

RESOLUTION NO. 2014-08477R

**A RESOLUTION APPROVING THE STANDARD
OPERATING PROCEDURES AND STANDARD
OPERATING GUIDELINES FOR THE TONTITOWN FIRE
DEPARTMENT.**

WHEREAS, the City of Tontitown has established The Tontitown Fire Department; and

WHEREAS, in order to better preserve and protect the health, safety, and welfare of the public it is in the best interest of the City of Tontitown to have standard operating procedures and stand operating guidelines for its Fire Department.

NOW, THEREFORE, be it resolved by the City Council of the City of Tontitown, Arkansas:

Section 1: That the Standard Operating Procedures and Standard Operating Guidelines submitted to the Council and attached hereto be and the same is hereby approved as presented.

Section 2: That the Fire Chief is hereby authorized and directed to implement the same.

PASSED AND APPROVED this 5 day of August, 2014.



JACK BECKFORD, Mayor

ATTEST:



ALICIA COLLINS, Recorder



Standard Operating Procedures
&
Standard Operating Guidelines

Tontitown Fire & Emergency Services Department

Policy & Procedures Manual

Volume 1— Fire Operations

Section 100 - Fire Operations

100.1 Standard Alarms

Shift Commanders and/or First Due Company Officers shall add or reduce assigned units to ensure appropriate personnel and equipment is assigned to the alarm as warranted by additional information obtained en-route or after arriving on scene. The first Officer to arrive on the scene should increase or decrease units, as well as upgrade or downgrade the response mode of units, as warranted.

Company Officers and Firefighters are responsible to be familiar with their FMA and AMA and shall respond to assignments in their areas. If an incorrect alarm has been dispatched, the correct unit shall advise dispatch they are responding and to cancel other incorrect unit(s).

Standard Alarms are as follows:

Alarm Terminology	Units and Staff Assigned	Resources
Still Alarm	Engine 1 Command	
Special Alarm	Engine 1 Command	
Standard Alarm	Engine 1 Command	If a "Working Fire" is declared, then "Working Fire" notifications shall occur: FD Command Staff notified
2nd Alarm	"Standard Alarm" plus 2 (Two) additional fire companies; Engines or Ladders	FD Command Staff Notified of 2nd Alarm
3rd Alarm	"2nd Alarm" plus 2 (Two) additional fire companies; Engines or Ladders.	
4th Alarm	"3rd Alarm" plus 4 (Four) additional fire companies; Engines or Ladders	

The following table identifies the TFD call types, the alarm type assigned, and when indicated a response mode:

Call Type (and Unicode)	Definition	Response	Response Mode
Assist Other Agency (Police, etc)	Request by Police or other public safety agency for fire department assistance	(still alarm) Engine 1 Command	Non-Emergent
Assist with Lifting	A citizen who needs lifting assistance that is NOT injured and does NOT require an ambulance. If the citizen is injured, this should be coded a medical emergency by prior symptom or chief complaint.	(still alarm) Engine 1	Non-Emergent

Bomb or Explosion Threat	Threat of explosion or placed bomb Received.	(still alarm) Engine 1 Command	Non-Emergent
Car Fire	Fire or smoke coming from a car that is NOT inside a structure. If inside a structure, code as the appropriate structure fire and dispatch a standard alarm.	(still alarm) Engine 1 Command	Emergent
Carbon Monoxide No Symptoms	Carbon Monoxide detector going off with no occupants having symptoms (headache, tired, flu-like).	(Still Alarm) Engine 1	Non-Emergent
Carbon Monoxide With Symptoms	Carbon Monoxide detector going off with occupants having symptoms or feeling ill. Should be handled as medical call by priority symptom or chief complaint	(still alarm) Engine 1 Command	Emergent

Commercial Fire Alarm	Alarm inside a building from an alarm company or person on-site. This includes smoke alarms, fire alarms, and water flow alarms.	(still alarm) Engine 1 Command	Emergent
Controlled or Illegal Burn	Complaint of a controlled or illegal burn where there is no permit, rules of burning are not being followed, or a complaint of the smoke is received.	Brush 1 Command	Non-Emergent
Dumpster Fire	Fire or smoke coming from a dumpster. If fire is close to a structure, code as the appropriate structure fire and dispatch a standard alarm	Engine 1	Emergent
Electrical Line Problem - Transformer Fire	Electrical lines or unknown lines, down on the ground or sparking in trees or on utility poles. Also includes transformer fires.	Engine 1	Emergent
Elevator Rescue	Persons trapped in an elevator inside a building with no complaints of illness and/or injury	(still alarm) Engine 1 Command	Non-Emergent
Elevator Rescue	Persons trapped in an elevator inside a building WITH complaints of illness and/or injury. (Entrapment Alarm)	Engine 1 Command	Emergent
EMS Assist	Response with OUTSIDE EMS agency to a medical call.	Engine 1	Emergent
Explosion Heard	Explosion heard - no visible smoke, flame, or known source.	Engine 1	Non-Emergent

Explosion Seen	Explosion seen - visible smoke and/or flame from a structure. If explosion does not involve a structure, handle with most appropriate call.	Engine 1 Command	Emergent
Fluid Spill - Small	Small amount (approx. 49 gallons or less) of fluids or fuel on the ground from a non-injury motor vehicle accident or other source.	Engine 1 Command	Emergent

Fluid Spill - Large	Large amount (approx. 50 gallons or more) of fluids or fuel on the ground from a non-injury motor vehicle accident or other source.	Engine 1 Command	Emergent
Grass Fire	Fires in grass, woodlands, trees and outside areas where no vehicles, buildings or equipment are directly involved. If fire is involving a structure, code as the appropriate structure fire and dispatch a standard alarm.	Brush Truck Engine 1 Command	Emergent
Hazardous Materials Release / Emergency	Any unknown fluid, vapor or substance (including "white powder"), hazardous chemical leak/spill, or toxic substance leak/spill that poses a threat to the public.	Engine 1 Command	Emergent
Industrial Accident with Entrapment	Person trapped or entangled in industrial equipment. If the person is no longer trapped or entangled, handle as a medical call only by priority symptom or chief complaint.	Engine 1 Command	Emergent
Residential Structure Fire	Fires in any part of a residential structure. Residential Structure Fires include fires in kitchens, garages, porches, trashcans inside houses, smoke inside a residence, etc. Please note that CAR FIRES inside or next to houses should be coded as RESIDENTIAL FIRES.	Engine 1 Command	Emergent
Medical Emergency	Criteria as determined by the Medical Priority Dispatch System	Engine 1	Emergent
Motor Vehicle Accident	Accident involving cars or off-road vehicles where injuries are present.	Engine 1 Command	Emergent
Motor Vehicle Accident – Extrication Probable	Accidents reported with people trapped or a rollover or unstable vehicle unless ALL occupants are confirmed out.	Engine 1 Command	Emergent
Mutual Aid – Grass Fire	Grass fires where assistance is requested by other fire departments.	Brush Truck Command	Emergent-Unless told otherwise
Mutual Aid – Hazardous Materials	Hazardous materials incident that occurs outside of the city where assistance is requested by another fire department.	Engine 1 Command	Emergent
Mutual Aid – Rescue	Rescue incidents, including car accidents, where rescue assistance is requested by other fire departments.	CHIEF OR CAPTAIN MUST APPROVE THE SENDING OF ONE A MUTUAL AID UNIT. APPARATUS TYPE REQUESTED AND 1 ATTALION CHIEF.	
Mutual Aid – Structure Fire	Fires where assistance is requested by other fire departments.	Engine 1 Command	Emergent
Natural Gas Leak or Odor	Unknown type of odor from an unknown source. Odors of smoke or natural gas should be handled under their appropriate call type.	Engine 1	Non-Emergent
Rapid Intervention Team (RIT)	Crew assignment assigned to working incidents to provide firefighter safety and rehab.		Emergent
Rescue, Technical	Citizens trapped in trenches, confined spaces, or other situations by collapse or similar.	Engine 1 Command	Emergent

Residential Fire Alarm	Alarm inside a RESIDENCE from an alarm company or person on-site. This includes smoke alarms, fire alarms, and water flow alarms.	Engine 1 Command	Emergent
Semi / Large Truck Fire	Large truck or semi with trailer on fire. If a structure is involved or threatened, code the call as the appropriate structure type and dispatch a standard alarm.	Engine 1 Command	Emergent
Smoke Detector Sounding	This code is utilized for instances where a smoke detector is sounding (regardless if building is occupied or unoccupied) with no signs of fire (smoke, odor, heat, electrical problems, etc.). This call type should NEVER be used for when alarm companies call alarm in.	Engine 1	Non-Emergent
Smoke Odor Outside	Smoke or haze outside where caller cannot determine the source. If source of the fire is identified, upgrade the assignment to the appropriate call type.	Engine 1	Non-Emergent
Structure Fire (Commercial, Apartment, or Industrial)	Fire in a building that is not a house or duplex. This can also include outside fires (car, dumpster, grass, etc.) directly impinging on a building. This includes APARTMENTS.	Engine 1 Command	Emergent
Train / Rail Fire	Train on fire and/or derailment of train.	Engine 1 Command	Emergent
Tree Fire	Tree on fire with no involved or threatened structures.	Brush 1 Engine 1	Non-Emergent
Public Service	This call type is used as a miscellaneous call type for non-emergency incidents. Examples could be debris cleanup, checking on the well-being of a resident, etc.	Engine 1	Non-Emergent
Unknown Problem	Unknown type of incident that would warrant a fire department response.	Engine 1	Non-Emergent
Water Rescue	Accidents involving watercraft, or vehicles stranded in high water. Confirmed drowning should be coded as MEDICAL EMERGENCY	Engine 1 Command	Emergent

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Volume 5— Fire Operations
Section 100 - Fire Operations
100.2— Changing Assignments

Shift Commanders are ultimately responsible to ensure dispatched assignments are accurate and to correct assignments as necessary. All personnel must remain attentive of dispatched assignments, specifically what unit is dispatched, and the location of the incident.

Personnel are authorized to change any assignment as deemed appropriate. Changes to a dispatched assignment may include adding additional unit(s) to the assignment, reducing unit(s) from assignment, changing the response mode of any and or all responding unit(s), and assigning other unit(s) in place of the dispatched unit(s).

Personnel should always evaluate whether their unit should respond to an incident instead of the assigned unit. Personnel should use the following criteria to assist them in making this determination.

- First Due Areas
- The current location of the assigned unit
- The current location of their own unit

Whenever the determination is made for a “non-assigned” unit to respond in place of the assigned unit, personnel shall advise Dispatch to cancel the assigned unit and announce that their unit is “responding” in place of the assigned unit.

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100.3 - Pre-Assigned Tasks at Residential Structure Fires

The following procedure identifies pre-assigned tasks for personnel and units based on general circumstances at residential structure fires and residential structure fire automatic alarm responses.

Personnel have the option to deviate from these pre-assigned tasks, on a case by case basis, provided there is justification for such deviation. It is the responsibility of all personnel to clearly communicate their intentions to deviate from normal pre-assigned tasks and to communicate what task(s) personnel deviating from normal pre-assignments are taking.

The Incident Commander or, in the case of units responding but not yet arrived on scene the ranking officer responding, has the authority to modify these pre-assignments and to make task assignments in the manner that best suits the needs of the particular incident.

Regardless of whether pre-assigned tasks are followed or if changes are made, it is extremely vital that all personnel maintain crew integrity. **Freelancing by personnel is strictly prohibited.**

First Arriving Engine Company (First Due)

The first arriving engine company will function as the Fire Attack Engine and therefore shall position to best advance attack lines while still providing access for aerial apparatus operations. At most incidents, all initial attack lines will operate from this engine.

If the Incident Command is not already established by an officer on scene, the first arriving company officer shall assume Command, usually in the "Past Attack" or "Investigative" mode. The company officer will retain Command unless properly relieved by another officer who establishes a command post to operate in the "Command" mode for the remainder of the incident.

Responsibilities of the first arriving officer on scene include communicating an initial size up of the situation found, developing a more thorough evaluation of the incident's current conditions by performing a three or four sided "walk around" of the structure, evaluating potential need for rescue, considering threat to exposures, evaluating whether the situation is such that additional units may be needed or if the current response may be reduced, and establishing an Initial Incident Action Plan. The company officer shall then communicate a more detailed report of the situation and announce the Initial Incident Action Plan. The Company Officer/ Incident Commander shall determine if the water supply is sufficient and if water tenders are needed.

Second Arriving Engine Company (Second Due)

The second arriving engine company will establish a water supply for the attack engine for working fires. This engine shall place a supply hose in service as indicated by the situation. Considerations should include location and availability of hydrants, distance from the hydrant to the attack engine, and whether the water supply should be "laid in" or "reversed out".

Upon completion of establishing the water supply, this company should immediately report to Command, "water supply established" and unless given another assignment, the company will proceed to establish an additional attack line or a safety line to backup an attack line unless otherwise directed by Command. If the supply hose is "reversed out" and this company is staffed with three personnel, the company officer and firefighter should establish the additional attack line or safety line while the driver completes the lay out and connects the supply line to the hydrant.

On working fires where a Ladder Company was the First Arriving Company and has taken the role of Attack Engine, the second arriving engine company (not the water supply engine) should group together with the Rescue crew and assume the responsibilities of a ladder company or truck company as stated below.

On "nothing showing" incidents, the second arriving engine company should preposition the apparatus to either "reverse out" to the appropriate hydrant or stage the engine at an appropriate hydrant to "lay in" if the need for a supply line develops. In this case (where the engine is staged, the entire crew will remain with the apparatus. The company shall communicate their status for example as: "on scene, staged at the hydrant" or "on scene, staged for a reverse lay out."

Third Arriving Engine Company (Third Due)

The third arriving engine company is to stage the apparatus in a safe location near the scene unless ordered by Command to position and utilize the engine otherwise. This company's personnel are to advise Command of their apparatus staging location and unless otherwise directed, report to the personnel staging area.

On alarms with "nothing showing", the third arriving engine company should stage the apparatus a block or two away from the incident scene and advise Command of their availability and one truck staging location (personnel remain with the apparatus).

Ladder Company

In the event a Ladder/ Truck Company arrives on scene well ahead of an engine company, it should assume the responsibilities of the first arriving engine company and as such, will follow the procedure identified above for first arriving engine company. The Ladder/Truck Company should position appropriately for usage of the aerial, ladders, tools, lights, etc.

On "nothing showing" incidents, the ladder/ truck company should assist the first arriving engine company with investigation, if needed.

Ladder/Truck Company interior crew responsibilities include performing forcible entry,

performing search & rescue, assessing, limiting, and if necessary controlling the fire's extension, and performing salvage and overhaul.

Ladder/ Truck Company exterior crew responsibilities include establishing ventilation (vertical or horizontal as indicated), laddering, control of utilities, placing lights in service, and other support activities as indicated.

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100.3.1 Incident Action Plans for Structure Fires

First arriving company officers at structure fires shall assume Command of the incident and develop an initial incident action plan. Company officers possess the authority to make tactical assignments appropriate to the needs of the situation and to alter unit(s) pre-assigned tasks.

Once the initial action plan is developed, the initial arriving company officer is to communicate the plan over the tactical radio channel in use to other resources assigned to the incident. First arriving company officers shall communicate what initial operational tasks are being conducted. For example: "Engine 1 will be advancing a 1 ³/₄" hose line through the Charlie entrance for fire attack, Rescue-1 will be assisting Engine-2 and conducting an initial primary search. Engine-2 will need to advance a second 1 ³/₄" hand line to the upstairs to conduct a primary search and check for fire extension."

This plan may be altered at any time during the incident based on further findings and operational needs. Later arriving command officers may further alter the IAP after assuming command from the company officer.

There are several factors to consider in creating an initial incident action plan which should include the following.

1. If there is an obvious working fire, can (or should) the first arriving engine company establish its' own water supply?
2. Should the first arriving engine drop a supply line at the driveway and lay in to the structure and direct the water supply engine company to continue the layout to the hydrant?
3. Is there a potential for rescue that requires immediate action, in place of attacking the fire?
4. What immediate support is needed to accomplish a potential rescue; is there an immediate need for a hose line to provide protection to the crew attempting the rescue or for immediate ventilation to improve interior conditions?
5. Are there severely threatened exposures that require protection before attacking the fire?
6. Should the second arriving engine company be directed to establish water supply, or should it be given a different task?
7. Are there specific and or extreme hazards to personnel (electrical hazards, structural integrity concerns, etc.) that must be mitigated before attacking the fire?
8. What is the best mode of attacking the fire: exterior versus interior attack?
9. What is the appropriate size of attack: 1.5", 1.75", 2.5", or 3" and what is the appropriate GPM, or is a master stream most appropriate?

10. Should the responding Truck / Ladder Company be directed to a specific location and set up the aerial or should it be directed to place ground ladders in specific locations?
11. Are adequate resources responding (where is the fire now, where will it be in five minutes)?
12. If the initial size up indicates nothing showing, should any of the other responding units be directed to stage prior to arriving on scene?

The above factors are intended to be a guide and are not all inclusive. Company Officers and Command Officers are expected to utilize their training and experience to formulate an Incident Action Plan that is appropriate to each particular incident.

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100.4— Pre-Assigned Tasks for Entrapment Alarms

The following procedure identifies initial pre-assigned tasks for personnel and units based on general circumstances of vehicular entrapment related responses. Personnel have the option to deviate from these pre-assigned tasks, on a case by case basis, provided there is justification for such deviation.

It is the responsibility of all personnel to clearly communicate their intentions to deviate from normal pre-assigned tasks and to communicate what task(s) they are performing. The Incident Commander or, in the case of units responding but not yet arrived on scene, the ranking officer responding has the authority to modify these pre-assignments and to make task assignments in the manner that best suits the needs of the particular incident.

First Arriving Company

The Company Officer shall establish Command (if not already established) and perform a complete scene size-up to determine the number of vehicles involved, number of patients, severity of injuries, extrication needs (i.e. no extrication needed, light entrapment, heavy entrapment, multiple vehicles needing extrication, etc.) and hazards present. The Company Officer must also determine if adequate resources are responding and to increase or decrease resources as needed and adjust their response levels as indicated.

The Company Officer shall initiate development of an extrication plan that considers priority of extrication, tactical considerations, and task level procedures. This plan may be modified throughout the incident based on additional information obtained. The Company Officer must communicate the extrication plan to all responding units.

The Company Officer will continually survey the scene to ensure safe practices are followed for the protection of patients and personnel working the incident.

The Driver/Operator shall stage the vehicle according to Roadway Operations policy. The Driver/Operator will perform initial vehicle stabilization by placing the involved motor vehicle's transmission in park and removing keys from the ignition. The Driver/Operator shall deploy and charge a hand-line for fire protection whenever mechanical extrication will be utilized.

The Firefighter shall initiate patient care as directed by the Company Officer. If access to the patient is not possible due to entanglement, the firefighter should attempt to access the patient with tools available as directed by the Company Officer and provide patient care to the extent possible.

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100.5 - Unit and Personnel Staging

The Tontitown Fire & Emergency Services Department may utilize unit staging and personnel staging as needed depending on incident size and scope.

Unit staging will be established when an incident escalates past the capabilities of the initial response. Command will determine and announce a staging area where all additional incoming resources will assemble. This area will be a designated location near the incident scene providing adequate space, access, ingress and egress for apparatus without interference to the activities of the incident.

Command may assign a Staging Officer. If a staging officer has not been assigned, the first arriving officer at the staging area shall assume the role of staging officer. All additional responding units will check in with the staging officer and maintain their personnel with their units awaiting assignment. The staging officer will maintain a current list of resource type and number of personnel assigned to each resource. Staging will receive resource requests from Command and assign resources as directed. On large incidents Staging may operate on a designated radio channel different from that of the incident operations.

Personnel staging should be utilized at all "working fire" incidents. Personnel staging should also be utilized at drills and exercises involving hazards similar to those encountered at actual emergency incidents.

Unless otherwise designated by Command, the initial personnel staging officer shall be the pump operator of the fire attack engine and the Personnel Staging Area shall be located at the first arriving engine. In this case, the radio identity of this personnel staging officer will remain as normal (Engine 1 Bravo). Personnel arriving on the scene that do not have pre-assigned tasks shall report to the Personnel Staging Area. Personnel shall form into crews as necessary and await assignments.

Assignments will be made thru the personnel staging officer (attack engine pump operator) as directed by Command. Crew integrity shall be maintained; **freelancing of any kind will not be tolerated**. Upon the completion of a task, personnel shall report to Command "task completed, ready for reassignment", if personnel are not reassigned they shall report back to the Personnel Staging Area.

At large, complex incidents, the Personnel Staging Area may be relocated to another location more removed from the action area of the incident. If the Personnel Staging Area is so relocated, Command shall designate another officer as the Personnel Staging Officer.

All additional incoming personnel will check in with the Personnel Staging Officer and maintain their crew's integrity. The Personnel Staging Officer will maintain a current list of personnel in Personnel Staging and their certification levels relative to the incident. The Personnel Staging Officer will receive personnel requests from Command and assign personnel as directed. The Personnel Staging Officer may operate on a designated radio channel different from that of the incident operations

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100.6—Off-Duty Responses

Off duty personnel/ Volunteer are encouraged to respond whenever an Incident Commander issues a request for additional staffing at any scene.

Off duty personnel shall use the following criteria to make an off duty response when not specifically requested by the Incident Commander.

- Confirmed working structure or ground cover fires, or fires threatening structures.
- Rescue incidents involving extrication or some type of Special Operations rescue.
- Critical Patient Conditions involving life threatening illnesses or injuries.
- Hazardous Materials incidents
- Any incident in which the off-duty/ volunteer personnel could arrive on the scene significantly sooner than an on duty unit(s).
- Any Mutual Aid Fire/Rescue responses to assist other Fire Departments when staffing is requested.

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100.8 Calling for a Fire

Investigator

The Incident Commander in charge of a fire scene shall determine whether an investigation by a Fire Investigator is warranted. The following list provides examples of situations when a Fire Investigator may be called to respond.

- When reasonable belief exists that the fire is of incendiary in origin regardless of the size of the fire or the resulting damage.
- When the fire cause is related to child fire play.
- Any human fire fatality or severe burn involving fire.
- An illegal burn that may warrant the immediate issuance of a Notice of Violation and/or Citation.
- Suspicious fires where the fire cause, area of fire origin, materials first ignited, or the ignition source is questionable.
- Any type of explosions

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100.9 Buildings Equipped with Fire Protection Systems

Company Officers shall review, at least quarterly, with assigned personnel, buildings equipped with automatic sprinkler systems or other fire protection systems to be familiar with the following:

- Locations of the fire department connection, fire hydrant, and water supply hydrant.
- Control valves for sprinkler system.
- Fire Pump location and controls.
- Location of hose valves and standpipe connections.
- Location of fire alarm panel(s).
- Unique fire protection systems or other conditions that present special consideration.

Company Officers should strive to maintain familiarity with buildings located in our fire protection district.

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Operations 100.10 Automatic
Fire Alarms

Commercial automatic fire alarms will be dispatched with 1 Engine and Command. Residential Fire Alarms (one and two family dwellings) will be dispatched as a Level 1 Alarm. The first due Engine Company shall respond Code 3. The secondary unit will respond Code 1, unless their response mode is upgraded by the first due Engine Company or Battalion 1. If the first arriving Engine Company encounters smoke or other evidence of a possible fire, or if Dispatch relays information to responding units that indicates a possible fire exists, the alarm will be upgraded by the first due Officer or Battalion 1 to a Level 2 or Level 3 Alarm and all responding units will respond Code 3.

If Dispatch relays information to the responding units that credibly indicates the alarm is false, the first due Engine Company shall reduce their response to Code 1 and continue to the scene to investigate and complete a Tontitown Fire Department False Alarm Report. The secondary responding unit shall cancel their response and announce to dispatch they are "In Service".

Tontitown Fire Department False Alarm Reports must be completed on all automatic alarms where no fire condition occurred. All spaces on the False Alarm Report listed above the 'Fee Schedule' shall be completely filled out and signed by the Engine Company Officer (or Acting Officer). Additionally, the False Alarm Report shall include a detailed description of the reason of the alarm, for example: manual alarm station pulled, electrical power problem, tripped sprinkler system, steam mistaken for smoke, food on stove, etc.

In the case of an alarm system (not an automatic sprinkler system) being unable to restore to active standby service and there is a likelihood frequent recurring alarms being transmitted, Chief Officers have the authority to advise Dispatch to not send a response to a particular occupancy but only after the following conditions have been met.

- An alarm impairment plan must be developed and approved by the responsible party of the occupancy.
- If the occupancy is high life hazard and or high fire loss hazard, a Fire Watch plan must be incorporated.
- Contact Car 1 or, if unavailable, Car 2 for advice on plan development.

THIS IS NOT A BILL



Tontitown Fire & Emergency Services Department 100.10.1 False Alarm Report

Asst. Chief Lance Secor
479-301-7525
P.O.Box 305
Tontitown, AR 72770
235 E Henri de Tonti Blvd
Springdale, AR 72762

Date:

Time:

Incident Number:

Business/Resident Name:

Address:

Person Contacted:

Reason for Alarm

Billable Alarms	-	Non-Billable Alarms
Any act or omission by subscriber or employee	-	Structural damage due to earthquake, high winds, lightening or flooding
Faulty equipment	-	Telephone line malfunctions
Equipment not properly maintained or serviced		Electrical service interruption

Comments:

Officer Signature

Fee Schedule

Number of Alarms	Fee
Third to Tenth Response	\$50.00 each
After Tenth Response	\$ 100.00 each

**This is not a bill. An invoice will be sent by the
Tontitown Fire & Emergency Services Department Administration
within 30 days.
Appeals Process**

The person/business to whom the false alarm fee has been assessed has the right to appeal the fee. All appeal hearings must be requested, in writing, by certified or registered mail, directed to Chief of the Tontitown Fire & Emergency Services Department within seven days after the mailing of the statement of charges for the false alarm. Failure to timely request a hearing shall constitute an admission that the service charge is justified and payable to the City of Tontitown and shall further constitute an irrevocable waiver of such hearing.

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100.13 – Electrical
Emergencies

The Tontitown Fire & Emergency Services Department is called upon frequently to investigate and mitigate situations involving electrical equipment or electrical power lines. Some of these incidents are isolated to just the electrical equipment, but many involve a combination of fire, rescue, EMS operations. Officers on scene should be alert to the possibility of energized electrical lines and take appropriate steps to ensure the safety of personnel and bystanders. When it has been determined that an electrical emergency exists, the following segments have been established to assist Tontitown Fire Department Personnel in safe and effective practices.

Procedure

- Determine the type of electrical problem and request the appropriate power company to respond.
- Give Dispatch proper location of incident (pole number, etc.). If it is safe to do so.
- Set up an operational perimeter. Request Police Department assistance if necessary. (The rule of thumb for establishing electrical incident operational perimeter is to maintain distance of one complete span between poles in either direction of the fallen line(s).)
- Park apparatus outside of operational perimeter.

Safety

- Do not fight electrical fires unless de-energized or life is in danger. Use dry chemical extinguishers if possible when necessary. Protect exposures.
- Be careful when spotting equipment and hose lines. Electrical lines may fall on apparatus, personnel or hose lines.
- Do not walk under transformers as they may contain P.C.B.s or burning oil. (transformers can and do explode)
- Wear full protective clothing. If operating near or in a roadway, wear highway safety vest. In presence of smoke, don SCBA.
- Do not open shutters on vaults. This may cause an explosion due to accumulation of flammable gases.
- Keep bystanders clear of hazardous area.
- Stay clear of manhole covers over electrical vaults - they have been known to blow off and fly as far as one hundred fifty feet.
- No personnel shall enter underground electrical vaults except to effect rescue

and then only when advised by power company personnel on the scene that the vault has been de-energized.

- When entering underground electrical vault (de-energized) to effect rescue, personnel must be in full protective clothing, including a manned life line. Consider using Confined Space Rescue procedures.
- Toxic gas may be formed from electrical fires in vaults take necessary precautions.
- Do not open pole-mounted switches - they are for power company personnel only.
- Do not assume that telephone wires are not - they may be in contact with energized wires.
- Do not use water to control pole top fires unless de-energized by the Power Company.
- Avoid standing in puddles of run-off water during firefighting operations when energized electrical equipment maybe involved or nearby.
- Assume that all wires down are NOT and act accordingly.
- Do not use no-rated equipment such as pike poles, non-rated cutters, and non-rated ropes to handle downed wires.

Wires Down

- Members should not move wires unless necessary to rescue victims, and then only after all safety precautions have been observed
- Be careful when spotting hose lines and apparatus, additional lines may fall
- Establish a secure area (operational perimeter); include fences, vehicles, guard rails, railroad tracks, and puddles of water which may be electrically energized
- Standby and keep the public away from the scene until wires are de-energized by power company personnel
- During cold weather, or when there will be a delay in the arrival of the electric company, request the Police Department to provide traffic control and scene safety. If the power company will be delayed contact Assistant Chief and Chief.

Electrical Fire Control

- Power pole fire- Do not extinguish with water unless life is threatened, major structural component of power pole is threatened, or directed to by power company personnel
- Electrical fires are best handled by shutting down power source
- CO2 and dry chemical are the best extinguishing agent for electrical fires
- If structure fire involves electrical service or wiring, the power to the building should be shut off. TFD personnel shall not pull an electric meter. The Incident Commander will determine if the electric meter must be pulled by the electric company, or whether a damaged electrical circuit can be isolated at the breaker box before a building can be re-occupied. This decision may be made after consultation with a building official.
- Electrical vault fires should be extinguished only after they have been de-energized.
- Power company personnel shall be notified anytime fire department personnel shut off electrical service

Vehicle Rescue

- Victims should stay in the vehicle until power to the downed lines can be secured by power company personnel

- If it is necessary to care for injured patient or remove patient from vehicle prior to power company arrival, proceed with proper safety clothing (full turnout gear, face shield, and goggles), electric equipment (dielectrically rated clamp sticks, cutters, etc.), the wire can be pulled free of the vehicle
- Do not use pike poles, no-rated ropes and/or non-rated equipment to handle downed lines during vehicle rescues

Post Emergency

- Investigate the cause of incident
- Cooperate with law enforcement
- Insure that scene is in a fire safe condition

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Section 101 - Technical Operations 101.1 Technical Rescue

This policy recognizes the special characteristics of required training and experience in mitigating certain types of rescue scenes that are highly technical in nature. Such emergencies are:

- **Confined Space Rescue**
- **Trench/Building Collapse Rescue**
- **Water Emergency Rescue**
- **High/Low Angle Rope Rescue**

In order to function within this framework, personnel must meet the requirements developed and updated by the Fire Department Training Officer. A Technical Rescue Handbook shall also be kept in each command vehicle to assist the incident commander in the proper procedures for each type of technical rescue. Included in the Technical Rescue Handbook shall be a current roster of all Fire Department personnel showing their levels of training. All officers shall recognize the need for additional equipment/personnel on the scene of a Technical Rescue (such as USAR 1) and request dispatching to add such equipment/personnel to the response.

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101.7 Fatality Fires

Tontitown Fire Department personnel will conduct fire ground operations and investigations of fires involving human fatalities with due regard for the legal process and national standards of good practice. Separate investigations will be performed when a human fatality results from a fire. Tontitown Fire Department Fire Prevention Division Personnel will conduct a complete investigation as to the origin & cause of the fire. Tontitown Police, in cooperation with Tontitown Fire Department personnel, will conduct a complete cause of death investigation. Consent to search forms, administrative search warrants, or criminal search warrants, must be obtained as indicated by the situation.

Command shall follow the following procedures for any fire involving a human fatality:

- Dispatch Car 2 and Car 3 to respond to the fire scene.
- Dispatch Tontitown Police Department and Washington County Fire Marshall
- Confirm that dispatch has notified the Fire Chief and the Assistant Fire Chief.
- Maintain secure perimeter around the fire scene
- Only essential firefighting operations should continue.
- Restrict entry into the structure by only necessary personnel and document all entries using the fatality fire scene entry log provided by the Incident Commander and Tontitown Police Officer.
- The fire fatality victim should not be moved unless directed by the Incident Commander, the Operations Sector if the Operations Sector is a Chief Officer), the Fire Marshal, the Assistant Fire Marshal, a CID Officer, or the Coroner, except under the circumstances listed below:
 1. When resuscitation attempts are warranted.
 2. When additional fire damage to the body is probable due to likely structural failure near the body.

If the victim has been moved during suppression activities, the investigator should immediately interview the firefighters who first discovered and/or moved the victim. Fire Department personnel need to complete a written statement as quickly as possible.

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102.2- Responding to Carbon

Monoxide (CO) Alarms

In the event **Tontitown Fire Department** personnel receive a direct telephone call, or face to face contact from the general public regarding a CO detector sounding, the following information shall be obtained.

- Reporting individual's name, address, and phone number.
- All information concerning potential patients, or persons suffering from potential illness related to CO.

Tontitown Fire Department personnel shall immediately forward this complete information to Dispatch so that appropriate units (based on the information gathered) may be dispatched.

Reports of CO detectors sounding with no occupants showing signs or symptoms of illness shall receive a Code 1 response by an Engine Company. Only Engine or Ladder Companies are to be dispatched to CO Alarms.

Reports of CO detectors sounding with occupants showing signs or symptoms of illness shall receive a Code 3 response by an Engine Company.

The Tontitown Fire Department CO Investigation Form shall be completed for all CO Alarms and turned into the Division Chief of Operations. All **Tontitown Fire Department** meter readings (including baseline readings) of both ambient and concentrated levels of CO are to be recorded on the CO Investigation Form.

When completing an NFIRS incident report for a CO Alarm where CO was detected, the "incident type" code is 424. If CO was not detected the "incident type" code is 736 or 746 (whichever is most appropriate). Advice or recommendations given to the occupant(s) must be documented in the NFIRS incident narrative.

The multi-gas meters are the only definitive way to determine the risk of CO to occupants and responders. In addition to carbon monoxide, each multi-gas meter measures flammability ranges, oxygen levels, and the presence of hydrogen sulfide. All personnel shall be familiar with the operation and usage of these meters.

Prior to entering the structure personnel must turn on the meter and allow it to zero in a fresh air environment. The determination of whether CO is present is accomplished primarily by taking ambient meter readings from the center of all interior rooms. Concentrated meter readings may be taken from gas fired appliances, particularly furnaces, water heaters, fireplaces, and cooking appliances.

Based on Tontitown Fire Department meter readings, personnel shall take the following actions at incidents involving elevated levels of CO:

CO readings of less than 9 parts per million (PPM)

- Inform the occupant(s) that Tontitown Fire Department meter readings do not indicate an elevated level of CO at this time.
- Recommend the occupant(s) check their CO detector per the manufacturer's recommendations and attempt to reset the detector.
- Suggest the occupant(s) replace the CO detector if it was manufactured before October 1, 1998 with a new alarm that meets UL, CSA, or IAS standards.
- Advise occupant(s) to call 911 if their CO detector activates again.

CO readings of more than 9 PPM but less than 70 PPM

- Warn occupant(s) that a potentially dangerous level of CO has been detected, request the occupant(s) leave the structure until ventilation reduces the CO level to 9 PPM or less.
- Shut off any appliance that appears to be malfunctioning, producing CO.
- Ventilate the structure (Open windows, turn on exhaust fans, etc).
- Advise Dispatch to notify Source Gas to respond to the location.
- Systematically turn on appliances while monitoring for CO levels to begin elevating, if a definitive source of CO can be identified disable the appliance, provide this information to the gas company representative.
- Tontitown Fire Department personnel shall use SCBA when working in any atmosphere where carbon monoxide levels are in excess of 25 PPM.
- Advise occupant(s) to call 911 if their CO detector activates again.

CO readings of greater than 70 PPM

- Inform the occupant(s) that a dangerous level of CO has been detected, advise the occupant(s) to leave the structure immediately, do not allow re-entry by occupant(s) until ventilation lowers the CO level to 9 PPM or less.
- Shut off any appliance that appears to be malfunctioning, producing CO.
- Ventilate the structure (Open windows, turn on exhaust fans, etc.).
- Advise Dispatch to notify Source Gas to respond to the location.
- Systematically turn on appliances while monitoring for CO levels to begin elevating, if a definitive source of CO can be identified disable the appliance, provide this information to the gas company representative.
- Advise occupant(s) to call 911 if their CO detector activates again.

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Operations
102.3- Natural Gas and Liquefied
Petroleum Gas

Natural gas is lighter than air so it will rise and dissipate rapidly outside. Inside buildings however, the gas will pocket in attics, under stairs and in other dead air spaces. The flammable limits are approximately 3-15%.

Liquefied Petroleum Gas (LPG, or Propane) is stored and transported as a liquid under moderate pressure. At normal atmospheric pressure and temperatures the liquid readily vaporizes yielding a fire and explosion hazard similar to natural gas. LP gas vapor is heavier than air and will collect in low-lying areas inside or out. The flammable limits are approximately 2-9%.

All known and suspected gas leaks require metering and monitoring. The Rae Systems 4-gas meters include an LEL sensor which provides readings as a percentage of the lower explosive limit. This instrument will be used at all known or suspected leaks.

Ignitable gas incidents can occur in a variety of settings and circumstances. Each has unique qualities and considerations. The following guidelines should be followed when possible and prudent. Good judgment by the incident commander may prompt different actions as appropriate to the situation. In all cases, Tontitown Fire Department units shall take whatever actions are necessary to provide for life and property safety.

- A safety perimeter shall be established and maintained around any suspected gas leak.
- Have dispatch contact the Gas Company to respond to natural gas incidents.
- Command shall provide for effective interaction between Gas Company and Tontitown Fire Department personnel. Gas Company personnel are responsible for locating and eliminating leaks in the gas system. As industry specialists, they can provide Command with valuable assistance in the effective handling of these incidents.
- These personnel should be directed to Command to report their arrival, etc. In most cases, a company officer with a portable radio will be required to accompany the personnel and monitor activities during their on-site operations.
- All personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing. Personnel working in a suspected ignitable atmosphere (i.e., attempting to plug a leak in a gas line) shall use SCBA and shall be covered by a charged protective hose line or a dry chemical extinguisher based on the officers discretion. The number of exposed personnel will be kept to an absolute minimum at all times.

Reported Gas Leak—No Fire or Explosion:

Calls for "odor of gas," "gas leak," "broken gas meter" and similar situations may range from minor to major incidents. All should be approached as potentially dangerous situations. A minimum number of personnel should be allowed to enter the area to size-up the situation while any additional assigned units stage in a location out of the potentially dangerous zone.

- Evacuate any civilians in the area of escaping gas.
- Attempt to locate the source of the gas and any shut-off devices available.
- Have dispatch contact the Gas Company to respond.
- If there is any indication of gas accumulating within a building, evacuate civilians from the structure and control ignition sources. Inform Battalion I of the situation and have dispatch request the Electric Company in addition to the Gas Company. Shut off electrical power from an outside breaker or have the Electric Company shut off power going to the structure. Do not operate switches or attempt to shut off breakers in the building. Check for explosion potential by metering all areas of the structure. Ventilate if necessary but do not use PPV fans that are not intrinsically safe as they will provide an ignition source.
- If the problem is an extinguished pilot light on an appliance, Tontitown Fire Department personnel will not relight the pilot, but will advise occupant on possible dangers of lighting pilots, and will advise them to have the utility called as appropriate.
- In any other gas leak situation within a building, the gas supply shall be shut off until repairs are completed. This is most easily accomplished with the cooperation of a Gas Company representative at the scene.
- If Gas Company personnel must excavate to shut off a leak, provide stand-by protection with a charged hose line and two firefighters in full protective equipment (including SCBA).
- The use of plugs by Fire Department personnel should be evaluated as necessary to provide for life and property safety.
- All personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing. Personnel working in a suspected ignitable atmosphere i.e., attempting to plug a leak in a gas line) shall use SCBA and shall be covered by a charged protective hose line or a dry chemical extinguisher based on the officer's discretion. The number of exposed personnel will be kept to an absolute minimum at all times.
- **Do not attempt to plug or otherwise mitigate a leak from a high volume, large diameter or high pressure line. Contact the appropriate utility and establish a safe perimeter. Check adjacent exposure structures for gas accumulation. Stand-by with a charged hose line and two firefighters in full protective equipment including SCBA).**

Explosion Has Occurred

Units arriving at the scene of a structure explosion must consider ignitable gas as a significant possible cause. Explosions have occurred in structures which were not served by natural gas. Underground leaks may permit gas to travel considerable distances before entering a structure through the foundation, around pipes, or through void spaces. In these circumstances the cause of the explosion may be difficult to determine. Until it can be determined that the area is safe from

the danger of further explosions, evacuate all civilians and keep the number of Fire Department personnel in the area to minimum.

- Look for signs of a gas leak, i.e., smell of gas, flames coming through cracks in the ground or around foundations, bubbling through puddles). Do not extinguish flames coming up through the ground. Do not rely on gas odor. Odorant may be filtered out by passage through ground. Use gas meters to check suspected areas.
- Check systematically using gas meters. Start outside the area of the explosion and move into the area until readings indicate a detectable concentration. Map the readings in the affected area.
- If a gas concentration is encountered inside, adjacent to, or underneath any building, secure all possible sources of ignition in the affected area. Cut electricity from outside to avoid arcing. Ventilate buildings where gas is found naturally or with intrinsically safe equipment only.

Burning Natural Gas or LP Gas

- **Burning natural or LP gas should not normally be extinguished.** This changes the hazard from visible to invisible and creates an explosion potential. Fire should be controlled by stopping the flow of gas while exposures are protected.

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Operations
102.4- Hazardous Materials

This plan provides a basic philosophy and strategic plan for hazardous materials situations. All Tontitown Fire Department policies and procedures, unless superseded by a specific part of this plan, remain in effect for hazardous materials incidents.

Hazardous materials incidents encompass a wide variety of situations including fires, spills, transportation accidents, chemical reactions, explosions, and similar events. Hazards involved may include toxicity, flammability, radioactivity, corrosives, explosives, health hazards, chemical reactions, and combinations of factors. This plan provides a general framework for handling a hazardous materials incident, but does not address the specific tactics or control measures for particular incidents.

Every incident presents the potential for exposure to hazardous materials and the products of combustion of an ordinary fire may present severe hazards to personnel safety.

Adequate situation evaluation is critical. If the wrong decision is made, personnel can easily become part of the problem instead of part of the solution. Any emergency response effort must favorably change or influence the outcome. If the outcome cannot be favorably changed, personnel must withdraw, evacuate endangered civilians, and protect exposures if possible.

This procedure is specifically applicable to known hazardous materials incidents, but it does not reduce the need for appropriate safety precautions at every incident. The use of all protective clothing and SCBA whenever appropriate and the utilization of all Tontitown Fire Department policies and procedures on a continuing basis is the starting point for this plan.

INITIAL DISPATCH

Haz-Mat incidents will receive a "Special Alarm" consisting of a Standard Alarm with the addition of Engine-1 and Command. The first arriving apparatus will respond "Code 3". All other units will respond "Code 1". FIRECOMM dispatch will attempt to obtain any and all information from the person reporting a hazardous materials incident. The information should, if possible, include material name and/or type, amount and size of containers), problem leak, spill, fire, etc.), and dangerous properties of the materials.

FIRST ARRIVING UNIT

The first arriving officer will establish Command, begin size-up and use the DOT guidebook to establish initial isolation distances. The first unit must consciously avoid committing itself to a dangerous situation. When approaching, slow down or stop to assess any visible activity taking place. Evaluate effects of wind, topography, and location of the situation.

Command will establish staging for other responding units. Staged companies must be in a safe location taking into account wind, spill *flow*, explosion potential, and similar factors in any situation. Units must stage in a safe location taking into account wind, spill flow, explosion potential, and similar factors in any situation.

SIZE-UP

Command must make a careful size-up before deciding on a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area, but this should be done with an awareness of the risk to Fire Department personnel and taking advantage of available protective equipment.

The objective of the size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. A hazardous materials incident requires a cautious and deliberate size-up.

Command must avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted companies at a safe distance. In many cases, evaluation by the Springdale Haz-Mat response company before committing is the safest approach.

Command must identify a hazardous area based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident, and degree of risk to unprotected personnel. Take immediate action to evacuate and/or rescue persons in critical danger if possible, providing for the safety of the rescuers first.

The major problem in most cases is to identify the type of materials involved in a situation and the hazards presented before formulating a plan of action. Look for labels, markers, DOT identification numbers, NFPA diamond, and shipping papers, refer to pre-fire plans and ask personnel at the scene (plant management, responsible party, truck drivers, etc.). Utilize reference materials carried on apparatus and other sources for assistance in sizing-up the problem.

Command will determine whether the incident will require mutual aid from other North West Arkansas Fire Departments.

ACTION PLAN

Based on the initial size-up and any information available, Command will formulate an action plan to deal with the situation.

Most hazardous materials are intended to be maintained in a safe condition for handling

and use through confinement in a container or protective system. The emergency is usually related to the material escaping from the protective container or system and creating a hazard on the exterior.

The strategic plan must include a method to control the flow or release, get the hazardous material back into a safe container, neutralize it, allow it to dissipate safely, or coordinate proper disposal.

The specific action plan must identify the method of hazard control and identify the resources available and/or required to accomplish this goal. It may be necessary to select one method over another due to the unavailability of a particular resource or to adopt a "holding action" to wait for needed expertise, equipment, or supplies.

As a general policy, the Springdale Fire Department response company and/or Hazmat technicians will be assigned to any situation involving direct contact with hazardous materials and Tontitown Fire Department will assist.

At all incidents involving hazardous materials, a Safety Officer will be established. The Safety Officer will monitor all activities to ensure that procedures are conducted in a safe manner. The Safety Officer will intervene and stop any operation that is being performed in an unsafe manner. Upon intervening into any operation, the Safety Officer will advise Command of the situation.

The action plan must provide for:

- An assigned Safety Officer.
- Safety of citizens.
- Safety of firefighters.
- Evacuation of endangered area if necessary, or sheltering in place if practical.
- Control of situation.
- Stabilization of hazardous materials, and or disposal or removal of hazardous material.

Avoid committing personnel and equipment prematurely or "experimenting" with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or specialty help.

CONTROL OF HAZARDOUS AREA

A hazardous materials incident has three zones associated with the scene. There is the Hot Zone, Warm Zone, and the Cold Zone.

HOT ZONE

Hot Zone (Exclusion): Area(s) where the highest risks to personnel safety exist. The hot zone may be defined initially as the perimeter of the closest apparatus to the incident. The hot zone is also defined through the use of red hazard barrier tape.

All personnel operating in the Hot Zone must wear PPE appropriate to the hazard and be

certified to operate at the technician level (if applicable) for the particular hazard type.

Operations conducted in the hot zone should be performed with two person crews as a minimum. Red hazard barrier tape shall never be crossed without direct consent of the incident commander, operations officer, or incident safety officer.

Responsibility for control of personnel in this zone includes not only Fire Department personnel, but any others who may wish to enter the Hot Zone (police, press, employees, tow truck drivers, ambulance personnel, etc.). **COMMAND IS RESPONSIBLE FOR EVERYONE'S SAFETY.**

WARM ZONE

Warm Zone (Hazard Reduction): Area(s) where limited risks to personnel safety are present. The warm zone is defined as the area between the hot zone and the cold zone. The warm zone is where activities such as, decontamination, and equipment/tool staging are typically located.

All personnel operating in the Warm Zone must wear PPE appropriate to the hazard and be certified to operate at the operations level (if applicable) for the particular hazard type.

In some cases, it is necessary to completely evacuate a radius around a site for a certain distance (i.e., potential explosion).

In other cases, it may be advisable to evacuate a path downwind where toxic or flammable vapors may be carried (and control ignition sources in case of flammable vapors).

NOTE: When toxic or irritant vapors are being carried downwind, it may be most effective to keep everyone indoors with windows and doors closed (sheltering in place) to prevent contact with the material instead of evacuating the area. In these cases, companies would be assigned to patrol the area assisting citizens in shutting down ventilation systems and evacuating persons with susceptibility to respiratory problems.

COLD ZONE

Cold Zone (Support): Area(s) where minimal or no personnel risks are identified. The cold zone is defined as the area between the warm zone and the incident scene perimeter. The outer boundary of the cold zone (incident perimeter) may be identified through the use of yellow fire line barrier tape.

The cold zone is where incident support activities such as the Command Post, Rehabilitation, and Personnel staging are located.

USE OF NON-FIRE DEPARTMENT PERSONNEL

In some cases, it may be advantageous to use non-Fire Department personnel to evaluate hazards and perform certain functions for which they would have particular experience or ability.

SPECIAL CONSIDERATIONS for HAZ-MAT

All Fire Department personnel will be expected to perform at their level of training. The minimum level of training is Operations Level as defined by local, state, and federal regulations. This level allows personnel to perform defensive level actions such as damming, diking and diverting the flow of a hydrocarbon liquid. The operations level allows personnel to stop the flow of product using valves that are outside of the Hot Zone and remote to the leak.

Company Officers are expected to recognize situations that involve hazardous materials if they arrive on scene and dispatch did not notify them of the presence of those materials.

Incident commanders should request the Springdale Haz-Mat team if they determine that the amount of product involved is more than 55 gallons. Single unit responses should be able to handle spills that are typically found in motor vehicle accidents and liquid quantities in a normal passenger car.

An example of an incident that the Haz-Mat Team should be called on is if a saddle tank on a tractor trailer is leaking and the possibility exists to transfer it to another tank.

Large Natural Gas or Propane leaks could require the Haz-Mat Team to respond and assist with monitoring of flammable atmospheres.

The level of P.P.E. will be set by the Incident Commander and Safety Officer with input from the Haz-Mat Team research personnel.

The Springdale Fire Department Haz-Mat Team should be requested to Technical Rescue incidents such as Confined Space and Trench Rescues where atmospheric monitoring will be needed

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Volume 1— Fire Operations

Section 103 - Miscellaneous

103.2 - Entering Maintenance Performed by Personnel

Enter a separate request for each type of problem. To

enter maintenance completed by personnel:

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Volume 1— Fire Operations
Section 103 - Miscellaneous
103.3 - Entering Vehicle and Equipment Checks

To enter daily checks, complete the following steps:

Tontitown Fire & Emergency Services Department

Policy & Procedures Manual

Volume 1- Fire Operations

Section 103- Miscellaneous

103.4- Portable Fire Extinguishers

When a dry chemical portable fire extinguisher is discharged or placed out of service on any TFD apparatus or vehicle, it will need to be exchanged immediately with a charged reserve fire extinguisher located in the maintenance shop at the Tontitown Fire Station. A red service tag needs to be placed on the out of service fire extinguisher. Information needed on the tag should include the unit the fire extinguisher was removed from and the date of removal. The original fire extinguisher will be placed back on the assigned unit by the department mechanic when the service and recharge is complete.

If available wet water fire extinguishers shall be recharged by full time personnel as needed. F-500 will be added to all wet water extinguishers as a 3% mix. To obtain the proper proportion, add 10 Oz of F-500 to the 2 1/2 gallon water extinguisher. The F-500 should be added after the water to reduce foaming during the refill process if available.