



KENNETT FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES

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CITY OF KENNETT MISSOURI 63857

MUNICIPAL BUILDING
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SAFETY POLICY STATEMENT

It is the policy of the Kennett Fire Department to provide and operate with the highest possible levels of safety and health for all members. The prevention and reduction of accidents, injuries, and occupational illnesses are goals of the fire department and shall be primary considerations at all times. This concern for safety and health applies to all members of the fire department and any other persons who may be involved in fire department activities.

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
KENNETT MO 63857**

DATE OF ISSUE 2-10-2021

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SUBJECT: **OUT OF TOWN RESPONSE**

OUT OF TOWN RESCUE RESPONSE

Upon notification of a rescue out of the City of Kennett, the dispatcher will assign the call to a battalion, (east or west) depending on the location of the incident.

Engine 1 and Rescue-1 shall respond.

Firefighters shall respond based upon battalion, being either east or west.
(East and West battalion is separated by S. Anthony and Frisco, Compress streets)

Additional personnel from that battalion will respond to the scene unless otherwise told.

OUT OF TOWN MEDICAL RESPONSE

When a call comes in for a medical response outside the city limits of Kennett, during normal operating hours Monday through Friday 8:00am till 5:00pm. Station 2 will respond with Rescue-1 along with 1 staff personnel.

All apparatus will remain in town unless Rescue-1 is not manned during the time of call, if Rescue-1 is not manned then the apparatus on the appropriate side of town will respond.

If a call comes in after normal operating hours, Rescue-1 shall respond along with a Supervisor.
(All other personnel shall remain in town unless requested by a supervisor or responding medic unit.)

OUT OF TOWN FIRE CALLS / MUTUAL AID

Upon notification of an out of town fire call, Engine #1 along with Tanker #9 shall respond.
Tanker #2 and Truck #96 may be dispatched to respond to the scene if needed.

Firefighters shall respond based upon battalion, being either east or west.
(East and West battalion is separated by S. Anthony and Frisco, Compress streets)

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SUBJECT: IN TOWN RESPONSE

STRUCTURE / RESIDENTIAL FIRE

Upon notification of a structure fire, Engine's 2 and 3, Truck 96, and Rescue-1 shall respond to the scene. ALL fire personnel shall respond if available to assist in firefighting.

Ladder 15 and or Tower 1 shall respond to any known two (2) story structures.

(On scene command "IC" may request Ladder 15 or other apparatus as needed)

COMMERCIAL FIRE

Upon notification of a Commercial structure fire, Engine's 1, 2, 3, Ladder 15 and or Tower 1, Truck 96 and Rescue-1 shall respond. "IC" may request more apparatus as needed. ALL fire personnel shall respond if available to assist in firefighting.

GRASS / DUMPSTER FIRE

Upon notification of a Grass or Dumpster fire, the appropriate engine shall respond in its battalion along with the firefighters assigned in that battalion.

(all full-time personnel can respond to grass and dumpster fires)

WITHIN CITY LIMITS:

Grass fires threatening a structure:

Full Department response,

2 engines and a service truck or aerial as indicated

Grass fires NOT threatening a structure:

East or West battalion response

T-85 brush truck, upgrade Tanker-09/Tanker-2 if necessary.

OUTSIDE CITY LIMITS:

Grass fires threatening a structure:

East or West battalion response

Engine-1 and Tanker-09 upgrade additional Tanker if necessary

Grass fire NOT threatening a structure:

East or West battalion response

T-85 brush truck and/or Tanker-09/Tanker-2

VEHICLE FIRE

Upon notification of a vehicle fire, the appropriate engine shall respond (as well as a tanker if needed) in its battalion along with the firefighters assigned in that battalion.
(all full-time personnel can respond to vehicle fires)

MEDICAL CALL

When dispatched to a medical call the following units will respond:

Rescue-1

(Or an Engine, when Rescue-1 is not in Service)

With exception of the following: not breathing, choking, or severe trauma call, then any available personnel may respond.

In the instance more assistance is needed, A supervisor or paramedic onscene can call dispatch for a second alarm. Any part-time personnel that has their Emergency Medical First Responder (EMR), EMT or Paramedic can respond once the second alarm goes out.

In the instance of **multiple medical calls** while units are on scene. The next available engine and any nearest available first responder, emt or paramedic shall respond to the call.

RESCUE / EXTRICATION

Upon notification of a Rescue. Engine 2 along with Rescue-1 shall respond to the scene, along with the firefighters assigned in that battalion.

Firefighters shall respond based upon battalion, being either east or west.

(East and West battalion is separated by S. Anthony and Frisco, Compress streets)

(Full-time personnel may respond to any rescue.)

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SUBJECT: **ACCIDENT SCENE DEBRIS REMOVAL**

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RESCUE SCENE DEBRIS REMOVAL

The Kennett fire department personnel are not to sweep the roadway clear of any debris created by the impact of a vehicle with another object. The removal prematurely by fire personnel may cause a law enforcement officer to lose valuable evidence in the investigation of an accident. Any oil, transmission fluid, fuels or other potentially hazardous fluids may be absorbed after checking with the law enforcement officer in charge of the accident investigation. These fluids shall not be "washed down" as they only spread the hazard further.

Firefighters shall wear approved safety vests at all times while on the roadway.

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SUBJECT: **FIRE DEPARTMENT PROCEDURES**

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INTRODUCTION

Kennett Fire Department Personnel should always be cognizant of the Fire Department objectives, which are commonly accepted objectives of most fire departments.

1. To prevent fires from starting.
2. To prevent loss of life and property.
3. To confine fire to the place where it started.
4. To extinguish fires.
5. To reduce property damage.

Remember that you are a public servant and because you are a firefighter, you will be expected to calmly evaluate the problem and bring it to a successful conclusion. You will come in contact with all types of people. You will know sincere thanks for human kindness, and misunderstanding, sadness, helplessness, and disappointment. You will see unrestricted emotion, destruction, foolishness, pain, and death. From the first time you enter an emergency situation until your last day of service, the public will expect heroics from you. You will be a good neighbor, a hero to small children and a respected person endowed with a traditional firefighter image. Your mistake or disgrace will possibly be front-page news. You are no superman, but much of the public will expect you to be. In an emergency situation more will be demanded of you than you can sometimes achieve.

These Fire Department Procedures provide a general framework for handling different situations; they do not address specific tactics or control measures. Every incident in the fire service presents the potential for some sort of life threatening situation. Your training and common sense must also be used. Should any of these Fire Department Procedures conflict in any way with current regulations or policies of the City of Kennett, the City of Kennett Policies or Regulations shall prevail.

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SUBJECT: **GENERAL PROCEDURES**

It is expected that all fire department personnel will take advantage of all in-house training opportunities offered by the department.

In-house training for part-time is scheduled twice monthly. The date and hour for the training is every Second and Fourth Tuesday at 19:00 hrs. Location determined at time of training.

In-house training for full-time will be scheduled while on duty during the week twice a month, with both full and part-time both meeting quarterly on a Saturday to be determined for a 4 hour training. The 4 hour training will take place of the regular training for that month.

GENERAL OUTLINE OF 24 HOUR DUTY SCHEDULE

1. Dust and mop daily.
2. Clean the restroom daily.
3. Clean the refrigerator weekly on Monday or as needed.
4. Clean windows on the first Wednesday of the month or as needed.
5. Bay areas shall be cleaned daily.
6. Clean kitchen. Kitchen floors, stove, dishes, and utensils are to be cleaned within one hour after use, unless circumstances will not permit.
7. Equipment/apparatus daily checks will be completed during the morning period, and after each use.
8. Mow yard each Monday or as needed.
9. Other duties assigned.

Fire stations are public buildings. Fire personnel should be courteous, polite, and answer any questions they are asked by visitors. If you do not know, or are not sure of the information asked for, contact your supervisor for the information.

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SUBJECT: **AIR COMPRESSOR CASCADE SYSTEM OPER.**

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1. Check compressor oil daily, prior to operation, with the dipstick. Wipe the dipstick with a lint free cloth. Oil level must be between the minimum and maximum dipstick notches. Oil level must not exceed maximum, as this will cause excessive lubrication and result in carbonization of compressor valves. Use oil provided for breathing air compressor.

2. The dryer chamber contains a chemical cartridge, which removes moisture by absorption. This chamber must be properly maintained to maximum efficiency. SEE DRYER MAINTENANCE, PARTS AND INSTRUCTIONAL MANUAL IN APPENDIX.

3. To fill cascade system:

Fill one to two (2) bottles at a time to 2300-4500 PSI. Close each filled bottle before opening another bottle (tank) for filling.

4. Operation of air compressor:

- Turn electrical breaker box to ON position.
- Turn compressor switch to AUTOMATIC position
- If compressor fails to start, reduce pressure in cascade system
- MAKO Compressor will automatically shut off when 4500 PSI is reached.
- Scott Compress will automatically shut off when 6000 PSI is reached
- DO NOT leave compressor unattended during operations.
- After operating, close all valves.
- Turn electrical breaker switch to OFF position.
- DO NOT operate compressor, filling cascade system or fill individual SCBA cylinders unless fresh air is available. Example: compressor may pick up Exhaust fumes from vehicle.
- Check SCBA bottle hydrostatic test date to assure it is current. DO NOT fill SCBA bottle if it is past due, Steel/aluminum bottles test every 5 years, aluminum shell with fiberglass reinforcement every 3 years.

**Reference MAKO Breathing Air Owners Manual and Scott Safety Liberty Trailer Owners Manual at Station #3

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SUBJECT: **BASIC OPERATIONAL PROCEDURES REVIEW**

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Complex fire and other situations soon exceed the capability of one officer to effectively manage the entire operations. Dividing men and equipment into sectors reduces the span of control of the overall command functions to a more manageable sized situation. This allows command to easily communicate with all or one of the sector supervisors. This will provide for an effective and operational fire ground situation.

1. Command will be set up in an easily located position, usually in front of a building fire or emergency. If the emergency is a natural disaster or airplane crash, for instance, command will be where incoming traffic will pass by for assignment, or information. This shall be known, and confirmed as the entry control point.
 2. Overall command will be passed to the senior arriving officer or he may elect to leave it with the officer who set up the command.
 3. Command may divide personnel and equipment with an officer in charge, into sectors and make assignments. Sector personnel must have radio communication with command.
 4. No personnel or equipment will be released or moved, if it changes operational procedure, except when the decision goes through command. This will allow command to concentrate on overall strategy and resources available or needed.
- Fire chief shall be in command or in his absence, the Asst. Chief, in his absence the next highest ranking officer.
 - Captain will be a roving officer-supervising sector officers (Lieutenants) or, vice versa. If any or both senior officers are unavailable, next senior officer will assume those responsibilities. Set up command and make assignments.

NOTE: Most situations do not need or require this type of set up, but in large or serious operations, the senior officer on the scene will be ready to take charge and organize the emergency.

Sector officers will be responsible for their assigned areas.

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SUBJECT: **BASIC OPERATIONAL PROCEDURES** **CONTINUED**

1. Monitor work progress
2. Communicate with command as necessary
3. Redirect activities as necessary
4. Maintain welfare of personnel
5. Request from command additional help or equipment as needed
6. Re-allocate resources

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SUBJECT: **FIRE DISPATCHING PROCEDURES**

1. STRUCTURE FIRES: ALL CALL

Simulcast on pagers 244

2. STILL ALARM: Vehicle, trash, grass, mechanical alarms, spills, bomb threats, etc.

Simulcast on pagers 244

Announce East or West Battalion – Announce location

3. OUT-OF-TOWN: (Including Mutual Aid)

Simulcast on pagers 244

Announce East or West Battalion – Announce location

4. RESCUE: (In and out-of-town)

Simulcast on pagers 244

Announce East or West Battalion – Announce location

**KENNETT FIRE DEPARTMENT
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SUBJECT: **DRIVER SAFETY**

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When responding to emergency calls, fire department vehicles may exceed the speed limits, but shall be regulated at all times by existing road and traffic conditions. Emergency lights, siren, headlights, and air horns will be used on all emergency responses.

Under wet, foggy or any other hazardous weather or road conditions, department vehicle operators should expect the worst under the conditions encountered, and shall not exceed the speed limit. (Studies have shown that 30 mph is the optimum speed in city traffic and that 55-mph is the optimum on divided highways. In other words, driving 30 mph in the city is likely to get the apparatus to the scene as soon as if it had been driven 55- mph with less vehicle fatigue and less chance of mishap)

All traffic lanes must be accounted for by the driver during an emergency response, fire department vehicles shall come to a complete stop at all red lights intersection and negotiate right-of-way situations.

When backing, use a spotter, if available. If spotters are unavailable get out of the unit and walk completely around the apparatus before backing.

AVOID BACKING WHENEVER POSSIBLE

When backing the apparatus is necessary, the Driver/Operator shall ensure all doors/cabinets are securely locked and/or shut. Then the Driver/Operator shall only back the apparatus after they have visually inspected 360 degrees around the apparatus.

During an emergency response, fire department vehicles should avoid passing another emergency vehicle. If a decision to pass is made, radio communication between vehicles involved is necessary.

We must respond and react according to the conditions encountered; neither poor road conditions, inclement weather, or the actions of others relieves the driver in the slightest degree of his responsibility to drive safely. Use extreme caution and alertness when driving on or near the fire-ground. Do not drive imprudently even though the nature of the fire-ground may be urgent. Fire-ground personnel and spectators may be preoccupied with the emergency and inadvertently step in front of or behind a moving vehicle.

Fire department vehicles (Kennett Fire Department) and personal vehicles responding to an alarm shall keep a safe distance between vehicles. Personal vehicles will park so as not to interfere with fire apparatus, or fire-ground activities.

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SUBJECT: **DRIVER SAFETY CONT.**

When backing an apparatus, a signalman is required to direct the driver, **ONLY ONE SIGNAL MAN**. He/She shall be in view of the driver's **SIDE** mirror. All signalmen in traffic shall wear safety vest.

SIGNALS

Straight back: One hand above head with palm toward face, waving back, other hand at side.

Turn: Both arms pointing in the same direction with index finger extended. (Driver has the option as to which way to turn apparatus and the signalman than assists the driver in backing)

Stop: Both arms thrust above head with open hands.

Night Backing Signal will be the same. The signalman will be sure the spotlights on the rear are on before they allow the apparatus to be backed. A flashlight may be carried, but at no time will be directed toward the rear view mirrors.

Once the driver has determined the direction of the turn, the signalman has complete control of the movement of the operator. If there is ever any doubt as to the safety or either the signalman or apparatus, stop the maneuver until proper adjustments are made.

STATION BACKING

When backing into a station, best practice is to have a spotter anytime the apparatus is in reverse. When there is not a spotter available, the driver must perform a 360 degree review of the area that the apparatus will be backed into. This will help prevent unnecessary accidents from occurring.

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SUBJECT: **APPARATUS OPERATING PROCEDURES PUMPING**

PUMPING FROM HYDRANT

1. Bring Pumper to a complete stop.
2. Set Parking brake.
3. Engage pump drive.
4. Put Pumper transmission into appropriate gear.
5. Flush hydrant. Attach 2 ½ female end of water supply line to one 2 ½ outlet and 2 ½ gate valve to second 2 ½ outlet and 5" Storz to Pumper intake connections.
6. Open hydrant.
7. Open air bleeder valve.
8. Open intake valve slowly.
9. Open discharge valve or valves.
10. Open motor throttle gradually until desired pressure is reached. If the compound gauge shows 10 PSI or less before the desired pressure is reached, it is a definite indication that you are getting all the water the hydrant will supply. In this case, the only way to get more pressure is to use smaller nozzle tips, use fewer lines, place a Pumper at the hydrant, or get another water supply.
11. As soon as the desire pressure is reached, regulate throttle for motor. Also set automatic relief valve control.

PUMPING FROM DRAFT

1. Get as close to the water supply as possible.
2. Attach suction hose to pump intake, put strainer on the opposite end and submerge strainer in water. It is best to have at least two feet or more water over the strainer Use precaution to keep strainer off the bottom, such as a roof ladder.
3. Close all discharge valves, drain valves and drain cocks.
4. Engage pump drive.
5. Put transmission into appropriate gear.
6. Open priming valve. When water first reaches the priming pump, it will come out mixed with air. Wait a few seconds until the discharge from the priming pump has a uniform sound then close priming pump valve.
7. If the priming pump does not discharge water in 30 seconds do not continue to run. Stop and look for air leaks. Check all discharge caps
8. Open the throttle gradually until the desire pressure is reached. Regulate the valve for cooling motor and set
9. If a shut down is needed when working from draft for changing discharge hose or for any other reason – simply slow down to about 30 PSI and close the discharge valves.

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SUBJECT: **PUMPER APPARATUS PLACEMENT**

The availability and amount of water needed at a fire, the immediate need for fire streams, and available hose and pumping capacity are factors that determine where and how pumpers should be positioned at a fire scene.

When supplying pre-connected lines from a booster tank, the pumper should be positioned as close to the scene as safety and need will permit. Wind direction, exposures, terrain, and obstructions, to entry must all be considered.

Place the pumper where hose lines can be removed without going around obstructions such as the pumper. The apparatus functions should regulate placement. Many times we reverse this rule by virtue of apparatus placement, limiting the options of eliminating functions we could assign to the pumper.

First arriving units at structure fires must be placed to allow placement and maneuvering room for other responding units. The placement of all apparatus on the fire-ground should be a reflection of one of the following:

- Standard operational procedures for first arriving unit
- Pre-arranged fire-ground procedures
- Direct order from incident commander
- Decision of the apparatus driver based on existing or predictable conditions

Effective apparatus placement begins with the first arriving unit. First arriving units should place themselves to maximum advantage. Later arriving units should place themselves in a manner that builds on the initial plan and allows for expansion of the operation. Don't drive all fire apparatus directly to the scene. Later arriving units should hold a position short of the immediate fire area until a position assignment is designated by the on scene commander.

The on scene commander will decide what hose lines, water supply lines, and hose lays are to be utilized.

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SUBJECT: PUMPER APPARATUS PLACEMENT CONT.

Maintain an awareness that the immediate fire area can quickly become congested with apparatus. All operating units should attempt to maintain in access lanes whenever possible.

Think of a fire apparatus as an expensive exposure. Position working apparatus in a manner that considers the extent and location of the fire and make an evaluation of the spread and building failure. Think of the heat, which may be released with structural collapse. Apparatus should generally be positioned at least 50 feet away from involved building, even with nothing showing. Greater distances in severe fires situations.

Be aware of putting fire apparatus places where it cannot be be repositioned easily and quickly, particularly operating positions with one way in and out. Check overhead power lines when positing apparatus. Do not park where electrical lines may fall.

Should the apparatus become endangered, operate protective lines between it and the heat source while you reposition.

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SUBJECT: FIREGROUND PROCEDURES

Fire-ground procedures offers a list of basic items which must be considered in evaluating an attack plan. All factors are not critical in any one situation. The critical factors that are present must be identified. A plan of attack/size-up must be rapid and rational. Attack is many times an instinctive action, orientated process based on experience that involves taking the shortest route to bring the emergency to a safe conclusion.

Effective fire operations require attack plan revision that continually change fire-ground factors based upon information feedback and circumstances. One will seldom operate with complete information during an initial operation. Incident Command should be established

SUMMARY OF ACTION PROCEDURES ON THE FIREGROUND

1. Find the fire location
2. Rescue entrapped occupants
3. Search for additional victims and fire
4. Use safety precautions
5. Establish communications and control
6. Protect exposures
7. Call for help, if needed
8. Ventilate
9. Force entry, if necessary
10. Extinguish the fire
11. Start salvage operations as soon as possible
12. Summon other agencies, if needed
13. Overhaul

The numerical sequence given is not rigid. Sequence will vary with the situation.

NOTE: Only two of the 13 items call for the use of water (6 & 10).

Attack procedures will be based on the following fireground information and situations;

BUILDING INVOLVED

Size
Interior arrangement/access/construction
Age
Condition
Separation
Vertical / horizontal openings
Utility characteristics
Concealed spaces
Effect the fire has had on the structure

FIRE

Size
Extent
Location
Stage
Direction of travel
Time of involvement
Type and amount of material involved
Product of combustion

OCCUPANCY

Specific occupancy
Type-group (business, public assembly, institution, residential, hazards, industrial, storage, school, etc.)
Value associated with occupancy
Fire load
Status (open closed occupied vacant abandoned under construction)
Time (as it effects occupancy)
Property conservation profile, susceptibility of contents to damage, needs for salvage, moral hazard.

LIFE HAZARD

Number of occupants
Location of occupants
Condition of occupants

Search and rescue
Fire control
Time estimate of fire effects on victims
Exposure of spectators / control of spectators
Hazard to fire personnel
Access to victims
Escape routes/ safety
ARRANGEMENT

Access, arrangement, and distance of external exposures
Combustibility of exposure
Access, arrangement, and nature of internal exposures
Severity and urgency of exposures
Most dangerous direction / avenue of spread
Time estimate of fire effect on exposures
Obstruction of operation
Capability / limitations on apparatus movement and use

RESOURCES

Manpower and equipment on scene
Manpower and equipment responding
Manpower and equipment available in reserve
Estimate of response time for personnel and equipment
Condition of personnel and equipment
Capability and willingness of personnel
Capability of on-scene commander
Number and location (s) of fire hydrants
Supplemental water sources
Adequacy of water supply
Built-in private fire protection
Outside agency resources and response time

OTHER FACTORS/ CONDITIONS

Time and day/night
Day of week
Season
Special hazards by virtue of holidays, parades, etc.
Special events
Weather (wind, rain, cold, humid, visibility, etc.)
Traffic conditions
Social conditions (strike, riot, mob, etc.)

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SUBJECT: FIREGROUND SAFETY PROCEDURES

Positioning of operation apparatus and personnel can effect their safety and survival. Personnel must use caution when operating in the following positions.

1. Above a fire
2. Where a fire can move in behind them
3. Combining interior and exterior attack
4. Where fire personnel cannot control their position or retreat
5. Operating under involved roof structures
6. In areas containing hazardous materials
7. Below ground fires (Basements, etc.)
8. In areas where backdraft potential exists

The safety of fire fighting personnel is the major reason for offensive or defensive decisions. When all rescue operations have been completed, command must decide if the risk to personnel is worth the property that may be saved. When operating in a defensive operation, your position should be as far from the involved area as possible and still be effective. Behind cover if possible, to be safe from backdraft explosion, building collapse, etc. When operating on the offensive, be aggressive. Effective operations on the offensive interior attack directed toward knocking down the fire, eliminates most safety problems.

To minimize fire ground accidents, follow these precautions:

1. Wear full protective clothing including coat, boots, bunker pants, gloves, Nomex or PBI flash hood, and helmet with safety strap.
2. Wear appropriate breathing apparatus. Make certain that your breathing apparatus is working properly. Check cylinder pressure, air tightness of face piece, and open cylinder valve fully.
3. Work in-groups of at least two.
4. Have an objective. Don't enter a building for the sake of just being there. Have attack lines ready, check pattern, pressure and bleed off air. Approximately 50' of hose should be available immediately spread out near the point of entry.

5. Before attempting to force a door or window, check first to see if it is unlocked. Don't break windows unless there is a definite need to do so? TRY BEFORE YOU PRY.
6. Stay on the floor and follow a wall line. The nozzleman check for holes and low flame, the second man watches over-head for flashover and carries forcible entry equipment. Avoid unnecessary conversation, but communicate. Know who and how many men are on the attack line with you. Avoid overcrowding of hose lines. Move slowly and deliberately through the building and feel with your hands and feet as you move. Watch out for burned out floor sections, stairs, and other conditions, which may be hazardous.
7. When moving through an opening such as a window, make sure that you have solid footing before releasing your handhold.
8. When you stop to check an area, keep the hose line between your feet.
9. Avoid overcrowding stairs, doorways, and other exits to safety.
10. If you become separated from the attack line and are unable to relocate it or communicate with it's crew, move to the wall and follow it to a window or other opening to safety for help. DON'T PANIC.
11. If you should become lost in a building and come across a hose line, follow it to a coupling. Hold the coupling in front of you. Place your fingers on the rocker lug closest to you and then move your fingers toward your body. If your fingers drop off the lug and metal, you have the female coupling. If your fingers drop off the lug and hit hose, you have the male coupling. You should turn and go in the other direction. REMEMBER: Female coupling toward the source of water supply in most cases. If double male or female adapters are used this will not hold true.
12. If it becomes necessary for you to leave the fire area, notify your sector supervisor or fire ground command.
13. If it should become necessary for the attack crew to withdraw from interior/area due to burst attack line, heat conditions, etc. be sure to close doors as you leave if possible.
14. Don't apply water into a building without first checking to see if attack crews working inside, should the application of water from the outside be warranted. When applying water from the outside, rotate the nozzle rapidly for a short period of time, and then shut down. Take a moment to re-evaluate the situation and listen for the fire. Keep the fire-ground commander informed on location of fire, possible flame spread, type of materials involved, etc.
15. Use only enough water to do the job. Open and close the nozzles slowly.

16. Stay clear of openings when water is being applied into the fire area. Don't spray water on smoke unless untenable heat conditions indicate a possible flashover. After knocking down a fire in a room the fog pattern may be used to ventilate through a window until smoke ejectors are placed in service.

17. When the low air warning alarm sounds on your breathing (SCBA) apparatus you have approximately 3-5 minutes to get to safety.

18. If you are unable to maintain an airtight seal within your facepiece to keep out smoke and gases, then GET OUT!

SIGNS OF POSSIBLE STRUCTURE COLLAPSE:

1. Cracks in exterior walls
2. Bulges in exterior walls
3. Sounds of structural movements (cracking, snapping)
4. Smoke or water coming through walls
5. Flexible movement of floors or roof where firefighters walk
6. Interior and / or exterior bearing walls or columns leaning, twisting, or moving

FACTORS WHICH CONTRIBUTE TO EARLY STRUCTURAL FAILURE

1. Large open (unsupported areas) supermarkets, warehouses, etc.
2. Signs or marquees- which may pull away from weakened walls
3. Canopies which depend on roof for support may collapse if the roof fails
4. Buildings supported by unprotected metal beams, columns

Structural collapse is the leading cause of injuries and deaths to firefighters. This should be a major consideration in spotting equipment and planning your attack.

The roof is the most likely area of failure. Failure of the roof can likely cause the collapse of one or more wall sections. If supporting members on one floor are directly exposed to fire and heat, be aware that the section above the fire floor may collapse.

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SUBJECT: FIRE HOSE CARE PROCEDURES

Since fire hose is a device or a tool to use during fire fighting, it is only natural that it will be subjected to all sorts of situations. Little can be done at fires to provide safe usage and to protect it from injury except in certain instances. The life of fire hose is, however, considerably dependent upon how well the hose is protected against destructive causes.

MECHANICAL INJURY

Under this heading may be listed various types of damage that may occur when hose is used at fires. Some common mechanical injuries are worn places, rips, abrasions, crushed or damaged coupling, and cracked interlinings. To prevent these damages the following procedures should be used:

- Avoid laying hose over rough sharp covers
- Prevent vehicles from running over fire hose
- Avoid closing the nozzle abruptly to prevent water hammer
- Avoid dropping couplings and excessive dragging
- Avoid unrolling hose via the "slinging method". This causes damage to the coupling threads
- Change the position on bends in hose when reloading
- Avoid excessive pump pressure on hose lines

HOSE

The exposure of hose to excessive heat or its contact with fire will char, melt, or weaken the outer covering and dry the rubber lining. To prevent these damages, the following procedures will be used:

- Protect hose from excessive heat or fire when possible
- Keep the outside covering of fire hose dry when possible

MILDEW AND MOLD

Mildew and mold may occur on the woven jacket type fire hose when moisture is allowed to remain on the outer surfaces. This condition will cause it to rot or decay and the consequent deterioration of the hose. Procedures to prevent mildew and mold are as follows:

- Remove all wet hose (2 ½) from apparatus after a fire and replace with dry hose
- If a hose has not been removed from the apparatus during a period of 180 days, it shall be removed, inspected, swept, and replaced.

Some woven jacket fire hose has been chemically treated to resist mildew and mold, but this is not always 100 % effective.

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SUBJECT: FIRE HOSE RECORDS PROCEDURES

Each section of fire hose has been numbered and an inventory / record card has been established for each section. The information on each card should consist of the date of purchase, the name of manufacturer, the date placed into service, the date and results of testing, remarks concerning the tests, repairs, unusual features, causes of failure. The hose record is a history of the section of hose from the time it was purchased until the time it is taken out of service.

Hose records should be maintained by on duty personnel after inspection, tests, repairs, etc.

Fire department hose record (example)

HOSE NUMBER	SIZE	LENGTH	TYPE OF COUPLING
130	1 ½	50'	NST ALUMINUM

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SUBJECT: FIRE HOSE TESTING PROCEDURES

Fire hose that has been in service should be subjected to an annual service test to assure its dependability. A section of fire hose that shows signs of damage or that has been repaired should be tested before it is placed back in service. The method described here for service test is based upon a test pressure of 300 pounds per square inch (PSI) for three minutes for hand lines and 200 PSI for five minutes for Supply lines. The test pressure for a service test represents a minimum but a higher test pressure may be used when conditions of service require unusually high pressures. In this event, testing must be limited to single coupled length and extra care must be taken to assure that all the air is bled from the hose.

After the test pressure has been reached, it should be maintained for a period of five minutes. The length of hose line to be tested should not exceed 300 feet. The reason for this recommendation is that it permits those doing the testing to be fairly sure that all the air has been expelled from the hose. All the air must be expelled from the hose because air is compressible while water is non-compressible under normal conditions

A fire hose test and the steps for conducting the test are described as follows:

1. Lay out all the hose to be tested in lines of 100 feet (300 feet maximum). The number of lines to be is limited to the number of discharge outlets on the apparatus. Make sure the lines are without kinks. Record identifying numbers of each hose tested.
2. Connect apparatus to a source of water supply. Either a hydrant or a draft source can be used.
3. Connect all lines to be tested to apparatus discharge. Attach a shut-off type nozzle to the discharge end of each hose line. Mark the hose at the end of each coupling shank with a soft pencil. This procedure is necessary to determine if there is any slippage of coupling during the test.
4. Fill each hose line with water and make sure that each nozzle is open and elevated during the filling process. Exhaust all the air from each line by permitting normal water flow. (The nozzle may be held by personnel or placed on something to raise them.)
5. After all the air has been expelled, leave the nozzle open and gradually raise the pressure at the nozzle to approximately 50 PSI for solid streams or 100 PSI for fog streams.

Defective lining is more likely to pull loose during a flow of water under pressure than it is under static pressure.

6. Reduce the pump pressure, close each nozzle slowly, and place each nozzle either on an elevated block or on the ground. Check all couplings for leakage and tighten those that are loose. Close discharge valve almost all the way.

7. Gradually raise the pump pressure to 300 PSI for service test and hold this test pressure for three minutes. Observe all hose under pressure for any defects.

8. After five minutes, reduce the pump pressure slowly, close discharge, disengage pump, and open each nozzle.

9. Observe all makes on the hose coupling shanks. If any of the couplings have moved or if any section develops leaks, this section has failed the test. If a section bursts during the test, all other sections in the line must be tested again. Tag or mark all defective sections.

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SUBJECT: **GROUND LADDER PROCEDURE**

When selecting a ladder for a specific purpose, it is desirable and good practice to have the ladder extended a few feet (preferably three rungs) beyond the window or edge of the roof. This extension provides footing and handholds for personnel stepping on or off the top of the ladder. When ladders are used to rescue person, they may or may not be spaced for maximum strength, and a weight beyond that which would normally be used in a vertical position, horizontal spans are sometimes made. All of these uses and adverse conditions require the factors of strength and stability to be considered in addition to length

Selecting a ladder to do a specific job or to perform a special purpose requires firefighters to be a good judge of distance, stresses, and strength. Roughly speaking, a building story will average 12 feet from floor to floor and the distance from the windowsill to the floor is about 4 feet. In general, the following table can be used for selecting ladders.

First story roof	16-20 feet
Second story window	20-28 feet
Second story roof	28-35 feet
Third story window or roof	35-50 feet
Fourth story roof	Over 50 feet

The fly section of an extension ladder should be in a position that is safe and easy to climb. The distance at which the heel of a ladder is placed from the building determines the angle between the ladder and the ground. The ladder should have an angle of about 75 degrees. If the heel of the ladder is placed too close to the building, its stability is reduced, and when it is climbed, the top of the ladder is placed too far away from the building. If the hell of the ladder is placed too far away from the building, excessive stresses may be thrown upon the ladder and it is more difficult to climb.

An easy way to determine the distance that the heel of a ladder should be placed is to divide by four the length of the ladder that is used. The length of the ladder used is considered to be the length of the ladder from where it touches the building to where it touches the ground. For example if 20 feet of a 24 foot ladder is used, the heel should be placed five feet from the building (20 divided by 4).

SAFETY MEASURES FOR CLIMBING

Firefighters are sometimes required to perform work while standing on a ground ladder, and they should have both hands free to perform the task.

Safety belts are not always worn and it is then necessary to tie in on a ladder by using the leg-lock. To apply the leg-lock, a firefighter should first stand with both feet on a common rung at the point where the work is to be performed. He or she should then raise one leg upward and over two consecutive rungs. The procedure places the bend of the knee over the second rung. By leaning the body forward toward the ladder, this foot and leg can be brought back through the ladder just below the rung that supports the knee. This foot can then be placed over the topside of the beam or rung, and the other foot against the opposite side from which the work is to be performed. An extremely long-legged or short-legged firefighter may need to alter this procedure to make the leg-lock comfortable for them.

To clarify "necessary" in the second paragraph, the "leg-lock" shall always be used.

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SUBJECT: **POWER EQUIPMENT PROCEDURE**

When operating electrical, gasoline, or hydraulic powered equipment under emergency conditions, accident potential is high due to adverse operational conditions. A small or slight miscalculation or sudden unplanned movement can result in a serious accident. Performance skill, training, coupled with the use of common sense and strict adherence to safety procedures to safety procedures can prevent accidents.

PERSONNEL PROTECTION

Those operating, and anyone near the operation of power equipment shall wear protective clothing. The face shield must be used for eye protection and protective coats will be completely fastened.

SAFETY PROCEDURES: POWER SAW

Carry the saw with the engine stopped, blade toward the front. Keep both hands on the control handles when operating the saw. Make sure of your footing when operating the saw. A team of two shall perform the cutting operations. The person operating the saw will be assisted or guided by the second person. The guide may use a sling or a safety harness to guide and assist the operator uncertain conditions such as roof ventilation (see illustration).

1. The saw shall be shut down when unattended.
2. Plan location and sequence of cuts.
3. Note wind direction
4. Pre-plan escape routes
5. Power saws are safest when cutting horizontal surfaces near ground level or vertical surfaces waist level or lower.
6. Use a carrying strap or sling on a saw when climbing a ladder
7. Avoid side pressure or twisting of the blade when operating the saw
8. The saw should not be forced. If too much pressure is applied to the blade, the hazard of breaking or shattering is increased.
9. The saw cut should only be as deep as necessary. Deep cuts may weaken beams.
10. When possible use shovels or other tools to remove gravel, debris, and shingles from the path to be cut.
11. Do not operate saws in explosive areas.
12. When using a saw to make an opening in metal, to eliminate the hazards of sharp edges, consider making your cuts in either an X design or a design, then bend the points over. (see illustration)

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SUBJECT: **PROTECTIVE CLOTHING PROCEDURES**

Fire department protective clothing (turn-out) provided to members of the Kennett Fire Department personnel will be the best possible given. It shall be the responsibility of each member to maintain in a clean and workable condition as possible, all protective clothing and equipment issued for their use. Fire Department personnel shall ensure that their protective clothing is with them at all times while on duty (in the apparatus they are assigned to). While off duty they must have their protective clothing in their possession in case of a call back situation, such as an off duty call.

The main function of issued protective clothing and equipment is firefighter safety. It is therefore essential that such clothing and equipment be worn in any emergency situation or training function.

All members responding to an incident shall wear personal protective equipment. In cases where full gear was not indicated, such as medical emergencies, and there is any chance of contact with any bodily fluid, members shall don medical protective gear including, but not limited to, non-latex gloves, gowns, and eye protection.

Protective clothing consists of:

- Helmet with visor
- Bunker coats
- Bunker boots
- Bunker pants
- Flash hood (PSI or Nomex with full neck)
- Gloves (leather; may have PSI, Nomex or Kevlar backing and wristlets)
- Bunker pants / suspenders
- Self-contained breathing apparatus (when conditions warrant use)
- Ballistic Vest shall be worn at any call that deems necessary.

*When wearing shorts, you shall don bunker pants on any medical call.(6-30-2020)

All fire gear shall be washed after each fire if it was worn while making entry into a structure. Gear shall be washed at a station using a washer/extractor using the supplied and appropriate cleaning solution.

The only exception to the PCP is when a probationary member is strictly observing firefighting operations. During this time the member is only allowed to observe the operations but is not allowed to be in the immediate vicinity of the fire operation. When responding to medical calls, the member (if approved by administration) must observe proper Personal Protection Equipment (PPE) as deemed appropriate by the medical division.

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SUBJECT: **PROPERTY CONSERVATION (SALVAGE) PROCEDURE**

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It is standard procedure to commit whatever fireground resources required to reduce property loss to a minimum. The activities that relate to effective property conservation require the same early ongoing functions and aggressive action as both rescue and fire control. All personnel are expected to perform in a manner that continually reduces loss during fire operations.

When fire is out, shut down the fire streams. Early recognition that the forward progress of the fire has been stopped is an important element in reducing loss. The earlier the salvage operations begin the smaller the loss.

When basic fire control has been achieved, “stop loss” activities must be controlled. These activities generally include:

1. Evaluating damage to overall fire area
2. Evaluating salvage value of other areas
3. Evaluating personnel and equipment required
4. Committing required personnel to salvage functions
5. Reducing hose lines from fire control function to salvage functions.

In cases where there is an overlapping need for both fire control and salvage operations to be performed simultaneously and where initial alarm personnel are involved in fire fighting while salvage remains to be completed, call for another alarm for additional personnel for salvage functions.

Be aware that personnel involved in rescue and fire control operations are generally fatigued by the time salvage operations must be done—this can result in sloppy work and may cause injuries. Evaluate the condition of personnel and replace them with fresh or rested personnel.

Prompt fireground lighting, both interior and exterior, reduces fire loss and increases safety.

This provision of salvage functions must be integrated into the cause and origin determinations phase. As fire control becomes stable, back fire control personnel out of structure and commence fire cause investigation. Beware of personnel who want to quickly shovel out the debris and go home, they will often times shovel out the evidence with the debris.

Most fire personnel are most attracted to active fire attack functions than the less active operations that relate to property conservation—simply, most firefighters would rather operate

nozzles than throw salvage covers. Command must integrate this into specific personnel assignments and structure effective follow-up to ensure minimum property loss. This will also include further property loss after the fire department has left the scene and turned the structure over to the occupants / owners. To ensure further property loss measures continue, the following actions should be taken.

1. Staple plastic over windows, doors, ventilation holes, or other openings in the structure.
2. Secure doors to prevent further entry by persons other than the property owners.
3. Remove debris, (smoldering mattresses), from overhaul procedures. Place all removed debris into one location preferably out of public view from the roadway.
4. When smoke and fire do not heavily damage a structure, use deodorizer to neutralize smoke odor.
5. Think of the property as if it were your OWN!
6. Cover all salvageable household furniture and goods with tarps to prevent further damage.

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SUBJECT: SUPPORT ACTIVITIES PROCEDURES

Tactical support activities are those functions that assist fire control and rescue operations. They generally include forcible entry, ventilation, and the provision of access. Most confusion on the fire ground is the result of lack of such support functions and does not generally relate to a breakdown of basic water application activities. These support functions must be completed in a timely and effective manner. The end of the nozzle must be supported. Most fire losses occur because of the lack of support, not the lack of water.

Our major objectives are to reach the scene of the fire as quickly as possible, rescue trapped victims, locate the fire, and apply suitable extinguishing agents with a minimum of fire, water, smoke, and heat damage. Ventilation during fire fighting is definitely an aid to the fulfillment of these objectives.

Vertical ventilation as directly over the fire as possible is the most effective form of ventilation in a working interior fire. Ventilation must be coordinated with fire attack activities. Positive pressure ventilation should be provided in advance of attack lines where possible. Communications must be maintained. If holes are cut in the wrong places, the fire will naturally be channeled to them and expand the fire. When you cut a hole in a roof, cut a large one.

Be cautious of hose lines on the roof. Do not direct hose down or into ventilation holes. Operate rooflines for the purpose of protection of personnel and external exposures.

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SUBJECT: **VEHICLE FIRE PROCEDURES**

FIRE ATTACK_-- INVOLVED VEHICLE FIRE

1. Position fire apparatus 50-100 feet from the involved vehicle.
2. Clear area of spectators.
3. Firefighters wear FULL protective turnout equipment, including SCBA.
4. Deploy two-attack lines 95-125 GPM fire flow per line.
5. Approach vehicles from side or at an angle to front fender.
6. Keep clear of the bumpers.
7. Utilize wide fog patterns on hand lines.
8. Cool undercarriage of vehicles.
 - A. Fuel tank
 - B. Drive shaft
 - C. Automatic transmission
 - D. Energy-absorbing bumper systems (front and back)
 - E. Catalytic converter
9. Attack the remaining fire.
 - A. Engine compartment
 1. Keep hood low to reduce oxygen supply to fire
 2. Cool bumper assembly before working in front of vehicle
 3. Open engine compartment hood
 4. Disconnect battery cable when possible

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SUBJECT: **VERTICAL VENTILATION PROCEDURES**

After the fire officer has considered the building involved, the location and extent of the fire, moved manpower and tools to the roof, observed safety precautions, has selected the place to ventilate, he or she has still not completed the operation. Vertical ventilation involves all of these factors plus the following precautions and procedures which the officer in charge must consider and practice if he is to be successful in accomplishing vertical ventilation.

- A. Coordinate with ground and attack personnel
- B. Observe the wind direction with relation to exposures
- C. Utilize natural roof opening whenever possible
- D. Cut a large hole, rather than several small ones
- E. Exercise care in making the opening so that main structural supports are not cut
- F. Work with the wind at the back or side to provide protection to the operators while cutting the roof opening
- G. Extend a blunt object through the opening to break out the ceiling

Elevated streams are used to cut down sparks and flying brands from a burning building or to reduce the thermal column of heat over the building. When water streams are projected downward through ventilation opening or used to reduce the thermal column to a point where ventilation is hindered, they either destroy or upset the orderly movement of fire gases from the building. An upset of this nature can materially affect firefighters that may be working at various levels on floors below. Water streams, which are being operated closely above ventilated openings, should be projected slightly above the horizontal. In this position they will help cool the thermal column and extinguish sparks. The movement of the streams may even increase the rate of ventilation.

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SUBJECT: **HAZARDOUS MATERIALS INCIDENT PROCEDURES**

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It is the duty of the Kennett Fire Department to save lives and property. This responsibility extends to the efficient handling of hazardous materials incidents within our jurisdiction.

It is the mission of the Fire Department to contain and stabilize the hazardous materials until such time as the proper officials require the owner of the product dispose of the material.

Hazardous materials shall be defined as: any explosive, flammable, oxidizer, poison, etiologic agent, radioactive, corrosive, or other substance or material in a quantity or form that may pose an unreasonable risk to health and safety or property. Although no two hazardous materials incidents are the same, the following general plan of operations shall be placed into effect when any hazardous material is involved.

1. Upon receiving a report of a potential hazardous material incident, either from a citizen or first responding personnel, the Kennett Fire Department dispatcher shall initiate a hazardous materials response,
 2. An initial hazardous material response shall consist of:
 - A. Fire Chief
 - B. First Responding Apparatus
 - C. Emergency Management Director
 - D. Assigned district patrol car
 3. Confirmed hazardous material incidents will include
 - A. Fire Chief(S)
 - B. Fire Captain
 - C. Policy Agency
 - D. First responding apparatus
 - E. Emergency Management Director
 - F. Fire Personnel
 - G. Assigned district patrol car
 - H. Other units as requested by incident commander
 - I. Subsequent alarms shall be requested as needed to adequately handle the incident.
- Special attention will be given to ensure sufficient supervisory personnel.

INCIDENT COMMAND

1. It must be remembered that a hazardous material incident may present a number of problems not present in most fire ground operations. (I.e., large areas affected by toxic gases, evacuation due to explosive material, etc.)
 2. This Incident Command Procedure shall be used at all hazardous materials emergencies. Major emergencies shall be defined as those requiring the resources and consequent coordination with agencies outside the Kennett Fire Department for ultimate resolution.
 3. The Incident Commander shall establish the command post. For the purpose of sectoring, the upwind side of the incident will be Sector # 1. Careful consideration must be given to insure the safety of this location from contamination.
 4. The Incident Commander shall determine which areas are safe and which shall be restricted areas. Within the restricted area there will be a "HOT AREA" and an "ISOLATED AREA."
- Only needed emergency personnel will be allowed into the "RESTRICTED AREA". Only those personnel assigned will be allowed within the "HOT AREAS". The "ISOLATED AREA" will be for the exclusive use of "HAZARDOUS INCIDENT PERSONNEL".
- Personnel and equipment not immediately needed will be maintained in a ready condition within the staging area. (see attached sample diagram).
5. The Incident Commander shall ensure that the situation is continually monitored to detect any change in spill, run-off, or vapor cloud. Additional evacuation or other measures should be ordered as needed.
 6. If the quantity of chemical or materials involved in the incident is significant, the incident commander should advise the dispatcher to notify the Environmental Protection Agency and the Board of Public Works, to respond to the scene to advise and take necessary actions under their jurisdiction.
 7. When it is determined by the Incident Commander that an evacuation is necessary, he should notify additional outside agencies, such as the Kennett Civil Defense and Dunklin County Civil Defense, etc. , to assist in relocation of those evacuated.
 8. When the specific properties and methods of handling the material are not absolutely certain, the Incident Commander will communicate either directly or in-directly with the Chem-Trec Office at 800-424-9300, or other outside agencies as needed. (see contracts or resources).

UNIT RESPONSES

1. The dispatcher will obtain the wind direction, velocity, and humidity. This information will be forwarded to the incident commander.
2. Apparatus, equipment, and personnel will approach the scene from the upwind direction and stop at a safe distance.
3. Personnel are not to enter a vapor cloud or otherwise contaminated area until it has been shown safe or proper protective clothing is used, including respiratory protection (SCBA).
4. Ambulance personnel shall remain in the staging area. Only as directed by the incident commander shall they enter any other area to provide medical services.
5. Kennett Fire Department personnel will be the primary hazardous incident team.
6. A minimum number of people, but not less than two, shall form the hazardous incident team. A back-up team shall be provided.
7. The hazardous incident team will operate within all safety guidelines and follow special operating procedures.

DECONTAMINATION

1. Special attention will be given to personnel and equipment during all hazardous materials operations.
2. Efforts will be made to minimize the number of personnel and the amount of equipment in the contaminated area.
3. Careful determination will be made as to the specific decontamination procedures necessary to handle a particular product.
4. Prior to any personnel entering a contaminated area, the incident commander shall determine the decontamination location / procedures.
5. During decontamination, close attention shall be given to water run-off. Whenever possible, this water shall be collected and properly disposed of.

GENERAL GUIDELINES

1. The primary operational goal of our department when dealing with hazardous materials, shall be isolation, containment, and stabilization of the product.
2. Extreme caution shall be exercised by all personnel to ensure minimum exposure.
3. All available specialized tools, equipment and apparatus shall be used to provide maximum protection and efficiency.
4. Only those personnel specifically trained shall use the specialty equipment.

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SUBJECT: **HAZARDOUS MATERIALS TACTICAL PROCEDURES**

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This procedure provides a basic strategy plan for hazardous materials situations.

Hazardous materials incidents encompass a wide variety of potential situations including fires, spills, and transportation accidents, chemical reactions, explosions, and similar events. Hazards involved may include toxicity, flammability, radiological hazards, explosives, health hazards, chemical reaction and a combination of factors. These procedures provide a general framework for handling a hazardous material incident, but does not address the specific tactics or control measures for particular incidents.

Every fire department response presents the potential for exposure to hazardous materials and the products of combustion of an ordinary fire may present severe hazards to personnel safety. This procedure is specifically applicable to known hazardous materials incidents, but does not reduce the need for appropriate safety precautions at every incident. The use of proper turnout clothing and SCBA, whenever appropriate, and the utilization of all operating procedures on a continuing basis is a starting point on this plan.

ALARM

Dispatchers will obtain any and all information from the person reporting a hazardous material 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 materials.

The dispatcher should stay on the phone with the caller, after dispatching, to gain additional information. Additional information should be relayed to the incident commander. Write down all information, names of materials, etc. If the call comes from a person with particular knowledge of the hazardous situation, have that person meet and direct the responding units.

FIRST ARRIVING UNITS

The first arriving police or fire officer will establish command and begin size-up. The first arriving apparatus must 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. Incident commander will advise all other units to stage until instructed to take specific action. Units must stage in a safe location, taking into account wind, spill flow, explosion potential, and similar factors in any situation.

SIZE-UP

Incident commander must make a careful size-up before deciding on a course of action. It may be necessary to take immediate action to make a rescue or evacuate an area, but this must be done with an awareness of the risk to fire department personnel, and taking full advantage of all available information, protective equipment and apparatus.

OBJECTIVE OF SIZE-UP

Identify the nature and severity of the problem and gather all information to formulate a plan of action. A hazardous material incident requires a more caution and deliberate size-up than most fire situations.

Don't commit personnel too quickly in potentially hazardous locations. Proceed with caution, evaluate risks, and keep uncommitted personnel at a safe distance. Always provide for the safety of rescuers.

The major problem is to identify the type of materials involved and the hazards presented. Look for labels, markers, and shipping papers. Talk to responsible people at the scene, truck driver, or train operator, etc. It may be necessary to decide on a "holding action" to wait for needed equipment or supplies.

Transportation emergencies are often more difficult than those at fixed locations. The material involved may be unknown, warning signs may not be visible or may be obscured by smoke and debris, and the driver may be killed or missing. Department of Transportation warning signs are inadequate because some hazardous materials in quantities do not require a placard and there may be combinations of products involved with only a "dangerous" label showing. Usually only the most evident hazard is identified, while additional hazards are not labeled.

The following items may be significant to consider at any hazardous material incident:

1. COOLING CONTAINERS
 - A. Use adequate water supply
 - B. Apply streams to vapor space
 - C. Use unmanned stream
 - D. Use natural barriers to protect personnel

2. REMOVE UN-INVOLVED MATERIALS
 - A. Move individual containers
 - B. Move tank cars away from flame
 - C. Cool containers before moving

3. STOP THE LEAK

- A. Close valves
- B. Place plug into opening
- C. Place container in upright position
- D. Use water spray to approach leak

4. APPLY DILUTING SPRAY OR NEUTRALIZING AGENT

- A. Dilute with water or soluble liquids
- B. Flush corrosives to reduce danger
- C. Use spray streams to absorb vapors
- D. Use high expansion foam
- E. USE WATER WITH CAUTION ON SOME MATERIALS

5. CONSTRUCT DAMS, DIKES, OR CHANNELS

- A. Direct running liquid away from exposures
- B. Control run-off from corrosive materials
- C. Use sand or dirt

6. REMOVE IGNITION SOURCES

- A. Start downwind
- B. Remove all sources of heat, spark, friction

7. CALL FOR ADDITIONAL RESOURCES

- A. When their need is only anticipated. The action by the incident commander in the first few minutes of an incident affects the outcome more than any single factor.

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
KENNETT MO 63857**

DATE OF ISSUE 02-13-2020 EFFECTIVE DATES 02-13-2020
SUBJECT: **HAZARDOUS MATERIALS RESOURCE LIST**

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1. On notification of a confirmed hazardous material incident, the dispatcher should call in additional backup dispatching personnel.
2. Call for advice in disposal or neutralization or commercial chemicals.

CHEMTREC: 1-800-424-9300

CHEMTREC is a resource center to assist with emergencies involving chemicals in transit. CHEMTREC will attempt to provide basic information help identify shipments, and attempt to make contact between the agency calling and the manufacturer or shipper of the material involved.

Most hazardous material shippers have their own hazardous material response teams.

Information CHEMTREC will need when you call for assistance.

1. Your department's name, location, and telephone number.
2. Location of accident, type of container or vehicle, etc.
3. Name of product (complete name) and shipper, if known
4. Guide number you are using
5. The color and numbers on the carrier labels and placard information
6. Weather conditions
7. Type of environment (populated, rural, business, etc.)
8. Availability of water supply

It is important that every effort should be made to keep a telephone line open so that CHEMTREC or shippers can make contact with the on-scene incident commander to provide guidance and assistance.

SHIPPING PAPERS

Shipping papers are required to be kept:

1. In the cab of the motor vehicle
2. In the possession of a train crew member

3. In an aircraft pilots possession
IDENTIFICATION NUMBERS

1. May be displayed on placards
2. On orange panels on tanks
- A. Check the sides of the transport vehicle if the I. D. number is not displayed on the ends of the vehicle.

Identification of numbers displayed on placards are to be used with the Department of Transportation Hazardous Materials Emergency Guidebook.

SPECIAL NOTE ON PLACARDS

United Nations Class Numbers may be displayed at the bottom of placards:

CLASS NUMBER	UN CLASS NAME
1	EXPLOSIVES
2	GASES
3	FLAMMABLE AND COMBUSTIBLE LIQUIDS
4	FLAMMABLE SOLIDS
5	OXIDIZERS AND ORGANIC PEROXIDES
6	POISONS
7	RADIOACTIVE MATERIALS
8	CORROSIVES

If no I.D. number or shipping name can be found, then match the diamond shape placard on tank, vehicle or rail car with attached placards and turn to Department of Transportation Hazardous Materials Emergency Guidebook given.

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SUBJECT: **RADIOLOGICAL INCIDENTS**

1. Contact Certified Radiological Officers
2. Contact Missouri Bureau of Radiological Health and Missouri State Highway Patrol
3. Keep all civilian and non-essential personnel five hundred (500) feet from contaminated area
4. Qualified monitoring personnel will establish a "HOT" area. "HOT area is the area in and around the contaminated site.) Boundaries for "HOT" area are to be set at an additional one hundred (100) feet beyond the point at which a zero reading appears on monitoring devices.
5. Barricades shall be used to restrict personnel from entering "HOT" areas.
6. All personnel inside "HOT" area shall be required to use the following:
 - A. Full protective turn-out equipment, including gloves
 - B. SCBA – Self Contained Breathing Apparatus
 - C. CDV – 740 Dosimeter
 - D. Exit through established decontamination area

NOTE: it is advised that all loose or open area of clothing should be wrapped and taped with plastic.

7. Radiological Officers shall be responsible for :
 - A. Plotting and graphing areas to be monitored
 - B. Training personnel in the use of monitoring devices
 - C. Establishing circumference of the "HOT" area
 - D. Monitoring / recording the time and amount of radiation received by emergency service personnel
 - E. Establishing time limits for personnel in high radiological areas
 - F. Radiological Officers shall report directly to the supervisor in charge of the radiological incident.

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SUBJECT: FIRE DEPARTMENT FUNERAL PROCEDURES

1. Arrangements
2. Dress code
3. Honor guard
4. Funeral services
5. Funeral procession/graveside/last alarm
6. Flag procedures
7. Special instructions

ARRANGEMENTS

Determine if the family wants a funeral involving the Kennett Fire Department. If so, it should be explained so that modification, if necessary, can be requested. The family should also be asked if they want the Kennett Fire Firefighters to act as pallbearers.

- A. Check to see if the family wants deceased buried in uniform
- B. Check graveside for accessibility of apparatus
- C. Check graveside for Honor Guard and pallbearer arrangements
- D. Make Honor guard arrangements
- E. Check to see what the minister will be doing in the way of graveside services
- F. Check seating arrangements with funeral home director
- G. Check to see if the press is or is not welcome at the services and whether or not pictures may be published in the paper
- H. Provide members with white gloves

DRESS CODE

- A. Full dress uniform
- B. White dress gloves
- C. Uniform head covering

HONOR GUARD

If possible, three(3) Honor Guards should be assigned during the same time frame.

One Honor Guard at the head. One Honor Guard at the foot. One Honor Guard resting.

Every fifteen minutes, the person resting marches in and takes the place of the person at the foot of the casket. The person at the foot of the casket replaces the person at the head and the person at the head will rest.

When the next shift of Honor Guard goes on, two will go in at the same time to relieve the Honor Guard already on duty.

Parade rest position while standing Honor Guard should be used. The Honor Guard will first assume the attention position and then go into the parade rest position. If someone is viewing the casket, the guards should wait until they leave before changing positions

FUNERAL SERVICES – CHAPEL

All personnel will meet at the funeral home (or church) 30 minutes prior to the services for last minute instruction and seating arrangements. Seating arrangements will be made with the funeral director.

All Kennett Fire Department personnel will, in a column of two, file into the chapel to be seated.

- A. Pallbearers
- B. Kennett Fire Personnel by rank
- C. Visiting Fire Department Personnel

After all personnel are seated, the two Honor Guards at the casket will turn and march to the rear of the seating area designated for Kennett Fire Personnel

FUNERAL PROCESSION/GRAVESIDE SERVICES /LAST ALARM

Pallbearers will go to the pre-designated area; all other personnel will begin to form the processional.

Once the Pallbearers are ready to move the casket to the graveside, the order "ATTENTION" will be given and all Kennett Fire Department personnel will come to "ATTENTION" until the casket is placed and the family is seated, at which time the order "PARADE REST" will be given and all personnel will assume the position of PARADE REST.

The graveside services will be conducted and the minister will ask for a moment of silence. At this time all personnel will be given the order "ATTENTION". At this time, the "ALL CALL" will be dispatched over the communication system.

"LAST ALARM"

IN MEMORY OF OUR DEPARTED FRIEND

FLAG PROCEDURES

Flags at fire stations will be flown at half-mast immediately after official announcement of death and will remain at half-mast until after "Last Alarm".

Flag from the station that the deceased was assigned will be given to the family upon completion of funeral services by the Fire Chief or his designate.

SPECIAL INSTRUCTIONS

Processional lineup to cemetery

- A. Escort
- B. Pallbearers
- C. Fire apparatus with coffin (optional)
- D. Hearse
- E. Family vehicle
- F. Rest of procession

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
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DATE OF ISSUE 02-13-2020 EFFECTIVE DATES 902-13-2020
SUBJECT: **LIFT ASSIST PROCEDURES**

PAGE 30

Keep a wide base of support. Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).

Squat down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).

Keep good posture. Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.

Slowly lift by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.

Hold the patient as close to your body as possible, at the level of your belly button.

Use your feet to change direction, taking small steps.

Lead with your hips as you change direction. Keep your shoulders in line with your hips as you move.

Set down Patient carefully, squatting with the knees and hips only.

If you have made Three (3) or more calls for lift assist for the same patient in a month, you shall contact (DHSS) Division of Health and Senior Services at 1-800-392-0210 to report.

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SUBJECT: **Radio Procedures / MAYDAY**

Any message should be given at regular speed and in a normal tone of voice. This is not the time or place for theatrical embellishments! Specific reports should be given, i.e.: "The occupant in Apartment 4E is having trouble breathing and the smoke is getting heavier" or "Have the power shut down on Track 2 between the Pine Street and Oak Street stations only."

All radio messages should be acknowledged, something that is obvious but often not done. If the receiver does not acknowledge the message correctly, the sender usually has no choice but to repeat it. This results in unnecessary radio transmissions.

While on the fire ground, all handheld radios should be placed on KFD TA (talk around) to avoid going through the repeater and all transmissions will be from one handheld to another to avoid lost communications.

When a firefighter is in an emergency situation and a Mayday is to be called on the radio, you should key the radio and speak ... "Mayday, Mayday, Mayday." Then the message in a clear and concise manner as to where you are located and what the problem is and what is needed to assist you.

Three (3) burst on the engine's air horn constitutes an evacuation of the building no questions asked.

**KENNETT FIRE DEPARTMENT
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DATE OF ISSUE 02-13-2020 EFFECTIVE DATES 02-13-2020
SUBJECT: **UNIFORMS / PARADES**

PAGE 32

UNIFORMS:

Class B uniforms should be worn when doing any type of public activity, whether being a class station tours, or parades etc.

Class A uniforms will be worn for funerals and other occasions as the Chief or Asst. Chief deems necessary.

DAILY WEAR:

Dark navy/Black BDU'S, Polo shirt and steel or composite toed boots shall be worn while on duty.

PARADES:

While driving an apparatus in any parade you shall wear a seatbelt at all times. All passengers will be seated in the cab with seatbelts on at all times. Non fire department personnel shall be permitted to ride in the passenger compartment only with the approval of the Fire Chief or Assistant Chief.

No one is permitted to ride the tail board or the front board of any apparatus.

If driving the ladder truck no one is permitted to ride on the top of the ladder.

No sirens or air horns shall be activated during the parade route unless there is a bona fide emergency

In the event of an emergency where the parade apparatus is needed, the operator shall make every effort to have all non-fire department occupants exit the vehicle before engaging in emergency mode.

**KENNETT FIRE DEPARTMENT
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DATE OF ISSUE 02-13-2020 EFFECTIVE DATES 02-13-2020

PAGE 33.

SUBJECT: **SAFETY VEST**

A. Purpose

The Purpose of this Policy is to describe the required PPE to be worn by Kennett Department members when working at an incident that places the member in or near moving traffic. Incidents such as vehicle accidents, extrications, fluid spills, vehicle fires, power line and tree down calls, are typical situations where this policy is applicable.

B. Background

For incidents where exposure to the hazards of moving traffic are present, for fire department personnel working on foot in the hazard zone this policy shall be followed. Conforming to this policy places the member in compliance with Federal law 23 CFR Part 634 and applicable provisions of the Federal Highway Administration's Manual on Uniform Traffic Devices (MUTCD).

C. Policy

I. In order to provide greater safety and visibility for Kennett Fire Department members, florescent safety vests shall be worn during day and night outdoor emergency incidents. Outdoor Emergency Incidents are those that require emergency duties to be performed in public roadways or wherever vehicles maybe in motion. The following PPE shall be worn:

- o Structural or Forestry Fire Helmet W/Chin Strap in place.

- o ANSI 107-compliant Class II vest, Class III Highway Safety garment, or ANSI 207 Public Safety vest.

- o POV responders that do not have their assigned PPE with them should outfit themselves with equipment off of the responding apparatus as soon as practical.

II. If a member prefers to wear a structural coat due to inclement weather; i.e. rain, cold, etc, or is required to wear structural turnout gear due to duties assigned at the incident scene, the ANSI highway safety vest must be donned over the turnout coat. Turnout coats are not acceptable as high-visibility highway safety apparel when donned without the ANSI-compliant vest on the outside of the coat.

III. Non-Vest Incidents:

Several incident types may be encountered where the donning of a highway safety vest may actually increase risk of injury for the fire department member or where wearing a vest may in fact be otherwise impractical. Under these limited situations, the requirement for donning ANSI-compliant vests by members directly involved in hazard area "hot zone" activities is modified. The exemptions for wearing a highway safety vest applies only to members directly involved in activities within an established "hot zone" and only when the "hot zone" is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc.

The required ANSI-compliant highway safety vest need not be worn when a member is required to;

- o Don structural PPE and SCBA to work in close proximity to a source of heat such as during suppression of a vehicle fire
- o Don hazardous material PPE to avoid potential exposure to chemicals or other contaminants
- o Don technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low-angle rope rescue, swift water rescue, etc.

All members on-scene performing duties or involved at activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

Members directly involved in source of heat, chemical, or technical rescue activities as listed above who complete their activities within the designated "hot zone" are required to don ANSI-compliant vests once their activities within the "hot zone" are completed or they leave the immediate "hot zone" area of the incident scene.

D. Responsibility

1. Firefighters are responsible to make sure that they are attired properly to ensure high visibility and identify as an emergency responder.
2. The Incident Commander shall determine the appropriate safety apparel and is responsible for ensuring that all personnel are dressed accordingly.

**KENNETT FIRE DEPARTMENT
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DATE OF ISSUE 02-13-2020 EFFECTIVE DATES 02-13-2020
SUBJECT: **INCIDENT SAFETY**

PAGE 34

GENERAL INCIDENT SAFETY REQUIREMENTS:

This policy sets forth the minimum safety requirements for operations at emergency incidents as it relates to safety and health of responding personnel.

- A. The Incident Commander shall insure an adequate number of responding personnel to safely conduct incident operations. Operations shall be limited to those that can be safely performed by personnel available at the scene. (This can include personnel on scene that was requested by Mutual Aid.)
- B. Whenever personnel are operating

SPECIFIC INCIDENT SAFETY REQUIREMENTS:

When personnel are operating in an area that placed them in potential conflict with motor vehicle traffic:

Notify appropriate law enforcement agency for traffic control

Apparatus should be positioned to protect personnel from oncoming traffic while

Directing exhaust emissions away from the scene.

Vehicle warning lights should remain activated until leaving the scene.

Reflective markers/cones should be placed to direct traffic flow.

Personnel should wear helmets when necessary.

Personnel **must** always wear their five point breakaway vest when an incident involves a highway and potential for injury due to vehicles (the only exception is when active firefighting is taking place and it would hinder the turnout gear, then after the fire is extinguished the vest must be placed on).

When backing a department vehicle using a spotter is the preferred method. When a spotter is not available the apparatus operator should physically walk around the entire vehicle to ensure no objects or people are in the reverse path.

De-energizing electrical hazards shall be limited to the operation of breakers or removal of fuses. Electrical meters (residential or commercial) shall not be removed by fire department personnel.

Areas or zones identified as hazardous to either civilians or emergency response personnel shall be conspicuously marked in the following manner:

Place barrier tape, flags, cones, or personnel with flashlights around the incident perimeter as directed by Command or the Incident Investigator. It may be required to place barrier tape on the doors and windows of a structure. The Command or Investigator shall approve the removal of the tape.

NO PERSONNEL SHALL CROSS THE BARRIER TAPE WITHOUT PRIOR APPROVAL IF THE INCIDENT COMMANDER OR SAFETY OFFICER.

**KENNETT FIRE DEPARTMENT
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DATE OF ISSUE 2-13-2020 EFFECTIVE DATES 2-13-2020
SUBJECT: **BODY CAMERAS**

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BODY-WORN CAMERAS

I. PURPOSE:

This policy is intended to provide employees with instructions on when and how to use body-worn cameras (BWCs) so that officers may reliably record their contacts with the public in accordance with the law.

Some states have eavesdropping statutes that require two-party consent prior to audio recording. Consult your legal advisor for state and local laws that affect your agency.

II. POLICY:

It is the policy of this department that employees shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording device used in undercover operations.

III. PROCEDURES:

A. Administration

This agency has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

1. BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of reports and testimony in court.

2. Audio and video recordings also enhance this

agency's ability to review suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for evaluation and training.

B. When and How to Use the BWC

1. Employees shall activate the BWC to record all contacts with citizens in the performance of official duties.
2. Whenever possible, employees should inform individuals that they are being recorded. In locations where individuals have a reasonable expectation of privacy, such as a residence, they may decline to be recorded. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves in to an area restricted by this policy.

C. Procedures for BWC Use

1. BWC equipment is issued primarily to uniformed personnel authorized by this agency. Employees who are Assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.
2. Personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the agency.
3. BWC equipment is the responsibility of individuals

and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the supervisor as soon as possible so that a replacement unit may be procured.

4. Employees shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
5. Employees shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the chief executive officer (CEO) or his or her designee.
6. Employees are encouraged to inform their supervisor of any recordings that may be of value for training Purposes.

D. Restrictions on Using the BWC

BWCs shall be used only in conjunction with official duties. The BWC shall not generally be used to record:

1. Communications with other personnel without the permission of the chief executive officer (CEO);
2. When on break or otherwise engaged in personal activities; or
3. In any location where individuals have a reasonable

expectation of privacy, such as a restroom or locker room.

F. Supervisors' Responsibilities

1. Supervisory personnel shall ensure that employees equipped with BWC devices utilize them in accordance with policy and procedures defined herein.

2. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the device appropriately and in accordance with policy and to identify and areas in which additional training or guidance is required.

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DATE OF ISSUE 2-13-2020

EFFECTIVE DATES 2-13-2020

PAGE 36

SUBJECT: **RESPONSE DURING SEVERE WEATHER**

When receiving a call during severe weather (Severe Thunderstorm Warning or Tornado Warning), only one engine shall respond initially to the scene and if needed additional apparatus can be called in to assist.

**KENNETT FIRE DEPARTMENT
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DATE OF ISSUE 02-13-2020 EFFECTIVE DATES 02-13-2020
SUBJECT: **Shift Trading Procedures**

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SHIFT TRADING

1. Shift trading shall be strictly voluntary.
2. **Shift trading shall be at the employee's request with Senior Captain,**
3. Shift trading shall be a mutual agreement between the two people involved.
4. Shift trading shall not be allowed because of employee's business operations or outside employment, but because of the employee's desire or need to attend to personal matters
5. The period during which time is traded and paid back will not extend beyond the calendar year.
6. **Fire Chief or Asst. Fire Chief will be notified of shift changes or trading.**

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
KENNETT MO 63857**

DATE OF ISSUE 05-29-2020 EFFECTIVE DATES 05-29-2020
SUBJECT: **PROPER HANDLING AND RELOADING OF FIRE HOSE**

Page 38

To minimize the risk of injury when loading fire hose onto any fire apparatus the following procedure must be followed:

1. There shall be a member, other than those members loading hose, assigned as a safety observer. The safety observer shall have an unobstructed view of the hose loading operation and in visual and voice contact with the apparatus operator, this is to ensure that the apparatus does not move when hose is being placed on the apparatus.
2. Non-fire department vehicular traffic shall be excluded from the area or shall be under the control of authorized traffic control persons.
3. Members shall be permitted to be in the hose bed but shall remain on their knees in the center of the hose bed (Only if the apparatus is not in motion).
4. Proper clothing must be worn when in a hose bed (Bunker Pants and Boots, Jeans/Station Wear Pants and Boots).
5. Prior to the beginning of each hose loading operation, the situation shall be evaluated to ensure compliance with all the provisions of the standard operating procedure. If the standard operating procedures cannot be complied with, or if there is any question as to the safety of the operation for the specific situation, then the hose shall not be loaded on the fire apparatus until deemed safe to do so.
6. **At all times the hose roller must be utilized.** If the hose roller is located off the scene, the Incident Commander will select a person to get the hose roller prior to reloading hose onto the apparatus. Failure to do so will result in disciplinary action.

When securing the hose bed cover the following shall be observed:

1. If it is not practical to use a ground ladder and secure it from outside of the hose bed, one must stay in the center of the hose bed to minimize the risk of falling.
2. Use the steps and handrails as necessary to help minimize the risk of getting off the hose bed.

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
KENNETT MO 63857**

DATE OF ISSUE 06-10-2020
SUBJECT: **STATION DUTIES**

EFFECTIVE DATES 10-16-2023

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8:00 am Check apparatus.

Note any malfunctions, equipment discrepancy and or repairs on
Emergency reporting.
Morning radio checks
SCBA psi – all straps out and ready to don.
Water level in booster tank.
Change ice bottles in drinking water. Change water every Monday.
Fuel level in apparatus, generators, and saws, minimum of $\frac{3}{4}$ full of a tank.
Oxygen, change out if less than 1.000 psi.
AED indicator.
Thermal imaging camera.
4-gas monitor (charged and calibrated when necessary)
Landing zone kits
Hoses
Nozzles
Appliances
Generator
Saw's
Hydraulic tools and pump
Ladders
Hand tools
Water and Chemical extinguishers
WASH AND CLEAN APPARATUS AS NEEDED.

10:30 am *(when apparatus and equipment checks are complete)*

Station maintenance:

- a. Wash driveway if needed
- b. Pick up trash/debris,
- c. Check lighting. Inside and outside
- d. Check overhead doors
- e. Clean apparatus and maintenance areas.
 1. Blow out bays.
 2. Dust or wet mop as necessary.
 3. Place tools in proper storage areas.
 4. Clean work areas
 5. Check washer and dryer for items.

- 6. Check hose dryer and rack for equipment and neatness.
- f. Clean and or dust furniture.
- g. Clean restroom and shower area.
- h. Clean kitchen area.
- i. Dust mop living quarters.
- J. Check emergency exit lights, station fire extinguishers, ensure generator is in working order, check all doors and windows for damage.

(when station maintenance is complete)

1:00 pm Special assignments as assigned, or study time, Examples; Maps, EMS, Haz-Mat, Fire response, Internet courses.

5:00 pm Generally this is the beginning of down time, unless assignments are not completed, this is a courtesy not a right. Note that your work schedule is from 8:00 am to 8:00 am and that it may be necessary to work late into the evening on projects asked to do.

Television viewing should be limited until after this time.

6:00 pm Nightly pager test.

7:00 am Clean apparatus and standby areas before 8:00 am

- a. Dust mop.
- b. Damp mop as needed.
- c. Change out trash bags.
- d. Clean kitchen area.
- e. Place personal items away.
- f. Place dishes in the proper storage area.

The Following are to be done daily along with other duties daily.

Monday Yard Maintenance

Tuesday Run and fill air cascade system

Wednesday Apparatus exterior washing

Thursday Deep clean living area

Friday Interior apparatus cleaning

First of month---Flush all apparatus obtain

Mileage and hours for the new month.

**ALL EMERGENCY AND NON-EMERGENCY
RESPONSE TAKE PRESIDENT OVER ALL OTHER ACTIVITIES.**

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
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DATE OF ISSUE 01-01-2021 EFFECTIVE DATES 01-01-2021
SUBJECT: **TRAINING REQUIREMENTS**

Page 40

Kennett Fire Department shall have a training program and guideline that ensures that all personnel are trained and their competency is maintained to effectively, efficiently, and safely execute all responsibilities consistent with the department's mission.

Fire training nights occur twice a month for part-time personnel, it is important that all personnel attend these nights, if an emergency occurs it is the responsibility of the firefighter to contact the Training Officer or Administration personnel. Missing more than two fire meetings consecutively without notification will result in disciplinary action, in accordance with the City Employee Manual.

Fire training for full-time personnel will be held during their on duty schedule twice a month totaling 4 hours.

One a quarter a department wide training will be conducted on a Saturday to be determined for 4 hrs in length. This will serve as the training for that month.

Online training through Fire Rescue 1 Academy is required, firefighters must complete the monthly online training. Failing to complete the online training will result in disciplinary action.

Training will be divided into two categories: required and specific training. Required training will be mandatory for all personnel in order to maintain competency. Specific training may be mandatory for particular job functions or to ensure a required level of expertise.

*All personnel shall attend 4 hours of training per month

New hired personnel must complete the following training and pass state tests within the first year of employment to continue employment.

1. American Heart Association Basic Life Support (CPR)
2. Hazardous Material Awareness course
3. National Incident Management System (NIMS) ICS 100, 200, 700, & 800
4. Emergency Medical Responder course
5. Intro to fire service course
6. Certification (IFSAC & Proboard) programs are offered at the Fire Department by the Training Division. Continuing education is provided in-house at fire meetings and/or online in accordance with the Missouri Division of Fire Safety.

**KENNETT FIRE DEPARTMENT
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DATE OF ISSUE 6-28-2023

EFFECTIVE DATES 6-28-2023

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SUBJECT: **PAYROLL / FULL-TIME & PART TIME**

Employees will be paid in the following manner.

Full-time

Basic Firefighter:	\$12.00
Firefighter 1 & 2	\$13.00
Firefighter/EMT	\$13.50
Medic with Firefighter 1 & 2	\$15.00

EXCEPTION: (If an employee works for the City of Kennett full-time in another department, the employee will receive time and half based on hourly rate.)

Overtime starts after 80 hrs of work

This is for a time frame of One (1) hour. If a Second 2nd call comes in within this timeframe employees will only receive pay from the First (1st) incident's alarm time, not to exceed the One (1) hour time frame. If a call goes over the One (1) hour time frame, the employee will receive additional hourly pay. **(If applicable, see Compensation Time Policy)**

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
KENNETT MO 63857**

DATE OF ISSUE 8-02-2021

EFFECTIVE DATES 8-02-2021

Page 42

SUBJECT: **REPORTS (EMERGENCY REPORTING)**

In general, anytime department apparatus, equipment or manpower is used to assist the public or another agency the actions taken by the department should be recorded in Emergency Reporting.

- a) Examples of incidents to be recorded:
 - i) Incidents dispatched by 911/Dispatch
 - ii) Fire Prevention Events (e.g., schools, daycares, home safety survey, etc.)
 - iii) Other Public Service Events (e.g., birthdays, neighborhood festivals, parades, etc.)
 - iv) Service Calls not received via 911/Dispatch (e.g., detector checks, Knox Box keys, etc.)
 - vi) Code Enforcement activities (including Property Maintenance)

On duty personnel have two (2) scheduled work days to complete an incident.

For example: Shift personnel (24 hours) will have until their next shift to complete any outstanding incident reports. Daytime personnel (8 or 10 ½ hours) will have until the next day to complete any outstanding incident reports.

All reports must be complete by the end of payroll due date!

Failure to complete a report on time will result in the following:

- 1st offense, Verbal warning
- 2nd offense, Written warning
- 3rd offense, Written warning and taken to Fire Committee for review

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
KENNETT MO 63857**

DATE OF ISSUE 4-19-2022

EFFECTIVE DATES 4-19-2022

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SUBJECT: **Station backfill for weather**

Should we encounter inclement weather, the upcoming shift workers may be called in to backfill stations, the current shift workers may have to stay into the next shift as needed.

(Example: If you are on A-shift and a weather event happens, B-shift may be called in early to have extra personnel. If the event runs into the next shift it may be necessary for A-shift to stay over.)

This will provide the extra staffing needed to set up crews to respond to additional calls as needed.

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
KENNETT MO 63857**

DATE OF ISSUE 6-2-2022

EFFECTIVE DATES 6-2-2022

Page 44

SUBJECT: **Body Armor**

The purpose of this policy is to provide members of the Kennett Fire Department with guidelines for the proper use and care of body armor.

2. POLICY:

It is the policy of the Kennett Fire Department to maximize safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of proper safety procedures.

3. PROCEDURES:

A. Issuance of Body Armor:

1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice (DOJ) or its successor agency.

2. All members shall be issued agency-approved body armor.

B. Use of Body Armor:

1. Members shall wear only agency-approved body armor.

2. All members must wear protective vests during high risk and/or tactical situations. These situations may include but not limited to: Shooting Calls, Domestic Situation, Unknown Unconscious/Unresponsive, Altered Mental Status, Suicidal Ideations.

C. Care of Body Armor:

1. All body armor issued must be cleaned in accordance with manufacturer recommendations.

2. All body armor when stored must be kept out of direct sunlight.

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
KENNETT MO 63857**

DATE OF ISSUE 6-2-2022
SUBJECT: **Medical Operations**

EFFECTIVE DATES 6-2-2022

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Policy:

To establish organizational medical operations for the Kennett Fire Department personnel. At all times Medical First Responders, Emergency Medical Technicians, and Paramedics are to follow this policy and the Emergency Service Protocols.

Purpose:

To assure uniformity, consistency and professionalism during the performance of medical operations.

Procedure:

Medical Operations – At the Scene

1. Company officers shall assure that all response personnel identify themselves when approaching a medical scene. Patients in vehicle accidents or within a residence shall be approached as follows:

“Hello, I am an EMR/EMT/Paramedic _____ from Kennett Fire Department are you OK?”

2. When entering any time of home or business, crews shall identify themselves as follows:

“Hello, Kennett Fire Department, is anyone home?”

These two situations make for good patient rapport and ensure the safety of the crews when entering an unknown structure.

3. Company officers or lead medics shall attempt to limit the amount of rescue personnel in the area around a patient to enhance smooth operations and reduce the patient’s anxiety level.

4. Company officers and lead medics shall incorporate the use of ambulance personnel as soon as appropriate to ensure continuity of patient care and expedite transfer of patient reports.

5. Smoking is not permitted on any incident scene at any time, whether near a patient, in a patient’s home or on an accident scene. Smoking around the use of oxygen and possible fuel leaks is potentially dangerous and does not convey a professional image of the department.

Medical Operations – Leaving the Scene

1. Prior to leaving the emergency scene, all contaminated equipment shall be placed into RED BIOHAZARD BAGS. All needles, vitals, and syringes shall be placed into the needle disposal (Sharps) containers and secured properly for proper disposal.
2. Rescue/EMS personnel shall be sure to “police” the area around the scene to ensure that all equipment has been retrieved.
3. Prior to leaving the scene all exchange equipment shall be secured from the ambulance by fire rescue, Example: Kendrick Extrication Devices (K.E.D.S.) boards, splints etc. The remainder of the equipment shall be restocked at the station as soon as possible.
4. Materials other than biohazardous waste shall be disposed of at the station.

MEDICAL OPERATIONS – Crew Problems

To deal with problems with crews in a consistent and effective manner, the following steps should be taken:

1. Crew Member to Supervisor. The member involved with the incident should call the on duty Supervisor. This call may be from the station or through dispatch.

The supervisors have several methods of dealing with the problem based on the severity of the incident:

- Telephone contact only.
- Personal contact at the scene or the station. On scene interaction should be limited to supervisory personnel to avoid confrontations.
- Personal contact at the station with the crews involved.

The Fire Chief shall be notified of the incident and the incident should be documented if continuing problems are occurring or the incident is of a serious nature.

MEDICAL OPERATIONS – Security

This procedure was developed to ensure security of medications carried within units and to comply with applicable laws, rules, and codes. This procedure requires advanced life support providers to maintain security of medications, fluids and controlled substances.

1. A compartment on each ALS unit has been chosen to be the secured compartment; this secured compartment shall remain locked at all times.
2. The compartment may be unlocked for emergency situations, training purposes, resupplying, vehicle checks and demonstrations, then relocked at the conclusion.

3. Keys/Passcode have been provided to lock and unlock the compartments for the above mentioned situations.

During shift change the off-going paramedic will transfer the keys to the on-coming paramedic.

Company officers shall ensure that the above procedures are adhered to in accordance with BNDD and DEA. Cooperation by all personnel will ensure a safe and secure procedure.

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
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DATE OF ISSUE 10-6-2022
SUBJECT: **On-Duty Officer**

REVISED DATES 11-15-2023

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Policy:

Every Officer is required to be on-call as scheduled, schedule can be found on the fire department's google calendar.

When to respond:

On-duty officers shall respond to CPR in progress, Mass Casualty incidents or as requested by Paramedic on duty. On-duty officers shall respond to all fire related calls and hazardous material incidents. On-duty officers shall respond to any second call out of any nature.

Conflicts:

Anytime an on-duty officer has a conflict with the schedule, it is up to the officer to make arrangements to have the shift covered. Chief or Assistant Chief shall be notified of any changes made to schedule to assure coverage.

*******CURRENTLY THIS POLICY HAS BEEN PLACED ON HOLD DUE TO BUDGET CONSTRAINTS. PERSONNEL ARE ADVISED TO CONTACT THEIR OFFICER BY RADIO OR CELL IF THEY ARE NOT ON SCENE, IF THEY ARE NEEDED TO COME TO THE SCENE.*******

**KENNETT FIRE DEPARTMENT
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DATE OF ISSUE 11-08-2022

EFFECTIVE DATES 11-08-2022

Page 47

SUBJECT: Reporting Out of Service Fire Hydrants

All Personnel that locate a fire hydrant, which is out of service, shall report it immediately to the Fire Marshal by email (KFDFM@KennettFD.org). The Fire Marshal shall notify CLGW by email, which will include the Fire Chief and Assistant Chief.

**KENNETT FIRE DEPARTMENT
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DATE OF ISSUE 2-1-2023

EFFECTIVE DATES 2-1-2023

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SUBJECT: **Vacation / Sick Time Reporting Procedure**

Vacation

All vacation requests must be given to the Captain on D Shift for approval. Vacation requests that are made within 30 days of the proposed date, may or may not be approved depending on availability of D Shift personnel.

Vacation requests that are more than 30 days in advance, per city policy, may be approved unless there are extenuating circumstances.

D Shift personnel are responsible for covering Sick & Vacation Days that are taken by Shift personnel.

Sick Time

In accordance with City Policy, the employee must report to their supervisor as soon as possible for needing time off for being sick. See City Employee Handbook for further information.

**KENNETT FIRE DEPARTMENT
309 ST. FRANCIS ST
KENNETT MO 63857**

DATE OF ISSUE 6-26-2023

EFFECTIVE DATES 6-26-2023

Page 49

SUBJECT: **Compensatory Time Policy**

Policy:

Compensatory (Comp) Time will be given for any overtime hour for employees that are above 120 hours in a given pay period. The maximum number of compensatory hours accumulated will be forty-eight (48) hours. Once an employee reaches their maximum number of hours, the supervisor will schedule compensatory time for said employee unless the employee has previously scheduled their compensatory time.

Purpose:

When an employee desires to use compensatory time, the employee must notify their immediate supervisor. So long as this notice is provided at least thirty (30) working days in advance of the intended use, the employee will be permitted to utilize the comp time unless: (1) other employees working under the same supervisor have already requested the same time off such that it would unreasonably diminish the Municipality's ability to cover the work of the department if an additional individual were to be permitted off work; or (2) the request to be off comes at a time when the Municipality's workload will not reasonably permit it. In any case, an employee may utilize comp time to cover a true emergency, that being a personal or family matter, not reasonably anticipated or expected by the employee, which commands the presence of the employee. If an employee, in a non-emergency situation, requests the use of comp time with less than the thirty (30) work days notice, the supervisor can, nevertheless, permit such use if doing so would not disrupt the operation of their department.

Procedure:

To request Compensatory (Comp) Time. A request will be given to the employee's supervisor (the same person that handles Vacation requests).