.03: Sick Leave Request

Reference: POL 100.09: Tardy/Late/AWOL

Reference: All Personnel

It is the responsibility of the employee to request sick leave in a timely manner to ensure operations can continue in their absence. Employees must notify their immediate supervisor one (1) hour prior to the start of their shift if they wish to utilize a sick day. The only acceptable form of notification is by verbally speaking with the immediate supervisor.

After two (2) sick days in a calendar year, employees are required to bring a doctor's excuse. Sick days utilized before or after a vacation or holiday (floating or recognized) require a doctor's excuse. Failure to provide an excuse will lead to disciplinary action

It is the responsibility of the officer approving the request to complete the Leave Request Form for the absent member.

200.04: Utilizing Trade Time

The following shall apply when utilizing trade time:

- Personnel who intend to have another member substitute for them for a regularly scheduled tour of duty (or any part thereof) shall submit a trade time request through Crew Sense for approval by the Battalion Chief. All trade requests shall be sent to both Battalion Chiefs for approval. A Captain may conduct these duties in the absence of a Battalion Chief. An email must also be sent to both Battalion Chiefs that a trade request has been made. Personnel must also inform their immediate supervisor of the request.
- When utilizing trade time, the trade time request shall be submitted no later than the duty day prior to the date the trade time is to take effect.
- Personnel who trade time must repay the time owed to their substitute within six months. If a complaint of failure to repay owed time is received after this six-month period, the member owing time will be ineligible to utilize the trade time procedure for a calendar year.
- It is preferred that both parties participating in the trade come to an agreement on both trade dates prior to submitting the request. This will reduce conflict and make a smoother trade for all involved.
- Once a member accepts a trade time assignment, said assignment is treated the same as the member's normal work assignment.
- Policy 100.09: Tardy, Late, AWOL shall apply to trade time assignments.
- If a member calls in sick for a trade time assignment, that member's sick balance will be docked accordingly and the remainder of the trade time will still be owed.
- If the covering member cannot fulfill the trade time assignment, it is that member's responsibility to ensure that the assignment is covered by a member of equal certifications and qualifications, if required for the assignment. This change must be sent by email to the approving officers.

Time trading is a privilege but it is a privilege that can be revoked under certain circumstances.

200.05: Continuity of Staffing

- It is the responsibility of the Shift Commander to maintain staffing throughout the shift. Nothing in this guideline is intended to prevent a member from leaving his assignment. In the event of an emergency involving a family member that necessitates immediate attention by the HFD member. The judgment of the Company Officer shall be exercised and the Chain of Command notified of the Company status immediately.

Personnel that are assigned to an incident that extend past shift change are to remain on duty until relieved by the oncoming shift.

200.06: Emergency Call Back

All sworn and non-sworn personnel are subject to emergency call back. Members will provide phone numbers as means of initial call back contact via voice and/or text. This list of contacts will be maintained on an emergency reporting system.

200.07: Mandatory Overtime and Holdover

Reference: POL 100.13: Continuity of Staffing, POL 100.16: Emergency Call Back

The purpose of this policy is to ensure the department maintains the minimum staffing necessary to meet our operational commitments to the community.

- Definitions:
 - I. *Mandatory Overtime:* The term mandatory overtime refers to those hours in excess of the scheduled 24/48-hour work schedule (line staff) or the 40 hour week (administrative staff) in a single workweek that the employee must work or they will be subjected to disciplinary action.
 - II. *Holdover:* Voluntary or mandatory assignment to remain on-duty for any period until proper relief can be arranged.

Each hourly employee of Hopkinsville Fire Department is subject to unscheduled and scheduled overtime. As an emergency service, Hopkinsville Fire Department must provide adequate staffing to ensure the community is properly protected. All overtime and holdover time will be compensated at the acquired rate per city policy.

Mandatory Overtime:

- May be initiated by the Fire Chief/EMS Director or his/her designee when staffing is not adequate to meet the department's mission. Situations that may cause mandatory overtime to be initiated include but are not limited to the following: Mass casualty incidents, large or lengthy fire scenes, quarantined or isolated staff that has caused a reduced staffing level, natural disasters, and terrorism incidents.

Holdovers:

- Hopkinsville Fire Department may utilize holdovers to ensure minimum staffing requirements are met until adequate staffing can be obtained. Off going personnel will be required to remain on shift until relieved by oncoming personnel. Prior to leaving shift, personnel are to ensure that their relief has arrived. If in the event this has not occurred, the employee must notify their chain of command and remain at the station until released by an officer.

200.08: Recruit Leave

Recruit Firefighters are non-sworn members who are currently attending the Training Academy.

- Attendance for the entire Fire Academy is mandatory. Exceptions to this requirement may only be made by the Fire Academy staff for critical or emergency leave using permissible benefit time.
- Recruit Firefighters may not use Vacation Leave or request Holiday Leave. Recruit Firefighters are scheduled off based on the Training Academy schedule, including recognized holidays, for which their leave balances are adjusted accordingly.

200.09: Special Duty Request for Outside Training and Events

- A Voluntary Training Acknowledgement Form shall be used when all or part of the training/event is to be done on government time.

It shall be the policy of HFD that members may request to participate in job related training or events. If a member requests to attend or is requested to attend outside training or an event, it must be approved, in advance, by the Fire Chief or a Deputy Chief. In the event of an injury, the member shall notify their Chain of Command to ensure the completion of a First Report of Injury.

- In submitting such a request, any adjustment to the member's work schedule shall be done through their Chain of Command. Any overtime or other compensation will be determined by the Fire Chief or a Deputy Chief. All training or events must be relevant to the members' duties within the department.
- If the member is granted Overtime pay for the training/event, they will only be paid for hours spent at the training/event in excess of the Special Duty hours granted.
- If the member is not granted overtime pay for the training event, they will need to fill out a volunteer training form before they are allowed to attend the event.
- While attending training or events under the umbrella of "Special Duty" the member shall wear the appropriate HFD duty uniform, as determined by the Fire Chief or Deputy Chief. This uniform determination will be based on the training/event type and any restriction or requirements specifically outlined by the training/event host agency. Business casual or other non-duty uniform dress may be authorized.
- When required, department issued personal protective equipment, including SCBA, shall be worn, unless provided by the agency conducting the class. If the member is required to wear personal protective equipment provided by the agency conducting the class, said member must have the written approval of the Fire Chief or Deputy Chief. All members are expected to represent themselves and the HFD in a professional and positive manner

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 11/2015

Revised Date:

POL # 300 Personal Appearance and Uniform

Purpose **Provide a positive and professional appearance in all HFD personnel.**

300.01: Duty Uniform

All personnel shall conform to the current Uniform Regulations.

- Approved Dress Code
- Approved Hardware (i.e., badge, rank, etc.)
- Approved Polo Shirt
- Approved Pants
- Approved Shorts
 - ❖ May 1st – September 30th
- Approved Shoes
- Approved Headwear
- Approved Cold Weather Outerwear

Approved departmental clothing, is provided on the uniform order list that is approved by the Chief of the department.

At no time will polo or Class A uniform be worn into an IDLH environment. This includes unapproved clothing items such as under armor clothing, etc.

300.02: Personal Appearance Standards for Operational Positions

The Fire Chief or his designee will make the final determination on the term conservative and questions regarding this policy.

- All Department Personnel:
Hair will be neat, clean, trimmed and present a groomed appearance. The hair length shall not interfere with job performance or the wearing of department headgear, including helmets, SCBA or other safety equipment. Ribbons or ornaments shall not be worn in the hair, except for neat, inconspicuous bobby pins or neutral barrettes, which blend with the hair color. Hair shall not be ragged, shabby, bushy, unkempt or neglected. Hair colors must be shades and hues, which are naturally found in humans or conservative in color. Wigs or hairpieces shall meet the above standards.
- Fire Personnel:

- I. Sideburns: Sideburns shall not interfere with the seal of the SCBA.
- II. Mustaches: Mustaches shall be neat, well-trimmed at all times and shall not interfere with the SCBA mask seal.
- III. Beards and goatees: Beards, goatees, etc. are specifically prohibited.
- EMS Personnel:
 - I. Sideburns: Sideburns will be neatly trimmed and conservative.
 - II. Beards, goatees, and mustaches: Mustaches and beards shall be neat and well-trimmed at all times.
 - III. The sideburns, beard, goatee, and mustache must not prohibit the seal of a N95 respirator or equivalent mask per OSHA 1910.134. In lieu of an N95 or equivalent, a Powered Air Purifying respirator or CAPR device shall be used.
- Earring and other piercings: Exposed body piercings shall be conservative and shall not interfere with daily job duties. Earrings and other jewelry shall not cause a safety hazard to the employee.
- Tattoos: Exposed tattoos are allowed. Tattoos shall not display any violent, sexual, racial, profanity or similar scenes. There shall be no tattoos on the face and/or neck area. Any tattoos not meeting these standards must remain covered.
- Cologne or Perfume: Cologne or perfume may be worn in moderation.

300.03: Class A Dress Uniform

The purpose of this policy is to ensure that the members of Hopkinsville Fire Department are uniform while wearing their Class A dress. If an individual does not have all the appropriate uniform due to not being issued, then the Officer can make a decision on what is appropriate.

Refer to the appropriate uniform policies per rank.

- Officers will have gold hardware; badges, name tag, serving since tag, and collar pins.
- Firefighters and EMS Personnel will have silver hardware; badges, name tag, serving since tag, and collar pins.
- ❖ Hash marks are worn on the dress shirt left sleeve, 1 hash mark is equal to 3 years' service.
- ❖ Maltese Crosses are worn on dress coat left sleeve, 1 cross is equal to 5 years' service.
- Officers dress coat will have gold stripes around the sleeves per rank:

Lieutenant	1 stripe
Chaplain	2 stripes
Captain	2 stripes
Battalion Chief	3 stripes
Deputy Chief	4 stripes
Fire Chief	5 stripes
- Rank insignia collar pins:

Chief	5 bugles in gold
Deputy Chief	4 bugles in gold
Battalion Chief	3 bugles in gold
Captain	2 bugles in gold
Lieutenant	1 bugle in gold
Chaplain	1 Cross in gold

Officers Class A

- Dress Cap: The dress cap for Officers shall be a White Bell cap with a black bill and band, gold chin strap, and a gold disk with the appropriate number of bugles per rank.
- Dress Coat: Officers shall wear double breasted coats. The appropriate rank gold badge will be worn on the left breast. A gold name tag with serving since date tag will be worn on the right breast in the middle of the seam with the top of the tag even with the bottom of the badge. When accommodation medals are worn they will be centered and in line above the name tag. (See Accommodation Medals Policy for order of medals.)
The bugles disc will be worn on the upper lapel with the center bugle centered and pointing down or for Captains the bugles will be centered. The buttons will be gold and have the FD turned properly. The right shoulder shall have the American Flag with the blue field to the front closest to the heart per Flag Codes. The left shoulder shall have the department patch. The shoulder cord (color by Battalion) shall be worn under the left shoulder under the epaulette. A mourning badge shall be worn covering the badge for funerals or times of mourning.

- Gold bars around the sleeve of the coat will also designate rank:

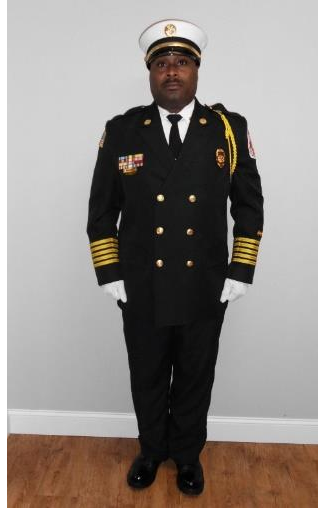
Chief	5 bars in gold
Deputy Chief	4 bars in gold
Battalion Chief	3 bars in gold
Captain	2 bars in gold
Chaplain	2 bars in gold
Lieutenant	1 bar in gold

Maltese crosses will be worn on the left sleeve above the bars for years of service. 1 Maltese cross per 5 years of service.

- Dress Shirt: A long sleeve white Dress shirt shall be worn under the dress coat.
 - I. The appropriate rank gold badge will be worn on the left breast. A gold name tag with serving since date tag will be worn on the right breast midline of the badge with the name tag just above the top of the pocket.
 - II. If accommodation medals are worn (if no Dress Coat is owned), the name tag will be worn on the pocket tab with the top of the tag touching the seam. Accommodation medals will be worn above the name tag. See Accommodation Medals Policy for order of medals. Cut out bugles will be worn on the collar at an angle (see pictures) with the center bugle centered on the tip of the collar and bottom of the bugles touching the seam of the collar for Captains the bugles will be centered.
 - III. The right shoulder shall have the American Flag with the blue field to the front closest to the heart per Flag Codes. The left shoulder shall have the department patch. A mourning badge shall be worn covering the badge for funerals or times of mourning when not wearing the dress coat.
 - IV. Gold hash marks will be worn on the left sleeve for years of service. 1 hash mark per 3 years of service.
- Tie: Black Tie with tie tack or clip shall be worn.
- Dress Pants: Matching dress pants shall be worn. Duty pants with cargo pockets are NOT to be worn as Class A uniform.

- Belt: Black belt with gold buckle
- Gloves: White gloves may be worn for specific duties.
- Footwear: High gloss dress shoes with black socks. Female personnel may wear matching navy-blue skirt in place of dress pants with panty hose instead of socks.

Officer Class A

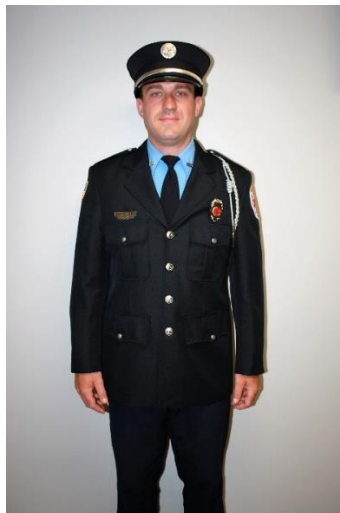


Blue Shirt Class A

- Dress Cap: The dress cap for blue shirts shall be a navy-blue bell cap with a silver Maltese cross disc.
- Dress Coat: Blue Shirts shall wear single breasted coats. A silver badge will be worn on the left breast. A silver name tag with serving since date tag will be worn on the right breast in the middle of the pocket tab and with the top of the name tag just touching the upper seam of the pocket tab. When accommodation medals are worn they will be centered and in line above the name tag. See Accommodation Medals Policy for order of medals. The buttons will be silver and have the FD turned properly. The right shoulder shall have the American Flag with the blue field to the front closest to the heart per Flag Codes. The left shoulder shall have the department patch. A mourning badge shall be worn covering the badge for funerals or times of mourning. Maltese crosses will be worn on the left sleeve above the bars for years of service. 1 Maltese cross per 5 years of service.
- Dress Shirt: A long sleeve blue Dress shirt shall be worn under the dress coat.
 - I. The silver badge will be worn on the left breast. A silver name tag with serving since date tag will be worn on the right breast midline of the badge with the name tag just above the top of the pocket.

- II. If accommodation medals are worn (if no Dress Coat is owned), the name tag will be worn on the pocket tab with the top of the tag touching the seam. Accommodation medals will be worn above the name tag. See Accommodation Medals Policy for order of medals.
 - III. HFD insignia will be worn on the collar at an angle (see pictures) with bottom of the HFD touching the seam of the collar (so the HFD is square with the ground when worn).
 - IV. The right shoulder shall have the American Flag with the blue field to the front closest to the heart per Flag Codes. The left shoulder shall have the department patch. A mourning badge shall be worn covering the badge for funerals or times of mourning when not wearing the dress coat.
 - V. Red hash marks will be worn on the left sleeve for years of service. 1 hash mark per 3 years of service.
- Tie: Black tie with tie tack or clip shall be worn.
 - Dress Pants: Matching dress pants shall be worn. Duty pants with cargo pockets are NOT to be worn as Class A uniform.
 - Belt: Black belt with silver buckle
 - Gloves: White gloves may be worn for specific duties.
 - Footwear: High gloss dress shoes with black socks. Female personnel may wear matching navy-blue skirt in place of dress pants with panty hose instead of socks.

Blue Shirt Class A



300.04: Class B Uniform Policy

The purpose of this policy is to ensure that the members of Hopkinsville Fire Department are uniform while wearing their Class B dress.

- Class B “formal” (Black Tie) uniform – Public presentations, Weddings, Funerals, Awards Ceremonies, Court Appearance, Council Meeting if you are getting Pinned, Funerals (on duty), other formal events if a Class A uniform is not otherwise available.
- Class B “working” (no Tie) uniform – Public presentations; Captains, Battalion Chief, Deputy Chief, Chief - Monday to Thursday; Meeting with the Chief or Deputy Chief; Council Meeting

- Rank insignia:

Chief	5 bugles in gold
Deputy Chief	4 bugles in gold
Battalion Chief	3 bugles in gold
Captain	2 bugles in gold
Lieutenant	1 bugle in gold
Chaplain	1 Cross in gold
Firefighter	HFD in silver
EMS	HFD in silver

- ❖ Years of service Hash Marks: 1 hash mark for every 3 years of service on the left sleeve of the long sleeve shirt.

Officers Class B

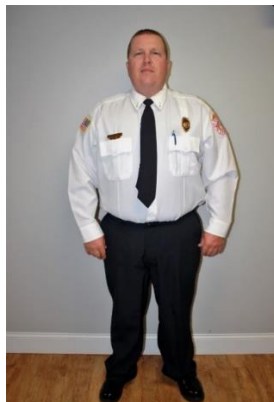
- Ball Cap: A ball cap shall not be worn while at formal events such as; going before council, funeral details, or any time the officer in charge feels it is not appropriate.
- Shirt: A long sleeve or short sleeve shirt shall be worn for Class B uniform.
 - Class B formal will be comprised of a long sleeve dress shirt and black tie.
 - Class B working will be comprised of a dress shirt and no tie.
 - The appropriate rank gold badge will be worn on the left breast. A gold name tag with serving since date tag will be worn on the right breast midline of the badge with the name tag just above the top of the pocket. Cut out bugles will be worn on the collar at an angle (see pictures) with the center bugle centered on the tip of the collar and bottom of the bugles touching the seam of the collar for Captains the bugles will be centered. The right shoulder shall have the American Flag with the blue field to the front closest to the heart per Flag Codes. The left shoulder shall have the department patch. A mourning badge shall be worn covering the badge for funerals or times of mourning when not wearing the dress coat.
- Tie: Black tie may be worn depending on the occasion.
- Pants:

- I. Class B Formal should be navy blue dress pants.
- II. Class B Formal should not be cargo pants.
- III. Class B Working will be navy blue dress pants or duty cargo pants.
- Belt: Black belt with gold buckle
- Footwear:
 - I. Class B Formal should be high gloss dress shoes.
 - II. Class B Working will be high gloss dress shoes or clean duty boots may be worn.

Blue Shirt Class B

- Ball Cap: A ball cap shall not be worn while at formal events such as; going before council, funeral details, or anytime the officer in charge feels it is not appropriate.
- Shirt: A long sleeve or short sleeve shirt shall be worn for Class B uniform
 - I. Class B formal will be comprised of a long sleeve dress shirt and black tie.
 - II. Class B working will be comprised of a dress shirt and no tie.
 - III. The silver badge will be worn on the left breast. A silver name tag with serving since date tag will be worn on the right breast midline of the badge with the name tag just above the top of the pocket.
 - IV. HFD insignia will be worn on the collar at an angle (see pictures) with the bottom of the HFD touching the seams of the collar.
 - V. The right shoulder shall have the American Flag with the blue field to the front closest to the heart per Flag Codes. The left shoulder shall have the department patch.
 - VI. A mourning badge shall be worn covering the badge for funerals or times of mourning when not wearing the dress coat.
- Tie: Black tie may be worn depending on the occasion.
- Pants:
 - I. Class B Formal should be navy blue dress pants.
 - II. Class B Formal should not be cargo pants.
 - III. Class B Working will be navy blue dress pants or duty cargo pants.
- Belt: Black belt with silver buckle
- Footwear:
 - I. Class B Formal should be high gloss dress shoes.
 - II. Class B Working will be high gloss dress shoes or clean duty boots may be worn.

Officer Class B Formal



Blue Shirt Class B Formal



Officer Class B Working

































Blue Shirt Class B Working



300.05: Accommodation Ribbon Policy

The purpose of this policy is to ensure that the members of Hopkinsville Fire Department are uniform in the presentation of their awarded accommodation ribbons.

- Accommodation ribbons are to be worn on the right chest of the Class A coat with the name tag moving down on the pocket tab for Firefighters and for Officers the name tag moves down with the serving since tag just touching the top of the seam with the nametag centered on the seam.
- Accommodation Ribbons are to be worn in the order from the closest to #1 to the lowest number awarded to the individual. The order for the ribbons is attached along with what each ribbon stands for. There are to be no spaces in between the ribbons that you have not received. The #1 ribbon or closest ribbon to that number will be worn to the right with the consecutive ribbons moving to the left towards the heart.
- Once a bar is full of ribbons and more ribbons are earned the full bar will move up and another bar added to the original space. A picture is attached for reference.
- Ribbons or medals issued from other organizations may be worn after specific approval from the Fire Chief.

Service Awards Description							
# or description	Award	Amount	Identifiers	Cert	Ribbon	Priority	Requirement
162	Valor	0	any number			1	Presented for valor
1087	Chief	1	5 stars			2	Sworn Fire Chief
492	Fire Officer		stars for rank	*		3	HFD sworn officer
424	Command Staff	15	stars for rank	*		4	Admin Officers, Batt Chief, and Captain
334	Officer Trng		E, 1,2	*		5	Cert on file
468	Officer OTY	5	any number	*		6	Voted by staff
16	FF 1& 2		1,2	*		7	400 hours, FF 1 & 2 on file
3-1036K	NIMS			*		8	Cert on File 100,200,300,400,700,800
337	Medic	20		*		9	Licensed or certified
1182	EMT	75		*		10	Licensed or certified
428	Veteran	20	A,N,A,M,G	*		11	DD214, for honorable discharge on file
143	Chiefs Excellence	25	any number	*		12	presented by Fire Chief for Excellence
1102	DC Merit-Futrell	25	any number	*		13	presented by Deputy Chief for Meritorious Actions
R1131	DC Merit-Pyle		any number	*		14	presented by Deputy Chief for Meritorious Actions
Red White Blue	FF OTY		any number	*		15	Voted by staff
Blue White Blue	Medic OTY		any number	*		16	Voted by staff
376	Rookie OTY		any number	*		17	Voted by staff
1126	Engineer OTY		any number			18	
SKU: 3-40	AEMT OTY					19	
SKU: 3-104A	EMT OTY					20	
1014	Fire Instructor		1,2,3	*		21	Cert on file
1050	EMS Instructor	5	1,2,3	*		22	Cert on file
1089	Inspector	15	any number	*		23	Cert on file
26	Driver Operator		A, M, P	*		24	Cert on file
478	Haz Mat Tech			*		25	Cert on file
498	Haz Mat Ops			*		26	Cert on file
R112	Arson Investigator	in stock	Levels	*		27	Cert on file
365	Special Teams	in stock	S,R,H	*		28	active member trained or activated within the year
343	Honor Guard	10		*		29	active member trained or activated within the year
224	Fitness	20	any number	*		30	3:30 or lower on WPA
357	EMS Life Saver					31	
358	Community Service	50	any number			32	letter of commendation from citizen on file

300.06: Court Appearances and Dress

To ensure that the HFD presents a positive public image, the following dress code shall apply to all HFD personnel who are appearing in court on behalf of the HFD:

- Personnel shall wear a Class B or Duty Uniform unless the attorney requests that no uniform be worn
- If the attorney requests that a uniform not be worn, members must wear clothing that presents a positive image to HFD. (i.e. business casual, tie, suit)
- Civilian employees shall dress in compliance with item two of this policy

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 11/2015

Revised Date:

POL # 400 Health and Safety

Purpose Provide a comprehensive safety and infection control program in accordance with the Blood borne Pathogens Standard 29 CFR 1910.1030 as adopted by 803 KAR 2:320 and 29 CFR 1910.120. This program is intended to identify possible hazards to the member and to maximize his/her protection against communicable diseases and occupational exposures.

400.01: Pre-Employment, Annual Health Assessment, TB Skin Test, Hepatitis B Vaccine

This policy will outline health assessment requirements for all employees that engage in patient care and for EMS and fire suppression activities.

Post offer of employment health Assessment:

Any person seeking employment with HFD/CCEMS shall complete a pre-employment health assessment at a time and date to be determined by Human Resources.

Annual Health Assessment:

All current employees will be required to complete an annual health assessment at a time and date to be determined by the Fire Chief (EMS Director) or designee. The mechanism for completing the health assessment is to be determined by the Fire Chief or designee.

TB Skin Test:

All employees engaged in patient care shall complete an annual TB skin test or other method of evaluation. This testing must be completed in the month of January of each year unless approved by the Deputy Chief of EMS.

Hepatitis B Vaccinations:

Hepatitis vaccination shall be made available at no cost to all members unless the member has previously received the complete hepatitis B vaccination series; antibody-testing reveals that the member is immune or the vaccine is contraindicated for medical reasons.

All members have the right to decline the hepatitis B vaccination series. All members refusing the hepatitis B vaccination series must sign the hepatitis B vaccination declination form provided at the time of orientation as well as the annual fitness for duty exams. Members who initially decline the vaccine may later receive the vaccination at no cost. If a routine dose of hepatitis B vaccine is recommended by the US Public Health Service at a future date, these booster doses will be made available at no charge. For more information on reporting work related illness or injury, reference 400.03 in the Hopkinsville Fire Department Policy and Procedure Handbook.

400.02: Health and Safety

Reference: EMS Personnel, Firefighters, Lieutenants, Captains and Battalion Chiefs

Reference: NFPA 1403, Standard on Live Fire Training Evolutions

Reference: NFPA 1500, Fire Department Occupational Safety and Health Program

Reference: NFPA 1521, Standard for Fire Department Safety Officer

Reference: OSHA General Duty Clause

It is the policy of HFD to provide a safe and healthful work environment for all of its members. In order to achieve this goal, HFD will work to comply with federal, state and local laws, regulations, standards and ordinances that pertain to health and safety for the fire service. HFD further recognizes the National Fire Protection Association (NFPA) standards and in particular NFPA 1500, NFPA 1521, and NFPA 1403, in an effort to practice, develop and maintain firefighter safety during emergency operations, in the station and during training evolutions. HFD will also abide by OSHA standards in order to create a safe working environment for all employees.

Where there is no applicable Policy Statement, Standard Operating Procedure, or legal restriction that relates to an unsafe act or condition, the general practice shall be to perform any task or assignment in a manner that any prudent and cautious person would, taking into account their own safety as well as other's.

The Station Officer will develop safety classes to be held monthly. Classes will include information that addresses a wide range of modern, technical and basic skills that promote employee safety.

It is HFD's intention to take the actions necessary to ensure the implementation and adherence to the stated HFD Safety Program. When possible, unsafe conditions or practices will be reported in writing through The HFD Chain of Command.

When a condition exists that may/could result in imminent danger, and it is not practical to submit a written report, that condition must be reported through the Chain of Command for immediate action. The participation and support of all members of HFD is required in an effort to maintain the stated goals of the safety program.

400.03: Personal Injury/Illness Reporting

Reference: First Report of Injury

Reference: Accident Investigation Report

Reference: Employee Handbook

This SOP covers all reports needed by the HFD that must be turned over to HR (Human Resources) for claims adjustment and completion of the incident.

- An officer is responsible to complete the reports necessary to complete the incident. The completed reports shall be reviewed by the Shift Commander who shall forward the reports to the HR, Fire Chief and each Deputy Chief.

- The following steps shall be completed to ensure accurate and complete documentation required to file a Personal Injury Report claim to the Division of Risk Management.
 - I. If immediate treatment is needed, render aid as appropriate.
 - II. Notify your immediate Supervisor.
 - III. Contact your District Officer and inform them of the incident.
 - IV. The District Officer shall complete First Report of Injury form and shall take photographs if warranted.
 - V. The Shift Commander is responsible for notifying HR, Deputy Chief and Chief.

400.04: Security of Stations

Reference: 900.18 Civil Unrest

This policy addresses station security during routine day-to-day operations, as well as in the event of civil unrest or other unusual circumstances.

During routine conditions, especially when the station is unoccupied, insure exterior doors are locked, and windows down and locked. Also ensure kitchen appliances are off. Outside lighting should be on during periods of darkness. Valuables in the stations shall be secured.

During periods of civil unrest or unusual strenuous circumstances the Shift Commander shall consider the following options and notify station officers:

- Stations or HFD facilities in or very near the area of unrest may be evacuated.
- HPD shall be notified of any vacated facility as well as Chief and Deputy Chiefs.
- For stations or facilities in or very near the area of unrest which are not evacuated, the following procedures will apply:
 - I. All exterior doors and ground floor windows shall remain closed and locked at all times.
 - II. All outside lights shall remain on during hours of darkness.
 - III. Personnel shall remain inside and refrain from standing or sitting near any exterior door or window if possible.
 - IV. Personnel shall limit being outside of the building to official business only.
 - V. All window coverings shall be down or closed.

The Shift Commander may order the above precautions be employed at his discretion. All orders to undertake these special precautions are in effect until rescinded by the Shift Commander.

400.05: Peer Support Critical Incident Debrief

The purpose of this Policy is to provide information, direction and guidelines for the peer support associated with the HFD Critical Incident Stress Management (CISM) program.

HFD promotes pre-incident education to provide awareness of stress inducing factors and their effects on individuals. It also provides timely supportive assistance for an individual or crews who have experienced a traumatic event and supports and assists peer driven wellness efforts.

It is useful for first responders to be forewarned about traumatic stress reactions and symptoms. This way coping can occur earlier at more manageable levels.

Anyone can request peer support for themselves or colleagues via their Chain of Command. Notify your supervisor, by confidential means, the following information: type of event, location, Incident Commander, units involved, whether the incident is completed or ongoing, and what the need might be for a member. Where applicable, confidentiality will be maintained.

Local Peer Support Centers:

- Pennyroyal Center # 270-886-2205
- Pennyroyal Respond Center (24-hour) # 270-881-9551

400.06: Critical Incident Stress Management (CISM)

Reference: 400.05 Peer Support Critical Incident Debrief

To provide information, direction and guidelines for Critical Incident Stress Management (CISM), including pre-incident training and post-incident services to help members cope with a catastrophic experience.

Definitions:

Crisis- A dangerous or worrisome time. It is a situation or period in which things are very uncertain, difficult, or painful, especially a time when action must be taken to avoid complete disaster or breakdown.

Critical Incident - Any event with sufficient impact to produce significant immediate or subsequent emotional reactions. It is generally considered extremely unusual in the range of ordinary human experiences. This term is often confused with the crisis response itself. Examples of critical incidents include:

- Death in the line of duty
- Children's death or serious injury
- Multiple fatalities or seriously injured survivors, as in a mass casualty incident
- Successful or attempted suicide
- Natural disasters
- Use of deadly force
- Grotesque injuries
- Acts of terrorism

- Acts of violence resulting in injury or even death
- Observing any traumatic event

Stress (Distress and Eustress) - Distress is excessive and debilitating, while eustress is positive and motivating.

Critical Incident Stress Management (CISM) - An integrated system of interventions designed to prevent and/or mitigate adverse psychological reactions that may be triggered by responses to extraordinary natural or man-made disasters. CISM is not therapy; its goal is to return the affected group or individual to a normal functioning level. CISM concentrates on minimizing post-traumatic stress reactions. CISM is proven methods of helping members manage symptoms of stress following a critical incident. Intervention process uses trained peers with advanced training and understanding of the needs of emergency first responders. Experienced mental health professional oversight occurs during the latter, more formal stages of CISM described below.

CISM Avenues

The four avenues of CISM that will help most members cope successfully with critical incident stress reactions include:

1. *Peers Crew members and fellow firefighters* - Although informal, intervention at this level is the most welcome and powerful. The importance of individual stress management cannot be overstated. How well each individual copes and interacts with their fellow first responders before and after an incident is indicative of need for further support. A crew that is working at near-normal levels probably doesn't need anything more at the moment. First Responders develop coping mechanisms to deal with the typical day to day fire service events. Occasionally an event transcends even our own abilities to cope. The next four formal components factor into providing essential assistance and support.
2. The Pennyroyal Mental Health Department as authorized by the Chief.
3. Kentucky Community Crisis Response Board (KCCRB) and Kentucky Community Crisis Response Team (KCCRT) - In a natural or man-made disaster, or under national security threat conditions, crisis intervention and disaster mental health services delivery must be coordinated. The Kentucky Community Crisis Response Board (KCCRB), created under KRS Chapter 36, ensures an organized, rapid and effective response in the aftermath of crisis and disaster. The KCCRB credentials and maintains a statewide network of trained professional volunteer responders and deploys rapid response teams to crisis sites. These response members form the Kentucky Community Crisis Response Team (KCCRT). A 24-hour toll free phone number (888- 522-7228) is maintained to request a KCCRT site visit.
4. *Employee Assistance Program (EAP)* - The EAP is a benefit provided by the City of Hopkinsville for the well-being of its members and their families. The member, their spouse, and their dependents are eligible for EAP services and may visit the EAP for a total of 5 visits per occurrence annually. The EAP will offer access to trained and experienced counselors in the community who are skilled in helping people deal more effectively with problems of daily living that any of us could experience at one time or another. For example; work-related problems, burnout, marital problems, divorce, child behavior issues, elder care issues, drug and alcohol problems, grief and loss, blended families, family issues, parenting problems, etc. Counselors may also connect you with other professionals or community services as needed. (Mental

Health problems and substance abuse problems requiring more intensive treatment will be covered under your health insurance).

Order of CISM Support

1. *Pre-Critical Incident Education* - CISM education prepares emergency responders for what happens when one extraordinary event or the cumulative effect of many responses takes a toll on our well-being.
2. *Emergency Scene Support* - Services provided under "On Scene" conditions are brief, practical crisis intervention functions to limit the level of distress members' encounter. On-Scene support not interfere with operations. These support service providers shall be peers and HFD chaplains. The process objectives are:
 - Stabilize the situation and protect firefighters from additional stress
 - Mobilize resources to assist distressed firefighters
 - Normalize the experience and reduce the feelings of uniqueness and abnormality
 - Restore to function as quickly as possible

Post Incident Support Defusing - This is a small group process ideally done within eight hours after a critical incident in a place separate from the incident. It is aimed at the core working group that was most seriously affected by the event. Post-traumatic stress disorder (PTSD) frequently results from not talking about and being able to put into perspective a critical incident. Once PTSD develops, the impairment from the long term emotional response to the trauma is harder to heal. Prevention is preferred. The PST can provide Defusing for an individual company or multiple companies. For a critical incident affecting most or the entire HFD, outside resources will be requested. In the case of a disaster, the Informational Briefing/Demobilization (defined below) is a direct substitute for the Defusing. One or the other is provided, not both. The process's objectives are:

- Rapid reduction in the intense reactions to a traumatic event
- Normalizing the experience so people can return to their routine duties as quickly as possible
- Re-establishing the group's social network so people do not isolate themselves from each other. In recognizing similarities to others people often are more willing to help each other in troubled times
- Assessing members to determine if a full Debriefing is necessary

Informational Meeting/Demobilization - Informational Meetings/Demobilizations are conducted separate from the incident site. They are generally used during a disaster or in a large-scale catastrophic critical incident. A primary stress prevention and intervention technique, demobilization is applied immediately after members are released from the scene and before they return to normal duties. An Informational Meeting is composed of a 10 to 15-minute presentation on understanding and managing stress reactions and 15 to 20 minute rehab session providing a restful atmosphere and light refreshment. Any individual desiring further support is invited to stay as long as they like.

Critical Incident Stress Debriefing (CISD) or Debriefing - This is a group meeting or process using both intervention and education to mitigate or resolve the psychological distress associated with a critical incident. To maximize effectiveness, a debriefing should occur 24 to 72 hours after an event. For our

Department, CISD will be conducted by non-HFD members. A CISD team usually consists of the following:

- Mental health professional as leader or co-leader
- Chaplain
- Peers

It is not therapy even though mental health professional(s) are part of the team. The process objectives are to mitigate the critical incident's impact on:

- Primary victims (those directly traumatized by the incident)
- Secondary victims (emergency services personnel who witnessed or managed the critical incident)
- Tertiary victims (dependent family members)
- Accelerate the recovery processes in people experiencing normal stress reactions to the critical incident.

Follow-up and Referral - Follow-up intentionally focuses on the time frame of about one month to one year after a critical incident. It is a combination of formal and informal means of checking in with individuals, focusing on how well persons are coping with and recuperating from the effects of the event upon them. Referral occurs when formal care and support is indicated. As emergency response professionals we constantly train to manage and mitigate a wide variety of emergencies. However, we train very little on how to manage the impact those emergencies have on ourselves. HFD provides CISM resources designed to help an individual, companies, or our entire Department better manage the after effects of a devastating event or accumulated stress. Keep in mind, they are intended to supplement, not replace, the strength found in having quality relationships within the HFD family during a time of tragedy.

400.07: Safety Belts and Securement of Equipment

This policy provides information whereby any occupant who is either the operator or passenger of any motor vehicle owned by HFD or HCCEMS is afforded protection from injury due to any motor vehicle accident. This policy applies to all members of HFD. It is the responsibility and duty of each member to strictly adhere to the procedure outlined in this policy.

All occupants of HFD or CCEMS vehicle shall wear seatbelts at all times that the vehicle is in operation except as permitted herein.

Ambulance:

- The only exception being when the EMT or Paramedic in the rear of the Ambulance must remain unbelted in order to render treatment to a patient. All patients will be secured with a seat belt if upright. Stretcher patients will be secured completely with all three sets of stretcher straps and the chest harness per the manufacturer's recommendation.
- All equipment weighing three (3) pounds or more shall be stowed or secured in an enclosure, bracket, mount, or other appropriate securing device.

Fire Apparatus:

- Items not used for the actual response to emergencies are to be secured in a compartment or NFPA compliant bracket. The exceptions to this are any part of PPE (coat, pants, gloves, boots, SCBA) and electronic/battery operated equipment such as monitors or flashlights. SCBA's shall be locked into a dedicated bracket.
- Loading of fire hose on an apparatus is acceptable as long as a spotter is available and is in visual and verbal contact with the operator.

400.08: Power Tool Operation Safety

Reference: OSHA Standard 1910 Subpart P, ANSI Z87.1

This policy shall establish requirements for personal protective equipment use while operating or in proximity of operating power tools and equipment. All members shall be responsible for following these requirements.

- Personnel working or in proximity of operating power tools and equipment shall wear protective clothing. Self-contained breathing apparatus may be unnecessary in some instances where respiratory protection is not required.
- Personnel working or in proximity to operating power tools and equipment shall utilize eye protection and additional protective equipment that may be provided with the power tools and equipment in order to provide the highest level of protection for the face and eyes.
- Personnel participating in training exercises using power tools and equipment simulating fire, rescue, or other emergencies, shall wear personnel protective equipment as would be required in an actual incident.
- All personnel working or in proximity of operating power tools and equipment, and not on an emergency scene, shall maintain proper levels of protection as mandated by OSHA regulations.

400.09: Hearing Conservation

As outlined in the HFD Health and Safety, it is the goal of HFD to identify those hazards that present potential injury to members and to approve methods to eliminate or reduce those risks. As a means of monitoring potential injury, an audiogram has been incorporated to monitor individual auditory acuity. Hearing loss commonly is the result of cumulative noise exposure. Due to the inherent dangers of the firefighting profession, which includes periodic exposure to noises produced by apparatus responding to and from incidents, and from equipment needed to perform tasks in both emergency and non-emergency operations, it is in one's best interest to use a means of protection designed to promote hearing conservation. Each station is equipped with hearing aid dispensers.

This policy shall identify some of the conditions that would warrant the use of hearing protection. The proper use of personal hearing protection will aid in reducing hearing loss due to cumulative noise exposure. Although it is not always practical, nor is it recommended to wear hearing protection during all phases of firefighting/rescue work, a common sense approach that is relative to the use of hearing protection would be an acceptable practice. Hearing protection is not designed to block all sound, but is designed to reduce noise levels to acceptable levels that will minimize damage to one's hearing.

The following conditions are examples of when hearing protection will be worn:

- Hearing protection will be worn while performing equipment checks. This will include, but not be limited to, generators, power equipment and horn/siren checks.
- Hearing protection will be worn while mowing.
- Hearing protection will be provided at each station and on apparatus.

Personnel subject to cumulative noise exposure of this nature will be personally responsible for the care, maintenance and accountability of this piece of personal equipment. Hearing protection devices shall have a noise reduction rating of not less than twenty-eight (28) decibels to be acceptable. It is recommended that all personnel take appropriate measures to prevent hearing loss while either on or off duty.

400.10: Roadway Visibility

All personnel operating at the scene of any incident on any roadway shall wear an article of HFD approved clothing of high visibility. Examples: Fire Department high visibility safety vest or an approved high visibility duty coat.

The Fire Department safety vest shall not be worn in place of firefighter protective clothing during incidents involving potential hazards (i.e. direct involvement in vehicle extrication or fire suppression activities). Once the hazard has been mitigated, members shall don their high visibility safety wear until the incident scene is cleared.

Bunker gear alone does not meet the standards in terms of high visibility safety apparel, if bunker gear is worn at the incident scene, a high visibility vest shall be worn over the bunker coat.

400.11 Work Performance Evaluation

Revised: 09/26/2024

Purpose and Scope:

The Candidate Physical Ability Test (CPAT) is the recognized standard for measuring an individual's ability to handle the physical demands of being a firefighter. The Kentucky Fire Commission and Hopkinsville Fire Department have adopted the CPAT as the performance test required for initial employment. Hopkinsville Fire Department has adopted a modified version of the CPAT to evaluate an employee's physical fitness. This modified version contains the same course outline and time limit. However, some of the rules have been altered. All personnel will be briefed prior to the exam on these alterations.

Fire Personnel Physical Fitness Standards:

1. All sworn personnel shall be afforded the opportunity to complete the HFD modified CPAT. Participation is voluntary. Sworn employees are encouraged, but not required to complete the course.
2. Personnel who complete the course according to the published guidelines set by the Chief for that year are eligible to proceed with the CEIP process.

2. Personnel who complete the course while weighted under 10 minutes and 20 seconds will be eligible to receive the HFD physical fitness ribbon.
3. Personnel who complete the course weighted and under the Chief's performance time will be eligible to receive two points on a promotional process held within a year of completion. Both CEIP and Fitness ribbon will be awarded also.
4. Personnel with less than 1 year of HFD employment are not eligible to receive the CEIP.

The initial CPAT certification required for employment cannot be used to obtain a ribbon.

EMS Personnel Physical Fitness:

1. EMS employee participation is optional. Those completing the HFD CPAT weighted and within 10 minutes and 20 seconds will obtain the physical fitness ribbon. However, it is encouraged that staff participate in physical wellness.

To receive an official CPAT certificate, the testing must meet all CPAT standards including pre-test requirements.

Remedial Training Program:

If employees fail to complete the physical fitness requirements, a peer fitness instructor or appointee will be assigned to assist the employee in improving physical fitness. The employee will be retested again no later than 3 months after the start of the remedial program.

400.12: Infection Control Program

Policy: It is the policy of the Fire Department to provide all members with the information, training, and equipment necessary to prevent the spread of infectious disease in the workplace, in compliance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030, and with NFPA 1581 *Standard on Fire Department Infection Control Program*.

Purpose:

The purpose of the program is to eliminate or minimize occupational exposure to blood or other potentially infectious materials (OPIM) in accordance with the OSHA Blood borne Pathogens Standard, and otherwise minimize or eliminate the risk of infection among personnel by complying with NFPA 1581.

Introduction:

The Fire Department recognizes the potential for its firefighters to be exposed, in the performance of their duties, to infectious and communicable diseases. To minimize the risk of exposure, the Fire Department has implemented this Infection Control Program.

The Infection Control Program will include standard operating procedures, initial and refresher training in infection control practices, a vaccination program, the provision of proper infection control clothing and equipment, decontamination procedures for clothing and equipment, procedures for the disposal of medical waste, a system for reporting and managing exposures, a system for tracking exposures and ensuring confidentiality, monitoring of compliance with the standard operating procedures, and the design of fire department facilities to minimize risk of infection.

In the emergency care setting, the infectious disease status of patients is frequently unknown by Fire Department personnel. All patients must be considered infectious. Blood and body fluid precautions must be taken with all patients.

To minimize the risk of exposure, the Fire Department will provide its members with proper infection control protective equipment, including disposable medical gloves, face masks, respirators, gowns, and eyewear, and will provide necessary cleaning and disinfecting supplies. The Fire Department also will provide initial instruction and continuing education in preventive health care practices so that fire fighters possess a basic awareness of infectious disease, understand the risk and severity of various types of exposures, and exhibit proper skills in infection control.

Standard prophylactic medical treatment will be offered to exposed members, and necessary immunizations will be made available to protect members from potential exposure to infectious disease. Exposure to infectious and communicable disease shall be considered an occupational health hazard, and any infectious or communicable disease contracted as the result of a documented workplace exposure shall be considered occupationally related.

Definitions

Airborne Pathogens: Microorganisms capable of producing infection and/or causing disease in humans after being inhaled.

Airborne Precautions: The level of protection that personnel are to use when there is the potential for airborne pathogens that may stay airborne for extended periods of time and maybe inhaled. Diseases that are included in this category are TB, measles, and varicella. Personnel shall use universal precautions, as well as a particulate respirator mask (N95) prior to making patient contact or entering an enclosed area that the patient may have contaminated. When examining or treating potentially high-risk respiratory patients, personnel will use full respiratory protection (particulate respirator mask, eye protection, and gloves). All three items must be worn as an ensemble in order to qualify as full respiratory protection.

Biohazard Bags: Red in color, display the universal biohazard symbol, are sufficiently sturdy to prevent tearing or breaking, and can be sealed securely to prevent leakage.

Blood: Human blood, human blood components, and products made from human blood.

Blood borne Pathogens: Pathogenic microorganisms that are present in human blood can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Clinical Laboratory: A workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry: Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps: Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy Blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Disinfect: A process used to inactivate virtually all recognized pathogenic microorganisms but not necessarily all microbial forms, such as bacterial endospore.

Engineering Controls: Controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the Blood borne pathogens hazard from the workplace.

Environmental Surface: Interior patient care areas, both stationary and in vehicles, and other surfaces not designed for intrusive contact with the patient or contact with mucosal tissue.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Foodborne Pathogens: Microorganisms present in food or drinking water that can cause infection and/or disease in humans.

Handwashing Facilities: A facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

HBV: Hepatitis B virus.

HIV: Human immunodeficiency virus.

Medical Gloves: Single- use patient examination gloves that are designed to provide a barrier against body fluids.

Needleless System: A device that does not use needles for:

- (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to blood borne pathogens due to percutaneous injuries from contaminated sharps.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials (OPIM): (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV- containing culture medium or other solutions and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Pathogens: Microorganisms such as bacteria, virus, or fungus that are capable of causing disease.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against hazard are not considered to be personal protective equipment.

Pocket Mask: A pocket-size double-lumen device that is portable and designed to protect the provider from direct contact with the mouth/lips or body fluids of a patient while performing artificial respiration.

Regulated Waste: Liquid or semi-liquid blood or other potentially infectious materials; items contaminated with blood or OPIM and which would release these substances in a liquid or semi-liquid state if compressed; items that are caked with dried blood or OPIM and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or OPIM.

Sharps: Any object that can penetrate the skin including, but not limited to, needles, lancets, scalpels, broken glass, jagged metal, or other debris.

Sharps with engineered sharps injury protections: A non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

Source Individual: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

Sterilize: Means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Structural Firefighting Gloves: An element of the protective ensemble for firefighters designed to provide minimum protection to the fingers, thumb, hand, and wrist.

Universal Precautions: An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

Work Practice Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Infection Control Program

- Exposure Determination: The Fire Department has determined that ***all personnel*** who respond to emergency incidents or otherwise engage in the delivery or emergency medical services are at risk or exposure to infectious diseases transmitted through blood and other potentially infectious materials, as well as airborne pathogens.
- The Fire Department has further determined that ***all personnel*** may be at risk of exposure to foodborne pathogens and other illnesses associated with eating, food preparation, cooking,

cleaning, living, and working in fire stations, as well as the use and maintenance of fire apparatus.

- Tasks and procedures at which personnel have an increased risk of the transmission of infectious diseases.
 - I. Personnel are at risk of increased risk from blood borne and airborne pathogens when:
 - a. Providing emergency medical care to injured or ill patients;
 - b. Rescuing patients from hostile environments, including burning structures or vehicles, water, contaminated atmospheres, or oxygen deficient atmospheres;
 - c. Extrication persons from vehicles, machinery, or collapsed excavations or structures;
 - d. Recovering and/or removing bodies from any situation cited above;
 - e. Responding to hazardous materials emergencies, both transportation and fixed-site, involving biohazards containing potentially infectious substances; and
 - f. The cleaning and disinfecting of patient care and training equipment.

Personnel are at risk of increased risk from foodborne pathogens when eating and drinking:

- Food prepared in fire stations
- At emergency scenes, or
- Otherwise while on duty and subject to having meals interrupted

Methods of Compliance

- Universal Precautions. Universal precautions shall be observed when members are exposed to blood or other potentially infectious materials (OPIM). Personnel shall treat all blood and OPIM as potentially infectious.
- Airborne Precautions. Airborne precautions shall be observed when members are exposed or potentially exposed to a patient with a disease capable remaining airborne, and being spread by inhalation, such as TB, measles, and varicella.
- Hand Washing
 - I. Hands and other skin surfaces shall be washed thoroughly as soon as possible under the following situations:
 - a. If contaminated with blood or other potentially infectious materials
 - b. After each emergency medical incident
 - c. Immediately or as soon as possible after removal of medical gloves or other PPE
 - d. After cleaning and disinfecting emergency medical equipment
 - e. After cleaning PPE
 - f. After any cleaning function
 - g. After using the bathroom
 - h. Before and after handling food, cooking, or touching cooking/food utensils
 - i. Hands and contaminated skin surfaces shall be washed with nonabrasive soap and water by lathering the skin vigorously, rubbing together all

lathered surfaces for at least 10 seconds, followed by thoroughly rinsing under warm running water.

- j. Where soap and running water is not available the area should be flushed with water or saline, and washed with soap and warm water as soon as possible.
- k. Hands shall be washed as soon as possible after medical gloves are removed, even if the gloves appear to be intact.
- l. Hand washing should be completed using appropriate facilities such as utility or rest room sinks. Hands shall not be washed in sinks where food preparation occurs.
- m. Where handwashing facilities are not provided, appropriate antiseptic hand cleansers in conjunction with clean cloth, paper towels, or antiseptic towelettes shall be used. Where antiseptic hand cleansers or towelettes are used, hands shall be washed with nonabrasive soap and running water as soon as feasible.

Personal Protective Equipment

- The Fire Department shall provide members with suitable personal protective equipment (PPE) to accomplish the objectives of this program, including disposable medical gloves, goggles, face masks, gowns, impervious shoe coverings, and N95 respirators.
- All PPE shall meet the requirements of NFPA 1999, *Standard on Protective Clothing for Emergency Medical Operations*, or provide equivalent protection that meets requirements of 29 CFR 1910.1030(d)(3).
- Personnel shall be responsible to select and utilize the appropriate PPE based upon the risks presented.
- Personal protective equipment will be considered “appropriate” only if it does not permit blood or OPIM to reach employees’ work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
- Medical gloves must be worn whenever members anticipate contact with blood or other potentially infectious materials (including whenever involved with emergency patient care). When multiple patients are present, members shall change gloves, if possible, after caring for one patient before beginning care on the next.
- To the greatest extent possible, the Fire Department shall provide latex-free medical gloves for use by all members at all times. When not feasible, latex-free or powder-free medical gloves shall be provided to members with a latex allergy or for members providing care for a patient with a latex allergy.
- Eye wear and face masks must be worn in cases where splashing of blood or other potentially infectious materials is anticipated and may come in contact with eyes, nose, or mouth.

- Firefighting turnout gear (including structural firefighting gloves, boots, head and face protection) shall be worn when working in areas containing sharp glass, metal, or other debris capable of puncturing or lacerating the skin of the patient, responder or both, as well as puncturing medical gloves.
- Contaminated disposable items must be discarded in a leak proof plastic biohazard bag that is red in color or marked with the international bio-hazard symbol.
- Members shall not handle personal items such as combs, pen, or cellular phones, touch door knobs, handles, or switches, nor drive apparatus, while wearing contaminated medical gloves. In the event that contact with such items should occur, members shall decontaminate and disinfect the surfaces contacted as soon as possible.
- Contaminated medical gloves should be removed as soon as possible and discarded in a leak proof plastic biohazard bag that is red in color or marked with the international bio-hazard symbol. Contaminated medical gloves shall not be disposed of by throwing them in normal trash or by leaving them at the incident scene.
- Prior to any contact with patients, members shall cover all areas of abraded, lacerated, chapped, irritated, or otherwise damaged skin with adhesive dressings.
- Members with extensive weeping dermatitis and/or open skin lesions on exposed areas shall be restricted from providing direct patient care or handling and/or decontaminating patient care equipment and devices.
- Any member who has skin or mucosal contact with body fluids shall thoroughly wash the exposed area immediately using water or saline on mucosal surfaces, and soap and running water on skin surfaces.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

Needles and Sharp Objects

- Members shall take precautions to prevent injuries caused by needles, knives, broken glass, razor blades or other sharp instruments, devices or debris which can puncture or lacerate the skin.
- Used sharps and sharp objects, such as needles, scalpels, catheter stylets, and other potentially contaminated sharp objects, shall be considered infectious and shall be handled with extraordinary care.
- Except for those sharps that are automatic or self-sheathing, needles shall not be manually recapped, bent, or broken.

- Following use, all sharps shall be placed immediately in sharps containers. In addition, any small, mobile sharp objects that are contaminated should be placed in sharps containers. Suitable precautions shall be taken to prevent injury from larger non-mobile contaminated sharp objects such as glass, jagged metal, etc.
- Sharps containers shall be located in all patient transport vehicles and shall be readily available in such items as drug boxes, trauma kits, and IV kits. Officers in charge of each apparatus are responsible to ensure this provision is complied with.
- Sharps container shall meet 29 CFR 1910.1030 (d)(4) and must be closable; puncture resistant; leak-proof on sides and bottom; and labeled or color-coded in accordance with paragraph (g)(1)(i) of 29 CFR 1910.1030.
- Reusable containers shall not be used.

Laundering of Uniforms and Clothing, and Cleaning of PPE

- Uniforms issued to personnel as well as non-uniform clothing worn by personnel are not considered to be protective clothing. Members shall take affirmative steps to don appropriate PPE to avoid any contamination of uniforms or non-uniform clothing with blood or OPIM.
- Members whose uniforms or other clothing is soiled by blood or OPIM shall change from the contaminated uniform or clothing to a clean uniform or clothing immediately, or as soon as possible.
- Contaminated uniform and non-uniform items should be handled by members wearing gloves, bagged in a leak proof plastic biohazard bag that is red in color or marked with the international bio-hazard symbol. Soiled uniform items shall be decontaminated by laundering according to the manufacturer's instructions.
- Contaminated personal protective equipment shall be placed in biohazard bags to be cleaned, laundered, or disposed of at no cost to the member.
- The use of washer-extractors in designated fire department facilities shall be for the sole purpose of cleaning and decontaminating PPE. Washer-extractors shall not be used for any other purpose.

Resuscitation Equipment

- Resuscitation equipment, including pocket masks, shall be available on all fire department vehicles that provide emergency medical operations.
- Resuscitation equipment shall be used by members performing airway management. Members are discouraged from giving direct mouth-to-mouth resuscitation.

- Pocket masks with one-way valves, disposable airways or resuscitation equipment are the preferred methods of treatment rather than mouth-to-mouth resuscitation.
- Durable equipment, such as face masks and resuscitation equipment, must be thoroughly washed, cleaned, decontaminated and disinfected with an approved disinfectant after each use.

Housekeeping

- All equipment and work areas shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
- Decontamination shall be performed with a department-approved disinfectant, with a 1:100 dilutions of bleach and tap water, or ¼ cup bleach to 1 gallon of water.
- The work area shall be cleaned with an appropriate decontamination/disinfecting agent as soon as possible after a spill of blood or any other potentially infectious materials.
- Wastebaskets and receptacles that are visibly contaminated shall be cleaned immediately, or as soon as possible.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure. This expressly includes the patient compartment of emergency medical vehicles, as well as any cleaning areas and disinfecting facilities in fire stations.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops where blood or other potentially infectious materials may be present. This expressly includes the patient compartment of emergency medical vehicles, as well as any cleaning areas and disinfecting facilities in fire stations.
- As part of routine daily inspection and cleaning of apparatus and equipment, all environmental surfaces that commonly could come in contact with blood or OPIM, directly or indirectly, shall be cleaned and decontaminated. These locations include the surface of door handles and latches, switches, oxygen valves, interior compartment doors, walls, seats, stretchers, and any other location that may reasonably be contaminated.
- Delicate equipment (radios, microphones, cardiac monitors, etc.) will be carefully wiped clean of any debris using hot soapy water, wiped with clean water, and then wiped with disinfectant or 1:100 bleach solution. Equipment will be allowed to air dry prior to next use.

Cleaning Areas

- The officer in command of each fire station shall designate a specific area for the cleaning of PPE, portable equipment, and other clothing.

- The cleaning area shall have ventilation, lighting, and drainage connected to a sanitary sewer system or septic system.
- The designated cleaning area shall be physically separate and remote from areas used for:
 - I. Cleaning of food and cooking utensils
 - II. Food preparation or eating areas
 - III. Personal hygiene areas (bathrooms)
 - IV. Sleeping quarters
 - V. Living quarters
 - VI. Disinfecting facility
 - VII. Laundry facility used for non-emergency linen, bedding, and personal clothing

Disinfecting Facilities

- Medical equipment shall not be disinfected at a fire station unless a designated disinfecting facility has been established.
- Disinfecting shall not be conducted in fire station kitchen, living, sleeping, or personal hygiene areas.
- Disinfecting facilities in fire stations shall be lighted, vented to the outside environment, have floor drains connected to a sanitary sewer system or septic system, and be designed in such a way as to prevent contamination of other areas of the fire station.
- Disinfecting facilities shall be equipped with rack shelving or nonporous materials.
- Shelving shall be provided above sinks to drip-dry cleaned equipment.
- All drainage from shelving shall run into a sink or drainage pan that empties directly into a sanitary sewer system or septic system.
- When personnel are disinfecting medical equipment, appropriate personal protective equipment shall be utilized, including the following
 - a. Splash-resistant eyewear
 - b. Cleaning gloves
 - c. Fluid-resistant clothing

Disinfectants

- All disinfectants shall be approved by and registered as tuberculocidal with the U.S. Environmental Protection Agency (EPA).
- Personnel shall exercise extreme care in the use of all disinfectants.

- Members shall be aware of the flammability and reactivity of disinfectants and shall follow the manufacturer's instructions.
- Disinfectants shall be used only with ventilation and while wearing appropriate infection control garments and equipment, including, but not limited to, cleaning gloves, face protection devices, and aprons.
- Disinfecting of medical equipment shall take place in a designated disinfecting facility in a fire station, or at a suitable facility in a hospital or medical facility.

Laundry

- Contaminated laundry, such as sheets, blankets, and towels, shall be handled as little as possible. Contaminated laundry shall be placed in a leak proof plastic biohazard bag that is red in color or marked with the international bio-hazard symbol.
- Contaminated laundry shall not be washed in areas designated for PPE or uniforms and clothing, but shall be taken to the facility designated for handling contaminated laundry.
- The contaminated laundry shall be placed in the appropriate linen bins at Jennie Stuart Medical Center.

Waste

- All contaminated or potentially contaminated waste shall be disposed of in accordance with EPA and state and local regulations.
- Waste may be disposed of at any medical facility with which the Fire Department has a disposal agreement, and/or at Jennie Stuart Medical Center, in the appropriate linen bins.
- Under no circumstances may contaminated waste, biohazard bags, sharps or sharps containers be left at an incident scene or disposed of with ordinary trash.

Vaccinations

- Hepatitis B vaccination will be made available to all personnel. The offer of vaccination will be made after members have received training regarding Hepatitis B. Members may decline to accept the Hepatitis B vaccination by signing a waiver which includes a statement that the member acknowledges the risks associated with contracting Hepatitis B have been explained.
- The statement shall include the following:

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

- Members who initially decline the Hepatitis B vaccination may at a later date decide to accept the vaccination. The members must be allowed to receive the vaccination at that time.

Significant Exposures

- A significant exposure occurs when blood or other potentially infectious materials come into direct contact with eyes, nose, mouth, into an open cut or by needle puncture injury, or through unprotected exposure to an airborne pathogen.
- If a member sustains a significant exposure to blood, other potentially infectious materials, or airborne pathogens, or experiences a situation where a significant exposure is likely to have occurred, the member will:
 - a. Comply with the requirements of this standard operating procedure relative to decontamination and post-exposure washing.
 - b. Report the incident to his/her on-duty officer/supervisor as soon as possible, who in turn will notify the assigned Infection Control Officer.
 - c. Complete a Infectious Control Form describing the incident completely. The report will specifically document the method of potential transmission of infectious disease.
 - d. The officer/supervisor will complete a first report of injury form.
 - e. The Officer/Supervisor will collect written statements by personnel that were involved and witnessed event.
- The member will immediately report to the Infection Control Officer to obtain:
 - a. Immediate medical guidance, evaluation, and, where appropriate, post-exposure prophylaxis. All medical interventions will be conducted at JSMC unless of an emergency situation
 - b. Appropriate, confidential, post-exposure counseling, if needed, will be conducted by the infection control officer or the Department Chaplain.

- to the on shift Commanding Officer shall notify the hospital and advise the hospital staff of the exposure or potential exposure. All required post-exposure medical evaluations and follow-up shall be provided and shall be confidential.
- When appropriate and permitted by law, a source individual's blood may be tested to determine the presence of HIV, Hepatitis B virus and/or such other infectious diseases as may be relevant. Pursuant to KRS 214.625, "A court may order an individual to be tested for human immunodeficiency virus only if the person seeking the test results has demonstrated a compelling need for the test result which cannot be accommodated by other means."
- When the source individual is already known to be infected HBV, HIV, or other infectious disease, the testing of the source individual's blood for these diseases need not be repeated.
- Results of the source individual's testing shall be made available to the exposed member and the member shall be informed of the applicable laws and regulations concerning the disclosure of the identity and infectious status of the source individual.
- The exposed member's blood shall be collected as soon as feasible and tested after consent is obtained. If the member consents to base line blood collection but does not consent to HBV or HIV testing, then a sample shall be preserved for at least 90 days. If the member elects to have the base line sample tested within this 90-day period, then the testing shall be done as soon as feasible after the request.
- Follow up testing, medical visits, prophylactic medications, and counseling arising from the exposure shall be provided at no charge to the member.
- The infection Control Officer shall be responsible to ensure these procedures are followed and will serve as a liaison with the Hospital, (serving as the Fire Department's "designated officer" as required by the Ryan White Comprehensive AIDS Resources Act of 1990 (PL 101-381)).
- The infection Control Officer form, first report of injury, and statements need to be emailed to the infection Control Officer, Fire Chief, Deputy Chiefs, and HR.

The Infection Control Officer shall serve as the exposed member's advocate to ensure the Hospital complies with the applicable law relative to medical care and information on the source patient. As necessary, the Infection Control Officer shall utilize the Fire Chief and the Fire Department's legal counsel for guidance and assistance.

Training:

- All personnel shall be provided with initial and periodic training on infection control, the provisions of this policy, and their responsibilities relative to infection control.
- Refresher training shall be provided at least annually and otherwise as frequently as is necessary to ensure compliance.
- The training program shall contain at a minimum the following elements: An accessible copy of the regulatory text of this standard and an explanation of its contents;
- A general explanation of the epidemiology and symptoms of blood borne diseases;
- An explanation of the modes of transmission of blood borne pathogens;
- An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;

- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment;
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employee is required to provide for the employee following an exposure incident;
- An explanation of the infection control signs, labels and/or color coding; and
- An opportunity for interactive questions and answers with the person conducting the training session.

Record Keeping

Medical Records

- Medical records are confidential and are not released without a member's expressed written consent to any person within or outside the Department, except as required by rule or law.
- Medical records must include a copy of the member's Hepatitis B vaccination record including the dates of the vaccination or copies of refusal forms.
- Medical records will be maintained in a file separate from the member's personnel file. Medical records will be maintained for the duration of the member's employment plus 30 years.
- A complete record of each exposure incident shall be maintained in a member's medical records as a secured file on the F: Drive by the infection Control Officer.

Health and Safety Database

- Infection and exposure data shall be maintained in a confidential database that is searchable to spot trends in infections and exposures
- The Infection Control Officer and the Fire Department Safety Officer shall be responsible for managing the database.

Training Records

The Department will keep a record of all training provided to its personnel. The training records will include the date and content of the training and a roster of member in attendance. The training records will be maintained for a minimum of three years from the date of training.

Responsibility

- All Members; It is the responsibility of each member to:
- Be aware of the types of infectious diseases that can be transmitted by blood or other bodily fluid
- Actively participate in infection control training provided by the Fire Department
- Use PPE provided by the Department as appropriate for the conditions encountered
- Maintain apparatus, equipment, stations, facilities, and clothing in such a way as to minimize the risk of infection to him/herself or other members

Officers/Supervisors

- It is the officer/supervisor's responsibility to monitor the activity of members to ensure that the provisions of this policy are complied with.
- Any officer/supervisor observing non-compliance with this policy or observing a potentially hazardous condition involving blood or other potentially infectious materials must immediately correct that condition, or if not possible, report the condition to his/her supervisor.
- This provision applies to all officers/supervisors and acting officers irrespective of rank.

Department Administration

- It is the responsibility of the Fire Department administration to ensure compliance with 29 CFR 1910.1030, and NFPA 1581; to provide personal protective equipment to those members with occupational exposure.
- The Fire Chief shall appoint an Infection Control Officer. In the absence of the Infection Control Officer, the duties of the Infection Control Officer shall be carried out by the Fire Department Safety Officer, or such other officer as the Fire Chief may determine appropriate.
- The Infection Control Officer, in conjunction with the Fire Department Safety Officer, shall review the Infection Control Program at least annually, and recommend to the Fire Chief such changes as are necessary.

The Infection Control Officer

The Infection Control Officer shall have primary responsibility to manage the Infection Control Program, coordinate significant exposure investigations, ensure that the Fire Department administration complies with the requirements of 29 CFR 1910.1030 and NFPA 1581, and submit written recommendations to the Fire Chief and the Fire Department Safety Officer for improvements to training, equipment, policies and procedures to better effectuate the Infection Control Program.

- The Infection Control Program shall be posted in a conspicuous location within the Department, and copies (digital or hard copies) shall be available to each member of the department at their station.
- The Infection Control Officer and the Fire Department Deputy Chiefs will ensure that each significant exposure is documented, that the member receives appropriate medical care, and that the exposure is investigated/evaluated to determine if it could have been avoided. An evaluation of the circumstances will be conducted to determine policies, procedures, or protective equipment should be amended or changed to avoid future significant exposure incidents.

- The Infection Control Officer will ensure that training to all members with occupational exposure is completed annually.
- The Infection Control Officer and the Fire Department Safety Officer are jointly responsible for monitoring the compliance of all members, including officers/supervisors, with this standard operating procedure, and related procedures.
- The Department administration will be responsible for maintain all medical and training records in the required manner.

Miscellaneous Provisions

Kitchen and Cooking Areas

Kitchen in fire department facilities shall include the following appliances:

Range/Oven

- At least one refrigerator capable of providing cold storage at a temperature of 3°C (38°F) or lower, and freezer storage at a temperature of -18°C (0°F) or lower
- Dishwasher capable of supplying water for washing at 60°C (140°F)
- Fire station kitchen and food preparation areas shall comply with the following:
- All food preparation surfaces and all surfaces directly used for holding or hanging food preparation containers and utensils shall be of a nonporous material.
- The use of wood countertops and/or cutting boards, including so-called “butcher block” surfaces is prohibited.
- Shelving shall be provided above sinks to drip-dry cleaned food preparation containers.
- All drainage from shelving shall run into a sink or drainage pan that empties directly into a sanitary sewer system or septic system.
- All fire station kitchens shall have either double-basin sinks or two sinks.
- A sprayer attachment shall be provided to facilitate washing and rinsing.
- Sinks, adjacent countertops and dish drainage areas, and splash guards around the sink shall be of a nonporous material.
- Perishable food requiring cold storage shall be kept at a temperature of 3°C (38°F) or lower.
- Perishable food requiring freezer storage shall be kept at a temperature of -18°C (0°F) or lower.
- Food that has been removed from its original packaging shall be kept in tightly sealed food containers or wrapped in plastic food wraps.
- The kitchen shall have a clearly visible sign posted in a prominent location reminding members to wash their hands.
- Food preparation and storage shall meet local health standards.

Sleeping Areas:

- Fire station dormitory and sleeping areas shall provide a minimum of 5.6 m² (60 ft²) of floor space per bed.
- Ventilation, heating, and cooling shall be provided in sleeping areas.
- Bathroom doors, sinks, faucets, soap dispensers, and other bathroom fixtures shall be designed to prevent to minimize the spread of contaminants.
- Each bathroom shall have a clearly visible sign posted in a prominent location reminding members to wash their hands.
- Bathrooms shall meet all state and local standards.

Miscellaneous:

- All fire stations and fire department facilities shall comply with occupational safety and health regulations, health and infection control laws, regulations, and standards for public use facilities.
- Personal protective equipment shall be stored in a dedicated, well-ventilated area or room.
- Potentially contaminated PPE shall not be stored in personal clothing lockers or taken into station living quarters.
- PPE shall not be worn or brought in areas used for the following:
 - I. Food preparation and cooking
 - II. Living
 - III. Sleeping
 - IV. Recreation
 - V. Personal hygiene

400.13: Ballistic Vest

To provide EMS and Fire crews with the best physical security currently available, ballistic vest are provided to crews. The following, is a guide as to when ballistic vest will be worn. Such incidents include but are not limited to:

- Active Shooting scenarios where the assailant is still on the scene
- Active gang/crowd violence
- Hostage situations
- Crowd disorders with shots fired
- Assault in progress
- Suicidal subjects with a deadly weapon
- Gunshot victims
- Any situation where the Officer or the crew feels that ballistic vests could be needed.
- Officers will not discourage the wearing of a ballistic vest on a scene that does not fall under preceding criteria.
- Because the vests are considered a special secured/protected item; any missing vest must be reported to the Shift Commander immediately. The Shift Commander will find the serial number and report the missing item to Chief, Deputy Chief, and Hopkinsville Police Department.

400.14: Standby/ Stage Calls

Periodically, HFD will be dispatched by ECC to “Standby” or “Stage” while police agencies are trying to serve warrants, secure scenes, etc. The following policy will be used by all officers as a guide to best utilize HFD resources and at the same time, provide the resources and support that Law Enforcement may need.

When dispatched by ECC for a Standby call the OIC will:

- Acknowledge page
- Alert ECC that all units will stage “in house” or at a safe location closer to the scene.
- Shift Commander will monitor PD radio traffic and relocate to ECC if it appears a long timeframe may be required, or relocate with HPD if a clear and specific IC post has been established.
- Shift Commander will determine when/if any HFD units will move from “in house” to another location for staging.

- The Shift Commander may dispatch a District Officer to make contact with the HPD Incident Commander on scene to gather more information. This should only be done when a clear and specific IC post has been established by HPD.
- The Shift Commander will make sure that no HFD units that are in a staging area, are left in place for a lengthy amount of time. The time units are released will be determined by the OIC.
- The OIC will need to take a common sense approach due to all calls being different. Be flexible, protect your crews and always be ready.

400.15: Physical Fitness

Purpose:

To promote physical fitness and readiness for strenuous activity under adverse conditions for all sworn employees of Hopkinsville Fire Department, and to reduce/minimize the chances of injuries and health problems. This goal strives to advance overall health and wellness, mentally and physically, and help provide longevity for personnel.

Scope:

All sworn Hopkinsville Fire Department personnel, assigned to Suppression Division must adhere to the following policy. It is the responsibility of everyone to maintain physical and mental fitness. This policy is not intended to discipline personnel for poor fitness.

Policy:

Thirty minutes of physical fitness is required of all sworn-duty Fire Personnel. Physical fitness shall be conducted every shift except for Sundays and National Holidays. Other shift dates may be altered at the discretion of the Shift Commander. To be eligible these conditions must be met:

1. Daily physical fitness training cannot be utilized as fire training and will not contribute to annual state training requirements. Records of physical fitness will be entered into Emergency Reporting under an event tab, and it is the responsibility of the company officer.
2. Companies utilizing Headquarters or Station 5 fitness rooms must coordinate "cover downs" to ensure adequate coverage of their assigned response area. During this time, stations will be "Last-out" but may still be subject to calls based off volume or specific apparatus need.
3. All members of a company must be genuinely involved in physical fitness for 30 minutes.
4. Companies will be allowed to travel out of their normal response area if necessary (high school tracks, other stations, Etc.). However, this must be approved by the Shift Commander.
5. ALL Personnel shall remain professional and be a positive representative of HFD while in public.
6. The company will be "last-out" for 30 minutes. Preparation for physical activity, warm up, cool down, recovery time and travel to and from the activity site will not be included in the 30 minutes.
7. Officers in charge may end last-out status at any time if necessary.
8. Company Officers shall place their assigned apparatus to "Unavailable" during physical fitness and must continuously monitor HFD Dispatch. Upon completion, Company Officers must place their assigned apparatus to "Available."
9. EMS (Emergency Medical Services) Personnel physical fitness is optional. "Last-out" status will be attempted if possible. EMS Personnel shall place their assigned ambulance to "Unavailable" during physical fitness and must continuously monitor HFD Dispatch. Upon completion, EMS

personnel must place their assigned apparatus to "Available." If a 911 call is dispatched and there are no other available ambulances, that crew will be required to end last-out and respond.

10. All workouts are to be concluded by 1900 to allow for down time.
11. Personnel will be responsible for maintaining radio contact during workouts.
12. No water workouts are permitted.
13. Sworn Administrative personnel are required to perform 2-3 hours a week of physical exercise.

Standard daily fitness to include:

1. Warm up and stretch for 10 minutes.
2. No less than 30 minutes' strength and/or cardiovascular training.
3. 10 Minute cool down/stretching.

Records:

Command Staff will be responsible for ensuring that all station personnel conduct the required physical fitness training daily. Fitness training shall be recorded as an event in Emergency Reporting. Company Officers will be responsible for ensuring that personnel are performing to a required fitness standard. Battalion Chiefs and Captains are responsible for completing the daily shift fitness training. Time of day may be altered due to daily duties. Company Officers will document physical fitness training as an event in Emergency Reporting. This must be completed within a reasonable amount of time and must be reviewed by Command Staff.

Sworn Administrative staff shall document physical fitness when completed.

Dress Code:

1. Crews shall wear only HFD T-Shirts in Good condition, Officer has final say on condition.
2. Solid Navy Blue or Black Shorts/work out pants shall be allowed without any vulgar or obscene wording or graphics.
3. Only approved HFD head apparel shall be allowed.
4. Tennis shoes or equivalent shall be worn during the exercise period.
5. No bunker boots or pants are to be worn during an inside workout.

Responding to Emergencies:

1. If a crew is dispatched for an Emergency, they shall remove tennis shoes and don their bunker pants and boots.
2. At NO point shall tennis shoes and work out shorts/pants be acceptable for on-scene attire.
3. Disciplinary action will be taken for unacceptable attire.

400.16: Chaplaincy and Mental Wellness Program

The purpose of this guideline is to describe the duties of the Fire Department Chaplain and Chaplain Services and is a summary of what may be required in any given situation. The Chaplain must remain constantly alert and sensitive to the needs of the Fire Department, its employees, the situation and the means he/she must employ to meet those needs.

- Scope:
 - I. This guideline applies to all Fire and EMS personnel and the Fire Department Chaplain. The Fire Department Chaplain is encouraged to offer his/her services to other fire departments, but when doing so, should adhere to the standards and practices of this policy with regards to the chain of command, incident command, and the confidentiality of the Fire Department Chaplain Services with Hopkinsville Fire Department personnel being the priority.
- Emergency Situations:
 - I. The Chaplain should respond when contacted by command staff or at his own discretion and should report at the scene to the Incident Command Post. When at the scene, the Chaplain should be under the command authority of the incident commander. The Chaplain should display proper credentials and should be readily identifiable as the Chaplain. The Chaplain should don protective clothing when and where the situation is warranted under other existing policies. The Chaplain should respond as follows:
- To the scene when:
 - I. Working fire or incident at the general alarm or greater is in progress Critical incident is in progress.
 - II. Critical injury or death to a firefighter is reported.
 - III. The incident involves a victim that is a member of a fire department employee's family.
 - IV. Whenever the incident commander determines that the services of the Chaplain may be of value in the ongoing emergency operation. This may include situations where:
 - V. The victim or family is highly emotional or unstable.
 - VI. Care is needed for the family of the victim while treatment is underway.
 - VII. The victim or the family requests the services of a chaplain or clergy.
 - VIII. The incident commander feels the presence of the Chaplain would be of benefit to the victim or to department personnel.
- On-the-Scene Duties:
 - I. Provide appropriate victim assistance to free the incident commander as he or she gives directions.
 - II. Provides comfort and counsel.
 - III. Referral to appropriate community agencies for assistance.
 - IV. Help contact person(s), family member(s), etc. The Chaplain should find out a victim's church or religious preference and attempt to notify the pastor or church as requested.

- V. Provide appropriate assistance to firefighters engaged in firefighting activities within the cold zone of the incident (i.e., bottle changes, retrieving equipment, assist engineers, assist scene command etc.).
 - VI. Watch for signs of physical or emotional stress.
 - VII. Assist in providing firefighting needs in rehab.
 - VIII. Advise the Incident Safety Officer whenever it is felt that a firefighter/EMT(s) needs to be relieved from emergency operations.
 - IX. When required assist in fire suppression and/or overhaul.
- Post-Emergency Duties:
 - I. Conduct follow-up to ensure victims are receiving necessary assistance as needed or directed by the Incident Commander.
 - II. Assist the incident commander in assuring that firefighter's needs are being met in the areas of on-the-job injuries, critical incident stress, etc.
- Routine Duties within the fire department:
 - I. Visit all stations and shifts.
 - II. Visit hospitalized department members and members of their families.
 - III. Participate in training, as requested by the Fire Chief and Deputy Chief of Operations to maintain required CEU for EMS, Firefighter Hours, and Fire Chaplain hours.
 - IV. Be available for helping or counseling members of the department in times of stress or difficulty.
 - V. Assist when requested by any division of the department in their programs.
 - VI. Attending fire department functions.
 - VII. Conduct funeral/memorial and other related clergy services as needed and requested.
 - VIII. Serve as a member of the Critical Incident Stress Debriefing team if required, or as directed by the Fire Chief.
- Duties outside of the fire department:
 - I. Represent and interpret fire department goals and concerns to the churches and religious institutions of the community.
 - II. Assist when requested with public events or public information needs.
 - III. As time permits, and as requested, conduct extended ministry to victims and their families.
 - IV. Assist when requested by any Hopkinsville City employee for the services of a chaplain or clergy.
- General Guidelines for the Chaplaincy:
 - I. The 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 Chaplain must be for the advantage for every member of the department, regardless of his or her nationality, race, sex, or religion.
 - II. Any communication a person makes to the Chaplain is on a strictly confidential basis and should not be released to department members or any other person. Any fire personnel may go to the Chaplain without having to notify his or her supervisor or anyone else. The Chaplain is obligated to report to proper authorities anytime the Chaplain believes immediate harm may come to a member.

- III. Firefighters from mutual aid departments should be considered employees while operating at emergency scenes. However, any follow up or additional contact should be made in conjunction with the mutual aid fire department's policy or guidelines, if any, and through that organization chaplain, if provided.
- Confidentiality
 - I. Communication between the employee and the chaplain is confidential. Integrity must be a priority and confidentiality must be maintained to ensure the success of the program. At no time will any information or conversations be shared with any staff employees, officers, or peers without the expressed consent from the employee. This will be a zero-tolerance policy held to the highest level of scrutiny.
 - II. **All communication in reference to a person's behavioral health is strictly confidential except for the following circumstances:**
 - a. The person provides information revealing risk of harm to themselves or others.
 - b. The person waives his/her right to confidentiality.
 - c. The person provides information of criminal activity or intended criminal activity (e.g., a crime against another person or a threat to public safety).
 - d. The person reveals an intent to defraud or deceive an investigation of an incident.
 - e. The above categories only represent parameters and are not designed to be all-inclusive. A general principle for the chaplain to follow is to inform the person, prior to discussion, what the limitations and exceptions are regarding information revealed in the session. In those cases, where a question of confidentiality arises, the chaplain shall advise the Deputy Chief of Operations or the Department Fire Chief of the circumstances concerning the incident and what has been done to resolve the problem.

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 11/2015

Revised Date: 9/1/2021

POL # 500 Driving Procedures

Purpose **The purpose of this policy is to outline the procedures to be followed by personnel while operating any motor vehicle in their official capacity. To reduce or prevent vehicle accidents, this policy will apply to all employees.**

500.01: Safe Operation of Fire Apparatus and Emergency Care Units

Reference KRS 189.940

Drivers of fire apparatus and EMS apparatus shall drive, maintain, clean and attend to the operational condition of the apparatus and all tools, equipment and devices therein. Any condition requiring the attention of a repair shall immediately be reported to the Company Officer.

Drivers shall at all-time exercise due regard and careful judgment in the operation of department vehicles and shall conform to instructions issued regarding the protection of the vehicles.

Occupants shall not change any clothing or dress while apparatus is in motion.

Apparatus responding to alarms shall travel at a careful and prudent speed not greater than is reasonable and proper, having due regard for traffic, surface and width of the street and other existing conditions. Company Officers shall ensure the speed of their apparatus is consistent with the size, weight, and mechanical condition of the apparatus and in no case shall they allow greater speed than will permit the apparatus to be brought to a stop within the assured cleared distance ahead. Company Officers shall hold drivers responsible for any reckless driving.

All warning lights, running lights, headlights and sirens shall be on and in operation while responding to all emergency runs per KRS 189.940. These devices shall be in operation while responding to all runs unless otherwise directed. When directed to proceed to an incident using the silent alarm procedure, the apparatus shall be driven as in normal driving and not as an emergency response.

Company Officers and EMS personnel shall proceed with their apparatus to calls for service by the most direct route. All personnel shall familiarize themselves with traffic control regulations, traffic congestion, obstacles and other conditions that may cause a delay.

Drivers shall not pass another apparatus of HFD going in the same direction without communicating this maneuver and obtaining permission from the other apparatus before doing so.

When approaching any intersection with either a changing light or a red light against the apparatus, a stop light, a stop sign, or a railroad crossing not equipped with flashing warning gate, the driver shall bring the apparatus to a complete stop and the apparatus shall not proceed until a safe crossing can be made. Full consideration shall be afforded multiple traffic lanes, weather conditions, conditions of streets and roads, and speed of approaching vehicles. In no case shall they accept the signal of a person other than a Police Officer.

When two HFD apparatuses arrive at an intersection at the same time, radio communication must be established on who will proceed first.

Drivers shall account for equipment removed from apparatus while working at an incident. The driver shall advise the Company Officer of any missing or broken equipment when discovered.

Prior to moving any vehicle, the driver shall ensure that all doors are secured and no obstacles are present. If a spotter is being used, the spotter is also required to meet this standard.

500.02: Apparatus Ground Guide

HFD specifies whenever a Fire Apparatus or Ambulance is moving in reverse, moving in tight quarters, or backing into the station, at least one person shall provide ground guidance for the driver of the apparatus. The only exceptions to this is during EMS incidents where no spotter is available due to patient care. In these cases, it is preferred that the ambulance be positioned in a manner that would reduce backing. This policy does not include other HFD vehicles but is recommended when possible.

Ground Guidance comprises the following techniques:

Use of one ground guide:

- The driver will follow the ground guides commands
- Before an apparatus moves in reverse, the ground guide will complete a three sided check of the apparatus to ensure clearance. At a minimum, the three sides include the driver's side, passenger side, and rear of the apparatus. It is preferred to complete a 360 degree walk around of apparatus when feasible.
- Before the driver moves the vehicle in reverse, the driver must check both side mirrors to ensure clearance and to gain site of the spotter.
- The ground guide shall be visible to the driver in the driver's side rearview mirror
- The ground guide shall insure a safe course of travel for the apparatus
- The ground guide and driver shall maintain visual contact with one another at all times. If the driver loses sight of the ground guide; the driver must bring the vehicle to a complete stop immediately
- Continuation of movement occurs when the driver and ground guide have regained visual communication with each other

When a second ground guide assists in apparatus movement:

- The second ground guide shall be located near the passenger side front bumper of the apparatus

- The driver shall use the front guide alternately with the rear ground guide. However, the rear ground guide remains in charge of vehicle movement
- The front ground guide may make any movement signals necessary
- The two ground guides shall work together

When operating at night ground guides shall use a flashlight or portable light to assist in visibility.

500.03: Roadway Safety

This procedure identifies parking practices for HFD apparatus that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep Firefighters safe while exposed to vehicle traffic.

It is the policy of HFD to position apparatus at the scene of emergencies in a manner that best protects the work area and personnel from vehicle traffic and other hazards.

Position the apparatus in a manner that will protect the scene, patients, emergency personnel, and provide a protected work area. Where possible, angle the apparatus 45 degrees away from the curb with the wheels directed away from the scene. Apparatus positioning must allow for adequate parking space for other apparatus (if needed), and a safe work area for emergency personnel. Allow enough distance to prevent a moving vehicle from knocking fire or ambulance into the work area.

When possible, position ambulances with the loading area angled away from oncoming traffic. Utilize larger apparatus when possible to help protect the ambulance and the scene.

At intersections, or where the incident may be near the middle of the street, two or more sides of the incident may need to be protected. Where apparatus is limited, prioritize the blocking from the most critical to the least critical.

For first arriving engine companies where a charged hose-line is needed, angle the engine so that the pump panel is on the opposite side of on-coming traffic when possible. This will help protect the pump operator.

Apparatus equipped with directional arrows, shall utilize these devices as to indicate desired direction of travel.

During daytime operations, leave all emergency lights on to provide warning to traffic.

For nighttime operations, turn off headlights when possible if not needed to illuminate the scene. This will help reduce the blinding effect to approaching traffic.

500.04 Drug Screen Procedures for Accidents

To provide standard procedures to do drug screening in the event of an accident.

Shift Commanders are responsible for the implementation and follow through of the procedures set forth in this SOP and the City Handbook. Personnel health and safety is a priority and should not be delayed. This policy does not supersede any medical aid.

Moving Accident:

If a moving accident (with damage) occurs, you will need to:

- Immediately get a Law Enforcement Incident Report, if applicable
- Contact the Deputy Chief HR will be notified by Admin staff.
- Reference Post-Accident Testing Policy in City Handbook to determine if testing is required.
- Get a drug screen for any employee who is injured.
- Get pictures of all damage and attach them to incident form.
- Fill out an Accident Form and have the crew write a narrative.
- Fill out a First Report of Injury if applicable.

Non-Moving Accident

If a non-moving accident occurs, you will need to: (i.e., someone runs into a parked ambulance)

- Immediately get a Law Enforcement Incident Report, if applicable
- Contact the Deputy Chiefs and HR will be notified by Admin staff.
- Get a drug screen for any employee who is injured.
- Get pictures of all damage and attach them to incident form.
- Fill out an Accident Form and have the crew write a narrative.
- Fill out a First Report of Injury if applicable.

Shift Commanders may send an employee to get tested on any accident, but if the vehicle was parked and there were no injuries, the Shift Commander has the option to not send the employee.

500.05: Vehicle Damage Reporting

Accurate and completed reports related to the incident shall be the responsibility of the District Officer in charge of that area. The reports shall be reviewed by the Shift Commander who shall forward the report to the Deputy Chiefs.

The following steps must be completed to ensure the accurate and complete documentation required:

- Notify your immediate Supervisor.
- The Shift Commander shall inform the Deputy Chiefs of the incident.
- Law Enforcement shall be dispatched to the scene, if applicable, to fill out a police report.
- An Officer shall obtain a copy of the report.
- An Officer shall photograph the incident scene and any damage to the vehicle. All photographs shall be included in the report.
- The driver or crew involved in the accident shall write an incident narrative explaining exactly what happened and what caused the incident.

500.06: Home Fleet Vehicles

Reference: Employee Handbook

The purpose of this policy is to establish guidelines to ensure high standards of performance, response, and uniformity of the fleet of vehicles operated by HFD.

Assignment of Home Fleet Vehicles:

The primary criterion for vehicle assignment is departmental need. The responsibility and procedure for the issuance of HFD home fleet vehicles is through the Chief. This office has the administrative responsibility to receive, issue, and/or revoke vehicles assigned to HFD personnel

Maintenance:

- Supervisors shall be responsible for monitoring vehicles within the Home Fleet Plan and determining if vehicle abuse exists. Vehicle abuse is defined as using the vehicle in a manner that will cause excessive wear or damage to the vehicle.
- Fire personnel assigned a home fleet vehicle shall be responsible for the proper care of the vehicle. This includes checking vehicle fluid levels, the scheduling of general maintenance, and vehicle cleanliness. All damages resulting from vandalism, collisions, or acts of God (example: weather related damage) are to be reported to the Chief.
- If vehicles assigned to the home fleet require towing or assistance, the City Maintenance Rep shall be contacted unless the situation is causing an emergency.

Use of Home Fleet Vehicles:

Fire personnel who are assigned a home fleet vehicle may use them off duty as well as on duty. These personnel will be participants in a program designed to promote fire prevention, fire/EMS administration and or to enhance the response to emergency incidents in Hopkinsville and Christian County. The use of an HFD vehicle while off duty is a privilege. Vehicle use is not an automatic fringe benefit or right of employment. This privilege is subject to revocation at any time. The use of home fleet vehicles shall be conditioned upon safe driving habits, proper performance of duty.

- The following general guidelines apply to vehicle use:
 - I. Only authorized personnel are permitted to operate the fire vehicle.
 - II. All personnel shall exercise good judgment in utilizing HFD owned vehicles so as to avoid unfavorable comment or negative reflection upon the HFD.
 - III. Fire personnel shall not park any HFD vehicle in prohibited parking areas unless required to do so in response to a dispatched call, or an emergency.
 - IV. When not operating at an emergency incident, all applicable traffic and parking laws shall apply.
 - V. The key shall not be left in the ignition of any unattended vehicle unless on an emergency scene with lights operating. Doors should be locked if reasonable.
 - VI. Unattended vehicles must be locked at all times.
 - VII. HFD owned vehicles may not be utilized in off-duty employment.
 - VIII. During off-duty use of the home fleet vehicle, the HFD two-way radio will be turned on, and the appropriate channel monitored.
 - IX. Off-duty personnel are not restricted as to passengers in their assigned vehicle.
 - X. The safety of passengers rests solely with the fire personnel operating the vehicle.

- XI. Fire personnel and passengers are required to use seat belts while riding or operating HFD vehicles
- XII. When transporting, in any fire vehicle, a child forty inches (40") in height or less, the child shall be properly secured in a child restraint system of a type meeting federal motor vehicle safety standards.
- XIII. When transporting a child six (6) years of age and under that is between forty inches (40") and fifty inches (50") in height, the child booster seat. A child restraint system may also be may also be used for these children.
- XIV. Fire personnel shall be responsible for proper appearance and conduct of passengers riding in home fleet vehicles at all times on and off-duty.
- XV. Proper and suitable attire shall be worn by fire personnel and passengers at all times during off-duty use of a home fleet vehicle.
- XVI. Fire personnel who will be absent from work for a period longer than two (2) weeks, shall turn their vehicle and keys in to their supervisor for storage and emergency use, either on the first day of the leave or on the day preceding.
- XVII. No bumper stickers, signs, or decals, etc. are to be placed in or on an HFD vehicle without written approval from the Fire Chief.
- XVIII. No alcohol beverages shall be consumed in or transported in home fleet vehicles.

500.07: Engineer Requirements

This policy provides the minimum requirements for a Fire Fighter to be considered for the role of Engineer of a Fire Apparatus. To be considered an Engineer for the City of Hopkinsville Fire Department, the position will require the Fire Fighter to have met the following criteria as of January 1, 2022:

- Instructor 1
- NFPA 1002 Driver Operator certification (All Engineer assignments)
- NFPA 1002 Aerial Operator certification (Ladder and Tower assignments)

These are the minimum requirements a Firefighter must obtain. The Company Officer shall ensure each Engineer meets or exceeds these standards.

Even though a Firefighter possesses all requirements, it is the decision of the Battalion Chief to allow a Fire Fighter to be an Engineer.

The Fire Chief may at any time modify the minimum requirements.

500.08: Fuel Card Use

Each HFD vehicle is issued its own fuel card. When purchasing fuel for a HFD vehicle this card must be used. The vehicle mileage must be entered as well as the employee's PIN number.

Trouble Shooting:

- If an employee needs a PIN number or has issues with their PIN number they must go through the Chain of Command to receive or confirm their Pin number.
- If the employee's PIN number will not work at the pump, a transaction can be completed at the cashier.
- If a fuel card is missing or cannot be found, contact the Chain of Command.
- The fuel card will be canceled and a new card will be issued.
- Employee's issued PIN shall not be shared

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

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POL # 600 Communications and Photography

Purpose Establish efficient telephone, email, and radio communications as well as to ensure that appropriate information is shared and provide for a responsible Fire and EMS system.

600.01: Station Telephone Etiquette

This SOP outlines proper telephone procedures for use within the HFD:

- Answer all calls promptly
- Identify your location, rank, and name. Example: Station 2, FF Smith speaking.
- Speak clearly
- Take notes if necessary
- If the caller requests information which will take a significant amount of time to gather, tell the caller you will return their call as soon as possible with the requested information
- Be courteous
- When placing a call, individuals shall identify themselves by rank and name.

600.02: Radio Communications and Mobile Data Terminals

Radio Communications

In order to improve radio communications and to standardize radio procedures, the HFD shall utilize "Plain Talk language".

Mobile Data Terminal

The Mobile Data Terminal (MDT) Procedures Policy governs how the MDTs should function in conjunction with the CAD/MDT interface and radio procedures.

Employees will only utilize software programs that are required to perform their assigned duties. Misuse of the MDT will lead to disciplinary action.

Operations

- The MDT must properly reflect the current status of the fire or EMS unit.
- Units will acknowledge calls for service over the radio and check the MDT for all available information regarding the call. The units must ensure that the call viewed on the MDT is the call assigned.

- The MDTs receive updated call information automatically. Dispatch will review updated information and provide any new critical data over the radio and MDT.
- Responding units will give any critical information via radio. This includes scene size-ups, assistance, air medical, etc. Critical data requires the attention of the dispatcher and shall not be completed by “Blind calling”.
- Response statuses such as Responding, On Scene, Transporting, Cancellation, Complete, etc., will be announced via radio in conjunction with the status tabs on the MDT.
- When “Responding/En Route,” units are to give the location in which they are responding and the complaint/incident type. (“Medic 11 responding to 123 Blue Street for Chest Pains” or “Ladder 1 responding to 123 Blue Street for a Structure Fire”)
- Ambulance mileages must be logged by personnel according to the Patient Care Report requirements.
- All safety checks “PARS” and responses must be given verbally over the radio.
- Units may close their own calls with the correct disposition.
- Personnel must understand that the MDT is not a replacement for ECC. Personnel must relay the information via radio if the MDT fails to operate appropriately or data cannot be promptly logged into the system.
- On Sunday morning, all MDTs and Wifis must be restarted.
- At no time, other than if a restart is necessary or required, should the MDT be turned off when the unit is in service.
- If the unit is out of service for an extended period of time, the surface pro and Wifi should be turned off.
- Drivers are not permitted to utilize the MDT while the vehicle is in motion.
- 911 re-assignments should be completed by ECC.

Administrative Messages and Queries

Units have the ability to send messages back and forth to dispatchers or other units. All messages must be considered public record and must be business related and appropriate in nature.

Time stamps are logged when accessing historical data. No one is permitted to look at historical data unrelated to their duties.

Software and File Installation/Modification

The installation of software programs and other files, as well as the manipulation or alteration of current software, is governed by the City’s Information Technology Security Standards. Personnel are not permitted to install any data on the MDT without prior approval.

Release of Information

MDT data is subject to the “Kentucky Open Records Act.” Personnel shall not release information displayed on the MDTs.

600.03: Notification of Chief Officers

Shift Commanders or his designee, shall notify the Fire Chief and Deputy Chiefs of any unusual or major incidents.

These incidents include (but are not limited to) the following:

- Structure fire where a supply or attack line is used
- Structure fire where an injury or fatality has occurred
- Structure fire where a rescue is/may take place
- Mass casualty events
- Large Haz-Mat incidents
- Any incident where there can/will be public interest
- Any incident where a firefighter has been injured
- Any incident that may generate more than usual media attention
- Any incident that involves city property

The Shift Commander can ask ECC to make contact with the Chief and Deputy Chiefs for notification. However, the Shift Commander must confirm that ECC has made contact with at least 1 of the Chiefs. If ECC cannot make contact with at least 1 Chief, then the Shift Commander must attempt to call.

Making contact with the Chief Officers should in no way hinder or slow any aspect of the operation.

If no means of phone or radio contact is able to be confirmed with the Chief or Deputy Chiefs, the Shift Commander should send a unit that is non-essential to the Chiefs or Deputy Chiefs residence to make contact.

Officers are encouraged to call anytime they feel that a Chief should be notified for any reason.

600.04: Notification of Fire Inspector/ City Fire Marshal

It is the policy of Hopkinsville Fire Department, for shift Officers, to notify the Fire Inspector/City Fire Marshal of the department of any fire or alarm causing a business an interruption of service.

These incidents include (but are not limited to) the following:

- Fire Fatality
- Business structure fire
- Business alarm problem that has become a nuisance
- Business structure fire where an Injury or fatality has occurred
- Business structure fire where a rescue is/may take place
- Mass casualty event where a business or public event is involved
- Large Haz-Mat incidents
- Any incident where there can/will be public interest
- Any incident that may generate more than usual media attention

The Shift Commander (or his designee) can ask ECC to make contact with the Fire Inspector/ City Fire Marshal for notification, but the Shift Commander must confirm that ECC has made contact. If ECC

cannot make contact with the Fire Inspector, the Shift Commander will call the Fire Inspector with the specifics of the call.

Making contact with the Fire Inspector should in no way hinder or slow any aspect of the operation.

Officers are encouraged to call anytime they feel that the Fire Inspector should be notified for any reason.

600.05: Apparatus Wireless Telephone Usage

This policy defines the responsibilities and proper usage of HFD wireless telephone equipment assigned to engine, ladder, and emergency care units. Its purpose is to provide consistent guidelines for the utilization of wireless telephone equipment in use by HFD.

- Wireless telephones have been supplied to all ambulances and officers to provide a means of communications with Officers, Fire Dispatch, and receiving hospitals.
- Communications to Fire Dispatch shall be initially attempted utilizing the Public Safety Radio System.
- If portable coverage is unsuccessful then communications should be attempted utilizing a mobile radio.
- If contact with Fire Dispatch is not possible utilizing the radio system, then use of the wireless telephone is authorized.
- Individuals operating vehicles shall utilize a hands-free device.
- It is preferred that individuals not operating a vehicle use the telephone if possible.

This equipment shall only be used for official HFD operational business.

The wireless equipment shall remain on the assigned apparatus, turned on, and in a charged state. This will allow the unit to be operational at all times and allow contact from an Officer, Fire Dispatch, and hospitals as needed.

Equipment that is continually charged will have poor battery life. Cycling of the equipment from the battery charger to battery is recommended.

Malfunctioning wireless equipment shall be reported, tagged and then delivered to the Shift Commander.

Any equipment that is missing or not operational shall be noted in Halligan and reported to the respective Chain of Command.

600.06: Cellular Telephone Usage

To prevent distractions in the workplace and help ensure the safety and privacy of all personnel and the patients we serve, it shall be the policy of HFD to limit cellular telephone usage while on duty.

Personal cellular telephones are permitted to be carried while on duty, but must be placed on silent mode while treating patients, in a training class, and while attending a meeting.

Personal cellular telephone usage shall not interfere with any HFD on-duty operations.

Personal electronic devices may be carried in a safe area on the person that does not interfere with the physical requirements of the job, will not fall off, or cause others to be distracted by the presence or appearance of the device. Damage to a personal cell phone caused by work-related conditions is not the responsibility of the City of Hopkinsville or the Hopkinsville Fire Department.

600.07: E-mail Communications

It is the policy of HFD that members use the computer e-mail system and calendar as a recognized form of communication within HFD. Important information is frequently conveyed by means of e-mails and calendar postings. At a minimum, all members shall check their e-mail within a reasonable time from the start of shift and respond appropriately. The Company Officer shall check the calendar as soon as practical after the start of the shift to see if activities for the company have been scheduled for the day.

HFD, in general, cannot protect users from receiving e-mail they may find offensive. Vulgar, sexual, or any type of harassment, intimidation, or annoyance will not be tolerated in any fashion. Users are strongly encouraged to use the same personal and professional courtesies and considerations in any form of E-mail as they would in other forms of communications with HFD.

Tag lines or signature lines have become popular in most e-mail programs. The content of these lines must be kept appropriate for business use. Advertisements and URL links are not allowed.

The following disclaimer must be added to the signature line for all employees:

This e-mail, including attachments, may include CONFIDENTIAL AND PRIVILEGED information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately.

Sending e-mail under names or addresses other than the users own officially designated e-mail address is prohibited.

600.08: Photography and Video Recording

The purpose of this policy is to manage photographs and electronic images taken by fire department personnel in accordance with state law, in such a way that the privacy rights of department personnel, patients, victims, and the public are preserved; that evidentiary concerns related to such images are protected; and the professional image of the department is maintained and to comply with the Kentucky Open Records Act of 1992.

Definitions

- *Images:* Photographs, digital photographs, digital images, video recordings, or electronic files containing a graphic image or series of images, as well as any digital reproductions or copies of such photographs, digital photographs, digital images, video recordings, or files. This definition shall extend to derivations of the term images, including image, imagery and imaging.

- *Digital imaging device:* Any device capable of producing a digital image, including but not limited to a digital camera or digital camcorder.

On-Duty:

- Personnel are prohibited from using a non-department owned camera, video recorder, audio recorder, or the camera/video/audio function of a non-department owned cellular phone, PDA, or any other digital imaging device to record patient encounters or other sensitive materials. The Fire Chief may grant an exception to this rule on an individual basis.
- Except as provided in Paragraph 1 above, all images taken by department personnel while on-duty shall be taken using department owned equipment.
- Only personnel who have been trained on compliance with this policy and who have been approved by the Fire Chief shall be permitted to take images pursuant to this policy.
- On-duty personnel shall only take images that are of business related matters and events for purposes of incident documentation, evidence, training, investigation, and/or public relations.
- All images taken shall be preserved and shall not be deleted without the written permission of the fire chief or his/her designee, except as permitted by the record retention policy.
- All images taken by on-duty personnel are the sole property of the department, and are under the control of the Fire Chief or his/her designee. This specifically includes any images taken inadvertently by any on-duty member with a non-department owned camera, cell phone camera, or any other digital imaging device. Any member who inadvertently takes such an image shall report the fact immediately through the chain of command. Members shall not be disciplined for inadvertent violations that are duly and immediately reported.
- Personnel are expressly prohibited from taking any images of another person in any location where a person has a reasonable expectation of privacy, including a bathroom, bedroom, locker room, changing area, or any other location where a reasonable person would believe that he or she could disrobe in privacy, without being concerned that his or her undressing was being photographed, filmed, or videotaped by another; or a place where one would reasonably expect to be safe from hostile intrusion or surveillance.

Responding to, operating at, and returning from, incident scenes:

- Fire department personnel are prohibited from using non-department owned cameras, video recorders, audio recorders, or the camera/video/audio function of a non-department owned cellular phone, PDA, or any other digital imaging device while responding to, operating at, or returning from, any incident. Any member who inadvertently takes such an image at an incident scene shall report the fact immediately through the chain of command to the incident commander at the earliest possible opportunity. Members shall not be disciplined for inadvertent violations that are duly and immediately reported.
- On-scene photography/video taken by on-duty personnel shall be for incident documentation, evidentiary, training, investigation, and/or public relations purposes only, and taken by or with the approval of the incident commander in charge of the scene, using approved department equipment, or as approved by the fire chief.
- The taking of imagery shall not interfere with nor delay operational activities, except to the extent that imagery of a fire's cause and origin may require overhaul to be momentarily delayed.
- All photographs and video containing individually identifiable patient information shall be presumed to be covered by HIPAA and state privacy laws and shall be protected in the same manner as patient care reports and medical documentation.

Handling and Preservation of Images:

- Fire department owned images shall not be used, printed, copied, scanned, e-mailed, sent via text message, forwarded, posted, uploaded, shared, reproduced or distributed in any manner, except as provided herein. This prohibition specifically includes the posting of any images on personal Web sites such as, but not limited to: Face Book, Myspace, or YouTube; posting to public safety Websites; or e-mailing to friends, relatives, colleagues, or other third parties.
- All fire department digital images as described in this policy shall be downloaded from the digital imaging device as soon as possible after they are taken, and will be cataloged and stored in a secure database with controlled access.
- All images will be downloaded as soon as practical in the HFD "F" drive
- Images will be placed under the "FIRE CAM VIDEOS" folder
- The folder selected should reflect the year in which the video was recorded
- Name of specific file will be by address/date/ Station #. (i.e. 123 N. Main 12/14/2017 #3)
- Notify chain-of-command up to Deputy Chief that a recording has been added.
- Digital imagery that has evidentiary value, including vehicular accidents involving department vehicles, fire scenes showing evidence of cause and origin, incident scenes showing the locations of victims, fire code violations, etc., require that a Chain of Custody form be initiated by the photographer and forwarded with the imagery.
- Digital images in the secured database shall not be accessed by any party, or altered via any software product or utility such as Photoshop, unless express permission is granted in writing by the Fire Chief or his/her designee. If permission to alter a photo is granted, the original photo shall not be altered in any way, and any copies that are altered shall be appropriately identified and documented as to being an altered copy. The details of the alteration including what was done (cropped, lightened, darkened, etc.), the name and rank of the member performing the alteration, and the time and date of the alteration, shall be noted and preserved.
- The use of fire department images shall be subject to approval of the Fire Chief or his/her designee. Prior to the release of any image, the image shall be evaluated by the Fire Chief or his/her designee to ensure that the release will not result in a breach of patient confidentiality or breach of privacy, and that the release will, in all other respects, be lawful.
- The use of unauthorized helmet cams and dash cams is strictly prohibited, and shall be considered a serious disciplinary breach for the employee involved and any officer who permits such use.
- Use of department cameras to take images for personal purposes is strictly prohibited.
- Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.

Off Duty:

- Off-duty personnel who respond to incidents to which this department responds, who are: in uniform; are identifiable as members of this department by virtue of the clothing they are wearing; or who utilize their credentials or identity as a member of this department to access areas of the incident scene that are not open to the public, shall be required to comply with all of the requirements of this policy for any images they may take.

Personal photo exception:

- This policy shall not apply to photos taken by on-duty personnel with a personally owned device for purely personal and non-business purposes, including photos of friends and family members during a fire station visit, and co-workers posing for a group photo.

- This exception shall not apply to imagery taken at emergency scenes, training events, or during other official activities of the department, nor shall any such photo be taken if it may have any training, operational, documentation, or evidentiary value.
- Imagery taken pursuant to this exception shall not contain profanity, nudity or partial nudity, horseplay, hazing, harassment, be offensive, or depict vulgar or sexually suggestive images.
- Imagery taken pursuant to this exception shall not be used or sold for profit.
- Any photo taken pursuant to this exception that captures business related matters of the department that make it subject to the public records law, shall be considered to be a department owned photo and must comply with the procedures required for department owned photos, including the need to archive and the need to request formal permission to use.

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 03/2020

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POL # 700 Social Media

Purpose The purpose is to provide guidance to Hopkinsville Fire Department employees to clarify the boundaries between appropriate and inappropriate use of social media by fire department personnel and to provide guidelines on the management, administration, and oversight. This policy addresses social media in general terms as technology will outpace our ability to discover emerging technology and create policies governing its use. The inappropriate use of social media may lead to actual harm and disruption to the department in terms of the public's perception of the organization as willing to render services to them.

700.01: Social Media

Engaging in social media and social networking activities is a form of speech. Nothing in these rules is intended to unlawfully restrict a member's right to discuss as a private citizen, matters of public concern, nor engage in concerted activity with co-workers. Members have an affirmative obligation to avoid being perceived as a spokesperson for the Hopkinsville Fire Department.

Facebook, Twitter, Instagram, and other social media outlets and systems are available and used by many people, including fire department personnel, and the fire department itself. Social media provides a valuable means of assisting the department in meeting community education, community information, fire prevention, and other related organizational and community objectives. This policy identifies possible uses that may be evaluated and used as deemed necessary by the fire chief. The fire department recognizes the role that social media tools may play in the personal lives of department personnel. The personal use of social media can affect fire departmental personnel in their official capacity as firefighters. This policy provides guidance of a precautionary nature as well as restrictions and prohibitions on the use of social media by department personnel. The department endorses the secure use of social media to enhance communication and information exchange, streamline processes, and foster productivity with its employees.

Definitions

- *Blog*: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.
- *Harassment*: is the systematic and/or continued unwelcome actions of one party or group intended to demean, threaten, intimidate, or alarm another party or group.
- *Hate speech*: is speech that attacks a person or group on the basis of attributes including race, ethnic origin, national origin, skin color, gender (including status as pregnant or nursing), religion, disability, age, or sexual orientation, indicating a level of intolerance or hostility that is incompatible with a commitment to serve all members of the community.
- *Post*: Content an individual share on a social media site or the act of publishing content on a site.
- *Profile*: Information that a user provides about himself or herself on a social networking site.
- *Social Media*: A category of Internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites: Facebook, Instagram, Twitter, YouTube, Wikipedia, blogs, and other sites (there are many social media sites and this is only a representative list.)
- *Social Networks*: Platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- *Speech*: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or any related forms of communication.
- *Spokesperson for the department*: an employee/member who makes a statement: on behalf of the department; in his/her capacity as an employee or member of the department; or in such a way that it may reasonably be attributed to the department as opposed to making the statement as a private citizen.

Strategic Policy:

- Determine strategy
 - I. Each social media page shall include an introductory statement that clearly specifies the purpose and scope of the department's presence on the website.
 - II. Social media page(s) shall link to or reference the fire department's official city website.
 - III. Social media page(s) shall be designed for the target audience(s) such as the community, civic leadership, employees, or potential recruits.
- Procedures
 - I. All fire department social media sites or pages shall be approved by the fire chief and shall be administered by the fire chief or his designee.
 - II. Social media pages shall clearly indicate they are maintained by the fire department and shall have the department logo and contact information prominently displayed.
 - III. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies of the city.
 - IV. Social media content is subject to open public records laws.
 - V. Relevant records retention schedules apply to social media content.
 - VI. Content must be managed, stored, and retrieved to comply with open records laws.
 - VII. Social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
 - VIII. Social media pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and

- personal attacks.
- IX. Social media pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

Department-Sanctioned Use

- The following rules apply to department personnel acting as a spokesperson for the department via social media outlets:
 - I. The use of department computers by department personnel to access social media is prohibited without authorization.
 - II. Shall conduct themselves at all times as representatives of the department and shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
 - III. Shall identify themselves as a member of the department.
 - IV. Shall not post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, responses, activities, or work-related assignments without express permission from the fire chief.
 - V. Shall never post photos of EMS patients treated by the fire department.
 - VI. Shall not conduct political activities or private business.
 - VII. Shall not use personally owned devices to manage the department's social media activities or in the course of official duties.
 - VIII. Shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

Potential Uses

- Social media is a valuable tool when providing information about:
 - I. road closures
 - II. special events
 - III. weather emergencies
 - IV. updates on fire department programs and activities
 - V. major ongoing events in the jurisdiction that affects the entire community
 - VI. Employment Opportunities – Persons seeking employment and volunteer positions use the Internet to search for opportunities.
 - VII. Background Checks – For authorized members to conduct a background check on potential employees or volunteers.
 - a. Candidates applying for employment must sign a release document enabling the department to conduct a background check using any resource including social media.
 - b. The department has an obligation to include Internet-based content when conducting background investigations of job candidates.
 - c. Searches should be conducted by Human Resources or with permission from the fire chief and only for the purposes of providing possible background material on an employee candidate.
 - d. Information pertaining to protected class status shall be filtered out prior to sharing any information found online with decision makers.

- e. Persons authorized to search Internet-based content shall be deemed as holding a sensitive position and shall keep and treat all information found as confidential.
- f. Search methods shall not involve techniques that are a violation of existing law.
- g. Vetting techniques using social media as one of many resources to provide valid and up to date information shall be applied uniformly to all candidates.
- h. Every effort must be made to validate Internet-based information considered during the hiring process.
- i. An Internet search shall not be the only mechanism used to provide background information on a possible candidate.

Personal Use, Precautions, and Prohibitions

Department personnel shall adhere to the following when using social media:

- Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performance of their duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department. No member, while speaking as a private citizen on a matter of public concern, shall speak in such a way as to cause actual harm or disruption to the mission and functions of the department.
- Members may speak on a matter of public concern as a spokesperson for the department only with permission through the chain of command.
- As public employees, department personnel are cautioned that their speech either on or off-duty, and in the course of their official duties that has a connection to the employee's professional duties and responsibilities, may not be protected speech under the First Amendment.
- Speech that violates this policy may form the basis for discipline if deemed detrimental to the department.
- Department personnel shall assume that their speech and related activity on social media sites will reflect upon their position within the department and of the department.
- Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the fire chief.
- Department personnel shall use good judgment, moral conduct, and adhere to the professional standards and code of conduct of the fire department if they elect to do the following on personal social media pages or outlets:
 - I. Identify themselves as a member of the department and/or display department logos, uniforms, or similar identifying items on personal web pages.
 - II. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a firefighter, fire officer, employee, or member of the fire department.
 - III. Understand that when using social media, anything they say or post becomes a permanent part of the World Wide Web.
 - IV. Personnel who elect to identify themselves as a member of the fire department shall post a disclaimer that they do not represent the fire department in any official capacity.
- Adherence to the department's code of conduct is required in the personal use of social media.
 - I. When engaging in social media or social networking activities, all personnel will

maintain a level of professionalism in both on-duty and off-duty conduct that is consistent with the honorable mission of our department.

- II. Members shall not engage in speech that is false, deceptive, libelous, slanderous, misleading, obscene, sexually explicit, expresses bias against any race, any religion, or any protected class of individuals, or causes harm to others, including speech that constitutes hate speech, or harassment, nor shall members discuss protected or confidential matters of the fire department, including:
 - a. matters that are under investigation
 - b. patient and employee information protected by HIPAA or medical confidentiality laws, or
 - c. Personnel matters that are protected from disclosure by law.
- III. Department personnel may not divulge information gained by reason of their position or authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the fire department without express written authorization from the fire chief.
- IV. Department personnel should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation to include:
 - a. Publishing or posting private facts and personal information about someone without their permission that has not been revealed previously to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - b. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 - c. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
 - d. Department personnel shall understand that privacy settings and social media sites are constantly changing, and shall never assume that personal information posted on such sites is protected.
 - e. Department personnel shall expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
 - f. On-duty members discussing incident and/or work related matters in social media may inadvertently trigger public records requirements under the Kentucky Open Records Act of 1992.

Violations

- Reporting violations.
 - I. Any employee becoming aware of or having knowledge of a posting or of any website or webpage in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.
 - II. Violation of this social media policy may result in disciplinary action up to, and including, termination in accordance with the fire department's disciplinary action policy.

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 01/2020

Revised Date:

POL # 800 Community Relations

Purpose Provide the outline for care, handling, and use of the Public Education Canine and to provide guidance with community relations events.

800.01: HFD Public Education Canine

Definitions:

Handler: A Firefighter employee assigned to care for a canine.

The duties and responsibilities of the handler and the canine are outlined as follows:

- Organization
 - I. The Hopkinsville Fire Department handler shall be comprised of a sworn fire department member.
 - II. Handlers and the canine shall be designated by the Fire Chief or his designee. The fire department canine is owned by the Hopkinsville Fire Department.
 - III. A handler that is assigned by the Fire Chief or his designee, will fulfill a commitment of complete care of the canine.
 - IV. The canine shall be one rank higher than the handler that is assigned to them.
 - V. Designated handler will receive 2 hours of pay per pay period for off-duty care of the canine unless a back-up handler is being utilized while the designated handler is unable to care for the canine short term.
 - VI. At any time that the handler decides that they no longer want to be a handler of the canine, the canine and all items purchased by the fire department will be turned in to the Fire Chief or his designee.

Operational Procedures

- The handler and canine may be available to listed events but not limited to:
 - I. Scheduled station tours
 - II. Public education events at schools
 - III. Christmas programs
 - IV. Parades
 - V. HFD special events
 - VI. When the handler is on shift, the canine will be assigned to that station with the handler.
 - VII. The canine will be secured in a kennel while the handler is unavailable at the station.
 - VIII. At the direction of the Fire Chief, the canine will respond with handler on emergency and non-emergency runs once the canine has completed obedience training.
 - IX. The handler shall coordinate with the Fire Chief, Fire Inspector, or PIO of when the canine will be utilized at public events
- Reporting requirements

- I. Handlers are responsible for completing reports in Emergency Reporting when the canine is used at events.
 - II. The handler shall maintain any training, performance, medical, and any activity records for the canine.
 - III. If the canine has bitten any person or personnel, it shall be reported to the Fire Chief or his designee immediately. Pictures will be taken immediately and an injury report shall be completed.
- Care and Maintenance
 - I. It is the responsibility of the handler to insure that the assigned canine is properly groomed, well-fed, receives appropriate health care, and satisfactorily completes a continuing schedule of maintenance training.
 - II. Canine will only be fed department approved food in the manner specified by the canine's veterinarian.
 - III. When on-duty, the handler will keep the assigned canine under their supervision and control.
 - IV. When off-duty, handlers will keep the assigned canine confined in departmentally approved, secured kennels or under control of the handler.
 - V. Handlers are responsible for the canine's actions on and off duty.
 - VI. Department members who care for the canine when the handler is absent will adhere to this policy.
 - VII. Canines shall not be used for breeding, participation in shows, field trials, exhibitions or other demonstrations or off-duty employment unless or except as authorized by department policy or by the Fire Chief.
 - Home Kenneling
 - I. Handlers must live in a single family dwelling with a suitable yard. Handlers must agree to allow representatives of the department on their property for the purpose of inspecting the area where the canine is kenneled.
 - II. Canines must be kept at the home of their handler in department approved kennels.
 - III. The kennel must be kept clean and sanitary at all times.
 - IV. Canines will be securely kenneled or under the direct control of their handler while off-duty.
 - V. The handler and the handler's family must realize that the canine placed in the care of the handler is a twenty-four-hour responsibility.
 - VI. A canine must not be allowed to roam at will.
 - VII. Any changes in the living status of the handler that may alter the lodging or environment will be reported to the Fire Chief or his designee immediately.
 - Retirement of Canine
 - I. The Fire Chief or his designee shall retire the canine upon the receipt of a written report from a qualified veterinarian advising that the canine is no longer fit for Fire Department events.
 - II. Upon retirement of the canine, the handler to whom the canine is currently assigned will be transferred ownership of the canine through the City of Hopkinsville if they wish to take ownership and responsibility of the canine.
 - III. Upon transfer, promotion, or retirement of the handler, the handler may be transferred ownership of the canine through the City of Hopkinsville if a decision is made not to retain the canine for another handler.
 - IV. The canine will be retired at the time the canine is unable to perform the necessary functions of the Fire Department.

- V. Upon transference of ownership, the handler will be responsible for any and all costs of the canine care.
- Public Exhibitions
 - I. Demonstrations and public exhibition requests shall be directed to, coordinated through, and approved by the Fire Chief or his designee. All reasonable efforts will be made to accommodate public exhibition requests.
 - II. Handlers may regularly be requested to make adjustments in their work schedules to accommodate demonstrations and exhibitions.
- Press Relations
 - I. All communications with members of the media during a canine event, should be strictly controlled. All such communications will only be authorized by the Fire Chief or his designee.

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

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POL # 900 General Operations

Purpose **Ensure that Fire and EMS Operations occur in a safe and efficient manner.**

900.01: EMS Incidents at a Fire Station

If a member or civilian at a fire station becomes ill, injured, incapacitated, or enters a fire station seeking assistance, the following procedures are to be implemented:

- Immediately institute appropriate emergency medical care.
- If an emergency care unit is in the fire station, transfer patient care to the EMS crew. Notify Fire Dispatch of the incident and the response status of each unit in the station.
- If no emergency care unit is in the station, immediately institute appropriate patient care and notify Fire Dispatch of the incident, request the help needed and state the response status of each unit in station.
- Notify the District Officer and Battalion Chief if HFD personnel are involved.
- Assist the emergency care unit crew upon their arrival.
- Advise Fire Dispatch when the fire company(s) becomes available.
- Complete all required reports and records.
- Enter the incident in the station daily logbook.

900.02: Request for Service

Any Request for service from the public using the 911 system shall be dispatched from the Hopkinsville Emergency Communications Center (ECC) using the current paging system, radio, land-based phone or cell phone. Any request shall be acknowledged by a member of HFD/CEMS, and steps taken to respond immediately.

In the event of a system failure or need to schedule non-emergency medical transportation, HFD/CEMS will provide a contact number to ECC and will be always monitored by a member of the command staff.

In the event these two systems fail, the Shift Commander will be available to facilitate resources for requests for service.

900.03: Incident Command System

The Incident Command System (ICS) provides an incident management tool. ICS will be utilized on all emergency situations ranging from a minor incident involving only a few companies to a major incident involving several agencies. It will be the first arriving company's responsibility to establish the ICS.

Definitions:

Command: Responsible for developing the strategic goals for control of an incident.

Operations: Responsible for implementing the tactical assignments to meet the strategic goals established by the Incident Commander (IC). When the Incident Commander establishes an Operations Officer, designated leaders shall communicate with OPERATIONS rather than COMMAND.

Planning: Responsible for the collection and evaluation of information important to the incident which leads to an Incident Action Plan (IAP).

Logistics: Provides services and supplies needed to support incident tactical operations.

Finance: Meets departmental or other agency's fiscal or budgetary needs.

Rehab: Safe area at the incident site that provides a means for personnel to break from the action and replenish equipment.

Staging: A designated area for apparatus and personnel to locate and maintain a state of readiness.

Agency Response Location: A separate safe area away from the incident where resources such as utilities, media and other needed agencies can meet and confer.

Public Information Officer (PIO): A person familiar with HFD Policy Statements and Standard Operating Procedures. This person also offers information relevant about the incident to the media or interested parties.

Division: Responsible for operations within an assigned geographic area. Examples include:

- Division A (Alpha) - The front of the building
- Division B (Bravo) - The left side of the building
- Division C (Charlie) - The rear of the building
- Division D (Delta) - The right side of the building
- Roof Division- The operations on the roof
- Division 3- The 3rd floor operations in a high-rise building

Safety Officer: It will be HFD's policy to have a District Captain designated as Safety Officer, Lieutenants can/shall be used as a safety officer as deemed necessary by IC to insure the safety of personnel as well as the public.

Group: A functional designation to conduct a specific task such as search and rescue. A Group can operate in coordination with any Division. Examples include:

- Ventilation Group
- Extrication Group
- Search and Rescue Group
- EMS Group
- Hazardous Materials Group
- Interior/Attack

Branch: Established to maintain span of control over a few Divisions or Groups. A Branch must have at least two Divisions or Groups.

Accountability (Act) Officer: Person responsible for tracking the location and actions of personnel by use of the status board. This person should be located near the point of entry.

Command Post: An area where the Incident Commander can optimally see at least two sides of the incident and where command staff can find and communicate with the IC.

Liaison: Serves as a contact point for all agencies.

The benefits associated with the ICS make this an ideal management tool for any incident encountered. Some of these benefits are:

- **Span of Control:** COMMAND will be communicating with 3 to 7 with 5 being optimal.
- **Safety:** With the ICS, companies are given strategic objectives and stay together as a team. When an assignment has or cannot be completed, OPERATIONS is notified, and a new assignment is given. This assures that OPERATIONS is aware of what is being accomplished on-scene and plans can be adjusted, as needed providing safety to the crews and civilians around the incident. Companies and individuals must use self-discipline and stay with their crews until reassigned by OPERATIONS. The Company Officer will be held accountable for maintaining company integrity. No freelancing.
- **Communications:** COMMAND communicates with designated staff reducing radio traffic. In the event an emergency occurs, needless transmissions will not interfere with radio transmissions from COMMAND/OPERATIONS. Companies operating under a Division or Group Supervisor shall communicate with that supervisor.

The Incident Command System is a long term, all-hazard concept for improving incident management. When used correctly, the ICS does several things on the scene including, but not limited to, the following:

- Develops overall Incident Action Plan
- Eliminates freelancing.
- Properly places and uses resources.

- Increases firefighter safety.
- Enhances professional image of the fire department.

The ICS is designed to begin from the time an incident occurs until the requirement for management and operations no longer exists.

- The Incident Commander can apply equally to the first arriving company up to and including the Fire Chief depending upon the situation. It is important to mention that this basic management system is always present at all incidents. However, the functional and staff positions represent areas of responsibility with pre-established relationships only, not necessarily personnel.
- The Incident Command System consists of five functional areas defined as follows:
 - I. Command
 - II. Operations
 - III. Planning
 - IV. Logistics
 - V. Finance
- In addition, the IC is responsible for the following three staff positions:
 - I. Safety
 - II. Liaison
 - III. Public Information Officer
- At most incidents, all functional and staff responsibilities are carried out by one person acting as the IC, with no delegation necessary. In the ICS, only one person is in command, therefore, everyone knows who determines the overall strategy. This reduces confusion and increases Firefighter safety. As the incident escalates, the system expands, which ensures that span of control is maintained at a manageable level.
- If an emergency becomes complex and requires the involvement of several agencies or departments, the ICS shall be further expanded to follow NIMS standards. In this situation, the Operations section would be divided into levels of responsibilities called Branches.

900.04: Incident Chain of Command

The first arriving Officer shall be designated the initial Incident Commander (IC).

Command of an incident shall be transferred from the level of first arriving officer to the highest-ranking officer or Shift Commander. If possible, the initial IC shall update the District Officer or Shift Commander on the situation and initial IAP (Incident Action Plan).

Command of an incident shall be transferred from the level of Battalion Chief up to and including the Fire Chief by the following sequence:

- The higher-ranking Officer expresses to the current IC that he is taking over as IC.
- The current IC provides an update to include the following:
 - I. What has happened or the type of incident?
 - II. Incident action plan (strategy and tactics)
 - III. Current unit's/resources operation, status, and location
 - IV. Firefighters/Civilians injured or trapped.
 - V. Actions to control the incident with available resources.

- The higher-ranking officer assumes command. This transfer of command will be transparent to all companies. The IC may reassign the replaced IC at their discretion to another command responsible

900.05: Incident Safety Officer

Purpose: This SOP establishes guidelines for the position of Incident Safety Officer during a training exercise or in an emergency incident.

Scope: All fire personnel at the scene shall always operate under command and comply with the provisions of this SOP.

Command and Control: This SOP is at the direction of the Fire Chief and is the responsibility of the on-scene Incident Commander (IC) and shall be used when HFD Safety Officer is not on-scene.

Content: Safety is a function of Incident Command. The IC may maintain direct control of this responsibility or may assign it to another person as the incident develops. The Incident Safety Officer shall be thoroughly familiar with emergency scene operations and HFD procedures.

The appointed Incident Safety Officer should wear a designated vest or identifiable apparel if available, with protective equipment that is appropriate for the area that will be occupied.

The Incident Safety Officer is free to move around at the scene to monitor all operations provided communication is maintained with the IC. The Incident Safety Officer should communicate all safety concerns through Command, Division, or Group Supervisors unless an immediate hazard is observed or suspected.

The following list contains some areas that should be addressed by the Incident Safety Officer:

- Offensive or defensive operations
- Use of personal protective gear
- Rehab of personnel
- Signs of structural collapse
- Non-fire hazards such as electricity, natural gas, hazardous materials, etc.
- Emergency evacuation of a structure or area in accordance with SOP 230.01.
- Coordinating with HPD to establish an emergency incident perimeter to prevent entry of non-fire personnel in order to minimize the risk of injury or interruption of on-scene operations.

As the incident begins to wind down, Command may wish to re-assume the function of safety.

900.06: Accountability System

Purpose: This SOP will outline the types of incidents that require the implementation of the Accountability System.

Scope: This SOP will explain how the Accountability System is implemented. The components of the system and maintenance of these components will also be discussed.

Command and Control: Compliance with this SOP is the responsibility of all Incident Commanders (IC), Company Officers, and Firefighters.

Shift Change Procedure:

At the beginning of their shift, each company member, except for the Engineer shall affix their nametag to the accountability board on the apparatus to which they are assigned.

- The Company Officer's nametag shall be placed first or upper most on the passport followed by members of the crew. When a person's name is placed on the Accountability Board (AB), that person is on duty and is expected to respond with that apparatus.
- The Engineer shall keep their nametag on their helmet until assigned to a task or company. Each company member shall remove their nametag from the AB at the end of their shift or at any time they will not be responding with the apparatus.
- Station Officers shall be responsible for ensuring that the nametags of all personnel responding with the apparatus is properly affixed to the AB.
- Station Officers shall ensure the integrity of the AB during their shift.
- At any emergency incident, company members reporting to the scene for the purpose of relieving another crew shall report to an area designated by the IC, surrender their nametags to the Accountability Officer and remain in that area until all crewmembers are present.
- Support personnel shall follow the same procedure as company members.

Implementation of The Accountability System:

- The IC shall require the transfer of accountability nametags in the following situations:
- All structure fires where at least one 1 ¾" line or larger is removed from the apparatus.
- Any major hazardous materials incident. .
- At any Technical Rescue operation where personnel are operating in a hazard zone or out of direct visual contact of the scene command personnel.
- At a wildland fire where the IC does not have visual contact with personnel.
- At any time, the IC deems the transfer is warranted.

Accountability Initial Stat:

The purpose of the apparatus mounted Initial Status Board is to provide initial arriving companies a method by which they can enter the Accountability System prior to the arrival of the District Officer.

Each engine company shall have a board in the apparatus. This board can hold the Accountability Tags of all the assigned Fire Companies. Upon the arrival of the first engine company, that apparatus shall serve as the initial accountability station, and the Engineer of that apparatus shall serve as the Initial Accountability Officer.

Upon arrival, the District Officer or designated Accountability Officer shall retrieve the accountability boards from the apparatus mounted Initial Status Board. This will provide the IC information as to the current companies operating on the scene and their location. The hose line shall serve as a tracking device to point to the location of those operating companies. Companies performing primary search without the benefit of hose lines shall be contacted by radio and location confirmed.

Once the IC or designated Accountability Officer has retrieved the accountability boards it shall be integrated into the Accountability System of the incident.

Apparatus Operators and Engineers, if assigned to a tactical crew, shall transfer their nametag from their helmet to that Company's accountability board.

Emergency Incident Operations:

- Company Officers shall be responsible for their crew while working in a hazard area, for maintaining company integrity throughout the incident, and for obtaining and surrendering the

company's accountability tag to the appropriate Supervisor when moving from one Division to another.

- Crews shall report to Operations or Incident Command (if appropriate) immediately after retrieving their accountability tag from the Accountability Officer for orders.
- At least four Firefighters should be on the scene before interior attack operations take place.
- Fire Companies of three may perform activities to include immediate rescue and to investigate incipient fires. When rescue ends or fire extends beyond the incipient stage, operations shall discontinue until the appropriate personnel are in place to continue the operation.
- The Operations Officer should give a status report on the interior operation within approximately five minutes of starting an interior attack. The IC should establish Personnel Accountability Reports from all operating companies (companies on tactical assignment) upon their arrival and at subsequent ten-minute intervals.

When responding to an Accountability check, Lieutenant shall report the following:

- Company designation and number of members in crew
- Position of crew to include floor number.
- Status of the crew

When a significant change in location during interior operations occurs, the Lieutenant shall notify the Incident Command as to their change in location.

Company Officers and Firefighters are responsible for the safety of themselves and other members of their crew and shall always be in contact with their crew through one of the following methods:

- VOICE (not including radio)
- VISUAL
- TOUCH

If a company member is in trouble, the remaining crew members and any other personnel in the area shall take the appropriate action to provide direct assistance, call for assistance, or go for assistance.

If emergency assistance is needed, the call for help shall be made in accordance with the Declaring a Mayday POL 900.08.

Responsibilities of all Operating Companies:

- Work within the Incident Command System (ICS).
- Maintain company integrity throughout the incident.
- Adhere to the "2 in - 2 out" rule.
- Utilize the "buddy system" for all entries into IDLH or potential IDLH atmospheres.
- Utilize and wear proper personal protective equipment for the assignment.
- Radios of all company members operating on a fire ground shall have the scanning disabled, (EXCEPTION - personnel outside assigned by Incident Command to monitor dispatch talk groups)
- Have in place a backup/safety line for all interior fire attack operations where the fire has, or potentially has, progressed beyond the incipient stage. Immediate rescue problems may have to be addressed before the backup line is in place.

- If the first in company is waiting for the backup crew, the first in company should pull the backup line and gather other equipment necessary so that on arrival of the backup team, entry can be made immediately.
- Companies without a tactical assignment shall maintain company integrity in a safe location while waiting for an assignment.

Accountability Officer's Responsibilities:

- Accountability Officer can be anyone appointed by IC (i.e. Engineer, Safety Officer, etc.)
- Accountability Officers shall keep track of company entry times and last known position of that Company on the Accountability Board.
- The Accountability Officer reports the results of the Accountability Check to Operations and IC. The IC should be notified if the Accountability Check is incomplete.

Staging Area Operations:

When a staging area is designated, all apparatus and support vehicles shall report to the staging area upon arrival at an emergency incident.

All companies shall enter and exit the staging area maintaining company integrity.

Divisions:

When Divisions are used, Company Officers shall surrender their passport to the Accountability Officer for their assigned area.

All personnel must be made aware of the location and designation of the Division or Group to which they have been assigned.

Rehab Operations:

It shall be the first priority of all personnel to secure a full SCBA bottle prior to entering Rehab.

All company members are to enter and exit Rehab maintaining company integrity.

When companies and Support personnel have recuperated, they shall remain within Rehab until released from the scene or given a tactical assignment.

Maintenance, Ordering, and Location of Material:

The loss of or damage to any material shall be reported immediately using the proper Chain of Command to the on-duty Officer in Charge.

900.07: Emergency Evacuation of Personnel from a Structure or Area

Created Date: 11/2015

Purpose: This SOP provides a procedure for emergency evacuation of HFD personnel from a structure or area and reporting procedures immediately following an evacuation.

Scope: This SOP addresses who has authority to order an evacuation, the signal to be used to order an evacuation, where personnel shall report to upon evacuation and the procedure for reporting missing

personnel.

Command and Control:

- All members of HFD are responsible for familiarity and compliance with this SOP. Any person may order, or cause to be ordered, an evacuation of any structure or area.
- When an order to evacuate is issued, all companies shall sound their air horn in one-second intervals for thirty (30) seconds.
- The Incident Commander (IC) shall notify Fire Dispatch of the evacuation order.
- IC shall immediately transmit the following message:

“All personnel operating at (exact location) evacuate the structure/area immediately.”

- Upon hearing the evacuation signals, all personnel shall exit the structure/area immediately using the quickest means available, retrieve their accountability tag from the Accountability Officer, and the Company Officer shall report to their Division or Group Supervisor or to Operations face to face.
- Companies and support personnel in the Staging or Rehab areas shall remain in those areas, except in those cases where the Staging or Rehab area is in the interior of a structure. In this instance personnel in these areas shall also evacuate to an area designated by the respective officer.
- All personnel/Companies shall report to the Staging or Rehab Officer upon evacuation. Lieutenants shall report as soon as possible and by the quickest method to the IC that all personnel assigned to their area are accounted for, or the number of missing personnel. If personnel are missing, the appropriate Officer shall notify the IC immediately of the number of missing personnel, names of missing personnel, company designation, and their last known assignment and location.
- Company Officers shall keep their crews in an area designated by the IC or Operations until further instructions are received.
- All personnel within the Staging and Rehab areas shall immediately prepare to respond to orders from the IC for possible search and rescue of missing personnel.

900.08: Declaring a Mayday

Reference: POL 900.25: Rapid Intervention Team

Purpose: To establish the proper procedure to follow when a member finds themselves or their company in a potentially life-threatening situation where immediate resolution is not certain.

Scope: This procedure applies to all HFD personnel that find themselves in a life-threatening situation that they are unable to immediately negotiate or resolve. This procedure will outline the steps to be followed to provide the most expedient notification of a possible life-threatening situation to those working on an emergency scene by means of “Mayday Declaration”. The key to a successful “Mayday Declaration” is early activation followed by the appropriate responses by all involved.

It shall be the responsibility of all sworn personnel who may operate on an emergency scene to know, rehearse, and practice this procedure.

Department members operating in hostile environments are expected to declare a Mayday when confronted with any of the following events:

- Injured or exhausted and unable to immediately exit.
- Caught in collapse.
- Fall through a floor, roof or other similar event.
- Lost or disoriented.
- Trapped or entangled and unable to immediately disentangle.
- Equipment failure
- Low on air with unknown IDLH exit time.
- Unaccounted personnel after an accountability check
- Upon locating another Department member in any of the above listed situations
- Any event which a member finds themselves potentially without situational resolve.

A “Mayday” shall be declared as follows:

- Mayday, mayday, mayday, name, mayday
- Once “Mayday” is declared, unit will wait for acknowledgement from the Incident Commander
- If the IC does not acknowledge within 5 seconds, unit will re-attempt to declare a “mayday.”
- If the IC fails to acknowledge the second “Mayday” declaration within 5 seconds, unit shall activate orange radio emergency declaration button (EDB)
- Distressed members are to provide information based on the L.U.N.A.R. acronym (Location, Unit, Name, Assignment, Resources)
- Members are encouraged to continually work towards self-rescue, communicating changes in conditions or needs.
- In low air supply events members should consider assuming the “Rescue Position” and air conservation techniques
- The IC will acknowledge the “mayday” unit(s) and obtain additional information as needed and provide guidance and constant contact with those distressed.
- IC shall have unit declaring “mayday” activate their PASS device after the L.U.N.A.R transmission and exchange of other significant information.
- IC shall announce the “mayday” on the Fire Operational channel, advising actively engaged units to remain on task, continuation of engaged attack lines and ventilation efforts are of the utmost importance.
- Radio discipline is to be practiced by all members, airtime is for critical, relevant information only.
- IC may refer to SOP 900.25
- Once “mayday” has been cleared, the IC will announce over the appropriate Operational channel that the mayday is clear.

900.09: Requesting Utilities

Reference: POL 900.24: Gas Responses

Purpose: This SOP provides procedures to have utilities turned off safely.

Scope: This SOP applies to all HFD members.

Command and Control: It shall be the responsibility of the Incident Commander (IC) to request or ensure through Fire Dispatch that the utility companies are responding to the incident.

Electric Company Responses:

- When requesting scene response by an electric company (Hopkinsville Electric or Pennyryle Electric), responses will be prioritized in (3) ways. These responses will be Priority (1), Priority (2), and Priority (3). IC is to make these requests through Fire Dispatch utilize the priority codes.
- Priority (1) will be utilized in situations where their response is needed for an immediate or potentially life-threatening situation. Examples of this include situations where electric lines are down and/or have contacted a person, machine, or tool. An immediate response is needed for rescue or to prevent the immediate escalation of the situation. Depending on the circumstances, a heavily involved fire may fall into this category.
- Priority (2) will be called for in a situation that is hazardous but not immediately life threatening. An example would be wires down, but there is no immediate threat to life and the scene is stable. This is our typical situation during severe weather events. Units will remain on the scene, if possible, until the arrival of the electric company. A structure fire of limited involvement falls into this category.
- Priority (3) is a situation that is not hazardous. The electric company could respond with a normal crew with daily work orders to handle the situation. This is a courtesy notification, and our crews would have no need to standby for their arrival.

Gas Company Response:

- Atmos Energy is to be notified by Fire Dispatch on all Fire incidents involving natural gas odors or leaks at the time of dispatch.
- Atmos Energy does not typically provide an ETA when requested to respond. Fire Dispatch will notify the incident commander that the request has been made and provide an ETA if one is provided by Atmos Energy. If the incident commander does not receive notification that Atmos has been notified, the incident commander will contact Fire Dispatch to ensure the task has been completed. Upon arrival of a Atmos Energy, their representative is mandated to exchange information with our Incident Commander.
- Guidelines established in POL 900.24 shall be followed concerning mitigation of Gas Responses.

900.10: Emergency Operations/Hazardous Atmospheres

Created Date: 11/2015

Reference: NFPA 1500, Standard of Fire Department Occupational Safety and Health Program

Reference: NFPA 1500, 1992 5-3.10.2, Self-Contained Breathing Apparatus

Reference: ANSI Z88.2, 1992, Practices for Respiratory Protection

Reference: OSHA 29CFR 1910.133, Respiratory Protection

Reference: POL 300.02: Grooming Standards

Purpose: This SOP provides methods and information whereby supervisors and firefighters can prevent the exposure of employees to a hazardous atmosphere. Following is a description of atmospheres which constitute a respiratory danger and specific actions to take in order to protect personnel.

Scope: This SOP applies to all HFD members.

Command and Control: It shall be the duty of each employee to strictly adhere to the procedures listed

in this SOP. It shall be the responsibility of the Incident Commander (IC) to ensure that correct procedures are used at all times.

Content:

- Use of SCBA: This term means the member correctly dons the air pack and face piece, connects the regulator to the face piece, turns the cylinder valve on and breathes air from the cylinder.
- Hazardous Atmosphere: Any atmosphere that is dangerous to life or health because it is:
- Toxic
 - I. Oxygen deficient
 - II. Super-heated
 - III. Contaminated by solids.
- SCBA: Self-contained breathing apparatus, which is now in use by HFD, including new equipment, as it becomes available and retrofitting per manufacturer's instructions.
- SCBA shall be provided for and shall be used by all members working in areas where:
 - I. The atmosphere is hazardous.
 - II. The atmosphere is suspected of being hazardous.
 - III. The atmosphere may rapidly become hazardous.

All possible IDLH areas must be cleared by the 4 gas monitor before the removal of SCBA's. Once the area has been cleared, the interior officer will inform ECC of this over the radio. Any further operations done on scene at this time will be done with the interior officer wearing the CO single gas monitor.

Members using SCBA shall operate in teams of two or more, will be in communication with each other through visual, audible, physical, safety guide rope, electronic or other means to coordinate their activities and are in close proximity to each other to provide assistance in case of an emergency.

When members are involved in operations that require the use of SCBA at least (1) person shall be assigned to remain outside the area where the SCBA is required. This member shall be responsible for maintaining a constant awareness of the number and identity of members using SCBA, their location, function and time of entry. Other members with SCBA shall be available for rescue if needed.

Facial hair which interferes or may compromise the face-to- seal or the operation of the exhalation valve on the full-face piece of the SCBA shall not be permitted. Such facial hair may include sideburns, mustaches, long hair or bangs, which contact the sealing surface of the face piece of the SCBA. Head coverings, spectacle temple bars or straps or any other protuberance which passes between the sealing surface of the face piece and the face shall not be permitted.

Approved corrective glasses may be worn in a manner that does not interfere with the seal of the face piece of the user. Regular glasses with temple bars, or goggles with straps may not be used. Nothing can be used that passes between the face and mask seal of the user.

The use of soft contact lenses is permitted while wearing positive pressure self-contained breathing apparatus. The use of hard contact lenses is not permitted.

900.11: Engine Company Fire Ground Operations

Reference: POL 900.10: Emergency Operations/Hazardous Atmospheres:

Reference: POL 900.25: Rapid Intervention Team

Purpose: This SOP will outline the basic fire ground tasks and functions of the engine company and is intended to promote safety through standardized operations at structure fires.

Scope: This SOP applies to all engine company personnel and Command Officers.

Command and Control: Compliance with this SOP is the responsibility of the Engine Company Officer, Division or Group Supervisor, and the Incident Commander (Command).

Content: Firefighting is a combined effort of multiple companies working towards a common goal, the basic elements of which are preserving life and extinguishing the fire. The primary responsibility of an engine company is to locate the seat of the fire and extinguish it. This activity should only be interrupted in cases of immediate rescue situations; being mindful that lives are saved on the fire ground by rescue, fire suppression or a combination thereof. Engine companies shall perform a basic search for victims as they advance to the seat of the fire. Engine companies shall confine or extinguish the fire as quickly as possible. Engine companies shall operate hose lines during coordinated overhaul operations with ladder companies. Each engine company shall function as a unit, maintaining company integrity as they work within the accountability system and the Incident Command System. When operating in a potentially IDLH atmosphere, crews shall operate under the guidelines established in SOP 200.12.

General Engine Company Operations:

- The back-up line is mandatory; however, the benefit of getting the initial attack line in position for operation is a significant step towards safety of our personnel and confinement of the fire. For this reason, early arriving companies may be assigned to assist with initial line placement /advancement in lieu of immediate backup line deployment. Once this task of line assistance is completed the crew shall seek re-assignment from the incident IC / Operations Officer.
- Advance a maximum of two hose lines through standard size doorways and stairways. Alternative routes like windows and balconies should be used for additional lines.
- Anytime a 2 ½" hose is deployed, at least one (1) additional, company shall be assigned to assist in its placement, advancement and use as soon as practical.
- Ensure that all fire hose lines are pumped to provide their optimal flow.

Hand Line Selection:

1 ¾" Pre-connects

- Appropriate for most single-family dwellings and multiple family dwellings where fire is contained to one unit
- Most buildings where upon arrival the fire is contained to an open area less than approximately 25' x 25'
- Brush fires, dumpster fires, vehicle fires
- Consider **ADULTS** acronym:
 - A – Advanced:** upon arrival the fire is in an advanced state
 - D – Defensive:** initial strategy is determined to be defensive

U – Undetermined/Unknown: the size and extent of the fire is unknown, especially in Commercial structures

L – Large: a large fire in a large, undivided area

T – Tons of Water: fire and heat levels are high enough to require a large amount of water to cool

S – Standpipe: the initial line used to connect to a standpipe

A 5" LDH will be used for water supply if the nearest hydrant will accommodate.

Standard Procedure for Fire Response:

First Arriving

The first arriving engine should respond directly to the scene and take the best position to attack the fire, while leaving room for the second in company. Depending upon the size-up, company staffing, and expected arrival time of the second engine, the first due engine may position directly on a hydrant, lay its own supply line, or have the second arriving engine handle water supply. Consideration should be given by the first arriving engine to lay a dry supply line into cul-de-sacs, crowded apartment complexes, and other limited access areas when a known fire condition exists; especially in cases of obvious defensive operations. The positioning of apparatus should be flexible in no showing situations. If the engine is the first unit on the scene, the Company Officer should establish Command and give a scene size-up, calling for additional resources if needed. The Company Officer should then do a minimum of three (3) sided size-up and/or 360° size-up when feasible, of the structure to determine the appropriate strategy, communicate that strategy and their initial task and act. This action may include but is not limited to investigating the situation if nothing showing, immediate rescue or offensive/marginal/defensive fire attack in fire situations. Command will be transferred to the District Captain or Battalion Chief upon their arrival. All engine companies shall enter the accountability system as soon as possible after arriving on-scene.

Second Arriving

The primary responsibility of the second arriving Engine is to ensure that a positive water source is secured, this responsibility can typically be completed by the initial two Engine Operators. In nothing showing situations stage at the water source or in a reverse lay position. In known fire situations this may include but is not limited to any of the following: relay pumping a forward or reverse laid supply line, forward lay requesting the third arriving engine to relay pump or organizing and setting up shuttle operations. Once they have ensured a positive water source is or is being secured, the second arriving engine should support the operations of the first arriving Engine Company, ensuring the first attack line is able to reach the proper location to attack the fire. Subsequent tasks include placing a back-up line in service (highest priority), connecting to an FDC for standpipe or sprinkler support or other actions as directed by Command.

Third Arriving

The third arriving Engine should consider arriving from a different direction than the first and second arriving engines, noting alternate accesses to the property and alternate water sources. The third arriving engine should act as directed by Command, staging with the apparatus in nothing showing

situations. If an exterior, stationary Command has not been established, and the first and second arriving Engine Company Officers have not relayed any orders, the third arriving Engine Officer should evaluate ongoing operations and handle the next most important task not being handled by the second arriving Engine; consideration should be given to establishing a water supply for master stream/ladder pipe operations.

900.12: Ladder Operation Fire Ground Operations

Reference: POL 900.10: Emergency Operations/Hazardous Atmospheres

Reference: POL 900.11: Engine Company Fire Ground Operations

Purpose: This SOP will outline the basic fire ground tasks and functions of the Ladder Company and is intended to promote safety through standardized operations.

Scope: This SOP pertains to all Ladder Operation personnel and Command Officers.

Command and Control: Compliance with this SOP is the responsibility of Officers, Division or Group Supervisors, and Incident Commanders (IC).

Content: Firefighting is a combined effort of multiple companies working towards a common goal, the basic elements of which are preserving life and extinguishing the fire. Each Ladder Truck Company shall function as a unit, maintaining company integrity as they work within the accountability system and the Incident Command System. When operating in a potentially IDLH atmosphere, crews shall operate under the guidelines established in POL 900.10.

General Ladder Truck Operation

- Manually operated external waterway valves will be carried in a closed position.
- All internal electronic waterway valves will be carried in an open position.
- An operator will be positioned on the aerial device turntable, at the controls, prior to and during the opening of the manual external waterway inlet valve or pump equipped discharge valve.
- An operator will remain on the turntable whenever the elevated stream is in operation, this operational position will take precedence over “manning” of the pump when staffing is limited.
- All waterway valves will be exercised on Fridays to assure performance.

900.13: Protecting Evidence

Purpose: This SOP outlines how to protect evidence at an incident.

Scope: This SOP pertains to all HFD members who are involved in an incident.

Command and Control: All HFD personnel shall be responsible once an artifact or other evidence has been discovered, to take the preliminary steps to preserve and protect the item for loss, destruction, or movement and to notify the Incident Commander (IC) as soon as practical.

Content:

- Prompt control and extinguishment of the fire helps to protect the evidence.

- Fire crews should avoid causing unnecessary damage to evidence when using straight stream hose lines, pulling ceilings, breaking windows, collapsing walls, and performing overhaul and salvage.
- Firefighters should refrain from turning knobs, switches, etc. If this occurs, document the fire report, and notify an investigator.
- Once the fire is out, fire crews should limit the amount of traffic in origin so as not to disturb evidence.
- It may be necessary to post a Firefighter or Police Officer at an entry to prevent or limit access to a building, room, or an area of protection.
- Evidence at a fire scene should be considered not only in a criminal context, such as in traditional Forensic evidence (i.e., weapons, bodily fluids, footprints, fingerprints), nor should it be limited to arson-related evidence, items, or artifacts, such as incendiary devices or containers. Potential evidence at the fire scene and surrounding areas can include the physical structure, contents, artifacts, and any material ignited or any material on which the fire pattern appears.

900.14: High Rise Fire Ground Operations

Reference: POL 900.11: Engine Company Fire Ground Operations

Reference: POL 900.12: Ladder Company Fire Ground Operations

Reference: POL 900.20: Terminating an Incident

Reference: High-Rise Training Manual

Purpose: This SOP will outline the basic fire ground tasks and functions of companies and is intended to promote safety through standardized operations at high-rise incidents. A high-rise building shall be defined as any building four stories or above.

Scope: This SOP applies to all Firefighters and Officers operating at a high-rise incident.

Command and Control: Compliance with this SOP is the responsibility of the Company Officers, Division or Group Supervisors, and the Incident Commander (IC).

Content:

High-rise fires present problems in firefighting operations due to limited access, fire protection systems, large numbers of occupants, and complex building construction. Pre-incident plans are vital to the success of a high-rise firefighting effort. All companies shall report progress or lack of to their Incident Commander. Each company should function as a group of two or more, within the personnel accountability system, while maintaining contact with other crews and the appropriate Command Officer.

Private Alarm Response

Companies should approach a private alarm in the same manner as a working fire.

Working Fire Response

Fire Dispatch shall dispatch the following units to any high-rise structure fire:

- Ladder 1

- Tower 4
- 1 Engine Company
- 2 District Captains
- Battalion Chief

Prior to Dispatch:

- Firefighters should be familiar with the building preplans in their districts.

Upon Arrival:

- Companies shall perform an exterior size-up of as many sides of the building as possible. All sides of the building shall be checked if fire or smoke conditions are found. An exterior size-up should be performed at regular intervals during the fire.
- Companies will position apparatus according to preplans or as required by the situation.
- First arriving companies shall access the building by means of keys or appropriate forcible entry techniques.
- Engine companies are not to block access for arriving ladder companies.
- The First Arriving Company will form the Investigation Team.

First Arriving Company Responsibilities:

- Size up the exterior of the building and give an initial report.
- Establish Command.
- Proceed to the building with the necessary personnel to establish an initial Lobby Control Post. This will require a minimum of three personnel, the crew of the first arriving engine company. The preplan manual shall be carried to that location.
- The first arriving company's Apparatus Operator shall ensure that Lobby Control is maintained during the incident and shall utilize the initial status board to keep track of companies in the building.
- Proceed to the alarm panel/fire control room to gain any information on the alarm location from the panel, maintenance personnel, and occupants.
- Any useful building keys are to be acquired from the Fire Department access box.
- The Company Officer shall give a second report from the lobby including floor of alarm and any other information.
- Determine the best route and method to reach the fire floor. No elevator use if the fire floor is on the fifth floor or below. The Investigation Team shall stop the elevator two floors below the lowest reported fire floor.
- A minimum of two Firefighters shall proceed to the area of the reported emergency and shall update the Incident Commander of the situation.
- Give a third report from the fire floor, including: location of the fire, description of problem, rescue issues, etc.
- If a fire is found to be beyond the incipient stage and there are no reports of a rescue, the crew shall withdraw from the area. The Investigation Team shall establish a Forward Staging Area two floors below the fire, prepare for fire attack, and await additional resources.

A working fire in a high-rise building is an extremely complex and dangerous situation. The Incident Commander, upon notification of a fire, shall consider requesting call back. The ability to accomplish the needed tasks must dictate the number of additional companies that will

respond to the incident.

Life Safety, Incident Stabilization, and Property Conservation shall remain the priorities for the Incident Commander. The strategy and tactics that will be used to control the incident will vary based upon the situation. It is vital that all personnel maintain discipline and company accountability. No one on-scene shall perform a tactical task without the prior approval of the Incident Commander or the Command Staff.

The following priorities are based on a three-person company. The priorities are based on the order that tasks should be completed during a high-rise fire. All companies shall report to their Command Officer prior to performing their preplanned tasks and Company Officers should be flexible in implementing the following guidelines.

Priorities for First Arriving Engine Company:

- Perform or ensure Investigation Team functions are completed.
- Establish the primary attack line on the fire floor.
- Apparatus Operator should be used to establish or maintain the Lobby Control Post

Priorities for Second Arriving Engine Company:

- Position at the building's FDC (Fire Department Connection) and perform a reverse lay to the appropriate hydrant
- The Company Officer shall ensure that the FDC is charged prior to that company entering the building. The system shall be charged at a minimum of 150psi or to the pressure required according to the preplan.
- The company shall bring tools, high-rise pack, accountability board, and SCBA cylinders to the Lobby Control Post for staging
- Perform Lobby Control functions if the third arriving engine company is on the scene
- Establish the backup hose line on the fire floor if the third arriving Engine Company is not on the scene

Priorities for Third Arriving Engine Company:

- The company shall bring tools, high-rise pack, passport, and SCBA cylinders to the Lobby Control Post for staging
- Establish the backup hose line on the fire floor if not in place.
- Perform Lobby Control functions if the second arriving engine company has established the backup attack line
- Apparatus Operator should remain with the company for manpower.

Priorities for Ladder Company Apparatus:

- Perform or ensure Investigation Team functions are completed.
- Position their apparatus to a spot of advantage for possible rescue or for access to needed equipment
- Report to Lobby Control Post with tools, and SCBA cylinders

- Apparatus Operator should perform duties as required by the situation, such as establishing outside ventilation or placement of the ladder
- Perform search and rescue on the building's upper floors.
- Apparatus Operator should perform duties as required by the situation, such as establishing outside ventilation or placement of ladders.

Priorities for the First Arriving District Officer:

- Exterior size-up of as many sides of the building as possible
- Ensure that the Lobby Control Post is established.
- Receive situation update from Lobby Control
- Ensure the accountability of firefighters operating within the building.
- Verify the location of the fire in the building.
- Create an Incident Action Plan
- Request any needed additional companies to the scene.
- Utilize a high-rise building fire checklist to ensure critical fire ground tasks are completed.
- Gain control over the occupant self-evacuation process. Occupants should be advised of the Departments actions via the building's public address system
- Ensure that ventilation is in place to protect the occupants and Firefighters.
- Gain control over the building systems:
 - I. Elevators
 - II. HVAC
 - III. Communications
 - IV. Fire Pumps
- Ensure primary searches of the fire floor, floor above, stairways, elevators, and the remainder of the building is completed.
- Provide situation reports to the Incident Commander
- Provide for the rotation and rehab of companies.

Priorities for the Second Arriving District Officer:

- Receive a situation briefing from the Lobby Control Post
- Establish or assume the position of Operations Officer at the Forward Staging Area
- Ensure that a minimum of an attack line and a back-up line are in position prior to offensive firefighting operations.
- Monitor accountability and progress of companies operating at and above the fire floor.
- Ensure a Forward Treatment/Triage Area is considered or established at the Forward Staging Area
- Ensure adequate number of personnel at the Forward Staging Area for the rotation of crews and unforeseen problems. There should be a minimum of two companies at the Forward Staging Area
- Provide situation reports to the Incident Commander
- Utilize a high-rise building fire checklist to ensure critical fire ground tasks are completed.

Priorities for the Battalion Chief:

- Perform an exterior size-up of all sides of the building.
- Receive a situation briefing from the Lobby Control Post
- Review and update the Incident Action Plan
- Establish an Incident Command Post on the exterior of the building.
- Ensure coordination between Lobby Control, Operations, and the Incident Command Post
- Utilize a high-rise building fire checklist to ensure critical fire ground tasks are completed.
- Ensure that adequate resources are on-scene to control the emergency. There should be a minimum of two companies in the Exterior Staging Area.
- Assemble an Incident Command Post team to deal with safety concerns, liaison with building staff and other agencies, and public information.
- Obtain a weather briefing.

Priorities for Additional Arriving Companies:

- Companies shall report to the Exterior Staging Area, which should be set up at least two blocks away from the building. Companies shall await instructions from the Incident Command Post

900.15: Deployment of High-Rise Packs for Fire Ground Operations

Reference: POL 900.14 High Rise Fire Ground Operations

Reference: POL 900.11 Engine Company Fire Ground Operations

Reference: High-Rise Training Manual

Purpose: This SOP will outline the basic task of deploying a high-rise pack for fire control or suppression operations on any high-rise fire ground using standardized operations. There is a link to a video that shows the Kansas City Fire Department stowing and deploying the load correctly and a picture of the High-Rise pack correctly stowed, ready for deployment.

Scope: This SOP applies to all firefighters and Officers operating at a high-rise incident.

Command and Control: Compliance with this SOP is the responsibility of the Company Officers, Division or Group Supervisors and the Incident Commander (IC).

Content: Firefighting is a combined effort of multiple companies working towards a common goal, the basic elements of which are preserving life and extinguishing the fire. Firefighting operations for high-rise buildings will utilize the preloaded high-rise packs found on HFD apparatus. Deployment will consist of one of two methods listed below with conditions dictating choice.



The Hallway Stretch

In order to deploy the hallway, stretch, two criteria must be met.

- No smoke on the fire floor.
- Crews must have control of the fire room door.

One drop point for each 50ft section of 2 ½" hose.

- The drop point one is always on the floor below the fire floor.
- Drop point two is just outside the stairwell door on the fire floor.
- The last drop point is in front of the fire floor door.

The Stairwell Stretch

The stairwell stretch will be used when conditions on the fire floor require the use of SCBA and an IDLH atmosphere are present.

This stretch utilizes two drop points.

- Drop point one is on the floor below the fire floor.
- Drop point two is in the stairwell behind the door of the fire floor.

Unforeseen circumstances may require modifications to these tactics. All personnel should remain flexible in applying fire ground operations.

900.16: Barricaded Person/Hostage Situation

Created Date: 11/2015

Reference: POL 400.14: Standby/Stage Calls

Reference: POL 400.13 Ballistic Vest

Purpose: This SOP establishes a uniform procedure for use during a barricaded person or hostage situation.

Scope: This SOP applies to all HFD personnel.

Command and Control: The Incident Commander (IC) shall ensure compliance with this procedure.

Content: Upon notification of a barricaded or suspected barricaded person and/or hostage situation, Fire Dispatch shall dispatch:

- Closest EMS
- Closest Engine Company
- District Officer
- Notify the Shift Commander

The use of sirens, air horns, and emergency lighting shall be discontinued several blocks from the incident location. All crews shall stage in an area away from the incident scene, and if practical, out of sight of the barricaded person.

The responding crews shall remain with their unit or at another location designated by the IC and shall maintain radio contact with the IC.

In the event a member of the HPD or another person is injured, it shall be the responsibility of the HPD to remove that person to a safe place before HFD undertakes treatment.

During prolonged incidents, the IC should consider relief for the crews. At any time during the incident, the IC may request additional apparatus according to the assessed needs of the situation.

If the structure where the barricaded person is located becomes involved in fire or some other hazardous condition, extinguishment or mitigation shall not commence until the person has been taken into custody or rendered harmless.

The IC may order fire operations to confine the fire if they have determined such action will not expose personnel to the barricaded person causing the incident.

Equipment or tools may be provided to the HPD or police agencies for their use while the incident is ongoing. However, at no time shall HFD Personnel participate in placing or using equipment in a manner that would expose them to potential danger from the barricaded person. The IC shall make this determination.

HFD personnel shall not use hose streams as a weapon.

To optimize the safety of all personnel, a Unified Command System with the police agency shall be utilized.

- Body Armor will be worn while on scene.

900.17: Response to Violent or Potentially Violent Incidents

Purpose: The purpose of this SOP is to establish guidelines for the safe response to potentially violent incidents and management of violent or potentially violent incidents by HFD members.

Scope: This SOP applies to all HFD members.

Command and Control: This SOP is in the direction of the Fire Chief. All Incident Commanders (IC's) shall ensure compliance with this SOP.

Content: Members can minimize the risk when responding to and operating at these events:

- Making a size-up of the situation based on the information available.
- Make a standard risk management decision based on the information gathered.
- Identify and communicate the appropriate deployment of resources based on the risk assessment.
- Communicate and coordinate with Law Enforcement through Unified Command interaction at all incidents.

Response Tiers:

HFD response to violent or potentially violent incidents will be broken down into (4) Tiers, with the level of restraint increasing with each additional Tier (Tier-One being the least restrictive, and Tier-four being the most restrictive.)

Tier-One Response:

In a Tier-One response, the first due units have the authority using the information at hand, to approach the scene or stage based upon the size-up information.

Tier-One responses include (but are not limited to):

- Calls of Domestic Violence where the violence is known to be over.
- Assault calls where the assailant has left the scene.
- Any incident where children have been injured (under the age of 13)
- Accidental cutting/shootings
- Suicidal subjects without deadly weapons
- Shootings/stabbings where the assailant has fled the scene.

Company Officers will communicate and coordinate with Law Enforcement to improve safety and promote consistent inter-agency action. Company Officers will maintain situational awareness of their Companies and environment.

Tier-Two Response:

In a Tier-Two response, the Companies shall stage and await the arrival of Law Enforcement before proceeding to the scene. If Law Enforcement is on scene, the Officer shall then utilize size-up information to determine if the Company may approach the scene or should wait and allow Law

Enforcement further time to stabilize the scene.

Tier-Two responses include (but are not limited to):

- Calls to suicidal subjects with a deadly weapon.
- Calls of domestic violence in-progress
- Assaults in progress
- Shootings where a subject is reported to have been shot and the location of the shooter/assailant is not known.

When Law Enforcement presence is on scene and based on size-up information the first Company may then move up to the scene. All other Companies need to stage at least (1) block away (or sheltered location) and await further instructions from the IC. Only Companies requested to approach by the IC shall move up to the scene.

When Law Enforcement presence is not on scene and size-up information indicates the situation should be handled as Tier-Two, then the first-in Company shall stage and continue size-up information gathering and notify by radio all other responding Companies. As Law Enforcement arrives and stabilize the scene, the IC will determine if approach is warranted, and may move up to the scene. All other Companies need to stage at least (1) block away (or sheltered location) and await further instructions from the IC. Only companies requested to approach by the IC shall move up to the scene.

If size-up information indicates that approach is not warranted even after arrival of Law Enforcement, then the Companies may choose to remain in Tier-Two staging and should have Fire Dispatch relay this to the Law Enforcement Officers on scene.

The staging should be in a sheltered position with an established means of egress from the area. Remember it's never wrong to stage and wait for Law Enforcement.

HFD members will always comply with specific Law Enforcement instructions to wait or stage if their on scene size-up indicates risk above a Tier-Two event.

Company Officers will communicate and coordinate with Law Enforcement to improve safety and promote consistent inter-agency actions. Company Officers will maintain situational awareness of companies and environment.

Tier- Three Response:

Tier-Three response procedure shall be followed when an incident or location poses an imminent risk of actual violence towards Firefighters, or an act of violence has occurred to First Responders. Such incidents may include (but not limited to):

- Potential civil disorders
- Crowd disorders with shots fired that are not stabilized.
- Barricaded subjects with threat of violence to others
- For these types of incidents, a perimeter should be identified with a minimum of (1) block (or out of sight) in each direction from which the act occurred.
- A District Officer or higher-ranking Officer shall be dispatched or requested after dispatch to all these types of incidents. If a Responder arrives prior to the District Officer, they shall conduct size-up and compile information from the staging area and update the District Officer upon their arrival.

- The District Officer may call for additional resources to respond to a designated safe staging area as appropriate.
- Once Law Enforcement has arrived on scene in a safe number to reasonably ensure the safety of the Companies, the District Officer shall proceed into the incident location and contact the Law Enforcement.
- The District Officer will determine which Companies are needed on the actual incident scene.
- All other Companies shall remain in the staging area unless requested to respond in by the IC. These scenes may quickly become unstable and rapid egress may be required by the Companies.

In the event there is no Law Enforcement on the scene and the District Officer makes a tactical decision to proceed into the incident scene for size-up, the District Officer should take a second Officer/Firefighter into the area for team safety.

HFD Officers will communicate and coordinate with Law Enforcement to improve safety and promote consistent inter-agency actions.

Tier-Four Response:

Tier-Four response procedures shall be followed when actual acts of violence or a series of events have occurred in a specific area of the city. Such incidents may include (but are not limited to):

- Active Shooting scenarios where the assailant is still on the scene.
- Active civil disorders
- Active gang/crowd violence
- Hostage situations
- Barricaded subjects with weapons
- Unrelated set fires in an area of potential civil disturbances
- Area specific looting

In these situations, a perimeter encompassing ½ square mile or more should be established around the area.

A Command Post shall be established well outside the perimeter. When possible, a Unified Command Post

should be established with the Law Enforcement. If this is not possible, a ranking Law Enforcement Officer should be requested to report to HFD Command Post.

All Companies responding into the perimeter will be grouped and shall have Law Enforcement escorts. Responding Companies will communicate with the IC. Requests for additional assistance by a Company shall be directed to the IC, utilizing the appropriate channel. No entry into the area of disturbance is allowed without the approval of the responding District Officer or higher-level ranking Officer. Entry will be made with an escort of at least (2) Law Enforcement Officers.

An entry team shall be comprised of a minimum of (4) Firefighters with a designated Officer in charge. These (4) members shall always remain in contact by voice or direct visual contact. The apparatus operators shall remain staged at their apparatus for security and to assist in providing rapid egress from the scene if necessary. The IC should consider requesting additional Law Enforcement Officers to aid in securing the apparatus while in unrest.

If at any time the Tier-Four entry team loses contact with the Law Enforcement escort, the team shall immediately exit from the incident area. Team members shall maintain company integrity at all times inside the perimeter and not become separated. When operating in a Tier-Four situation, emphasis must be placed on mitigating the situation and clearing out of the danger area quickly.

There may be a certain circumstance (i.e.; mass casualty incidents with an active shooter) where members of the HFD could be asked to make entry into a non-secured area of a scene to affect a rapid extrication of a wounded person. The decision to make this type of entry shall only be made by the Unified Command. The number of members utilized shall be limited to the minimum number needed to affect the rescue.

Members making such an entry would only enter areas previously “cleared”, but not “secured” by Law Enforcement. It is important to remember that the security of these areas cannot be guaranteed and situations can rapidly change. Those members making such an entry will be voluntary and shall be provided with body armor. Members shall only proceed into the non-secured area if escorted by armed Law Enforcement Officers. Advancement into any “cleared” area should be made only with the permission of the on-scene Law Enforcement IC.

Upon completion of the call, the Companies shall leave the area as a group and return to the Command Post or designated staging area, be accounted for, and return to Tier-Four Staging.

Command will request that Fire Dispatch monitor all radio traffic via dedicated Dispatcher on the assigned tactical channel. Command should consider rotating units from throughout the city into Tier-Four staging area to respond. This can help reduce tension and maintain alertness of crews.

During the duration of the shift, (unless otherwise ordered by the IC) HFD Companies shall not respond to that area without a Law Enforcement escort and shall follow the requirements of this SOP. Future emergency responses shall not occur into or through the area during the restricted time and Companies shall stay clear of the area when returning from other calls. Non-emergency runs shall not be made into the area unless authorized by the IC. Companies from stations located adjacent to the perimeter area will return to their stations except to respond to and return directly from calls and remain in their stations. These Companies shall go into a “Lockdown” mode for security reasons. All doors will be closed and locked. Members will always remain indoors. Any fire station located inside the established perimeter shall have all their resources reassigned to a station outside the perimeter.

Safety Considerations:

- No single Company responses will be permitted in Tier-Three and Tier-Four situations.
- A Law Enforcement escort will be required in Tier-Four.
- All HFD members will respond to and from all emergencies in Tier-Four in protective clothing (helmets, ballistic vest) for protection and ease of identification.
- Use of siren and air horns within the perimeter should be avoided. Emergency lights may be used if the Company Officer in charge determines it's necessary.
- When responding to a “Tier” situation, apparatus must be placed in a manner that will allow for rapid, unobstructed retreat from the area. Apparatus must also be parked in a manner that best protects the Company. This may require backing apparatus down a dead-end street in order to ensure rapid egress or avoiding dead end streets entirely.

- Crews should be careful about what is said over the radio. Outside speakers on the apparatus (if so equipped) may broadcast all messages (to the public). Cellular phones should be used as much as possible for sensitive communications.
- Our members must control their behavior. We should back off in most potentially violent situations so that we don't fuel a major disturbance when it could have been avoided with the use of discretion.
- Any civil disturbance has a potential of escalating into a major situation.

Tactical Considerations:

- Establish a Unified Command with Law Enforcement at all incidents to coordinate actions and improve communications.
- Patients may be more effectively treated in potentially violent situation if the patient is rapidly removed from the scene to an exterior treatment area.
- When no lives are at stake, emphasis will be on protecting savable property. Property that is fully involved with little or no exposure problems may be left to burn at the discretion of the IC
- Emphasis will be on fast attack to control and extinguish the fire and then to get out of the area. Routine salvage, ventilation, and overhaul practices may be discontinued. Use of hand lines should be limited.

900.18: Civil Unrest

Created Date: 11/2015

Purpose: The purpose of this SOP is to establish procedures to be used in the event of known civil unrest and during those instances when civil unrest occurs without advance warning.

Scope: This SOP will address entering the area of civil unrest, when it becomes necessary to leave the area due to civil unrest, response to areas of civil unrest, and actions that may become necessary due to civil unrest.

Command and Control: It is the responsibility of every member of the HFD to be familiar with and comply with this SOP. Every Officer of HFD shall ensure compliance with this SOP.

Content: During periods of extended civil unrest, the HPD shall be notified of any response into the affected area. The use of emergency lights, sirens and air horns are to be discontinued several blocks from the area.

The Incident Commander (IC) shall select a staging area prior to arrival. The location shall be outside the area of unrest until it can be determined that it is safe to enter the area. The area shall not be entered without police protection.

Staff Officers shall consider the following during periods of civil unrest:

- The overstaffing of companies that will be responding into effected area(s)
- The removal of exposed equipment on apparatus that can be stolen and/or used as weapons.
- Placing equipment inside a compartment
- Security for stations in or very near the area of unrest
- Ignoring certain types of calls into the area of unrest, such as trash fires

If civil unrest erupts after the arrival at a scene, police assistance is to be requested immediately.

The IC must determine if the degree of unrest dictates that fire suppression and/or medical care activities are to be delayed.

If it becomes necessary to evacuate the area of fire personnel, and equipment and/or apparatus cannot be removed without undue risk to personnel, the equipment is to be abandoned.

900.19: Carbon Monoxide Response

Created Date: 11/2015

Reference: EMS-Paramedic Protocol for Carbon Monoxide Poisoning

Purpose: This SOP contains uniform guidelines to assist the HFD personnel when responding to a Carbon Monoxide Incident.

Scope: This SOP pertains to all personnel within HFD.

Command and Control: The Incident Commander (IC) shall have the responsibility for ensuring compliance with these procedures.

Content: Carbon Monoxide is a colorless, odorless, and tasteless gas. It is a by-product of incomplete combustion and may come from tobacco smoke, automobiles next to a structure, in basement garages, attached garages, kerosene heaters, and wood burning fireplaces, barbecue grills and other open flames.

- Upon receiving a call reporting a possible activation of a Carbon Monoxide detector, Fire Dispatch shall ask if anyone is showing signs of illness.
 - I. If no one is ill, Fire Dispatch shall:
 - a. Advise the occupants to evacuate the structure.
 - b. Dispatch an Engine
- If someone is ill or unconscious, Fire Dispatch shall:
 - I. Advise the occupants to evacuate the structure.
 - II. Dispatch the following:
 - a. EMS Unit
 - b. Engine Company
 - c. District Officer
- The first arriving Company on-scene shall:
 - I. Implement HFD Incident Command System (ICS), provide for the safety of on-scene Emergency personnel and evaluate the situation.
 - II. Provide Emergency Medical Care as needed.
 - III. Ensure the structure has been evacuated.
 - IV. Personnel in proper protective clothing, to include SCBA, shall determine if the alarm is sounding, and check the ambient air by using the Carbon Monoxide detector.
 - a. If the monitor reading is 1-9 ppm of CO, and the personnel are unable to determine a source in a structure that has natural gas, crews should ventilate the structure and assist the occupant in resetting the detector. The Company Officer should instruct the occupant to contact the Gas Company, during normal

- business hours, to have all gas supplied equipment checked, and call 911 if the detector activates again.
- b. If the monitor reading exceeds 9 ppm of CO and personnel are unable to determine a source in a structure that has Natural Gas, request the Gas Company to respond. The District Officer or assigned personnel shall remain on-scene until the Gas Company arrives, and assist, if necessary, in determining and implementing the corrective action as needed.
- Emergency Care unit personnel are to follow these guidelines if crew is first on-scene and should treat patients per EMS-Paramedic Carbon Monoxide Poisoning Protocol.

900.20: Terminating an Incident

Created Date: 01/2017

Purpose: To serve as a guide to clear the scene of an incident in a timely fashion.

Scope: This SOP applies to all Incident Commanders (IC) regardless of rank.

Command and Control: IC regardless of rank.

Content:

- Circumstances of the incident may call for the notification of outside agencies such as:
 - I. Health Department
 - II. Division of Police
 - III. Utility Companies
 - IV. Red Cross
 - V. Code Enforcement
- As operations come to an end, the IC should address:
 - I. Releasing companies not needed
 - II. Secure the scene (cover openings, etc.
 - III. Identify, isolate, or remove hazard.
 - IV. Re-open streets to traffic flow
 - V. Restore SCBA
 - VI. Return tools and equipment to apparatus.
 - VII. Assign report / postmortem responsibility.
- Premises must be released to the legal occupant, owner, the owner's representative, the HPD, the Health Department, Coroner, Hospice Nurse, or site security personnel. Releasing the premises shall be in the presence of a witness and include:
 - I. Name of the person the premises is released to shall be recorded on the incident report.
 - II. Damage and unsafe conditions are explained along with the status of alarm and private protection systems.
 - III. Recommend precautions to be taken.
 - IV. Instruct the responsible party to restore the protection systems and request notification when returned to service

900.21: Requesting and Responding to Mutual Aid

Reference: POL 200.06: Emergency Call Back

Purpose: The purpose of this SOP is to outline the proper procedures for requesting mutual aid into Hopkinsville and sending Department resources outside of the City of Hopkinsville.

Scope: This SOP applies to all sworn members of HFD.

Command and Control: Shift Commanders, District Officers and Fire Dispatch Supervisors are responsible for compliance with this SOP.

Content:

Requesting Mutual Aid:

Any HFD Incident Commander, through the Shift Commander, may request mutual aid resources from a neighboring jurisdiction Fire Dispatch.

When requesting outside resources, the following information will be needed:

- Type of Incident (Hazardous Materials, Mass Casualty, Rescue, Other)
- Resources needed (tanker, personnel, etc.)
- Exact location of the incident
- Staging area
- On scene point of contact, radio ID and/or cell phone number.

Responding to Mutual Aid:

Upon receipt of any mutual aid request, Fire Dispatch shall notify the Shift Commander of the request.

The following information will be obtained:

- Type of Incident (Hazardous Materials, Mass Casualty, Rescue, Other)
- Resources requested (Engines, EMS, personnel, etc.)
- Exact location of the incident
- Staging area
- On scene point of contact, radio ID and/or cell phone number.

The Shift Commander shall make the response determination see policy POL 900.01. Final approval for the commitment of multiple resources outside of Hopkinsville will come from the Chief or his designee. The Chief will in turn notify the CAO and the Mayor. Fire Dispatch will alert all Staff Officers via the paging system.

All Department personnel respond primarily as advisors or resource personnel, with caution to not assume liability or incident control. HFD personnel shall operate under HFD Command at all times.

900.22: Incidents Requiring State Agency Notification

Purpose: The purpose of this SOP is to establish guidelines for notifying the State Fire Marshal's Office and/or Kentucky Emergency Management of required incidents via the State Duty Officer.

Scope: This SOP applies to all Incident Commanders.

Command and Control: All Incident Commanders within HFD are responsible to comply with this SOP.

Content: Incident Commanders are required to notify the State Duty Officer on certain types of incidents as explained below. Incident Commanders shall request that Fire Dispatch contact the 'Duty Officer' located in the State EOC. The Incident Commander may be inclined to contact the "Duty Officer" directly if resources are required on scene. The 'Duty Officer' will forward information on the incident to the appropriate representative.

- State Fire Marshal's Office

The Incident Commander shall promptly notify the State Fire Marshal through the State Duty Officer upon becoming aware of any of the following:

- I. A hazardous materials incident greater than 55 gallons liquid, greater than 660 LBS.
- II. All fire related fatalities or injuries serious enough to become a fire fatality.
- III. Fire or threat of fire on any property that is owned, managed, or controlled by an institution of higher learning.
- IV. A fire involving "major" structural damage in the following buildings:
 - a. An institutional, educational, state-owned, or state-leased, or high-hazard occupancy.
 - b. A business, mercantile, or industrial occupancy having a capacity over 100 persons.
 - c. An assembly occupancy having a capacity over 100 persons.
 - d. A place of religious worship with a capacity over 400 persons and more than 6,000 square feet; or
 - e. Any other building more than three (3) stories in height or 20,000 square feet of floor area.

The following is an explanation of fire Department responsibility under KRS 164 "The Michael Minger Act".

Kentucky statutes also require that notification to the Fire Marshal be made for any fire or threat of fire on any property that is "owned, managed, or controlled" by an institution of higher education. All public and private colleges and universities are included. This notification is to be made by campus security officials. Incident Commanders should be aware that if a fire has occurred, it is imperative that the State Fire Marshal is either on scene or has given the go ahead for overhaul, completion of investigation, and release of property actions. In these situations, do not assume that proper notification has been made.

Kentucky Emergency Management

The KYEM Duty Officer must be notified through the State Duty Officer upon the occurrence of the following incidents. A monthly summary of incident response must be provided to the area manager.

As a minimum, the following events will be reported:

- School bus accidents with injuries
- Diesel fuel spills > 75 gallons, gasoline spills > 25 gallons, any spill threatening a waterway, any transportation accident involving large quantities of propane, natural gas, diesel fuel, aviation fuel, kerosene, or other volatile fuel (55 gallons or greater in accordance with then ERG)
- Bomb threats

- Search and Rescue missions lasting over 4 hours.
- Missing Alzheimer patients/ “Golden Alert” (Individual over 18 years of age with a mental and cognitive impairment. Contact back to the “Duty Officer” should be made once the missing person is found)
- Evacuations 10 or more household/ residences
- Train derailments
- Aviation accidents
- “Major” urban fires
- Industrial fires or explosion
- Public utilities fire or explosion
- Terrorist or WMD incident to include white powder.

900.23: Initial Company Mitigation of Hazardous Materials Incidents

Purpose: This SOP contains uniform guidelines to HFD personnel engaged in responding to a Hazardous Materials Incident.

Scope: This SOP pertains to all personnel within the HFD assigned as the initial arriving Incident Commander (IC) on Hazardous Materials responses. To a large extent, it is based on current procedures and is designed to address conditions prior to, during, and after the incident.

Command and Control: The IC is responsible for ensuring that these procedures are followed.

Content

Initial Company Response and Arrival

- Upon receiving a call pertaining to a Hazardous Materials incident, Fire Dispatch shall obtain as much information as possible about the incident and report the findings to the responding companies.
- Type of truck, railcar (Box trailer, tanker, flatbed, etc.)
- Are there any markings visible (placards, labels, etc.)
- Where the leak is located (tank, saddle tanks, drums, etc.)
- The position of the vehicle (on its side, rollover, upright, etc.)
- When the first arriving company arrives on scene, the Officer shall:
 - I. Establish Command
 - II. Evaluate the situation using the **DECIDE** process
 - D**etect the presence of a Hazardous Material
 - E**stimate the likely harm without intervention.
 - C**hoose response objectives.
 - I**dentify the action options.
 - D**o the best option.
 - E**valuate the progress.
 - III. Utilize the Emergency Response Guidebook (ERG) for Product identification and to establish the initial protective action zones.
 - IV. Provide for the safety and protection of on scene emergency personnel.
 - V. Provide for the safety and protection of citizens within the affected area.

Establishment of Zones

- After evaluating the situation using the DECIDE process, the initial arriving IC shall establish an Exclusionary Zone utilizing the ERG.
- On radiological events, an Exclusionary Zone shall be established. Ambulatory patients can be placed in a triage area until the levels of contamination can be determined.
- Entry into the Exclusionary Zone by HFD personnel prior to the arrival of the Hazardous Materials Technician shall be permitted in certain cases after a risk versus benefit assessment is performed.
 - I. Exclusionary Zone entries will be the decision of the on-scene IC and contain the following criteria:
 - a. Try to obtain as much information as possible from Hazardous Materials companies and from the ERG.
 - b. Use extreme caution when making entry into an unknown atmosphere.
 - c. There must be visible and viable patients, not just unconfirmed reports of victims. Fire gear provides limited protection from chemicals. Therefore, hazardous chemical atmospheres shall only be entered briefly for the purposes of rescue. Upon leaving the Exclusionary Zone, responders shall go through Emergency Decon and remove their fire gear as soon as possible to limit exposure to the hazardous contaminants. Estimate the approximate time responders were in the Exclusionary Zone
 - d. Fire gear offers some protection against Ammonia and Chlorine.
 - e. Entries to remove viable patients from these atmospheres are allowed. However, you should never enter a cloud to assist patients.

Obtain information on the product and/or container by:

- Placards and Labels
- Shipping Papers
- Safety Data Sheets (SDS)
- Container Shapes
- Owner or Operator
- Call for Help or Assistance
- Advise additional companies of the situation, precautions, and response routes to allow them safe access to the scene.
- Start an Incident Log

Emergency Field Decontamination

- Decontamination is the removal of a contaminant from a person or object.
- Field Decontamination shall be accomplished by the removal of contaminated clothing and flushing with water.

Procedures:

- Assign a Decon Officer
- Establish a Decon Area
- Using equipment available at the scene, (pre-connected fire hose, tarps, ladders, pike poles). A catch basin should be constructed to catch run off. If time doesn't permit construction of a catch basin, then a low-lying grassy area should be used and cordoned off to protect the public from further contamination. Provision for public modesty will be considered if possible.

- Responder safety is the primary concern when operating at the scene of a hazardous materials incident. Members performing Decon must choose the proper level of protective gear to avoid contaminants that can cause them harm through cross-contamination. Full protective gear (structural firefighting clothing including SCBA) shall be used if the contamination poses a risk to a responder through inhalation or absorption. Decon shall be performed in such a manner that Decon workers do not become contaminated themselves.
- The victim's clothing and hair will contain most of the contaminants. In most cases, the victim's clothing should be removed prior to entering or being placed into an HFD vehicle. Every effort must be put forth to assure the patient's right to privacy.
- Decon personnel shall decontaminate themselves by rinsing and removing their structural firefighting gear. Gear must be cleansed prior to placing back into service.
- Prior to transporting a contaminated victim, a notification to the receiving hospital will be made that a decontaminated victim is en-route.

EMS Functions

- After victim rescue, the initial arriving companies should start first aid procedures until the arrival of the first emergency care unit.
- The Group Supervisor role will start with the first arriving emergency care unit.
- The Group Supervisor will assure all required EMS notifications to area hospitals prior to and during patient transport.
- Every effort should be made to assure no contaminated patients are placed into an emergency care unit until decontamination has occurred. Critically injured contaminated patients should (as a minimum) have their clothing removed.
- Entries by EMS personnel into the Exclusionary Zone shall follow the precautions stated in the above paragraphs.
- Protection of personnel
 - I. Contaminated areas shall not be entered without proper protective clothing.
 - a. In the event of a possible contamination of the emergency care unit, the Company Officer shall coordinate decontamination procedures for the crew.
- Provide for the Triage, Treatment, and Transport of victims.
- Locate Triage and Treatment area near Patient Decon area as directed by the IC or the Hazardous Materials Group Supervisor.
- Provide medical treatment as directed by EMS medical protocol.

Spill and Leak Control

- All absorbent material used in spills must be cleaned up and disposed of in accordance with Environmental Protection Agency (EPA) Guidelines. Under no circumstances are Sta-dri, Oil dry, and Floor Gator type absorbents to be left on the ground without proper authorization.
- Spills or leaks containing 10 gallons or less may be mitigated by the initial responding company:
 - I. Owner or Operator must provide clean up services approved by the EPA.
 - II. Use absorbent material to confine the product.
 - III. Dike the product if necessary and always attempt to keep the product from sanitary sewers, storm drains, creeks, etc.
 - IV. Spills or leaks containing more than 10 gallons:
 - a. Log all materials used in the spill remediation for billing purposes. Include the owner or operator's name, address, and phone number.

b. Request for additional assistance in mitigation

Plug and Dike

- To be used on petroleum spills only
- Mix in a container with water to a clay-like consistency. Apply to the leak, work into the affected area, and smooth out the edges.

Hazardous Materials Incident Reporting

- List all pertinent information to include, but not limited to:
 - I. Complete mailing address of the responsible party for the release of the product
 - II. Each agency responding to the incident.
 - III. Description and amount of all the equipment used.
 - IV. Detailed account of all actions taken by HFD personnel
- Obtain as much information as possible for all required reports (NFIRS) utilizing the Hazardous Materials Option on the completed screen when applicable
 - I. Petroleum product over 25 gallons
 - II. A material that is suspected to be other than ordinary combustible materials or combustible material by products.
 - III. The material is in such a state, quantity, or circumstance that if left unattended, it is presumed to pose a threat to life, health, property, or the environment (chemical or petroleum)
 - IV. Specialized Hazardous Materials resources are dispatched, used, should have been dispatched, or used for assessing, mitigating, or managing situations.
 - V. Any discharge of material (chemical or petroleum) that results in the injury, death, and/or major environmental impact, regardless of the quantity of material discharged.
 - VI. Reporting the quantity for chemicals (any amount)

900.24: Gas Responses

Reference: HFD Hazmat Operations Manual

Purpose: This SOP contains standard guidelines to assist the HFD when responding to incidents involving Gas emergencies. These incidents are defined as any emergency involving Gas Responses.

Scope: This SOP pertains to all personnel within the HFD. It is designed to address Gas Response procedures at the Awareness level for ALL personnel.

Command and Control: The Incident Commander is responsible for ensuring that these procedures are followed.

- Background:

Natural gas is much lighter than air and will dissipate rapidly outside. Inside buildings however it tends to pocket, particularly in attics, under stairs, and in dead air spaces. The Flammable Limits are approximately 5%-15% in air. Burning Natural Gas should not, under most conditions, be extinguished. Since this changes the hazard from visible to invisible and creates an explosion

hazard. Fires should be controlled by stopping the flow and eliminating the ignition source.

- Liquefied Petroleum Gas (LPG) is a gas at normal temperatures and atmospheric pressure. It liquefies under moderate pressure, rapidly vaporizing upon release of this pressure. The potential fire hazard of LPG vapor is comparable to that of natural or manufactured gas, except that LPG vapors are heavier than air. The ranges of flammability are considerably narrower and lower than those of natural gas, approximately 2%-9% in air. Outside this gas will tend to follow the contour of the ground and pocket in low areas. Inside buildings, this gas will pocket in low air spaces. Burning LPG should not, under most conditions, be extinguished, since this changes the hazard from visible to invisible and creates an explosion hazard. Fires should be controlled by stopping the flow and eliminating the ignition source.

Upon receiving a call for a possible Gas Odor (FGAO):

Fire dispatchers shall dispatch the following companies:

- Engine Company

The first arriving companies shall:

- Approach from upwind/uphill if possible
 - Park approximately 150 ft. from scene. Do not park in front of the structure.
 - Institute the Incident Command System
 - Provide for the safety of on-scene personnel and bystanders.
 - Leave all electrical switches, breakers, and meters as found, until the Incident Commander can meet with the on-scene Atmos Energy representative.
 - Locate the source of odor if possible. If found to be natural gas, contact Atmos Energy
 - Use appropriate gas detection monitor, paying close attention to LEL (Lower Explosive Limit)
 - Monitor the exterior of the structure, paying particular attention to areas around windows and doors.
 - In secure buildings, exterior LEL readings, without an exterior source, may warrant the need for forcible entry into the structure.
 - If the leak can be found and safely shut off at the source, then shut it off.
 - Ventilate by opening windows and doors.
-
- Any LEL on a monitor in which the source cannot be found or mitigated immediately shall be upgraded to a "Gas Leak" response

Upon receiving a call for a confirmed Gas Leak (FNGL):

- District Officer
- Call Atmos Energy

Responding units shall:

- Approach from upwind/uphill if possible
- Park approximately 150 ft. from scene. Do not park in front of response address.
- Institute the Incident Command System
- Provide for the safety of on-scene personnel and bystanders (i.e., evacuate and isolate as needed)

- Leave all electrical switches, breakers, and meters as you found them until the Incident Commander can meet with the on-scene Atmos Energy representative.
- In full PPE, monitor the atmosphere with appropriate gas detection monitors.
- If an LEL is detected by monitor, utilize natural ventilation by opening windows and doors.
- If an LEL is detected by monitor, evacuate the area or structure.
- Eliminate any possible ignition sources, isolate and shut off source of leak.

Upon receiving a call for a Ruptured Gas Line (FNGL):

- 2 Engine companies
- District Officer
- Call Atmos Energy
- Battalion Chief

Responding units shall:

- Approach upwind/uphill if possible
- Units should stop 200-300ft short of response address. Do not park in front of address
- Institute the Incident Command System
- Secure water source and deploy hand lines to protect personnel and exposures in case of fire
- In full PPE provide for safety of on-scene personnel and evacuate bystanders
- Leave all electrical switches, breakers, and meters as found, until the Incident Commander can meet with the on-scene Atmos Energy representative
- Restrict traffic flow and try to control ignition sources
- Monitor the atmosphere with appropriate gas detection devices
- Pay close attention to the LEL readings
- Assist Atmos Energy personnel by monitoring surrounding area and nearby structures for accumulation of Natural Gas
- **Under no circumstances will fire personnel plug or crimp a ruptured gas line. Any manipulation of the pipe will be handled by Atmos Energy personnel due to the high risk involved. There can be a buildup of static electricity in the line produced from gas escaping under pressure from the ruptured line**
 - I. If leak ignites, protect exposures and personnel
 - II. Do not extinguish the fire, a burning gas line will not explode
 - III. The best way to extinguish a ruptured gas line fire is to control the flow of gas

900.25: Rapid Intervention Team

Created Date: 11/2015

Purpose: The HFD often responds to incidents that present a high safety risk to Firefighters. This guideline identifies the requirements and the operations of Rapid Intervention Teams (RIT).

Scope: This guideline will address both general and procedural aspects of RIT as it pertains to HFD.

Command and Control: Incident Commanders (IC), RIT members, Company Officers and Firefighters are responsible to comply with the guidelines set forth in this SOP.

Content: General Operating Procedures for the Rapid Intervention Team

RIT Objectives

- Prevent the Firefighter mayday and work towards improved safety of the fire ground

- Position a properly equipped crew on-site, in a ready state, to immediately react and respond to rescue disoriented, injured or trapped Firefighters
- Locate and check the status of a Firefighter that is unaccounted for after an initial accountability check and recheck
- Assist Firefighters who request help of a non-mayday nature (i.e. where a Firefighter may request minor assistance in order to egress from a building but is not in distress or danger)

Note: The IC must maintain designated RIT Companies to be available to assist members who become trapped or in distress. Splitting or committing RIT Companies to suppression related tasks is to be avoided without adequate justification. RIT members will remind the IC and/or other Superiors of their RIT designation if a non-RIT duty is assigned to them. If the IC still chooses to commit or reassign the RIT Company, they must be replaced immediately as Firefighter safety is paramount.

RIT Deployment

The Rapid Intervention Team will serve three functions on the fire scene.

- Pro-Active Operations
- Assistance / Welfare Confirmation Check
- Mayday Response

Pro-Active Operations

- Report to the IC to determine the IC's action plan and current operations
- 360-degree recon of building
- Provide second egress for interior & roof crews
- Report unstable conditions to the IC
- Secure utilities
- Monitor fire ground channel

Assistance/ Welfare Confirmation Check

The RIT may be deployed for Assistance to firefighters who may request help but whose situation does not qualify as a mayday. Firefighters can now request assistance knowing they will receive exactly what they ask for, with minimal consequence, before their situation escalates.

Mayday Response

Incident Commander

In the event that a Firefighter is determined to be missing, any member can and should announce a Mayday. Command shall respond to a Mayday call or Mayday situation by implementing a rescue plan for the Firefighter(s).

The following is a list of actions to be taken by Command for a reported missing or trapped Firefighter. These are guidelines and do not necessarily need to be accomplished in the order listed.

IC/Operations

- Acknowledge/announce the Mayday on the Operational channel using the name/names of the involved members
- Deploy informed RIT

- Obtain Personnel Accountability Report
- Request additional Engine Companies
- Adjust the action plan to a rescue operation
- Assign RIT Group Supervisor
- Assign additional companies to the RIT Group
- Reinforce Firefighting positions

Communications

- RIT will communicate on the assigned fire tactical channel.
- During a **Mayday** situation, it is paramount that all transmissions be brief and limited to essential communications only.

Deployment of RIT

Upon deployment for a **Mayday**, RIT will abandon any other Pro-Active Operations and quickly develop a locate/rescue plan, collect the appropriate tools, and deploy into the structure from the RIT staging area.

Most **Mayday**-related Rapid Intervention plans are executed in two parts. This is a critical strategic point.

- Part One - The initial search/location of downed Firefighter(s)
 - I. During the initial search assignment, the RIT Team will be deployed into the structure. They will locate/secure the Firefighter(s) in distress, secure air supply, package, locate defensible area, and give a report to the IC
- Part Two -The extrication/removal of downed firefighter(s)
 - II. At this point, provided a grab and go scenario cannot be performed, additional crews will be assigned to assist with the extrication/removal of the downed Firefighter(s).

Expansion of the Command Structure:

With additional resources en-route, along with the critical rescue needs, the ICS (Incident Command System) must expand ahead of the demand. The IC must be proactive and aggressive in developing and expanding the ICS.

Termination of RIT:

In order to maintain the availability of this resource for other incidents, the RIT should be returned to service when the incident is under control and the situation and structure do not pose a threat to operating crews.

900.26: Personnel Accountability

It shall be the policy of Hopkinsville Fire Department to account for the location, function and safety of all HFD personnel operating at the scene of an emergency.

The HFD has adopted an accountability system that utilizes the Incident Command System (ICS) to provide the maximum level of Firefighter safety while operating in hazardous situations.

Accountability is a Shared Responsibility!

Incident Commanders are required to implement a system that will track personnel working at emergency incidents. Subordinates are required to work within the Accountability System in-place for that particular incident.

The protection of life being our highest priority, all personnel are to understand the inherent dangers of firefighting but must operate with the highest regard for their safety, as well as the safety of all others on the fire ground. The Incident Commander (IC) shall have the responsibility to implement the "Personnel Accountability System" that is appropriate for the incident. HFD formal Accountability System consists of accountability nametags and status boards to track the location and assignment of all members of the HFD during an emergency incident. Fire ground operations can be governed by a simple rule:

- RISK NOTHING TO SAVE NOTHING
- RISK A LITTLE TO SAVE PROPERTY
- RISK A LOT TO SAVE LIFE

The Personnel Accountability System will not eliminate all the dangers inherent to the firefighting profession. It is intended, however, to improve the ability of on-scene Commanders to recognize when personnel are missing and/or trapped and to provide a rapid and effective search and rescue response to those situations.

Personnel already engaged in emergency incident mitigation before the transfer of accountability nametags are ordered shall not forfeit progress made in fire suppression or other operations solely for the purpose of the transfer of nametags. In those situations, Company Officers and support personnel shall transfer their nametags at the earliest convenience.

In situations where multiple agencies are working together, on-scene HFD Commanders shall keep track of their personnel via the HFD Accountability System.

900.27: Incident Reporting/Firehouse/IPC

It is the policy of the HFD to document all incidents to which a response is made. Incident reports will be standardized based on guidelines set forth by the National Fire Incident Reporting System (NFIRS), and the Kentucky Emergency Medical Services Information System (KYEMSIS).

A NFIRS Report is used to document all incidents to which the HFD responds. All NFIRS reports shall be completed prior to the end of the shift.

An EMS Patient Care Report (PCR) is used to document all Emergency Medical calls and all calls that result in patient contact by members of the HFD. PCR's shall be completed after completion of the run.

Complete incident reports as thoroughly as possible, accurate categorization and reporting of the incident details is essential. The comment or narrative section of the incident report shall be used to fully describe the incident and actions taken to conclude the incident

The responsibility for completing fire incident reports is the higher ranking officer or the Incident Commander. The NFIRS and the EMS Patient Care Report shall be completed promptly after the termination of the incident. For incidents that occur near shift change, the individual responsible for the completion of the incident report shall, if necessary, remain on duty past shift change in order to complete the incident report.

900.28: After Action Reviews

Revised Date: 01/2020

Purpose: The purpose of this SOP is to outline the proper procedures to be followed for constructing After Action Reviews (AAR).

Scope: In order to give a complete and accurate account of an incident, these procedures should be followed. The deletion of required information may result in inefficient and time-consuming investigation.

Command and Control: The Incident Commander (IC) has the responsibility for conducting AAR.

Content:

The following criteria determine if an AAR is necessary:

- All structure fires
- Any fire which results in a fatality
- Any other incident for which a Staff Officer orders a AAR
- Technical Rescues
- Mass Casualty Incidents

The assignment of an AAR shall be done as soon as possible and include the following:

- Reports: The Officer to whom the AAR has been assigned should obtain the following reports, prior to completing the AAR:
 - I. Copy of NFIRS form (or NFIRS-2-3, etc., as appropriate)
 - II. Any other pertinent reports
- Graphics: AAR drawings should include:
 - I. Fire building
 - II. Adjacent streets, drives, etc.
 - III. All pertinent exposures
 - IV. Area of fire origin and extension
 - V. Pertinent interior partitions
 - VI. Position of all fatalities
 - VII. Sprinkler and/or standpipe hook up
 - VIII. Position of all FD vehicles
 - IX. Position of other vehicles used

- X. All access obstacles or barriers (i.e. fences, walls, etc.)
- XI. Location of possible arson evidence, or other unusual conditions or situations found
- XII. Length and diameter of all hose used also type of nozzle
- XIII. Location and length of all ladders used
- XIV. Map shall contain a north indicating arrow
- XV. Command Post
- XVI. Rehab

- Include the following on the drawing:
 - I. Building or business name, if applicable
 - II. Address
 - III. Date and time
 - IV. Weather: Temperature, humidity, wind direction and speed, any other important weather conditions
 - V. Occupancy of building
 - VI. Dimensions of the building including number of floors
 - VII. Basic construction type
 - VIII. Companies responding by alarm
 - IX. Area of fire origin

900.29: Apparatus Inventory

A current master inventory shall be kept on each apparatus.

Operators should be aware of three things:

Will be held accountable for all tools and equipment assigned to their apparatus

Any damaged or lost equipment shall be reported in writing via the Chain of Command to the Deputy Chief

No piece of equipment shall be taken off the apparatus, or added, without proper authorization from the Deputy Chief

Send all requisitions to the Deputy Chief via the Chain of Command, whether the request is for replacement of a lost or damaged piece of equipment or if it is a recommended change.

900.30: Reserve Apparatus/Ambulance

Reserve apparatus are stored in various stations throughout the city and in Oak Grove. These apparatuses are inventoried and stocked. The daily checklist shall be completed by the person assigned by the Ranking Officer.

When returning the reserve apparatus, it shall be cleaned, fueled, and ready for service by the crew returning the apparatus.

If any mechanical problems are found, the city maintenance and all officers shall be notified.

The officer assigned to the station where the reserve apparatus is quartered shall ensure the inventory sheet is correct.

900.31: Apparatus Day

Friday will be designated as apparatus day for HFD. This policy establishes a standard day to be used Department wide.

The following procedures will constitute the activities for apparatus day:

- All compartments will be emptied of equipment and cleaned.
- All tools and equipment will be cleaned, inspected and lubricated where applicable.
- All ladders shall be cleaned and inspected for damage
- Pump drains on all pumping apparatus shall be opened for a minimum of 60 seconds to allow for removal of debris in the pump
- All discharge and intake valves (Piston intake valves, LDH inlet ball valve, and Keystone valves) shall be operated through the full range of travel
- Apparatus shall be cleaned outside as well as inside the cab area
- When temperatures are above freezing, apparatus with pumps shall engage the pump and flow water
- Station Officers are responsible for inspecting all apparatus.

900.32: American Flag Etiquette

Purpose: The purpose of this SOP is to ensure that proper American Flag etiquette is followed.

Scope: The SOP shall cover raising and lowering, proper display, care, and disposal of the American Flag.

Command and Control: This SOP applies to all HFD personnel.

Content:

Raising and Lowering:

- The U.S. Flag shall be raised at 0700 hours and lowered at sunset unless the Flag is illuminated, in which case the U.S. Flag may be displayed twenty-four hours per day
- When the U.S. Flag is lowered, it shall be lowered slowly and shall not come into contact with the ground or floor.

Proper display:

- The Flag shall be lowered to half-staff at the direction of the President of the United States, or the direction of the Governor of the Commonwealth of Kentucky. It shall remain at half-staff until the order is received to raise the U.S. Flag to full height. This order shall be posted on the front page of the intranet with the specifics on when the Flag shall be raised back to full staff.

- On Memorial Day, the Flag shall be lowered to half-staff at 0700 hours and raised briskly to the top of the staff at 1200 hours
- When raised the Flag shall be briskly raised to full staff.
- When the Flag is at half- staff and needed to be lowered, the Flag will first be raised to full staff and then lowered completely.
- U.S. Flags worn on the uniform shall be positioned on the right shoulder using the reverse design so that the union field faces the front with the stripes running horizontal toward the back.

Care and disposal:

- When removed from the Flag staff, it shall be neatly folded in a triangular fold when dry. If wet, the U.S. Flag shall be hung inside the station until dry
- In the event the U.S. Flag is tattered or worn, notify the Secretary for a replacement.
- All tattered, worn out U.S. Flags shall be sent to the VFW for proper disposal.

900.33: Fire Hose Loan Out

Created Date: 11/2015

Fire hose is to be loaned only to those individuals who have written authorization from Hopkinsville Water Environment Authority (HWEA) to utilize the fire hose for obtaining water from public and private fire hydrants.

Authorization must be obtained from the Fire Chief, Deputy Chief, or the Shift Commander prior to fire hose being loaned to said individual. Documentation must be completed by the member filing the request.

900.34: Lock Outs/Lock-Ins

The purpose of this policy is to ensure the HFD does not compete with commercial businesses within Hopkinsville. HFD will always respond to requests for emergency assistance.

Example of emergency dispatches:

- When a small child is locked in a room, dwelling, or vehicle.
- When an occupant is locked out of a dwelling and there is food on the stove.
- Obvious emergency where imminent danger to life and property exists.

When assistance is rendered, verification of the person's lawful right of access to the property must be documented.

The Hopkinsville Police Department will assist in verifying proprietary/possessor rights.

A NIFRS report shall be completed with the name of the individual requesting assistance, name of the homeowner, if other than person calling, and the responding police officer in the narrative.

If the Officer determines that the lock out is not an emergency, (i.e. the caller indicating that he or she simply lost their keys, or the lock is malfunctioning), that person shall be referred to a locksmith.

Calls requesting assistance as a matter of convenience or saving the expense of commercial response shall be refused.

Additionally, if the caller requests the name of a business to provide lock service, they shall be referred to the telephone directory listings under "LOCKSMITHS". Do not make specific recommendations by business name.

900.35: Disaster Preparedness

Purpose: To establish guidelines for participating in maintaining documentation of local, county, regional or state disaster or preparedness exercise for HFD/CEMS. It will also outline coordinating with the Emergency Management Director for staffing an Emergency Operations Center with personnel in a disaster.

Scope: This SOP will outline procedures for participating in and maintaining a record of disaster or preparedness training at a local, county, regional or state level for HFD/CEMS.

Content: HFD/CEMS shall participate in an annual disaster or preparedness exercise at a local, regional or state level. This training will be coordinated through the County Emergency Management Director's office and a copy for the preceding twelve months will be kept on file at the Main Station.

HFD/CEMS will coordinate with the County Emergency Management Director for possible use of agency personnel in the Emergency Operations Center in case of a disaster. This will be done at the discretion of the EMS Director or their designee.

HFD/CEMS will maintain a hard electric copy of the most current adopted Emergency Management Operations Plan at the Main Station.

900.36: Mutual Aid

Created Date: 6/2015

Revised Date: 2/2018, 1/2020

Purpose: To provide a guide for providing or requesting Mutual Aid.

Mutual Aid agreements will be maintained with surrounding counties and agencies. These agreements will include indications for requests, requesting criteria, communications, liability issues, incident critiquing and fee collection. Mutual aid requests and provision will be reviewed by the Chief of SCEMS in cooperation with the administration of the second agency.

Request from another Service.

When another agency, county or department requests Mutual Aid resources from Hopkinsville Fire or Christian County EMS, the Shift Commander will be notified prior to dispatching any HFD units.

Once notified the Battalion Chief will then make the decision as to whether ECC will dispatch Mutual Aid resources.

This decision will be based on unit availability as well as if the request meets HFD's criteria for a valid Mutual Aid response.

No fire apparatus, except for the BC or district vehicles, will respond outside the city limits without the approval of the Fire Chief or Deputy Chief in his absence. The only time this is not the case will be during an automatic aid situation.

Need of Mutual Aid in Christian County

If mutual aid is needed, the Shift Commander will request through ECC assistance from a surrounding county. KAR requires a vehicle to respond within 10 minutes of an ambulance request. If this 10-minute benchmark cannot be met, mutual aid must be requested.

900.37: Safe Haven

Reference: Representative Thomas J. Burch Safe Infants Act, July 14, 2018

Reference: KRS 620.350, effective July 15, 2016

Reference: Kentucky State EMS Protocols, page 36-38

Reference: KRS 405.075, effective July 14, 2018

Reference: Safe Haven Baby Boxes, Inc., Policies and Procedures

Safe Haven File: [F:\Baby Box](#)

Purpose:

To ensure a consistent, reliable, and lawful response when a child, who appears to be not more than thirty (30) days of age, is brought to any fire station, and is surrendered to a fire department employee or placed in the Safe Haven Baby Box.

Definitions:

Newborn Infant – a baby who appears to be not more than thirty (30) days of age as best determined by history and medical exam.

Procedure Overview:

The employee, who accepts a newborn or responds to an infant that is placed in the Safe Haven Baby Box, shall perform the following:

- Attempt to gather as much information as possible and if person surrendering the infant is willing. (i.e., gender, age, need for medical treatment)
- Perform necessary treatment to infant.
- Notify Battalion Chief or Shift Commander
- If an infant appears to be abused, contact law enforcement, and gather as much information as possible.
- Transport the infant to medical facility.
- Complete necessary reports
- Contact appropriate agencies.
- If applicable, prepare the box for readiness.

Parents Rights at the time of Surrender:

If the parent, in good faith voluntarily leaves the infant and expresses no intent to return for the infant, they have the right to:

- Remain anonymous.
- Leave at any time.
- Not to be pursued
- Shall not be considered to have abandoned or endangered the newborn.

Infant Treatment:

- Assess and provide treatment, under implied consent, as necessary according to department treatment protocols.
- Safe Infant Protocol
- Infant shall be identified as Jane or John Doe
- ECC shall be contacted to receive a run number.
- The infant is to be treated and transported to Jennie Stuart Medical Center Emergency Room or the most appropriate hospital.
- The EMS Crew, who has taken custody of the infant, should maintain “Eyes On” until the infant is transferred to Hospital Staff and the infant has that facility’s ID bracelet in place.

Documents to be completed by employees:

- Fire Incident Report
- EMS Run Report
- Haven Surrender Process Document Form
- Any other supplemental information

HFD Safe Haven Baby Box Policy:

- HFD shall provide a location for a Safe Haven Baby Box where a person who wishes to relinquish custody under the local jurisdiction Safe Haven Law may drop off an infant.
- All Command Staff shall be trained in the use, features, and procedures of the box.
- The box is designed with three (3) alarm functions.
 - When the outside door is opened and closed
 - When an infant is placed in the box
 - When power failure has occurred
- When an alarm is activated, the alarm monitoring company will contact local 911 Dispatch Center and Fire Chief
- Only Hopkinsville Fire Department Personnel shall perform the act of retrieving a newborn infant when he/she is placed in the Baby Safe Haven Box
- Fire and EMS personnel must respond every time an alarm is activated to verify whether an infant has been dropped off.

- Anytime an alarm is received, the box must be checked and documented accordingly.
- Personnel may access the box from inside the HFD Headquarters building.
- Once the infant has been surrendered inside the box, the infant CANNOT be returned to parent or guardian.
- Newborn infants will be evaluated immediately and then transported to Jennie Stuart Medical Center Emergency Room or most appropriate facility for further evaluation.
- EMS transporting the infant to the hospital will notify the hospital personnel that the infant was surrendered under the Kentucky Safe Haven Law
- Complete all necessary paperwork.
- Notify Chief and Deputy Chiefs
- Ensure the box is secured using an outside lock.
- Alarm automatically resets.
- Contact Safe Haven Baby Box Representatives within two (2) hours of surrender.
- Place units alarm in test mode.
- Disinfect and wipe down parts of the box.
- Ensure all parts of the unit are placed back in readiness status.
- Remove unit's alarm from test mode.
- Unlock the outside door.

Safe Haven Procedures and Maintenance Procedure:

- Maintain twenty-four (24) hour security monitoring.
- Do not discontinue monitoring without giving Safe Haven Baby Box, INC thirty (30) day notice.
- Maintain uniform signage from Safe Haven Baby Boxes, Inc
- Ensure no video monitoring will occur around the part of the building containing or facing the outside drop off location.
- Perform a documented weekly physical and alarm inspections, with an actual test alarm on the box.

Weekly Safe Haven Baby Box equipment check Procedures:

- OB kit
- Clean Blankets
- Blank checklist for employees
- Blank HFD check sheet.
- Blank Documentation sheets
- Check for cleanliness, damage, or leaks.

Hygiene and stocking standards for Safe Haven Baby Box:

- The interior is wiped down with antibacterial wipes after use.
- Conduct monthly cleaning of box and contents.
- Report any missing items to the Admin Staff for replacement.

Contacts:

- Baby Safe Haven
 - 260-750-3668
 - 260-415-0789
- Kentucky Department of Child and Family Services
 - (800) 372-2973

900.38: Bomb Threats/Suspicious or Unattended Packages

Created Date: 11/2015

HFD Bomb Threat/Suspicious or Unattended Package Guidelines:

- Receive calls pertaining to bomb threats and suspicious or unattended packages
- This is a non-emergency response
- Dispatch consisting of an Engine Company and a District Captain
- All units shall stage at a minimum safe distance of 300' outside of the potential blast zone and preferably not within view of the bomb threat structure
- At no time shall any member of the HFD perform a walk through search for any explosive device
- The Incident Command shall meet with the HPD and establish a Unified Command Post.
- Assist in evacuation if necessary. The decision to evacuate shall generally be the responsibility of the building owner or management. The Unified Command may decide to evacuate if there is reason to believe there is an actual device in the structure or an actual device is found
- Request the assistance of other agencies as needed (This should be a unified decision with the HPD)
- State Emergency Management will be notified if deemed necessary by the Unified Command,
- No device or suspected device shall be examined or in any way handled by HFD
- I.C. has the authority to release any/all Fire/Ems units as deemed necessary

Potential Bomb Device Guidelines

- Evacuate the area to provide for the safety of all personnel on-scene
- Notify the HPD that a suspected device was located
- Initiate dispatch consisting of an Engine, a District Officer,
- Notify the Shift Commander
- Emergency/non-emergency response to be determined by the Incident Commander

900.39: Homeland Security Information Network (HSIN) / Suspicious Activity Reporting (SAR)

Created Date: 04/2016

HSIN is a portal of the Fusion Center which passes intelligence relating to WMD, terrorist activities, issues of national security that may affect the Commonwealth, and any other information relating to fire/EMS, and law enforcement. HSIN not only provides a means for information to be passed to departments and agencies, but also a means for suspicious activity reporting (SAR) for further analysis.

The purpose of this policy is to clearly state the responsibilities and expectations relating to the use of the HSIN, as well as the process of receiving and disseminating information HFD's fire/EMS companies and the chain-of-command.

- The HSIN will be checked periodically for pertinent information. This information will be disseminated electronically to the Department. This information will be marked as a **For Official Use Only (FOUO)** document.
- FOUO documents on the HSIN and documents disseminated to line personnel may not be reproduced or copied for personal use.
- Documents that are labeled FOUO, are need to know documents. They will not be distributed or discussed with personnel outside the Department. Passing any information on to media outlets by any means is prohibited and will result in disciplinary action.
- The Suspicious Activity Report Form (SAR) will be found on HFD's "F" drive under forms and memos in a folder titled Fusion. It is to be used by employees of HFD to report suspicious activity. After completion of the SAR form, it will be sent to the Deputy Chief or the designated Intelligence Liaison Officer (ILO).
- During normal business hours, the ILO will make notifications to the Fusion Center through the SAR reporting mechanism. **If the perceived threat potentially possesses an immediate life safety hazard, law enforcement should be notified without delay.**
- Because of the nature of the information, HSIN information will only be accessed through City of Hopkinsville computers.

900.40: Electrical Safety/Emergency Operations

Reference: Firefighter Safety, IFSTA Training Manual

Reference: OSHA standard 1910.333

Purpose: The purpose of this SOP is to ensure the safety of members participating in emergency operations. This SOP states the procedures to be followed when an electrical hazard is encountered during emergency operations.

Scope: This SOP pertains to all members of the HFD.

Command and Control: The Incident Commander (IC) has the responsibility for ensuring that these procedures are followed.

Content:

- If an electrical hazard is encountered, operations shall be discontinued until the power to the hazard is shut off.
- Aerial devices shall be operated with a clearance of at least 10' from energized overhead power lines.
- Power may be shut off by HFD personnel if they are able to do so safely.
 - I. Disconnect the breaker or remove the fuse controlling the main power source
 - II. Disconnect the breaker or remove the fuse controlling the power to a specific area
 - III. Disconnect the cables from D.C. battery terminals
- If power cannot be shut off by using the procedures listed above, operations shall be discontinued until an employee of the utility company shuts off the power.
- No wires that are electrically energized or thought to be electrically energized shall be cut and HFD personnel shall pull no electric meters unless an immediate life hazard **exists**.

900.41: Post Accident Drug/Alcohol Testing

Reference: Employee handbook

Updates 02/12/2024

Purpose: This SOP outlines the procedures for Post-Accident drug/alcohol testing as mandated by City of Hopkinsville. This SOP shall be used in conjunction with the current CBA.

Scope: All Bargaining Unit and other HFD members.

Command and Control: Compliance with this SOP is the responsibility of the Chain of Command of the employee being tested.

Content: The following is the procedure when an employee of HFD is involved in a situation requiring testing. Post-Accident Testing may take place for any of the following reasons.

- An accident while operating a HFD engine, ladder, or emergency care unit which results in damages of \$100 or more, or while operating any other HFD vehicle with property damages of \$100 or more, or
- In a work related incident resulting in any fatality, or
- In a work related incident or accident involving any injury requiring medical treatment, or
- In a work related incident involving property damage of \$100 or more.

Such testing shall be conducted within two (2) hours of the incident.

Note: Emergency treatment as defined by HFD is treatment which requires admission to a hospital, an extended Emergency Department visit, or Advanced Life Support in accordance with HFD EMS criteria.

- Take any necessary action such as first aid, call for help, take apparatus off duty, etc.
- Notify a Battalion Chief in order to do the appropriate documentation.
- The Battalion Chief involved shall notify (or have ECC notify) the following:
 - I. The Fire Chief
 - II. Deputy Chiefs

III. Human Resources

- Transportation for testing shall be by HFD vehicle. Under no circumstances shall the involved employee be allowed to drive the vehicle.
- Per City of Hopkinsville policy, refusal to submit to testing shall result in charges seeking dismissal.

900.42: Reasonable Cause Drug/Alcohol Testing

Created Date: 11/2015

Reference: City of Hopkinsville Employee Handbook

Purpose: This SOP outlines the procedures for administration of reasonable cause drug/alcohol testing as mandated by City of Hopkinsville Employee Handbook.

Scope: All HFD members.

Command and Control: Compliance with this SOP is the responsibility of all officers and supervisors of HFD.

Content: When a reasonable suspicion of drug or alcohol impairment exists, the following HFD procedure shall be employed:

- A Supervisor shall observe and document the suspicious behavior. The Supervisor shall also take other appropriate action for safe operations such as taking an apparatus off duty
- The first Supervisor shall notify a second supervisor of higher rank, if possible, who will observe the member and document the findings
- If the two supervisors concur, the Fire Chief shall be notified and may require the member to submit to testing per policy. Refusal to submit to testing shall result in charges seeking dismissal
- The member will be taken to a testing facility by an Officer
- After testing is completed, the member shall be placed on sick leave, pending test results. They will then be taken home (or appropriate destination) under NO circumstances will they be allowed to drive home.

Any questions that arise shall be directed to the Fire Chief. They shall notify Human Resource at the earliest convenience

900.43: Fire Alarm Response

Created Date: 2/2023

Reference: HFD SOPs 900.43, 600.04, 900.14

Purpose: This SOP contains standard guidelines to assist the HFD when responding to fire alarms.

Scope: This SOP pertains to all personnel within the HFD. It is designed to address alarm responses for suppression personnel.

Command and Control: The Incident Commander is responsible for ensuring that these procedures are followed by responding personnel.

- An alarm is to be treated as a structure fire until an on-scene investigation has determined it to be false.
- Fire dispatchers shall dispatch the appropriate companies per structure fire response protocol.
- Companies arriving on the scene will adhere to the structure fire SOP.

Cancellation Procedures:

- If dispatch advises that units may cancel and no one is on-scene, units shall continue to respond emergently.
- If prior to arrival, City Fire states that units may cancel, a Fire Officer shall respond to verify that there is no fire and that the alarm system is operational. The Fire officer may be part of a fire company or a member of the command staff. "Fire Officer" in this policy, includes anyone in the "acting" position.
- If dispatch advises that a technician is currently servicing the alarm system but they failed to notify, units may cancel the response.

900.44: Structure Fire

Created Date: 2/2023

Purpose: To provide the necessary guidance for personnel responding to and operating at structure fire incidents.

Scope: The scope of this SOP is to address the overall objectives of structure fires.

Guideline: All personnel are expected to observe the practices and precautions established in this guideline when responding to structure fires. The incident commander will be expected to develop, adapt and modify the incident action plan as required by the magnitude of the emergency and existing conditions. This SOP along with proper training provides a decision making aid for structure fire operations.

References:

National Fire Protection Association (NFPA)
 International Fire Service Training Association (IFSTA)
 Underwriters Laboratory Firefighter Safety Research Institute (ULFSRI)
 National Institute of Standards and Technology (NIST)
 National Fire Administration (NFA)
 International Fire Service Accreditation Congress (IFSAC)
 National Incident Management System (NIMS)

Incident Response

Alarm Assignments:

General Alarm – 1 Engine, 1 Ladder, 1 Rescue, 1 Command

2nd Alarm – 2 Engines, 1 Ladder, 1 Rescue, 2 Command

3rd Alarm - 2 Engines, 2 Ladders, 1 Rescue, 2 Command, EMS Unit

4th Alarm – 2 Engines, 2 Ladders, 1 Rescue, 2 Command, EMS Unit, Call Back Personnel

5th Alarm – 2 Engines, 2 Ladders, 1 Rescue, 2 Command, EMS Unit, Call Back Personnel, Mutual Aid

Structure Fire Response

Apparatus/personnel availability may affect alarm assignments. Command shall make all attempts to ensure an Engine and a Ladder responds to all structure fires.

Command staff may upgrade an alarm as needed to ensure adequate equipment and personnel are available for an effective and safe response.

Definitions:

Heat Release Rate (HRR) – The rate of thermal energy production generated by combustion.

Size Up – The art of developing a real time situational analysis. Size up is an ongoing task throughout the life of an incident.

Strategy – A plan of action intended to accomplish a specific goal, the art of planning and executing approved plans.

Objective – A specific goal or outcome that is worked toward.

Tactic(s) – A specific maneuver for achieving an objective. The art of securing or completing objectives that are set by the strategy.

Task – A piece of work or function that is a part of the overall duty or undertaking.

Flow Path – The path within a structure of the flow of flame and products of combustion such as smoke and toxic gases.

Incident Command

Note: Most structure fires fall into the NIMS Type 4 or Type 5 Incident Management.

The HFD will use the Incident Command System for all structure fire responses. Command will begin with the first arriving fire unit and be maintained until the last unit clears the scene. It is understood that the first arriving unit may be utilizing a mobile working command until command can be passed.

Responsibility of Command shall be as follows:

- Ensure safety of public and HFD personnel
- Obtain a situational analysis
- Assess, establish incident priorities
- Determine, establish incident objectives
- Determine, establish strategy, reassess strategy as needed

- Determine, establish tactics
- Develop Incident Action Plan (IAP)
- Develop appropriate organizational structure
- Verbally assign an appropriate radio channel for scene operations
- Assign, manage resources (Fire Attack, Search Group, RIT, Vent Group, etc.)
- Coordinate activities of internal and external agencies
- Authorize release of information to the media
- Investigate or implement steps to have origin and cause of fire investigated
- Provide avenues for assistance for any displaced occupants
- Notify appropriate personnel (SOP 600.03 and 600.04)

Safety and Health Guidelines for Structure Fire Operations

Safe Driving and Use of Warning Devices – See POL 500.01

Hearing Protection – See POL 400.09

SCBA, PPE, IDLH – See POL 1500.05

Rehabilitation of Personnel during incidents – See 900.03

Incident Accountability – See POL 900.03

Ten Minute PAR Checks – See POL 900.05

Incident Safety – See POL 900.05

Rapid Intervention Team – See POL 900.25

Personnel Accountability – See POL 900.26

Safety and Accountability

Entry into the structure shall be strictly controlled. All entry is to be approved through the Incident Command Process (i.e. IC, Division, Sector, etc.)

Incident Command – The Incident Commander shall maintain the following:

- A solid command location and presence.
- Knowledge of all units and personnel working an emergency scene through proper documentation.
- Strict entry control to the structure.
- Have control over and knowledge of assignments to fire companies working the incident.

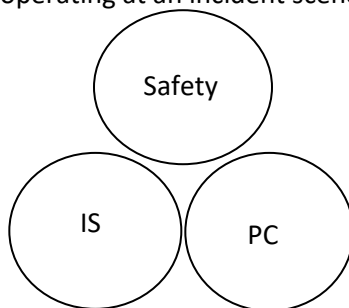
Company Officers – Company Officers shall be responsible for the assignments, movements, use of proper PPE, and safety of those under his/her supervision until/unless that person has been otherwise assigned. Once a task is completed, a report will be made through the IC process. If the Company Officer determined another task or movement within the structure should be made to work toward a goal or objective, i.e. move to another floor, this shall be communicated to and approved through the IC

process. Communication about entry and exit of the structure shall be communicated through the IC process.

INCIDENT PRIORITIES:

- Life Safety (Safety of occupants, citizens, and emergency responders)
- Incident Stabilization
- Property Conservation

Note: Life safety, the safety of occupants, public and emergency responders shall begin with the receipt of the call for service and be retained throughout the incident until all units have cleared the incident. Regardless of the phase of the incident, situational awareness and Life Safety shall also be the dominate Priority of the three. All personnel operating at an incident scene have the responsibility for Life Safety.



Incident Size Up/Situational Analysis:

The first arriving Company Officer or Command Officer shall conduct a size up of the structure and incident. A 360 degree size up is preferred when possible. The Officer may utilize a Thermal Imaging Camera (TIC) on the outside of the structure to check for fire location and extension into walls and attic spaces. The Officer will get an idea of the layout of the structure, entry and escape locations, and will read the smoke to determine fire stage, size, location, possible fuel, and possible direction of flame movement. Remember, flame will move the same direction as the smoke. It is crucial the Officer determine the smoke color and the meaning of that smoke color.

The following are different acronyms for assisting with scene size ups:

- Wallace was hot
- Coal was wealth
- Clues

Size up should also include isolating any type of open flow paths by closing doors or openings when possible.

Arrival Report, Update Report:

The first arriving unit will provide an arrival report, via radio, that consists of giving a quick description of the building and the situation as seen upon arrival. An update should be given after the size up is completed. Giving a hydrant location is helpful if it is seen upon arrival. The following are the points that shall be given:

- Construction Type
- Occupancy Type
- Smoke and Fire Conditions
- Any Life Safety Hazards or Concerns
- Water Supply (If Possible)

- Unit that has Command and Command Name
- Assigned Radio Channel
- Initial Attack Mode/Strategy

Command Modes:

- Investigation “Nothing Showing”
- Fast Attack “Mobile Command”
- Command “Incident Command Post”

Operational Strategies:

- Offensive
- Defensive

Offensive and Defensive strategies will not be used simultaneously in the same area of the scene. Operations can be dynamic by changing from one to another. Any change in strategy should be efficiently and effectively communicated to all personnel operating at the incident. A change of strategy must occur as soon as the need is recognized.

Incident Objectives:

Actual incident objectives will obviously be based on the actual incident and the current situational analysis. These are sample objectives that are pertinent to many structure fires.

- Provide for the safety and welfare of the occupants, public and emergency responders involved in the incident.
- Provide resources to place hand lines in order to reduce the Heat Release Rate (HRR) of any free burning fire.
- Provide resources to place hand lines for the purpose to protect occupants and facilitate rescue, protect ingress, egress routes.
- Provide for the rescue, removal and treatment of any trapped or injured occupants.
- Evacuate and provide protection for all external and internal exposures.
- Control the flow path of fire, smoke and toxic gases through the control of openings and ventilation techniques.
- Provide for resources to place lines in order to contain the fire and keep from spreading to unburned areas, and eventually extinguish the fire.
- Provide for the immediate and short term needs of any occupants, victims or evacuees.
- Provide for the care and rehab of emergency personnel.
- Provide for the salvage of occupant personal possessions and for loss stopped activities such as overhaul.
- Facilitate an investigation as to the Origin and Cause of the fire.

Tactical Strategies:

- Rescue
- Exposures

- Confine/Contain Fire
- Extinguish Fire
- Overhaul
- Ventilation
- Salvage

Command objectives should also include the following as applicable:

- Control the Heat Release Rate (HRR)
- Control the Flow Path
- Protect egress
- Control Ventilation
- Use full extent of hose stream distance

Incident Action Planning

Based on the Size Up (Situational Analysis), Incident Priorities Attack strategy chosen, an IAP will consist of the tactical operations needed to carry out the objectives. Only those tactical operations that are needed will be assigned as part of the plan. For example, in order for Rescue to be assigned there needs to be known or the possibility of viable trapped victims that need to be rescued. If there are no exposures, exposure evacuation and protection is not needed, and so forth.

- A victim being in the exhaust flow path of the fire and products of combustion results in a reduced potential survival time and a higher risk for fire entry teams.
- Isolation from the fire and products of combustion improves the chances for survival.
- Additional ventilation without coordinated efforts reduces potential survival time due to rapid growth of HRR.
- Fire Suppression from the exterior, as soon as possible, using straight stream, improves the potential survival time by lowering the HRR and decreasing the products of combustion for a short period of time. An initial, quick, exterior attack will help reduce the fire conditions and buy time for potential occupants and entry firefighters.
- Pressurized smoke exiting an opening, such as an entry point, is charged with toxic and combustible gases. Such gases can quickly ignite with the correct mixture of fuel, heat and oxygen. It is common to see “smoke ignite” as it rolls out an open door. Having entry teams crawl under such unburned fuel prior to reducing the HRR with a hose stream is very high risk. Softening the target may reduce the ceiling temperature by 400 degrees or more.

Incident Attack Modes Descriptions

The primary purpose to enter a burning structure is the possibility of saving the life of a human being.

The secondary purpose to enter a burning structure is to confine the fire and save as much personal property and the structure as possible. Such purpose is secondary to all life safety, including the life of the firefighter, and should be treated as such.

Investigation Mode:

Upon arrival, there are no apparent life safety, building, or environmental threats.

Crews are to carry appropriate tools to complete a full investigation for the nature of the call. All findings will be transmitted as IC to dispatch or to Officer that has Command, depending on the level of ICS used on the scene.

Fast Attack Mode:

Available Operational Interior Search, Rescue and Attack Tactics:

The following search, rescue and attack modes are available within the decision making toolbox of the first arriving company and the incident commander, primarily for ventilation limited structures. All active and acting Fire Officers will be familiar with all related Standard Operating Procedures that are set forth or referenced in this SOP, as well as the requirements of two in – two out and RIT procedures.

- QAS (Quick Attack, and Search) - This attack tactic is very effective for incipient stage fires, or free burning fires that have not yet spread beyond the area of origin. Typically, the smoke is light and still at the ceiling level. Temperature outside the rooms are tolerable and victims in the structure viable for rescue and treatment. However, this attack method becomes an extreme high risk for structures where the fire has spread beyond the area of origin, has spread beyond the room of origin, has already flashed, or has the structure charged with high pressure heated smoke and toxic gases. Using this method, firefighters pick a point of entry and move a hoseline very quickly to the area of origin, extinguish the fire, ventilate an opening near the fire, and then begin a primary search (or a 2nd crew enters for the primary search). It is a fast attack technique.
- Contraindications – The fire has spread beyond the area of origin; Backdraft conditions; impending flashover; heavy smoke showing with pressure; upon opening the entry point, a structure that is heavily charged with dark smoke, or thick black or brown smoke that is banking several feet from the ceiling and pushing out the entry opening.

Caution: Do not open or force entry into the desired entry point until a team with a charged line is ready for entry. When the door is opened, fresh air will feed the fire from the bottom and the fire and smoke will develop a flow path above the firefighters toward the opening. This must be a fast move toward the fire for extinguishment. If extinguishment is not completed within 2 – 3 minutes, conditions will deteriorate quickly. Use the full hose stream length for quick knock down.

- VEIS (Vent, Enter, Isolate and Search) – VEIS is a Moderate to High risk operation, however gains more control over Flow path than VES and the risk can be controlled through proper operation. In VEIS searches are made compartment by compartment (room by room), usually from the outside. VEIS can be successful in searching bedrooms for occupants if properly coordinated through Incident Command, and would be considered as an option for a rescue mode during normal sleeping hours. Using VEIS, Firefighter 1 would clear a bedroom window and use a TIC to scan room for layout or possible victims. The TIC will be passed to Firefighter 2 and he/she will

monitor the room while Firefighter 1 is inside. Firefighter 1 will sound the floor below the window, enter the room and quickly move to the bedroom door, search just outside the door while remaining in contact with doorway, remove any victims from outside the room, and close the bedroom door. If victim is found, move victim back to window and extricate victim using Firefighter 2. If no victim is found outside the door, a complete primary search of the room will be conducted, and then exit the window. This process stops the flow path of pressurized smoke and toxic gases from entering that room, isolating the room, allowing for a safe search of the room. The operation increases in risk if the door is blocked open by furniture or the victim.

- Although the operation needs to be conducted safely, the move from clearing the window to closing door must be quick. Venting the window will allow fresh air and oxygen to feed the fire from underneath, and pressurized smoke and toxic gasses to follow the path to the open window into the bedroom. This operation can also be successfully performed from ladders for upper stories.
- Note: A pressurized water extinguisher can be used to access a door and close it.
- Contraindication: Heavy, pressurized smoke with unburned fuel that is igniting, or in danger of igniting over the firefighter.
- Transitional Attack (TA) – All rescue and fire attacks come with risk, some with higher risk than others. While this attack mode still has a moderate and even possibly high risk, it is the only attack mode that incorporates all of the “Steps to Success” for a fire in a limited ventilation structure and reduces the risk to trapped occupants and firefighters. In simple terms, TA starts outside and moves inside to complete the operation. It can be used in both Rescue and Non-Rescue modes of operations. The key to TA is to reduce the HRR in order to gain time for any possible viable occupants and for proper entry and flow path control by fire attack teams.

TA begins with a Defensive fire attack. This is an aggressive attack that occurs just prior to entry, search and tactical ventilation to “soften the target” thus controlling and reducing the HRR (Success Step 1). It has been proven through research that fire suppression from the exterior as soon as possible improves potential survival time and reduces risk to entry firefighters.

Caution: Control of the fire stream in this operation is crucial. In the Exterior Attack phase of TA, only the straight stream directed at the ceiling is to be used. Do not use the “O”, “Z”, techniques if victims are possible in the structure or if an interior attack is to immediately follow. A straight stream off ceiling slowly back and forth is indicated. An occasional “up and down” movement may be alright as long as it is not in a circle motion. The only exception to this is if the seat of the fire can be seen from the exterior location and quickly extinguished with limited amount of water. In the Exterior phase of TA, only 15 to 20 seconds of fire stream should typically be needed in most residential fires. This will buy entry crews about 4 minutes before the fire begins to build to flashover strength again.

The Defensive Attack phase of TA can typically be used in limited ventilated structures

- With fire venting from a window or opening
- Heavy pressurized, heated smoke venting from an opening
- At the Entry Opening if fire or heavy, heated smoke is visible or venting

TA Sequence of Events

- Size Up
- Locate the Fire
- Identify and Control the Flow Path
- Cool the space from the safest location
- Extinguish the fire

TA Actions of Opportunity

- Rescue of trapped/injured/impaired occupants
- Salvage

TA Procedure for four (4) person company in Rescue Mode (If a three (3) person company, the Officer and firefighter 1 must assume the duties of Firefighter 2):

- Engine/Ladder arrives, Company Officer provides radio arrival report
- Engine/Ladder is properly placed based on fire conditions, obstacles, power lines, safety concerns, ladder truck needs.
- Company Officer establishes initial priorities, objectives and chooses attack model.
- Company Officer relays update over radio, relays attack model planned.
- Company Officer exits Engine/Ladder and conducts a situational analysis based on a 360-degree view of the structure if possible.
- A Firefighter stretches a TA defensive attack line to an opening with venting fire/smoke.
- A Firefighter stretches a TA interior offensive attack line to a desired entry point (staffing and/or fire conditions may affect the ability to perform this task).
- A Firefighter begins HRR reduction with straight stream in the opening with water/foam line for 15 to 60 seconds (longer if needed).
- Company Officer and Firefighter prepare for the entry.
- Company Officer and Firefighter force entry, begin TA attack search and rescue operations. Team utilizes door control to control flow path.
- If available, the second Firefighter will move to the entry opening to back up entry team. Great care is taken to make sure that fire, superheated products of combustion/unburned fuel do not enter the egress path of the entry team.
- Driver/Operator or command monitors fire/smoke conditions.
- Within 4 to 6 minutes from entry either Rescue is performed, fire quickly extinguished, or a new attack plan formed based on new size-up and available resources.

TA - Second Floor Fires:

To slow the HRR, select a straight stream at high volume. Angle the stream so that the stream enters the window low in the opening near the bottom sill, and so that the stream will angle to the ceiling of the room. Follow all other TA procedures.

Note: A second means of egress from the outside of the building shall always be implemented in the event of upper floor operations in the form of ground or aerial ladders.

The following are the least desirable yet available search, rescue and attack models. In these models knowledge of the victim location or probable location is essential to success and safety of the occupant and the first responders. If either of the following is chosen as the attack model, the Incident Commander will strongly be encouraged to consider a second alarm depending on the structure and conditions due to the dangers to the Firefighters and as a considerable firefight will be likely after the rescue attempt.

Search, Rescue and Attack Model decision making:

Selection and implementation of an attack model shall be based on the Size-Up/Situational analysis, and will be revised as needed as Incident Command is transferred and during ongoing Size-up and changing conditions. The preferred interior search, rescue and attack model will be the TA model for fires beyond the point QAS becomes a high risk choice. The TA Model can be paired with a variety of Ventilation or Flow Path Control models to be successful. Combining TA with a version of VEIS can be a very effective rescue model, especially during normal sleeping hours.

Class A Foam:

When available and possible Class A foam will be used in the offensive attack, especially in the transition attack and initial attack stages. The use of Class A foam will quickly and further reduce the HRR and products of combustion, gaining additional time for viable occupants and entry firefighters. Follow manufactures recommendations for application rates.

Controlling Flow Path:

Proper control of the flow path of fire and products of combustion improves the chance of a successful operation.

- Being in the exhaust flow path of the fire and products of combustion is high risk and results in a reduced potential survival rate.
- Isolation from the fire and products of combustion improves the chances of survival for occupants, and reduces the risk and improves working conditions for firefighters.
- Interrupting the flow path by limiting or controlling the inlet and/or outlet can limit fire growth and HRR. It can slow the fire and the products of combustion, gaining time for occupants and firefighters.
- Controlling flow path means the thoughtful consideration to the use of openings and doors to interrupt air flow to the seat of a fire, and control the path of fire and products of combustion away from occupants and/or firefighters.
- An entry point may allow fresh air to the seat of the fire. Consider controlling the door at the entry point to reduce the flow of fresh air. If the entry point is also the exhaust point for products of combustion, consideration must be given to a new exhaust point. (Consider wind direction)

Available Operational Non-Rescue Attack Tactics:

The following attack tactics are available within the decision making toolbox of the first arriving company and the incident commander, primarily for ventilation limited structures, upon the determination that rescue of occupants is not involved. All active and acting Fire Officers will be familiar with all related Standard Operating Procedures that are set forth or referenced in this SOP, as well as the requirements of two in – two out and RIT procedures.

- QAS
- TA
- Defensive

Basement Fires:

Basement fires are high risk for firefighters, however can be handled effectively and safely using proper procedures. The traditional tactic of pushing down the interior basement stairs to the seat of the fire should no longer be considered a safe option.

Situation Awareness: Basement fires typically spread to upper floors into kitchens and restrooms. Basement fires can also spread quickly through walls to upper floors and the attic. In newer subdivisions and light weight construction, expect floor assemblies to fail causing early collapse. Always check attics during basement fire operations.

The first option is to apply TA from an outside opening, such as a window or door. This should reduce the temperature throughout the building. If this is not available, an application of water from an interior opening will have some yet limited effect.

Attacking a basement fire from a stairway places firefighters in a high risk location due to the flow path of the hot gases. Also, research has shown that ventilating windows from the outside actually increases the flow of hot gases up the interior stairs. Coordination is essential to make sure no personnel are in this path if ventilation of basement windows is to occur, or may occur through the heat of the fire.

When a decision is made to make entry in a structure with a basement fire, several considerations must be included:

- Sound the floor, take into consider burn time and construction type.
- Watch for fire in kitchens, rest rooms, or pipe chases. Do not allow fire to get behind or in path of egress of entry firefighters.
- Is it possible to control, reduce the HRR from an outside vantage point prior to entry using a straight stream from an outside entry point?
- No personnel are to be at the basement stair door or on the basement stairs if a basement window or door is vented.
- Always use the outside basement door to a basement if one exists instead of using interior stairs.
- Consider using piercing or cellar nozzles through the floor to access the basement.

Exposures:

Protecting unburned exposures is the second level of operations after search and rescue operations have been considered or completed. However, “Exposures” is part of the initial Life Safety consideration if such exposures need to be searched and evacuated.

Internal Exposure – An internal exposure may be a compartment near or adjacent to the room or area of origin. For example, and apartment complex may have internal exposures, i.e. other apartments, within the same structure. A large commercial building will have exposures within the structure.

External Exposures – This could be humans, structures, vehicles, combustible storage not attached to but near the fire structure.

Incident Command should become knowledgeable of exposures during Size Up and treat as follows:

- Search and evacuate exposures as soon as possible. If not burning or in IDLH atmosphere, consider using Law Enforcement to assist in evacuation as needed.
- First hose lines off will always be used to facilitate rescue efforts. The next lines should then be used to protect exposures as needed.

Ventilation:

Ventilation Consideration –

- Increasing the air flow to a ventilation limited structure fire by opening doors, clearing windows, or cutting the roof will increase the hazard from the fire for both building occupants and firefighters by increasing the HRR and fire spread.
- Increasing the air flow to a ventilation limited structure fire may lead to a rapid transition to flashover.
- Improving the inlet to, and/or exhaust paths from, the seat of the fire will result in fire growth and spread.
- Anyone in the exhaust point flow path, between the fire and its direction of travel, is in a high hazard area.
- An “INLET” allows fresh air to enter increasing the HRR and temperatures throughout the structure.
- Less oxygen = lower temperatures

The first consideration in the use of ventilation must answer this question –

What do I need the ventilation for? What is the purpose?

The answer to that question will then determine ventilation type, location, timing, and coordination.

An entry team Company Officer calling for ventilation does not provide enough information. Typically, the interior CO is calling for ventilation due to high or rising heat, or pressurized, thick black smoke at the floor level. If this is the case, the team should not be in the structure in the first place unless they are in the process of an immediate rescue.

Remember, ventilation will cause rapid increase in HRR and spread of active free burning fire, and increase temperatures throughout the building. Ventilation must be carefully thought out with the flow path of the fire, products of combustion, and heat under consideration.

Answering the following questions for ventilation decision making:

- What is the purpose for the ventilation?
- What type of occupancy and building construction do we have?
- Where are the potential occupants?
- Where is the seat of the fire?
- What is the smoke saying, what is the current natural ventilation direction?
- Where are the firefighters?
- Where do we need the fire, smoke and products of combustion to go?

Defensive Attack:

A defensive attack mode will be chosen when the fire conditions are determined to be as such as any occupants would not be viable or that there are very likely no occupants in the building, and that conditions of the fire or building are as such not to be safe for firefighters to work within the structure. Defensive attack will be conducted in order to stop the fire from spreading to exposures, and to control the fire as quickly as possible with the proper use of hose stream sizing and water supply. The use of ladder pipes and large hand lines should be utilized when possible.

Loss Stopped Activities:

- Overhaul
- Salvage
- Do not disturb evidence, if necessary take pictures first if possible.

Other Required Activities:

- Investigation for origin and cause
- Team Care – Rehab of Firefighters, CISD
- Citizen Care – Red Cross, Faith Support, etc.
- Place units back in service

Training

The Battalion Chiefs will develop and implement regular training to include:

- All Search, Rescue and Attack operational modes included in this SOP.
- The physics of Heat Release Rate and the means of controlling HRR.
- The Risks and Advantages of Ventilation, and Ventilation Decision Making.
- Extensive training on fire and products of combustion flow path and the control of that flow path, including the use of doors and controlling openings.
- Size up/Situational Analysis process and Operational/Action Plan Decision Making.
- Safety aspects of Structural Firefighting, Safety considerations shall be built into all training.
- Risk analysis and Rules of Engagement.
- The advantages of, decision making for use, and procedures for the use of the TA operational mode.

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 11/2015

Revised Date:

POL # 1000 Hazardous Materials

Purpose **Provide a plan to respond to, operate and recover from hazardous materials events in a safe and efficient manner.**

1000.01: Hazardous Materials Expended Equipment Recovery

The expense incurred during mitigation and cleanup of any hazardous material incident rests with the owner and/or shippers of the product.

It shall be the responsibility of the Incident Commander to obtain the name of a responsible person for reporting and billing purposes.

A detailed account of all expended items shall be included in the report. The report shall be forwarded to the Chief or Deputy Chief.

1000.02: Hazardous Materials Decontamination

This policy will outline the position of the HFD concerning set-up for decontamination (Decon). This policy will cover Technical, Emergency and Mass Decon. All types of Decon will be prescribed by the Operations Officer, and IC.

- Technical Decon line is located within the Warm Zone which the entry teams exit through and safely doff their suits with the assistance of the Decon Team.
- Entry into the Hot Zone shall not be made until the Decon line is in place.
- The Decon team will consist of a minimum of two (2) Hazardous Materials Technicians in the proper level of protective clothing.
- Technical Decon will be either wet or dry as prescribed by the IC and Operations Officer
- Emergency (Field) Decon is designed to be a quick procedure for decontamination of personnel.
 - I. More than likely, the personnel Deconned are civilians.
 - II. More than likely, Emergency Decon will be set up by the first in Engine Company and the process started before Hazardous Materials units are on the scene.
- Mass Decon can be as simple as directing a crowd of exposed individuals through an elevated stream of water or as complex as setting up several Zumbro tents and developing an organized manpower intensive triage/Decon system.
- Mass Decon will be developed depending upon several factors that will have to be decided upon at the scene.
- Weather conditions, product information and decontamination solutions will all play a role in the decision making process.

- These decisions will be made by the IC and the Operations Officer.

<p style="text-align: center;">Hopkinsville Fire Department Policies, Procedures, and Guidelines</p> <p>Implementation Date: 11/2015</p> <p><u>Revised Date:</u></p> <p>POL # 1100 Technical Rescue and Special Operations</p>

Purpose Provide a plan to respond to and operate technical rescue and special operations incidents in a safe and efficient manner.

1101: Confined Space Rescue

Reference: OSHA 29 CFR 1910.146

Purpose: This SOP contains standard guidelines to assist the HFD when responding to incidents involving Confined Space emergencies. These incidents are defined as a rescue or recovery of a person or persons in a Confined Space as defined below.

Scope: This SOP pertains to all personnel within the HFD. It is designed to address Confined Space rescue/recovery procedures at the Awareness level for all personnel. Technical Rescue Team members shall operate under the guidelines defined in the Technical Rescue Team (TRT) Operations Manual for such incidents.

Command and Control: The Incident Commander has the responsibility for ensuring these procedures are followed.

Content: Confined Space means a space that meets all of the following criteria:

- The space is large enough and so configured that an employee can bodily enter and perform assigned work and;
- The space has limited or restricted means for entry or exit (tanks, vessels, silos, storage bins, and pits are spaces that have limited means of entry), and;
- The space is not designed for continuous employee occupancy

Permit-Required Confined Space (Permit Space) means a confined space that has one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere
- Contains a material that has the potential for engulfing an entrant
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section
- Contains any other recognized serious safety or health hazard

Upon receiving a call pertaining to any confined space incident, Fire Dispatch shall obtain as much information as possible.

Fire Dispatchers shall dispatch the following Companies:

- Rescue 1
- One Engine Company (not part of Technical Rescue Team)
- One EMS Unit
- District Officer
- Shift Commander

The first-arriving Company Officer shall:

- Institute the Incident Command System
- Provide for the safety of on-scene emergency personnel and bystanders
- Implement the Accountability System
- Establish a hazard zone around the opening to the space. Do not break the plane into the opening except as indicated in the Determine Rescue Options section of this SOP
- Identify the hazards associated with the space
- Control or eliminate the hazards associated with the space if possible
 - I. **Atmosphere --- Ventilate**
 - II. **Mechanical Hazards --- Lockout/Tag out**
 - III. **Engulfment Hazards --- Double block/Close valves**
- Attempt to determine if the incident will be a rescue or a recovery
 - IV. All incidents are a rescue until proven otherwise
- Determine number and location of victims
- Determine if a confined space exists and if the space is Permit-Required
- Utilize on site personnel for information (entry permit) and assistance but do not allow them to enter the space

Determine Rescue Options (Horizontal Rescue Only)

Companies operating at a confined space rescue shall determine rescue options (Horizontal Rescue Only):

- Provide for crew safety
- Viable, visible victim
- Company Officer shall take Command at the opening to the space. The Company Officer will not:
 - I. Enter the space
 - II. Leave the opening
 - III. Lose sight of entry personnel
- Establish entry and backup personnel
- All entry and backup personnel will be dressed in full protective clothing. SCBA shall be worn with a tagline (rescue line if possible) attached
- Try to determine air quality inside the space. (Perform air monitoring if possible.)
- The elapsed time frame a rescuer is in the space will not exceed three minutes. This time begins when a rescuer breaks the plane of the opening and ends when they exit the space
- If the victim is too large for one rescuer to remove, the rescuer may choose to secure a lifeline to the patient. The rescuer may then exit the space and remove the victim with the attached

lifeline

The Incident Commander shall:

- Evaluate the need for additional resources
- Call for Utilities (if needed)
- Call for Coroner (if needed)
- Implement Lock Out/Tag Out procedures as needed
- Notify Fire Dispatch of significant operational benchmarks/timestamps

Rescue Group Supervisor:

- Shall complete a scene size-up
- Shall quickly develop a rescue action plan and have it approved by IC
- Makes functional assignments
- Confirms that all hazards have been controlled or eliminated
- Starts the Pre-entry checklist
- Ensure accountability is intact throughout operation

The Rescue Group Supervisor through the IC will ensure that the rescue procedures conform to OSHA 29 CFR 1910.146.

1100.2: Elevator Rescue

Upon receiving the call pertaining to an elevator rescue, the dispatcher shall attempt to get as much information as possible.

Fire Dispatchers shall dispatch the following companies:

- One Ladder Company
- One Engine Company
- One EMS Unit

The first-arriving Company Officer shall:

- Institute the Incident Command System
- Provide for the safety of on-scene emergency personnel and bystanders
- Develop and implement an Extrication Plan
- Contact the building staff to request the building manager and an elevator mechanic to respond to the IC
- Obtain access keys for the elevators and the elevator mechanical room

Try to determine:

- The location of the stalled elevator
- The number of persons trapped in the elevator
- If there is a medical emergency with any of the elevator occupants
- If the elevator is hydraulic or cable-driven
- The location of the elevator mechanical room

Companies operating at an elevator rescue should:

- Establish and maintain communication with the elevator occupants
- Ask the occupants to cycle the elevator car stop switch
- Ask the occupants to attempt to push the elevator doors shut
- Ask the occupants to press several of the floor call buttons
- Activate the elevator recall switch in the lobby after notifying the occupants of the elevator that the elevator may begin to move
- Cycle the power to the elevator at the main disconnect

The Incident Commander shall:

- Ensure that the power to the elevator is turned off, implementing Lock Out/Tag Out procedures at the main disconnect prior to opening hoist way doors. Lock Out/Tag Out will remain in place until all personnel are clear of the elevator and the property is released to the owner or their representative
- Manually lower elevator car to lowest level of egress, when possible
- Ensure proper elevator is de-energized by checking the operation of the other adjoining elevators
- Ensure that the elevator occupants are removed from the floor above in order to prevent falls into the elevator shaft
- Request a Rope Rescue response if the occupants cannot be removed via the hoist way doors
- Ensure that the building staff is notified of all HFD actions and the condition of the building's elevators

HFD shall not leave any malfunctioning elevators energized and shall confirm that all hoist way doors are closed prior to leaving the scene.

1100.3: Motorized Vehicle Extrication and Machinery Entanglement

Reference: POL 400.10: Roadway Visibility

Reference: SOP 500.03: Roadway Safety

When Fire and EMS personnel respond to an incident where a patient is trapped or entangled the first priority is always the safety of all responders. Responders must ensure that the appropriate resources have been dispatched and must ensure the following:

- Scene safety is paramount
- Full Personal Protective Equipment (PPE) is required in the Rescue Zone.
- Apparatus shall be positioned in priority order.
 - I. Maximize scene protection for rescue crews (Upstream and extra lane of traffic) Specific apparatus usage on scene
 - II. (Initial Fire Company and Engine 2 OR Christian County Rescue)
 - III. Traffic flow and staging positioning shall be considered after all needs are met

Definition of Extrication Company: All ladder companies and RS1

Arriving Company Assignments

First arriving company (regardless of type):

- Scene safety survey with control of immediate hazards to HFD crews and by-standers

- Consider crucial patient treatment interventions for immediate life threats
- Outer Circle Survey:
 - I. Number of vehicles
 - II. Utilities affected
 - III. Other hazardous conditions
- Circle Survey:
 - I. Damaged vehicle positioning
 - II. Number of patients
 - III. Other hazardous conditions
- Evaluate and request for additional HFD resources:
 - I. Engine Companies
 - II. Mass casualty responses
 - III. EMS Units
 - IV. Hazardous Materials
- Evaluate and request additional specialized resources:
 - I. Police
 - II. Coroner
 - III. Helicopter
 - IV. Utilities
 - V. Etc.

First arriving Engine Company:

- If no District Officer on scene, assume Incident Commander (IC) role.
- Control or stabilize all urgent scene hazards.
- Officer assumes role of Safety Officer
- Position apparatus so that a staffed charged hose line (minimum 1 ¾") will be deployed and the pump operator is protected from traffic.
- Consider foam operations.
- Officer becomes Extrication Supervisor
- Position apparatus so tools are readily accessible while keeping vehicle out of immediate rescue zone
- Resource assessment and request thru IC
- Develop and implement Extrication Plan working with EMS Group Supervisor

First arriving EMS unit:

- Position apparatus with consideration to patient
- Resource assessment and request thru the IC
- Develop Patient Care Plan working with Extrication Group Supervisor

First arriving District Officer:

- Transfer and assume IC (walk-around as needed)
- Expand Incident Command System (ICS) and Divisions or Groups as dictated by the incident
- Evaluate scene safety and hazard mitigation

- Communicate with Battalion Chief for resources, progress, plan development assistance and ongoing evaluation
- Notify Dispatch of significant benchmarks / time stamps (extrication begun, extrication complete, etc.)

Subsequent arriving units:

- Respond to scene with appropriate apparatus positioning or staging as directed by the IC
- Report to the IC or Operations for an assignment

Plan Requirements

What the Extrication Plan shall consider:

- Work with EMS Group to ensure patient safety, priority and medical care
- De-energize vehicle systems
- The initial and ongoing stabilization (cribbing, air bags, Rescue Jacks, use of rope, chain, wrecker, etc.)
- Techniques / tools: Spreaders, Cutters, Rams, etc.
- The IC shall be informed and kept up to date on the progress of the plan and additional needs as the scene progresses
- Maintaining rescuer clearance of air bags as much as practical

What to consider for a Machinery Entanglement Incident:

- Lockout/Tagout of all power related hazards
- Work with site representative as necessary to understand the type of machinery involved
- Consider utilizing outside resources when specific knowledge will be helpful for complex extrications

What the EMS Plan shall consider:

- Work with Extrication Group to ensure patient safety, priority, need for rapid extrication, and needed medical care in the rescue zone
- Provide appropriate patient care throughout the incident
- The IC shall be informed and kept up to date on the progress and any additional needs as the scene progresses

What the Safety Officer shall consider:

- Rescuer safety and proper PPE
- Victim safety and protection from rescue actions
- Ensure vehicles electrical systems have been disabled
- Controlling scene hazards directly or requesting IC to assign crews to accomplish the task

Consider and notify the IC of additional agency response needs

Scene Conclusion

After the extrication is complete, the patients have been removed, and scene is stabilized:

- The Extrication Group Supervisor shall work with crews to safely remove all tools and equipment used
- Outside agencies shall be allowed safe access as necessary
- The IC shall downgrade ICS as appropriate and release companies at their discretion
- Scene shall be turned over to appropriate agencies (Police, Coroner, Wrecker service, etc.)

1100.4: Missing Persons

This guideline pertains to all members of the HFD who may be summoned to search for missing or lost persons. This guideline is limited to persons who are missing or lost secondary to factors other than building collapse and natural disasters

Command and Control: The IC and Company Officers are responsible for compliance with this guideline. All search and rescue operations will use the National Incident Management System and operate under the Department Incident Command System.

Content: The search for lost or missing persons is an incident that can rapidly grow in complexity. The HFD has overall responsibility of search and rescue operations within the city limits. It is incumbent upon the IC to understand that searches often involve other agencies such as the HPD and Emergency Management, both local and state. Unified Command should be established as soon as practical with all participating agencies. Reporting requirements are mandated by statutory regulations.

Search Guidelines:

- Notify Emergency Management and Police Department
- Determine Search Urgency
 - I. Impaired adult/juvenile (i.e. medical condition or cognitive impairment)
 - II. Environmental threats
 - III. Identify special hazards (i.e. Swimming pools, storm basins, traffic)
 - IV. Reported time missing vs. time notified
- Check High Probability Areas
 - I. Check and recheck residence (if this is the point last seen)
 - II. Areas victim normally frequents
- Ongoing Search
 - I. Utilize Media Outlets in a unified manner with HPD
 - II. Update Family on Progress
 - III. Evaluate effectiveness of additional resources
- Extended Search Operations
 - I. Consider logistical concerns
 - II. Debrief off going crews, brief on-coming crews
 - III. If warranted, consider scaling back or suspending search
 - IV. Notify the Department PIO for coordinated media update notification
 - V. Notify Chief and Deputy Chiefs
- Search Termination
 - I. Search crews have located the missing person
 - II. Notify Fire Dispatch when positive verification has been made

1100.5: Confined Space Rescue

Reference: 29 CFR 1910.146 (K); Appendix F

Reference: NFPA 1006 Standard for Rescue Technician Professional Qualifications, 2003 Edition.

The Special Operations Companies are responsible for fire and emergency medical response, in addition to technical rescue response.

The HFD does not provide stand-by rescue services including attendant or entry supervisor, and their duties while a confined space entry is being made. It is the responsibility of the company (business) or contractor to provide for the safety of their employees.

When a company (business) or contractor calls with a request that, implies, or states that the HFD will be their designated rescue team, the standard response shall be:

“Thank you for your call. In accordance with OSHA Standards for General Industry, 29 CFR 1910.146, HFD cannot, and will not serve as the employer’s designated rescue team. In the event, that the employer’s designated rescue team cannot perform the emergency rescue, HFD should be summoned by calling 911.”

Hopkinsville Fire Department Policies, Procedures, and Guidelines

Implementation Date: 11/2015

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POL # 1200 Fire Fatalities, Investigations, Explosives

Purpose

1200.1: Fire Fatalities

The Incident Commander (IC) is in charge of the fire scene until the arrival of the Coroner's office. Upon arrival of the Coroner's office, the IC shall work in conjunction with this official to mitigate the fire scene.

As soon as the fire scene is known to contain a fatality, the IC shall suspend operations at the earliest time that they deem the area is free from fire and safe to enter. The IC shall then limit access to the scene except for fire crews needed for suppression and EMS personnel needed to confirm death.

Entry must be kept to a minimum to maintain scene integrity.

The IC shall promptly notify Fire Dispatch to contact the following agencies and personnel:

- Coroner's Office
- Hopkinsville Police
- Fire Chief
- Deputy Chief
- Fire Investigator Office
- Public Information Officer
- The Incident Command shall promptly notify the office of the State Fire Marshal of the fire fatality.
- Once notification has been completed, the IC shall assign a member of HFD to maintain an entry log of each person entering the fire scene. Each person who enters the scene may be required to submit a written account of their activities at the scene
- Upon arrival of the Coroner's office, it will be the responsibility of HFD to work in conjunction with all other agencies at the scene

Media Coverage At The Scene Of A Fire Fatality: All HFD personnel shall direct inquiries related to the scene to the IC. Any statement regarding the ID of the victim(s) shall come from the Coroner's office only

1200.2: Cause Determination and Notification of the Fire Investigator

Provided the Officer in Charge (OIC) have the ability to determine the origin and cause of the fire he can do so. I.e. cooking fires where cooking materials are found on an energized range, dryer fires where clothes are found on the drum of an energized dryer, or other obvious fire that do not result in loss of life, excessive damage or anticipated litigation. Should the request for the fire investigator be made, access to the room or suspected rooms of origin shall be limited. The Hopkinsville Fire Department, being the Authority Having Jurisdiction (AHJ), no one or agency shall have been allowed access without the investigator unless to mitigate further damage by fire or to protect evidence.

The Fire Investigator shall be requested whenever there is a fire of:

- The Lead Fire Investigator shall be notified first for all the below listed fires.
 - I. Any fire where the origin or cause is unknown origin and cannot be determined by Incident Commander.
 - II. A state owned building; at which the Fire Chief, Fire Inspector and State Fire Marshal will be notified as well
 - III. Churches, Hospitals, Nursing Homes and Assisted Living Facilities; at which the Fire Chief, Inspector and State Fire Marshal will be notified as well.
 - IV. A multi-family apartment at which the Fire Chief, Fire Inspector and State Fire Marshal will be notified as well

- V. A death at the fire scene; at which the Fire Chief and the Lead Investigator shall notify the State Fire Marshall's Office.
- VI. A fire involving an injury requiring medical care to occupant or bystander. Any fire involving a firefighter injury requiring medical care.

Responding engine companies should attempt to be observant of:

- Fire and Smoke Conditions on Arrival – While approaching the fire scene, take note of the smoke conditions and color of the smoke. Note also where fire is showing and the color and type of flames. These observations can be of invaluable assistance to the fire investigator.
- Electric panels, fuse boxes and circuit breaker boxes SHALL be left in the original position. IF needed the MAIN breaker or fuse shall be removed or placed in the "OFF" position.
- Conditions of Doors and Windows – Note any signs of unlawful forced entry through doors, windows, etc. Try to take note of what doors and windows are open or broken upon your arrival. These are very important observations that indicate whether the building was secured upon arrival. Any blocking or obstructing of normal means of entry should be noted.
- Unusual Odors – Although SCBA will be in use, odors such as flammable liquids can sometimes be detected and should be noted.
- Separate and Unrelated Fires – Fires that appear to be separate and unrelated to each other may possibly indicate multiple fires intentionally set. Take note of the locations of the fires and notify the officer in charge or fire investigator
- Sprinkler and Alarm Systems – Note whether the alarm systems are operating on your arrival. Note any signs of tampering with fire protection equipment. Note the presence, condition and if audible, the smoke alarms.
- Condition of the Contents – Particular attention should be given to the conditions, presence, or absence of the normal content of the structure. Do normal items appear to be missing? Are contents ransacked?

Note anything unusual or suspicious in connection with the incident and give that information to the officer in charge or the fire investigator.

The Request of the Investigator:

If an investigator is responding to the scene there are several tasks that should be accomplished while waiting for the investigator.

- All overhaul activities within the room of origin should cease until the investigator has had a chance to view the scene.
- Owners, occupants, and general public SHALL be prevented from entering the fire scene. A perimeter should be established with yellow "fire line tape" or other suitable barrier and unauthorized persons should be prevented from entering the area. News media may be allowed at the discretion of the officer in charge or the fire investigator.
- News media SHALL report to the Public Information Officer or Investigator. Permission shall be obtained from the Incident Officer in charge or fire investigator prior to their entering the emergency scene.
- Nonessential fire personnel should NOT remain in the area of fire origin if they are not needed at that location.
- If important EVIDENCE has been located it should not be handled. A firefighter should be assigned to guard that EVIDENCE until relieved by the investigator.

- I. If in order to prevent destruction of evidence it is necessary to remove evidence to a safe location, it should be noted where evidence was moved from and to where as well as by whom.
- PREPARE FIELD NOTES ON OBSERVATIONS. Notes should be made on all observations and pertinent information obtained by the fire fighter.
- Personnel shall REFRAIN FROM SPECULATING ON THE CAUSE OF THE FIRE and giving information to bystanders, owners, occupants, and news media when an in- depth investigation has been requested.
- DO NOT post any images on social media sites (see POL 100.75)

The “first in” narrative shall be filled out by officers and firefighters upon returning to the station and prior to leaving if requested by the investigator. The completed forms will be forwarded to the fire investigation team. This document becomes an official record and is maintained in the case file. This report shall include conditions of the fire upon arrival and where fire is seen if any, or just smoke and color and condition of the smoke. It should also contain condition of openings such as windows and doors.

When witnesses, owners, occupants, or suspicious persons are contacted by personnel at the scene, as much identifying information as possible should be obtained when written down. Ideally, that information would include: name, home address, and contact number (home phone or cellular phone)

1200.3: Handling Explosives/Explosive Devices

This SOP contains guidelines for the proper procedure to utilize when the HFD personnel are called on to mitigate incidents involving explosives.

The Shift and Incident Commanders are responsible for ensuring that these procedures are followed.

HFD personnel shall:

- Provide for the safety of HFD personnel
- Provide for the safety of civilians
- On any incident where explosives are reported or found, HFD personnel will contact the Police Department and establish a safe zone. The HDU normally considers 300’ to be a safe staging distance
- Under no circumstances shall any HFD personnel handle known or suspected devices.

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 11/2015

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POL # 1300 Emergency Medical Services

Purpose **Ensure that all patients receive the most professional and competent medical care possible while maintaining patient privacy and to provide policies and procedures regarding narcotics and off-duty response.**

1300.1: EMS Orientation

Created 04/2019

Revised 01/2020, 02/2021

PURPOSE: To assure that newly hired Hopkinsville/CCEMS members receive quality education and a progressive start to their EMS career.

POLICY: The initial Training of new personnel shall be in the form of an organized orientation program conducted over a minimum of 24 hours. It shall include the following:

- Orientation Presentation
- Protocol Book
- Vehicle Operations
- Radio Procedures
- Department Policy and Procedures
- Proper completion of patient care reports
- Narcotic exchange
- Specialized and other patient care equipment training

- Inspection and routine maintenance of fleet, facilities, and equipment
- Process of disinfection of fleet, facilities, and equipment
- Completion of any other training or certificate program required by KBEMS

All members staffing a licensed vehicle shall conform to all applicable KARs in regards to certification and licensure. This includes validation of certification/licensure with KBEMS and proof of valid driver's license.

All members staffing an ambulance shall provide credentialing of certification or licensure with KBEMS.

Field Training will be conducted and based off previous experience of the new employee. Field Training Officers (FTO) will communicate with the Deputy Chief of EMS on new employee performance. This will help determine when a new employee is released to work without FTO Supervision.

All members will be required to successfully complete the National Incident Management System (NIMS) 100,200,700,800 within 60 days.

Mandatory training, meetings, and testing will be conducted as necessary. Mandatory programs will be authorized by the Fire Chief (EMS Director) or Deputy Chief of EMS (Assistant EMS Director). Hopkinsville/CEMS will make every effort to give ample notice to facilitate attendance. Failure to attend a mandatory program will result in disciplinary action as well as suspension from operation status until requirement is completed.

1300.2: EMS Regulations/Providing Medical Services While Off Duty

Created 03/2019

Revised 01/2020, 02/2021

This policy of the Hopkinsville Fire Department describes responses of off duty personnel. HFD employees may find themselves on an emergency scene within Christian County. Employees who are off duty and provide patient care above first aid within Christian County will be paid Unscheduled Over-Time Pay.

Employees who respond with a volunteer department and assist an EMS crew throughout transport and/or provide care (performance of skills not patient assessment) at the AEMT level or higher will be paid Unscheduled Over-time and must abide by department policy and procedures.

At no time will a HFD employee carry narcotics or controlled substances while off duty.

For the purposes of removing EMS supplies from the premises for off duty care, employees must receive prior approval from the Fire Chief or designee.

1300.3: Contact of Medical Control (Adult and Pediatric)

Created 04/2019

Revised 01/2020

The Hopkinsville/CCEMS protocols function as a standing order treatment guidelines designated to reflect Kentucky EMS Protocols pertaining to EMS practice and Medical Director oversight. Protocols are to be used as guidelines and cannot account for every patient scenario.

- Medical Control contact for physician consultation is not the same as emergency department pre-notification of patient arrival and handoff. Medical Control contact may be used in multiple scenarios including but not limited to: forewarning of unstable or complicated patients, patient refusal, and medical consultation/discussion.
- Jennie Stuart Medical Center Emergency Room Physicians will be the on-line medical control 24 hours a day 7 days a week for HFD/CCEMS in the need of medical control.
- Should there be an equipment failure, communication barrier, or other unforeseen circumstance AND Medical Control cannot be contacted, EMS Personnel shall refer to Off-line directives (KBEMS Protocols) until contact can be made with Medical Control.

Preferred Medical Control Contact

Medical consultation should be readily available at all times and utilized in the following circumstances:

- Any time medical control is required or recommended per protocol.
- Unusual presentation or patient care situations not covered by protocol and/or outside the scope of practice or comfort level of care by the individual prehospital provider.
- Necessary deviation from protocol deemed to be in the best interest of the patient.
- For selected patient care refusals as indicated by General Guidelines: Patient Non-Transport or Refusal.
- During the care of critically ill patients who are not responding to protocol/algorithmic treatment.

1300.4: Destination Determination of an Expired Patient with a DNR

The purpose of this policy is to help determine the proper destination for ambulance to transport a patient that has expired during transport and that has a valid Kentucky EMS DNR or MOST Form present.

While transporting a patient that has an active “Do Not Resuscitate” order, the patient becomes pulseless and apneic.

- Verify that you have the proper Kentucky EMS DNR or the MOST (Medical Order Scope of Treatment) form. Kentucky KAR requires that you have one of these two forms to withhold resuscitation efforts.
- If there is a Paramedic on board, the Paramedic must take over patient care and determine if the patient has expired.
- Document the time of death and location and retain a copy of the DNR or MOST form.
- Determine the closest emergency room to your location (JSMC is preferred).
- Transport non-emergency to the closest emergency room.

1300.5: Controlled Substances

Created Date: 01/2020

Hopkinsville Fire and Christian County EMS shall maintain a supply of protocol approved controlled substances under the direct supervision of the Service Medical Director’s DEA Registrant number issued for that purpose only. Hopkinsville Fire and Christian County EMS shall also be guardians of these

controlled substances carried on Hopkinsville Fire and Christian County EMS ambulances, and shall be administrators of the controlled substances to patients in accordance with current Hopkinsville Fire and Christian County EMS protocols and the on-duty Jenny Stuart Emergency Department Physician orders. **Hopkinsville Fire and Christian County EMS Paramedics are responsible for the controlled substances in their custody**

Such controlled substances are to be used in accordance with the procedures herein and approved by the Hopkinsville Fire and Christian County EMS Medical Director, the Hopkinsville Fire and Christian County Fire and EMS Director, and the Cabinet of Health Services Drug Control Branch.

All Paramedics employed by Hopkinsville Fire shall receive education regarding this policy prior to its implementation and any new hires shall receive the same education upon hire. All educated personnel shall sign a Receipt and Confirmation of Controlled Substances, Policies, Protocols, and Procedures Form attesting to their responsibility and accountability.

Master Stock Inventory

- Controlled substances shall be initially obtained and restocked utilizing the Service's DEA Registrant number, utilizing DEA form 222. All applicable state and federal mandates shall be followed regarding this purchase. Record the amount received of each controlled substance and the lot number on the Hopkinsville Fire and Christian County EMS Master Controlled Substance Log.
- Daily inventory of the Master supply is not needed due to the limited access. Inventory shall be logged upon delivery of medication, and upon distribution. This inventory shall be noted on the HFD/CCEMS Master Controlled Substance Log which is stored with the inventory.

Storage

- The controlled substances shall be stored in an area determined to be safe by the EMS Director upon advice from the Service Medical Director in accordance with all state and federal mandates.

Security

- The controlled substances shall be secured by two locking devices at all times. These devices shall not be arranged in such a manner that any keys are stored with the container. Access shall be limited to the Procurement Officer and the Deputy Chief of EMS.

Shift Commander Stock Inventory

- Daily inventory of this supply is not needed due to the limited access. Inventory shall be logged upon issuing or return of the medication box. This inventory shall be noted on the Controlled Substance Log which is stored with the inventory. Forms must be completed in their entirety and witnessed.

Storage

- The controlled substances shall be stored in safe located in the Shift Commander's office.

Security

- The controlled substances shall be secured by two locking devices at all times. These devices shall not be arranged in such a manner that any keys are stored with the container. Access shall be limited to the Procurement Officer, Deputy Chief, Shift Commander, and District Captains.

Unit Stock Inventory

- Unit inventory will be determined by the Deputy Chief of EMS with guidance from KBEMS protocols and the Medical Director.

Security

- Kentucky Certified Paramedics, District Captains, and Battalion Chiefs that are employed by HFD/CCEMS are the only individuals allowed to have access to controlled substances in the execution of their duties. Each ambulance is outfitted with a safe and locked refrigerator. Controlled substance boxes are to be locked and tagged when not in use.

Storage

- HFD/CCEMS ambulances are normally kept inside their assigned stations when not in use. The controlled substances will be protected from light and stored at a controlled room temperature (59 degrees F- 89 degrees F). The ambulance is usually kept in operation mode while on a scene to maintain the temperature in the patient compartment.
- In the event that an ambulance is to be taken out of service, the controlled substances shall be removed and placed in the safes in the Battalion Chief Office.

Security on Ambulances

- Controlled substances will be housed within a locked container. Once locked, a numbered seal will also be placed on the container. This container will be placed inside a mounted locked safe or refrigerator inside the ambulance. The safe and refrigerator will be locked when not in use. The keys to the refrigerator will be locked inside the combination safe and are to be keyed differently than other locks. Pass codes will be issued to access the safe. No passcode is to be shared with any individual. Pass codes shall be issued by the Deputy Chief of EMS or their designee.
- At the beginning of each shift the oncoming and off going paramedic or officer shall inventory and document the quantities of each controlled substance. The integrity of the seal on the container shall be verified and the seal number recorded on the log.

Usage per Protocol or Physician Order

- Controlled substances administered in accordance with Departmental protocols shall be signed out on the Controlled Substance Administration Form. The paramedic administering the controlled substance shall note the patient's demographic information, the name of the drug, the amount and the time administered. These forms must be completed in their entirety with accurate information. Forms are then to be scanned and attached to the patient care report.

Wasting or disposing of an empty vial

- If a portion of a dose of controlled substance is not administered and needs to be wasted or if there is an empty vial, the wasting of the medication or vial must be done so with a witness. It shall be disposed of into a wastewater drain or by placing the empty vial in sharps container. Licensed hospital personnel (Nurse or Physician) or a HFD/CCEMS employee shall witness the amount of drug to be wasted or disposal of the empty vial. This shall be recorded on the Controlled Substance Form.

Breakage

- If a controlled substance is broken or otherwise rendered unfit for administration, the paramedic to which it is assigned and a licensed hospital employee, a registered nurse, or HFD/CCEMS employee shall fill out the Controlled Substance Form and indicate that the container broke. An incident report shall be completed detailing the events that led up to the breakage. The before mentioned parties shall sign attesting to the facts of the event. The Controlled Substance Form along with the broken controlled substance in question and the container shall be taken the Shift Commander and the Deputy Chief of EMS contacted.

Expiration

- Any expired controlled substances shall be replaced upon request. Present the unused controlled substance to the Shift Commander safe with the Controlled Substance Stock Log, and the item shall be replaced in accordance with the herein-stated procedures.
- Expired drugs kept in the master inventory shall be disposed of through contractual agreement with a pharmaceutical returns service. All processes involved in the return and all destruction sites shall meet required Federal and state DEA requirements. Copies of generated paperwork and tracking shall be maintained in Fire Administration.

Loss or Inability to account for a controlled substance

- In the event of a variance in the number of drugs listed on the Controlled Substance Stock Log and the number present, the missing medications will be accounted for and an incident report filed. The incident report shall be forwarded to the Deputy Chief of EMS for review and filing in the Controlled Substance file. Any action taken shall be at the discretion of the Deputy Chief of EMS in accordance with QA Process herein detailed.
- In the event the controlled substance cannot be accounted for the Deputy Chief of EMS and the Shift Commander are to be notified immediately.
- All parties involved in the discovery of the loss of the controlled substance shall remain on duty until the Lost/Stolen Controlled Medication Form has been completed in its entirety.
- The Deputy Chief of EMS shall notify the Service Medical Director and the City of Hopkinsville Police.
- The original of the Lost/ Stolen Controlled Medications Form will be given to the Service Medical Director who shall file a report of the incident with the DEA and the CHS Drug Control. One copy shall be given to the police. HFD/CCEMS shall maintain other copies.

Seal not intact

- If it is ever determined that the seal is not intact, the Deputy Chief of EMS shall be notified. Inventory of the controlled substances shall be noted. The container with its contents and non-

intact seal shall be delivered to the Shift Commander for inspection. Further procedures shall be at the discretion of the Deputy Chief of EMS. A new seal shall be issued and this noted on the Controlled Substance Stock Log.

Replacement

- After a controlled substance is professionally used, in accordance with Departmental procedures, has been broken, or has expired, replacement supplies shall be obtained from the Shift Commander or District Captain. The transference of the replaced controlled substance shall be noted on the Controlled Substance Log and both parties shall sign appropriately. A green numbered sealed container issued. The used box shall be sealed with a red seal and the number logged.

Quality Assurance

- The EMS Director or his designee shall periodically review the Controlled Substance Stock Logs for compliance. All forms shall be filed and maintained in a Controlled Substance file in the Fire Administrative Offices.
- If compliance is a problem, the paramedic involved shall be disciplined at the discretion of the Fire Chief and the Deputy Chief of EMS as to his /her non-compliance. Remedial education shall be given as to the expectations and responsibilities. Following two written reprimands, the paramedic shall lose his authorization to function as a paramedic with HFD/CCEMS for a period of six months with subsequent loss in Paramedic pay.
- If at any time a Paramedic's non-compliance is of a nature to place the controlled substance program in jeopardy, at the discretion of the Medical Director and the Fire Chief, the paramedic shall lose his authority to function as a paramedic with HFD/CCEMS for a period of time defined by the Service Medical Director.
- Suspected abuse of any controlled substance shall fall under the jurisdiction of the City of Hopkinsville and all policies and procedures regarding this behavior shall be followed. In addition, any and all state laws and regulations regarding one's certification or licensure shall be followed.

1300.6: Protected Patient Health Information

It is the Policy of HFD that all patient information shall be kept completely confidential. All personally identifiable information gathered by members of the HFD shall be secured and held as Protected Health Information (PHI), and therefore shall not be disclosed to anyone without the written permission of the patient and/or approval from the HIPAA Privacy and Security Compliance Officer (HIPAA Officer). All documents contained in the Designated Record Set shall be kept secured at all times and shall remain confidential outside of allowed disclosure for treatment, payment, health care operations activities, or other lawful basis.

The EMS Director shall serve as the HIPAA Officer. The Reviewing Officer for the purpose of approval/disapproval of requests for release of PHI will be the HIPAA Officer with further review by the Fire Chief if necessary.

The EMS Director shall control access to patient information. Only personnel with applicable access

codes and login passwords shall be authorized and able to access patient billing information and account information. These access codes and passwords shall be changed from time to time and as needed.

All members shall receive training on all PHI related policies and procedures.

1300.7: Responsibilities of HIPPA

Created Date: 4/15

All Health care providers, including hospitals, physicians and EMS personnel that transmit protected health care information in electronic form are considered covered entities and are subject to the requirements of the law.

Since HFD provides medical care, we will consider all health care information provided by the patient AND the treatment received as protected information.

Information that HFD will give:

- If the call required no medical treatment, the media will get a copy of the run report via email or at Station #1. We will also be glad to provide an Officer to answer questions or to be interviewed.
- If the call required medical treatment, then the media will get a copy of the run report **that does not** include any patient information.

Medical Information (PHI) that HFD will give:

- We can disclose that we did transport a patient.
- We can disclose where a patient was transported. (This will exclude a psychiatric or substance abuse facility).
- We can disclose a patient's condition in general terms. (Undetermined, good, fair, serious, critical, fatality.)
- We can disclose that the coroner has been called.
- We can disclose that a fatality has occurred.

PHI That HFD will not give:

- Name
- Age
- Address
- Sex
- Type of injuries
- Any information that identifies the patient or any identifiable health information.

Keep in mind that the HIPPA privacy protection continues to apply to a patient's, medical information even after the patient's death.

1300.8: On-Scene Operations - General Regulations

Created Date: 4/2018

Revised Date: 01/2020

Purpose: To provide general guidelines and regulations that shall be followed on all EMS scenes.

Employees of the Department shall:

- Follow all Hopkinsville Fire Department and KBEMS approved patient-care protocols and procedures concerning operations and the delivery of patient care at the scene of each call.
- Render pre-hospital emergency care as necessary to resuscitate, stabilize, remove and/or transport the patient in accordance with their level of licensure and/or certification.
- Stretcher and Medical bag will be the minimum deployment standard for all calls. Take all appropriate portable medical equipment to the patient including: stretcher, medical bag, cardiac monitor, O2, backboards and any call specific equipment, etc.
- Document all data concerning call dispatch, patient information, patient assessment, treatment and transportation as completely as possible on the run report using the **DCHARTM** method.
- Be responsible for packaging, moving and transporting the patient to an appropriate, designated receiving facility with a maximum of safety, while continuing all required patient care.
- When transporting physically handicapped persons, ensure that any prostheses, appliances, equipment (e.g., walkers, etc.), devices or other aids, as well as, seeing-eye dogs, that the patient requests or requires for mobility, are transported to the medical facility along with the patient, if possible. **An exception to this would be in cases where crewmembers feel their safety may be in jeopardy.**
- Thoroughly evaluate the physical condition of the patient and provide pre-hospital care in accordance with the appropriate protocols before moving patient to the ambulance, if necessary.
- If a survey of the scene indicates that additional resources are required, contact the Communications Center and specify what additional resources are needed. The Battalion Chief or District Captain shall respond to unusual incidents or multiple casualty incidents.
- Refrain from taking any action contrary to the policies and procedures of the department.
 - I. If law enforcement or fire personnel order EMS personnel to take action, which is inconsistent with department policy, inform the individual that such action is contrary to EMS regulations.
 - II. If the individual continues to insist that the crew take such actions, notify the dispatcher and request the Battalion Chief to respond to the scene.
 - III. While awaiting the arrival of the Battalion Chief, personnel shall take reasonable and prudent steps to avoid confrontation with members of other agencies.
- Be responsible for the clothing and valuables of a patient and their safe delivery to the hospital.
- Treat patients, their relatives, and members of the public with courtesy and in a professional manner at all times.
- Accommodate reasonable requests by a family member or friend who wishes to accompany the patient to the hospital provided that patient care is not compromised. Additional permitted riders must be in the front passenger seat. The only exception would be a parent accompanying a young child, who could be seat belted in the patient compartment.

1300.9: Safe Transport of Pediatric Patients

Created 02/2021

PURPOSE

The purpose of this policy is to establish guidelines to ensure the safe transport of pediatric patients from EMS incidents. The safe transport of pediatric patients remains a high priority for CCEMS. It is the responsibility of all EMS providers to ensure that all pediatric patients who need transport to a hospital or other point of care be properly restrained according to the procedure outlined below.

PROCEDURE

The National Highway Traffic Safety Administration (NHTSA) has published recommendations for the transportation of children in five (5) different possible situations.

- The transport of a child who is not injured or ill.
- The transport of a child who is ill and/or injured and whose condition does not require continuous and/or intensive medical monitoring or intervention.
- The transport of an ill or injured child who does require continuous and/or intensive monitoring or intervention.
- The transport of a child whose condition requires spinal immobilization and/or lying flat.
- The transport of a child or children who require transport as part of a multiple patient transport scenario. (newborn with mother, multiple children, etc.)

Transport of a child who is not injured or ill.

- Ideal – Transport using size-appropriate child restraint system in a vehicle other than a ground ambulance.
- Transport in a size-appropriate child seat installed on the rear-facing EMS provider's seat.
- Consider delaying the transport of the child (ensuring appropriate adult supervision) until additional vehicles are available without compromising other patients on the scene. Consult with Command if necessary.

The transport of a child who is ill and/or injured and whose condition *does not* require continuous and/or intensive medical monitoring intervention.

- Ideal – Transport child in a size-appropriate child restraint system secured appropriately on the cot.
- Transport child in the EMS provider's seat in a size-appropriate restraint system.
- Transport the child on the cot using three horizontal straps (chest, waist, knees) and one vertical restraint across each shoulder.

The transport of an ill or injured child who *does* require continuous and/or intensive monitoring or intervention.

- Ideal – Transport the child in a size-appropriate restraint system secured appropriately to the cot.
- With the child's head at the top of the cot, secure the child to the cot with three horizontal straps and one vertical strap across each shoulder. If the assessment/intervention requires the removing of restraint strap(s), restraints should be re-secured as quickly as possible.

Transport of an ill/injured child who requires spinal immobilization or lying flat.

- Ideal – Secure the child to a size-appropriate spine board and secure the spine board to the cot, head first, with a tether at the foot (if possible) to prevent forward movement. Secure the spine

board to the cot with three horizontal restraints (chest, waist, and knees) and a vertical restraint across each shoulder.

- Secure the child to a standard spine board with padding added as needed and securing using the strap configuration listed above.

Transport of a child or children requiring transport as part of a multiple patient transport (newborn with mother, multiple children, etc.)

- Ideal – If possible, for multiple patients, transport each as a single patient according to the guidance provided for situations 1 through 4. For mother and newborn, transport the newborn in an approved size-appropriate restraint system in the rear-facing EMS provider seat with a belt-path that prevents both lateral and forward movement, leaving the cot for the mother.
- When available resources prevent meeting the criteria for situations 1 through 4 for all child patients, transport using space available in non-emergency mode (Code 2), exercising extreme caution and driving at a reduced speed. Consider the use of additional units to accomplish safe transport.

In addition, the National Highway Traffic Safety Administration (NHTSA) and the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) document titled "The Do's and Don'ts of Transporting Children in an Ambulance" provides additional guidance on how to most safely transport children in a ground ambulance.

Do tightly secure all monitoring devices and other equipment.

Do ensure available restraint systems are used by EMTs and other occupants, including the patient.

Do transport children who are not patients, properly restrained, in an alternate passenger vehicle whenever possible.

Do not leave monitoring devices and other equipment unsecured in moving EMS vehicles.

Do not allow parents, caregivers, EMTs or other passengers to be unrestrained during transport.

Do not have the child/infant held in the parent, caregiver, or EMT's arms or lap during transport.

Do not allow emergency vehicles to be operated by persons who have not completed the DOT NHTSA Emergency Vehicle Operating Course (EVOC), National Standard Curriculum, or its equivalent.

All CCEMS ambulances have the Quantum ACR4 (Ambulance Child Restraint) system that allows providers to select an appropriate sized child restraint ranging from 4-100 lbs. When used appropriately, this is the safest way to transport pediatric patients.

Orientation will include the use of the ACR4 system. CCEMS providers will review and demonstrate competency with this equipment quarterly.

1300.10: Handling Protected Patient Health Information

Created Date: 11/2015

Revised Date: 01/2020

Purpose: This SOP identifies the procedure for handling Protected Health Information (PHI) that comes into the possession of all HFD personnel.

Scope: This SOP pertains to all members of HFD.

Contents: All PHI gathered by HFD personnel shall be kept secure per the following procedure:

- All patients who give information to HFD personnel shall be advised of the HFD Notice of Privacy Practices. This shall be done as soon as feasible without compromising patient care
- All patients or the patient's representative must sign the Receipt of Privacy Notice form provided by HFD personnel.
- This is a legally required document, and all patients shall be advised of this.
- Crews shall take reasonable precautions to prevent any unauthorized persons from viewing, overhearing, or otherwise obtaining a patient's PHI
- Crews shall retain possession and control of any and all paperwork containing PHI until they can deliver it to a designated PHI collection point. There will be a collection point at all Fire Stations
- Patient confidentiality must be respected at all times. Personnel who are not specifically authorized to access PHI are strictly forbidden to do so by any means. This includes, but is not limited to, verbal communications, written documentation, and electronic data
- District Officers shall pick up PHI documents and deliver them to headquarters where they are to be placed in the PHI receptacle
- All reasonable physical and technological means of securing audio, video, or print media PHI shall be utilized at each level and location of its collection, approved dissemination, and archival storage
- All feasible means of providing technical security for electronically formatted PHI shall be utilized. This includes various levels of access authorization and password protection

1300.11: Consent for Treatment/Right to Refuse

Created Date: 01/2020

Purpose: This SOP identifies the procedure for patient consent and right to refuse patient care and/or transport.

Scope: This SOP pertains to all members of HFD.

In the event a patient or his/her legal guardian refuses treatment or transport, the HCCEMS crew shall inform the responsible parties of the risks involved should treatment or transport not be completed. The patient or his/her guardian should be requested to sign the refusal form. In the event a patient or legal guardian refuses to sign a refusal of treatment or transport form, the crew shall document on the run form that the patient and or guardian refused to sign and have the notation signed by a third party.

A problem arises in the field with either patient consent or refusal, and the crew cannot reach a satisfactory solution, the District Captain or Shift Commander will be contacted immediately.

All personnel should review their actions in accordance with KRS 214.185 and KRS 304.40-320.

214.185 Diagnosis and treatment of disease, addictions, or other conditions of minor:

(1) Any physician, upon consultation by a minor as a patient, with the consent of such minor may make a diagnostic examination for venereal disease, pregnancy, alcohol or other drug abuse or addiction and may advise, prescribe for, and treat such minor regarding venereal disease, alcohol and other drug abuse or addiction, contraception, pregnancy, or childbirth, all without the consent of or notification to the parent, parents, or guardian of such minor patient, or to any other person having custody of such minor patient. Treatment under this section does not include inducing of an abortion or performance of a sterilization operation. In any such case, the physician shall incur no civil or criminal liability by reason of having made such diagnostic examination or rendered such treatment, but such immunity shall not apply to any negligent acts or omissions.

(2) Any physician may provide outpatient mental health counseling to any child age sixteen (16) or older upon request of such child without the consent of a parent, parents, or guardian of such child.

(3) Notwithstanding any other provision of the law, and without limiting cases in which consent may be otherwise obtained or is not required, any emancipated minor or any minor who has contracted a lawful marriage or borne a child may give consent to the furnishing of hospital, medical, dental, or surgical care to his or her child or himself or herself and such consent shall not be subject to disaffirmance because of minority. The consent of the parent or parents of such married or emancipated minor shall not be necessary in order to authorize such care. For the purpose of this section only, a subsequent judgment of annulment of marriage or judgment of divorce shall not deprive the minor of his adult status once obtained. The provider of care may look only to the minor or spouse for payment for services under this section unless other persons specifically agree to assume the cost.

(4) Medical, dental, and other health services may be rendered to minors of any age without the consent of a parent or legal guardian when, in the professional's judgment, the risk to the minor's life or health is of such a nature that treatment should be given without delay and the requirement of consent would result in delay or denial of treatment.

(5) The consent of a minor who represents that he may give effective consent for the purpose of receiving medical, dental, or other health services but who may not in fact do so, shall be deemed effective without the consent of the minor's parent or legal guardian, if the person rendering the service relied in good faith upon the representations of the minor.

(6) The professional may inform the parent or legal guardian of the minor patient of any treatment given or needed where, in the judgment of the professional, informing the parent or guardian would benefit the health of the minor patient.

(7) Except as otherwise provided in this section, parents, the Cabinet for Health Services, or any other custodian or guardian of a minor shall not be financially responsible for services rendered under this section unless they are essential for the preservation of the health of the minor.

Effective: July 15, 1998 History: Amended 1998 Ky. Acts ch. 426, sec. 402, effective July 15, 1998. -- Amended 1988 Ky. Acts ch. 283, sec. 2, effective July 15, 1988. -- Amended 1974 Ky. Acts ch. 74, Art. VI, sec. 107(1) and (13). -- Amended 1972 Ky. Acts ch. 163, paras. (1) to (6). -- Created 1970 Ky. Acts ch. 104, sec. 1.

1300.12: Mandatory Reporting

Created Date: 01/2020

All required reporting events will be conducted by personnel in a timely fashion. Examples of these include but are not limited by:

Kentucky Board of EMS Kentucky Board of EMS

Requires that the agency or individual will report incidences of certified/ licensed personnel involving: misdemeanors, felonies and substance abuse.

HCCEMS Medical Director

The Medical Director of HCCEMS maintains final authority in the medical issues of the service. Some examples of necessary reporting include, but are not limited to: medication errors, patient untoward effects, hospital/ physician disputes, quality assurance Issues, education/ training issues, etc.

Kentucky Department of Public Health

Any communicable disease as outlined in 902 KAR 2:050 must be reported through the Kentucky Department of Public Health. The HCCEMS personnel involved will contact the HCCEMS Infection Control Officer to assure that reporting requirements are met. Adult Protective Services With suspicion or evidence of abuse/ neglect or domestic violence exists; HCCEMS personnel will contact ECC to have Law Enforcement sent to the location. Every effort shall be made to provide for the safety of the individual. The Department of Social Services/ Adult Protective Services shall be contacted prior to going available from the event. This will be done through dispatch and on a recorded line.

Kentucky law requires mandatory reporting of child abuse, neglect, and dependency (KRS 620) and the abuse, neglect, or financial exploitation of adults who have a physical or mental disability and are unable to protect themselves; this might include an elderly person (KRS 209).

The CHFS abuse hotline is: 1-877-597-2331

Child Protective Services

With suspicion or evidence of abuse/ neglect exists; HCCEMS personnel will contact ECC to have Law Enforcement sent to the location. Every effort shall be made to provide for the safety of the child. The Department of Social Services/ Child Protective Services shall be contacted prior to going available from the event. This will be done through dispatch and on a recorded line.

Adult Protective Services

As of June 29, 2017, Kentucky's mandatory reporting law for victims of domestic violence has been changed to a mandatory information and referral provision. The revised law requires certain professionals to provide educational material to victims of domestic and dating violence with whom they have had a professional interaction. This law also requires these same professionals to make a report to police IF requested to by the victim and to report to police if they believe that the death of a victim may be related to domestic or dating violence.

1300.13: Bariatric Responses

Created Date: 01/2020

Extra weight requires extra help. Specialized resources and extra personnel are needed when transferring an obese patient from a bed to a stretcher, lowering a loaded stretcher, raising a loaded stretcher or transferring an obese patient from a stretcher to a bed. HCCEMS will utilize the specialized bariatric equipment on patients that are estimated to be unsafe to move with present equipment or personnel resources or exceed the working load limit of a standard stretcher.

The working load limits for the Stryker stretchers are 650 pounds.

In the event of an on scene need for bariatric capability, the on scene personnel will utilize the following procedure:

- Call for additional lift assistance from the appropriate fire department.
- Ask that a bariatric unit respond. Bariatric equipment will be used according to the manufacturer's instructions.
- Request additional lift assistance at the receiving facility.

In the event of a facility need for bariatric capability, personnel will utilize the following procedure:

- Attempt to assess the patient's weight and special need prior to transport.
- Call for additional lift assistance from the HCCEMS.
- Respond with a bariatric unit. Bariatric equipment will be used according to the manufacturer's instructions.
- Get lift assistance from referring facility personnel.
- Request additional lift assistance at the receiving facility.

1300.14: Transportation of Prisoners

Prisoners under arrest do not retain the right to designate the hospital to which they will be taken. All prisoners will go to Jennie Stuart Medical Center unless otherwise advised by the appropriate department or medical protocol. A sworn officer must accompany all prisoners who are in custody. Handcuffs must be placed by a Law Enforcement Officer.

1300.15: Patient Restraint

Restraint of patients that are a danger to themselves or others shall be conducted as outlined in the "Restraint Protocol- Prehospital" in the KBEMS Medical Protocols.

When transporting a patient on any HCCEMS stretcher, all of the restraint straps should be used. This provides four sets of straps and includes the chest harness straps. The chest harness straps shall not be wrapped or tied under the stretcher. If a stretcher is found to be missing any portion of the restraint system, it shall be reported to a supervisor for immediate replacement.

1300.16: Psychiatric Patients

Created 01/2020

HCCEMS will make psychiatric patient runs when requested to do so by the patient, patient's family, social services, guardian, or law enforcement.

Refer to KRS 503.100 for additional responsibilities of crew.

KRS 503.100 Prevention of a suicide or crime.

(1) The use of physical force by a defendant upon another person is justifiable when the defendant believes that such force is immediately necessary to prevent such other person from:

- (a) Committing suicide or inflicting serious physical injury upon himself; or
- (b) Committing a crime involving or threatening serious physical injury to person, substantial damage to or loss of property, or any other violent conduct.

(2) The use of deadly physical force by a defendant upon another person is justifiable under subsection (1)(b) only when the defendant believes that the person whom he seeks to prevent from committing a crime is likely to endanger human life.

(3) The limitations imposed on the justifiable use of force in self-protection by KRS 503.050 and 503.060, for the protection of others by KRS 503.070, for the protection of property by KRS 503.080, and for the effectuation of an arrest or the prevention of an escape by KRS 503.090 apply notwithstanding the criminality of the conduct against which such force is used.

Effective: January 1, 1975

History: Created 1974 Ky. Acts Ch. 406, sec. 35

1300.17: EMS Ride-Along

Revised Date: 01/2020

Purpose: Standardize procedures for non-employee ride along participants.

Scope: These procedures apply to all ride-along participants on HFD fire apparatus.

Command and Control: It is the responsibility of HFD Chain of Command to ensure compliance with this SOP.

Content:

- Any person wanting to participate in a ride-along with a HFD apparatus should submit a Ride-along Request to the Administrative Assistant of the Fire Chief by email.
- All requests must be approved or denied by the Fire Chief or his designee.
- Upon approval, riders will be assigned a date, time and location to ride and an email will be sent to the Shift Commander for conformation

Maintaining patient confidentiality is the responsibility of **ALL** HFD personnel.

1300.18: Scope of Care Policy

Created Date: 1/2019

To provide a clear policy on the scope of care provided, services provided, limitations of response, and the types of medical teams provided.

Policy:

- HCCEMS follows the National Scope of Practice Model and any supplemental care approved by Kentucky Board of EMS. The National Scope of Practice will not exceed that of which Kentucky Board of EMS regulations and/or protocols allow.
- HCCEMS is licensed as an ALS Class I service
- HCCEMS personnel are licensed or certified as an EMT, AEMT, and Paramedic.
- HCCEMS also employs KY Endorsed Critical Care Paramedics that are allowed to perform patient care that falls within their scope of practice and is in accordance with KY Protocol.
- HCCEMS has adopted KY Protocols as a “whole”.
- Special medical teams to include – Tactical EMS and Special Event Teams will be required to follow KY protocols.

1300.19: Quality Assurance and Quality Improvement Plan

To outline the Quality Assurance/ Quality Improvement process and assure that HFD policies and personnel remain in a constant state of improvement.

Quality Assurance Officer:

The Quality Assurance officer is a central figure in ensuring a high quality EMS system. This individual is involved in monitoring and teaching operational concerns and medical protocols. The Quality Assurance Officer’s responsibilities are as follows:

- Involvement in new member selection
- Performance of run audits
- Coordination of investigations of incident reports involving medical problems
- Meeting regularly with the medical director to review all member medical performances
- Meeting regularly with the Fire Chief/ EMS Director to review the medical director’s recommendations and member performance
- Any other performance of other related tasks as directed by the Chief/EMS Director

Run Form Audit:

Run form audits should be done by the QA officer with consultation from the medical director as necessary. At a minimum, audits shall address the following:

- Employee Health and Safety
- Compliance with protocols and operating procedures
- Assessment of dispatch protocols
- Vehicle Operation and Safety
- Additional Training necessary for the patient care provider or providers

- Equipment preventative maintenance

Complaints:

Complaints from citizens, facilities, public officials and health care professionals will be handled in the following manner.

- Report of the complaint:
 - I. The event will be documented on an Incident Report and emailed to the Deputy Chief of EMS. This report will include specifics of the event, witnesses, contact information and any supporting documentation.
- Investigation:
 - I. The Quality Assurance Officer will conduct an investigation of the matter and provide a report with all pertinent findings and supporting documentation.
- Resolution:
 - I. With the findings of the Quality Assurance Officer, the Deputy Chief will contact all involved parties to disseminate findings. Any breach of medical protocols will result in review by the SCEMS Medical Director for determination of outcome. Any violations of HFD SOG's will result in discipline as out lined in the SOG's
- Feedback:
 - I. Every effort will be made to assure that the complaint scenario will not be repeated. The member will be given the outcome of the findings. If education is needed, the HFD Training Officer will be contacted for remediation. The Quality Assurance officer will maintain records of complaints. These records will be periodically reviewed for trending as well as made available to the Chief and Deputy Chief for problem resolution and discipline consideration.

Incident Reporting:

This policy will address the procedures on receiving and filing complaints on HFD members. Listed below are incidents that are required to be reported.

- Abuse to a patient or another member
- Inappropriate patient care
- Careless driving on emergency and nonemergency runs.
- Injury on the job
- Unprofessionalism
- Accident in EMS vehicle
- Equipment damaged or failure
- Vehicle failure Exposure to infectious diseases
- Incident that may attract media attention
- Any incident that you are asked to write a statement on for another agency
- Any incident as directed by a supervisor

The incident will be investigated by the Chief or his/her designee by interviewing all parties involved in the investigation. They will gather evidence and statements to present as needed.

All incident reports and complaints will be filed in a secured area by the Chief or Deputy Chief. Trending will be addressed as necessary.

Clinical Protocol Review:

Clinical Protocol review will be an on-going process by the EMS Medical Director and EMS staff. At a minimum, documentation of protocol review will be maintained every two years. If new protocols are implemented within the two-year period, the new protocol will be reviewed on the same date with all other protocols.

Performance Evaluation:

All HFD members will have a performance evaluation done every year on their anniversary date of hire. This evaluation will cover all areas of their job from skills performance to adherence to policy. The performance evaluation will be done by the individual's immediate supervisor and forwarded to the City of Hopkinsville Director of Human Resources.

Staff Credentialing and Review:

HFD has established a staffing review with input and approval from the Medical Director, Chief, and Deputy Chief. These standards shall review Paramedic license, Advanced Emergency Medical Technician, and Emergency Medical Technician certification, CPR Certification, Advanced Cardiac Life Support (Paramedics), Pediatric Advanced Life Support (Paramedics), and vehicle operators' licenses to ensure that expiration dates have not lapsed.

1300.20: First Responder Program

Christian County Emergency Communications Center (ECC) will dispatch Medical First Responders to respond to incidents within their geographical response area as indicated below.

- Vehicle accidents with injury
- Coronary complaints or possible cardiac arrest.
- Unconscious or unresponsive patients
- Difficulty breathing
- Drowning or water related incidents
- Falls from 10 feet or more
- Trapped persons
- Severe bleeding or major trauma
- Lift assists
- Or as requested by HFDCCEMS personnel

The dispatching of Medical First Responders may be altered at the discretion of the Hopkinsville-

<p style="text-align: center;">Hopkinsville Fire Department Policies, Procedures, and Guidelines</p> <p>Implementation Date: 11/2015</p> <p><u>Revised Date:</u></p> <p>POL # 1400 Fire and EMS Training</p>
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Christian County EMS Director.

Purpose

1400.1: Live Training Fires

Reference: NFPA 1403, Standard on Live Fire Training Evolutions, 2002 Edition.

The HFD recognizes NFPA 1403. All acquired buildings that are being considered for live burns shall be inspected by the Chief, the Operations Chief, and the Training Chief. The Training Chief shall submit the written recommendation to the Fire Chief as to the suitability of the structure for training purposes. The Fire Chief shall approve or disapprove the recommendation. HFD shall not burn any structure solely for the purpose of demolition.

The lead Instructor (Incident Commander) shall follow and cause to be followed, all necessary HFD Policies Statements and Standard Operating Procedures as they pertain to structural firefighting, incident command, accountability, and adherence to NFPA 1403.

The Operations Officer for the live fire acquired structure exercise will coordinate with the Instructors, safety personnel, support personnel and student participants and ensure conformity with the NFPA 1403 House Burn guidelines.

Live fire training in Academy on-site burn facilities, mobile units or props using fuel consisting of Class A combustibles will conform to NFPA 1403 requirements for operations with non-gas fired live training.

Live fire training in Academy on-site burn facilities, mobile units or props using gas fired systems to produce fire conditions will conform to the current NFPA standard for Gas fired live training.

Firefighters from other jurisdictions may participate in HFD live fire training burns with the stipulation that their department provides proof of Workers Compensation Insurance, pre-requisite training, proper protective equipment, and appropriate waivers. The requesting agency is required to send a Supervisory Officer with the trainees. The Training Chief will consider all such requests and make the final recommendation to the Fire Chief.

1400.02: Officer Development Courses

Created Date: 12/2015

HFD will recognize all Officer Development Courses that are offered as IFSAC certifications as well as approved course offered "in house". These will include but are not limited to; Fire Officer 1, Fire Officer 2, etc.

The following stipulations for courses that are offered "in house" are as follows:

- The Chief will approve all courses.
- IFSAC lesson plans/PowerPoints/ test/quizzes etc. will be utilized
- Courses can be modified to focus on internal needs of HFD.
- Approved courses will be taught by certified Level 1 or Level 2 Instructors.
- Students will meet all requirements that IFSAC requires (i.e. FF1 and 2 etc.)

HFD will recognize IFSAC and "in house" courses equally. This will include all requirements that may/are stipulated for promotion.

If in the future, the Chief decides not to continue this program, all past certification must be honored.

1400.03: Company Training

Created Date: 11/2015

Reference: 739 KAR 2:020. Education incentive (Kentucky Administrative Regulations)

The Commonwealth of Kentucky requires that professional Firefighters obtain a minimum of 100 training hours a year in order to be eligible for State Training Incentive pay. In order to meet and exceed this minimum standard, it is the policy of the Department that all sworn personnel shall obtain a minimum of 10 training hours per month. All Officers are responsible for training personnel under their command and ensuring that this minimum of 10 hours per month for each individual is attained.

Failure to complete the required 100 training hours will result in disciplinary action up to and including termination.

Prompt and accurate documentation (hard copy and computer entry) of all training classes is crucial for the tracking of training hours and is the responsibility of the class instructor.

All sworn personnel shall forward copies of certifications or other documentation of pertinent training received outside the HFD to the Battalion Chief and Deputy Chief for filing.

1400.04: EMS Continuing Education

Created 05/2019

Revised 01/2020

Purpose

To ensure that all staff members are properly trained through quality continued education.

Policy

Quality assurance and quality improvement shall be used to help determine the needs of continued education for all staff members.

Quarterly competency training will be conducted to ensure that all staff members are properly trained and competent with various skills. These skills include but are not limited to the following:

- RSI/DAI
- Cricothyrotomy
- Needle Decompression
- Ventilator Management
- Intubation
- King Airway Placement
- Pediatric Specific skills per EMSC program
- Other skills as determined by the Deputy Chief of EMS

Annual training required by all personnel shall include:

- HAZMAT and Protection/Decontamination of Patients, ambulances, equipment, and staff
- Criminal and Potential Terrorist Incidents
- Ambulance Operations

All training will be conducted through Hopkinsville/Christian County TEI 265 or in accordance with 202 KAR 7:601.

1400.05: Training for FF/EMS Crews

Created Date 10/2015

In an effort to take some of the work load off of the FF/EMS crews, the following policy will go into effect immediately.

- EMS crews will be exempt from training after 1200
- EMS crews will be exempt from clean up/work details after 1200
- EMS crews will be exempt from preplan inspections after 1200
- EMS crews will be exempt from public education events after 1200

Keep in mind there will be exceptions. Some training may have to be scheduled in a morning session as well as an afternoon session (i.e. Drivers training), but as a rule the training division will do their best to have all training scheduled in the a.m.

Any exception will need to be passed through the Chain of Command up to Battalion Chief for approval.

The requirement for 100 hours for firefighters completed before 31 October of each year **will still be in effect**.

1400.06: Training Incentive Pay/Recruit Firefighters

Recruit Firefighters will be trained according to the guidelines established by the Commonwealth of

<p style="text-align: center;">Hopkinsville Fire Department Policies, Procedures, and Guidelines</p> <p>Implementation Date: 11/2015</p> <p><u>Revised Date:</u></p> <p>POL # 1500 Personal Protective Equipment</p>
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Kentucky's Commission on Fire Protection Personnel Standards and Education. New recruits will be eligible for incentive pay immediately after all necessary State requirements are met. Recruits with prior service and/or eligibility in the incentive pay program will be enrolled in the program as soon as possible after all necessary State requirements have been confirmed or met. The Training Chief will contact the Fire Commission on a case by case basis to determine eligibility for these individuals.

Purpose

1500.01: Personal Protective Clothing

Reference: POL 1500.04: Protective Clothing Maintenance

Reference: POL 900.10: Emergency Operations/Hazardous Atmospheres

Reference: ANSI Z87.1

Reference: HFD Protective Clothing Specifications

Reference: OSHA Standard 29 CFR 1910.1030

All personnel shall wear the approved and appropriate personal protective equipment (PPE) at all times. Protective clothing and equipment shall include but is not limited to:

- Helmet
- Protective hood
- Protective coat and trousers
- Boots
- Gloves
- Ear flaps
- Eye protection (Bourke's are not approved eye protection)

Self-contained breathing apparatus (SCBA) are used in accordance with SOP 200.12. All new protective clothing and equipment shall be compliant with the appropriate NFPA Standard current at the time of purchase. Eye protection shall be compliant with ANSI Z87.1.

Existing protective clothing and equipment shall have been in compliance with the edition of the respective NFPA Standard that was current when the protective clothing or equipment was manufactured.

Protective clothing and equipment shall be properly labeled indicating compliance with the appropriate standard.

All protective clothing and protective equipment shall bear the user's name and employee number printed legibly in permanent marker. These markings shall never cover any portion of the manufacturer's label.

"Extrication Gloves" for vehicle/machinery incidents are strictly optional equipment. They shall not be worn in hazardous atmospheres or when conducting firefighting activities. When worn, they will conform to the following standard:

- Exterior will be of cut-resistant materials with a reinforced palm, thumb and finger panels constructed with heavy duty stitching in high wear areas.
- Interior of glove must have a Hipora, Crosstech, or comparable lining that provides a waterproof and breathable barrier for protection from micro-organisms such as TB, Hepatitis, Staph, and HIV. They should meet or exceed OSHA Standard 29 CFR 1910.1030 for protection against blood- borne pathogens.
- Reinforced knuckles for reduction of impact without decreasing dexterity.
- Elastic cuff/wristlet to ensure a secure fit around the wrist.

Helmet color must be of the correct color for position:

Ranks	Color of Helmet
Chief, Deputy Chief, and Battalion Chief	White
Captains	Orange
Lieutenants	Red
Firefighter Medic	Blue

Firefighter/AEMT/EMT
Paramedic, AEMT, EMT

Black
TBD

All helmets must meet the following:

- NFPA 1971 guidelines
- Must have a tag insuring that helmet meets qualification
- A manufactures date must be visible on tag
- All items over 10 years old, will be deemed expired and taken out of service

It is the responsibility of all Officers to ensure compliance with this policy.

1500.02: Individual Face-Pieces

Created Date: 11/2015

Reference: NFPA 1404, Standard for Fire Department Self-Contained Breathing Apparatus Program

Reference: NFPA 1500, Standard on Fire Department Occupational Safety and Health Program

The HFD recognizes its responsibility for the safety and welfare of all members. An important part of this responsibility is the development and implementation of a comprehensive respiratory protection program.

It is the policy of the HFD to comply with Federal, State and local laws, regulations, and standards that pertain to self- contained breathing apparatus (SCBA). Upon completion of the Quantitative Fit Testing, HFD shall issue each sworn member their own face-piece. Damaged or lost face-pieces shall be replaced by the HFD.

Quantitative testing shall be done for each individual annually.

1500.03: Hood Washing

Created Date: 7/2016

Revised: 12/2017

Reference: POL 1500.04 Protective Clothing Maintenance

HFD recognizes the need to protect all firefighters from short and long term job related health issues. To this end, the following "Hood Wash" policy will be implemented.

PPE hoods shall be washed once the user has worn the hood in an IDLH atmosphere where toxic smoke or fumes was present. AN IDLH atmosphere can be deemed suitable for hood washing by the individual or by an Officer.

These atmospheres can include, but are not limited to:

- Structure fires
- Automobile fires
- Haz-Mat incidents
- Live Burns

- Fire Blast burn training sessions

Other examples include:

- Heavy training with dirt and grime
- Soiled from sweating

At a minimum, hood washing shall occur when the washing of the facemask is required.

Station Lieutenants will ensure that this policy is enforced.

1500.04: Protective Clothing Maintenance

Reference: NFPA 1851, ANSI Z87.1

Reference: HFD Protective Clothing Specifications

It shall be the policy of the HFD to administer a program for the inspection, care and maintenance of protective clothing elements. This program shall incorporate HFD Protective Clothing Specification, current NFPA and ANSI standards, and clothing manufacturer recommendations that are appropriate for the proper care and maintenance of these elements.

When the maintenance, repair, and/or replacement of protective clothing elements is required, documentation of the deficiency shall be recorded. All protective clothing deemed unsafe will be removed from service immediately.

A yearly inspection of all PPE will be conducted by certified NFPA 1851 inspectors.

1500.05: SCBA Mask Cleaning/Reporting

Created Date: 05/2017

Reference: Firefighters, Lieutenants, Captains and Battalion Chiefs

Reference: NFPA 1852, Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)

Reference: NIOSH, CBERN & NFPA 1981/1982

Reference: NFPA 1500, Fire Department Occupational Safety and Health Program

Reference: NFPA 1521, Standard for Fire Department Safety Officer

Hopkinsville Fire Department members are required to wear SCBA ensemble in IDLH (immediate Dangerous to Life or Health).

Upon return to the station it is the responsibility of the wearer to:

- Clean and disinfect the Face Piece
- Clean the Air pack

- Record the cleaning of the Face Piece/on “F” drive, MSA SCBA, and Battalion/SCBA Maintenance Log
- It is the responsibility of the Station Officer to ensure recording and to email OIC making report
- That the Face Piece has been cleaned to manufacture recommendations.

1500.06: SCBA Face Piece Cleaning/Reporting

Created Date: 05/2017

Reference: Firefighters, Lieutenants, Captains and Battalion Chiefs

Reference: NFPA 1852, Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)

Reference: NIOSH, CBRN & NFPA 1981/1982

Reference: NFPA 1500, Fire Department Occupational Safety and Health Program

Reference: NFPA 1521, Standard for Fire Department Safety Officer

Purpose: To provide guidelines for the cleaning, maintenance, and inspection of SCBA Face Piece.

Scope: All sworn members of the HFD.

Command and Control: Hopkinsville Fire Department members are required to wear SCBA ensemble in IDLH (immediate Dangerous to Life of Health).

It shall be the responsibility of all Lieutenants, Captains and Battalion Chiefs to ensure this procedure is adhered to and that all reports are entered into the reporting system.

Cleaning: Upon returning to quarters in preparation for the next call **ALL** SCBA Face Pieces that have been exposed/contaminated in an IDLH atmosphere **SHALL** be cleaned by the trained individual wearer or another approved & trained in accordance with MSA manufactures recommendation.

Detailed Cleaning Instructions: “F” DRIVE MSA SCBA, OPERATING MANUAL G1 SCBA; CHAPTER 11.1 PAGES 61-63.

Reporting: Each individual **SHALL** fill out SCBA maintenance log upon cleaning their face piece.

It is the responsibility of the Station Officer to;

- Verify that the face piece **HAS** been cleaned to manufacture recommendations.
- Ensure recording
- Email OIC making report that the Face Piece have been cleaned to manufacture recommendations.

Detailed Reporting:

- “F” DRIVE
- MSA SCBA
- BATTALION/SCBA MAINTENANCE LOG

1500.07: Protective Clothing Maintenance

Reference: NFPA 1851 Chapter 10

Purpose: To provide guidelines for the cleaning, maintenance, and inspection of all personal protective clothing elements.

Scope: All members of HFD.

Command and Control: It shall be the responsibility of all Shift Officers to ensure this procedure is adhered to and that all reports are entered into the reporting system and/or forwarded to the Office of Health and Safety.

Definitions

Soiled/Soiling: The accumulation of materials that are not considered hazardous materials or biological agents, but which could degrade the performance of the ensemble element.

Contamination/Contaminated: The process by which ensembles and ensemble elements are exposed to hazardous materials or biological agents.

Routine Cleaning: The light cleaning of ensembles or elements performed by the user without taking the element out of service. Examples include brushing of dry debris, rinsing of debris with a water hose, and spot cleaning. After each use, any elements that are soiled shall receive routine cleaning.

Advanced Cleaning: Using cleaning agents for the thorough washing of ensembles or elements. Advanced cleaning usually requires elements to be temporarily taken out of service. Examples include hand washing, machine washing, and contract cleaning. All elements that have been used and soiled shall receive advanced cleaning by the PPE Manager.

Specialized Cleaning: Cleaning to remove hazardous materials or biological agents. This level of cleaning involves specific procedures and specialized cleaning agents and processes. Elements that are contaminated with hazardous materials or biological agents shall receive specialized cleaning as necessary to remove the specific contaminants. Specialized cleaning generally means that the contaminated elements will be sent out to a facility with the capability to remove the contaminants.

It is the responsibility of each member of HFD to ensure that all personal protective elements are available and serviceable. This is to be accomplished in the following manner:

- A maintenance inspection of personal protective elements as needed.
- Removal of any personal protective elements found to not be in serviceable condition
- E-mails identifying the deficiencies and corrective actions taken shall be forwarded to the Deputy Chief

The Deputy Chief will be responsible for the advance cleaning, specialized cleaning, or cleaning of contaminated personal protective clothing. It is up to the individual to perform routine cleaning.

In accordance with NFPA 1851: If maintained properly, your structural firefighting ensemble and ensemble elements can provide for many years of useful life. Chapter 10 of NFPA 1851 now requires for ensembles and ensemble elements to be retired no later than 10 years from the date of manufacture.

Upon recognition of outdated ensemble and ensemble elements, personnel must contact the Deputy Chief to remove item(s) from the individual's records.

**Hopkinsville Fire Department
Policies, Procedures, and Guidelines**

Implementation Date: 11/2015

Revised Date:

POL # 1600 Maintenance and Testing

1600.1: Facility Repair Requests

Emergent Repair Requests:

In the event of a facility emergency, (ruptured water heater, inoperative furnace, disabled door, etc.), the Station Officer shall notify his Chain of Command. The OIC has the authority to call in repairs using approved city contractors.

Non-Emergent Repair Requests:

All requests for non-emergent repairs must be submitted by the Station Officer via his/her chain of command to include Chief and Deputy Chief.

1600.2: Non-Emergency Building Maintenance Requests

To provide information and direction for ordering maintenance supplies and/or requesting maintenance procedures for the HFD property.

Station Officers and Staff Officers who are responsible for HFD property shall be responsible for the submission of maintenance requests.

Content:

- All requests shall be first discussed with the officers assigned to the station
- The Station Officer will submit a ticket through the Halogen platform
- Requests will be reviewed by the Deputy Chief and Chief and approved based on priority needs and budgetary constraints.
- Deputy Chief will inform the Station Officer as to the disposition of the request.

1600.3: Fire Pump Testing

Reference: NFPA 1911, 2007 Edition

To define the procedures to be followed for service testing of fire pumps. The pump tests will be conducted under the supervision of a member of the training staff. A private, accredited 3rd party tester will be utilized.

Content:

All pumps shall be service tested:

- Annually (May/June)
- After any major repairs or modifications

1600.4: Service Testing of Fire Hose

Revised Date: 11/2017

Reference: NFPA 1962, 2003 Edition.

All company personnel are responsible for reviewing this SOP prior to performing the hose test.

Prior to the beginning of the test, each section of hose shall be inspected for visible damage. The inside of hose at each end shall be visually inspected for liner separation. Each company shall ensure that their hose is marked with numbers.

In reference to NFPA, LDH is to be tested at 200 psi or manufacturer recommendation.

All other hoses (1 3/4, 2.5, 3") will be tested at 300 psi.

Test Procedure:

- Lay out hose in 300' straight lengths or less
- Slowly fill hose to 45 psi and bleed off air
- Tighten and mark couplings so that slippage can be detected
- Slowly raise pressure on the test manifold to the desired test pressure and maintain for three minutes
- Walk the hose staying at least 15' to the side and look for signs of failure or leakage
- The test shall be re-started if it is interrupted for any reason
- All personnel shall stand clear of the hose being tested
- Inspect all couplings for signs of slippage
- Hose needing repair or replacement shall be taken Out of Service and marked as "Damaged"

1600.6: Ground Ladder Testing

Reference: NFPA 1932, 2004 Edition.

The following procedures are to be followed when conducting the service tests for ground ladders.

A private, accredited 3rd party tester will be utilized by HFD.

All ground ladders shall be service tested:

- Annually (Oct/Nov)
- After any shock loading or overloading
- When major damage is observed or suspected
- After any repairs are made (except halyard replacement)