

<p style="text-align: center;"><b>DAVIE COUNTY, NC</b>  <b>FIRE MARSHAL'S OFFICE</b>  STANDARD OPERATING GUIDELINES</p>	REVISION DATE  6/4/2018
<p style="text-align: center;">SUB DOCUMENT</p> <p style="text-align: center;"><b>GENERAL OPERATIONS</b></p>	OPERATIONS PAGE 1 OF 6
<p style="text-align: right;">DCFM #</p>	500-001

## 1. OPERATIONS (GENERAL)

- 1.1. All operations will utilize the team concept. All operations should involve a minimum of 2 persons. No free-lancing will be employed.
- 1.2. All operations will be under the control of the I.C. or their designee.
- 1.3. Priorities are life safety, confine the incident, control the incident and property conservation.
- 1.4. Every operation will use the incident command system. Officers shall be assigned as I.C., Branch and Sector Officers as the Incident escalates and/or as more Officers become available.
- 1.5. Every incident, large or small, will have a designated I.C.
- 1.6. If any valuables are found and must be removed during any incident, they should be immediately turned over to a Police Officer with a full account of where they were found. If you are specifically looking for valuables, a Police Officer should accompany you. If this is not practical, then at least two (2) Firefighters should operate together with an Officer.
- 1.7. In the event that an area evacuation is ordered, personnel should quickly, politely and professionally instruct the residents to evacuate, and where they should go. If a person refuses to leave, this information should be relayed back to the appropriate Officer.
- 1.8. When ordered by the I.C., power utilities, specifically L.P. gas and electricity, shall be shut down as soon as possible at any structure fire. When shutting down electrical power at the electrical panel, the main power breaker should be utilized rather than individual circuit breakers, unless otherwise approved by the I.C. or the investigating Officer. When the above action is taken, it should be reported to the I.C. immediately after being completed. The service should not be turned back on except by an authorized agent. When gas service is turned off it should not be turned back on, except by an authorized agent of the supplier.
- 1.9. The local post office shall be notified whenever you respond to any incident involving a mail truck or mail box. Dry chemical or carbon dioxide extinguishers shall be used for any fires involving mail, if possible. Extreme care should be taken during overhaul not to further damage any of the contents. Forcible entry should not be made to any of the above unless absolutely necessary.

<p style="text-align: center;"><b>DAVIE COUNTY, NC</b>  <b>FIRE MARSHAL'S OFFICE</b>  STANDARD OPERATING GUIDELINES</p>	REVISION DATE  6/4/2018
<p style="text-align: center;">SUB DOCUMENT</p> <p style="text-align: center;"><b>GENERAL OPERATIONS</b></p>	OPERATIONS PAGE 2 OF 6
<p style="text-align: right;">DCFM #</p>	500-001

1.10. Extinguishers shall only be used on incidents where a valid dollar loss is possible. All non-structural and non-vehicular incidents should await another source of extinguishment. (Dumpster, grass fires, rubbish, etc.)

**2. PERSONNEL**

- 2.1. All Officers should be addressed by their rank while operating at any incident, training exercise, fire prevention operation or any other detail that involves the public.
- 2.2. All members shall check with the IC before leaving any scene.
- 2.3. All injuries incurred while operating on behalf of the Davie County Fire Marshal's Office shall be reported to the Fire Marshal for documentation, A.S.A.P.
- 2.4. In addition to being reported to the Fire Marshal, the injury should also be noted on a company report.
- 2.5. EMS Personnel shall evaluate the injury and administer proper care.
- 2.6. Any injury requiring medical attention shall be so noted.
- 2.7. The Fire Marshal or ISO shall be notified as soon as possible following the incident so that the proper injury forms may be completed.
- 2.8. Every member shall be issued a Street Directory book. It is their responsibility to maintain that book and make all updates as instructed by the Department. It is the captain's responsibility to maintain the Street Directory books on the rigs.

<p style="text-align: center;"><b>DAVIE COUNTY, NC</b>  <b>FIRE MARSHAL'S OFFICE</b>  STANDARD OPERATING GUIDELINES</p>	REVISION DATE  6/4/2018
<p style="text-align: center;">SUB DOCUMENT</p> <p style="text-align: center;"><b>GENERAL OPERATIONS</b></p>	OPERATIONS PAGE 3 OF 6
<p style="text-align: right;">DCFM #</p>	500-001

### 3. EQUIPMENT

- 3.1. All vehicles shall be kept in a response position when at the station or any time they are in service but out of quarters.
- 3.2. All interior operations shall have the portable radios on the fire ground frequency specified by Davie County 911 unless otherwise ordered by the IC.
- 3.3. All operations will utilize the proper tools and methods. Unless otherwise specified, the current Essentials Manual will serve as the main reference for proper procedures and methods.
- 3.4. All compressed gas cylinders on our apparatus should be secured at all times. This specifically includes extinguishers, oxygen bottles, and spare SCBA cylinders.
- 3.5. All equipment should be stored in the ready mode, that being with all tanks full. > 3/4 is an acceptable level for fuel levels.
- 3.6. All equipment stored in the cab of any vehicle should be kept in a predetermined location that will keep them from moving freely around. Equipment stored here should be kept within reasonable limits.
- 3.7. If it becomes necessary to refuel any hot gasoline powered tool at any incident scene, a Firefighter should stand by with an extinguisher during the process.
- 3.8. All extinguishers should be inspected at least monthly. If any exterior damage becomes evident, the extinguisher should be taken out of service until inspected by an authorized service technician.
- 3.9. All extinguishers shall be inspected annually by an authorized service technician. They shall be tagged and have a pin strapped securely in place at all times.
- 3.10. The Fire Marshal should be notified of any missing or broken equipment.

<p style="text-align: center;"><b>DAVIE COUNTY, NC</b>  <b>FIRE MARSHAL'S OFFICE</b>  STANDARD OPERATING GUIDELINES</p>	REVISION DATE  6/4/2018
<p style="text-align: center;">SUB DOCUMENT</p> <p style="text-align: center;"><b>GENERAL OPERATIONS</b></p>	OPERATIONS PAGE 4 OF 6
<p style="text-align: right;">DCFM #</p>	500-001

#### 4. INITIAL APPARATUS PLACEMENT

**This section provides for the standardized initial placement of apparatus at the scene of a structural fire. The IC may alter these locations based on the strategic and tactical requirements of the incident, with considerations for access, terrain and weather. This SOG is just an initial guide, whenever a conflict arises between this SOG and a specific SOG, the detailed SOG will supersede.**

##### 4.1. Initial Apparatus Placement

- 4.1.1. **Command** – When approaching the scene, the IC shall drive past the fire building. This permits you to see three sides of the structure on arrival. The Command Post (CP) should be positioned so that two sides of the fire building are in view. The CP should be located where it will not impede apparatus placement, or interfere with fire ground operations. This will also reduce noise and congestion around the CP.
- 4.1.2. **First in Engine** – When approaching the scene, the first in engine will drive past the fire building. This gives the riding officer and crew a view of three sides of the structure as they approach the scene, as well as leaving the front of the structure open for the placement of the truck. This location also positions that engine out of any initial collapse zones.
- 4.1.2.1. In the event that street congestion prevents the operator from pulling the engine past the fire building, they should then stop short of the structure, taking care to position the engine so as to permit the truck to pass by and take their position on side “A”.
- 4.1.2.2. When the Truck arrives – It takes a position on side “A”, permitting optimum placement of the turntable for maximum reach and scrub area.
- 4.1.3. **Second in Engine/Tanker** – Picks up the first in engine’s line. Second Engine should be positioned so as to not impede traffic flow into, or out of the incident scene.
- 4.1.4. **EMS** – Ambulances and medic units should be parked clear of the incident, taking into consideration so that the unit will not be laid-in with hose lines. Units should be positioned so that they can leave the scene without having to back-up, turn around, jockey for position or drive over hose.
- 4.1.5. **Additional responding apparatus** should assume a Level I type of staging. They

<p style="text-align: center;"><b>DAVIE COUNTY, NC</b>  <b>FIRE MARSHAL'S OFFICE</b>  STANDARD OPERATING GUIDELINES</p>	REVISION DATE  6/4/2018
<p style="text-align: center;">SUB DOCUMENT</p> <p style="text-align: center;"><b>GENERAL OPERATIONS</b></p>	OPERATIONS PAGE 5 OF 6
<p style="text-align: right;">DCFM #</p>	500-001

should advise the IC of their approach, route of travel, arrival, or location and crew status. They should then await further assignment.

## 5. FIREGROUND OPERATIONS

- 5.1. A primary search should be conducted as soon as possible after arrival at any structure. A secondary search by a different crew should follow immediately with all results of the search relayed to the I.C., immediately.
- 5.2. If an engine must be positioned on a hydrant or at the end of a long lane, its SCBA, spare bottles and portable radios should be sent to a staging area.
- 5.3. At incidents where more than one hose line is used, the I.C. will designate one person to act as a Safety Officer.
- 5.4. All nighttime incidents should be illuminated as soon as possible and as best as possible.
- 5.5. An EMS station will be set up in the appropriate location at the incident, where deemed necessary, by the I.C.
- 5.6. On operations within a single family residence, a minimal crew with one Officer shall handle the incident within the structure, unless otherwise ordered.
- 5.7. In the event of a suspected chimney fire we shall use minimal crew; eliminate the source of original ignition; attempt to extinguish the fire within the chimney while checking for extension. If the I.C. deems it necessary, a minimal crew, including one Officer, shall proceed to the roof and using a mirror and gloves, inspect the interior of the chimney for any fire.
- 5.8. If a hose line must be laid across a road, ideally, the road should be closed. A Firefighter or preferably a Law Enforcement Officer, should be stationed with them to control traffic.
- 5.9. Every effort should be made to return a structure to as close as possible to its normal state after an incident, ensure all openings are closed up with plastic. Ensure all excess water is removed.
- 5.10. When arriving at the scene of any automatic fire alarm with nothing showing, a minimal crew, with an Officer, shall proceed directly to the annunciator panel to determine where the alarm originated from, unless there is something showing. This information will be relayed to the I.C. The crew will then proceed to this area and check it out. Each head will be checked for any sign of activation.

<b>DAVIE COUNTY, NC</b> <b>FIRE MARSHAL'S OFFICE</b> STANDARD OPERATING GUIDELINES	REVISION DATE  6/4/2018
SUB DOCUMENT  <b>GENERAL OPERATIONS</b>	OPERATIONS PAGE 6 OF 6
DCFM #	500-001

- 5.10.1. All other personnel should stand by at the staging area near the closest engine to the incident.
- 5.10.2. In cases of sprinklered buildings, the water flow alarm should be checked A.S.A.P. to determine if there is, or has been, a flow of water through the system.
- 5.10.3. An automatic alarm system shall not be silenced nor reset until the specific cause of the activation has been determined and corrected.
- 5.10.4. If you are unable to specifically determine the cause of the alarm, the system should only be reset after all measures to determine the cause have been exhausted.
- 5.10.5. The alarm system shall only be reset by the owner/occupant not DCFMO personnel.
- 5.10.6. Alarm systems shall be reset by owner occupant for residential structures.
- 5.10.7. Only in the absence of a business owner or designee shall DCFMO personnel be allowed to reset alarm systems.
- 5.10.8. No one shall be permitted without the O.K. from the O.I.C.
- 5.10.9. Should the system activate again within 24 hours for an undetermined cause, the system shall be taken out of service with the owner/occupant's consent. The owner/occupant shall be directed to contact their alarm company as soon as possible to have the system inspected and repaired, if necessary.
- 5.10.10. The name of the owner/occupant or person responsible for the property shall have his name recorded on the incident report.
- 5.10.11. If a sprinkler system must be shut down for any reason, a Firefighter or Officer with a portable radio should stand by at the O.S.&Y valve, until the system is brought up.
- 5.10.12. In the case that the system must be left out of service for a longer period of time, the owner/occupant should be instructed that the system is O.O.S. and they must verbally call in any fire until the system is repaired. They should be instructed that it is their responsibility to get the system repaired as soon as possible.
- 5.11. Every effort shall be made to limit further damage during any operation. Tarps and or disposable plastic sheeting should be placed on the floor areas where our personnel will be walking and also placed over furniture that may be damaged by water in areas other than the immediate fire area.