

GREENWOOD VOLUNTEER FIRE COMPANY

STANDARD OPERATING GUIDELINES

**Greenwood Volunteer Fire Co.
12611 Fire Hall Avenue
Greenwood, DE 19950
Phone (302) 349-4529
Fax (302) 349-9810
www.greenwood78.org**

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SECTION 1 INCIDENT RESPONSE (GENERAL GUIDELINES)

PROTECTIVE CLOTHING

- 1-1: All firefighters must be wearing company issued full protective clothing to include: helmet, eye protection, gloves, nomex hood, coat, bunker pants, and boots prior to manning any fire apparatus on all alarms.

UNDER THE INFLUENCE

- 1-2: No person is to function as a Fire Company member during an alarm or ambulance call while under the influence of alcohol or any other controlled dangerous substance.

COMPANY LINE OF AUTHORITY

- 1-3: The company line of authority will be as follows: Chief, Deputy Chief, Assistant Chiefs, Fire Captains, Fire Lieutenants, Safety Officer, Immediate Past Chief, Chief Engineer followed by Senior Engineer, then the Senior Firefighter.

OPERATION OF EMERGENCY VEHICLES GENERAL GUIDELINES

- 1-4: When responding to emergency calls, visual warning devices will be utilized and activated before leaving the fire station. The Officer and Engineer will use extreme caution and be alert for members responding to the station. All members responding will be alert for apparatus departing the fire station.
- 1-5: No one will ride on the running boards or back of any apparatus while responding to any alarm or other function.
- 1-6: Fire Company vehicles will not be placed in such a position as to endanger either personnel or the vehicle.
- 1-7: Drivers and occupants of all Fire Company vehicles must be seated and seat belts must be fastened when appropriate. Helmets will not be worn while vehicles are in motion.
- 1-8: While operating at an alarm, the driver must stay with the vehicle at all times. He/she is in charge of that vehicle and its equipment.
- 1-9: Driver Responsibility:
Ensure the safety of firefighters and apparatus when responding to an alarm.
A.) Reducing the risk of possible injury to emergency personnel
B.) Reducing the risk of apparatus involved in an accident
C.) The Fire Company will act in a prudent manner with the safety of our members as a major concern and with a responsible attitude towards the community we serve.

D.) The Chief Engineer is responsible for seeing that each apparatus will have adequate drivers during alarm, before attempting to drive him/herself.

- 1-10: All vehicle accident/incidents involving GVFC vehicles and Fire Police personal vehicles, when acting for the GVFC, will be investigated. Personnel involved in the incident will have their urine test immediately. Failure to report any accident/incident will result in disciplinary action. A copy of the accident/incident report along with the results of the urine test will be placed in the subject's personal file.

VISUAL/AUDIBLE WARNING DEVICES

- 1-11: Visual warning devices will be utilized on all emergency responses and activated before leaving the station. Audible warning devices will be operated within the boundaries of the State of Delaware Motor Vehicle Laws, Delaware Code, Title 21, and controlled as needed. However, while responding to "stand-by" calls we will not respond with lights and sirens. Stand-by alarms are speed limit calls and all posted speed limits are to be followed.

PASSING OF UNITS

- 1-12: While responding, passing of units is prohibited unless communication with Unit Officer and/or Vehicle Operator has taken place with the requesting passing unit.

APPARATUS MAXIMUM MANNING LEVELS

- 1-13: Company apparatus maximum manning levels:

<u>APPARATUS #</u>	<u>MAX #</u>
Brush 78-0	4
Engine 78-2	7
Command 78-15	5
Engine 78-4	8
Tanker 78-5	2
Quint 78	6
Utility 78-8	5
Gator 78	2
Suburban 78-10	8

ACCOUNTABILITY TAGS

- 1-14: All members must remain seated and helmets will not be worn while vehicle is moving. While in route to scene, each member's accountability tag will be clipped to the eyelet bolt located on the ceiling of cab at each seating position, on each apparatus, as well as the accountability ring located on the apparatus.

ON-SCENE-REMAIN WITH APPARATUS

1-15: Upon arrival at scene, all personnel will remain with apparatus until given directions by an officer or individual in charge as stated in Section 1-3.

RADIO TRANSMISSIONS

1-16: All radio transmissions are to be clear and concise. Appropriate plain language will be used.

OFFICER RADIO CALL NUMBER DESIGNATIONS

1-17: Fire Officer Radio call-number designations:

78-15	Fire Chief
Deputy 78	Deputy Chief
78-16	1st Assistant Chief
78-17	2nd Assistant Chief
78-18	3rd Assistant Chief
78-19	1 st Fire Captain
78-20	2 nd Fire Captain
78-21	1 st Fire Lieutenant
78-22	2 nd Fire Lieutenant
78-23	Safety Officer
78-24	Immediate Past Chief
78-25	Chief Engineer

INCIDENT OBJECT/ARTICLE REMOVAL

1-18: No person, member, or non-member, is to remove any article/object from an incident scene unless the O.I.C. has granted permission to that individual.

RELEASE OF INFORMATION

1-19: No member will release any information concerning any alarm or incident scene without approval of the Chief or Public Information Officer appointed by the Chief.

SMOKING

1-20: Smoking is prohibited on all apparatus and hazardous incident scenes.

STAND-BY STATE OF READINESS

1-21: When on stand-by at the Fire Station, each member will remain in a condition or state of readiness to respond to another alarm.

APPARATUS/EQUIPMENT REMOVAL

1-22: No apparatus or equipment will be removed from the Fire Station without the knowledge of the Fire Chief and/or Chief Engineer. Anything removed will be noted on the alarm dry erase board located in the Engine Bay.

ALARM ATTENDANCE/INCIDENT REPORT

- 1-23: Alarm attendance will be taken after all apparatus is returned to service and/or the O.I.C. has given a release to the stand-by personnel. If any member leaves without the O.I.C.'s consent prior to the above, no credit will be received. The incident report will remain in the designated computer folder for further review when needed.
*The Attendance Roster will be located in the Engine Bay and the Incident Report will be located in the Radio Room for the O.I.C to complete.

DEFECTIVE EQUIPMENT

- 1-24: Any member finding defective equipment will report it to a Fire Line Officer. This piece of equipment will be tagged for repair.

RESPONDING TO FIRE STATION

- 1-25: While responding to the Fire Station all members will drive in a safe manner and adhere to all traffic laws of The State of Delaware.

MEMBER INJURY/ILLNESS NOTIFICATION

- 1-26: Any member suffering from an injury or illness that prevents him or her from performing their regularly assigned duties as a result of an on-scene incident, or who has been placed on limited duty or disability by his or her employer, for one or more days, must notify the Fire Chief. A written physician's release from the restrictions resulting from the injury or illness must be submitted to the Fire Chief, who will provide copies to the President and Membership Chairman. Such documentation, along with any medical information indicating that the member has become fit to perform his/her regularly assigned duties, will be filed in the member's personnel file. If the person in question is the Fire Chief, then he will submit his documentation to the Deputy Chief.

RESPONDING TO ALARMS IN PRIVATE OWNED VEHICLES

- 1-27: Only the Fire Police and Photographer will respond to any alarm scene in a private vehicle. The On-Call O.I.C. will respond in the Command Vehicle. **The O.I.C. is not to participate unless full turnout gear is worn.**

RUNNING CARD

- 1-28: Apparatus will respond to alarms as slated in the running card. In the event of a shortage of manpower, a minimum of (1) engine will respond to the alarm. The O.I.C. may change the running card to suit the needs of an incident due to the nature of the incident or shortage of manpower.

REMAINING AT STATION DURING ALARM

- 1-29: On all alarms, at least one person, and two if possible, shall remain at the station and assist the O.I.C. during the alarm. Example: Radio room/telephone communications, Stand-by Crew, bring food and drinks to the scene, or assisting the Ladies Auxiliary.

LEAVING ALARM SCENE

- 1-30: No member will leave the alarm scene without the consent and knowledge of the O.I.C., and if permission is granted, accountability name tags will be removed from accountability ring and apparatus over-head eyelet bolt and placed back on PPE.

SUSSEX EOC-SITUATION UNDER CONTROL (OUTSIDE SOURCE)

- 1-31: During a dispatch, or while enroute to an alarm, if Sussex E.O.C. receives a call that the situation is under control from any source other than an officer from Station 78 on the scene, the continued response is up to the officer's discretion. A full response is advised.

SUSSEX EOC-UNITS RETURNING TO STATION

- 1-32: The O.I.C. will notify the Sussex E.O.C. when 78 units are returning to the station. Mobile Data terminals will be used by each unit to place themselves in quarters.

INITIAL INCIDENT COMMAND

- 1-33: The first Officer on scene serves as Initial Incident Command. They are responsible for setting up a command post and utilizing the incident command system unless relieved by an Officer of higher rank. In the event that no Chiefs or Captains on the scene, the company line of authority will be as follows: Chief, Deputy Chief, Assistant Chiefs, Fire Captains, Fire Lieutenants, Safety Officer, Immediate Past Chief, Chief Engineer followed by Senior Engineer, then the Senior Firefighter.

SAFETY OFFICERS

- 1-34: The Safety Officers will maintain safety of all personnel. If no Safety Officer is available, the OIC will appoint one on-scene.

ON-SCENE EMERGENCY EVACUATION

- 1-35: If an emergency evacuation is needed at the fire scene, (Example: possible building collapse, explosion, vehicle out of control, etc.), the O.I.C. will order one 30 second blasts of air horns. Sussex E.O.C. will be notified to announce an evacuation which will include a 5 second tone over the 800 MHZ radio and an announcement on the working channel. All personnel will immediately evacuate and report to their sector or O.I.C. for accountability.

AMBULANCE PERSONNEL PROTECTIVE GEAR

- 1-36: All ambulance personnel will wear protective gear per Employee Handbook.

EMERGENCY MEDICAL SERVICES SOG

- 1-37: In all cases involving conflict between Greenwood Volunteer Fire Company Standard Operating Guidelines and Emergency Medical Service Standard Operating Procedure, the Emergency Medical Service Standard Operating Procedure will take precedence for Emergency Medical Service Personnel.

OPERATIONS OF PERSONNEL ALONG ROADWAYS

1.38: Definition of a roadway: the part of a road along which vehicles move.

- A.) Safety vest have been placed on all apparatus to be worn by the Driver along roadways.
- B.) If pump panel is on roadway side, the Engineer will put cones out to merge traffic away from the vehicle.
- C.) All personnel will exit the vehicle on the opposite side of the road.
- D.) Engineers will check driver side mirror to insure roadway is clear for exit.
- E.) All personnel will be aware of their surrounding area while working along the roadway.
- F.) The O.I.C. will order all roadways shut down, and will notify Sussex E.O.C. giving name of road and cross streets.
- G.) Once the incident has been cleared, and the approval is given to re-open the road, either the O.I.C. or the fire police left on scene will notify Sussex E.O.C. that the road is re-opened.

SECTION 2 AERIAL OPERATIONS

QUINT 78			
Driver 1		Officer 2	
3			4
	5	6	

POSITION #1 (DRIVER/OPERATOR)

- 2-1: Drive apparatus to incident location in accordance with all established policies and applicable state laws.
- 2-2: The Driver/Operator shall have completed Driver/Operator and Aerial Apparatus Operations class.
- 2-3: The Driver shall place the apparatus in the safest and best logistical location for operation. (Example: corner of structure)
- 2-4: The Driver shall locate all hazards that may come into contact with any and all Quint components before placing aerial device in service. (Examples: electric and cable lines, tree limbs, sidewalks, manhole covers, railroad tracks/crossings).

- 2-5: The Driver shall be responsible for pump operations/connections, equipment, scene lighting, and aerial operations including all electrical and master stream operations and safety for personnel operating on the aerial.
- 2-6: The Driver, in conjunction with the Crew, shall ensure the apparatus is returned to full service at the completion of its use.
- 2-7: When stowing the ladder, the automatic stow function will always be used.
- 2-8: The Driver shall also document any malfunctions with the Chief Engineer or his assistants.

POSITION #2 (OFFICER)

- 2-9: The Officer shall supervise the positioning of the apparatus.
- 2-10: The Officer shall keep personnel accountability, safety, and operational organization in mind at all times.
- 2-11: The Officer shall locate all hazards that may come into contact with any and all Quint components before placing aerial device in service (Examples: electric and cable lines, tree limbs, sidewalks, manhole covers, railroad tracks/crossings).
- 2-12: During structure fire incidents the Officer shall be responsible for crew assignments, assisting with hose line management, forcible entry, and initial fire attack.
- 2-13: Establish Interior Division Command (coordinated with the Incident Command).

POSITION #3 (FIREFIGHTER)

- 2-14: Position 3 shall, upon direction, place wheel chocks to driver's side front wheel. Once completed, position 3 will meet driver at rear of Quint 78 to place stabilizer plate(s) and install safety pin(s).
- 2-15: Position 3 may establish water supply and/or perform initial fire attack, search & rescue, ventilation, and overhaul as required by the Interior Division/Group Officer.

POSITION #4 (FIREFIGHTER)

- 2-16: Position 4 shall meet driver at rear of Quint 78 to place stabilizer plate(s) and install safety pin(s).
- 2-17: Position 4 may establish water supply and/or perform initial fire attack, search & rescue, ventilation, and overhaul as required by the Interior Division/Group Officer.

POSITION #5 (FIREFIGHTER)

- 2-18: Position 5, upon direction, may establish water supply and/or perform initial fire attack, search & rescue, ventilation, and overhaul as required by the Interior/Group Officer.

POSITION #6 (FIREFIGHTER)

2-19: Position 6, upon direction, may establish water supply and/or perform initial fire attack, search & rescue, ventilation, and overhaul as required by the Interior/Group Officer.

Note:

- All Firefighter(s) will don safety belt of appropriate size before climbing Quint 78. **NO EXCEPTIONS!** All Firefighter(s), when necessary, shall breathe from SCBA breathing air to climb to ladder tip, once at tip, Firefighter(s) shall switch to truck breathing air system. Firefighters shall breathe from SCBA breathing air when leaving tip.
- All Firefighters may descend Quint 78 facing forward if aerial is set at 35 degrees or less.
- If a change of mode (Rescue to Water Flow) is needed, the Driver or Firefighter (Position 3) shall perform the mode change. Mode change will only be made while aerial is in the horizontal position. **NO EXCEPTIONS!**
- The aerial override mode can only be authorized by O.I.C. and performed by trained personnel.
- At no time will remote operations be performed while Firefighter is on the ladder.
- Quint 78 will be supplied by Greenwood Fire Co. pumpers when at all possible.

COMMUNICATION

2.20: All communications for aerial movement, while in service, shall be directed by the Firefighter on the tip and the Aerial Operator at the turntable.

2.21: Ladder Operations Officer may communicate placement of aerial tip with Aerial Operator; however, communication with the Firefighter on the tip will be made before any movement of the aerial.

TRAINING REQUIREMENTS

2.22: Members of the Greenwood Volunteer Fire Company shall complete the following Delaware State Fire School courses, or equivalent, to function on Quint 78:

1. Basic & Structural Firefighting Skills
2. Vehicle Rescue
3. Hazmat

In House requirements:

1. Climb ladder at 35 degree incline while wearing SCBA.
2. Disconnect SCBA and hook to truck air supply.
3. Complete truck familiarization.
4. The letter “L” will be placed on all Firefighters helmets showing they have completed the course.

APPOINTMENT

2.23: The Chief shall appoint a position of Quint Captain to oversee all the components and equipment associated with Quint 78.

STAFFING

2.24: Minimum staffing will be crew of (4). This may be changed at Officer's discretion.

SECTION 3 STRUCTURAL RESPONSE

FIRST ENGINE (OUT OF HYDRANT DISTRICT) QUINT (IN HYDRANT DISTRICT)

3-1: First Engine:

- A.) Establish Incident Command
- B.) Establish water supply
- C.) Perform forcible entry
- D.) Place attack line into service (second attack line as needed)
- E.) Attempt to contain fire and protect exposures
- F.) Perform primary search and rescue

SECOND ENGINE

3-2: Second Engine:

- A.) Establish secondary water supply
- B.) Assist with fire attack
- C.) Perform secondary search and rescue if needed
- D.) Placement of ground ladders
- E.) Provide horizontal, vertical, or positive pressure ventilation
- F.) Salvage and overhaul
- G.) Master stream support

QUINT

3-3: Quint:

- A.) Fire suppression
- B.) Ventilation
- C.) Assist with forcible entry
- D.) Assist with rescue operations

ADDITIONAL SUPPORTING ENGINES

3-4: Additional Supporting Engines:

- A.) Manpower to be utilized at the discretion of O.I.C.
- B.) Provide additional water supply or shuttle as needed
- C.) Assist with placement of ground ladders if needed
- D.) Assist with horizontal, vertical, or positive pressure ventilation if needed
- E.) Assist with salvage and overhaul if needed.

TANKER APPARATUS

3-5: Tanker Apparatus:

A.) Will respond to all fires outside of hydrant district and by request only in hydrant district.

B.) The tanker will act as a reservoir and remain on hard road surface as much as possible.

INTERIOR FIRE SUPPRESSION

3-6: All interior fire suppression and rescue operations will be conducted in accordance with the Delaware Fire School Standards.

SCBA

3-7: SCBA will be worn at all times including mop up unless advised by O.I.C.

AMBULANCE ON-SCENE

3-8: First ambulance on scene will be responsible to set up Rehab area if needed and notify O.I.C. Second ambulance will respond to transport patients as needed.

ADDITIONAL DUTIES, ETC.

3-9: Any additional duties, supporting duties, assignments, or tasks, may be assigned and/or reassigned as necessary, or as needed, at the discretion of the O.I.C. Fire Ground Rehab will be established either by company EMS or Sussex County Paramedics.

SECTION 4 FIELD/WOODS RESPONSE

OFF ROAD APPARATUS

4-1: Field or brush units may operate off road if needed. All support apparatus, such as tanker or additional engines, should stay on hard road surfaces unless life or property is in jeopardy.

STATE OF DELAWARE FORESTRY SERVICE RESPONSE

4-2: On woods fires, sizable in nature, the State of Delaware Forestry Service may respond as a support agency with their specialized equipment.

ADDITIONAL DUTIES, ETC.

4-3: Any additional duties, supporting duties, assignments, or tasks may be assigned and/or reassigned as necessary, or as needed, at the discretion of the O.I.C.

SECTION 5 HAZARDOUS MATERIALS INCIDENTS

APPARATUS ROUTING

- 5 -1: Contact Sussex E.O.C. via red phone to find out as much as possible about material. All apparatus routing will take into consideration the wind direction and the incident should be approached from upwind and uphill if possible.

IDENTIFICATION OF MATERIAL

- 5-2: Attempt to identify material before approaching using binoculars.

STATE EMERGENCY RESPONSE TEAM (S.E.R.T.)

- 5-3: Utilize assistance of State Emergency Response Team (S.E.R.T) according to the size of the incident and your ability to handle situation.

SCBA

- 5-4: All personnel will wear SCBA while working at the scene.

COMMAND

- 5-5: Command is to be established by Initial Incident Officer or Initial Arriving Officer.

PROBATIONARY/JR MEMBER HAZARDOUS MATERIALS COMPLETION

- 5-6: Probationary and Jr. members must have completed Hazardous Materials to respond.

ADDITIONAL DUTIES, ETC.

- 5-7: Any additional duties, supporting duties, assignments, or tasks may be assigned and/or reassigned as necessary, or as needed, at the discretion of the O.I.C.

SECTION 6 MOTOR VEHICLE COLLISION (MVC)

GENERAL GUIDELINES UPON ARRIVAL

- 6-1: During all extrication's, PPE will be worn and a charged hand line will be manned. A perimeter will be set up by someone assigned using barricade tape. On all accident scenes involving wires down or pole damage, all personnel will be kept at a safe distance until the electric is turned off. If electrical wires are on any vehicle, no personnel will access the vehicle until the electric has been turned off. Responding Fire Police are to take charge of crowd and traffic control.

FIRST AMBULANCE

- 6-2: First Ambulance:
A.) Triage
B.) Patient care

SECOND AMBULANCE

- 6-3: Second Ambulance:
A.) Patient care

FIRST FIRE APPARATUS

- 6-4: First Engine /Quint
A.) Establish safety zone
B.) Identify hazards
C.) Perform extrication as needed
D.) Hand line in service

SECOND FIRE APPARATUS

- 6-5: Second Engine/Quint
A.) Perform extrication as needed
B.) Any additional personnel should assist with patient care
C.) Provide lights and tools for extrication as needed
D.) Establish "Landing Zone" if needed

AMBULANCE PERSONNEL PROTECTIVE GEAR

- 6-6: All ambulance personnel will wear protective gear to protect themselves from possible fire or flying debris from extrication activities.

EXTRICATIONS/FOAM USE

- 6-7: On all extrications on hard road surfaces, foam solution may be applied to the road surface, at the discretion of the O.I.C., to prevent any sparks from starting a fire, especially on a large incident such as a bus, truck, or multiple vehicles. Foam will be used at the discretion of 78 Command or O.I.C.

MVC WITH INJURIES AMBULANCE RESPONSE

- 6-8: On reported MVC with injuries dispatched by Sussex E.O.C, two ambulances will automatically respond.

ADDITIONAL DUTIES, ETC.

- 6-9: Any additional duties, supporting duties, assignments, or tasks may be assigned and or reassigned as necessary, or as needed, at the discretion of the O.I.C.

SECTION 7 MEDICAL ASSIST RESPONSE

RESPONSE ORDER

- 7-1: Response order: Engine 78-4
When a medical assist is summoned, as many EMT-B, First Responders, or personnel that are C.P.R. certified should make every effort to respond in Utility 78. If the purpose is a request for manpower assist, do not delay response waiting for certified people.

RESPONSE FUNCTIONS

- 7-2: Response Functions:
A.) Determine immediate needs of Ambulance Crew.
B.) Utilize manpower for any assistance required by the Ambulance Crew.

ADDITIONAL DUTIES, ETC.

- 7-3: Any additional duties, supporting duties, assignments, or tasks may be assigned and/or reassigned as necessary, or as needed, at the discretion of the O.I.C.

SECTION 8 MUTUAL AID RESPONSE

ON-SCENE RESPONSE (10-24 ASSIST)

- 8-1: Response order as requested: see running card for response types and response orders.
- 8-2: While in route, radios will be set to appropriate frequencies and monitored for any additional information.
- 8-3: CAD system should be utilized to eliminate any unnecessary radio traffic.
- 8-4: Visual warning devices will be utilized on all emergency responses or assisting on-scene.
- 8-5: Any additional duties, supporting duties, assignments, or tasks may be assigned and/or reassigned as necessary, or as needed, at the discretion of the O.I.C.

STAND - BY RESPONSE (10-12)

- 8-6: Response order: One engine unless otherwise specified or changed by the O.I.C.
- 8-7: While responding to stand-by calls, arrow devices will be utilized.
- 8-8: Any additional duties, supporting duties, assignments, or tasks may be assigned and/or reassigned as necessary, or as needed, at the discretion of the O.I.C.

SECTION 9 BOMB THREAT / METH LAB RESPONSE

ALARM DISPATCH TYPE

- 9-1: The alarm will be dispatched as "Manpower requested at your Station". Responding personnel will be briefed on the situation as it is known. ***NO JUNIOR MEMBERS ON LOCATION OF THE INCIDENT.***

STAGING AREA

- 9-2: The O.I.C. will designate a staging area and have necessary units respond to area without the use of any audible or visual warning devices. Radio usage should be kept to a minimum.

NOTIFICATION OF LAW ENFORCEMENT/EVACUATION

- 9-3: Once on-scene, the O.I.C. will report to Law Enforcement. If no Law Enforcement is on-scene, the O I.C. may issue an immediate evacuation of the building and any neighboring buildings as necessary.

ENTERING BUILDING

- 9-4: Fire Company personnel will enter the building only if the evacuation is not complete. If the evacuation is complete, personnel will stand-by at the scene until Law Enforcement arrival.

SEARCH AND RECOVERY OF EVIDENCE-LAW ENFORCEMENT

- 9-5: Search and recovery of any objects and/or evidence will be handled by Law Enforcement.

ADDITIONAL DUTIES, ETC.

- 9-6: Any additional duties, supporting duties, assignments, or tasks may be assigned and/or reassigned as necessary, or as needed, at the discretion of Law Enforcement or O.I.C.

SECTION 10 INSTRUCTIONAL BURN (Control Burn)

****No Deviation from This Guideline****

SETTING UP OF BURN

- 10.1: Setting up of burn:
A.) Authorized by DNREC prior to any burn.
B.) The Chief and or his/her designee, and Property Owner will do a site survey.
C.) Appropriate Engineers and manpower must be on hand to execute any burn.

PRIOR TO IGNITION

- 10.2: Prior to ignition of burn:
A.) Notification will be made to Sussex E.O.C. of equipment to be used, location, and any special instruction.

- B.) Establish a collapse zone of 1 ½ times the wall height around the structure.
- C.) All equipment will be put in place and tested.
- D.) Site familiarization of all personnel on scene, and plan of burn discussed.
- E.) In the absence of a Safety Officer, one will be appointed.
- F.) Accountability of all personnel.

IGNITION OF BURN

10.3: Ignition of burn:

- A.) All guidelines stipulated by DNREC, Fire Commission, NFPA, OSHA, will be strictly adhered to.
- B.) A line officer and two other firefighters in turnout gear will be present when igniting the fire. **Only one person will ignite the fire and only straw will be used as the ignition source.**
- C.) On structure burns, a two person safety crew with full turnout gear, SCBA, and a charged hand line will be in place with the ignition of the fire.
- D.) Once ignition is self-sustaining all three personnel will exit the structure.
- E.) Notification to Sussex E.O.C. the burn is lit.

SECTION 11 PERSONNEL ACCOUNTABILITY SYSTEM

PARTICIPATION

- 11-1: All members operating at an alarm/incident will actively participate in the personnel accountability system. Each individual will be issued three tags.

ACCOUNTABILITY PROCEDURES

- 11-2: Upon boarding the apparatus, all personnel, including the Engineer, will remove one tag from their gear and place it on the eyelet bolt located on ceiling of cab on the apparatus at each seating position. This tag will not be removed until the apparatus has been placed back in service and cleared by the Engineer of that unit or the O.I.C. Second tag will be placed on the apparatus accountability ring and be brought to Command Vehicle; if no Command Vehicle is available all accountability rings will be placed on first engine on scene.

INCIDENT OVERALL PERSONNEL ACCOUNTABILITY

- 11-3: The Incident Commander, Safety Officer, and Accountability Officer, if one is appointed, will be responsible for the overall personnel accountability for the incident.

SUPERVISION OF UNITS AND PERSONNEL

- 11-4: Sector, Division, and/or Group Officer will directly supervise and account for the units and personnel operating in their assigned sector, division, or group.

ON-GOING AWARENESS

- 11-5: The Incident Commander and all Unit Officers will maintain an ongoing awareness of the location and condition of all personnel operating on the incident scene.

UNIT OFFICER/TASK OFFICER RESPONSIBILITY

- 11-6: All members assigned to a specific apparatus or function will remain under the supervision of the Unit Officer or Task Officer. Unit or Task Officer is responsible for maintaining the span of control, for personnel under his supervision, in compliance with the Personnel Accountability System.

ACCOUNTABILITY OFFICER ASSIGNMENT

- 11-7: If the incident has progressed to a point where the Incident Commander can no longer maintain the required control of the Personnel Accountability System, an Accountability Officer will be assigned to assume the responsibility of maintaining the personnel accountability.

ACCOUNTABILITY RING COLLECTION

- 11-8: Once units are released from the scene, the accountability rings will be collected and personnel will remove their tags. Any discrepancies will be reported to the Incident Commander immediately.

ACCOUNTABILITY TAG ATTACHMENT

- 11-9: No Fire Company member will be allowed to function on the scene of an emergency incident unless their tags are properly attached to the eyelet bolt located on the apparatus at each seating position and the apparatus accountability ring.

MUTUAL AID ACCOUNTABILITY

- 11-10: Mutual aid units responding will be noted on the personnel accountability form. The Incident Commander will have the Safety Officer or Accountability Officer make an attempt to obtain individual names in order to accurately maintain accountability.

REASSIGNMENT OF INDIVIDUALS

- 11-11: The reassignment of individuals will be avoided unless it is for safety considerations and is necessary to do so. In this situation, officers will notify Command of any such changes.

SECTION 12 PROTECTIVE CLOTHING AND EQUIPMENT

FIRE COMPANY ISSUED PROTECTIVE CLOTHING AND EQUIPMENT

- 12-1: The Fire Company will provide each member with the appropriate protective clothing and equipment to provide protection from the hazards to which a member is likely to be exposed. Such protective clothing and equipment will be suitable for the tasks which members are assigned to perform.

PROTECTIVE CLOTHING MANDATE

- 12-2: No member will be permitted to perform any fire ground operation, rescue, EMS, or hazardous materials function without proper protective clothing, equipment, and training.

PROPER MAINTENANCE & CLEANING OF PROTECTIVE CLOTHING & GEAR

- 12-3: Upon returning from an alarm all protective clothing will be cleaned as necessary before being stored. In the event a member needs gear repair, notify a Fire Officer, Safety Officer, or Inventory Officer for action.

SECTION 13 SELF-CONTAINED BREATHING APPARATUS (SCBA)

SCBA USE

- 13-1: SCBA will be used by all personnel working in areas where:
- A.) The environment is hazardous
 - B.) The environment is suspected of being hazardous
 - C.) The environment may become hazardous
 - D.) On all salvage and mop up operations

TRAINING AND QUALIFICATIONS

- 13-2: SCBA will be used only by those members who are properly trained and qualified to use them.

SCBA MAINTENANCE AND CLEANING

- 13-3: Personnel who wear SCBA at an incident will be held responsible for ensuring that the SCBA is cleaned and returned to service, including adding information to roster.

FACIAL HAIR POLICY

- 13-4: No member with any facial hair, with the exception of mustaches, will be permitted to participate in fire/rescue activities involving SCBA use.

TWO BOTTLE POLICY

- 13-5: While working at any incident a "Two Bottle Policy" will be in effect. Firefighters may not continue working having used two consecutive bottles of air. **After second bottle all personnel will report to Fire-Ground Rehab area to be evaluated prior to being released back to firefighting duties.**

SECTION 14 FIRE GROUND REHAB

GENERAL INFORMATION

- 14-1: Fire-Ground rehab will be implemented at all working fires, prolonged rescue, or any alarm that the O.I.C./Safety Officer deems necessary. Greenwood EMS or Paramedics will be responsible for setting up rehab.

Location:

1. Should be outside the incident parameters
2. Should be upwind of the scene
3. Protected free of fumes
4. Not accessible to the media
5. Close to ambulance staging in case of a need to transport
6. All entry thru a single point

PROCEDURES

- 14-2: Procedures:

1. Rehab must be implemented after consuming one 45-minute SCBA cylinder. The Company Officers/Rehab/Safety sector will ensure Firefighters consume 10 – 16 ounces of water during the cylinder change prior to returning to the incident.
2. When a Firefighter has consumed two 45-minute SCBA cylinders, or has been working for 20-30 minutes in turnout gear without SCBA, the Firefighter will report to the rehab area and the rehab sector to ensure the following:
 - a. Hydration: a typical Firefighter will lose 0.5 – 2.0 lb (0.2 – 1.0 kg) during work in PPE. Subjects should consume 0.5 to 1.0 liters (16 – 33 oz) of water or sport drink on the scene. Another 0.5 to 1.0 liters (16 – 33 oz) should be consumed after the incident conclusion.
 - b. Cooling: at a minimum, turnout coat and nomex hood will be removed and turnout pants pushed down to the knees. Consider active cooling with ice packs, cold towels, and or misting fans.
 - c. Shelter: Consider the elements. Avoid extremes of heat, cold, or high humidity. If possible establish the rehab sector out of sight of the incident.
3. Consider transport to a medical facility if:
 - a. Resting pulse is greater than >120bpm
 - b. Systolic BP is greater than >200 after rehab
 - c. Diastolic BP is greater than >130
 - d. Any signs of dyspnea
 - e. Any signs of mental status change
 - f. Any signs of chest pain
 - g. If after 30 min Firefighter's vitals are not in limits
4. Firefighter may return to the incident:
 - a. Appropriate rehydration has occurred
 - b. Heart rate is less than < 100bpm
 - c. Systolic BP is between 100 and 160
 - d. Diastolic BP is less than < 100

Note: The overall rehab operations will go through the O.I.C. Any concerns for a Firefighter's safety or health conditions will be passed on to the O.I.C. Anytime Firefighters are held in rehab or transported to a medical facility, notification will be made to the O.I.C. for additional manpower pool.

Any issues with any Firefighter refusing to go through rehab or refusal of being transported to medical facility at the request of medical staff will be documented and turned over to the O.I.C. for proper disciplinary action.

FIRST INJURY REPORT

- 14-3: **All injuries must be reported immediately for appropriate care and documentation.** Members must contact the Safety Officer to complete an Injury Report for Workman's Compensation. After Workman's Compensation documentation is completed, Members must contact GVFC's Insurance Provider to provide medical documents from the Healthcare Provider. It is the Member's responsibility to immediately provide to the GVFC's Insurance Provider any future medical or legal documents in reference to the injury or illness.

SECTION 15 FIRE POLICE

TRAFFIC CONTROL

- 15-1: All Fire Police responding to any incident will make every attempt to reduce or stop normal traffic flow at the nearest intersection in and around the scene of the incident to allow the safe arrival of all company apparatus.

APPROPRIATE SAFETY CLOTHING

- 15-2: While functioning as Traffic Control Personnel, all Fire Police members will wear the appropriate safety clothing issued by the Company.

TRAINING

- 15-3: After appointment by the Fire Chief, a Fire Policeman is required to receive and maintain all training set forth by the Company, Sussex County Fire Police Association, the State Fire Police Association, and the State of Delaware.

NOTIFYING DISPATCH CENTER

- 15-4: Fire Police will notify the Dispatch Center when responding to all alarms.

SECTION 16 DRIVER / OPERATOR REQUIREMENTS

DRIVER'S LICENSE REQUIREMENTS

- 16-1: All apparatus Operators will hold a minimum non-CDL valid Class "B" vehicle driver's license as issued by the State of Delaware. Engineers of apparatus must hold EVO certification, have taken and passed Apparatus Operator course by the Delaware State Fire School, proper CDL license (if required by Chief Engineer), and be trained on each piece of apparatus thoroughly before operating apparatus on any

incident. The Chief Engineer, with the assistance of the training division or his Assistant Engineers, will train new Driver-elects until they are properly prepared for actual response as an Engineer to an alarm as a solo Engineer.

ENGINEER PROTECTIVE GEAR

- 16-2: Engineers are not required to wear full gear, however, they must wear safety reflective vests while on all road operations.

UNDER THE INFLUENCE

- 16-3: Operators will not attempt to, nor drive any fire company vehicle while under the influence of alcohol, controlled dangerous substances, or any medication, drug, or compound that may impair their ability to safely operate the vehicle.

BACKING OR ENTERING VEHICLE IN STATION

- 16-4: When backing or entering a vehicle into the fire station, the apparatus must come to a complete stop before entering the fire station. Someone will assist the Engineer with the positioning of the vehicle.

ENGINEER EQUIPMENT RESPONSIBILITY

- 16-5: The Engineer is responsible for ensuring the vehicle is clean, refueled, and all equipment has been returned before the vehicle is placed back in service.

DRIVER TRAINING OFFICER

- 16 -6: The Chief Engineer will appoint a Driver's Training Officer to ensure that the Trainee is ready for full Engineer's status. The Driver/Trainee will hold a valid Delaware Driver's License and EVO certification. The Driver/Trainee will be considered a Trainee until he or she is fully trained on all apparatus, orientation of each unit, pump operation, appliance knowledge, hose lays, L.D.H. (Large diameter hose), and on scene pumping problem solving. At no time will a Driver/Trainee go alone as an Engineer until his/her training is completed. When the Driver's Training Officer states that a Driver/Trainee has completed all training, the Training Officer will properly notify the Chief Engineer. The Chief Engineer and Fire Chief will meet with the Driver/Trainee to ensure that he/she is ready to function as an Engineer. At the next regular monthly meeting, under the Chief Engineer's report, the Company will be advised.

QUALIFIED DRIVER

- 16-7: The Qualified Driver will have completed a Pump Operating Course and passed. These courses must be Delaware State Fire School certified.

DRIVER/TRAINEE CERTIFICATION

- 16-8: The Chief Engineer and Ambulance Captain will certify that the Driver/Trainee is capable and thoroughly trained on each vehicle that he/she will be operating.

OFFICER DRIVER

- 16-9: A Line Officer will only drive if no other Driver is available, however if a trained Engineer shows up, the Officer will allow the trained Engineer to take over the vehicle.

SECTION 17 NON -EMERGENCY VEHICLE OPERATION

REQUEST FOR USE

- 17-1: All requests for the use of Utility 78-8 will be put on the calendar. Requests will be handled on a first come, first served basis. However, in the event (Example) one person has Utility 78-8 signed up for Fire School in Dover, and a group of eight people need to go to a meeting, common sense is to prevail. The two individuals who are requesting Utility 78-8 will converse, in hopes that the outcome would have the person going to Fire School making other arrangements for transportation.

CLEANING AND MAINTENANCE

- 17-2: Upon return, the vehicle will be cleaned inside, outside, and refueled if necessary.

SECTION 18 DRIVER'S RULES AND POLICIES

CONVICTIONS

- 18-1: No Operator will be permitted to drive who has been convicted of the following.
- A.) Driving while intoxicated - two year suspension.
 - B.) Driving while under the influence of drugs - two year suspension.
 - C.) Reckless driving - one year suspension
 - D.) Speed Contest (Drag Racing) - one year suspension.
 - E.) Hit and Run Accident (Leaving the Scene of an Accident P.D. or P I.)-two year suspension
 - F.) Excessive Points on License (8 or more points)-driving privileges suspended on all vehicles/apparatus until points clear record.

SUSPENDED DRIVING PRIVILEGES

- 18-2: An emergency vehicle Driver who has been charged with any of the above charges will have his emergency vehicle driving privileges suspended pending the outcome of the court hearing on the pending charges.
- A.) If an emergency vehicle Driver is found guilty of any of the above charges, or pleads guilty, he/she will be suspended from driving any and all emergency vehicles for the Greenwood Volunteer Fire Company, Inc. for the period specified by 18-1 of this standard.

MEDICAL ISSUES

- 18-3: An emergency vehicle Driver who suffers/suffered from a serious medical problem will be suspended until a written statement from a qualified doctor is submitted to the Chief Engineer, certifying that the emergency vehicle Driver is capable to resume normal activities, including the driving of an emergency vehicle. Serious medical

problems include, but are not limited to: heart attack, stroke, broken limb, and/or mental disorder.

DRIVING RECORD SUBMISSION

- 18-4: The qualified Driver must agree to examination of his/her driving record by completing a State of Delaware DMV Personal Information Form and submitting it to the Chief Engineer. If Driver has accumulated (8) or more points he/she must notify the Chief Engineer immediately. All paperwork will be maintained in his/her personnel file.

SECTION 19 OFFICER REQUIREMENTS

CHIEF

- 19-1: Must have at least 4 years of Line Officer experience with Greenwood Fire Co. from the position of Fire Lieutenant or above. Must have completed all training courses through Incident Management or Fire Officer II.

DEPUTY CHIEF

- 19-2: Must have at least 4 years of Line Officer experience with Greenwood Fire Co. from the position of Fire Lieutenant or above. Must have completed all training courses through Incident Management or Fire Officer II.

FIRST ASSISTANT CHIEF

- 19-3: Must have at least 4 years of Line Officer experience with Greenwood Fire Co. from the position of Fire Lieutenant or above. Must have completed all training courses through Strategy & Tactics or Fire Officer I.

SECOND ASSISTANT CHIEF

- 19-4: Must have at least 4 years of Line Officer experience with Greenwood Fire Co. from the position of Fire Lieutenant or above. Must have completed all training courses through Strategy & Tactics or Fire Officer I.

THIRD ASSISTANT CHIEF

- 19-5: Must have at least 4 years of Line Officer experience with Greenwood Fire Co from the position of Fire Lieutenant or above. Must have completed all training courses through Strategy & Tactics or Fire Officer I.

FIRE CAPTAIN

- 19-6: Must have at least 3 years Greenwood Fire Company service. Must have completed training courses through Crew leader.

FIRE LIEUTENANTS

- 19-7: Must have at least 2 years Greenwood Fire Company service. Must have completed training courses through Crew leader

OFFICER ON-CALL REQUIREMENTS

- 19-8: Officer On-Call requirements:
- 1.) Officer on-call will take one designated week per month.
 - 2.) If Officer is not able to be available at that time he/she is responsible to find a replacement.
 - 3.) Officer on-call time will be 1800 hours-0600 hours Monday thru Friday. Weekend on-call time will start on Friday at 1800 hours thru Monday at 0600 hours. Officer is on-call 24 hours per day during weekends (Saturday and Sunday).
 - 4.) The following holidays will have 24 hour coverage: 4th of July, Labor Day, Memorial Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve and New Year's Day.
 - 5.) Officer on-call will automatically sign on the air as "78 Command" with 78 O.I.C. Officer Radio Call Designation (Ref: Section 1-17). All other Officers will converse with "Command" limiting further transmissions back and forth to Sussex County EOC, thus eliminating excessive air traffic. When the O.I.C. is on scene he/she will establish Greenwood Command. Additional emergencies, he/she will establish geographical command, Example: Sussex Hwy Command.
 - 6.) During Monday through Friday 0600 hours to 1800 hours, the Officer on the first piece of apparatus will "Assume Command" unless he relinquishes Command to another Officer.

SECTION 20 TRAINING AND EDUCATION

DELAWARE STATE FIRE SCHOOL CLASSES

- 20-1: In order to be removed from probation, a Member must complete the following Delaware State Fire School classes:
- A.) Basic Firefighting Skills (36 hours)
 - B.) Vehicle Rescue Course (24 hours)

Before completion of his/her second year of Membership, the following classes must be completed.

- C.) Structural Firefighting Skills (24 hours)
- D.) Hazardous Materials Response Skills (24 hours)
- E.) The member must also complete a Company Orientation with the Fire Chief or Company Training Officer.

LIVE FIRE TRAINING

- 20-2: Live fire training will be conducted within State and Local Laws regarding outdoor burning (Referring to DNREC Air Quality Management Reg. 1113). All live fire training exercises will be conducted in compliance with Section 10 (Instructional Burn) of this SOG.

COMPANY TRAINING

- 20-3: All Company training will be conducted in such a manner that it recognizes, applies, and maintains all safety standards for Members. Changes from SOG's or Fire School lesson plans will be reviewed by both the Instructors, as well as the person in charge of the training prior to initiating. All training will be based on the Company's Standard Operating Guidelines and Fire School lesson plans.

SECTION 21 CHAPLAINS

- 21-1: Chaplains are needed to fill personal and spiritual needs in the Fire Service during stressful incidents. They uplift a Firefighter, supplying sympathy and understanding when necessary. Chaplains are to be of service to both Firefighters and to families of victims whenever needed. They act in a nondenominational capacity, although they may be from any denominations. There may be some representation from several denominations depending on the number of Chaplains needed for any particular incident. The Chaplain should be available for critical incident debriefing along with the Sussex County and the State Critical Incident Debriefing D.V F.A. Committee.

SECTION 22 PHOTOGRAPHER

- 22-1: The Photographer will respond to all alarms to see that pictures are taken to provide training and action of all fire scenes and/or accidents. The Photographer will make sure all pictures taken, do not jeopardize patient confidentiality by face, address, or license plates. Pictures will be submitted to the Chief, or Deputy Chief in his absence, for review before being posted to any web site or release for viewing/training purposes. The Photographer will wear Safety Vest on all scenes.

SECTION 23 PARADES

TBD

SECTION 24 FUNERALS

TBD