

MENDOCINO VOLUNTEER FIRE DEPARTMENT

Standard Operating Guidelines

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Mendocino Volunteer Fire Department
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1.0 Safety and Health Policy

It is the policy of the Mendocino Volunteer Fire Department to provide equipment and training to operate at the highest levels of safety and health for all Members. The prevention and reduction of accidents, injuries, and occupational illnesses are goals of this Fire Department and shall be of primary consideration at all times. Concern for safety and health applies to all Members of this Fire Department and to any other persons who may be involved in Fire Department activities. The responsibility for establishing and enforcing the safety rules and regulations rests with the management of the Mendocino Volunteer Fire Department. In addition to management's responsibilities, an effective safety program requires the commitment and support of all Fire Department Members. They must recognize and support the need for a standard regulatory approach to safety and health.

2.0 Statement of Organization

See the Bylaws of the Mendocino Volunteer Fire Department

3.0 Operational Response Criteria:

- 3.1 Medical Aid**
- 3.2 Structure Fire Suppression**
- 3.3 Vegetation Fire Suppression**
- 3.4 Traffic Control and Extrication**
- 3.5 Cliff Rescue**
- 3.6 Heavy Rescue**
- 3.7 Water Rescue and Scuba Search and Rescue**
- 3.8 Hazardous Materials**
- 3.9 Special Operations**
- 3.10 Mutual Aid**
- 3.11 Special Events**

4.0 Risk Management Plan

The Mendocino Volunteer Fire Department shall adopt an official Risk Management Plan that addresses all Fire Department Policies and Guidelines including emergency and non emergency operations. This plan shall include risk identification, evaluation and enforcement of rules, regulations and Standard

Operating Guidelines to reach the objectives of this plan. Each Member of the Fire Department shall cooperate, participate and comply with the provisions of this safety program.

The Fire Chief shall appoint a Fire Department Safety Officer. The Safety Officer shall be responsible for the management of the safety and health program. In addition, a safety and health committee shall be established. The committee should include the Safety Officer and all management personnel plus at least one member of firefighter rank. The purpose of this committee shall be to develop recommendations pertaining to the safety and health program.

The Fire Chief shall appoint a Fire Department Training Officer. The Training Officer shall be responsible for providing training and education for all Members and to assure that they are able to perform duties in a safe manner.

5.0 Responding

Members responding to an emergency or to the fire station in their own vehicles or in Fire Department Vehicles are exposed to the inherent risks of vehicle operation. The operation of these vehicles shall be in accordance with all applicable traffic laws and codes, including sections pertaining to emergency vehicles. Drivers shall not move vehicles until all persons are seated and secured by seat belts. The Fire Department shall adopt standard operating guidelines for safely driving Code 3. Riding on tailboard, sidesteps, running boards shall be prohibited. No hose loading operation on moving apparatus shall be permitted.

6.0 Training and Education

A good training program is the most important part of any safety and health program. The Fire Department shall develop and maintain a training program with the goal of preventing accidents, injuries, illnesses, and deaths. This safety and health training shall be integrated into the Standard Operating Guidelines of the Fire Department. Training shall be provided as often as necessary, but no less than twice each month.

All Members who engage in emergency operations shall be trained commensurate with their duties and responsibilities. This training shall be at least six hours per month or as may be necessary to ensure that a member can perform the assigned duties.

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All Members who engage in structural fire fighting shall attend at least 24 hours of structural fire fighting training annually.

The Fire Department shall provide the emergency medical training to all Members. This includes cardiopulmonary resuscitation and advanced first aid. Members engaged in basic life support shall be trained commensurate with the level of service they provide.

Within six months of becoming a probationary member of the Fire Department, all firefighters shall:

1. Obtain a DMV Class "B" Drivers License.
2. Be CPR Certified.
3. Obtain First Responder Operational (FRO) Level Training including HAZMAT.
4. Be Firefighter First Responder.
5. Attend Emergency Vehicle Operations Course (EVOC) and obtain certificate.

7.0 Vehicles and Equipment

All Members who operate emergency vehicles shall meet the requirements of a training program established by the Fire Department.

The training program shall include but not be limited to: preventive maintenance, record keeping, legal requirements, defensive driving and unusual circumstance driving; specific training of vehicle systems such as pumps, tanks, hydraulics, and air brakes. All firefighters who drive Fire Department vehicles must have a current California Drivers License Class B, Non-Commercial or higher.

Members shall have sufficient hands-on training to effectively demonstrate their capability of handling emergency vehicles.

The Fire Department shall require the suspension of driving privileges of any Member convicted of a Class A violation for a period of eighteen months. Any Member convicted of three Class B violations in a one-year period shall be issued a ninety-day suspension. More than three convictions in one year is a one-year suspension.

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Any Member observed driving or attempting to drive a Fire Department vehicle while under the influence of alcohol or drugs shall be suspended from driving Fire Department vehicles for ninety days. The second violation shall result in permanent suspension of driving privileges. The term “under the influence” shall mean alcohol on the breath or irrational behavior.

The Fire Department shall consider safety and health as primary concerns in the acquisition, operation, and maintenance of all Fire Department vehicles and equipment.

The Fire Department shall inspect vehicles and equipment on a regular basis for proper operation of safety features, including tires, brakes, warning lights, headlights, and mirrors.

The Fire Department shall adopt Standard Operation Guidelines for vehicles and equipment priorities.

8.0 Harassment

Mendocino Fire Department maintains a strict policy prohibiting sexual harassment and harassment because of race, color, religion, sex, age, disability, national origin, or any other basis made unlawful in any applicable law or ordinance or regulation. This policy applies to all persons involved in the operations of the Mendocino Fire Department and prohibits such harassment by any members, including officers or auxiliary members of the Department. Harassment is prohibited in any form, including verbal, physical, and visual conduct, threats, demands and retaliation is unlawful and will not be tolerated. Harassment because of race, color, religion, sex, age, disability, national origin or any other protected basis includes, but is not limited to:

1. **Verbal** conduct such as epithets, derogatory or vulgar comments, slurs, or unwanted sexual advances, invitations, or comments.
2. **Visual** conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
3. **Physical** conduct such as unwanted touching, blocking normal movements, or interfering with work directed at you because of your sex or any other protected basis.

4. **Threats** and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
5. **Retaliation** for opposing, reporting or threatening to report unlawful harassment or for participating in an investigation, proceeding or hearing conducted by an investigating officer or agency.

If you believe you are being harassed while in service to the department because of your sex, race, ancestry, or other prohibited basis, you should file a complaint, preferably in writing to the chief, an officer or commissioner as soon as possible after any incident you feel is prohibited harassment. Your complaint should include details of the incident or incidents, the names of individuals involved and the names of any witnesses.

9.0 Protective Clothing and Equipment

Fire Department Members have the potential for being exposed to extreme hazards and must be prepared by having the appropriate protective clothing and equipment.

The Fire Department shall provide each Member with the appropriate protective clothing and equipment for protection from the hazards to which they are likely to be exposed.

Members shall be trained in the care, maintenance, and limitations of the protective clothing and equipment assigned. The Fire Department shall provide at least one washing machine for the purpose of washing structure fire fighting turnouts which shall be done immediately after exposures.

Members engaged in structure fire fighting, or proximity fire fighting shall use structure (bunker) gear (protective coats, trousers, helmets, gloves, footwear, and hoods) provided by the Fire Department.

Members shall be required to wear the protective clothing specified when involved in or exposed to the hazards of structure fire fighting or the hazardous area at any emergency scene. Fire fighters shall avoid wearing clothing under turnouts that is unsafe due to poor thermal stability. Long sleeve, 100% natural fibers are best. Properly fitting turnouts are important for the safety of the Firefighter. Primary face and eye protection appropriate for a given hazard shall be used by all

Members. Hearing protection should be used by Members when exposed to noise in excess of 90 dba.

The Fire Department shall provide all Members engaged in water rescue operations with the appropriate clothing and equipment necessary for safety at emergency scenes and training evolutions.

The Fire Department shall provide members who perform emergency medical care or are likely to be exposed to blood or other body fluids with medical garments, face protection, and medical gloves.

Contaminated medical garments, face protectors, gloves, and all sharps shall be disposed of in the ambulance Biohazard containers or in white plastic bags supplied on rescue units. These bags shall be disposed of properly.

9.1 Chemical-Protective Clothing for HAZMAT Operations:

The Mendocino Volunteer Fire Department is currently not equipped to engage in HAZMAT emergencies beyond the First Responder Operational level. The Fire Department shall adopt standard operating guidelines limiting the Members to an FRO response.

9.2 Self-Contained Breathing Apparatus:

Inhalation of smoke or hot gases, and toxic fumes are inherent risks of structure fires and hazardous material spills, therefore it is extremely important all Members take every precaution available to protect themselves against these hazards.

Open-circuit SCBA shall be positive pressure and shall be used by all Members working in areas where the atmosphere is hazardous, or suspected of being hazardous, or may rapidly become hazardous.

Members using SCBA shall work in teams of two or more at all times and shall not compromise the integrity of the SCBA for any reason. Only Members with a properly fitting face piece shall be permitted to function in a hazardous atmosphere with SCBA. A growth of beard or facial hair at any point where the face piece is designed to seal with the face, or hair that could interfere with the face piece valve function shall be prohibited for Members required to use SCBA.

The SCBA face piece and head harness shall not be worn over protective hoods. Members working in overhaul areas are required to use their SCBA until the safety of the atmosphere is established and maintained by effective ventilation.

Members shall be trained in emergency guidelines to overcome problems encountered with SCBA. At least one SCBA carried by one Member of the team is recommended for victim rescue.

All Members working in a hazardous area shall use a personal alert safety system (PASS) device.

9.3 Life Safety Ropes, Harnesses and Hardware:

1. The Fire Department shall adopt Standard Operating Guidelines for all emergencies and training evolutions that involve high and low angle rescue.
2. Rope used to support the weight of Members during rescues, emergency operations and training evolutions shall be life safety rope.
3. Rope that has not been subjected to any impact load may be reused after inspection. Rope not meeting inspection shall be taken out of service or altered so it cannot be used for life safety rope.
4. Rope inspection shall be conducted by qualified Members in accordance with inspection guidelines recommended by the manufacturer.

10.0 Emergency Operations

Emergency operations and training exercises shall be conducted in a manner that recognizes the hazards involved and prevents accidents and injuries. The Fire Department Incident Command System shall be established in written Standard Operating Guidelines.

The Incident Commander and the Safety Officer shall be responsible for the overall safety of all Members and of all activities occurring at the scene.

STANDARD OPERATING GUIDELINES

The following risk management principles shall be used by all Members at all levels of the ICS.

1. Activities that present a significant risk to the safety of Members shall be limited to situations where there is a potential to save lives.
2. Activities routinely employed to protect property may have inherent risks to Members and actions shall be taken to reduce or avoid these risks.
3. No risk to Members shall be acceptable when there is no opportunity to save lives or property.
4. Emergency operations shall be limited to those that can be safely performed by the personnel at the scene. No Member shall perform any function or evolution that is not within the established operational response criteria.
5. The Incident Commander at the scene shall evaluate the risks to Members and, if necessary, request that basic life support personnel and transportation be made available. The IC shall make suitable provisions for rest and rehab for Members working at the scene.
6. The Fire Department shall adopt Standard Operating Guidelines (SOG) to ensure the safety of Members at the scenes of violence, unrest, civil disturbances including riots, fights, violent crimes, deranged people, and people interfering with Fire Department operations.
7. The Fire Department shall conduct post incident critiques of all significant incidents. Review the conditions present, actions taken, and effect of those actions on the safety of Members at the scene. The critique shall include changes needed to the safety program. The Safety Program and the Standard Operating Guidelines must evolve to meet the changing needs of the Fire Department and the Members.

11.0 Facility Safety

The Fire Department shall maintain all facilities in a clean, safe, fire preventive manner. New construction shall be to the Uniform Building Code and N.F.P.A. standards where possible.

1. Engine Bays shall be kept clean of debris and floors dry.

2. Combustibles shall be stored in appropriate cabinets.
3. Eating and cooking facilities shall be kept clean.
4. The Department shall provide facilities for cleaning, disinfecting and storage of all department equipment.

12.0 Medical and Physical

The Fire Department shall actively attempt to limit or prevent the exposure of Members to infectious and contagious diseases in the performance of the duties and operate an infection control program. When appropriate, inoculations, vaccinations, and other treatment shall be made available.

13.0 Member Assistance Program

The Fire Department shall assist Members with stress and personal problems that adversely affect the Fire Department performance.

14.0 Dispatch of Firefighters

1. All Firefighters shall respond directly to Station 840, Station 841, or Station 842.
 - Officers may respond directly to the scene at their discretion.
 - Firefighters passing the scene of an emergency in route to the Fire Station may stop at their discretion.
2. All Firefighters shall respond with the appropriate personal protective equipment (PPE). PPE recommended minimums are as follows:
 - **Medical Aid:** Wildland coat and rubber gloves, other PPE as appropriate.
 - **Structure Fire:** Complete set of structure turnouts with cotton undergarment with full length sleeves and legs.
 - **Vegetation Fire:** Complete set of wildland gear and boots with cotton barrier with full length sleeves and legs.

- **Traffic Accident/Extrications:** Complete set of structure turnouts.
 - **Traffic Control:** Wildlands coat and helmet.
 - **Cliff Rescue:** Complete set of wildlands gear, boots, and gloves, and helmet.
 - **Heavy Rescue:** Complete set of wildlands turnouts with helmet and gloves.
 - **Water Rescue:** Appropriate gear for task assigned.
 - **HAZMAT:** Complete set of structure turnouts.
 - **Special Operations:** Wildlands or other appropriate gear to the task assigned.
 - **Mutual Aid to O.E.S. or L.G. Task Force:** Complete set of structure turnouts, complete set of wildland gear and fire shelter with cotton undergarment with full length sleeves and legs.
- Firefighters shall obey all traffic laws (in emergency response vehicles as well as their privately owned vehicle) at all times during their response, including the use of seat belts.
 - The first Firefighter to respond to the station shall acknowledge the dispatch and response when the appropriate personnel are available.
 - All Firefighters shall remain at the scene or the station until released by the IC.

15.0 Order of Equipment and Personnel

15.1 General Policies:

1. All scenes operate under the Incident Command System.
2. There shall be a designated Incident Commander, Medical Operations, and Safety Officer.

15.2 Medical:

1. First out is Rescue 8430 and/or Rescue 8432 with 2 or more Firefighters each.
2. Next out is Engine 8480 with 2 or more Firefighters.

15.3 Structure Fire:

1. First out is Engine 8481, with 2 or more Firefighters.
2. Second out is Engine 8480, with 2 or more Firefighters.
3. Third out is Tender 8491 with 2 or more Firefighters.
4. Fourth out is Rescue 8430 and/or 8432 with 2 or more Firefighters each.
5. Fifth out is Wildlands Engine 8460 with 2 or more Firefighters.
6. Sixth out is Cliff Truck 8431 with Mobile Air Unit 8455 with one or more Firefighters.

15.4 Vegetation Fire:

1. First out is Engine 8460 with 2 or more Firefighters and Rescue 8430 with two or more Firefighters.
2. Second out is Tender 8490 with 2 or more Firefighters.
3. Third out is Engine 8481 with 2 or more Firefighters.
4. Fourth out is Tender 8491 with 2 or more Firefighters.

15.5 Traffic Collision and Extrication:

1. First out is Engine 8480 with 2 or more Firefighters.
2. Second out is Rescue 8430 and 8432 with 2 or more Firefighters each.
3. Further resources are upon request of the Incident Commander.
4. The first EMT on scene shall be Medical Operations.
5. The second officer on scene shall be Safety and Extrication Operations Officer.

15.6 Cliff Rescue:

1. First out is Cliff Truck 8431 with 2 or more Firefighters.
2. Second out is Rescue 8430 and/or Rescue 8432 with 2 or more firefighters each.
3. In addition to appointed roles, there shall be a designated Rigger role.

15.7 Heavy Rescue:

1. First out is Engine 8480 with 2 or more Firefighters.
2. Second out is Rescue 8430 and/or Rescue 8432.
3. Additional resources are upon request of IC.

15.8 Water Rescue and SCUBA Search and Rescue:

1. First out is Rescue 8430 and/or Rescue 8432 with 2 or more Firefighters each.
2. Second out is appropriate water craft as ordered.
3. Third out is any additional apparatus as ordered.

15.9 Hazardous Materials:

1. First out is Engine 8480 with 2 or more Firefighters.
2. Second out is Rescue 8430.

It is the policy of the Mendocino Volunteer Fire Department to identify and isolate the materials and evacuate all affected persons

from the contaminated area and to call for special assistance to mitigate the hazard. See “Hazardous Material Safety SOG Section 19.11 of this document.

15.10 Special Operations:

1. First out is designated by the IC.
2. Further resources are upon request of the IC.

15.11 Mutual Aid:

1. First out as directed by the Chief or two Assistant Chiefs.
2. See Strike Team Selections and Qualifications.

15.12 Special Events:

Vehicle(s) selected is by the Chief or 2 Assistant Chiefs.

16.0 Apparatus Manning

16.1 Engineers/Drivers:

1. Appropriate current drivers license.
2. Remain with the apparatus and operate it at all times.
3. Responsible for all equipment and restocking. Apparatus should be secured and ready for next response.
4. Maintain fuel, oil and water levels.
5. Wear appropriate protective clothing.
6. Always back apparatus with assistance.

16.2 Captain or Firefighter in the passenger seat:

1. Responsible to see that all Firefighters are wearing the appropriate protective clothing.
2. Handle all radio traffic while responding.

3. Report to IC upon arrival at scene or make contact by radio before arrival.
4. Direct the crew working with his engine.
5. Firefighter in the passenger seat shall be responsible for keeping record of the address, map locations and spotting of addresses.

16.3 Firefighters:

1. Remain with apparatus until given directions by Captain or Operations Chief.
2. Upon arrival at scene in personal vehicle make contact with Captain or Operations Chief for assignment.

17.0 Driving

17.1 General Policies:

1. Firefighters responding to a call in their private vehicles shall observe speed limits and all vehicle codes. Firefighters shall practice defensive driving. Seat belts shall be worn in private and Fire Department vehicles at all times.
2. No Firefighter shall drive a private vehicle responding to a fire call, nor drive an emergency vehicle at any time while under the influence of any drug or alcohol. No Firefighter shall respond with alcohol on their breath.
3. Responding Firefighters shall stop at a fire station if it is on or near the route taken to a fire call.
4. Responding Firefighters shall minimize the use of private vehicles at the scene of a call. Make every attempt to ride out on a responding Department Vehicle. At the scene: park private vehicles safely off roadways. Do not block access to the scene. Turn off engines. Do not lock vehicles in front of firehouse doorways, driveways or access to fire calls. If POV's are parked on the road, they should be parked on the same side as other fire apparatus to avoid blocking both sides of the road.

5. All drivers must have a current Class B license with appropriate endorsements and have attended Emergency Vehicle Operations Class (EVOC).

17.2 Emergency Vehicle Driving:

Emergency Vehicles shall be driven in a safe manner at all times. Firefighters shall use good judgment and good defensive driving practices at all times. No Firefighters shall drive during an emergency until they have been properly trained and approved. All Firefighters shall follow these guidelines:

1. **Code 2 Driving:** Normal driving, observe all traffic rules. No lights and siren.
2. **Code 3 Driving:** When we are driving Code 3 with lights and siren, we are asking other drivers for the right of way (“Asking for Permission”).
 - All Code 3 drivers must have a Class B License with Endorsement and have taken EVOC.
 - Red lights shall be used at all times during a Code 3 response.
 - Sirens shall be used at all intersections and congested areas and at driver’s discretion during Code 3 driving.
 - Air horns may be used in addition to sirens when entering intersections or when deemed necessary.
 - Emergency vehicles shall not exceed posted speed limits when proceeding through intersections with a green light.
 - Emergency vehicles must come to a complete stop before proceeding through a red light, stop sign or railroad crossings and then only proceed when safe.
 - Engines and Tenders shall not exceed the posted speed limit at any time.
 - Emergency vehicles other than Engines and Tenders must not exceed posted speed limit by more than 10 miles per hour even if allowed by the State Vehicle Code.

- Overtaking or passing vehicles in your lane shall be done with caution. Give the vehicle in front of you room and time to pull over and maintain a safe distance.
- School buses may be passed only when their red lights are not flashing.

17.3 Emergency Vehicle Backing:

1. General Rules:

- Avoid backing if possible.
- Never be in a hurry when backing.
- Do not start to back when unsure of the area.
- Always use a spotter when backing.

2. Driver Responsibilities When Backing:

- Bring the vehicle to a complete stop, check mirrors for adjustment.
- Designate a spotter before backing.
- Operators and spotters must have a thorough knowledge of hand signals.
- Roll down driver's window completely.
- Make verbal and visual communication with spotter before backing.
- Determine the spotter is a safe (8-10 feet) distance behind vehicle and is visible in the mirror at all times. Stop if visual contact is lost.
- Wait for the spotter to signal for the driver to back up.

3. Spotter Responsibilities When Backing:

- Get out of the unit and survey the right front side, and rear areas for obstacles that would damage the vehicle.
- Survey overhead clearances.
- Place yourself eight to ten feet behind the left, driver's (left) side of the vehicle.
- Make a visual and verbal contact with the driver. Use a flashlight if dark.
- Be familiar with hand signals.
- Maintain contact with the driver at all times.
- Spotters shall use red director flashlights provided on all units.

4. If no Spotter is Available When Backing:

- Reconsider backing up. Is it really necessary?
- Make a reasonable effort to get someone to act as a spotter.
- If a spotter cannot be obtained, get out and walk around the vehicle, survey all sides and overhead. Proceed to back up very slowly checking other mirrors.

17.4 Intersection Crossing Policy:

1. General Concerns: Intersections provide a location for a high frequency and severity of accidents due to:

- Restricted Visibility
- Assumption of Other Driver's Actions
- Confused Drivers
- Vehicle Density

2. Intersection Procedure:

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- Crossing on Green:
 - Slow Down.
 - Take foot off accelerator.
 - Look in all three directions.
 - Be aware of oncoming vehicles turning in front of your vehicle.
 - Proceed with caution, one lane at a time.
- Crossing on Red:
 - Come to a complete stop.
 - Establish eye contact with drivers of other vehicles.
 - Wait for partner to communicate it is all clear.
 - Wait two seconds.
 - Proceed with caution, one lane at a time.
- Crossing Multi-Lane Intersections: (use procedures for each lane that needs to be crossed)
 - Come to a complete stop.
 - Establish eye contact with driver of other vehicles.
 - Wait for partner to communicate it is all clear.
 - Proceed crossing one lane.
 - Come to a complete stop for next lane.
 - Establish eye contact and wait for partner to communicate it is all clear for this lane.
 - Proceed crossing this lane.
- Making right or left turns across stopped vehicle:

STANDARD OPERATING GUIDELINES

- Come to a complete stop next to vehicle.
- Establish eye contact with side of vehicle's driver via your partner or yourself.
- Wait for your partner to tell you it is clear.
- Be aware of vehicles approaching from behind.
- Proceed with caution.

3. Special Precautions:

- Slow down prior to reaching the intersection in order to:
 - Get a good view of the situation.
 - Avoid startling unaware motorists.
- Use Siren:
 - Use yelp siren mode.
 - Use headlights hi-lo beam.
 - Be patient, keep signaling.
- Avoid passing on right unless it is the last resort.
- Avoid traveling in opposing traffic unless you are certain traffic is clear.
 - If you must proceed, do so with extreme caution and stay to your far right.

18.0 Radio Communication System

The Mendocino Volunteer Fire Department is dispatched on a County wide communication system by the California Department of Forestry at Howard Forest Station.

The Coastal Zone Four uses repeaters on Cato Peak (Tone 7) and Cold Springs (Tone 3). In addition, the County system uses a car to car tactical frequency and each fire department has a department tactical frequency.

18.1 Radio Protocol (Upon dispatch from Howard Forest)

1. Upon the arrival at the station of the appropriate personnel to man the first out apparatus advise “Howard Forest Mendocino Fire responding”. Howard Forest will acknowledge.
2. If the appropriate personnel do not respond to the station, advise Howard Forest. (“Howard Forest, Mendocino Fire copy dispatch, standing by for personnel.”) Howard Forest will acknowledge.
3. Make request for a second page.
4. Upon arrival at scene advise Howard Forest. (Howard Forest, Mendocino Fire on scene.) Howard Forest may or may not acknowledge. Do not repeat on scene.
5. These first two communications should be handled by the Firefighter in the passenger seat of the first out apparatus.
6. From this point on all radio traffic with Howard Forest shall be handled by the IC ONLY.
7. Upon arrival at scene the IC shall request all inter-department radio traffic at scene to use department tactical.
8. The IC shall use County Fire for communication with Howard Forest; County car to car for communication with Station 840 and responding Medical Units; and Department Tactical for fire ground command.
9. Units responding shall contact the IC, before they arrive at the scene, for assignment.

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10. The IC should give Station 840 emergency scene updates on a regular basis.
11. Radio traffic shall be kept to a minimum at all times, use land line whenever possible.

19.0 Standard Safety Guidelines per Event Type

19.1 Medical Aid:

1. Personal protection and safety has priority, then patient care.
2. All personnel shall follow infectious control guidelines:
 - WEAR GLOVES during all patient contact.
 - CHANGE GLOVES after contact with each patient.
 - DISCARD USED GLOVES immediately in appropriate container. Pull off inside out, one glove inside other.
 - WASH YOUR HANDS immediately after you remove your gloves or as soon as possible.
 - Use additional BARRIER PROTECTION (mask, protective eyewear, face shield, gown) if you anticipate splashes of blood or other body fluids.
 - WASH YOUR HANDS OR ANY OTHER SKIN SURFACES immediately and thoroughly if they become contaminated with blood or other body fluids.
 - HANDLE ALL NEEDLES, INTRAVENOUS EQUIPMENT, AND SHARP INSTRUMENTS WITH EXTREME CARE.
 - USE ADEQUATE BARRIER DEVICE PROTECTION when it is necessary to artificially ventilate a patient.
 - Report any contact or potential contamination to IC or Safety Officer immediately.
3. The first EMT on scene shall assume primary patient care.
4. When possible, an EMT will establish EMS operations position.

19.2 Structure Fires:

1. The priorities are responder safety, life preservation, fire suppression, preservation of property.
2. Any work shall be done only by Firefighters trained in those activities.
3. First on scene Firefighters shall undertake fire suppression from exterior areas only.
4. Interior attacks for fire suppression or search and rescue shall be attempted only upon the arrival of a sufficient number of Firefighters for at least one Rapid Intervention crew (RIC).
5. Whenever Firefighters are operating in positions of immediate danger of injury in the event of equipment failure or other sudden events, at least one Rapid Intervention Crew shall be on standby to provide for rescue.
6. When inexperienced Firefighters are working at a fire, direct supervision shall be provided by experienced Firefighters.
7. All Firefighters shall wear the appropriate protective clothing during structure fire suppression and mop up.
8. Roof venting and interior attacks shall be attempted only at the command of the Operations Chief in coordination with all fire ground activities.
9. Reverse and forward hose lays shall be done by two or more Firefighters in radio contact. Apparatus speed shall not exceed 5 mph.
10. Basic life support shall be the minimum level of emergency medical standby.
11. The acting Safety Officer may stop any operation for the IC's review of safety guidelines.

19.3 Structure Fires with Atmospheres Immediately Dangerous to Life or Health (IDLH):

All interior structural fire fighting beyond the incipient stage (a fire which can be extinguished with a portable extinguisher) must wear SCBAs.

- SCBAs must be positive pressure.
- SCBAs must have a minimum duration of 30 minutes.
- All Firefighters working in a hazardous area shall wear a PASS device.
- All Firefighters working in a hazardous area shall wear a SCBA until the Safety Officer declares the area safe from toxic air.
- Firefighters with a beard shall not don a SCBA or work in areas that require the use of a SCBA.

19.4 All Firefighters Entering an IDLH Atmosphere Must:

1. Work in teams of two persons, must operate in a buddy system and maintain voice or visual contact with one another at all times.
2. Radios may not be used to communicate between team members; do not separate that far. Radios may only be used to communicate with exterior on the fire ground.
3. At least one team of two or more properly SCBA equipped and trained firefighters must be present outside the structure before any team may enter the structure. The exterior team's function is to account for and if necessary initiate a Firefighter rescue. Rescue designated outside persons cannot be assigned tasks other than safety of the interior team. One standby exterior team may be back-up for more than one inside team (RIC).
4. ALL INTERIOR ATTACKS IN AN IDLH ATMOSPHERE REQUIRE TWO IN/TWO OUT. EACH TWO SHALL WORK AS A TEAM.

19.5 Vegetation Fires:

1. The priorities are responder safety, life preservation, fire suppression, property preservation.
2. Firefighters shall operate in teams of two or more, maintaining radio contact at all times.
3. All actions shall be coordinated through the Operations Chief.
4. Firefighters advancing hose lines shall follow the one foot in the black rule.
5. Firefighters shall always maintain contact with operations.
6. Firefighters shall always have a planned escape route.
7. Firefighters shall wear the appropriate protective clothing and safety gear.

19.6 Traffic Collision and Extrication:

1. The priorities are responder safety, then victim rescue.
2. The IC shall take action to secure the scene with traffic control.
3. Firefighters shall wear reflective garments.
4. Apparatus with warning lights on shall be utilized as a shield from oncoming traffic whenever possible.
5. Firefighters involved in vehicle and patient extrication operations shall wear full turnout gear.
6. One charged line shall be manned until released by the Safety Officer.
7. Firefighters will not release drivers, passengers and witnesses prior to law enforcement arrival.
8. Driving of private vehicles to the scene of traffic collisions shall be kept to a minimum.
9. When traffic control deems it necessary a flare or cone pattern shall be placed on the road in both directions. Additional cone patterns shall be used when necessary.

10. Traffic control shall be established using placards, radios and lights. Firefighters with placards and radios shall take positions at the scene in all directions for warning and controlling traffic.
11. Firefighters working at the scene shall be aware of the safe zone boundary.

19.7 Cliff Rescue:

1. The Incident Command System shall be used on all cliff rescues
2. A Safety Officer shall be appointed on each incident, however, each team member is responsible for scene safety. The assigned Safety Officer shall monitor scene safety and correct unsafe acts or conditions.
3. No team member shall attempt to take part in a cliff rescue unless they have been trained to Mendocino Fire Department Cliff Rescue Standards, and are qualified for the level of activity to be performed.
4. The IC shall direct and supervise the scene. The IC may refuse to effect a rescue if conditions exist which are determined to be unsafe. Team members may refuse to participate if, in their opinion, conditions are unsafe, or if they would exceed their training or experience level.
5. The Operations or Rigger shall develop and implement appropriate systems to safely achieve operational goals.
6. The head medic shall provide and/or direct appropriate patient care and treatment.
7. These guidelines are designed to assist Mendocino Fire Department personnel in performing emergency operations and to conduct training. Head personnel have the latitude to make necessary adjustments to these guidelines appropriate to the conditions that are present on scene.

19.8 Water Rescue:

1. The priorities are rescuer safety and victim rescue.
2. Water rescue shall be attempted only by currently trained personnel.
3. The Operations Chief shall consider the water conditions and personnel available before attempting a rescue operation. Refer to “Water Rescue Response Guidelines” in the following section.

STANDARD OPERATING GUIDELINES

4. All water rescue personnel shall wear wet suits, personal flotation devices, and a helmet while in water craft.
5. Water craft must be equipped with radio communications during all operations.
6. Extreme caution shall be used when towing the Boat Code 3.
7. Caution shall be used when responding Code 3 with regard to other boats or people in the water.
8. Preservation of property may be considered only after all life rescue has been completed.
9. All damage to boat or equipment must be corrected before it is placed back in service.
10. All maintenance must be done immediately upon returning to the Station.
11. A Boat shall accompany all SCUBA rescue operations.
12. The Operations Chief shall direct diving operations and maintain the surface post.
13. The Dive Buddy shall make pre-dive and post dive safety inspections.
14. The Operations Chief shall establish operational procedure and brief all personnel on objectives, conditions, dive plans, personnel assignments, and safety precautions.
15. The Divers shall carry out underwater tasks, obey signals from the surface, and understand the briefing completely before entering the water.
16. All Divers shall maintain an open water certificate or better and have maintained their dive skills.
17. Scuba operations shall be at the discretion of the IC.

19.9 Water Rescue Response Guidelines:

Mission Statement:

Provide and assist with rescue and medical for water and near water related emergencies and operations.

1. Response Area:

- Mendocino Fire District: coast and inland waterways
- Mutual Aid: Associated agencies
- Up to 1 nautical mile off shore

2. Response Apparatus (as of 11/2007)

- 5 meter Zodiac RIB, Johnson 70hp Rescue Pro Outboard
- 2 Kawasaki 2005 1200cc jet skis with rescue sled
- 3 meter Zodiac inflatable, 25 hp outboard

3. Response Criteria:

The following factors and conditions will be considered by incident commander (IC) and senior water rescue personnel to determine level of response, crew make up and appropriate apparatus for water rescue incidents:

Wind
Swell
Visibility: Fog or day/night conditions
Tide
Kelp
Viability of victim

4. Response Levels: Conditions Responding to or at the Scene of the Incident

	Wind	Swell	Visibility
No Response:	Wind: >40 knots	Swell: > 20 feet	Visibility < 100 yards
Red Flag Response:	Wind: > 20 knots	Swell: >6 feet	Visibility: 100 yards to ½ mile. Any incident that has the potential of ending after dark. Any incident that may be affected by incoming fog. Tide: Low to minus tide. Kelp: Heavy kelp.
Green Flag Response:	Wind: < 20 knots	Swell: < 6 feet	Visibility: > ½ mile Tide: Medium to high Kelp: light

When possible, an EMT will be part of the response crew.

The ultimate decision for initial or continuing response is the judgment call of operator and the Incident Commander

Operator may cancel or downgrade response at any time during the incident for any reasons where safety issues may arise.

Jet Skis will operate in non-night conditions only.

19.10 Swift Water Rescue:

1. The Incident Command System shall be used on all water rescues.
2. A Safety Officer shall be appointed on all water rescues, however, each team member is responsible for scene safety. The assigned Safety Officer shall monitor the scene to correct unsafe acts and conditions where possible.
3. No team member shall attempt to take part in a water rescue unless they have been trained to Mendocino Fire Department Water Rescue Standards, and are qualified for the level of activity to be performed.
4. The IC shall direct and supervise the scene. The IC may refuse to effect a rescue if conditions exist which are determined to be unsafe. Team members may refuse to participate if, in their opinion, conditions are unsafe, or if they would exceed their level of training.
5. Upstream spotters and downstream backups will be in place before rescue is attempted.
6. All Personnel within 15 feet of the water must wear Personal Flotation Devices and appropriate footwear.
7. Fire helmets and Turnout Gear will not be worn by any rescuer within 15 feet of the water.
8. All key personnel shall maintain radio communications.
9. These guidelines are designed to assist Mendocino Fire Department personnel in performing emergency operations and to conduct training. Lead personnel have the latitude to make necessary adjustments to these guidelines appropriate to the conditions that are present on scene.

19.11 Hazardous Materials:

1. The priorities are responder safety, protecting nearby persons, and the environment.
2. The Incident Commander shall:
 - a. Determine the magnitude of the problem.
 - b. Plan for the initial response.
 - c. Call for trained personnel.
 - d. Secure the area.
3. The Mendocino Fire Department shall take no actions to mitigate a hazardous material capable of posing a risk to health, safety, or the environment.

19.12 Special Operations:

1. The Incident Command System will be used on all Special Operations.
2. Special Operations includes but is not limited to search and rescue, bomb threat, public unrest, public assist, storm watch and evacuation.
3. The priorities are responder safety, protection of life and property.
4. All response shall be to the Fire Station, or staging areas for a briefing of the objectives and scope of the operation.
5. All MFD personnel shall act only as directed by the MFD Lead Officer.
6. The Mendocino Fire Department is not a law enforcement agency and shall not attempt to intervene in civil disturbances such as riots, fights, violent crimes, or the behavior of deranged people.
7. The Firefighters may on occasion have to contend with people interfering with Fire Department operations if no Law Enforcement Officer is on scene. Any actions taken shall be under the command of the IC.

8. The Fire Department shall approach scenes of violence only after the scene has been declared safe by Law Enforcement.
9. Bomb threat response shall be for evacuation only. Law Enforcement shall be the IC. No radio traffic is allowed at the scene.

19.13 Mutual Aid:

1. All response shall be to Station 840.
2. Mutual aid shall be under the direction of a Chief Officer.
3. The appropriate SOG for the type of response shall be followed.

19.14 Strike Team/Task Force:

1. All response shall be to Station 840.
2. Response personnel shall be authorized by the Chief or two Assistant Chiefs.
3. Personnel will be committed for a minimum of 5 days for Strike Team/Task Force assignment.
4. Personnel will be committed for a minimum of 3 days for In-House or In-County Strike Team assignment.
5. Personnel who wish to be on the Strike Team/Task Force must commit within 10 minutes and be ready to deploy within 20 minutes.
6. Engine staffing will consist of 3 personnel and will include at least one Officer.
7. Water Tender staffing will consist of 2 personnel and include one Senior Firefighter.
8. The appropriate SOG for the type of response shall be followed.

19.15 Special Events:

1. Participation in Special Events shall be authorized by a Chief Officer.
2. A Special Event is defined as anything other than Training or an Emergency Call.
3. All Special Events shall use and follow the MFD Special Events ICS Form.

20.0 FIREFIGHTERS ACKNOWLEDGEMENT:

I have received and read a copy of the Mendocino Volunteer Fire Department's Operational Manual and agree to comply by the guidelines.

Signed: _____

Printed Name: _____

Date:_____