

**SECTION 300**  
**Occupational Safety and Health**

**SOP 300.01**  
**Records**

**Scope**

This standard establishes a system for the collection and permanent retention of information concerning accidents/injuries, illnesses, significant exposures to infectious agents and communicable diseases, and job-related deaths. Establishes the requirement for completed reports that in some way may be related to the member's job. Also establishes a database for analysis to reduce the noted incidents.

1. A permanent record of all accidents, injuries, or deaths while on duty shall be maintained by the department. The records shall include a master file as well as individual records in the member's personnel file.
2. A department safety record should be established that would be useful in evaluating the department's overall safety and health program.
3. It shall be the responsibility of each member to immediately report to their supervisor any of the above incidents to ensure that a written report is filled within 72 hours of the event.
4. Department member injury/illness records shall be kept separate of their training record and will be locked with the members' personal file.

**SOP 301.01**  
**Operating Portable Power Tools**

**Scope**

This standard mandates safety guidelines to be followed while operating portable power tools.

1. When operating portable power tools, members shall follow manufacturer recommended operating instructions.
2. Protective gear such as PPE, safety glasses and hearing protection shall be worn on an incident or while training when they are required
3. Firefighters shall work in teams and may designate a safety officer to be present.
4. Firefighters need to be aware of their own safety, the safety of other team members, and the safety of everyone at the incident scene or training.

## **SOP 302.01**

### **Training**

#### **Scope**

This standard applies to all training conducted by or for the department to ensure that all members are able perform their assigned tasks properly and in a safe manner.

- A. Proper training helps to prevent accidents.
- B. Establishes minimum training requirements for each member to attain and retain membership privileges of the department.
- C. Ensures active participation of members.
- A. Ensures that all members are able to properly perform their assigned duties in a safe manner

#### **General**

- A. The department shall provide training to its members to update them on new practices and techniques to maintain individual skill levels
  - 1. Sufficient training will be scheduled each calendar year to allow members to maintain their firefighter and/or BLS EMS certifications.
- B. All emergency medical training shall be approved by the, Assistant Chief of Administration, and/or Fire Chief, and taught by a qualified instructor.
- C. All fire suppression and rescue training shall be approved by the, Assistant Chief of Administration, and/or Fire Chief and conducted under the supervision of a certified instructor.
- D. All training involving live-fire exercises shall be conducted in full compliance with the provisions of NFPA 1403 Live Fire Training Evolutions.

#### **Responsibilities**

- A. Each member shall be responsible for maintaining his/her fire and EMS skills.
- B. Established training dates are the first Wednesday, second Saturday, and third Wednesday of each month. Training outside the department is accepted. However, such training shall not interfere with the members attendance of scheduled department training unless required for their position (i.e. SD Certified Firefighter)

## **SOP 303.01**

### **Drivers of vehicles**

#### **Scope**

This standard applies to all members who drive or operate a motorized vehicle owned or used by the North Haines Fire Dept.

#### **Premise**

Establish minimum standards for members who are allowed to drive or operate a motorized vehicle.

#### **Purpose**

Establish minimum safety regulations for the operation of a motorized vehicle.

#### **General**

##### A. Driver's License:

1. All members of the department shall have a valid driver's license.
2. Members shall report any change in the status of their driver's license to the chief or executive board member. (i.e., suspension, revocation, expired)
3. Any member who has their license suspended or revoked shall notify the chief and both Assistant Chiefs immediately and shall not be allowed to drive a vehicle until their license has been restored. Failure to possess a valid driver's license may be grounds for suspension.

##### B. For the purposes of this standard, motorized vehicles shall be divided into two categories:

###### Category One and Two.

1. Category One vehicles are those used primarily for fire suppression purposes and have a gross vehicle weight (GVW) that exceeds 11,000 lbs. (Example, Engine 1-1, Engine 3-1, Engine 3-3, Tender 3-1.)
2. Category Two vehicles are those that have a GVW of 11,000 lbs. or less and may be used for fire suppression, EMS or support services. (Example Engine 6-2, Squad 1, Utility 1)

C. No member shall be allowed to drive or operate a Category One vehicle unless they have successfully completed the departments training program or is a student driver under the super- vision of a qualified driver

D. All vehicles shall be operated in a safe and prudent manner, and all drivers shall comply with all traffic laws and the applicable rules and regulations of the department.

E. No driver shall move a vehicle until all persons in it are in an approved riding position and are properly seat belted.

F. Drivers responding to emergencies shall comply with the provisions of SOP 305.01.

G. A driver shall *not* back a vehicle unless their view is clear and unobstructed. Apparatus shall not be backed unless there is at least one spotter (when available) to the rear of the apparatus to assist in the operation.

H. When backing into the station, the apparatus must be properly lined up on the yellow line outside of the door prior to attempting to back into the station. No final corrections will be completed in the doorway.

### **Responsibilities**

A. Drivers shall be directly responsible for the safe and prudent operation of their vehicles in all situations.

B. When a driver is under the direct supervision of an officer, the officer shall be responsible for the actions of the driver.

C. Drivers shall be responsible for ensuring that all of their vehicle's safety equipment is functioning properly and that their vehicles are safe to drive prior to operating.

D. Drivers shall not operate any pager, or cell phone in any manner while driving a department vehicle. This includes talking on a cell phone, reading a pager, text messages, email, etc.

1. If found operating any of the above listed items, the member shall face disciplinary action based upon Disciplinary Action SOP and Article IV Section 9 of the Bylaws.

2. Further infractions will automatically incur suspension, and possibly removal.

## **Accidents**

- A. The driver of a motor vehicle shall immediately notify the appropriate law enforcement agency and one of the Chief Officers if involved in an accident. All appropriate reports and photos shall be completed.

### **SOP 303.02**

#### **PERSONS RIDING IN MOTORIZED VEHICLES**

##### **SCOPE**

This standard shall apply to all persons riding in or on a motorized vehicle owned or operated by the department.

##### **PURPOSE**

The purpose of this standard is to describe in general safe means of riding in or on department vehicles.

##### **PREMISE**

It shall be the responsibility of each member to comply with the provisions of this standard.

##### **GENERAL**

- A. No one shall be allowed to ride in an apparatus unless they are a member of the department or has obtained permission from a competent authority to ride.
- B. Persons riding in or on a motorized vehicle shall observe the following:
  1. All persons shall be seated in an approved riding position and shall be secured by a safety belt anytime the vehicle is in motion. Exception: members in the hose bed during hose-loading operations. See HOSE-LOADING OPERATIONS.
  2. Riding on the tailboard, running board, or other exposed position is strictly prohibited.
  3. Standing while riding is prohibited
  4. At no time shall anyone dismount a vehicle while it is in motion.

### **SOP 304.01**

#### **HOSE-LOADING OPERATIONS**

- A. Hose-loading operations may be permitted on moving apparatus provided the following conditions are met:

1. A member other than those loading the hose shall be a safety observer. The safety observer shall have an unobstructed view of the operation and shall be in both visual and voice contact with the apparatus driver.
  2. Vehicular traffic shall be excluded from the area or under control of a traffic control person.
  3. Apparatus speed shall not exceed five (5) mph when loading hose.
  4. The apparatus shall not be moved forward until all members involved in loading the hose have been made aware that the apparatus is about to move. Loading of hose shall not be conducted operating the apparatus in a reverse motion.
  5. Members in the hose bed shall not stand while the vehicle is being moved and those members on the tailboard shall step off prior to its being moved.
- B. The safety observer shall have the authority to discontinue any hose-loading operation that is deemed to be unsafe.

### **SOP 305.01**

### **EMERGENCY RESPONSE**

#### **SCOPE**

This standard applies to the driver of an emergency vehicle owned or operated by the department while responding to an incident.

#### **PURPOSE**

This standard was promulgated to establish safety standards during emergency and non-emergency responses.

#### **PREMISE**

Drivers and officers need to be responsible for the safe operation of their apparatus in all situations.

#### **Response Categories**

- A. Emergency: Those incidents that pose a significant risk to life or property. Emergency response requires the use of all audio (siren and air-horns) and visual warning devices (lights). These devices must be in use during the entire duration of the response unless the response is downgraded to a non-emergency by a competent authority. The following types of incidents shall be considered emergencies:
  1. Reported structure fire.

2. Reported fire outside of a structure that involves destruction of property or poses a risk to humans or animals.
  3. Emergency medical or rescue incidents involving significant threat to life or health.
  4. Responses to a man-made or natural disaster involving the destruction of property and the potential for injury or death. This would include requests for mutual assistance from other departments.
- B. Non-emergency: Those incidents that do not pose a significant risk to life or property. Audio/visual devices shall not be used unless ordered by a competent authority to up-grade the response to emergency status. The following types of incidents shall not be considered to be emergencies:
1. Public service assistance calls with no threat to life or property.
  2. Medical assistance incidents where the patient does not have a life-threatening condition
  3. Fire alarms where no sign of smoke or flame is reported.

**SOP 306.01**  
**APPARATUS RESPONSE**

- A. Apparatus and vehicles engaged in a non-emergency response shall obey all applicable traffic laws and shall not exceed the posted speed limit.
- B. Apparatus and vehicles engaged in an emergency response shall at all times govern response by the traffic, weather, and road conditions present at the time.
- C. Drivers shall proceed through an intersection only when the driver can account for all lanes of traffic in the intersection. Blind intersections, red traffic lights, and stop signs may require the driver to come to a complete stop.
- D. Drivers shall bring their vehicles to a complete stop when encountering a stopped school bus with flashing red lights.
- E. The maximum speed of travel for Engine 1-1, Tender 3-1, Engine 3-1 and Engine 3-3, shall not exceed the posted speed limit. The maximum speed of travel for Squad 1, Engine 6-2, and Utility 1, shall not exceed the posted speed limits by more than 10 mph.

- F. The first responding vehicle to an emergency incident may respond “hot”. All additional vehicles may respond “cold” unless directed to upgrade to emergency response by a competent authority.

**SOP 306.02**

**GUIDELINE FOR STRUCTURE FIRES WITHIN NORTH HAINES FIRE DISTRICT**

- A. Engine 1-1 shall be **first out** with a minimum crew of three (3) S.D. Certified Firefighters on all structure fires. Crew responsibilities shall be, but not limited to, establishing command (if not established), initial attack, and/or rescue if necessary. Upon arrival on scene all crew members shall don SCBA unless otherwise directed
- B. Tender 3-1 should be **second out**. Its responsibilities shall be water supply as directed by the incident commander.
- C. Squad 1 should be **third out**. Crew responsibilities shall be to assist operations with personnel and equipment as directed by the incident commander.
- D. Engine 3-3 or Engine 3-1 should be **fourth out** unit on all structure fires. Its responsibilities shall be back-up water supply or stand by engine with personnel capable of delivering water/foam and two-man crew as a RIC assignment or relief crew after initial knockdown.

**SOP 306.03**

**GUIDELINE FOR OUT OF DISTRICT STRUCTURE FIRE RESPONSE**

- A. Tender 3-1 should be the first out for non-hydrant area responses. Squad 1 should be the first out for hydrant area responses.
- B. Squad 1 should be the second out for non-hydrant area responses. Utility 1 should be the second out for hydrant area responses.
- C. Engine 1-1 may be the first out for commercial fires or other requests as necessary.
- D. Other apparatus may remain at the station until directed to respond by a competent authority.

**SOP 306.04**

**GUIDELINE FOR WILDLAND FIRE RESPONSE WITHIN NORTH HAINES FIRE DISTRICT**

- A. Type 3 Engine or Engine 6-2 shall be **first out** unit with a two- or three-person crew. Responsibilities shall be, but not limited to, initial size-up, structural assessment, communication with dispatch, establishing command, initial attack and other necessary operations.
- B. A second type 3 Engine should be **second** out to assist the initial response unit. Crew responsibilities shall be to assist initial response crew or as directed by the Incident Commander (IC).
- C. Tender 3-1 should be the **third out** unit. Responsibilities are to supply water to initial attack units or as directed by the Incident Commander

Other apparatus may remain at the station until directed to respond by a competent authority

**SOP 306.05**

**GUIDELINE FOR WILDLAND FIRE RESPONSE OUTSIDE NORTH HAINES FIRE DISTRICT**

- A. Either Type 3 Engine or Engine 6-2 shall be first out.
- B. A Type 3 engine or Tender 3-1 should be second out.
- C. Other apparatus may remain at the station until directed to respond by a competent authority

**SOP 306.06**

**GUIDELINE FOR RESPONSE TO VEHICLE, TRASH, AND MISC.SMALL FIRES**

- A. Engine 1-1 shall be the **first out** unit. Responsibilities shall be, but not limited to, initial size-up establishing command, communication to dispatch, initial attack and/or rescue if deemed necessary. On arrival crewmembers shall don SCBA unless otherwise directed by the fire officer/firefighter in charge.
- B. Squad 1 should be **second out** unit. Crew responsibilities shall be to assist in incident operations as directed
- C. Other apparatus may remain at the station until directed to respond by a competent authority

**SOP 306.07**

**GUIDELINES FOR EMS RESPONSE EXCLUDING MOTOR VEHICLE ACCIDENT**

- A. Squad 1 will be first out. A minimum of two members shall respond in this apparatus if available.
- B. Utility 1 should be second out.
- C. All other units will remain at the station unless requested by a competent authority.
- D. All responders must wear some type of identifying clothing, a turnout coat, or a North Haines Fire Department jacket or Shirt

**SOP 306.08**

**GUIDELINES FOR EMS RESPONSE FOR MOTOR VEHICLE ACCIDENT**

- A. Engine 1-1 shall be first out and requires a minimum of two firefighters
- B. Squad 1 should be second out and also requires a minimum of two firefighters.
- C. All other units will remain at the station unless requested by a competent authority. Example: a wildland unit to respond to a wildland fire as a result of the MVA.
- D. All responders must wear some type of identifying clothing. In this instance all members responding from the station shall be in turnout gear.

**SOP 306.09**

**GUIDELINES AT EMERGENCY INCIDENTS**

- A. Park so that you're most visible lights face oncoming traffic, however headlights may need to be shut off to avoid blinding oncoming traffic.
- B. Park so that your vehicle gives emergency personnel protection from passing traffic without causing a major congestion problem.

- C. Park so that other responding units have access to the incident; such as ambulances, tenders, engines providing hose lays for hydrant use or portable tank operations.
- D. Personnel shall provide direction to all vehicle operators when backing emergency vehicles.
- E. When reloading fire hose on the structural engine, the apparatus shall straddle hose or drive along side of hose in a forward motion. Reverse operations shall never be used for the purpose of reloading hose.

### **SOP 306.10**

#### **GUIDELINES FOR RETURNING TO STATION**

It shall be the responsibility of the crew returning to place the unit back in service. This includes refueling all fuel tanks and/or containers, filling water/foam tanks, making tools and equipment in ready condition and cleaning vehicle.

### **SOP 307.01**

#### **Guideline for UTV (Utility Terrain Vehicle) Usage**

##### **SCOPE:**

The use of UTVs can be high-risk. The use of the UTV should be evaluated to ensure that use is essential to accomplish the mission, rather than convenience.

##### **PURPOSE:**

This standard was promulgated to establish safety standards when operating the department's UTV.

##### **PREMISE:**

UTV operators are responsible for the safe operation of the UTV in all situations.

##### **PROCEDURE:**

1. There shall be no more than three members in the UTV.
2. The driver and passenger(s) must wear seatbelts when the vehicle is in motion.
3. Cargo loads shall be loaded and secured as to not affect the vehicle's center of gravity and shall not exceed manufacturer's recommendations for maximum carrying capacity.

4. Required PPE

- a. If operating the UTV on the fire-line all standard Wildland Fire PPE shall be worn.

5. Driver Training Required

- a. No member will be allowed to drive the UTV until they have completed the department's approved training program.

**SOP 308.01**  
**Blue Lights**

**Scope**

This standard applies to all North Haines members; full members, trainee, or Probationary.

1. South Dakota Codified Law 32-17-42 authorizes volunteer firefighters to use a blue light when responding to incidents requiring their services. The public and firefighters have a right to expect responsible requirements to operate and govern the use of blue lights.

**Purpose**

The purpose of the General Operating Guideline (GOG) is to define the rules for usage of a blue light

**General**

1. Probationary members may not use blue lights when responding to North Haines VFD emergencies
2. Members must have written permission from the North Haines Chief before using a blue light.
3. Blue lights may only be used when responding to NHVFD emergencies. Standby is not considered an emergency
4. Use of blue lights does not give you the right-of-way over other vehicles on the road.
5. Personnel will obey all traffic laws and posted speeds when using a blue light. See SDCL: 32-17-9, 32-17-42, 32-31-5, and 20-9-4.1 for more information

## **Discipline**

Any abuse of this SOG may result in discipline of the personnel involved following the guidelines set forth in Disciplinary Action SOP, and Article IV Section 9 of the bylaws.

## **SOP 309.01**

### **Protective Clothing & Equipment**

#### **Scope**

This standard applies to all members required to work in hazardous environments. The purpose of this standard is to establish guidelines for the use of protective clothing and equipment to reduce the risk of injury or exposure to illness.

#### **General**

- A. Each member shall wear the appropriate protective clothing and equipment for the hazards to which they are exposed.
- B. Each member shall properly maintain the protective clothing and equipment that has been issued to them.
  1. Contaminated clothing shall not be returned to gear room until properly cleaned.
- C. Routine Inspection.
  1. Each individual member shall conduct a routine inspection of their personal ensemble or ensemble elements after each use. The organization shall establish what constitutes “use” to at least include each time the element(s) is exposed, or is suspected of having been exposed, to damage or contamination.
  2. If any deficiency is noted during an equipment inspection, the Captain of Equipment, Assistant Chief of Operations, or Fire Chief shall be notified.
  3. The routine inspection shall include, as a minimum, the following inspections:
    - a. Coats and trousers shall be inspected for the following: soiling, contamination from hazardous materials or biological agents. Physical damage, such as rips, tears, cuts damaged/missing hardware and closure systems. Thermal damage such as charring, and damaged or missing reflective trim.
    - b. Hoods shall be inspected for the following: soiling, contamination from hazardous materials or biological agents. Physical damage, such as rips, tears, cuts, thermal damage, and loss of face opening elasticity.

c. Helmets shall be inspected for the following: soiling contamination from hazardous materials or biological agents. Physical damage to the shell, such as cracks, crazing, dents, and abrasions. Thermal damage to the shell such as bubbling, soft spots, warping, or discoloration. Physical damage to the ear flaps, such as rips, tears, cuts. Thermal damage such as charring, burn holes, and melting. Damaged or missing components of the suspension and retention systems. Damaged or missing components of the face shield/goggle system, including discoloration, crazing, and scratches to the face shield/goggle lens limiting visibility, and damaged or missing reflective trim

d. Gloves shall be inspected for the following: soiling, contamination from hazardous materials or biological agents, physical damage, such as rips, tears, and cuts. Thermal damage such as charring, burn holes and melting. Inverted liner, shrinkage, and loss of elasticity/flexibility

e. Footwear shall be inspected for the following: soiling, contamination from hazardous materials or biological agents. Physical damage, such as the following: cuts, tears, and punctures. Thermal damage such as charring, burn holes, and melting. Exposed/deformed steel toe, steel midsole, and shank. Loss of water resistance. Closure system component damage and functionality.

### **Structural Firefighting Equipment**

A. Full protective clothing for all structural, vehicle, trash, and other misc. fires.

1. Structural Helmet with Face Shield
2. Nomex Hood
3. Bunker Coat with liner
4. Bunker Pants with liner
5. Boots
6. Leather gloves
7. Self Contained Breathing Apparatus (SCBA)

B. Operating guidelines

1. All personnel should don protective clothing, except SCBA and Structural helmet, prior to leaving the station.
2. All personnel arriving on scene of the incident POV must have protective clothing on before entering the incident area

3. SCBA will be worn as required by the situation.
4. All personnel will be in full protective clothing during salvage and overhaul operations unless otherwise directed by the incident commander. SCBA should also be worn until air monitoring has taken place to ensure Carbon Monoxide (CO), Hydrogen Sulfide, Oxygen, and explosive gas levels are within acceptable ranges.
5. The above described protective clothing can be remove only as follows
  - A. If wearing it interferes with the proper operation of the apparatus
  - B. If the incident commander gives permission to do so.

### **Wildland Firefighting Equipment**

- A. Full protective clothing and equipment for all wildland fires which include but not limited to brush, timber, and grass fires.
  1. Wildland Helmet with chin strap (may be cap or full brim style)
  2. Nomex hood or protective ear covering for helmet
  3. Goggles
  4. Particle mask or handkerchief
  5. NFPA or NWCG Rated Fire Resistant shirt and pants or coveralls.
  6. Leather Gloves
  7. Lace up leather boots
  8. Correctly Sized Fire shelter
  9. Canteens
  10. Headlamp
  11. All personally owned gear must be inspected and approved by the Equipment Captain
- B. Operational guidelines while on an incident.
  1. Wildland Helmet will be worn at all times.
  2. Eye protection will be worn to protect the eyes
  3. Particle mask or a handkerchief may be worn over the nose and mouth to protect airway from dust and smoke.
  4. NFPA or NWCG Rated Fire-resistant shirts will be worn buttoned up with sleeves drawn tight around the wrists. Shirts shall be tucked into pants.

5. NFPA or NWCG Rated Fire-resistant pants will be worn with the pants drawn tightly around the ankles
6. Lace up leather boots will be worn. They will be at a minimum of eight (8) inches high (according to NWCG guidelines) and will have a grip type sole.
7. The described protective clothing can be removed only as follows:
  - A. If the protective clothing interferes with proper operation of the apparatus
  - B. If the crew is not involved in active fire suppression
  - C. If the crew officer or the incident commander gives permission to do so.