

# FOUNTAIN FIRE DEPARTMENT

“THE DESIRE TO SERVE, THE COURAGE TO ACT, THE ABILITY TO PERFORM”

## General Standard Operating Guidelines

### Personal Protective Equipment Policy –

- All firefighters gear should be inspected annually by a Chief Officer.
- All firefighters shall be properly trained in the use of their PPE.
- PPE shall be used whenever there are any of the follow conditions:
  - Smoke
  - Oxygen Deficiency
  - Toxic Gases
  - Elevated Temperatures
- All firefighters shall don full Personal Protective Equipment before entering a structure fire. This shall include:
  - Bunker Pants
  - Turnout Coat
  - Nomex Hood
  - Gloves
  - Self-Contained Breathing Apparatus (SCBA)
  - Helmet
  - PASS Device
- After using a SCBA it will be the firefighters responsibility to ensure:
  - Tank is fully pressurized and working properly
  - Unit is cleaned, including face piece
  - All straps are fully extended
- All firefighters with personal face pieces are responsible for their care and shall insure they are in working condition.
- Personal Alert Safety System (PASS) Device should be attached to all SCBA. The firefighter should always check the device when donning the SCBA. The device should always be turned on when entering hazardous environment and remain on until out of hazardous environment.

### Scene Procedures Policy –

- An officer will be IC, if no officer is on scene the first out truck will be IC.
- All firefighters shall give accountability tags to Pump Operator or Staging Officer upon arrival on scene.
- **House Fires** – If participating in fire suppression, firefighters shall be wearing full PPE. If not participating in suppression activities firefighters shall wear either Turnout Coat or High-Visibility vest/coat.
- **Car Fires** – If participating in fire suppression, firefighters shall be wearing full PPE. If not participating in suppression activities firefighters shall wear either Turnout Coat or High-Visibility vest/coat.
- **Motor Vehicle Collisions** – All firefighters shall have on High-Visibility vest or coat. If a pin-in occurs, all firefighters participating in the extrication shall have on Bunker Pants, Turnout Coat, Gloves, Helmet, and Safety Glass. IC will appoint an officer to be in charge of extrication.
- **No firefighter shall leave the scene without first checking with IC.**

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## **Accountability Tags Policy –**

- Each firefighter will be issued two accountability tags when they receive their gear. One tag will be on helmet, the other tag inside pocket of gear.
- Each apparatus will have an 'Accountability Ring' on it for responding members to place Accountability Tag on. It shall be located near the pump panel. And is the responsibility of the Apparatus Operator to serve as Accountability Officer initially.
- Upon arrival on scene Firefighters shall place Accountability Tag on the First-In Engine of the Primary Responding Department.

## **Bomb Threats Policy –**

- The Pitt County 911 Center will dispatch the Fountain Fire Department, if there is a bomb threat and will give location.
- Once a unit checks on scene, all radios will be shut off. There will be no radio traffic once on scene from trucks or personnel.
- All apparatus shall park in a position approximately 500 feet from the building. All members will report to first in apparatus.
- The Fire Officer in charge, Law Enforcement, and a representative of the location will make decisions with regards to evacuation and search.
- Cell Phones should be left in vehicle.

## **Adverse Weather Policy –**

- The Chief Officers will have the power to decide to enact this policy, during but not limited to: hurricanes, tornados, snow storms, and ice storms. The Chief Officer will advise Pitt County 911 Center and Emergency Management.
- The Pitt County 911 Center will dispatch the Fountain Fire Department, to advise all members that the Adverse Weather Policy is in effect.
- All members wishing to respond to calls will report to the station to stand by.
- On MVC, Service Calls, and Fire Alarms in our district a Chief Officer will respond to assess the severity of the incident and make a decision on need for additional resources.
- On Structure Fires in our district a pumper will respond. At least one member will stand by at the station with a tanker.
- Mutual Aid Fire Alarms, a tanker will check on with Pitt County 911 Center advising them you are standing by at the station awaiting Incident Command to give a condition report.
- Mutual Aid Structure Fire, one tanker will respond to the call.
- Required manpower will be at the discretion of the Chief Officer.

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## New Members

### Policy –

- All persons wishing to join the Fountain Fire Department shall turn an application in on the second Monday night of the month, at the general business meeting. The application will sit open for discussion for a month, at the following months' business meeting the applicant will be voted on. It will be the Chiefs responsibility to notify the applicant if they were voted on by the general membership.
- If the applicant is voted on they will be placed on a six (6) month probationary period. During the probationary period the member shall:
  - Attend as many as possible trainings, meetings, and calls
  - Not have voting rights on department business
  - Not be permitted to operate apparatus
  - Begin rookie school, either in Pitt County or Edgecombe County. (If member has already completed rookie school, it is their responsibility to give proper documentation to training officer)
- All new members will be required to wear a “STOP SIGN” sticker, to distinguish them from appropriately trained firefighter. The sticker will be worn until the Chief deems the firefighter to be adequately trained in the NFPA 1403 Standards (current version) or probationary period is complete whichever is longer.

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## Apparatus Response

### Policy –

- When responding to fire calls all trucks should run warning lights and sirens, unless otherwise instructed by Incident Command.
- It shall be the Driver/Operators responsibility to keep up with all equipment on apparatus.
- All traffic laws shall be adhered to.
- **Structure Fires**
  - 5402 or 5403 shall respond as first out truck on ALL calls.
  - 5407 shall be second out truck.
  - 5406 shall be third out truck.
  - 5401 or 5402 shall be forth out truck.
  - If requested by IC, last remaining truck will respond.
  - If additional units are required, make initial request with Primary County.
- **Motor Vehicle Collisions**
  - 5402 or 5403 shall respond as first out truck on ALL calls.
  - 5406 shall be second out truck.
  - 5401 or 5407 shall be third out truck.
- **Wildland & Brush/Grass Fires**
  - 5409 shall be first out truck
  - 5401 shall be second out truck.
  - 5407 shall be third out truck
  - 5406 shall be forth out truck
  - If IC request additional tanker, 5402 shall respond.
- **Mutual Aid within Pitt County**
  - 5407 shall be first out truck.
  - 5401 or 5402 shall be third out truck
  - 5406 shall be second out truck.
  - When arriving on scene ask IC where they want you.
  - When responding in Edgecombe County, the Driver needs to check en route with Pitt County then contact Edgecombe County and advise them you are en route.

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## Records Policy

### **Policy –**

- The Fountain Fire Department utilizes electronic practices for the purpose of record retention. The electronic records are stored on departmental computer equipment for safeguarding against tampering or editing by unauthorized personnel.
- The Chief Officers, Secretary have access to input, manage, and retrieve the electronic records.
- Training Records & Hose Testing Records are part of the departmental electronic records program

### **Electronic Records Back-Up –**

- All records will be hand written and saved in at the fire station as a back-up to any and all electronic records.

### **Documentation –**

- The results of the fire hydrant flow test are recorded on the hydrant record form. The department conducting the flow test will provide the flow test records as requested for ISO review.
- The results of the fire hydrant inspection/testing are recorded on the hydrant record form. The department conducting the inspection/testing will provide the three (3) most recent years of hydrant records for ISO review.
- The training is recorded and retained based on departmental record keeping practices. The department maintains three (3) years of all training records for ISO review.
  - Information relating to the educational programs presented by is recorded on a departmental public education form. The following information is included on the public education form:
- The subject (topic) that was presented.
- Who the program was presented to.
- Any media outreach or social media activities related to the presentation.
- Summary of the activities performed.
- Date, time, and location of the presentation.
- The department maintains three (3) years of public fire safety educational program records for ISO review.
- Pre-Incident Plans are developed using the departmental pre-incident survey form and retained in a master document file with existing pre-plans. The pre-incident plan master file is available for ISO review.
- The training is to be recorded and retained by member's respective departments based on record keeping policies established by the department. The department shall also maintain three (3) years of training records for ISO review at all times.
- The results of each section of fire hose tested are recorded on the departmental hose record report. The department maintains three (3) years of fire hose testing records for ISO review.

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## Fire Department Officer

### **Policy –**

- Fire Officers who have fire suppression responsibilities are required to complete at least 12 hours of officer training per year in accordance with ISO requirements.
- Officers will be distinguished on scenes by different helmet color.
- Line Officers (Lieutenants and Captains) shall wear a red helmet
- Chief Officers (Chief, Deputy Chief and Assistant Chiefs) shall wear a white helmet.
- Officers shall attend Officers Meeting each month.
- A Chief Officer will be responsible for ensure NFIRS Reporting Standards are meet.
- An Officer will Chair the Training Committee, and be responsible for ensuring Training Records are properly kept

### **Officer Selection –**

- In order to become an officer on Fountain Fire Department, a member shall:
  - Have meet all NFPA 1403 requirements
  - Chief 101
  - Be checked off to operate all apparatus
- Will be based on attendance at Fire Calls and Department Functions
- Leadership abilities
- Dedication to bettering of the Fountain Fire Department
- Initiative to take on responsibilities and task

### **Officer Approved NFA Training Courses –**

- Advanced Safety Operations and Management (R822)
- Challenges for Local Training Operations (R815)
- Command and Control of Incident Operations
- Community Education Leadership (R816)
- Fire Cause Determination for Company Officers (R811)
- Leadership and Administration (R810)
- Preparation for Initial Company Operations Train-the-Trainer (WO459)
- Introduction to Unified Command for All Hazard Incidents (PO609)
- Leadership I for Fire and EMS: Strategies for Company Success (WO803)
- Leadership II for Fire and EMS: Strategies for Personal Success (WO804)
- Leadership III for Fire and EMS: Strategies for Supervisory Success (WO805)
- Incident Safety Officer (Revised) (WO729)
- Decision Making for Initial Company Operations (WO457)
- Shaping the Future (WO602)
- Managing in a Changing Environment (WO604)
- New Fire Chief I: Challenging Issues (WO760)
- Politics and the White Helmets (WO121)

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- Strategy and Tactics for Initial Company Operations (WO455)
- NC Chief 101
- Departmental Personalized Fire Officer Training

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## Incident Management System

### **Policy –**

- The fire department participates in/utilizes the National Incident Management System (NIMS) as the accepted method of managing incidents.

### **National Incident Management System (NIMS) –**

- NIMS is a federally recognized systematic, proactive approach to guide departments and agencies at all levels of government, non-government organizations, and the private-sector, to work closely together in the management of threats and hazardous...regardless of cause, size, location, or complexity – in order to reduce loss of life, property and harm to the environment. One of the key features of NIMS is the Incident Command System.

### **NIMS/ICS Recognized Courses –**

- There are many courses that relate to NIMS & ICS that can be presented to the emergency services community. Some of the courses include, but are not limited to:
- ICS-100 Introduction to the Incident Command System: Introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.
- ICS-200 Single Resources & Initial Action Incidents: Enables personnel to operate efficiently during an incident or event within the ICS. It provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.
- ICS-300 Intermediate ICS for Expanding Incidents: Provides training and resources for personnel who require advanced knowledge and application of the ICS...expands upon information addressed in 100 & 200.
- ICS-400 Advanced ICS: This course provides training and resources for personnel who require advanced application of ICS...expands upon information addressed in 100 – 300.
- IS-700 NIMS Introduction: This independent study course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and non-government organizations to work together during domestic incidents.
- IS-800 NIMS National Response Framework: Introduction to the concepts and principles of the National Response Plan.

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## Driver/Operator

### **Policy –**

- All members wanting to become Driver/Operators shall inform an Officer, in order to begin training. Any officer may conduct training on the Fountain Fire Department apparatus. The new driver must complete a training of sixty (60) hours on the trucks before being released, and must be checked off by a Chief Officer.
- At the Chiefs discretion a member with a minimum of twenty (20) hours of training will be allowed to operate apparatus under special circumstances.
- Driver/Operators will be IC on all responses until a higher ranking officer arrives on the scene.
- When responding mutual aid, the first responding unit shall request where IC wishes for Fountain Fire Department to stage apparatus.
- Driver/Operators for the Fountain Fire Department shall be at least twenty-one (21) years of age.
- Seat Beat must be worn at all times in apparatus.
- Driver/Operators will be responsible for Scene Accountability.
- Driver/Operators will be responsible for ensuring On-scene Reports are completed, to include all necessary data for input to NFIRS.

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## Training Program

### Policy –

- All firefighters will be required to complete at least thirty-six (36) hours of training annually
- Any member not having completed thirty-six (36) hours of training will be automatically removed from Fountain Fire Department Roster on January 1.
  - Any member wishing to rejoin the Fountain Fire Department within 12 months of being removed for failure to obtain minimum training hours will have to abide by the following guidelines.
  - Probation will last 12 months, instead of 6 months.
  - Will be required to obtain an average of 3 hours each month. They will be checked quarterly. Failure to maintain this will lead to dismissal from Fountain Fire Department.
  - If dismissed a second time, they will be required to wait 24 months before reapplying to Fountain Fire Department.
- Of the thirty-six (36) hours a minimum of twenty-four (24) must be in house and hands-on training.
- A member can bring hours over from other sources, as long as the Fire Chief and Training Officer approves hours.
- All members will be required to obtain six (6) hours annually of Haz-Mat Training.
- All members are required to participate at Training Meetings; if members don't participate they will not receive credit for training hours.
- If a member leaves early they will only receive credit for hours they are present.
- **All members shall be approved by the Chief before participating in Fire Suppressions activities.**

### Company Training Program –

- The department offers monthly training in the area of company training to the applicable membership. The department strives to offer at least sixteen (16) hours per month of company training to meet ISO requirements.
- All company training will be hosted by the department using streets, buildings, and open areas.

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## Facilities Training –

- The Fire Department shall offer at least eighteen (18) hours of live fire training that includes a smoke room, has a drill tower at least three (3) stories in height and be located on a training ground at least two (2) acres in size.
- The training facility can be used in many ways to achieve credit. All training in this area must be in the area of structural firefighting. Credit for this training is awarded according to the content, participation of members, availability and usage of training facility. Some training topics may include, but are not limited to:
  - Live fire suppression
  - Flashover simulation
  - Smoke room searches
  - Thermal image training in smoke room or under fire conditions
  - Emergency escape procedures
  - Ventilation
  - Positive pressure ventilation
  - RIT procedures
  - Setting up and usage of ladders
  - Pump Operations
  - Water supply
  - Salvage and or overhaul
  - Forcible entry
  - Fire Investigation

## Driver/Operator Training –

- The subject of driver/operator encompasses a range of topics. Some of the topics include, but not limited to:
  - Fire Department Pumps
  - Pump Operations
  - Apparatus Maintenance
  - Sprinkler & Standpipe Operations
  - Fire Service Hydraulics
  - Testing Fire Service Apparatus
  - Water Supply Operations
  - Highway Driving Operations
  - Emergency Vehicle Driving
- The department offers annual training in the area of new driver/operator to the applicable membership. The department strives to offer at least sixty (60) hours of new driver/operator training to meet ISO requirements.
- The department offers annual training in the area of existing driver/operator to the applicable membership. The department strives to offer at least twelve (12) hours of existing driver/operator training annually to meet ISO requirements
- After becoming a Driver/Operator you must maintain a minimum of twelve (12) hours annually of training on the trucks.

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## Fire Hydrant Inspection/Testing and Documentation

### **Policy –**

- The department in cooperation with the local water service provider ensures the fire hydrants are inspected and tested to ensure operational readiness.

### **Hydrant Inspection Frequency –**

- Hydrants are inspected annually. The inspections are conducted by the fire department or local water service provider. It is acknowledged that ISO indicates hydrant maintenance and inspection should be completed annually.

### **Hydrant Inspection/Testing Procedure –**

- The steps involved in inspecting/testing hydrants are in accordance with ISO documents provided by the North Carolina Department of Insurance – Office of the State Fire Marshal. The recognized steps are as follows:
  - Step 1) Remove caps, check treads for damage and ease of operation.
  - Step 2) Lubricate, as needed, per manufacturers recommendations.
  - Step 3) With one of more caps removed from hydrant, open valve stem and free flow hydrant, check for any obvious restrictions or contaminants, close valve stem.
  - Step 4) Install a suitable pressure gauge to one hydrant outlet.
  - Step 5) Open valve stem fully, pressurize hydrant, record static pressure reading from gauge.
  - Step 6) Check valve stem ease of operation, check hydrant for any water leaks while under pressure.
  - Step 7) Close valve stem fully, remove pressure gauge, check for adequate barrel drainage or check for a vacuum with a gauge, if possible.
  - Step 8) Provide for unobstructed and obvious view of hydrant from roadway (cut grass, remove debris, etc.).
  - Step 9) Paint per local protocols/requirements, as needed.

### **Hydrant Flow Testing Frequency –**

- Hydrants are flow tested every five (5) years. The flow tests are conducted by the fire department or local water service provider. It is acknowledged that ISO indicates hydrant flow testing should be completed every five (5) years.

### **Hydrant Flow Testing Procedure –**

- The procedure is the same as listed in the above section titled, “Hydrant Inspection/Testing Procedure. In addition to the above listed steps, a two (2) hydrant flow test is conducted.

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## Pre-Incident Planning Program

### **Policy –**

- The department in cooperation with the business community develops pre-incident plans for all commercial, industrial, institutional, and other similar buildings within the district.
- Copies of the completed pre-incident plans are placed on apparatus and available for the responding incident commander

### **Pre-Incident Program Frequency –**

- Pre-Incident Plans are developed and existing ones reviewed annually.

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## Public Fire Safety Education

### **Policy –**

- The department participates/conducts public fire safety educational programs annually. Educational programs are offered to citizens, visitors, civic groups, schools, etc. The department strives to conduct at least four (4) different programs annually to meet ISO requirements.

### **Types of Educational Programs –**

- The department can offer various educational programs to meet the needs of the target audience. Some of the programs included, but not limited to:
  - Smoke Alarms & Carbon Monoxide
  - Emergency Preparedness
  - Fire Prevention Week
  - Interactive Displays
  - Outdoor Safety
  - Seasonal Safety
  - Residential Hazards
  - Commercial Building Hazards

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## Fire Hose Testing Policy

### **Policy –**

- The department conducts fire hose testing annually. The testing consists of all fire hose located the departmental apparatus as well as all spare fire hose.

### **Hose Testing Procedure –**

- The steps involved in testing the departmental fire hose (in use & spare) are in accordance with ISO documents provided by the North Carolina Department of Insurance – Office of the State Fire Marshal. The recognized testing steps are as follows:
  - Step 1) Lay line (300') and record the ID numbers of the hose on the test record.
  - Step 2) Connect apparatus to water supply.
  - Step 3) Attach nozzle (mark hose coupling with permanent marker).
  - Step 4) Fill hose lines and establish normal water flow.
  - Step 5) Leave nozzles open and increase to 100 psi nozzle pressure (50 psi for solid streams).
  - Step 6) Reduce pressure and close nozzles; check couplings for looseness or leaks.
  - Step 7) Raise pressure to 250 psi for attack hose and 200 psi for LDH and maintain for 5 minutes.
  - Step 8) Reduce pressure and drain lines.
  - Step 9) Check for coupling slips. Tag bad sections.

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