

BIGGERSVILLE VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

1. All previous SOG's for Biggersville Fire Department (BFD) are hereby superseded.
2. Biggersville Fire Department will respond to fire, medical, and extrication calls when a member or members are available to reduce the loss of life and property.
3. Call Response:
 - a. When paged by Alcorn E-911 to any type of emergency, one person will acknowledge a dispatched call received by text or page. Unless the primary dispatching method is inoperative, notification by radio will not be considered an adequate method of paging all members.
 - b. The next radio traffic should be a member leaving with a department vehicle or arriving on scene in a POV. The first arriving unit will report the situation status: fire: type, number of stories, extent involved, flames visible, dangers present; medical: number of patients, if CPR is in progress, need for an air unit; extrication: number of patients entrapped, any additional help needed.
 - c. 10-codes should never be used; use plain non-repetitive language. Try to keep radio traffic to a minimum.
 - d. Members will respond according to their skill and training level unless specifically requested. Medically trained personnel may respond to medical emergencies. Non-medically trained personnel may respond to all other emergencies, including MVAs, as long as no patient contact is made if there are injuries.
4. Vehicles:
 - a. All officers are clear to drive any department vehicle; other members will be cleared by the Chief. Any person driving must have a valid MS driver's license and be at least 21 years of age, and submit to a motor vehicle driving record wherein which the member may not have more than two moving violations within five years.
 - b. Before leaving with a department vehicle, look at a map and make sure you know where you are going. Do not rely on the dispatcher to tell you how to get to a scene. If the IC on scene advises the unit you are driving to cancel, return to the station. Driving privileges can be revoked at any time.
 - c. When a department vehicle is responding to an emergency call, while the vehicle is in forward motion, both the lights and siren shall be used. The siren may be turned off when the vehicle is parked, but emergency lighting will remain on until you leave the scene.
 - d. Drivers of department vehicles will sound the horn when attempting to back or reverse the vehicle. This will be the signal for any available department member in the area to act as a spotter and assist the backing vehicle to avoid people and obstacles. If no spotter is available, the driver will exercise extreme caution before and during backing the vehicle.
 - e. All trucks must be refueled at $\frac{3}{4}$ tank level or less. All portable equipment must be refueled after each use. All water tanks must be refilled before returning to station.
 - f. A minimum of 2 department vehicles should respond to any incident occurring on Highway 45, if available. The first-arriving department vehicle should respond and stage near the incident scene. The second-arriving vehicle should stage no less than 50 yards away and act as a traffic deflector. Safety precautions should be taken including barricades, cones, traffic

wands, and STOP/SLOW signs to assist in safely diverting and slowing traffic as it approaches the incident scene.

g. At no time should a POV be parked or staged behind a department vehicle on an emergency scene that may cause the emergency lighting to be blocked or obstructed.

h. No one shall ride in a department vehicle that is not a member of the department without prior consent from the Chief.

5. Incident Command (IC) and Scene Operations:

a. The first member of the department on scene of any incident where BFD is primary department will be Incident Command until relieved by equal or higher ranking member. The acting IC member is not allowed to actively participate in suppression or rescue activities. When BFD is the primary department, all responding units must report to IC for accountability and assignment. Any member or department vehicle leaving scene must be cleared with the IC. IC is responsible for filling out an incident report with the assistance of the first arriving unit. Only an officer may fill out the incident report for firefighter or civilian death or injury.

b. When BFD is backup to another department, report to their IC. If they have no IC, report to highest ranking BFD member for assignment.

c. When on scene of an incident, only perform at your level of training. Members with no medical training are not allowed to respond to emergency medical calls and make any patient contact. Members not Certified Volunteer Level 1 or NFPA 1001 cannot perform interior attacks or attempt an interior rescue of a structure fire.

d. Appropriate PPE and gear must be worn while firefighting, performing extrication, or medical emergencies.

e. Any member extinguishing a vehicle fire or working the interior of an involved structure must wear SCBA.

f. Appropriate PPE and gear must be worn during salvage/overhaul of a structure after a fire. No member will enter a structure without a minimum of turnout jacket, turnout pants, boots, and helmet.

g. Everyone is responsible for safety. Anytime you see an unsafe condition, report that immediately to the IC.

h. Any member on scene on or near a public roadway will wear an ANSI and NFPA approved reflective vest. See applicable BFD policy for more information.

6. Always act in a professional manner. If you act professionally you will be treated like a professional. Avoid using offensive language when representing the department. Always be aware of your actions, manner and language when family members are present after loss of life at an incident. Do not discuss any information obtained at a scene in a public setting with a member of the general public or press. Treat all information as confidential. If there is a conflict on scene or with another department, go through chain of command and try to resolve the issue when the incident is complete. No member is allowed to speak to the press; refer all press questions to the Chief, PIO, or IC.

7. Alcohol/Tobacco/Drugs:

a. Alcohol is prohibited on all scenes, at the station and in all vehicles. Do not respond in a department or POV to any incident under the influence of alcohol.

b. No smoking is allowed in the station or in any department vehicle at any time.

c. Abuse of drugs or medication, either prescription or illegal, will not be tolerated for any reason.

d. Do not respond to an emergency scene, or be on department property or in a department vehicle under the influence of anything that may impair your judgment or ability to safely exercise your duties.

e. Violators of any of these statements will be removed from scene, dismissed from the department and prosecuted if necessary.

8. No member shall enter an unsecured scene for any reason. If you are advised that a scene is not safe or secured, members are to stage a reasonable safe distance away until advised that the scene is secured by law enforcement. The presence of law enforcement on scene does not guarantee a scene's security. If a scene becomes unsafe or you feel uncomfortable after arriving on a scene, leave immediately – your safety is your top priority.

9. As all Biggersville Fire & Rescue stations are used as community polling places during elections, it should be clear that we do not endorse or support any political party or candidate as outlined in our Bylaws, Article I, Section 4. Reasonable political signage or advertisements will be allowed on Department property approximately 72 hours before a scheduled election. Political signage or advertisements should be removed within 72 hours after a scheduled election. If not removed, it will be taken down by department personnel and turned in to the local County Supervisor. Signage may not violate Mississippi law and may be removed at any time at the discretion of the Chief or officers of BFD.

10. Biggersville Fire Department belongs to you and the community. Treat the station, vehicles and equipment like it was your own. Help keep the station, trucks and equipment clean and in working condition.

11. If at any time you break a piece of department equipment, find it defective, or notice a piece of equipment missing, notify the Chief immediately

12. Any time any member has any conflict, concern or issue pertaining to the department, please let the Chief know about it so that the issue can be resolved.

Chief Jonathan Rider
Issued: 10 April 2017