

Nolensville Volunteer Fire Department



Administrative and Operations Manual

Revised July 1, 2011

PREFACE

A fire department is judged by the performance and conduct of each individual firefighter. Therefore, all firefighters shall strive to provide a high level of service.

It shall be the responsibility of all Nolensville Volunteer firefighters to familiarize themselves with, and conform to, the policies, procedures, rules, regulations, and operating procedures contained within this manual. This will make the firefighter a valuable asset to the Department and to the community.

Purpose - The purpose of this manual is to provide a written source of policies and procedures which will promote the safe, effective and efficient operation of the Nolensville Volunteer Fire Department. These rules and regulations cannot provide a solution to every question or problem which may arise in an emergency services organization. However, this manual does provide comprehensive guidelines to cover the obligations and duties of the members of the Fire Department.

These guidelines are not intended to limit members from exercising rational judgment or initiative in extraordinary situations. Much is left to the loyalty, integrity and discretion of members; and to the degree which they demonstrate these qualities will the Department meet the high standard required of the fire service.

Authority - Pursuant to the authority vested in the Fire Chief by Tennessee State Law, this Administrative Policy Manual is hereby established as the official source of Departmental policies, procedures, rules, regulations, and operations procedures.

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1 INTRODUCTION

1.1 *These Administrative/Operating Procedures for the Nolensville Volunteer Fire Department are developed for the sole purpose of establishing good order, safety and effectiveness, as well as providing direction within its membership while in the performance of assigned duties and responsibilities. For the prospective member, it sets forth operational guidelines necessary for the Department's effectiveness before considering making such a commitment. Any changes to this Administrative/Operating Procedures must first have a two-thirds majority vote of the eligible voting members on the departmental roll, except at the Annual Meeting when a two-thirds majority vote of the eligible voting members in attendance shall be sufficient to enact changes.*

1.2 Nolensville Volunteer Fire Department priorities are:

1.2.1 Preservation of Life

1.2.2 Protection of Property

2 SAFETY

2.1 *Nolensville Volunteer Fire Department has established operational safety and firefighter survival as its primary goal. This requires constant evaluation and balancing of risks to firefighters against any potential benefits that such exposure will yield.*

2.2 The Department establishes the following criteria insofar as firefighter safety is concerned:

2.2.1 The Department's personnel response will be made on the assumption that we can protect lives and property and make a substantial difference at the scene.

2.2.2 We will risk our lives a lot if necessary to protect savable lives.

2.2.3 We will risk our lives only a little and in a calculated manner to protect savable property.

2.2.4 We will greatly limit our life risk when protecting lives and property that are already lost.

3 MEMBERSHIP REQUIREMENTS

3.1 *All members of the Nolensville Volunteer Fire Department must:*

- 3.1.1 Residency - Must reside within the Nolensville Volunteer Fire Department fire district. Any member who has completed at least two years of service with the department and moves outside the fire district may be authorized by the Board of Directors to remain a member if their residence is within a seven mile straight line radius from any Nolensville Volunteer Fire Department station. The Board of Directors may approve membership for an applicant who lives outside the Nolensville Volunteer Fire Department fire district providing the applicants residence is within 7 miles driving distance of any NVFD station. Approval shall be on an individual basis and The Board shall consider the applicant, work location, residence location, likely travel route(s) and any other factors it chooses in making the determination.
- 3.1.2 Age - Have attained the age of eighteen years, and
- 3.1.3 Application - Submit a completed application for review by the Department's Board of Directors, and
 - 3.1.3.1 No application will be voted on until background check is completed and results presented to BOD at their regular meeting, and
- 3.1.4 Interview - Attend a personal interview scheduled before the Board of Directors and the Fire Chief, and
- 3.1.5 Policies - Agree to abide by the rules, regulations and Operating Procedures of the Nolensville Volunteer Fire Department, and
- 3.1.6 Entry level - Understand that entry, if granted, will be at the Recruit Fire Fighter level, (except for those persons who hold certification to a higher rank as the result of prior experience with this or another fire department), and
- 3.1.7 Probationary period - Serve a probationary period of at least six months but not to exceed 12 months and receive a minimum of 18 hours of documented departmental training, to include a minimum of 12 hours of firefighter training, to demonstrate their willingness and ability to perform the duties demanded of a firefighter at fires and other emergencies, and, after being favorably voted upon by seventy-five percent of the Department membership present and voting. Voting will be done by paper ballot. Failure to receive the required votes will result in termination from the department. In addition to the above requirements, the probationary firefighter should have responded to at least 10% of the calls during their probationary period. Failure to meet the response requirement may result in dismissal from the department. All probationary firefighters will receive a performance evaluation after 6 months by the Member at Large (per section 8.9.7.2.1), and
- 3.1.8 Recruit Fire Fighter - Serve at least twelve months as a Recruit Fire Fighter before qualifying to become a Fire Fighter I through Department sanctioned testing, and
- 3.1.9 Personnel Standards - Shall further agree to participate in the Nolensville Volunteer Fire Department Fire Fighting Personnel Standards and Education starting at Fire Fighter I level (or appropriate level if possessing prior fire fighting experience) and periodically strive for higher certification levels through training and self study, and

- 3.1.10 LOSAP - Agree to accumulate the required points necessary to, each year, to receive service credit for Williamson County's Length of Service Awards Program (LOSAP).
- 3.1.11 Any Applicant denied, or anyone terminated from the Department, regardless of reason, may not reapply for membership for a period of three (3) months.
- 3.1.12 With the purpose to ensure personal safety, fellow emergency responder's safety, and the safety of the public the Probationary Member shall demonstrate proficiency of the following skills and a basic knowledge of the fire suppression topics. Individual's skills and knowledge will be tested or reviewed by either the Department Chief, Training Officer, or Safety Officer. All skills should be completed successfully prior to being eligible for voting to a membership status. Individuals unable to complete one or more of the following will still be eligible for membership but may require specific restrictions if deemed necessary by the Board of Directors. Individuals are eligible for re-evaluation at any given period in order to remove said restrictions.
 - 3.1.12.1 Don both turnout gear & SCBA completely and correctly within the NFPA 1001 guidelines of 2 minutes. A Probationary Member unable to complete this task will not be allowed to participate in fire attack operations where both turnout gear and SCBA are required but will be allowed to perform tasks in the surrounding area where complete gear is not required.
 - 3.1.12.2 Demonstrate full competency of the SCBA including PASS activation, Emergency By-Pass use & cleaning/inspecting.
 - 3.1.12.3 Demonstrate the ability to identify tools and equipment, their locations on apparatus, and retain a basic knowledge of each.
 - 3.1.12.4 Demonstrate various methods & safe use of all types of ladders.
 - 3.1.12.5 Basic radio communications and mayday procedures.
 - 3.1.12.6 Basic fire suppression methods.
 - 3.1.12.7 Basic hose and nozzle knowledge.

4 MEMBERSHIP

4.1 **PURPOSE:** *The purpose of this procedure is to assure that the Department is manned by an adequate number of trained volunteers who are available to respond to any type of emergency occurring in the Department's area of responsibility.*

4.2 **SCOPE:** This procedure shall apply to all personnel serving as full time members of the Department and individuals considering membership in the Department.

4.3 ENFORCEMENT:

4.3.1 **Attendance -** Any member who misses four consecutive regularly scheduled meetings will be placed on automatic probation for sixty days. The member will be required to correct his attendance deficiency by attending at least two of the next four regular meetings or be automatically expelled from the Department. Any member placed on probation twice within a twelve month period will automatically be expelled from the Department. Any Probationary Member who misses four consecutive meetings without Board approval will be dismissed from the department.

4.3.1.1 **Excused Absences -** Any member unable to meet the requirement of 4.3.1 must notify the Board of Directors, in writing, prior to the fourth missed meeting specified in 4.3.1. This notification must clearly state the reason(s) for the failure to attend the meetings. The Board is authorized to excuse the member from the automatic probation requirement of 4.3.1, if it determines that the reason(s) are sufficient and valid.

4.3.1.2 **Participation** ó Member will be required to respond to a minimum of 12% of Department calls per quarter and attend at least one maintenance or extracurricular activity (non training) per quarter. Lifetime members are exempt. Failure to meet above requirement may result in disciplinary action by the Board of Directors, up to and including termination from the department.

4.3.2 **Probation -** Members of the Department who are placed on probation may be required, at the discretion of the Board of Directors, to return any or all assigned departmental equipment.

4.3.3 **Conduct -** Conduct unbecoming a member and/or detrimental to the good order, or the safe, efficient, and effective operation of the Nolensville Volunteer Fire Department may result in suspension or separation. Persons who willfully disregard the accepted Departmental Operating Procedures may be brought to the attention of the Fire Chief who will refer the matter to the Board of Directors for necessary corrective action or dismissal.

- 4.3.4 Multiple Organizations - Members who join the Nolensville Volunteer Fire Department after January 1, 1989, shall agree to belong to only one emergency service organization to insure greater availability of manpower in the event of a situation calling for personnel from more than one such group. Members of the Department who belong to another emergency service unit (Rescue Squad, Civil Air Patrol, etc.) prior to January 1, 1989, may continue such dual membership, but will be restricted from joining any additional such group. This is not to exclude members from full time employment in emergency services organizations. All individuals are encouraged to join the community service organization(s) of their choice, but are reminded that in the event of a large scale emergency, membership in more than one service may create demands from each respective service.
- 4.3.5 Leave of Absence - Members of the Department may request a Leave of Absence from responsibilities with the Department for a 90 day period, renewable for no more than an additional 90 days. Such leave may be requested from active response, participation in training meetings, or from elected position, or any combination of the above, and must be presented for approval by the Board of Directors before such term begins. Members requesting a Leave of Absence must return all Departmental owned equipment previously issued prior to beginning the leave term.
- 4.3.6 LOSAP - Failure to accumulate the points required to receive the credit in the Length of Service Awards Program (Active Status) may be grounds for termination from the department. Annually, the Chief is required to verify to the County every firefighter's status for LOSAP. The Chief will report to the Board of Directors at the next meeting following report verification to the County, any member failing to receive LOSAP credit. The Board of Directors shall determine the appropriate action to be taken against the offending member.
- 4.3.7 Infectious Disease Control Training - All new members are required to have OSHA mandated Infectious Disease Control Training before responding to any emergencies.
- 4.3.8 In no event shall a firefighter not properly trained or certified for a particular call preempt a qualified firefighter when responding.

5 LIFETIME MEMBERS

5.1 Purpose: *The purpose of this procedure is to outline the guidelines for becoming a lifetime member.*

5.2 Scope: This procedure shall apply to all personnel

5.3 Application: Members of the Nolensville Volunteer Fire Department who have completed 15 years of service to this department will receive lifetime member status. Members of the Department who have completed 10 years of service are required to meet at least 50% of the requirements of 4.3.1.2.

5.4 Lifetime members shall receive the following benefits:

5.4.1 Given title of lifetime member

5.4.2 Issued certificate proclaiming lifetime member status.

5.4.3 A Pocket Watch will be presented to each lifetime member.

5.4.4 Retain key to the fire hall and permitted use of the facilities for life.

5.4.5 Lifetime members shall retain use of pager.

5.4.6 Welcome to attend all meetings and events.

5.4.7 Lifetime member is an honorary title given for service to the Nolensville Volunteer Fire Department.

5.4.8 Be exempt from the requirements of 4.3.1.

5.5 Lifetime members are to be commended for their service to the Nolensville Volunteer Fire Department. It is desired that lifetime members remain active firefighters. Their knowledge and experience is a valuable asset and we desire to avail ourselves of it.

6 STRENGTH MANAGEMENT

- 6.1 *PURPOSE: The purpose of this procedure is to insure that an adequate number of members are maintained on the active rolls of the Department and that individuals applying for membership know and understand the requirements of such membership.*
- 6.2 SCOPE: This procedure shall apply to all personnel.
- 6.3 APPLICATION: The Department will actively solicit applications or membership in order to maintain its strength level at a maximum of thirty-five (35). The Department will promote recruiting drives as necessary to cultivate interest in, and application for, positions available in the Department. The Board of Directors will establish staffing levels as they deem necessary.
- 6.4 RESPONSIBILITIES. The Department Secretary will maintain a record of all members in the Department. Such a record should include the individual applications for membership and, in the Department's minutes, the record of acceptance of full membership.
- 6.5 The Chief of the Department will establish and maintain a waiting list of individuals expressing interest in affiliating with the Department and contact applicants on a first-come, first-invite basis. As positions within in the Department ranks become available through attrition, such as disciplinary action, resignation or death, the waiting list will be used to fill available positions. Individuals may be placed on the waiting list for a one-year period. At the conclusion of that year, the Chief will contact the individuals on the list to determine their interest in remaining on the waiting list for an additional year.
- 6.6 Former members of the Department desiring to be re-associated with the Department shall be placed on the waiting list in the order of their application, receiving no preferential placement.

7 DEPARTMENTAL ORGANIZATION

7.1 **PURPOSE:** *The purpose of this procedure is to outline the tactical organizational structure of the Nolensville Volunteer Fire Department.*

7.2 **SCOPE:** This procedure shall apply to all members of the Department.

7.3 **APPLICATION:** The Department will maintain an organizational structure consistent with its primary missions. Accordingly, the tactical organization, as opposed to the administrative organization, will be composed of tactical squads, each headed by a Captain and a Lieutenant. Members of the Department will be assigned, upon their acceptance as a probationary member, as a member of one of the tactical squads.

7.4 **APPOINTMENT:** Captains and Lieutenants will be appointed by the Chief at the second meeting following the Annual Meeting and will function as such for up to one-year terms beginning August 1st. Each officer will be issued red helmets with appropriate designation heralds and will also be issued a Department hand-held radio. Captains and Lieutenants will be required to maintain a minimum of 15% response to all calls per quarter.

7.5 **RESPONSIBILITIES:** The squad officers are accountable to the Chief, Assistant Chief, or Incident Commander during all phases of a tactical operation. They will maintain constant radio contact with the Incident Commander, employing their squads as directed. They will insure safe operations on the scene, efficient use of equipment and resources and insure personal safety for their personnel. They will further account for their personnel at all times.

7.6 **TRAINING:** The squad officers will insure that their squads are trained for emergency operations. In conjunction with the Training Officer, the officers will develop, implement and evaluate training for their personnel consistent with the Department's mission.

8 DEPARTMENTAL BOARD OF DIRECTORS

- 8.1 **PURPOSE:** *This procedure will outline the responsibilities for efficient operation of the NVFD as a business entity.*
- 8.2 **SCOPE:** This procedure is applicable to all operations of the Department
- 8.3 **Application:** The Nolensville Volunteer Fire Department is chartered as a non-profit corporation. As such, its business decisions are directed by an elected Board of Directors. Such Board will consist of the following elected individuals:
- 8.3.1 Department Chief
 - 8.3.2 Department Assistant Chief
 - 8.3.3 Treasurer
 - 8.3.4 Secretary
 - 8.3.5 Training Officer
 - 8.3.6 Maintenance Officer
 - 8.3.7 Member-At-Large
- 8.4 **Terms of Office:** Term of office for all elected members of the Board of Directors shall be one year.
- 8.5 **Election Date:** The Board will be elected from the general membership of the Department at the Annual Meeting on the third Tuesday in June and take office July 1. On all voting occasions, where paper ballots are used, the secretary and the board of director's member at large will validate the ballots. If they are not available, the presiding officer shall appoint the necessary members.
- 8.6 **Eligibility:** All Department members who have completed the six month probationary period and have been voted onto the department as eligible for election to any position on the Board of Directors except Chief and Assistant Chief. A member must have completed five years of service to the department to serve as Chief and must have completed three years of service to the department to serve as Assistant Chief. Members who are on a leave of absence or probation by the Board are not eligible to serve in any elected position. The Chief and Treasurer must be bondable to hold their positions.
- 8.7 **Responsibility:** The Board of Directors will make all decisions affecting the operation of the Department which cannot be made by any individual officer, or which does not require vote by the general membership of the department. Additionally, the Board of Directors will establish Departmental staffing levels and will establish the requirements necessary of every member to receive the Length of Service Awards Program (LOSAP) which cannot be below county minimum. The Board of Directors will meet regularly twice each month.
- 8.8 **Voting:** All Board meetings are open to all members of the Department, who may, with permission of the President of the Board, address the Board on any subject before the Board; however, only those elected Board members will be eligible to vote on matters before the Board. The Board of Directors may opt to close a meeting to if the topic is of a sensitive nature and the information being discussed could result in a negative reaction to the individual or individuals being addressed or discussed. The Board of Directors will not be allowed to close the meeting to vote on departmental business.

8.9 POSITIONS:

8.9.1 Department Chief:

8.9.1.1 The Chief is responsible for all operations of the Department and will have full charge at all fires and comparable emergency incidents.

8.9.1.2 Other Duties:

8.9.1.2.1 Enforce all rules and regulations established by the Department

8.9.1.2.2 Serve as President of the Board of Directors of the Department

8.9.1.2.3 Appoint committees on all matters as may be necessary to insure that apparatus, fire hall and all Departmental equipment are kept in order

8.9.1.2.4 Evaluate all personnel in the performance of their emergency duties and, when necessary, suspend from duty any individual unable or refusing to perform his/her tasks

8.9.1.2.5 Relieve members from emergency duty upon reasonable request to be relieved

8.9.1.2.6 Establish and enforce Departmental safety rules, assume command of the Department at alarms, public display, or other public event, and all meetings. Assign emergency vehicle license tags

8.9.1.2.7 Represent the Department on all matters, unless further delegated to another member of the Department. Maintain all records of emergency responses, reporting such information to appropriate Tennessee State Officials. Authorize for purchase or purchase any item essential to the operation of the Department to a value of \$250.00 per item without prior Board of Directors approval.

8.9.2 Assistant Chief:

8.9.2.1 The Assistant Chief will function as Chief of the Department in the absence of the Chief.

8.9.2.2 Other Duties:

8.9.2.2.1 Function as second in command at emergency incidents, evaluate all personnel in the performance of their duties and report to the Chief any member unable or refusing to perform his/her duties

8.9.2.2.2 Support the enforcement of all rules and regulations of the Department

8.9.2.2.3 Perform other duties as assigned by the Chief.

8.9.2.2.4 Verify information submitted by possible candidates for membership

8.9.2.2.5 Coordinate with the Training Officer for Driver Certification and training of all personnel

8.9.3 Treasurer:

8.9.3.1 The treasurer will manage the monies received and expenses by the Department.

8.9.3.2 Other Duties:

- 8.9.3.2.1 Report to the Board of Directors the balance of Departmental checking and savings accounts, loans, and other monetary transactions incurred on a monthly basis. A copy of the treasurer's report be attached to the minutes
- 8.9.3.2.2 Receive contributions, fees, and county government payments to the Department and insure their timely deposit in appropriate bank accounts
- 8.9.3.2.3 Perform other duties as assigned by the Chief
- 8.9.3.2.4 Submit quarterly and annual reports, as required, to the Williamson County Emergency Management Agency. File appropriate financial reports with the County Court Clerk, the IRS, and other appropriate agencies

8.9.4 Secretary:

8.9.4.1 The secretary maintains accurate records of actions taken by the Department Board of Directors.

8.9.4.2 Other Duties:

- 8.9.4.2.1 Keep a true record of the proceedings of the Department and at each meeting read the minutes of the preceding meetings, serve as secretary to the Board of Directors and maintain its records
- 8.9.4.2.2 Maintain records of attendance at all Department meetings
- 8.9.4.2.3 Perform such other duties as the chief may, from time to time, assign
- 8.9.4.2.4 Submit to the Chief by January 1st of each year, an attendance record on each member to be placed in the personnel file. Post all Board meeting minutes within 7 days of meeting

8.9.5 Training Officer:

8.9.5.1 The Training Officer is responsible for the professional training of Department personnel.

8.9.5.2 Other Duties:

- 8.9.5.2.1 Maintain training records on each member of the Department
- 8.9.5.2.2 Schedule all training for the Department on a quarterly basis, in conjunction with the Department Chief
- 8.9.5.2.3 Direct, in coordination with the Assistant Chief, all Driver Certification activities
- 8.9.5.2.4 Perform such other duties as the Chief may, from time to time, assign

8.9.6 Maintenance Officer:

8.9.6.1 The Maintenance Officer is responsible for maintenance of all Department equipment.

8.9.6.2 Other Duties:

- 8.9.6.2.2 Authorize maintenance of equipment to an expenditure of \$3500 per incident.
- 8.9.6.2.3 Refer all expenditures over \$3500 to the Board of Directors for approval

8.9.6.2.4 Perform such other duties as the Chief may, from time to time, assign

8.9.7 Member At Large:

8.9.7.1 The Member At Large shall represent the general membership of the Department on the Board.

8.9.7.2 Other Duties:

8.9.7.2.1 The Member-At-Large (MAL) will be responsible for new member orientation. This includes issuing turnout gear and providing all manuals (New Member's Guide, AOM, Essentials of Firefighting and a notebook for training records). The MAL will monitor the new member's progress, and be able to report to the Board of Directors.

8.9.7.2.2 The MAL will monitor the Live-In Program to insure that all duties and tasks required of the live-ins are being performed.

8.9.7.2.3 The MAL will monitor the Suggestion Box, and deliver the contents to the Chief prior to the Regular Meeting.

8.9.8 Appointment of Additional Duty Responsibilities:

8.9.8.1 At the discretion of the Chief, qualified members of the Department may be assigned to specific, non-voting, Departmental responsibilities. Such assignments can include, but are not limited to, medical officer, chief engineer, and the like. Non-Department-member individuals, with skills important to the Department may be appointed for a one year period. All positions appointed by the Chief will be ratified by the Department membership at the next general business meeting.

8.9.8.2 Safety Officer will be appointed by the Chief at the second meeting following the Annual meeting and will function as such for up to one year terms beginning August 1st.

8.9.9 Safety Officer:

8.9.9.1 Authority of Safety Officer:

The Safety Officer shall have responsibility to identify and cause correction of safety and health hazards; AND to cause immediate correction of situations that create an imminent hazard to personnel. At an emergency incident, where activities are judged by the Safety Officer to be unsafe and to involve an imminent hazard, the Safety Officer shall have the authority to alter, suspend, or terminate those activities, and shall immediately notify the Incident Commander of any actions taken. The Safety Officer may appoint one or more assistant Safety Officer(s) as needed.

8.9.9.2 Function of the Safety Officer:

The Safety Officer shall:

At emergency incidents, report directly to the Incident Commander.

Identify and analyze safety and health hazards and shall develop corrective actions to deal with these hazards.

Maintain records of all recommendations made and actions taken to implement or correct safety and health hazards or unsafe practices, and all measures taken to implement safety and health procedures and accident prevention methods.

Submit an annual report to the Chief on Fire Department accidents, occupational injuries, illnesses, deaths, and exposures.

Ensure that records are maintained on:

- (a) Safety and health policies
- (b) Inspection and testing of equipment
- (c) Inspection of facilities

Observe operations at the scene of emergency incidents to ensure that safety regulations are being followed. When necessary, after an incident, recommend corrective actions to the Chief. Work closely with the Training Officer to promote safety through training.

9 DEPARTMENT COMMITTEES

9.1 The following standing Committees of the Department will be appointed annually by the Chief:

- 9.1.1 Operating Procedures Committee - This Committee will review the Department's Operating Procedures (OP) annually to determine changes to be recommended to the Department membership. Upon approval by the membership, the Committee shall publish the OP and distribute copies to each member.
- 9.1.2 Awards Committee - This Committee will determine appropriate service and recognition awards for Department members and present those awards at an annual recognition event.
- 9.1.3 Equipment Committee - This Committee is responsible for researching, recommending, and installing appropriate equipment for purchase by the Department.
- 9.1.4 Special Activities Committee - This Committee is responsible for organizing and managing Department social functions, special events for the Department, and organizing the Department to support community events.
- 9.1.5 Building Committee - This Committee is responsible for design, modification, and maintenance of the Department's building.
- 9.1.6 Planning Committee - This committee is responsible for short, medium and long-range plans and goals to the board of directors.
- 9.1.7 LOSAP Committee - This committee is responsible for maintaining the LOSAP documentation for the membership.
- 9.1.8 Training Committee - This committee is responsible for enforcing the rules and regulations set forth by the Tennessee Commission on Firefighting as well as assisting the training officer with planning and implementation of departmental training.

10 TRAINING

- 10.1 **PURPOSE:** *The purpose of this procedure is to assure that all Nolensville Volunteer Fire Department personnel are trained to provide emergency operations using all authorized equipment.*
- 10.2 **SCOPE:** This procedure shall apply to all personnel.
- 10.3 **RESPONSIBILITY:** The Department Training Officer shall be responsible for establishing and managing the Department's Annual Training Program.
- 10.4 **APPLICATION:** Preparation to respond to emergency incidents must begin before the emergency occurs. Ill-equipped emergency personnel present a greater hazard to themselves, their comrades, and the incident than their presence on the scene justifies. Accordingly, only trained, qualified personnel will be authorized to utilize equipment belonging to Nolensville Volunteer Fire Department and engage in fire fighting, first responder, or extrication activities. Newly-assigned firefighters will endeavor, during their probationary period, to learn fire fighting and extrication techniques in order to assist more experienced personnel. Probationary firefighters will be responsible for fire fighting or extrication efforts **ONLY** under the supervision of an experienced firefighter.
- 10.5 **TRAINING ACTIVITIES:** The Department Training Officer will establish and publish a calendar of training activity quarterly. To the extent possible, experienced members of the Department will lead training activities. Where outside resources are available to the Department, the Training Officer will schedule such resources, using funds allocated for Departmental training.
- 10.6 Training will occur at each bimonthly Department meeting. Trainers will use Department equipment as much as possible in order to permit hands-on training of personnel. When weather conditions permit, training will be outside, utilizing the Department's resources.
- 10.7 The Training Officer will schedule periodic training activities on weekends when a maximum number of personnel are available for hands-on training. Such training will include practice burns, extrication exercises, equipment maintenance, and the like. Department officers will serve as safety officers for these exercises and insure maximum exposure of training experiences for personnel, with emphasis on newly-assigned firefighters.
- 10.8 **NON-DEPARTMENTAL TRAINING:** The Department will provide training to individual members when such training is unavailable within the Department's resources. Such training includes, but is not limited to, courses offered by the Tennessee State Fire School, other departments, the Williamson County Medical Center, National Fire Academy, Columbia State and Yates Vocational-Technical School. Such training is available on a first-come, first-serve basis, as Departmental funds are available.
- 10.9 **Training Offered:**
- 10.9.1 First Responder Training - Training classes to qualify firefighters as First Responders are offered through various sites. Personnel deciding to become certified as First Responders must submit an application for training to the Training Officer who will certify the application to the Board of Directors for funding approval. The Department will pay all tuition expenses and purchase books for students. Students are responsible for transportation to the training site.

- 10.9.2 Tennessee State Fire School Training. Training classes for firefighters are offered through the State Fire School. Personnel desiring to be trained in fire fighting skills must submit an application for training to the Training Officer who will certify the application to the Board of Directors for funding approval. Nolensville Volunteer Fire Department will reimburse tuition and book expense 20% per year as long as the student remains an active member of the department. Any additional expenses are the responsibility of the student. Students are responsible for transportation to the training site.
- 10.9.3 Other training opportunities. Where training courses are offered by other departments and made available to members of the Department, personnel may apply to take such courses as outlined above.
- 10.9.4 Training beyond First Responder level - Nolensville Volunteer Fire Department has a commitment to the community and a written agreement with Williamson County to provide First Responder level medical care in its fire district. Individuals desiring training at the EMT, Paramedic, or higher level of professional training are encouraged to pursue those educational levels at their own expense. The Department will not fund training for courses beyond the First Responder medical training.
- 10.9.5 Basic Firefighting - The Department will provide new recruits with a basic firefighting course, including: Personal Protective Equipment, SCBA, Apparatus Orientation, Fire Behavior and Control, Fire Streams, Hose, Ladders, Salvage and Overhaul.

11 NEPOTISM POLICY

- 11.1 Definition: As used in this section, "relative" means a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, niece, nephew, aunt, uncle or other family member residing in the same household.
- 11.2 Policy: No more than two relatives in the same family or more than two members of the same household shall be allowed to serve in any of the elected positions at the same time. When as a result of marriage, adoption, or other means, members are in violation of this policy, they shall be notified by the board of directors of the alternatives available to remove such violation. If the affected members are unable to agree upon a course of action to remove the violation within forty-five (45) days from the date of notification, the board of directors shall take appropriate action. The board of directors shall have the authority to make temporary exceptions to this policy, on a case by case basis, for a period not to exceed six (6) months.

12 DISPATCH

- 12.1 **PURPOSE:** *The purpose for this procedure is to insure that the response of Nolensville Volunteer Fire Department personnel and equipment is at appropriate levels commensurate with the emergency situation.*
- 12.2 **SCOPE:** This procedure shall apply to all emergency incidents requiring response from Nolensville Volunteer Fire Department equipment and personnel.
- 12.3 **APPLICATION:** Nolensville Volunteer Fire Department vehicles shall respond to emergency situations in the following manner:
- 12.3.1 **Structure Fires** - Two pumpers, one tanker, rescue truck, and medical response unit will respond in the order listed to all structure fires in the District Response area.
- 12.3.2 **Fire Alarms** - Response will be the same as for Structure Fires.
- 12.3.3 **MVA/rescue incidents** - One pumper and the rescue truck will be dispatched to all Motor vehicle or rescue incidents occurring within the Department's jurisdiction. Unit #1611 may also respond to take additional personnel when available.
- 12.3.4 **Brush/grass fires** - The brush truck (1610) and one pumper will be dispatched to all grass and brush fires.
- 12.3.5 **Mutual aid MVA/rescue** - The rescue truck (#1612) and First Responder Unit (#1611) will respond to motor vehicle accidents or rescue incidents occurring outside the Department's fire district. A pumper will accompany the rescue truck outside the fire district only at the request of the supported fire department.
- 12.3.6 **EMS** - One emergency unit equipped with medical equipment will respond to medical only emergencies.
- 12.3.7 **Carbon Monoxide Alarms** - One pumper and the medical response unit will respond. Units will respond NON-EMERGENCY unless it is reported or suspected that someone is suffering the effects of Carbon Monoxide poisoning.
- 12.3.8 **Light Vehicle Fires** - One pumper and the tanker will respond unless the involved vehicle is in or near a structure, in which case the response will be the same as for a Structure Fire.
- 12.3.9 **All Other Responses** - The decision of whether a response shall be Emergency or Non-Emergency shall be at the discretion of the ranking member responding to the call.

13 MUTUAL AID

13.1 PURPOSE: *The purpose of this procedure is to assure the efficient support of other emergency services in Williamson County by the Nolensville Volunteer Fire Department.*

13.2 SCOPE: This procedure shall apply to all mutual aid support requested of the Department.

13.3 APPLICATION: In the event mutual aid is requested from the Nolensville Volunteer Fire Department, the following guidelines apply:

13.3.1 Mutual Aid requests from any emergency agency, the Emergency Operations Center will page appropriate personnel and equipment.

13.3.2 Nolensville Volunteer Fire Department personnel on Mutual Aid responses shall have their actions guided by Nolensville Volunteer Fire Department officers who shall consult with the aided department officers.

13.3.3 When Nolensville Volunteer Fire Department operations require mutual aid from other Williamson County fire departments, such requests will be initiated by the Incident Commander or Fire Chief to the Emergency Operations Center.

14 VEHICLE OPERATION/RESPONSE

- 14.1 *PURPOSE: The purpose of this procedure is to assure the efficient response of personnel and equipment to the scene of an emergency without danger to public or private property, or injury or death to civilians or fire Department personnel.*
- 14.2 **SCOPE:** This procedure shall apply to all personnel responding to any type of emergency in any type of vehicle, including private vehicles.
- 14.3 **POLICY:** All Nolensville Volunteer Fire Department vehicles shall be operated only by Department members who are authorized for specific vehicles.
- 14.4 **ENFORCEMENT:** The driver of each vehicle bears full responsibility for adherence to this procedure. Authority to deviate from this procedure rests solely with the Department officer who bears full responsibility for the results of any deviation.
- 14.5 State and local laws authorize emergency vehicles to deviate from regular traffic laws when responding to an emergency. However, neither state and local laws nor this procedure absolve the driver of all emergency vehicle from the responsibility of driving with due regard for the safety of others on the road. The driver remains fully accountable for his/her actions. This includes responsibility for maintaining his/her vehicle in accordance with accepted speed limits or tacit authorizations to exceed speed limits.
- 14.6 State law mandates that all emergency vehicles (private or departmental) responding in an emergency mode, must be an "authorized emergency vehicle" utilizing both audible (siren) and visual (360) equipment on. Members must be approved by the chief to operate their vehicle as an authorized emergency vehicle. The approval process will consist of an inspection of the vehicle, warning equipment and proof of automobile insurance. The chief will submit a list of authorized emergency vehicles to Williamson County Sheriff. Any vehicle not approved shall not operate in the emergency mode. First time offenders will receive a written warning. Second time offenders shall be dismissed from the department. Members under the age of 21 in violation will be dismissed immediately.
- 14.7 **RESPONSE MODE:** The response mode for each call shall be dictated by the type call and the information then available to the dispatcher. It is procedure that all emergency responses by Department vehicles require use of both siren (audible) and red light(s) (visible). Further, all non-emergency responses will be made without use of siren and/or red lights, in accordance with Tennessee State Law.
- 14.8 Department members responding directly to the scene in their personal vehicles shall yield right of way to any official emergency vehicle traveling under emergency mode. Minor children will not be transported in personal or emergency vehicles responding in emergency mode. Members under the age of 21 will not be permitted to operate a Department or personal vehicle in an emergency mode. The department is not liable for accidents incurred by members operating their own vehicles in response to an emergency call.
- 14.9 Personnel shall report to the Fire Hall for response to motor vehicle accidents or medical emergencies unless they pass the scene of the incident en route to the Fire Hall. Department officers with radio communication will respond directly to the scene if they are closer in order to provide more immediate evaluation of the incident. Only one officer shall respond directly to the scene only after confirming a driver is responding to the fire hall. All others responding will respond to the fire hall.

- 14.10 DRIVER TRAINING: Only personnel who have attained the age of 21 and who have been listed by the Training Officer as a Certified Driver/Operator are permitted to operate Department vehicles, unless the vehicle is being operated under the supervision of an officer as part of the driver/operator training program.
- 14.10.1 ANNUAL RE-CERTIFICATION: All personnel certified to operate Department vehicles must be re-certified on an annual basis to demonstrate driving and operational competency. Re-Certification may be automatic, at the discretion of the Training Officer and the Assistant Chief, if the driver has operated the vehicle on a regular basis.
- 14.11 SEAT BELTS: The driver shall not move the apparatus until all personnel have boarded the vehicle and are seated with seat belts fastened, where seat belts are installed and available.
- 14.12 EXITING THE STATION: On leaving the station, the driver shall be aware of other apparatus leaving at the same time and shall yield to all emergency vehicles to the right. On leaving the station the driver shall gently apply the brakes to assure their operation prior to entering the street.
- 14.13 SPEED: Under ideal conditions (light traffic, dry roads, and excellent visibility) the maximum speed of any responding vehicle shall be 10 MPH over the legal posted speed limit. Under less than ideal conditions, the maximum allowable speed shall be the posted speed limit. The driver shall always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions.
- 14.14 INTERSECTIONS: Intersections are the most dangerous areas to approach during an emergency response. The following special precautions shall be observed by all responding vehicles:
- 14.14.1 When an emergency vehicle must approach an intersection in the center lane or left of center, the driver shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the emergency vehicle has a green light at a controlled intersection,
- 14.14.2 When approaching a controlled intersection (stop sign or traffic light) with a negative right-of-way (red light or stop sign), the emergency vehicle shall come to a complete stop until all other traffic the intersection has yielded the right of way.
- 14.14.3 The maximum allowable speed through any intersection shall be the posted legal speed.
- 14.15 PASSING EMERGENCY VEHICLES: Passing other moving emergency vehicles on an emergency response is dangerous, unnecessary and is prohibited unless the driver of the front vehicle acknowledges via radio or hand signal for the following vehicle to pass in a safe manner.
- 14.16 DRIVER ATTENTION: The driver shall focus full attention on the safe operation of the vehicle. The sole responsibility of the driver during an emergency response is to drive. The driver shall not operate the radio, lights, sirens or any other equipment unless he is operating the vehicle alone. This shall be the responsibility of the firefighter riding in the passenger seats.

- 14.17 **REDUCED RESPONSE:** The first command or Department officer to arrive at the emergency scene shall evaluate the need for other responding equipment and/or personnel to continue on an emergency response. Whenever possible, other responding vehicles shall be advised to continue in a non-emergency mode or in an emergency mode while adhering to all posted speed limits.
- 14.18 **APPROACH SAFETY:** On approaching the emergency scene all drivers shall watch for emergency and civilian vehicles approaching from other directions. They shall drive with extreme caution and be constantly on the alert for firefighters and civilians who maybe distracted by the emergency and may step in front of the approaching apparatus.
- 14.19 **PROBATIONARY USE OF EMERGENCY EQUIPMENT:** Probationary members and members under the age of 21 shall not have or use red lights or sirens in their personal vehicles. Similarly, they shall not operate Departmental vehicles unless accompanied by authorized, certified Department members, except in an emergency or unusual circumstance as authorized by the Incident Commander.
- 14.20 **NON-CERTIFIED DRIVER OPERATION OF DEPARTMENT VEHICLES:** The Incident Commander may authorize any department member over the age of 21 to respond *NON-EMERGENCY* in department vehicles when he deems it necessary for the safe handling of an incident.

15 RADIO USAGE

- 15.1 *PURPOSE: The purpose of this procedure is to insure the efficient, effective use of two-way radio communications in support of emergency incidents involving Nolensville Volunteer Fire Department members and equipment.*
- 15.2 SCOPE: This procedure shall apply to all personnel.
- 15.3 APPLICATION: The use of radio frequencies assigned to the Nolensville Volunteer Fire Department shall be for official business communications only. Such communications shall be as concise as possible, and spoken in a clear, audible voice at a moderate speed with a minimum of voice inflections. All members are instructed to strive to eliminate emotions from their speech, especially when in an emergency situation, so as to improve clarity of the messages.
- 15.4 All pagers and portable radios worn by personnel riding in a Department vehicle should be turned off, or reset, to eliminate feedback into the microphone during message transmission. Failure to do so results in an unclear transmission and the need to repeat the message several times.
- 15.5 All personnel are urged to leave their pagers in vehicles while performing duties at scenes. (Looking for a lost, turned-off pager is next to impossible.)
- 15.6 All Department members must wear and adjust their pagers so that they can hear and understand messages broadcast. Firefighters are to refrain from calling the dispatcher immediately after a dispatch page asking for a message repeat. Calling into the dispatch center under these circumstances delays the dispatcher's necessary activities during time of an emergency response and can result in lost time if a number of individuals call for message clarification.
- 15.7 All dispatches for a response are paged twice.
- 15.8 Permission is required from the Board of Directors for use of emergency radio frequencies utilized by the Department.
- 15.9 Requests for Departmental communications to other emergency services will be coordinated through the Williamson County Emergency Operations Center, according to EOC guidelines.

16 PERSONAL PROTECTIVE EQUIPMENT

16.1 *PURPOSE: The purpose of this procedure is to assure that all personnel are equipped to perform emergency operations while maintaining the highest degree of personal safety for all personnel.*

16.2 **SCOPE:** This procedure shall apply to all personnel.

16.3 **POLICY:** The Department will issue the following personal safety equipment to each member:

16.3.1 Fire helmet (yellow for regular firefighters and black for probation firefighters) with face shield and strap, and goggles

16.3.2 Bunker coat

16.3.3 Fire gloves

16.3.4 Bunker pants

16.3.5 Fire boots

16.3.6 Flash hood

16.3.7 Pager with charger base and/or two-way radio.

16.3.8 90 degree flashlight

16.3.9 Helmet mounted light

16.4 Each member agrees to maintain issued equipment according to Department standards and agrees to return Department-issued equipment upon resignation, Leave of Absence, upon request by the Board or upon disassociation with the Department or be held responsible for replacement value of such equipment.

16.5 Property damaged or lost in the course of Department service will be repaired or replaced by the Department. Property damaged or lost due to negligence of the assigned member will be repaired or replaced by the assigned member.

16.6 On all fire and extrication incidents, the following safety equipment will be worn by ALL personnel at the scene of incidents (except EMS incidents):

16.6.1 Fire helmet

16.6.2 Bunker coat

16.6.3 Fire gloves

16.6.4 Bunker pants

16.6.5 Fire boots

16.6.6 Flash hood

16.6.7 Special coveralls (NFPA approved) supplied by the department may be used by extrication personnel instead of Bunker coat and Bunker pants on extrication calls.

16.6.8 And any additional equipment deemed necessary by the Incident Commander.

16.6.9 The Board of Directors will approve standard designs of all personal clothing bearing any Nolensville Volunteer Fire Department name or logo.

16.7 **ENFORCEMENT:** Each firefighter bears full responsibility for adherence to this procedure. Authority to deviate from this procedure rests with the Department officers and the Incident Commander who bear full responsibility for the results of any deviation.

17 USE OF PERSONAL PROTECTIVE EQUIPMENT

17.1 PURPOSE: *The purpose of this procedure is to assure that all personnel are prepared to commence fire suppression or rescue operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety for all personnel.*

17.2 SCOPE: This procedure shall apply to all personnel operating at the scene of any emergency incident or training exercise.

17.3 ENFORCEMENT: As with any safety procedure, the primary responsibility for adherence to this procedure rests with each individual. Department Officers are responsible for enforcement of this procedure. Authority to deviate from this procedure rests solely with the Department Officer who bears full responsibility for the results of any deviation.

17.4 DEFINITION: For the purpose of this procedure, full protective equipment shall consist of:

17.4.1 Fire helmet

17.4.2 Bunker coat

17.4.3 Fire gloves

17.4.4 Bunker pants

17.4.5 Fire boots

17.4.6 Flash hood

17.4.7 Special coveralls (NFPA approved) supplied by the department may be used by extrication personnel instead of Bunker coat and Bunker pants on extrication calls.

17.4.8 And any additional equipment deemed necessary by the Incident Commander.

17.4.9 All equipment is to be properly fastened and closed with Nomex hood on, coat collar turned up and fastened and helmet with ear flaps turned down. All equipment shall be issued or approved by the Department. Alterations to any equipment, such as the removal of coat or pants liners, are prohibited. If some alteration is needed, it must first be approved by the Chief of the Department.

17.5 APPLICATION: Protective equipment shall be worn by all personnel according to the following guidelines:

17.5.1 Under no circumstance shall any aspect of personal safety be sacrificed in order to increase the speed of emergency operations. Emergency operations shall not commence until all involved personnel have donned all necessary protective equipment.

17.5.2 All fire fighting personnel shall wear full protective equipment when responding to any type of alarm indicative of fire, potential fire, explosion, potential explosion, or release of any type of hazardous material. Full protective equipment is optional for drivers and command officers during the response and for engineers at the scene. If an alarm is received while the apparatus is out of quarters, all personnel shall don full protective equipment immediately upon arrival at the emergency scene and prior to beginning any emergency operations.

17.5.3 Full protective equipment shall be worn by all personnel operating power tools, hydraulic tools or forcible entry tools. Full protective equipment is also required for all personnel in an area where any of these tools are being used.

- 17.5.4 Personnel operating at the scene of an EMS or rescue incident shall wear whatever protective equipment is necessary to assure personal safety during the incident.
- 17.5.5 Gloves shall be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This shall include all work details, maintenance operations and training exercises.
- 17.5.6 Helmets with chin strap in place shall be worn by all personnel operating at incidents where there is a possibility that tools, equipment or debris from above may fall. This would include any time personnel are operating above or below grade such as during trench rescue or high angle rope rescue situations.
- 17.5.7 Damage to personal protective equipment shall be immediately reported to the Department Officers who shall inspect the damaged article and order it replaced or repaired. Equipment damaged such that its protective ability is impaired will not be used.
- 17.5.8 Incident commanders may use their discretion to determine the appropriate level of protective equipment required for personnel operating at incidents where no specific guidelines have been established. In all cases, personnel shall be required to wear all protective equipment necessary to protect against all foreseeable hazards.
- 17.6 **EQUIPMENT INSPECTIONS:** Once each quarter, Department squad leaders shall personally inspect all protective equipment for each firefighter assigned to their squad. The inspection shall be made in accordance with guidelines provided by the Department Chief to assure that all personnel have all necessary equipment and that it is in usable condition. The inspection shall be performed by completing a personal protective equipment inspection report and filing it in the fire fighter's training file.
- 17.7 **YEARLY SKILLS EVALUATION:** With the purpose to ensure personal safety, fellow emergency responders safety, safety of the public, and to prevent complacency, each member will demonstrate proficiency of the following skills to the Department Chief, Training Officer, or Safety Officer annually. Members unable to complete one or more of the following skills may require specific restrictions where and if deemed necessary by the Board of Directors. Members are eligible for re-evaluation at any given period.
- 17.7.1 Don both turnout gear & SCBA completely and correctly within the NFPA 1001 guidelines of 2 minutes. A Member unable to complete this task shall not be allowed to participate in fire attack operations where both turnout gear and SCBA are required but will be allowed to perform tasks in the surrounding area where complete gear is not required.
- 17.7.2 Demonstrate the ability to replace an empty SCBA air cylinder, activate the PASS device, and use the Emergency By-Pass valve.

18 SCBA

18.1 **PURPOSE:** *The purpose of this procedure is to assure that all personnel are prepared to perform emergency operations while maintaining the highest degree of personal safety for all personnel. The use of self-contained breathing apparatus (SCBA) is an essential part of the complete personal protective equipment provided for each member of this fire Department. As such, all persons are expected to utilize SCBA whenever the need for respiratory protection is indicated. It shall be the policy of this fire Department that personnel not be exposed to any hazardous atmosphere without the benefit of SCBA. Instances of exposure to such hazards shall be promptly and thoroughly investigated by the Department.*

18.2 **SCOPE:** This procedure shall apply to all personnel responding to any type of emergency incident.

18.3 **ENFORCEMENT:** Each firefighter bears full responsibility for adherence to this procedure. Line officers will insure compliance by personnel under their supervision. Authority to deviate from this procedure rests with the Department officers and the Incident Commander who bear full responsibility for the results of any deviation.

18.4 **DEFINITIONS:** For the purpose of this procedure, the following definitions shall apply:

18.4.1 Use of SCBA: the wearing of SCBA with the face piece in place, connected to the regulator and breathing air from the SCBA cylinder in the positive pressure mode.

18.4.2 Hazardous Atmosphere: any atmosphere that is contaminated with smoke, gases or other by-products of combustion; or any atmosphere that contains any known contaminants not normally present in clean air. An atmosphere that is oxygen deficient or suspected of being oxygen deficient shall also be considered hazardous.

18.5 **APPLICATION:** The use of SCBA is mandatory for all personnel working under the following conditions:

18.5.1 Where the atmosphere is known to be hazardous

18.5.2 Where the atmosphere is suspected of being hazardous

18.5.3 Where the atmosphere may rapidly become hazardous

18.6 This would include personnel in all of the following positions:

18.6.1 In an active fire area

18.6.2 Inside any building involved in fire

18.6.3 In a potential fire or explosion area, such as a gas leak or fuel spill where smoke is visible in the atmosphere, including vehicle fires, dumpster fires and outdoor rubbish fires

18.6.4 Where toxic products are present, suspected of being present, or could be rapidly released without warning

18.6.5 In unventilated confined spaces, unless specific tests are performed to assure the atmosphere is safe

- 18.6.6 In any below grade areas where an emergency exists, unless specific tests are performed to assure the atmosphere is safe
- 18.6.7 In any areas suspected of containing carbon monoxide, including all areas under overhaul after a fire
- 18.7 Personnel using SCBA shall also wear complete personal protective equipment, including bunker coat, helmet, Nomex hood, gloves, bunker pants and boots. Removal of the SCBA is at the discretion of the Department officer in charge, with the concurrence of the Incident Commander. Premature removal must be avoided, especially during overhaul operations. Prior to removal of SCBA, the atmosphere must be free of visible smoke and the area must be thoroughly ventilated with provisions for continuous ventilation during overhaul operations.
- 18.8 Personnel operating in areas where the atmosphere could become contaminated, but where there would be sufficient warning prior to posing a danger, may wear the SCBA with the face piece removed. However, the SCBA must be in a ready state such that it is available for immediate use should conditions change rapidly.
- 18.9 Each member is responsible for restoring to service the SCBA he used during an emergency. This shall include replacing the used cylinder with a full cylinder, cleaning of the face piece and harness, testing the unit for proper operation, and stowing the SCBA in its assigned position. If a problem is discovered, it is to be immediately reported to the Department Officer in charge and the SCBA is to be tagged "Out of Service" and scheduled for repairs. A replacement SCBA should be obtained and installed in its assigned position.

19 INCIDENT COMMAND

19.1 *PURPOSE: The purpose of this procedure is to insure timely, comprehensive control of incidents by appropriate Nolensville Volunteer Fire Department officers and to effectively respond appropriate personnel and equipment to emergency incidents.*

19.2 **SCOPE:** This procedure shall apply to all incidents the Nolensville Volunteer Fire Department responds to.

19.3 **APPLICATION:** Nolensville Volunteer Fire Department will institute the Incident Command System in order to consolidate control and communication efficiency at the scene of an incident. The senior officer on the scene will establish command with the Emergency Operations Center and will relinquish command to a more senior officer upon request. The incident commander will terminate the command, placing vehicles back in service, at the conclusion of the incident.

19.4 At the scene of the response, Nolensville Volunteer Fire Department personnel will be guided by the incident commander. All responding firemen shall report to their squad leader or appropriate officer upon arriving at a scene.

19.5 Such command will:

19.5.1 Assume a position of command

19.5.2 Evaluate the situation

19.5.3 Institute, maintain and control communications

19.5.4 Develop incident organization

19.5.5 Review, evaluate and revise the attack plan as appropriate

19.5.6 Continue, transfer, and terminate command

19.6 **PERSONNEL ACCOUNTING PROCEDURES:** For the safety of all personnel on the fire ground and for efficient fire ground operations, it is imperative that the number and location of all personnel be known. To accomplish this, the following procedures shall be used:

19.6.1 All personnel shall operate on the fire ground in accordance with established operating procedures.

19.6.2 Personnel not assigned a specific task by established operating procedures shall not operate on the fire ground without an assignment from the incident commander.

19.6.3 Personnel responding to the emergency scene shall report to their squad leader or appropriate officer and present their accountability tag so their name can be recorded. They shall then await assignment to a squad or sector.

19.6.4 Whenever possible, squads shall remain intact and all personnel shall work in the same area. If the squad must be split up to perform required functions, the squad officer(s) must maintain control of all members. When personnel are relieved for rest and rehabilitation, the entire squad shall be relieved whenever possible.

- 19.6.5 Squad officers must know the location of all personnel in the squad at all times. There shall be no transfer of personnel from one squad to another on the fire ground without positive communication between the two squad officers. Once a transfer of personnel has occurred, the transferred personnel shall remain with that squad until positive communication between the officers again effects transfer.
- 19.6.6 Other officers on the fire ground shall avoid giving orders directly to firefighters operating as part of a squad. Whenever orders must be given directly to firefighters, the squad officer must also be informed of the assignments being made to the personnel.
- 19.6.7 All personnel entering a structure or other hazardous area with SCBA must be monitored by an Access Control Officer (ACO), who monitors access to all structures and confined spaces. Personnel shall not be permitted to enter these areas without a specific assignment. The ACO shall record the name or number of all personnel entering the area along with the time of entry and the air pressure contained in the SCBA.
- 19.6.8 All personnel exiting a structure or confined space shall report to the ACO that they have safely exited. Whenever possible, personnel shall exit at the same point they enter. If the ACO has not recorded the exit of any firefighter within the time frame required to exhaust the air supply in the SCBA, the "Emergency Traffic" signal shall be broadcast over the fire ground radio frequency with the message that a firefighter is missing. All officers shall immediately account for all personnel assigned to them and report their findings to the ACO. An immediate search shall be initiated in accordance with established search patterns for any missing personnel. Personnel shall not operate outside of their assigned squad or sector.

20 FIRE ATTACK AND SUPPRESSION

20.1 PURPOSE: *The purpose of this procedure is to insure appropriate utilization of resources at the fire scene.*

20.2 APPLICATION: The following rules of fire attack should always be used in the interest of effective fire suppression and firefighter safety,

20.3 In all cases where a structure or vehicle fire is attacked with a hose line, a second backup hose line should be available beside or behind for firefighter protection.

20.4 Standard hose line should be used as follows:

20.4.1 1 3/4" attack line(s) with adjustable fog nozzle(s)

30.4.2 3" hose joined to two 1 3/4" attack lines with adjustable fog nozzles

20.4.3 3" attack line with adjustable nozzle(s) where water supply is deemed adequate

20.4.4 Booster lines should be limited to brush, grass and fires of low intensity.

20.5 ENTRY TACTICS: Standard entry tactics will be:

20.5.1 If entry is necessary, firefighters will insure ventilation is in effect prior to entry of a structure.

20.5.2 All firefighters operating in the attack mode will be equipped with SCBA.

20.5.3 Fire fighters entering a structure will operate in pairs.

20.5.4 Firefighters working in pairs must stay together. If one needs to exit the structure for whatever reason, the second must exit also.

20.6 TANKER SUPPORT: In the event that water is necessary from a tanker in suppression efforts, it should be made available through the use of portable holding tanks and not through direct connection to the tanker. This allows the tanker to shuttle water to the fire ground and insures a continuous supply of water.

20.7 HYDRANT WATER SUPPLY: At fire scenes where applicable and within reasonable proximity to a hydrant a continuous water supply hose shall be used to supply the primary attack engine.

20.7.1 Connect to a hydrant by methods of either a forward or reverse layout using 3ö or greater supply hose.

20.7.2 Contingent upon each fire scene a secondary engine may be necessary at the hydrant in an effort to provide adequate water supply pressure.

21 MEDICAL SERVICES

- 21.1 *PURPOSE: To provide Nolensville Volunteer Fire Department personnel with a basic standard plan for handling medical emergency services.*
- 21.2 **SCOPE:** This procedure applies to all NVFD First Responders.
- 21.3 **APPLICATION:** Nolensville Volunteer Fire Department has a commitment to provide emergency medical services at the First Responder level to its community. This means that Department personnel can respond to emergency medical situations, attempt immediate trauma stabilization, control bleeding, and render appropriate resuscitation while emergency medical technicians from Williamson County Medical Center are en route to the emergency scene. Upon the arrival of EMTs, First Responders surrender patient treatment to the EMTs and assist them in treating the patient and preparing the patient for transport to the nearest medical facility.
- 21.4 NVFD personnel are authorized to respond in Department vehicles equipped with emergency medical supplies or in personal vehicles to join Department vehicles at the scene. As a standard of practice, only certified First Responders or those holding higher certification are authorized to respond in Department vehicles to a medical emergency unless the senior officer on the scene requests additional manpower to assist the First Responders. Uncertified members of the Department should travel to the Department hall to await summons to the scene, either in additional Department vehicles or in personal vehicles.
- 21.5 **DISPATCH:** The Williamson County Emergency Operations Center will page out a medical emergency by specifically identifying the nature of the medical emergency.
- 21.6 **RADIO PROCEDURE:** Personnel will use appropriate language terminology on the radio when discussing conditions with EOC or responding ambulance(s). Patient names will not be revealed via radio.
- 21.7 **SUPPLIES:** Consumable supplies (pads, gauze, tape, C-collars, etc.), used in the course of a medical emergency will be replenished according to Williamson County EMS procedures on the restocking of first responder supplies. A list of all supplies used shall be documented on the first responder report.
- 21.8 **TERMINATION:** After the patient has been surrendered to EMTs for transport, or after the patient has refused transport by signing the First Responder Report, the senior officer on the scene will terminate the scene with the EOC and instruct NVFD personnel to return to quarters. Personnel traveling to the scene in a Department vehicle will insure that the vehicle is serviced and restocked with supplies prior to departing the Department Hall.

22 EXTRICATION POLICY

22.1 **PURPOSE:** *To provide Nolensville Volunteer Fire Department personnel with a basic standard plan for handling vehicle extrication incidents.*

22.2 **SCOPE:** This procedure covers the basic steps or milestones to be achieved at all vehicle extrication scenes.

22.3 **DEFINITION:** Vehicle extrication is the procedure used to remove accident victims who are trapped in wreckage by the nature of their injuries and/or their entanglement in the vehicle wreckage and metal. Vehicle extrication procedures may involve the movement of metal from around the entrapped victim, from the rescuers access path, or from the victim's removal path.

22.4 **COMMAND PROCEDURES:** Command procedures must include establishment, transfer, sectorization, and staging. Sectorization may include, but is not limited to, extrication, triage, hazard control, tool and resource, crowd control, and transportation. Command should strictly limit access to the action circle to those persons who are working the extrication, assigned to patient care, or controlling on scene hazards. All personnel located inside the action circle will be in full protective gear.

22.5 On extrication scenes, the overall scene is under the control of the Incident Commander, while patient care is under the control of the ranking medical officer. Ultimate responsibility lies with the Incident Commander, who must use judgment in light of advice from the ranking medical officer.

22.6 VEHICLE EXTRICATION PROCEDURES

22.6.1 In all cases of vehicle entrapment, the primary concern is safety to life. Patient condition, his situation, hazards (real and potential) and available resources will influence the methods used and the speed at which the operation will be accomplished.

22.6.2 It is recognized that the traumatized patient's recovery from injuries is directly influenced by the pre-hospital care and the time taken to get that patient to a designated trauma center. That time is measured from the time of the incident to the time of the patient's arrival at a trauma center and the care of a physician.

22.6.3 With this in mind, the Incident Command and personnel called to these incidents must use careful, efficient means to accomplish the following in a timely manner:

22.6.3.1 Establish Command. Insure the scene is protected by at least one charged 1 3/4" line from a responding pumper. Assign one firefighter to be available to cover the scene with the 1 3/4" line at all times.

22.6.3.2 Survey the scene and triage patients. (This is best accomplished by using the inner/outer survey method.)

- 22.6.3.3 As soon as the need for extrication procedures has been established, the Commander shall assure that proper rescue tools are on the scene or en route. He must also determine what additional resources may be needed and notify the Emergency Operations Center. When making this resource determination, the Commander should consider, among other things, paramedic needs, manpower, special tools, transportation needs, and special hazards to the scene.
- 22.6.3.4 Establish a tool staging area and an action circle.
- 22.6.3.5 Check for and control hazards.
- 22.6.3.6 Stabilize the vehicle(s).
- 22.6.3.7 Gain access to the patient(s).
- 22.6.3.8 Perform primary patient survey, establish an airway, and simultaneously establish adequate C-spine immobilization and care.
- 22.6.3.9 Perform controlled movement and/or removal of all metal and/or obstructions in order to properly package and remove the patient without further aggravating the patient's injuries.
- 22.6.3.10 Prepare the patient for removal.
- 22.6.3.11 To prevent further injuries, carefully remove the patient with due care to the C-spine, airway, fractures, and bleeding, if the patient is in a life-threatening situation.
- 22.6.3.12 Prepare the patient for transport without delay.
- 22.6.3.13 Secure any equipment used and secure the scene.
- 22.7 FATALITIES: Whenever a death occurs, the County Medical Examiner shall make an investigation of circumstances of the death, which should include an examination of the body. The body may not be removed from the vehicle, except to preserve the body, until EMS receives permission to do so by the Medical Examiner or Medical Investigator.
- 22.8 GENERAL CONSIDERATIONS:
 - 22.8.1 Request dispatcher to respond additional or special equipment, if necessary.
 - 22.8.2 If commercial trucks are involved, check placarding and take necessary precautions.
 - 22.8.3 Give actual location of incident to dispatcher, if other than original reported location.
 - 22.8.4 If large, multi-patient incident (i.e., bus, etc.), is involved in an accident, request additional support from other departments as necessary.
 - 22.8.5 Request sheriff department units to respond to the scene, if are not already there. If sheriff units are at the scene, coordinate with them.

22.9 FUEL SPILLS: A major concern for rescuers and victims alike is the presence of open fuel. Part of the extrication process should be to stop the leak, if possible, and prevent ignition utilizing hose lines to safeguard patients as well as rescue personnel. With a large fuel spill, the accompanying pumper should be equipped to apply a light water foam to prevent ignition.

22.9.1 SAFETY:

22.9.1.1 All personnel within the action circle shall be in full turnout gear during the extrication procedure.

22.9.1.2 Apparatus shall be positioned uphill and upwind from the accident scene, if possible. It should be positioned between rescuers and oncoming traffic, with parking brake set and wheels turned toward the curb.

22.9.1.3 Stop all fuel leaks, if possible, and prevent use of flares if a fire hazard exists. Hose lines should be in position and charged.

22.9.1.4 Prior to rescue personnel entering the vehicle, the vehicle must be stabilized, using cribbing, chock blocks, ropes, etc.

22.9.1.5 While awaiting arrival of law enforcement units, a guard should be posted to control oncoming traffic on busy highways.

22.9.1.6 Overturned vehicles should not be righted until the patient has been removed. Extrication personnel should not attempt to right the vehicle even after the patient has been removed; that responsibility should rest with the responding wrecker operator.

22.9.1.7 Battery cables should not be disconnected if flammable vapors are present.

23 RESPONSE TO LIGHT VEHICLE FIRES

- 23.1 **PURPOSE:** *The purpose of this procedure is to assure the efficient extinguishment of fires involving automobiles and other light duty vehicles while maintaining the highest level of safety for all responding personnel.*
- 23.2 **SCOPE:** This procedure shall apply to all automobiles, pickup trucks and light duty vans that are reported to be on fire. For the purpose of this procedure, the absence of smoke or flame shall not constitute sufficient evidence that a fire condition does not exist.
- 23.3 **ENFORCEMENT:** The squad officer has full responsibility for assuring compliance with this procedure. Authority to deviate from this procedure rests solely with the squad officer who bears full responsibility for the results of any deviation. **UNDER NO CIRCUMSTANCES SHALL ANY ASPECT OF SAFETY BE SACRIFICED IN ORDER TO INCREASE THE SPEED OF THE OPERATIONS.**
- 23.4 **APPARATUS APPROACH AND POSITIONING:** Apparatus responding to a vehicle fire shall be positioned (as far as conditions permit):
- 23.4.1 Uphill from the involved vehicle to prevent burning fuel from running toward the apparatus
 - 23.4.2 Upwind from the involved vehicle to minimize smoke exposure to the apparatus and the apparatus operator
 - 23.4.3 At least 100 feet from the involved vehicle to provide a safety zone around the involved vehicle.
 - 23.4.4 Between working firefighters and approaching traffic to protect personnel from traffic.
- 23.5 **SAFETY PERIMETER:** A safety perimeter shall be established around the involved vehicle. The area of the safety perimeter shall be all area within a 100 foot radius of the vehicle. All personnel operating within the safety perimeter shall be in full protective clothing and self contained breathing apparatus (SCBA).
- 23.6 **POTENTIAL HAZARDS:** All personnel shall operate with an awareness of the following potential hazards:
- 23.6.1 Shock absorbing bumpers that may explode and separate from the vehicle
 - 23.6.2 Multiple or auxiliary fuel tanks.
 - 23.6.3 Sealed drive shafts that may explode when heated
 - 23.6.4 Multiple batteries (especially on diesel vehicles)
 - 23.6.5 Propane or LNG fuel tanks (especially on utility company vehicles)
 - 23.6.6 High pressure hoses connected to air conditioning equipment that may separate or burst releasing oil and pressurized Freon gas

- 23.6.7 Hood springs that may be weakened by exposure to fire (hood should be propped open with an appropriate tool)
- 23.6.8 Air Bags that have not deployed.
- 23.7 FIRE ATTACK: The initial attack shall be made with a line capable of flowing at least 100 GPM. As soon as possible, the initial line should be backed up with a second line also capable of flowing a minimum of 100 GPM. If possible, the vehicle should be approached at a 45 degree angle so that firefighters are not in a direct line with front or rear bumpers. When approaching a well involved vehicle a wide spray pattern will provide maximum protection for personnel.
- 23.8 BLOCK WHEELS: As soon as possible, the wheels of the involved vehicle should be blocked to prevent movement during fire suppression operations.
- 23.9 PROTECT FUEL TANKS: Any fire exposing the fuel tank(s) should be controlled first. Exposed fuel tanks should be cooled to minimize internal pressure and the possibility of rupture. After all fire around the fuel tanks has been controlled, move to the passenger and engine compartments.
- 23.10 ENGINE AND PASSENGER COMPARTMENTS: Use extreme caution when opening the passenger and engine compartments. Fire may flash outward when the compartment is ventilated. Always have charged hose lines available before the compartment is opened and all personnel should stand to the side when a compartment is opened.
- 23.11 ELECTRICAL SYSTEM: The electrical system should be secured as soon as possible by disconnecting or cutting the battery cables. Always disconnect the negative or ground cable first.

24 FORMS AND REPORTS

24.1 **PURPOSE:** *The purpose of this procedure is to insure that incidents to which Nolensville Volunteer Fire Department personnel and equipment respond are documented for appropriate record keeping and reporting to appropriate state fire authorities.*

24.2 **SCOPE:** This procedure shall apply to all personnel and all responses made by the Department

24.3 **RESPONSIBILITY:** The responsibility for collecting information for Departmental reports lies with the senior officer present at the scene who may appoint another member to complete the necessary forms.

24.4 **APPLICATION:** In order to properly document the Department's response to emergency incidents, appropriate records must be established and maintained. The two basic reports which must be completed are:

24.4.1 **FIRE REPORT:** To be completed whenever the Department is dispatched to a fire scene. Such a report must be completed by a firefighter and signed by a responsible adult on the premises (where available). In the event that the response is determined as a false call, the report should be so noted. Blank copies of the Fire Report shall be maintained in each of the pumpers.

24.4.2 **FIRST RESPONDER REPORT:** To be completed whenever the Department provides emergency medical services at the First Responder Level or furnishes extrication services. In assessing the medical condition of the patient, First Responders should document their findings on the Report and make those findings available to responding emergency medical personnel from Williamson County Medical Center or other such appropriate EMT or Paramedic organization. Blank copies of the First Responder Report shall be maintained in the rescue truck (#1612) and the First Responder Van (#1611).

25 INFECTIOUS DISEASE CONTROL POLICY

25.1 PURPOSE - *It is the responsibility of Nolensville Volunteer Fire Department to provide employees a place of employment which is free from recognized hazards that may cause death or serious physical harm. In providing services to the citizens of Williamson County, employees may come in contact with life-threatening infectious diseases which can be transmitted through job related activities. It is important that both citizens and employees are protected from the transmission of diseases just as it is equally important that neither is discriminated against cause of basic misconceptions about various diseases and illnesses. The purpose of this policy is to establish a comprehensive set of rules and regulations governing the prevention of discrimination and potential occupational exposure to Hepatitis B Virus (HBV), the Human Immunodeficiency Virus (HIV) and Tuberculosis (TB).*

25.2 COVERAGE - Occupational exposures may occur in many ways, including needle sticks, cut injuries or blood spills. Several classes of employees are assumed to be at high risk for blood borne infections due to their routinely increased exposure to infectious material from potentially infected individuals. Those high risk occupations include but are not limited to:

25.2.1 Paramedics, Emergency Medical Technicians and Emergency First Responders;

25.2.2 Any other employee deemed to be at high risk per this policy and an exposure determination.

25.3 ADMINISTRATION - This Infection Control Policy shall be administered by the Fire Chief or his designated representative who shall have the following duties and responsibility:

25.3.1 Exercise leadership in implementation and maintenance of an effective Infection Control Policy subject to the provisions of the approved resolution, the County Charter, Federal, State and Local laws relating to OSHA regulations;

25.3.2 Make an exposure determination for all employees positions to determine a possible exposure to blood or other potentially infectious materials;

25.3.3 Maintain all records of all employees and incidents subject to the provisions of the resolution;

25.3.4 Conduct periodic inspections to determine compliance with the Infection Control Policy by employees;

25.3.5 Coordinate and document all relevant training activities in support of the Infection Control Policy;

25.3.6 Prepare and recommend to the County Executive and County Commissioners any amendments or changes to the Infection Control Policy;

25.3.7 Identify any and all housekeeping operations involving substantial risk of direct exposure to potentially infectious materials and address the proper precautions to be taken while cleaning rooms and blood spills;

25.3.8 Perform such other duties and exercise such authority as may be prescribed by the Fire Chief and Board of Directors.

25.4 DEFINITIONS

- 25.4.1 Body Fluid - fluids that have been recognized by the Center for Disease Control as directed linked to the transmission of HIV and/or HBV and/or to which universal precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid, and concentrated HIV or HBV viruses.
- 25.4.2 Exposure - the contact with blood or other potentially infectious materials to which universal precautions apply through contact with open wounds, non-intact skin, or mucus membranes during the performance of an individuals normal job duties.
- 25.4.3 Hepatitis B Virus (HBV) - a serious blood borne virus with a potential for life threatening complications. Possible complications include: massive hepatic necrosis, cirrhosis of the liver, chronic active hepatitis and hepatocellular carcinoma.
- 25.4.4 Human Immunodeficiency Virus (HIV) - the virus that causes acquired immunodeficiency syndrome (AIDS). HIV is transmitted through sexual contact and exposure to infected blood or blood components and perinatally from mother to neonate.
- 25.4.5 Tuberculosis (TB) - an acute or chronic communicable disease that usually affects the respiratory system, but may involve any system in the body.
- 25.4.6 Universal Precautions - refers to a system of infectious disease control which assumes that every direct contact with body fluid is infectious and requires every employee exposed to direct contact with potentially infectious materials to be protected as though such body fluid was HBV or HIV infected.

25.5 GENERAL POLICIES AND PROCEDURES

- 25.5.1 POLICY STATEMENT - All blood and other potentially infectious materials are infectious for several blood-borne pathogens. Some body fluids can also transmit infections. For this reason, the Center for Disease Control developed the strategy that everyone should always take particular care when there is a potential exposure. These precautions have been termed "universal precautions".
- 25.5.2 Universal precautions stress that all persons should be assumed to be infectious for HIV and/or other blood-borne pathogens. Universal precautions apply to blood, tissues and other potentially infectious materials. Universal precautions also apply to semen, although occupational risk or exposure is quite limited; vaginal secretions, and to cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, human breast milk, sputum saliva, sweat, tears, urine and vomitus unless these substances contain visible blood.

- 25.6 GENERAL GUIDELINES - General guidelines which should be used by everyone include:
- 25.6.1 Think when responding to emergency calls and exercise common sense when there is potential exposure to blood or other potentially infectious materials which require universal precautions.
 - 25.6.2 Keep all open cuts and abrasions covered with adhesive bandages which repel liquids.
 - 25.6.3 Soap and water kill many bacteria and viruses on contact. If hands are contaminated with blood or other potentially infectious materials to which universal precautions apply, then wash immediately and thoroughly. Hands shall also be washed after gloves are removed even if the gloves appear to be intact. When soap and water or hand-washing facilities are not available, use a waterless antiseptic hand cleaner according to the manufacturer's recommendation for the product.
 - 25.6.4 All workers shall take precautions to prevent injuries caused by needles, scalpel blades, and other sharp instruments. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades and other sharp items shall be placed in puncture resistant containers for disposal. The puncture resistant container shall be located as close as practical to the use area.
 - 25.6.5 The Nolensville Volunteer Fire Department will provide gloves of appropriate material, quality and size for each affected employee. The gloves are to be worn when there is contact or potential contact with blood or other potentially infectious materials to which universal precautions apply:
 - 25.6.5.1 while handling an individual where exposure is possible;
 - 25.6.5.2 while cleaning or handling contaminated items or equipment;
 - 25.6.5.3 while cleaning up an area that has been contaminated with one of the above;
 - 25.6.5.4 Gloves shall not be used if they are peeling, cracked or discolored, or if they have punctures, tears, or other evidence of deterioration. Employees shall not wash or disinfect surgical or examination gloves for reuse.
 - 25.6.5.5 Resuscitation equipment shall be used when necessary. No transmission of HBV or HIV infection during mouth-to-mouth resuscitation has been documented. However, because of the risk of salivary transmission of other infectious diseases and the theoretical risk of HIV or HBV transmission during artificial resuscitation, bags shall be used. Pocket mouth-to-mouth resuscitation masks designed to isolate emergency response personnel from contact with a victim's blood and blood contaminated saliva, respiratory secretion and vomitus, are available to all personnel who provide or potentially provide emergency treatment.
 - 25.6.5.6 Masks or protective eye-wear or face shields shall be worn during procedures that are likely to generate droplets of blood or other potentially infectious materials to prevent exposure to mucous membranes of the mouth, nose and eyes. They are not required for routine wear.

- 25.6.5.7 Gowns, aprons or lab coats shall be worn during procedures that are likely to generate splashes of blood or other potentially infectious materials.
- 25.6.5.8 Areas and equipment contaminated with blood shall be cleaned as soon as possible. A household chlorine bleach solution (1 part chlorine to 10 parts water) shall be applied to the contaminated surface as a disinfectant leaving it on for at least 30 seconds. A solution must be changed and re-mixed every 24 hours to be effective.
- 25.6.5.9 Contaminated clothing or other articles shall be handled carefully and washed as soon as possible. Laundry and dish washing cycles at 120 degrees are adequate for decontamination.
- 25.6.5.10 Place all disposable equipment in a clearly marked plastic bag. Place the bag in a second clearly marked bag (double bag). Seal and dispose of by placing in a designated hazardous dumpster. NME: Sharp objects must be placed in an impervious container and properly disposed.
- 25.6.5.11 Tags shall be used as a means of preventing accidental injury or illness to employees who are exposed to hazardous conditions, equipment or operations which are out of the ordinary, unexpected or not readily apparent. Tags shall be used until such time as the identified hazard is eliminated or the hazardous operation is completed.
- 25.6.5.12 All required tags shall meet the following criteria:
- 25.6.5.12.1 Tags shall contain a signal word and a major message. The signal word shall be BIOHAZARD or the biological hazard symbol. The major message shall indicate the specified hazardous condition or the instruction to be communicated to the employees.
- 25.6.5.12.2 The signal word shall be readable at a minimum distance of five (5) feet or such greater distance as warranted by the hazard.
- 25.6.5.12.3 All employees shall be informed of the meaning of the various tags used throughout the work-place and what special precautions are necessary.
- 25.6.5.13 Linen soiled with blood or other potentially infectious materials shall be handled as little as possible and with minimum agitation to prevent the contamination of the person handling the line. All soiled linen shall be bagged at the location where it was used. It shall not be sorted or rinsed in the area. Soiled linen shall be placed and transported in bags that prevent leakage. The employee responsible for transporting the soiled linen should always wear protective gloves to prevent possible contamination. After removing the gloves, hands or other skin surfaces shall be washed thoroughly and immediately after contact with potentially infectious materials.
- 25.6.5.14 Whenever possible, disposable equipment shall be used to minimize and contain clean-up.

25.7 VACCINATIONS, TESTING AND POST EXPOSURE MANAGEMENT

25.7.1 HEPATITIS B VACCINATIONS - Nolensville Volunteer Fire Department shall offer the appropriate Hepatitis B Vaccination to employees at risk of exposure free of charge and in amounts at times prescribed by standard medical practices. The vaccination shall be voluntarily administered. High risk employees who wish to take the HBV vaccination should notify their department supervisor, who shall make the appropriate arrangements through the Infectious Disease Control Coordinator.

25.7.2 REPORTING POTENTIAL EXPOSURE

- 25.7.2.1 Nolensville Volunteer Fire Department employees shall observe the following procedures for reporting a job exposure incident that may put them at risk for HIV or HBV infections, i.e., needle sticks, blood contact on broken skin, body fluid contact with eyes or mouth, etc.:
- 25.7.2.1.1 Notify the Infectious Disease Control Coordinator (Fire Chief) of the contact incident and details thereof;
 - 25.7.2.1.2 Complete the appropriate accident reports and any other specific form required;
 - 25.7.2.1.3 Arrangements will be made for the person to be seen by a physician as with any job-related injury.
 - 25.7.2.1.4 Once an exposure has occurred, a blood sample should be drawn after consent is obtained from the individual from whom exposure occurred and tested for Hepatitis B surface antigen (HBSAG) and/or antibody to human immunodeficiency virus (HIV antibody). Testing of the source individual should be done at a location where appropriate pretest counseling is available. Post test counseling and referral for treatment should also be provided.

25.7.3 HEPATITIS B VIRUS POST EXPOSURE MANAGEMENT

- 25.7.3.1 For an exposure to a source individual found to be positive for HBSAG, the worker who has not been previously been given the hepatitis B vaccine should receive the vaccine series. A single dose of hepatitis B immune globulin (HBIG) is also recommended, if it can be given within seven (7) days of exposure.
- 25.7.3.2 For exposure from a HBsAg positive source to workers who have previously received the vaccine, the exposed worker should be tested for antibodies to hepatitis B surface antigen (anti-HBs) and given one dose of vaccine and one dose of HBIG if the antibody level in the worker's blood sample is inadequate (i.e. 10 SRU by RIA, negative by EIA).
- 25.7.3.3 If the source individual is negative for HBSAG and the worker has not been vaccinated, this opportunity should be taken to provide the hepatitis B vaccine series. HBIG administration should be considered on an individual basis when the source individual is known or suspected to be at high risk of HBV infection. Management and treatment, if any, of previously vaccinated workers who receive an exposure from a source that refuses testing or is not identifiable should be individualized.

25.7.4 HUMAN IMMUNODEFICIENCY VIRUS POST EXPOSURE MANAGEMENT

- 25.7.4.1 For any exposure to a source individual who has AIDS, who is found to be positive for HIV infection, or who refuses testing, the worker should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The worker should be advised to report and seek medical evaluation for any acute febrile illness that occurs within twelve (12) weeks after the exposure. Such an illness, particularly one characterized by fever, rash, or lymphadenopathy may be indicative of recent HIV infection.
- 25.7.4.2 Following the initial test at the time of exposure, seronegative workers should be retested at six (6) weeks, twelve (12) weeks and six (6) months after exposure to determine whether transmission has occurred. During this follow up period, especially the first six to twelve weeks after exposure, exposed workers should follow the U. S. Public Health service recommendation for preventing transmission of HIV. These include refraining from blood donations and using appropriate protection during sexual intercourse. During all phases of follow-up, it is vital that worker confidentially be protected.
- 25.7.4.3 If the source individual was tested and found to be seronegative, baseline testing of the exposed worker with follow-up testing twelve (12) weeks later may be performed if desired by the worker or recommended by the health care provider. If the source individual cannot be identified, decisions regarding appropriate follow-up should be individualized. Serologic testing should be made available by Nolensville Volunteer Fire Department to all workers who may be concerned they have been infected with HIV through an occupational exposure.

25.7.5 DISABILITY BENEFITS

- 25.7.5.1 Entitlement to disability benefits and any other benefits available for employees who suffer from on-the-job injuries will be determined by the Tennessee Workers' Compensations Bureau in accordance with the provisions of T. C. A. 50-6-303.

25.7.6 PRESCRIPTION MEDICATION

- 25.7.6.1 Likewise, the use of prescription medication beyond a single dose for minor injury or discomfort is considered medical treatment. Since these types of treatment are considered necessary and must be administered by a physician or licensed medical personnel, such injuries cannot be considered minor and must be reported.

25.7.7 EMPLOYEE INTERVIEWS

- 25.7.7.1 Should the Nolensville Volunteer Fire Department be inspected by the U. S. Department of Labor Office of Health Compliance, the Compliance Safety and Health Officer may wish to interview employees. Employees are expected to cooperate fully with the Compliance officers.

25.8 LEGAL RIGHTS OF VICTIMS OF COMMUNICABLE DISEASES

- 25.8.1 Victims of communicable diseases have the legal right to expect medical services and Nolensville Volunteer Fire Department employees, including emergency service personnel are duty bound to provide the same level of service and enforcement as any other individual would receive.
- 25.8.1.1 Employees assume that a certain degree of risk exists in emergency service work and accept those risks with their individual appointments. This holds true with any potential risks of contracting a communicable disease.
- 25.8.1.2 Any employee who refuse to take proper action in regard to victims of a communicable disease, when appropriate protective equipment is available, shall be subject to disciplinary measures along with civil and, or criminal prosecution.
- 25.8.1.3 Whenever an employee mentions in a report that an individual has or may have a communicable disease, he shall write "contains confidential medical information" across the top margin of the first page of the report.
- 25.8.1.4 The Employee's supervisor shall ensure that the above statement is on all reports requiring that statement at the time the report is reviewed and initialed by the supervisor.
- 25.8.1.5 The supervisor disseminating newspaper releases shall make certain the confidential information is not given out to the news media.
- 25.8.1.6 All requests, including subpoenas, for copies of reports marked confidential shall be referred to the County Attorney when the incident involves an indictable of juvenile offense.
- 25.8.1.7 Prior approval shall be obtained from the County Attorney before advising a victim of sexual assault that the suspect has, or is suspected of having a communicable disease.
- 25.8.1.8 All circumstance, not covered in this policy, that may arise concerning releasing confidential information regarding a victim, or suspected victim of a communicable disease shall be referred directly to the appropriate supervisor or County Attorney.
- 25.8.1.9 Victims of communicable disease and their families have a right to conduct their lives without fear of discrimination. An employee shall not make public, directly or indirectly the identity of a victim or suspected victim of a communicable disease.
- 25.8.1.10 Whenever an employee finds it necessary to notify another employee, law enforcement officer, firefighter, emergency service officer, or health care provider that a victim has or is suspected of having a communicable disease, that information shall be conveyed in a dignified, discreet and confidential manner. The person to whom the information is being conveyed should be reminded that the information is confidential and that it should not be treated as public information.
- 25.8.1.11 Any employee who disseminates confidential information in regard to a victim or suspected victim of a communicable disease in violation of this policy shall be subject to serious disciplinary action and/or civil and/or criminal prosecution.

26 NOLENSVILLE VOLUNTEER FIRE DEPARTMENT

26.1 Consent Form for HBV Vaccination

Date: _____

I, _____, an employee of Nolensville Volunteer Fire Department, understand that I have been offered an opportunity to have a Hepatitis B (HBV) vaccination free of charge, in the amount and times prescribed by standard medical practices. I also understand that according to OSHA instructions, as a worker engaged in Emergency Management Services, I may be at a high risk of being exposed to infectious disease. I understand that OSHA, and my employer strongly urge that I take the HBV vaccination.

Yes, I will accept the offer:

Signature

Date

I decline this offer and do not choose the vaccination:

Signature

Date

27 INFECTIOUS DISEASE CONTROL TRAINING MANUAL

27.1 *These guidelines apply to fire and emergency medical services. This includes structural fire fighters, paramedics, emergency medical technicians and advanced life support personnel. Fire and emergency medical services personnel are engaged in the delivery of medical care in the prehospital setting. The following guidelines are intended to assist these personnel in making decisions concerning the use of personal protective equipment and resuscitation equipment, as well as for decontamination, disinfection and disposal procedures.*

- 27.1.1 Appropriate personal protective equipment shall be made available routinely by Nolensville Volunteer Fire Department to reduce the risk of exposure as defined above. For many situations, the chance that the rescuer will be exposed to blood is high, e.g. CPR, IV insertion, trauma, delivering babies, etc., the employee shall put on protective attire before beginning patient care.
- 27.1.2 Disposable gloves shall be a standard component of emergency response equipment and shall be donned by all personnel prior to initiating any emergency patient care tasks involving exposure to blood or other body fluids. Extra pairs shall always be available. In situations where large amounts of blood are likely to be encountered, it is important that gloves fit tightly at the wrist to prevent blood contamination of hands around the cuff. For multiple trauma victims, gloves should be changed between patient contacts if the emergency situation allows.
- 27.1.3 Greater personal protective equipment measures are indicated for situations where broken glass and sharp edges are likely to be encountered, such as extricating a person from an automobile wreck. Structural firefighting gloves that meet the Federal OSHA requirements for firefighter's gloves shall be worn in any situation where sharp or rough surfaces are likely to be encountered. While wearing gloves, avoid handling personal items such as combs and pens that could become soiled or contaminated. Gloves that have become contaminated with blood or other body fluids should be removed as soon as possible, taking care to avoid skin contact with the exterior surface. Contaminated gloves shall be placed and transported in bags that prevent leakage and shall be disposed of properly. Reusable gloves shall be cleaned and disinfected immediately.
- 27.1.4 Masks, eye-wear and gowns shall be present on all emergency vehicles that respond or potentially respond to medical emergencies or victim rescues. These protective barriers shall be used in accordance with the level of exposure encountered. Minor lacerations or small amounts of blood do not merit the same extent of barrier use as required for exsanguinating victims or massive arterial bleeding. Management of the patient who is not bleeding and who has no bloody body fluids present should not routinely require use of barrier precautions. Masks and eye-wear shall be worn together or a face shield shall be used by all personnel prior to any situation where splashes of blood or other body fluids are likely to occur. Gowns or aprons shall be worn to protect clothing from splashes of blood. If large splashes or quantities of blood are present or anticipated, impervious gowns or aprons shall be worn. An extra change of work clothing should also be available at all times.
- 27.1.5 Disposable resuscitation equipment and devices shall be used once and disposed of, or if reusable, thoroughly cleaned and disinfected after each use. Mechanical respiratory assist devices such as bag-valve masks or oxygen demand valve resuscitators shall be available on all emergency vehicles and to all emergency response personnel who respond or partially respond to medical emergencies of victim rescues. Pocket mouth-to-mouth resuscitation

masks designed to isolate emergency response personnel from contact with a victims' blood and blood contaminated saliva, respiratory secretions and vomitus shall be provided to all personnel who provide or potentially provide emergency treatment.

27.1.6 TRAINING

27.1.7 REGULAR EMPLOYEES - On an annual basis all employees shall receive training and education on precautionary measures, epidemiology, modes of transmission and prevention of HIV/HBV infection and procedures to be used if they are exposed to needle sticks or potentially infectious material. They shall also be counseled regarding possible risks to the fetus from HIV/HBV and other associated infectious agents.

27.1.8 HIGH RISK EMPLOYEES - In addition to the above, high risk employees shall also receive training regarding the location and proper use of personal protective equipment. They shall be trained concerning proper work practices and understand the concept of "universal precautions" as it applies to their work situation. They shall also be trained about the meaning of color coding and other methods used to designate contaminated material. Where tags are used, training shall cover precautions to be used in handling contaminated as per this policy.

27.1.9 EMPLOYEES - During the new employee's orientation to the department, they will be trained on the effects of Infectious Disease prior to them responding on incidents

27.2 RECORDS AND REPORTS

27.2.1 REPORTS - Occupational injury and illness records shall be maintained by the Infectious Disease Control Coordinator. Statistics shall be maintained on the OSHA 200 report. Only those work-related injuries that involve loss of consciousness, transfer to another job, restriction of work or motion, or medical treatment are required to be put on the OSHA-200.

27.2.2 NEEDLE STICKS - Needle sticks, like any other puncture wound are considered injuries for record keeping purposes due to the instantaneous nature of the event. Therefore, any needle stick requiring medical treatment, i.e. gamma globulin, hepatitis B immune globulin, hepatitis B vaccine, etc. shall be recorded.

27.3 INFECTIOUS DISEASE CHECKLIST

27.3.1 Designate a person to be in charge of the Infectious Disease Program.

27.3.2 Make an exposure determination for all employees who have a possible exposure to blood or potentially infectious material.

27.3.3 Use "Universal Precautions". Treat all exposures to blood as if they are infectious.

27.3.4 Establish a written program for Infectious Disease Control.

27.3.5 Train all new employees on the effects of Infectious Diseases prior to putting them to work. Test for verbal recall. Do annual refresher training.

27.3.6 Maintain annual training records for the Infections Disease Program.

27.3.7 Provide personal protective equipment; gloves, gowns, goggles, masks and resuscitation equipment. This must be furnished at no cost to the employee.

- 27.3.8 If personal protective equipment is non-disposable, then cleaning must be done at no cost to employees.
- 27.3.9 Establish a hand-washing policy.
- 27.3.10 Use an EPA approved disinfectant after cleaning blood spills.
- 27.3.11 Transport linen soiled with blood or body fluids in leak-proof bags.
- 27.3.12 Make sure the person(s) picking up and transporting the linen wears gloves.
- 27.3.13 Provide sharps containers in the areas where the sharps are used.
- 27.3.14 Make sure all waste receptacles are covered and are leak-proof.
- 27.3.15 Put all infectious waste in leak-proof bags.
- 27.3.16 Label all infectious waste by using a RED color coded bag or one that is labeled *BIOHAZARD.
- 27.3.17 Make sure the following are labeled until properly cleaned or disposed of: waste, equipment, rooms, linen.
- 27.3.18 Offer Hepatitis B vaccinations to all employees who are exposed to blood or any other potentially infectious material.
- 27.3.19 Establish a follow-up procedure for persons who have an exposure incident to blood or any other potentially infectious material.
- 27.3.20 Maintain an OSHA 200 log.
- 27.3.21 Make sure and have a Tennessee OSHA poster displayed at the place of employment.
- 27.3.22 Never recap needles by hand.
- 27.3.23 Dispose of infectious or medical waste according to all local, state and federal regulations.
- 27.3.24 Have a method to make sure that these policies are implemented and enforced.
- 27.3.25 Disinfect or sterilize reusable equipment.

28.0.0 EXPLORERØS POST - The Nolensville Volunteer Fire Department shall recognize Explorer Post 369 as a sub entity of the department. As part of this recognition, the department accepts the latest edition of the Explorer Post 369 MemberØ Manual as the governing guidelines for that organization.

Additionally, the NVFD Board of Directors shall act as oversight to the leadership of the Explorer program and as such, may take action to provide funding for activities and gear, disciplinary actions as well as provide approval for any scene related involvement.

For an Explorer to participate in call related activities, the County approved liability form must be signed by a parent with an NVFD witness.

28.0.1 The ExplorerØs will report at the Board of Directors meeting balances of Explorer Post funds and report to the Board of Directors monthly training and activities for the following month.

29 DEPARTMENT LOGO AND LETTERHEAD

29.0 The use of the Nolensville Volunteer Fire Department logo or letterhead shall only be used with the approval of the Board of Directors.