**Orchard Beach Volunteer**

**Fire Department**

11

**Station Rules and Policies**

**2022**

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**Mission Statement & Goal**

**RP: 1.1 Mission Statement**

It is the mission of the Orchard Beach Volunteer Fire Department to provide professional emergency services to protect life, property and environment and assist the needs of citizens in times of emergency.

**RP: 1.2 Goal**

This is accomplished by the delivery of quality services as a combined effort of career and volunteer personnel who operate as a component of the Anne Arundel County Fire Department.

**Resources**

**RP: 2.1 Personnel Resources**

The numerous active volunteers and 20 assigned career employees of the Anne Arundel County Fire Department allow us to respond to more than 2500 emergencies annually. These personnel staff 6 pieces of apparatus and maintain a modern station facility. Services are provided jointly and cooperatively by career and volunteer personnel who work side by side under a common chain of command to effect efficiency and safety in all operations.

**RP: 2.2 Corporate Resources**

Supporting our mission in administrative infrastructure is the corporate aspect of the Orchard Beach Volunteer Fire Department, a Non-Profit Corporation chartered under the auspices of the State of Maryland. The corporation operates under a set of by-laws and exists to oversee the operational aspects of the company.

**RP: 2.3 Board of Directors**

The corporation is governed by the Board of Directors and the administrative officers who are elected annually by the active membership. Through the dedicated efforts of all of our personnel and the Ladies Auxiliary we are able to accomplish our objectives and ensure the fulfillment of our mission.

**Scope & Authority**

**RP: 3.1 Scope & Authority**

This document is to provide members with guidelines regarding both routine and emergency Rules/Policies. This is essential within any organization in order to insure discipline and to effect operational efficiency. The scope of this manual is those areas which are specific to the Orchard Beach Volunteer Fire Department, Inc. / Co.11 is addressed within. Other specifics not addressed herein will be as per the Anne Arundel County Fire Department Rules & Regulations (RR) Manual.

**RP: 3.2 Guidelines**

Whereas this manual is a set of guidelines, it should not be construed as absolute law but conversely, a flexible document, which may be amended as necessary. This shall be predicated by experience and as necessitated by specific departmental changes. These Rules/Polices (RP) shall take effect immediately and shall remain in effect until such time that they are superseded or amended.

**RP: 3.3 Rules/Policy Manual**

This manual provides both general and specific information relative to the Orchard Beach Volunteer Fire Department, Inc. As a guideline it may be utilized to reference specific information regarding both emergency and routine operations as well as specific administrative procedures. This manual is organized into sections that codify each regulation or procedure as Rules/Policy or (RP).

**RP: 3.4 Placement of Rules/Policy Manual**

This Manual will be placed in the following locations:

1. Duty Office
2. Career Officer’s Office
3. Chief’s Office

**Personal Accountability**

**RP: 4.1 Definition**

For the purposes of the application of these Rules/Policies (RP) personnel shall be defined as all bonafide members of the Orchard Beach Volunteer Fire Department. This shall also include all career employees of the Anne Arundel County Fire Department who may be assigned, detailed or transferred to Co. 11. All personnel shall be accountable to these RP’s. Ignorance of these shall be no excuse for their disregard.

**RP: 4.2 Regulation & Subordination**

All personnel shall be held accountable to these Rules/Policies (RP) as well as all regulations of the Anne Arundel County Fire Department under their legitimate charter authority over the operational component of the fire department.

**RP: 4.3 Accountability**

All personnel shall obey all lawful commands that are given by certified officers of the Anne Arundel County Fire Department. In addition all volunteer personnel shall be held accountable to all orders and directions that may be given by any corporate officer of the Orchard Beach Volunteer Fire Department.

**RP: 4.4 Chain of Command**

The nature of providing emergency services mandates that we provide constant accountability of our actions. As such, we must implement and maintain a chain of command for any and all situations whether involving routine or emergency operations. Accordingly this shall consist of two distinctive structures delineated as follows:

* **Operational Chain of Command**

To be utilized when responding to and while engaged in emergency operations and within the station relative to the performance of routine station duties and functions:

1. Chief
2. Assistant Chief
3. Captain
4. Lieutenant
5. Career Firefighter III / FADO
6. Ranking Firefighter

**RP: 4.5 Non-Smoking Policy**

It is the policy of the Orchard Beach Volunteer Fire Department to concur with the policy of the Anne Arundel County Government such that smoking is prohibited within all areas of quarters. Specifically this is delineated as follows:

1. All living areas include the apparatus bays.
2. Near any entrance/exit to the building to include bay doors.
3. Inside the hall
4. Within any Orchard Beach Volunteer Fire Department/Anne Arundel County Fire Department vehicles and/or apparatus.

**RP: 4.6 Consumption of Alcohol**

While it is recognized that “off duty” activities are not within the scope of the RP’s. It is essential to ensure the safety of both personnel and the public by prohibiting personnel under the effects of alcohol from engaging in any company operations. The following policy shall be in effect:

1. The station is defined as those areas under the scope of the chief per the bylaws.
2. Personnel, who have consumed any quality of alcoholic beverages shall not be engaged in any operational activities within eight (8) hours of consuming the same.
3. Personnel who have consumed any quantity of alcohol within the above time frame shall be prohibited from being upon the premises in an operational capacity.
4. Should personnel come into contest with this policy, then the Anne Arundel County CDS parameters shall be implemented and a company CDS manager shall be contacted for further direction.

**RP: 4.7 CDS/Drug Usage**

The executive regulation of the county relative to CDS use/abuse shall be in effect. It shall be the responsibility of all personnel to enforce/enact this policy. A designated CDS manager and a secondary CDS manager shall be designated annually from among the officer staff to manage the same. As random drug testing is a part of this policy all personnel shall adhere to the same:

1. Personnel taking prescribed medication shall consult with their physician relative to the same and the performance of emergency operations.
2. Personnel who may be adversely impacted by the taking of a prescribed medication shall not engage in any emergency operations while under the influence of the same.

**RP: 4.8 Gainful Employment/Education**

While the consistency of volunteer staffing is recognized as an identified need for continuity of the volunteer fire service, it is also essential that all personnel have a defined direction in their personal lives. To ensure this, personnel who are engaged in the emergency operations of Co.11 shall fall into one of the following categories:

1. Full time employment (40 hour average work week)
2. Full time student (High School or 12 credit hours/Semester-College)
3. Combination of #1 and 2 above.
4. Retirement from full-time employment.
5. Part-time employment

High school students are required to maintain a “C” average or better to continue in an operational status. Students will be required to produce a copy of their report cards quarterly to the Chief.

**RP 4.9 General Operating Guidelines**

The Orchard Beach Volunteer Fire Department (OBVFD) prides itself on self-governance and a “team concept” between its members. We work as a cohesive unit that must function as a team during station and emergency operations. All members must put personal preferences aside and work toward the same goal and mission: the benefit of our Citizens we serve, our Company and our County.

The following guidelines are designed to help promote a positive team attitude and an efficient, effective working environment:

All personnel shall conduct themselves in an orderly and respectable manner and behave in a way that brings credit to the department. Members shall treat others with respect and refrain from the use of abusive derogatory or foul language both in the station and in the public view.

No food is permitted in any of the bunkrooms.

All personnel shall make reasonable efforts to maintain building security at all times.

No horseplay is permitted in the station. No throwing of balls, wrestling, or otherwise engaging in rambunctious behavior is permitted in the station.

**RP 4.10 RIDING AT OTHER DEPARTMENTS**

Members who wish to operationally participate with other departments must obtain prior permission from a Chief Officer of this department. Permission will be granted based on our own staffing needs, level of training achieved, overall attitude of the member and the degree to which the member is meeting obligations to this department. A Chief Officer of the other department must approve and authorize your riding at their station. Membership at a second station within Anne Arundel County is prohibited.

**Appointed Company Officers**

**RP: 5.1 Scope**

Officer positions and responsibilities shall be delineated herein. All positions shall be approved by the Chief of the Anne Arundel County Fire Department in accordance with current policy as delineated in the Anne Arundel County Fire Department Rules and Regulations. All officers shall meet and maintain qualifications as outlined for their positions. The Chief of the Orchard Beach Volunteer Fire Department shall be elected by the general membership at the regularly scheduled meeting in December per the bylaws. The Chief shall then appoint his/her line officers for the following years. The Chief may appoint up to 2 officers that do not meet the standards set by the Anne Arundel County Fire Department Rules and Regulations, those positions will be recognized as station Sergeants and must meet the standard for and be promoted to Volunteer Lieutenant within 6 months of their appointment date.

**RP: 5.2 Fire Operations Organizational Chart**

As per the attached organizational chart (Figure 5.2) the officer cadre of Co.11 shall consist of the Company Chief, Assistant Chief, 2 Captains, 3 Lieutenants and 1 EMS Coordinator. The field titles of these positions shall be determined as provided by the Anne Arundel County Fire Department Rules and Regulations.



**RP: 5.3 Chief (Fire Operations)**

The Chief shall be the duly authorized Station Commander and shall be directly responsible for all Co. 11 operations. He/She shall be the ranking officer of the firefighting force, apparatus and equipment at all times. He/She shall see that the members perform their required duties and make regulations to govern members on the scene of emergencies, at drills and in quarters. The Chief shall have the power to suspend members for dereliction of duties or for insubordination, misconduct or disobedience of orders, subject to the right of appeal to the Board of Directors. It shall be his/her duty to see that the apparatus is maintained in proper condition, and report on the same to the Board of Directors at its regular meeting. It shall be his/her duty to properly supervise any Anne Arundel County career personnel assigned to this station.

**RP: 5.4 Assistant Chief**

The Assistant Chief shall be the duly authorized Assistant Station Commander. He/She will be responsible for the function of Fire, Rescue and EMS operations and the equipment assigned to those functions. He/She shall oversee all logistical aspects of the station. This shall include all small tools and equipment, pagers, locker assignments, supply and quartermaster functions as well as procurement and inventory control. The Captains will report to him/her and, in turn, he will report on the same to the Chief. In the absence of the Chief he/she will be responsible for the aforementioned duties of the Chief and other duties required by the Chief.

**RP: 5.5 Captain (Operations)**

This captain shall supervise all maintenance activities of the company. This shall be coordinated through the Ground Support Division of the Anne Arundel County Fire Department. He/She shall implement and manage a preventive maintenance program at the station level. He/She will oversee all suppression pieces. He/She will forward this information to the Assistant Chief. Calls to the Ground Support Division will be made by the Chief or Assistant Chief.

**RP: 5.6 Captain (Logistic)**

This Captain shall supervise all logistical aspects of the company to include all small tools and equipment, locker assignments. He/She will also supervise all special operations of the company to include, rescue and EMS operations.

**RP: 5.7 Lieutenant (Operations)**

This Lieutenant will oversee the day to day operations and ensure the necessary equipment is made available. He/She will maintain inventory for all company equipment. He/She will also assist the Lieutenants of Fire Prevention and Training.

**RP: 5.8 Lieutenant (Fire Prevention)**

This Lieutenant shall implement and coordinate a public fire and safety education program. He/She shall work with all officers in coordinating station tours and any other related activities. He/She will also assist the Lieutenant of Training.

**RP: 5.9 Lieutenant (Training)**

This Lieutenant shall supervise all training of company 11. This shall include training reports, course registrations and he/she will track all training records to assure all mandatory training is completed annually. He/She will coordinate a monthly training program and implement an annual schedule with the Assistant Chief.

**RP: 5.10 EMS Coordinator**

Coordinates all aspects of BLS ambulance service for company 11 including training and indoctrination of members, maintenance of equipment and supplies, scheduling of crews, preparation of reports and statistics, reviewing volunteer EMS member performance and incident reports. Develops and maintains a BLS preceptor program, advises and counsels volunteer EMS members; recommends discipline and commendation actions to the senior volunteer officer, as appropriate; and participates in house duties. Performs related work as required. Establishes and maintains effective working relationships with superiors and the public.

**RP: 5.11 Delineation**

These responsibilities shall be in addition to those delineated to the specific rank under the applicable Anne Arundel County Fire Department RR’s Any and all matters specific to a designated area shall be deferred to that officer.

**Position Qualifications**

**RP: 6.1 Purpose**

It is our objective to provide qualified operational personnel of the highest caliber. It is also essential that we ensure the safety of all personnel. These are the established parameters for each level of progression within our department. These may exceed those requirements of the Anne Arundel County Fire Department to achieve this end.

**RP: 6.2 Observer**

The Volunteer Observer is a volunteer member position/rank that allows a new member the opportunity to gain a greater understanding of the mission, requirements, and expectations of being a member of the AACOFD. This position offers the member an opportunity to observe emergency responses and gives the membership an opportunity to interact with the new member, while enrolled in initial training.

Minimum Age 16

* CPR/AED
* Nims 100,200,700 & 800
* Blood Bourne Pathogens

**RP: 6.3 Probationary Firefighter**

Probationary Firefighters shall be those personnel who have not yet to achieve minimal certification requirements as established under NFPA 1001 Firefighter Professional Qualifications as adopted by the Maryland Fire Service Personnel Qualifications Board (MFSPQB). Specific training requirements shall include:

* Observer Qualifications
* Firefighter I
* Haz-Mat Level I Operations

**RP: 6.4 Firefighter I**

This is the beginning level firefighter who has completed minimal training and certification requirements. Accordingly they shall have basic competencies to meet the standards of firefighting functions. Specific training requirements shall include:

* Probationary Firefighter Qualifications
* MFSPQB FFI Cert. or Equivalent
* EMT-B

**RP: 6.5 Firefighter II**

This is the second level of firefighter who has completed additional training and demonstration of competencies. Specific training requirements shall include:

* Minimum Age of 18 years
* FFI Qualification
* MD Class C Driver’s License
* MFSPQB FFII Cert. or Equivalent

**RP: 6.6 F.A.D.O.**

This is the fire apparatus driver operator level. At this level personnel operate major apparatus (Engines/Squad) at Company 11. Specialized training and practical requirements are necessary at this level which specifically includes:

1. FFII Qualification
2. AACOFD Maryland Emergency Vehicle Operator (MEVO) Card
3. Valid Maryland Class C Driver’s License
4. MFRI Emergency Vehicle Operators Course (EVOC)
5. MFSPQB FADO-E Cert. or Equivalent
6. MFSPQB Rescue
7. MFSPQB FADO-A Cert. or Equivalent
8. MFSPQB FADO-T Cert. or Equivalent

* Desired Endorsements
* FADO- E (Engine) A,B,C and D
* FADO-S (Squad) A,B,C,D and E
* FADO-A (Aerial) A,B,C, E, and F
* FADO-T (Tiller) A,B,C,E and F

**RP: 6.7 Ambulance Technician**

These are personnel not qualified as firefighters who may operationally perform on Ambulance 11. The specific requirements shall include:

* Minimum Age of 16 years
* EMT-B
* AED and CPR
* Haz-Mat Awareness
* Bloodbourne Pathogens Class

**RP: 6.8 Ambulance Technician Driver Attendant**

These are the personnel not qualified as firefighters who may operationally perform on Ambulance 11in both positions. The specific requirements shall include:

* Minimum Age of 18 years
* Ambulance Technician Qualification
* Maryland Class C Driver’s License
* EVOC Driver’s Course

**RP: 6.9 Advanced Life Support Technician**

* Minimum Age of 18 years
* EMT-I or EMT-P
* ALS Affiliation with AACoFD

**RP: 6.10 EMS Coordinator**

* Minimum Age of 21 years
* Ambulance Technician for 1 year
* MFSPQB Instructor I or Equivalent

**RP: 6.11 Lieutenant**

* Minimum Age 21 years
* FFII for 2 years or FFIII for 1 year
* 3 years in the AACo Fire Department
* MFSPQB Fire Officer I Certification OR Equivalent Certification
* MFSPQB Instructor I Certification or Equivalent Certification
* IS 700 Self Study AND IS 200 Self Study or NIMS ICS for the Fire Service

**RP: 6.12 Captain**

* Minimum Age 22 years
* Lieutenant for 1 year
* 4 years in the AACo Fire Department
* MFSPQB Fire Officer II Certification OR Equivalent Certification
* MFSPQB Instructor I Certification or Equivalent Certification
* IS 700 Self Study AND IS 200 Self Study or NIMS ICS for the Fire Service

**RP: 6.13 Assistant Chief**

* Minimum Age 23 years
* Captain for 1 year
* 4 years in the AACo Fire Department
* MFSPQB Fire Officer III Certification OR Equivalent Certification
* MFSPQB Instructor I Certification or Equivalent Certification
* IS 700 Self Study AND IS 200 Self Study or NIMS ICS for the Fire Service

**RP: 6.14 Chief**

* Minimum Age 24 years
* Captain or Assistant Chief for 2 years
* 5 years in the AACo Fire Department
* MFSPQB Fire Officer III Certification OR Equivalent Certification
* MFSPQB Instructor I Certification or Equivalent Certification
* IS 700 Self Study AND IS 200 Self Study or NIMS ICS for the Fire Service

**Apparatus Operator Requirements**

**RP: 7.1 Purpose**

This is a level of training/certification that enables an individual to drive/operate Apparatus (Ambulance-Engine-Squad-Utility) at Company 11. Due to the specialized nature and liability issues associated with this level the following training requirements must be met:

**Ambulance:**

* Minimum Age of 18 years
* Ambulance Technician Qualification
* Valid Maryland Class C Driver’s License
* EVOC Driver’s Course
* Active member on the AACoFD Database
* Cleared by the Driver Training Officer

**Engine/Squad:**

* MFSPQB Certification as FFII
* MFSPQB FADO E Certification
* MFSPQB FADO S Certification
* AACOFD Maryland Emergency Vehicle Operator (MEVO) Card
* Valid Maryland Class C Driver’s License
* MFRI EVOC
* Active member on the AACoFD Database
* Cleared by the Driver Training Officer

**Utility:**

* Valid Maryland Class C Driver’s License
* MFRI EVOC
* Active member on the AACoFD Database
* Cleared by the Driver Training Officer

**Utilization of Company Facilities**

**RP: 8.1 Securing Permission**

Personnel shall secure permission from the OIC prior to moving their POV in the station or in front of station bays.

**RP: 8.2 In-Station POV Guidelines**

Privately owned vehicles (POV’s) shall not be left unattended in the building. Ignition keys shall be left in the vehicle at all times. When work is completed, the vehicle shall be removed from the building. Use of company cleaning materials is authorized. All materials shall be returned to their proper storage location when the task has been completed. When work is done inside the station the area used shall be cleaned. Use of company facilities is limited to company members, career personnel assigned/detailed to Co. 11, Battalion Chiefs and Police Personnel assigned to the area. Company apparatus shall not be placed outdoors during inclement weather to facilitate work on POV’s.

**RP: 8.3 Use of Company Tools/Equipment**

Tools and equipment shall not be removed from emergency apparatus to work on POV’s

**RP: 8.4 Overnight Storage/Parking**

POV’s shall not be kept in the station overnight. POV’s shall not be parked in front of any apparatus bays. Parking on the rear apron will be in designated spaces only.

**Dormitory Regulations**

**RP: 9.1 Sleep-Ins**

Members desiring to sleep in will make their bed prior to 2100 hours and beds are on a first come first serve basis. The single beds are reserved for career personnel and may only be used after career personnel claim a bed. The following criteria/ guideline will apply:

* 1. All females will use the female dormitory only.
  2. All males will use the male dormitory only
  3. Observers may sleep-in as long as riding members desiring to sleep-in are not displaced.
  4. Non-Riding members are prohibited from sleeping-in
  5. Beds will be made or stripped everyday.
  6. Personnel will not sleep in a bed that is not made. (Made bed includes bottom sheet, pillowcase and top sheet, blanket or sleeping bag.
  7. Members not staying in on a specific night will strip the same. NO EXCEPTIONS.
  8. Only Officers will sleep in the Volunteer Officers bunkroom. Administrative Officers will give up their bed if needed for an Operations Officer.
  9. Personnel will show courtesy when entering the bunkroom after others are in bed.
  10. All personnel will clean their own area prior to leaving the station. Personnel failing to clean up after themselves will lose their privilege to sleep in. (This includes the bath and locker rooms.
  11. Personnel sleeping in will be expected to respond to calls. (if departing early the on duty will be notified prior to 2200)
  12. All personnel will be out of bed by 0800 to assist with housework or have completed housework the night before if departing early.

**Curfew/Station Access**

**RP: 10.1 Station Access Policy**

The following Station Access Policy will apply to all personnel at Orchard Beach Volunteer Fire Department, Inc.:

1. Personnel sleeping in shall be in the station by 2300 hours.
   1. Exceptions to this may be made by the (OIC) on duty.
2. Personnel shall not enter the station or hall areas after 2300 hours without permission from the OIC.
   1. This does not apply to personnel responding for emergency responses, transfer requests, or to fill the station.
   2. All Operations and Administrative Officers are exempt from this policy.

**RP: 10.2 Official Areas**

1. **Duty Office/Control Room**

The following personnel have access to this area:

* 1. All Fire line and corporate officers
  2. All career personnel
  3. All Volunteer operational personnel

1. **Chief’s Office**

Due to confidential information stored in this area, there is stricter security in this area. The following shall apply:

* 1. Entry should be by combination or key.
  2. Those possessing the combination shall be held responsible for restricting entry of others.
  3. No items will be removed without the consent of the Chief.
  4. Committee members with access to these area shall only use this area while performing committee related duties unless an officer is present with them

1. **Career Officer’s Office**

Due to confidential information stored in this area, there is stricter security in this area. The following shall apply:

* 1. Entry should be by combination or key.
  2. Those possessing the combination shall be held responsible for restricting entry of others.
  3. No items will be removed without the consent of the Chief.

1. **Common Areas**

The following areas will be considered common areas:

* 1. Apparatus Bays
  2. Kitchen
  3. TV Room
  4. Outside Building
  5. Restrooms

**RP: 10.2 Visitation**

The Fire Station is a place of work; as such it is important that the highest public standard be followed. The following criteria shall apply:

1. Any visitor visiting the station shall be accompanied by a member and/or career personnel at all times and is confined to the common areas. (As listed in D above)
2. At no time should a visitor be left unattended. If dispatched, the visitor if possible should be placed with another member and/or career personnel. If this is not possible, the visitor needs to leave the station and return at a later time, at no time should the visitor hinder the responses of any equipment from the station.
3. Overall it is the responsibility of the person who has the visitor to insure that this policy is adhered to.
4. All visitors will be out of the station by 2100 hours. Exceptions to this may be made by the Chief, and/or President based on either operational or corporate concerns.
5. No visitor under the age of 18 years of age is allowed in the station to visit unless accompanied or supervised by an adult.

**Telephone Procedures**

**RP: 11.1 Outgoing Calls via Hotline**

All outgoing calls shall be made utilizing the county “Hotline” Ext. 8211. An outside line may be obtained on this line by dialing “9” and the telephone number. If two beeps are heard, hang up immediately as this could be Fire Alarm calling.

**RP: 11.2 Answering the Hotline or Business Line**

When answering the “Hotline” personnel shall identify the extension as “Station 11 followed by identifying themselves by “Rank and Last Name”.

**RP: 11.3 Business Line**

When answering the Business Line, personnel shall identify the extension as “Station 11 followed by identifying themselves by “Rank and Last Name”.

The business line should be used for corporate business.

**RP: 11.4 Paging System**

The station paging system shall only be utilized for its intended purpose of notifications and announcements.

Press Intercom and the number 6 for station wide paging.

**Apparatus Fueling Procedures**

**RP: 12.1 Purpose**

To ensure there is sufficient fuel in the vehicles.

**RP: 12.2 When to Fuel**

All apparatus are to be filled when the fuel level reaches ¾ full or below, regardless of the time of day.

**Maintenance Procedures**

**RP: 13.1 Purpose**

To ensure that proper notification has been established.

**RP: 13.2 Notification**

The Chief & Asst. Chief must be notified when any equipment goes to the shop.

**Uniform Regulations**

**RP: 14.1 Protective Clothing, Uniform and Grooming**

The following will be the policy of this company and will be adhered to as strictly as possible, as deemed appropriate by the officers of this company. This policy will refer to R & R 7 of the Anne Arundel County Fire Department's Rules and Regulations. Any person that has been issued any uniforms or equipment will be affected.

**RP: 14.2 Uniforms and Equipment**

Upon certification as a Volunteer Probationary Firefighter or Ambulance Technician, the following issue of equipment will be made by the county:

1 - Turnout coat

1 - Turnout pants and suspender

1 - Pair turnout boots

1 - Helmet with face shield and rank insignia

1 - Pair works gloves

1 - Pair turnout gloves

1 - Pair safety glasses

1 - Set hearing protection

1 - Nomax hood

1 - Pair works boots

1 - Belt with buckle

1 - Work jacket with liner

2 - Summer work shirts

2 - Winter work shirts

2 - Work pants

After the initial issue, replacement of turnouts and uniforms will be made on a one for one exchange.

The company will issue uniform patches and collar pins for uniforms and jackets.

**RP: 14.3 Uniform Class Designations**

This section will simplify the wearing of uniforms at various functions and activities.

**A.** Class "A" Dress.

Dress uniform (if issued)

Blauer jacket (if issued)

Work jacket

Winter uniform shirt

Uniform pants

Black tie

Black shoes or boots (polished)

Dress hat

Belt and buckle

Black socks

OB/FD or AA/FD collar pins (firefighters)

Officer collar pins (officers)

Officer badge

Firefighter/EMT badge (Optional)

**B.** Class "B" Dress

Dress uniform (if issued)

Summer uniform shirt

Uniform pants

Black tie

Black shoes or boots (polished)

Dress hat

Belt and buckle

Black socks

OB/FD or AA/FD collar pins (firefighters)

Officer collar pins (officers)

Officer badge

Firefighter/EMT badge (Optional)

**C.** Class "C" uniform (work uniform for suppression and EMS personnel)

Jacket / Approved Job Shirt (seasonal)

Uniform pants

Uniform shirt / Approved Polo Shirt / Approved Tee Shirt

Work boots or safety shoes

Belt and buckle

OB/FD or AA/FD collar pins (firefighters)

Officer collar pins (officers)

Officer badge (No restrictions for Chief Officers)

Officer badge (Captain/Lieutenant during special events only)

Firefighter/EMT badge (During special events only)

Jumpsuit with Company or County emblems (over street clothes if uniform is not available)

Ball cap or dress hat may be required for special events and/or parades

**D**. Class "D" uniforms for extreme heat and/or cold.

Uniform pants

Work jacket

Navy blue or gray t-shirt, job shirt, sweatshirt (only with approved Orchard Beach or AACO logo, uniform patch, or company patch)

**E**. Class "E" protective equipment will be worn in accordance with OPM #53 of the Anne Arundel County Fire Department Rules and Regulations.

Nomax hood

Helmet

Turnout coat

Turnout pants

Turnout boots

Gloves

Safety glasses

Hearing protection

**RP: 14.4 Wearing of Uniforms**

While in the building in a "on duty" status or on official fire company business, all personnel will dress in the appropriate class uniform. “On Duty Status” is defined as personnel in the station for 1 hour or more. All parts of the uniform will be clean and neat. Any personnel that are dressed in street clothing may respond on a call as long as the dress is appropriate or is covered by turnout gear **(suppression call)** or a jumpsuit **( EMS call).**

* At no time will any personnel wear any type of clothing on a call that has offensive, rude, or inappropriate printing on it.
* At no time will shorts or tank tops be worn that are not being covered by a jumpsuit or turnout gear.

**RP: 14.5 Uniform Insignias**

**Uniform shirts will have the following:**

1. The Orchard Beach or AACo FD uniform patch on the left sleeve.

2. If qualified Maryland (or National) EMT, EMT I or Paramedic, patch will be worn on the right sleeve.

3. Name tag will be worn centered over and touching the right chest pocket.

4. Commendation bars may be worn centered over and touching the left chest pocket.

5. If qualified, members may wear the small Water Rescue pin, Heat Team pin, or Dive Team pin centered 1/2 inch over the name tag.

6. OB/FD, AA/FD or Officer Collar pins only, worn in the appropriate position.

**Uniform jackets or Blauer jackets will have the following:**

1. The Orchard Beach or AAFD uniform patch on the left sleeve.

2. If qualified Maryland (or National) EMT, EMT I or Paramedic, patch will be worn on the right sleeve.

3. If certified, a MFSPQB patch may be worn in the right sleeve.

4. Name tag will be worn centered over and touching the right chest pocket.

5. Commendation bars will not be worn on any jacket.

**Job Shirts and Jumpsuits may have the following:**

1. The Orchard Beach or AAFD uniform patch on the left sleeve.

2. Certified training patches may be worn on the right sleeve.

3. Orchard Beach or AAFD logo may be worn on the chest above the pocket or on the right sleeve.

**Sweatshirts may have the following:**

1. Orchard Beach emblem embroidered or screen printed or the left chest and/or back.

2. Orchard Beach patch on left chest or left sleeve.

**Officer Collar pins will be classified as follows:**

Chief – Gold, 5 crossed trumpets (bugles)

Assistant Chief – Gold, 4 crossed trumpets (bugles)

Captain – Gold, 2 vertical trumpets (bugles)

Lieutenant – Silver, 1 Vertical trumpet (bugle)

**RP: 14.6 Maintenance / Uniform /Equipment Inspections**

* All uniform parts will be kept in a neat and clean manner.
* All protective equipment will be kept clean.
* Personnel are responsible for the upkeep and security of all uniforms and equipment.
* Any personnel with uniforms or equipment that require replacing will contact the Quartermaster for exchange.
* All personnel that have issued uniforms and equipment will have the same inspected annually by the senior company officers.

**RP: 14.7 Personal Grooming and Appearance**

Personnel shall at all time present a clean and well groomed appearance while in a duty status.

**Facial Grooming**

1. Men will be clean shaven at all times.

2. Mustaches are permitted but will be kept neatly trimmed:

but may not extend beyond 1/2 inch past the bottom lip and will not cover

over the upper lip.

**Response Policy**

**RP: 15.1 Operational Responses**

**Purpose:**

The policies outlined below shall provide a cohesive working environment, while utilizing staffing and apparatus to its fullest potential. (This response policy allows for the Volunteers to keep certification as active responders outlined by Anne Arundel County Fire Department).

**Suppression Staffing**

The following guidelines shall be utilized when staffing additional suppression units, provide transfer units or re-staff their station after an emergency incident.

a) A minimum of Three qualified members shall be required to dependently staff units within a station.

b) A minimum of three qualified members shall be required to independently staff an engine, truck, or squad.

c) A minimum of three qualified members shall be required to independently staff an engine, truck, or squad for the purpose of transferring to another station.

d)The volunteer officer or senior firefighter is to add their names to the roster in Tiburon before placing the unit in service

e) If staffing levels on the Engine and Rescue Squad reach 5 personnel each, Ambulance 119 will be placed in status 1 if there is a qualified crew to staff the unit

The following guidelines shall be utilized before staffing a third suppression unit

a) Ambulance 119 must be in at least status 1.

b) Minimum staffing on the the first two pieces is at least four qualified members

**Medical Responses:**

* PM 2 calls will be handled by the career personnel if there is an ALS provider on the apparatus.

**MVC Responses:**

* Rescue Squad 11 will respond to all MVC’s. This includes outside of our first due area.
* When two suppression pieces are in service the engine may respond with the rescue squad in the first due area.

**Transfer Staffing:**

Minimum staffing on all transfers will be three (3) personnel. If there are more than four (4) volunteers at the station to transfer at least 1 volunteer must remain in station for staffing with the Career staff.

**Ambulance Staffing**

**Driver** - EMT or higher with EVOC that is on the database as an ATDA (Ambulance Technician Driver Attendant) and has successfully completed the required drivers training and been cleared to drive by the officer in charge of the ambulance.

**Primary Tech** - EMT or higher that is on the database as such and has completed the required training to be cleared as primary ambulance technician.

**3rd aide / student** - EMT student or higher – if 3rd is an EMT student the primary tech must be an FTO (Field Training Officer). The FTO can’t be the driver. Furthermore no student will ride without the FTO being the primary tech even as an observer.

**Record Keeping:**

* All incident documentation is to be completed in full by the officer or senior ranking firefighter/EMT on the apparatus prior to them leaving their tour of duty.
* When staffing additional apparatus the officer or senior ranking firefighter/EMT will update the rooster in Tiburon
* When staffing the ambulance the crew is responsible for ensuring the Tiburon reports are completed prior to them leaving their tour of duty.
* The primary tech is responsible for ensuring all ELITE EMEDS EPCR and Tiburon is completed for every call the ambulance went responding on prior to leaving their tour of duty.
* All runs are to be documented in Tiburon prior to them leaving their tour of duty.

**RP: 15.2 Utility 11 Response Policy**

* The vehicle will not be staffed in place of another piece of equipment. The Utility can respond in our first due only if there is no driver available to operate a suppression piece of equipment. (This is not to be placed in service over the ambulance) This is a last resort to aid on a call in our first due area unless staffed by the Chief or Assistant Chief.
* No turnout gear of any kind will be placed in the cab of the unit. The only equipment permitted in the cab is the medical equipment.
* Permission to use this vehicle must be obtained by the officer on duty, the Chief or Assistant Chief and has to be used for official fire department business.
* The vehicle will not be used to respond to calls outside of our First due area unless specifically dispatched by Fire Alarm or staffed by the Chief or Assistant Chief.
* The vehicle will handle all pumpout calls during storm related emergencies.

**RP: 15.3 Ambulance Staffing/Response Policy:**

* A-119 will be placed in service when there is a crew to staff it.
* A-119 does not have to be placed in service before a second suppression piece.
* A-119 may respond to any medical call within the first due area after being added to the call by Fire Alarm.

**Ambulance Scheduling:**

Scheduling is available on the company website it will be on a first come first serve basis however; the Fire Chief or designee will have the authority to override scheduling input in order to assure fairness to all riding members. Members will be allowed to commit to one duty day/night per week under the following conditions

1. Members must commit to a minimum of 4 continuous hours per shift.
2. Members must commit to the same day/night for at least 3 nights each month
3. Members cannot remove oneself from the duty schedule the same day as the assigned shift more than twice in one month or three times in two months.

Failure to meet this commitment will result in loss of that duty day/night

No member is allowed at any time to alter the schedule for any other member other than themselves. This includes removing other members from the schedule to replace them with themselves. If a member believes there is an error that needs to be corrected on the duty schedule, they will contact an officer to make the changes. Violations to this follow the progressive disciplinary action plan as detailed below.

**Ambulance Staffing Procedure:**

* The ambulance crew is to inform the officer in charge of their names, rank, and estimated times they will have the ambulance in service before placing the unit in service.
* The crew shall add their names to the roster in Tiburon **BEFORE** placing the unit in service.
* At the beginning of each shift, the crew staffing the ambulance must complete a **full Operative IQ check** on the unit including the drivers inspection and medical inventory sections. It is the crew who is placing the unit in service responsibility to ensure that the unit is adequately stocked and working.
* The crew shall ensure the inside of the unit is kept neat and free of trash and debris. If the crew notices there is a needed cleaning on the inside of the unit, they shall show the initiative and clean the unit.
* The ambulance is to be washed with soap, water and the cleaning brush prior to the crew putting the unit out of service at the end of their tour of duty, regardless of the time.
* If there is any form of precipitation (rain or snow) coming down or on the ground, the unit must be rinsed off each time before parking in the building, regardless of the time.

**Failure To Follow Ambulance Staffing Procedure:**

* If any of the above staffing procedures are violated there will be a strict progressive disciplinary action plan for the entire crew that violates these procedures. The disciplinary action plan is as followed and will be issued by any officer:
  + First offense: A written / verbal warning will be issued
  + Second offense: A detail assignment will be issued
  + Third offense: Two-week suspension from riding
  + Fourth offenses and beyond: Further suspensions and / or termination to be decided by the Chief officer or designee.

**EMT Students**

* EMT student – if 3rd is an EMT student the primary tech must be an FTO (Field Training Officer - with a minimum of 2 years Experience as an EMT). The FTO can’t be the driver. Furthermore no student will ride without the FTO being the primary tech even as an observer.
* All EMT students will have priority over personnel that already have the certification until the student has the 10 calls required for their class. After the student has reached 10 calls they may continue to ride along. However they will no longer have priority over other members
* To ride as a 3rd on either Medic 11 or Ambulance 119 the following process will be followed. Failure to follow this policy will result in disciplinary action up to and including suspension of membership.
* All personnel that wish to ride as a 3rd on either the medic unit or ambulance will contact the EMS Coordinator to schedule your ride along. This includes students and current EMT’s. When that officer is contacted about the request they will verify the medic unit doesn’t already have a student scheduled for a ride along by the county from the AACC EMT / EMT P Program and that no other member is already scheduled. Then will either approve or deny permission. Then will contact the shift to notify them they will have a 3rd person riding with them.

**The following information will be required to ride 3rd as a student.**

Must currently be enrolled in an EMT Class

* Have a ride along packet that includes forms for obtaining patient info and doing your reports. (These must be with you on the unit while riding)
* When you arrive at the station to start your ride along you will immediately let the officer know you are there to ride and let the crew know as well.
* You will then familiarize yourself with the unit and location of equipment if needed the crew will assist with this.

**Furthermore the following will be expected of you at all times.**

* When riding you will conduct yourself in a professional manner. Remember your actions / attitude reflect on OBVFD & Anne Arundel County Fire Department, not just yourself.
* You must be in uniform navy blue work pants, station t-shirt and station boots (or dark shoes if not already on the database).
* No cell phone use during calls! (from the time call is dispatched till time you clear the call)
* It is your responsibility to get the info from the medic / ambulance tech or document it yourself for your report at the end of each call. (Don’t wait until the end to get them all)