

# DALLAS VOLUNTEER FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

DATE: November 19, 1996  
Revised: July 13, 1997  
Revised: August 28, 2000  
Revised: August 18, 2002  
Revised: December 20, 2002

TABLE OF CONTENTS

MISSION STATEMENT . . . . .	1
INTRODUCTION . . . . .	2
GENERAL REQUIREMENTS . . . . .	3
JOB DESCRIPTIONS . . . . .	4
ORIENTATION PROGRAM . . . . .	6
PROTECTIVE CLOTHING . . . . .	7
SCBA UNITS . . . . .	8
ENGINE OPERATIONS . . . . .	9
ALARM Guidelines . . . . .	10
Quadrant System . . . . .	10
Responding . . . . .	11
Size Up . . . . .	11
Rescue . . . . .	11
Vehicle Fires . . . . .	11
Auto Accident with Injuries . . . . .	12
Chimney Fires . . . . .	12
Structure Fires . . . . .	13
OFFICER DUTIES . . . . .	15
Assistant Fire Chief's Duties . . . . .	15
Forest Fire Warden's Duties . . . . .	15
MEMBERS DUTIES . . . . .	17
Junior Firefighters . . . . .	17
COMMUNICATIONS . . . . .	19
EMS RESPONSES . . . . .	21
Officer-In-Charge Duties . . . . .	21
Driver Duties . . . . .	22
AUTO ACCIDENTS WITH ENTRAPMENT . . . . .	23
DRIVER TRAINING PROGRAM . . . . .	24
Resident Drivers . . . . .	24
Drivers in Training . . . . .	24
DRIVING REGULATIONS . . . . .	25
TRAINING . . . . .	27

TRAINING REIMBURSEMENT . . . . .	28
HAZARDOUS MATERIALS . . . . .	29

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **MISSION STATEMENT**

It is the mission of the Dallas Volunteer Fire Department to provide the best possible care to the people that live, visit and travel through the area served by the Dallas Volunteer Fire Department. The Dallas VFD will provide treatment, transportation or other required services to the nearest appropriate facility in the case of a critical illness or injury without regard to the patient's ability to pay. The care and treatment will be provided to all patients without prejudice to race, color, creed, religion or sexual orientation. We are constantly striving for improvements in the care delivered, the quality of membership, the quality of training and education provided to our members, patients and members of the community.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## INTRODUCTION

The following document sets forth the guidelines set as standard for the Dallas Volunteer Fire Department. All members past, present and future shall be in full compliance with all provisions set forth in this document within one year after its enactment or date of membership.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## GENERAL REQUIREMENTS

- All members will know and understand the Standard Operating Guidelines (SOG) set forth by this department.
- No alcohol will be permitted on fire department property.
- No members will speak to television, radio or newspaper reporters at the scene of an emergency, fire or accident. All questions will be handled by the Chief or Officer in Charge (OIC), unless authorized by the OIC.
- The privacy of the citizens we serve will be respected at all times. No comments about any alarm we receive will be discussed outside of the fire department.
- The Chief or OIC will report to Marshall County Dispatch, as soon as possible, conditions found and status of equipment needed. Also, if in a neighboring county it will be reported to that county's dispatch.
- No member shall respond to any call while under the influence of drugs or alcohol.
- All members are expected to conduct themselves as professionals on all calls and while at the station.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## JOB DESCRIPTIONS

The Dallas Volunteer Fire Department is staffed entirely by volunteer members. These members have a variety of duties and job descriptions.

President-A member which is responsible for the administrative functions of the Fire Department.

Vice President-A member which assists the President in his duties and acts for the President in his absence.

Treasurer-A member which is responsible for financial functions of the Department. This includes paying the bills and making deposits.

Secretary-A member which is responsible for secretarial duties, including taking minutes, drafting letters, etc.

Chief 1-A firefighter which has the highest level of authority at a fire scene and is responsible for the general operations of the fire service.

Chief 2-A firefighter which has the second highest level of authority at a fire scene and is responsible for assisting the Chief in the general operations of the fire service. The member acts for the Chief in his absence.

Chief 3-A firefighter which has the third highest level of authority at a fire scene and is responsible for assisting the Chief in the general operations of the fire service. The member acts for Chief 1 or 2 in their absence.

Captain-A firefighter which assists the Chiefs at a fire scene and is responsible for assisting the Chief in the general operations of the fire service.

Lieutenant-A firefighter which assists the Chiefs at a fire scene and is responsible for assisting the Chief in the general operations of the fire service.

Squad Captain-An EMT which has the highest level of authority at a

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

medical emergency and is responsible for the general operations of the ambulance service.

Training Officers-Officers that are responsible for organizing training for the other members.

Emergency Medical Services Personnel-Any person certified by the commissioner to provide emergency medical services in WV. This includes, but is not limited to, EMT-basic and EMT-paramedics.

Firefighters-Any person certified by the State of West Virginia to provide firefighting services in WV.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## ORIENTATION PROGRAM

All new members shall undergo an orientation program. This program shall cover as a minimum, the following topics:

Written Policies	Standard Operating Guidelines
State Regulations	Medical Control
OSHA Requirements	Hierarchy of Authority
Mass Casualty Operations	Media Relations
Fire Scene Operations	Hazmat Scene Operations
Mutual Aid Operations	Helicopter Operations
Safety Equipment	Infectious Control Guidelines
Paperwork/Recordkeeping	Geography
Ambulance Operations	Driver Training
Fund Raising	Community Involvement
Auto Accidents	Protective Clothing
Communications	

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## PROTECTIVE CLOTHING

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

This guideline shall apply to all personnel operating at the scene of any emergency incident or training exercise.

As with any guideline, primary responsibility for adherence to this guideline rests with the individual. Company Officers are responsible for enforcement of this guideline within their respective companies. Authority to deviate from this guideline rests solely with the Company Officer who bears full responsibility for the results of any deviation.

For the purpose of this guideline, full protective equipment shall consist of helmet with face shield or goggles, sock hood, turnout coat, turnout pants, boots and gloves. All equipment is to be properly fastened and closed with sock hood on, coat collar turned up and helmet ear flaps turned down.

All equipment shall be manufactured in accordance with appropriate NFPA standards. Alterations to any equipment, such as the removal of coat or pant liners, are prohibited. If the need for some alteration is needed, it must first be approved by the Chief Officer. Damaged equipment shall be brought to the attention of the Chief.

Protective equipment shall be worn by all personnel during fire or rescue calls.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## SCBA UNITS

The purpose of this guideline is to assure that all personnel are prepared to perform emergency operations while maintaining the highest degree of personal safety for all personnel.

The use of self-contained breathing apparatus (SCBA) is an essential part of the complete personal protective equipment provided for each member of this fire department.

All personnel are expected to use the SCBA whenever the need for respiratory protection is indicated. This shall include any atmosphere that is contaminated with smoke, gases or other by-products of combustion or any atmosphere that contains any known contaminants not normally present in clean air.

Each member is responsible for restoring to service the SCBA they used during an emergency. This shall include replacing the cylinder with a full cylinder, cleaning of the facepiece and harness, testing the unit for proper operation and storing the SCBA in its assigned position. Any problems should be immediately reported to the Officer in Charge and be tagged as "OUT OF SERVICE".

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **ENGINE OPERATIONS**

The driver of the engine shall be in charge of the pump operations and knowledgeable of all fire hose appliances, gauges and valves on the apparatus, and the location and types of hydrants.

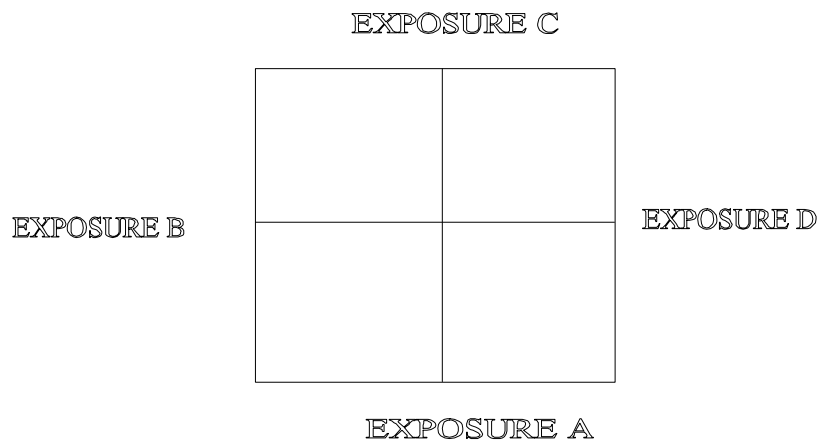
# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## ALARM Guidelines

### Quadrant System

The quadrant system assigns a specific letter to each side of the structure and exposure. This system shall be used on all emergencies and all members shall be thoroughly knowledgeable with this system and its use.

The Officer in Charge shall take up a position on side A of the incident. This position is to ensure ease of access to the Officer in Charge and allow subordinate officers and/or personnel to easily direct others to him.



# DALLAS VOLUNTEER FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

### Responding

Under no condition shall any member place himself, members of the fire department or the public in danger due to excessive speed or reckless operation of fire department vehicles or personal vehicles while responding to an alarm. Members responding to the emergency scene in their private vehicles shall exercise caution and proceed in an orderly and safe manner.

Members shall make every effort to ride the apparatus to the scene as to reduce the congestion at the emergency scene. Members who do respond to the scene in their personal vehicles shall park as to not interfere with the access or egress of other emergency vehicles.

Once members reach the emergency scene they are to report directly to a line officer for assignment.

Under no condition shall any member be allowed to operate any fire department vehicle or respond to an emergency scene while under the influence of alcohol or drugs.

### Size Up

Rescue is the top priority when you arrive at the scene, followed by exposure protection, confinement of the fire, followed by extinguishment and overhaul. With salvage and ventilation being performed as needed.

### Rescue

Rescue is the top priority when you arrive at the fire scene. The Officer in Charge shall attempt to ascertain whether there is any person or persons in the structure and try to pinpoint where they are. The search and rescue team must make a quick and thorough search of the structure. The rescue team shall consist of a minimum of two firefighters.

### Vehicle Fires

# DALLAS VOLUNTEER FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

Upon arrival at the scene of a vehicle fire the engine should be placed no closer than 75 feet away from the auto on fire. In the event a pick-up truck is involved the distance shall be increased to 100 feet. In the event a tractor trailer is involved, first check for placards or indications that hazardous materials are involved. If no hazardous materials are present, then the apparatus should be placed no closer than 120 feet. If hazardous materials are present or suspected, stay up-wind and refer to NFPA Guide to Hazardous Materials carried in each vehicle.

Do not position the apparatus near the fuel tanks of the vehicle involved.

Full protective clothing including SCBA is required.

Attack of the fire shall be made from the front side of the vehicle involved. In the event of a vehicle fire Engine 12 and Tanker 11 shall respond.

### Auto Accident with Injuries

During an auto accident involving injuries, the Officer in Charge shall take charge of the scene and coordinate efforts with the scene EMS person in charge of patient care. If the ranking officer is taking part in patient care, then the next ranking line officer shall assume the responsibilities of the Officer in Charge. The Officer in Charge shall decide when the scene is safe for the EMS persons to operate near or in the vehicles involved.

### Chimney Fires

Upon arrival at the scene of a chimney fire the officer riding the apparatus (normally Engine 11), shall take a hand light and survey the situation. Two firefighters shall be in full turnout gear and pull a 1½" attack line at the front door. The line shall be charged and bled of air. The line should not enter the structure, unless directed to do so by the Officer in Charge or visible fire is present inside the structure.

To minimize damage all other firefighters shall remain outside the

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

structure (except Officers), until instructed by an officer differently.

## Structure Fires

All operations shall be a team effort and no person shall ever work as an individual and disregard the SOG established by the department. It is the duty of all members to report unsafe operations, unnecessary destruction of property, and to report violations of the departmental rules and regulations.

Only the highest ranking officer of the department shall comment to the media with regard to the call. The following generalities shall be used:

- A. With regard to Cause
  - 1. Under Investigation
  - 2. The investigation is incomplete
  - 3. Not yet determined
  - 4. No comment
- B. With regard to Injuries
  - 1. We had \_ number injured
  - 2. Condition is unknown at this time
  - 3. No comment
- C. With Regard to Damage
  - 1. Light
  - 2. Moderate
  - 3. Heavy
  - 4. No comment

All arson suspected fires shall be reported to the Chief ASAP and in the event of a death or excessive injuries or loss, the State Fire Marshall shall be notified immediately.

When a fatality has occurred as a result of fire, all efforts shall be made to preserve the scene. If the victim is obviously deceased, then the body shall be covered by salvage covers and left where found until the arrival of the State Fire Marshall. The fire scene should be viewed as a crime scene until proven otherwise.

## DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

A minimum of two firefighters shall be maintained when operations occur inside the structure or on the roof. When one of the two firefighters has to leave, both members must exit. No firefighter shall exit or leave their team without reporting to the team leader.

No member shall mount or dismount the apparatus, unless the vehicle is at a full stop.

No member shall mount the apparatus in a position where they cannot carry out the duties assigned to it unless specifically told to do so by an officer.

All members reporting to the scene in their personal vehicles shall report directly to the officer. When released from the scene all members shall return to the station to assist in the cleaning and reloading of hose and other tasks required to return the apparatus to an "IN SERVICE" condition.

Any person who wishes to leave for work must notify the ranking officer.

When inside a structure and you hear 2 long blasts on the air horns or sirens and/or three pulses in water pressure on the hose, exit the structure immediately.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## OFFICER DUTIES

The Chief, Assistant Chief and the Company Officers shall inspect members for compliance with the safety standards.

When deficiencies are detected, the member violating the standards shall be asked to correct the deficiency. Additionally, the officer shall report this to the Chief or Assistant Chief who can relieve the member from active duty in the firefighting unit until the violation is corrected.

Any and all reprimandable violations will be taken care of by the majority of the voting body of active members.

### Assistant Fire Chief's Duties

- Maintain alarm and alarm attendance records.
- Responsible for Incident Reports being sent to the State Fire Commission.
- Responsible for monthly Non-Fire Alarm Reports being sent to the State Fire Commission.
- Maintain Turn-Out Gear assignments and records.
- Maintain all inventory and supply and supply records.
- Maintain all maintenance and apparatus records.
- Supervise necessary work details.

### Forest Fire Warden's Duties

- Maintain Alarm Attendance Records for all wild fires.
- Responsible for completing all State Wild Fire reports and sending them into the Department of Natural Resources.
- Maintain all Wild Land Fire equipment on engines and report any

## DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

problems to the Chief.

- Be the public's advisor concerning controlled burning regulations.
- Supervise necessary work details.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## MEMBERS DUTIES

- Firefighters will familiarize themselves with the station, grounds, equipment and apparatus.
- Firefighters will be responsible for the care and cleaning of their protective equipment.
- Firefighters shall report in full turn-out gear for all fire alarms.
- Firefighters will attend, when possible, drills, training, sessions and work details.
- Firefighters will respond, when available, to all calls in which he or she is qualified.
- Firefighters will not transfer or remove equipment from the Department vehicles without the permission of the Chief or designated officer.
- Firefighters shall comply with all mandatory training requirements.
- Firefighters who are injured while responding, at an incident or returning from an incident shall notify the Officer in Charge and complete an accident/injury form.
- Firefighters involved in an accident with a Fire Department Vehicle shall notify the Chief or Assistant Chief.
- Firefighters at times may be required to act as the Officer in Charge. They should be knowledgeable of the officer's duties.

### Junior Firefighters

- Junior Firefighters are considered personnel under the age of 18
- Junior Firefighters should attend all drills, training sessions and work details.

## DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- Junior Firefighters skipping a day from school and staying at the fire house will be subject to disciplinary action.
- Junior Firefighters will comply with all fire department rules and regulations.
- Junior Firefighters will not participate in hazardous duties.
- Junior Firefighters will not respond on fire or emergency apparatus to emergency calls.
- Junior Firefighters shall report in full turn-out gear (if available to them) for all fire alarms. Their duties will be directed toward clean-up operations.
- Junior Firefighters shall report to the officer in Charge when responding to alarms and check with the Officer in charge before leaving the scene of a fire or the clean up detail after the fire or training session.
- Junior Firefighters will be responsible for cleaning and care of issued department clothing.
- Junior Firefighters will not enter the fire ground or fire building until after the incident has been declared under control and then only after obtaining permission from the Officer in Charge.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## COMMUNICATIONS

An officer of the department should acknowledge the call. When members answer the alarm there are two methods to use.

### Method 1 (Unknown response to members)

This is Dallas. We received the alarm. Standing by for a crew.

### Method 2 (If you know members are en route to the Firehouse)

This is Dallas. We will respond.

In the event that no member acknowledges the alarm, a second tone will be sent.

On fire alarms, we have a mutual aid agreement with all neighboring departments. They are toned out at the same time that our department receives the alarm (structure fire). If possible, tell dispatch who the mutual aid department is to save time.

On EMS calls, if EMT's do not answer the alarm in the first 4 minutes, have dispatch notify the next nearest department and/or paid service on call for the county. The type of emergency and responding personnel must also be evaluated. On simple BLS calls, at least one EMT must respond. On ALS calls, at least one Paramedic must respond. If a Dallas Paramedic is not available, then have dispatch notify the next nearest department and/or paid service on call for a Paramedic. Calls involving more than one patient, an additional ambulance(s) should be dispatched. Auto accidents with entrapment require a rescue unit to be dispatched. In the event that personnel on scene are overwhelmed by the amount of injuries involved, the incident will be considered a "Mass Casualty Incident." Marshall County dispatch should be informed and guidelines should be followed in accordance with the Regional Mass Casualty Response Plan.

Members should know the apparatus names and signals. Also, they need to be familiar with the use of military time and the phonetic alphabet.

Members should know the radio frequencies used by the department and the channels they are on.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## General Radio Guidelines

Before transmitting, know what you intend to say. Push the transmitting button and hold for approximately 2 seconds and speak using a normal tone of voice. Do not transmit with the siren going, and keep background noise down when members are transmitting on the radio. Use plain language. Do not use "10" codes. **If you don't know what you are doing, stay off of the radio.**

Members having any problems with radio communications should direct their questions to officers of the department.

If Marshall County Dispatch goes out of service, Cameron Base Station will become a temporary dispatch center.

The radio log book is located next to the radio. When alarms are received, the following information should be logged:

Date  
Time of Call  
Location  
On Scene Time  
Return to Quarters Time  
In Service Time

Times are based on the first truck out, first truck on-scene, etc.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## EMS RESPONSES

- At least one certified EMT or above must be on the squad for the squad to leave the property.
- Maximum crew shall consist of a driver, a passenger and 4 providing patient care.
- Members shall conduct themselves in a professional manner at the scene and at the hospital.
- Members shall maintain patient confidentiality.
- Members will report to the officer-in-charge for assignments.
- Unauthorized personnel are not to be in the drug box.
- Only personnel certified in CPR shall be in the rear of the ambulance with the patient.
- The ranking EMS person will determine who will transport the patient, keeping in mind the good of the patient and using the most qualified and capable personnel available.
- EMT duties shall be followed and administered to the level of their certification. When requested by a paramedic, EMT's can set up IV's and the cardiac monitor, if trained in these guidelines.

### Officer-In-Charge Duties

- The officer-in-charge is a senior level member of the fire department that is certified as an EMT.
- The officer-in-charge is responsible for the overall scene, assessing the situation and calling for manpower or mutual aid, if deemed necessary.
- The officer-in-charge is responsible for assigning duties to all fire department personnel.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## Driver Duties

- The driver shall be certified in CPR.
- The driver shall drive in a safe manner and shall take orders from the ranking EMS person that is giving care to the patient. This includes whether to slow down, speed up and whether or not to use the lights and siren.
- The driver shall position the ambulance for easy loading and unloading and easy departure from the scene.
- The driver is responsible for initiating the run sheet documenting mileage, times, date, etc. The run sheet will then be forwarded to the appropriate EMS personnel to document the patient's condition and treatment.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **AUTO ACCIDENTS WITH ENTRAPMENT**

1. Dispatch nearest rescue unit.
2. When arriving at scene, make a quick assessment. Full protective clothing must be worn by all members working at the scene.
3. Stabilize auto with cribbing blocks or equivalent method.
4. EMS providers should try and gain access to patient. Be careful of broken glass, jagged metal, etc. Maintain manual cervical stabilization, check ABC's and primary assessment. Begin DEFINITIVE EMERGENCY CARE until rescue unit arrives.
5. Extricate patient and transport to hospital.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## DRIVER TRAINING PROGRAM

This program is intended to provide the department with qualified drivers. Drivers are to be classified as **Resident Drivers** or **Drivers in Training**.

### Resident Drivers

- All Resident Drivers must be at least 21 years of age.
- Resident Drivers of Fire Trucks shall have a working knowledge of pump and hose operations and all portable equipment carried on the trucks.
- Resident Drivers shall successfully pass a Driver in Training program or be grandfathered in as a Resident Driver.
- Resident Drivers of the Ambulance must have a valid CPR card and be knowledgeable on the location of the EMS supplies.

### Drivers in Training

- All members shall first be approved by the Chief before becoming a Driver in Training.
- All Drivers in Training shall be at least 18 years of age.
- All Drivers in Training must complete at least 10 hours of driving time on each piece of apparatus. The driving time shall be completed with the supervision of a Resident Driver.
- After completing the mandatory driving time, all Drivers in Training must complete and pass both a written and driving test. If the Driver in Training fails the test an additional 5 hours of operational time must be performed before the driver can retest.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## DRIVING REGULATIONS

- Proper distance shall be maintained between moving apparatus to avoid rear-end collisions.
- Right of Way at intersections shall be yielded.
- No driver shall attempt at anytime to leave members in the station or the station's general area by quick response to an alarm. This will avoid the use of personal vehicles.
- Any mechanical problem found in any apparatus while in use shall be reported to the Officer in Charge. If in doubt as to any harm being done to the apparatus, stop the vehicle at once.
- Under no circumstances shall any aspect of safety be sacrificed in order to increase the speed of the response.
- Only personnel who have successfully completed and passed the departmental driver/operator training course are permitted to operate department vehicles, unless the vehicle is being operated under the supervision of an officer as part of the driver/operator training program. **Note: Under extreme circumstances, when no Resident Drivers are available, a Driver in Training may drive during an emergency situation. The driver must have permission by the Officer in Charge and should be the driver with the most driver training time.**
- The driver shall not move the apparatus until all personnel have their seat belts fastened.
- All audible and visual devices shall be in operation when making an emergency response.
- The driver shall always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions.
- When an emergency vehicle must approach an intersection the driver shall come to a complete stop until all other traffic in the intersection has yielded.

## DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- The sole responsibility of the driver during an emergency response is to drive. The driver shall not operate the radio, lights, sirens or other equipment.
- On approaching the emergency scene all drivers shall watch for emergency vehicles approaching from other directions.

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **TRAINING**

All new Firefighters shall complete the following training requirements:

- West Virginia Fire Service Extension Course- Level 1
- First Aid with CPR
- Hazardous Materials Awareness Class

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## TRAINING REIMBURSEMENT

The purpose of this guideline is to:

- ensure consistency in the reimbursement of expenses incurred by members of the Dallas Volunteer Fire Department and
- to ensure a good return on the investment the Department makes in its members training activities.

### General Guidelines

Outside training (training that is not conducted by Dallas Volunteer Fire Department) is considered a privilege, not a right.

- Chief 1 (for Fire courses) and Squad Captain (for EMT courses) must be notified of the intention to enroll in a course before the start of the class.
- Members must take courses commensurate with their training levels. Members must not be involved in advanced courses prior to completing their basic firefighting and EMT training.
- Members not maintaining the minimum hours and attendance required by the Department's by-laws will not be entitled to reimbursement for outside training.
- No member will be considered eligible for reimbursement if by the determination of the Board of Directors that the subject attendance will provide for career advancement or enhancement.
- No member will be considered eligible for tuition reimbursement if he/she is receiving, or has already received, financial assistance toward the subject course from any other source.
- In order to qualify for reimbursement, the member must submit to the Treasurer copies of receipts (or other verification) for the cost of registration, tuition, etc.
- The Treasurer of the Department may prepay the cost of tuition in lieu of the member asking for reimbursement. The member must attend the class; otherwise, the member must reimburse the Treasurer for all prepaid costs.
- Reimbursement costs related to training will be as follows:
  - Tuition-100%
  - Meals-up to \$10.00 per day.
  - Lodging-up to \$50.00 per day

# DALLAS VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## HAZARDOUS MATERIALS

- When an alarm is received for a hazardous materials incident a full response will be dispatched to the incident.
- The Officer in Charge should immediately establish a command post up-hill and up-wind of the incident and a hazard zone should be established.
- Once the hazardous materials incident has been confirmed, additional agencies should be notified as needed.
- The Officer in Charge should notify Law Enforcement Agencies to stop traffic in both directions of the incident.
- Command shall work with officials of the plant/carrier/etc. and determine the guidelines necessary to handle the incident.