

# Kronenwetter Fire Department Standard Operating Policies & Guidelines



## Contents

Introduction.....	3
Mission Statement.....	3
Chain of Command .....	4
Job Descriptions.....	5
Probationary Period .....	7
Orientation and Probationary Training .....	7
Training .....	8
Performance Evaluations .....	9
Purchasing/Credit Card Usage .....	12
Member Assistance Referral Program .....	13
Physical and Mental Capabilities .....	13
Safety Culture .....	15
Health and Safety.....	16
Exposure Control .....	19
Eye Protection.....	25
FIT Testing.....	26
Hearing Protection .....	27
Lifting Safely.....	28
Decontamination Wipes .....	30
Alcohol and Controlled Substance Misuse .....	31
Equal Opportunity, Discrimination, and Harassment .....	32
Disciplinary Process.....	35
Firefighter Code of Ethics.....	36
Social Media and Electronic Devices .....	37
Personal Vehicle Response .....	38
Driver's License .....	39
Driving Operations .....	40
Mandatory Seatbelts .....	42
Roadway Vests .....	43
Emergency Vehicle Accidents.....	44
Injury Reporting.....	45
Apparatus and Equipment.....	47
Incident Command System (ICS) .....	48
Communications .....	51
Accountability .....	53
Protective Clothing .....	54
Personal Protective Equipment Inspection Checklist .....	56
Respiratory Protection.....	57
Structure Fires.....	59
Vehicle Fires .....	61
Vehicle Accidents.....	62
Wildland Fires .....	63
Hazardous Materials .....	64
Natural Gas Incidents.....	66
Carbon Monoxide Incidents .....	68
Confined Space Rescue .....	72
Trench Rescue.....	74
Water Rescue .....	75
MAYDAY .....	77
Rehab.....	80
Rapid Intervention Team.....	83
Medical Helicopter/Landing Zone .....	85
Severe Weather Procedures.....	86
Emergency Incident Operations.....	88
Water Supply.....	89

Hose Loading Policy .....	91
Sprinkled Building Operations.....	92
Two-In/Two-Out .....	93
Ventilation.....	94
Size-Up.....	96
Operational Modes .....	98
Strategy & Tactics .....	100
Automatic Aid & MABAS Deployment.....	102
Forcible Entry .....	103
Salvage .....	105
Overhaul.....	107
Fire Prevention Activity Report .....	109
Lock Out/Tag Out.....	111
Acknowledgement.....	115

## **Introduction**

This manual establishes standard fire department specific policies and guidelines. These policies/guidelines are meant to provide guidance when dealing with fire department-specific issues and situations, and to help ensure department activities are consistent, effective, efficient, and safe.

The Kronenwetter Fire Department shall provide for the safety, health, and wellness of department members by establishing a fire department-specific policy manual and accompanying procedures.


All fire department personnel shall follow these policies and accompanying procedures to the best of their ability.

All members will understand and follow these policies and procedures. Officers of the department are responsible to ensure their subordinates understand and follow these policies and procedures. Officers will document and report deviations to the Fire Chief, or his/her designee, for review.

These guidelines will be reviewed by the Fire Chief and all department officers on an annual basis with input from the fire department members being taken into consideration.

## **Mission Statement**

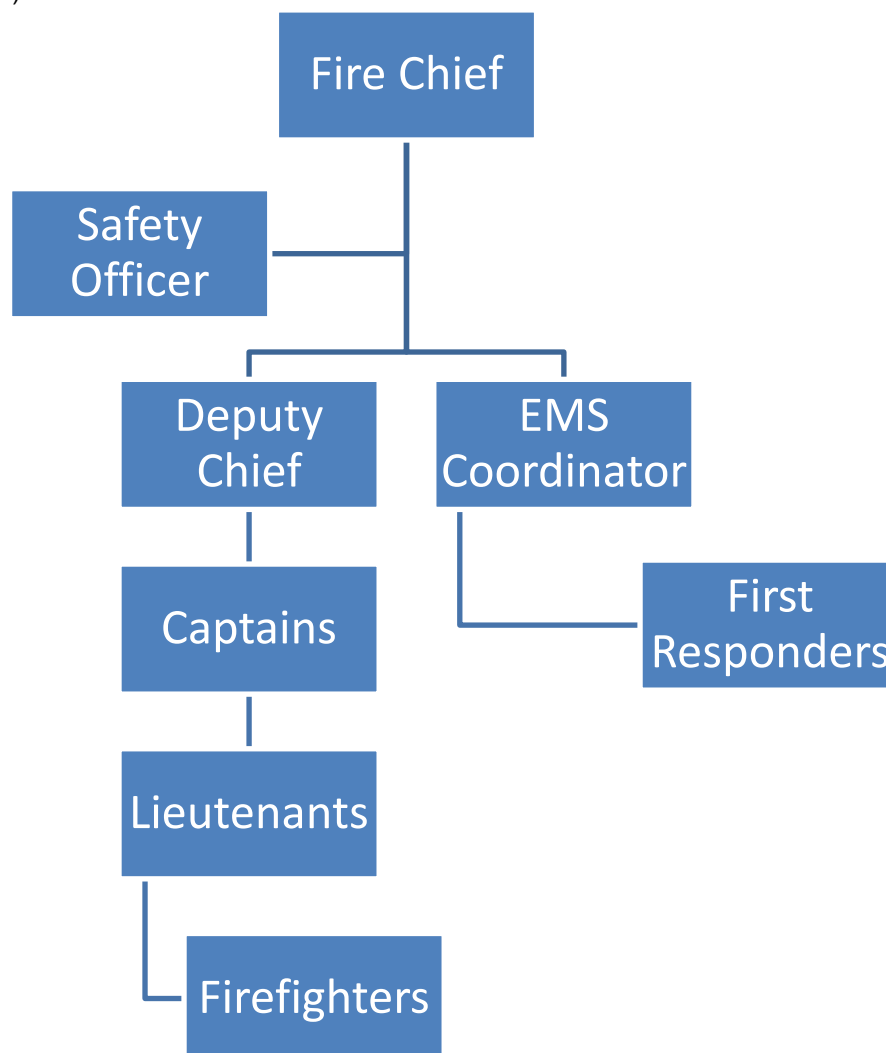
The mission of the Kronenwetter Fire Department is to minimize loss of life, property and the environment from fires, natural disasters, life threatening situations, and to assist other emergency agencies.


VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Chain of Command	
	SOG: 100	
	Original Date: 1/1/2023	Revision Date:

## Chain of Command

**PURPOSE:** To establish clear lines of communications for conducting fire department business and activities within the Kronenwetter Fire Department (KFD), for both emergent and non-emergent situations.

**POLICY:** Chain of Command is a hierarchical orderly line of authority in command, control, executive or management positions within the ranks of KFD. It is the responsibility of each member to know and follow the Chain of Command of the Kronenwetter Fire Department. The Chain of Command is as follows (see charts below).



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Job Descriptions	
	SOG: 101	
	Original Date: 1/1/2023	Revision Date:

## Job Descriptions

### Chief

The Fire Chief is the highest-ranking officer of the Fire Department. The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, future planning, developing and implementing policies and procedures, and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the municipality.

### Deputy Chief

Under direction of the Fire Chief, the Deputy Chief plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the extended absence of the Fire Chief, the Deputy Fire Chief shall perform all applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Deputy Chief may also perform the same duties as a firefighter. All new Deputy Chiefs must have ICS and Fire Officer training.

### Captain

Under direction of the Chief or Deputy Chief, plans, organizes, coordinates, and directs the emergency and non-emergency activities of the fire department; commands emergency response scenes unless relieved by a Chief or Deputy Chief; directs and performs a variety of staff support functions; plans, organizes, coordinates, and directs training, recruitment, fire inspections, and prevention programs; and performs related work as assigned. A Captain may also perform the same duties as a Firefighter. All new Captains must have ICS and Fire Officer training.

### Lieutenant

Under direction of a Captain, Deputy Chief, or Chief, deploys, supervises, and reviews the work of Firefighters, takes command of fires and other emergency incidents within the response area unless relieved by a Captain, Deputy Chief or Chief; coordinates and participates in non-emergency inspection, training, maintenance, and related activities; assists Fire Captains in providing support for specified departmental programs; and performs related work as assigned. A Lieutenant may also perform the same duties as a firefighter. All new Lieutenants must have ICS and Fire Officer training.

### Firefighter

Under direction of a Lieutenant, Captain, Deputy Chief, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, and other incidents. The Firefighter has completed ICS training and State of Wisconsin Firefighter I training or Entry Level Firefighter courses.

### Probationary Firefighter (PFF)


Under direction of a Firefighter, Lieutenant, Captain, Deputy Chief, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, and other incidents. The Firefighter Probationary has not completed entry level firefighter coursework and may not be permitted to participate in structural firefighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel.

**EMS Coordinator**

Under direction of the Fire Chief, the EMS Coordinator shall be responsible to plan, organize, direct, and coordinate all training of the EMS first responders. The EMS Coordinator shall be responsible for the disposition of equipment and supplies for the first responders. EMS Coordinator shall be responsible for the custody and control of the first responder records (patient, call logs, etc.). The EMS Coordinator shall also perform the same duties as a First Responder.

**First Responder**

Under direction of the EMS Coordinator or Chief, respond to emergency medical calls when requested. First Responders will render first aid and EMS services according to their State of Wisconsin license level protocols. First responders will receive training by the EMS Coordinator regarding first responder skills. They will maintain all equipment that has been provided to them. They will maintain their EMS license with the State of Wisconsin per state rules.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Probationary Period	
	SOG: 102	
	Original Date: 1/1/2023	Revision Date:

## Probationary Period

All new firefighter and first responder recruits of the Kronenwetter Fire Department are subject to a minimum of a 24-month probationary period. Each probationary firefighter member will be required to successfully complete at minimum the Entry Level Firefighter courses and each probationary first responder member will be required to successfully complete at minimum the EMR course and obtain a State of Wisconsin license to practice EMS. Probationary members are also required to attend all in-house trainings unless excused. Probation period can be extended beyond 24 months at the discretion of the Fire Chief.

Existing members may be placed back on temporary probation due to poor performance based on annual/semi-annual performance evaluations per SOG 103: Training and SOG 104: Performance Evaluations.


## Orientation and Probationary Training

The main intent of the probationary period for a new member is to learn the operational procedures of the Kronenwetter Fire Department, as well as the location/operation of all equipment used by the Kronenwetter Fire Department, and to gain either the Entry Level Firefighter training or EMR training provided by Wisconsin Technical College system within the recruit's probationary period.

The probationary member shall learn the following topics before being released from probationary status:

- Accountability
- Apparatus
- Auto Accident Operations
- Bloodborne Pathogens
- Chain of Command
- Communications
- Community Involvement and Events
- Driver Training
- Extrication
- Fire Scene Operations
- Firefighter Survival
- Geography
- Hazmat Scene Operations
- Helicopter Operations
- Incident Command (ICS)
- Mutual Aid Operations
- Operating Guidelines
- Protective Clothing
- Rapid Intervention Teams
- Recordkeeping
- Rescue Operations
- Safety Equipment
- SCBA Fit Test
- Search and Rescue
- Self-Contained Breathing Apparatus (SCBA)
- Written Policies



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Training	
	SOG: 103	
	Original Date: 1/1/2023	Revision Date:

## Training

Fire Department meetings/trainings (drills) are held on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month at 6:00 PM unless otherwise notified by the Chief with proper notice. Sign in sheets with a description of the training shall be filled out for each meeting/training and it shall be the responsibility of each member to sign out upon completion of the meeting.

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

### Training:


- A. Prepares a fire fighter to safely perform his or her duties.
- B. Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
- C. Prepares a new fire fighter whose duties include emergency operations to perform emergency operations. The training will include training in the incident command system.
- D. Gives a fire fighter whose duties include structural firefighting training consistent with established fire ground operating procedures.
- E. Prepares a fire fighter for special hazards to which he or she may be exposed during fires and other emergencies
- F. Includes procedures for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly

Any training of fire fighters which includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Fire Fighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions. No new fire fighter may be permitted to participate in structural firefighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed required training.

To maintain active status as a firefighter with the Kronenwetter Fire Department, all members must attend at least 2 training session(s) per month. If a member is unable to attend a training, it is their responsibility to contact a chief officer to be excused. Failure to attend training or contact a chief officer to be excused may result in the member being placed on probation, at which time active status may only be regained after approval of the Chief. If after 6 months of being placed back on probationary status a member does not satisfactorily meet training requirements, the member's status with the department could be terminated.

A member whose active status is in jeopardy due to failing to meet training requirements will receive a verbal and written warning from the Chief. A member whose status is changed from active to probationary status will receive a written notification from the Chief. At this time a meeting will be scheduled with that member and the Chief or his/her designee, to discuss requirements and actions needed to regain active status.

Exceptions and petitions for minimum training requirements may be made to the Chief. Under special circumstances the Chief may alter department minimum training requirements. Training must meet the minimum requirements set forth by the Wisconsin Fire Department Safety and Health Standards (Wis. Stats. Chapter SPS 330.)

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Performance Evaluations	
	SOG: 104	
	Original Date: 1/1/2023	Revision Date:

## Performance Evaluations

**Purpose:** To establish a “work performance evaluation” of an individual’s ability to perform essential functions required in the occupation of firefighting. To provide feedback and improve communications between Officers and Firefighters.

**Scope:** All members of Kronenwetter Fire Department

**Procedure:** A performance evaluation will be completed at least once annually for all firefighters and officers. The process will include a Self-Evaluation and a Performance Evaluation – see forms below.

## KRONENWETTER FIRE DEPARTMENT

## Self Evaluation



Date of Self Evaluation

Employee Name

(4) Excellent

(3) Good

(2) Satisfactory

(1) Unsatisfactory

Work Quality

Communication/Listening Skills

Job Knowledge

Attendance/Punctuality

Takes Initiative

Dependability

Honest/Integrity

Coworker Relations

1-2 Goals for Next Review Period:

Additional Comments:

Employee Signature &amp; Date:

Officer Signature &amp; Date:

Fire Chief Signature &amp; Date

KRONENWETTER FIRE DEPARTMENT  
Performance Evaluation Form



Date of Evaluation

Employee Name

Job Title

Officer

Review Period

(4) Excellent

(3) Good

(2) Satisfactory

(1) Unsatisfactory

Work Quality

Communication/Listening Skills

Job Knowledge

Drill/Meeting Attendance

Call Attendance

Takes Initiative

Dependability

Honest/Integrity

Coworker Relations

**Call Attendance**

Total Fire Calls attended YTD

Total EMS calls attended YTD

**Drills/Training**

Total Fire Drills YTD

Total EMS Drills YTD

Fire Drills Attended YTD

EMS Drills Attended YTD

Excused

Excused

Non-Excused

Non-Excused

Public Relation Events Participated in:

Additional Training/Education outside of Drills:


1-2 Goals for Next Review Period:

Additional Comments:

Employee Signature & Date:

Officer Signature & Date:

Fire Chief Signature & Date


VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Purchasing/Credit Card Usage	
	SOG: 105	
	Original Date: 1/1/2023	Revision Date:

## **Purchasing/Credit Card Usage**

**PURPOSE:** To establish a process where items for purchase are approved at the administration level.


**POLICY:**

- All purchases or expenses for the fire department must be approved by either the Fire Chief or Deputy Fire Chief prior to purchasing/expensing with all purchases/expenses over \$100.00 requiring approval by the Fire Chief.
- All purchases made using a Village of Kronenwetter credit card must have the receipt turned in to the Fire Chief no later than 5 days after the purchase.
- No on-going (monthly/annually) charges will be charged to a Village of Kronenwetter credit card.
- All purchases for Kronenwetter Fire Department or associated events must be made by a Kronenwetter Fire Department member.
- Purchases should be planned to be made at locations where the Village has an account whenever possible.
- All purchases must be accompanied by the Village's tax-exempt number if needed. A copy of the tax-exempt number can be provided by the Fire Chief.
- Following purchases/expenses, all receipts must be turned in to the Fire Chief within one (1) week of purchase for proper processing.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Member Assistance Referral Program (EAP)	
	SOG: 106	
	Original Date: 1/1/2023	Revision Date:

## Member Assistance Referral Program

The Kronenwetter Fire Department has a fire fighter referral program set up with EAP. Staff may contact them at 1-800-540-3758 or [eap@ascension.org](mailto:eap@ascension.org) to assist any with alcohol or substance abuse, stress, and personal problems

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Physical and Mental Capabilities	
	SOG: 107	
	Original Date: 1/1/2023	Revision Date:

## Physical and Mental Capabilities

Kronenwetter Fire shall assure that all firefighters who are expected to do structural firefighting are physically capable of performing duties which may be assigned to them during emergency operations.

It is the duty of all fire department members to report to the Fire Chief any medical or physical limitations, any known injuries, medications or are under a doctor's care which could jeopardize their own safety or the safety of others.

Any fire fighter with heart disease, epilepsy, or emphysema, etc. shall make this information known to the Chief and will not be expected to perform tasks that may potentially harm them.

Any fire fighter that is claustrophobic, has a fear of heights or small spaces, etc. shall make this information known to the Chief and will not be expected to perform tasks that they do not feel safe doing.

Any physical injuries received outside of duties for Kronenwetter Fire Dept or major illnesses that do not allow a member to perform the job functions as could be assigned will be required to have a signed work release from their physician to return to full duty prior to responding to any activities of the Kronenwetter Fire Department. See following work release document.



## **Kronenwetter Fire Dept.**

1582 Kronenwetter Dr. 715-693-4200  
Kronenwetter WI. 54455

To whom it may concern,

It is the practice of the Kronenwetter Fire Dept., that when a member is returning to duty from an injury leave, with a light duty slip, we inform the physician of the minimum physical requirements for active duty. We also request the physician sign below acknowledging either approval or denial of return to full duty.

Thank you,

Chief  
Kronenwetter Fire Dept


### **MINIMUM REQUIREMENTS FOR ACTIVE DUTY**

1. Ability to lift and carry 75 lbs.
2. Ability to wear firefighting clothing and SCBA (approximately 65 lbs)
3. Ability to carry equipment (ladders, fans, generators, etc...)
4. Ability to safely drive emergency vehicles.

In my opinion, \_\_\_\_\_ is **able / not able** to return to duty at this time.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
date

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Safety Culture	
	SOG: 108	
	Original Date: 1/1/2023	Revision Date:

## Safety Culture

### **Purpose:**


To promote and establish a safety conscious attitude and encourage reporting and acting on safety hazards.

### **Procedure:**

Emergency services are steeped in tradition, which, for the most part, is a good thing. Many tradition-rich organizations have deeply held beliefs and may be slow or even resistant to change. Emergency services organizations (ESOs) face challenges when attempting to change or enhance their work culture, with respect to safety, operations, or personnel relations. Given the high risk and high stakes work environment, ESOs that remain static may be more vulnerable to work-related accidents, injuries, fatalities, and lawsuits.

Safety is the most important factor in an effective firefighting or rescue operation. Adherence to established safety practices, reporting of hazards and the use of good common sense are the best means for each individual to help prevent needless accidents. Basic safety guidelines in various functional areas and promotion of a safety conscious attitude and encourage the reporting of safety hazards are critical to success.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Health and Safety	
	SOG: 109	
	Original Date: 1/1/2023	Revision Date:

## Health and Safety

It is the policy of the Kronenwetter Fire Department to provide the highest level of safety and health for all members. The Department shall make every reasonable effort to provide a safe and healthy work environment, with the goal of the prevention and reduction of accidents, injuries and occupational illnesses. Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.

### Health and Safety Officer

- A. A Health and Safety Officer shall be appointed and will be responsible for managing the Departments safety program and shall report to the Fire Chief or his designee.
- B. The Health and Safety Officer duties shall include, but not be limited to:
  1. Chair the Safety Committee by preparing meeting agendas and notices.
  2. Act as the Incident Safety Officer at incidents, if needed.
  3. Provide input on equipment and protective clothing safety.
  4. Manage the safety inspection program.
  5. Assist with the investigation of all accidents, injuries and exposures.
  6. Maintain accident, injury, and exposure statistics.
  7. Make recommendations to reduce or eliminate accidents, injuries, or exposures.
  8. Provide for safety education to all Department members.
- C. The Health and Safety Officer qualifications.
  1. The Health and Safety Officer should have and maintain knowledge of current applicable laws, codes and standards regulating occupational safety and health to the fire service.
  2. The Health and Safety Officer will have and maintain knowledge of occupational safety and health hazards involved in emergency operations.
  3. The Health and Safety Officer will have and maintain knowledge of current principles and techniques of safety management.
  4. The Health and Safety Officer will have and maintain knowledge of current health maintenance and physical fitness issues that affect the fire service members.
- D. The Health and Safety Officer will have the responsibility to identify and cause correction of safety and health hazards.
- E. The Health and Safety Officer will have the authority to cause immediate correction of situations that create an imminent hazard to members.
- F. Where no imminent hazards are identified, the Health and Safety Officer shall develop actions to correct the situation within the administrative process of the Department. The Health and Safety Officer shall have the authority to bring notice of such hazards to whomever has the ability to cause correction.
- G. Functions of the Health and Safety Office may include, but not be limited to:
  1. Development, implementation, and management of a written risk management plan.
  2. Development, review and revision of rules, regulations and standard operating procedures pertaining to the Department occupational safety and health program and that ensure compliance to acceptable standards.
  3. Ensure training in safety procedures relating to all Department operations and functions is provided to all members.

4. Manage an accident prevention program.
5. Review specifications for new apparatus, equipment, protective clothing and protective equipment for compliance with applicable safety standards.
6. Submit recommendations on occupational safety and health to the Fire Chief or his/her designee.
7. Ensure that the Departments infection control program meets or exceeds the requirements of 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens
8. Establish a critical incident stress management program.


#### **Incident Safety Officer**

- A. An Incident Safety Officer should meet the following requirements:
  1. Will have the knowledge, skill and ability to manage incident scene safety.
  2. Will have and maintain a knowledge of safety and health hazards involved in emergency operations.
  3. Will have and maintain a knowledge of building construction.
  4. Will have and maintain a knowledge of the Departments Personnel Accountability System.
  5. Will have and maintain knowledge of incident scene rehabilitation.
- B. The Incident Safety Officer will have the authority at an emergency incident where activities are judged by the Officer to be unsafe or to involve an imminent hazard, have the authority to alter, suspend, or terminate those activities. The Incident Safety Officer will immediately inform the Incident Commander of any actions taken to correct imminent hazards at the emergency scene.
- C. At an emergency incident where an Incident Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Incident Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard at the incident scene.
- D. Functions of the Incident Safety Officer will include, but not be limited to:
  1. Be integrated with the incident management system as a command staff member
  2. Shall monitor conditions, activities and operations to determine whether they fall within the criteria as defined in the Departments risk management plan
  3. Will ensure that the Incident Commander establishes an incident scene rehabilitation tactical level management unit during emergency operations
  4. Will monitor the scene and report the status of conditions, hazards and risks to the Incident Commander
  5. Will ensure that the Departments Personnel Accountability System is being utilized
  6. Will obtain the incident action plan from the Incident Commander and will provide the Incident Commander with a risk assessment of incident scene operations
  7. Ensure that established safety zones, collapse zones hot zone and other designated hazard areas are communicated to all members present on scene
  8. Will evaluate motor vehicle scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards
  9. Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication
  10. Survey and evaluate the hazards associated with the designation of a landing zone and interface with helicopters
  11. Shall ensure that a Rapid Intervention Team is available and ready for deployment
  12. Where a fire has involved a building or buildings, shall advise the Incident Commander of hazards, potential collapse, and any fire extension in such building(s)
  13. Will evaluate visible smoke and fire conditions and advise the Incident Commander, tactical level management unit officers and company officers on the potential for flashover, backdraft, blow-up or other fire event that could pose a threat to operating teams

14. Monitor accessibility of entry and egress of structures and the effect it has on the safety of members conducting interior operations
15. Assist with safety management of Hazardous Materials events

#### **Health and Safety Committee**

- A. The Health and Safety Committee will provide policy guidance pertaining to health and safety issues.
- B. The Health and Safety Officer shall report bi-annually to the Health and Safety Committee on the impact and implementation of the Safety Program and on the effectiveness of any specific program actions.
- C. The Health and Safety Committee will also act as a fact-finding and review entity with the authority to cause immediate corrective action when any hazardous condition or practice is detected or reported.
- D. The Health and Safety Committee will:
  1. Meet at least bi-annually to review safety issues and concerns.
  2. Review effectiveness of safety activities.
  3. Develop and implement safety procedures.
  4. Make a written record of its meetings available to all fire fighters in the fire department.
- E. The Health and Safety Committee may include:
  1. Fire Chief
  2. Assistant Fire Chief
  3. Department Training Officer
  4. Health and Safety Officer
  5. Incident Safety Officers
  6. Firefighters

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Exposure Control	
	SOG: 110	
	Original Date: 1/1/2023	Revision Date:

## Exposure Control

**PURPOSE:** The Department recognizes the potential for transmission of certain bloodborne infections to firefighters through contact with blood and body fluids and requires that specific precautions to minimize the risk of exposures. Universal precautions as defined below will be used where there is potential exposure to blood or body fluids to protect firefighters, patients, and citizens against the spread of infectious diseases.

**POLICY:** The Kronenwetter Fire Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of operations including emergency response, training and while in the station. It is the Department's policy to:

- A. Provide services to all persons requiring them without regard to known or suspected diseases in any patient.
- B. Regard all patient contacts as potentially infectious and to always take universal precautions.
- C. Provide Department personnel with the necessary training, immunizations, and protective equipment to reduce the risk to firefighters and members of the public.
- D. Recognize the need for infection controls in the workplace.
- E. Prohibit discrimination of any Department member based on infection with HIV or HBV virus.
- F. Regard all Department personnel medical information as confidential.

### DEFINITIONS:

**Blood:** Human blood, human blood components and products made from human blood.

**Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

**Contaminated:** The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item.

**Contaminated Laundry:** Laundry which has been soiled with blood or other potentially infectious materials or that may contain sharps.

**Decontamination:** The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

**Engineering Controls:** Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

**Exposure Incident -** A specific eye, mouth, other mucus membrane, non-intact skin, or other contact with blood or potentially infectious materials that results from the performance of duties.

**HBV:** Hepatitis B Virus

**HIV:** Human Immunodeficiency Virus

**Occupational Exposure:** Reasonably anticipated skin, eye, mucus membrane or parenteral contact with blood or other potentially infectious materials that may result from performance of an employee's duties.

**Other Potentially Infectious Materials (OPIM):**

- A. The following human fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids.
- B. Any unfixed tissue or organ (other than intact skin) from human (living and dead).
- C. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucus membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.

Personal Protective Equipment: Specialized clothing or equipment worn for protection against a communicable disease. . Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Source Individual: An individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.

Sterile: The use of a physical or chemical procedure to destroy all micro-organisms including highly resistant bacteria.

Universal precautions: An approach to infection control which calls for all human blood and certain body fluids to be treated as if they are known to be infectious for HIV, HBV and other pathogens.

Workplace Controls: Controls that reduce the likelihood of exposure by altering the way a task is performed.

## **OCCUPATIONAL EXPOSURE CONTROL PLAN**

### **Exposure Determination**

All personnel within the Kronenwetter Fire Department, who are involved in firefighting, hazardous material incident control, rescue, or emergency medical services may be exposed to blood and other potentially infectious materials.

### **Methods of Compliance**

- A. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.
- B. Work Practices
  - 1. Impervious gloves will be worn for all patient/victim contact. Gloves will be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients, for handling items soiled with blood or body fluids, and for performing all cleaning of soiled surfaces. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious materials.
  - 2. All firefighters will wash hands and exposed skin with soap and water when feasible, or flush mucus membranes with water as soon as practical following contact with potentially infectious materials.
  - 3. Hands must be washed for a minimum of 15 seconds after doffing gloves, before eating or preparing food, and after contact with body fluids, mucus membranes or broken skin.
  - 4. When hand washing is not possible, firefighters will clean their hands with an antiseptic towel or hand cleanser, and then wash their hands with soap and water at the earliest possible time.
  - 5. Any other skin, mucus membrane, or body area that has come in contact with potentially infectious material must be washed as soon as possible.

6. Immediately after use, sharp items such as needles and lancets shall be placed in a leak-proof, puncture-resistant container. Contaminated sharps shall not be recapped or otherwise manipulated by hand. Whenever possible, firefighters will leave handling and disposal of sharps to EMS. When firefighters must dispose of sharps or contaminated broken glassware, all handling will be with tongs or forceps. Glass can also be cleaned up with a brush and dustpan.
  7. All procedures involving blood or OPIM shall be performed to minimize splashing and spattering.
  8. Infectious waste, any disposable item which comes in contact with body fluids, shall be handled with gloves and shall be placed in an impermeable red bag.
  9. No potentially infectious waste will be left at the scene of an incident.
  10. A needle stick/sharps injury shall be documented and shall include the following information for each incident:
    - Date of the incident
    - Type and brand of sharp involved
    - Department or area of incident
    - Description of the incident
- C. Personal Protective Equipment (PPE)
1. When PPE is removed it shall be, decontaminated or disposed of in an appropriate container.
  2. Impervious gloves will be worn for all patient/victim contact. Gloves must be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients/victims, and for cleaning of soiled surfaces. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised
  3. Never wash or decontaminate disposable gloves for reuse
  4. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious items.
  5. Structural firefighting protective clothing will be worn for all incidents requiring this protection.
  6. Masks shall be worn in combination with goggles or glasses with solid side shields whenever droplets of blood or OPIM may be splashed in the eyes, nose, or mouth. Face shields on structural firefighting helmets shall not be used for exposure control; however, SCBA masks are acceptable.
  7. Gowns or structural firefighting gear shall be worn during procedures that are likely to generate splashes of blood or other body fluids.
- D. Equipment Cleaning
1. Routine cleaning of equipment is necessary.
  2. Vehicles, tools and other equipment that is exposed to body fluids will be cleaned with soap and water followed by an antiseptic cleaner .
- E. Contaminated materials shall be handled as little as possible. When handling contaminated linen or towels, firefighters will wear non-latex gloves and other appropriate PPE. All soiled linen shall be placed in red bags that prevent leakage.
- F. Disposal of Waste
1. All biohazardous waste will be placed in red plastic bags or labeled sharps containers. Biohazard bags will be red in color or affixed with a biohazard label.
  2. Whenever possible, contaminated waste will be given to an on-scene EMS crew for disposal.
  3. Waste not given to an on-scene EMS crew will be transported back to the fire station in a non-passenger area of the vehicle.
  4. The waste will then be double bagged, the bags sealed and placed in the station's outside trash container.
- G. Hepatitis B Vaccination
1. All personnel who are at risk to occupational exposure will have the Hepatitis B vaccination, post exposure evaluation and follow up made available at no cost.
  2. The Hepatitis B vaccination will be available after the firefighter receives training on the Hepatitis B vaccine, its safety, method of administration, the benefits of being vaccinated,

and within ten working days of initial shift assignment (career personnel) or station acceptance (volunteer personnel). The vaccination will not be given to anyone who has received the complete Hepatitis B vaccination series, or if antibody testing shows that the firefighter is immune. If the individual is allergic to yeast, an alternate Hepatitis B vaccine will be offered.

#### H. Post-Exposure Evaluation and Follow-up

1. Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:
  - a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
  - b. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law
  - c. Collection and testing of blood for HBV and HIV serological status;
    - i. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
    - ii. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
    - iii. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
    - iv. After consent is obtained, the exposed employee's blood will be collected as soon as feasible and tested. If the employee consents to baseline blood collection but does not consent at that time for HIV serological testing, the sample will be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.

#### I. Information and Training

1. All personnel with the potential for occupational exposure shall participate in an exposure control training program.
2. The training will be provided annually.
3. The training program shall contain at least the following elements.
  - a. Information on the where to obtain a copy of OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030,
  - b. A general explanation of the symptoms of bloodborne diseases.
  - c. An explanation of the modes of transmission of bloodborne pathogens.
  - d. An explanation of this exposure control plan and fact that a copy of the policy will be included in the SOG manual.
  - e. Training in recognizing activities that may involve exposure to blood or OPIMs.
  - f. An explanation of methods and their limitations for reducing exposure including appropriate engineering controls, work practices, and PPE.
  - g. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
  - h. Instruction on how to select PPE for different situations.
  - i. Information on the Hepatitis B vaccine, including its effectiveness, safety, method of administration, the benefits of being vaccinated, and the fact that the vaccination is offered at no charge to firefighters.
  - j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIMs.

- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
  - l. Information on the post-exposure evaluation and follow up provided for the firefighter following an exposure.
  - m. An explanation of the labels and color coding required by the exposure control plan.
  - n. An opportunity for interactive questions and answers with the person conducting the training session.
- J. Training Records
  - 1. Training records shall include the following information:
    - a. The dates of the training.
    - b. A summary of the training.
    - c. The names and qualifications of the persons conducting the training.
    - d. The names and job titles of all persons attending the training.
  - 2. Training records shall be maintained for three years from the date on which the training occurred.

## **Responsibilities**

- A. The Chief of Department has overall responsibility for the operation of the Fire Department and for the Exposure Control Plan.
- B. The Department Safety Committee has responsibility for reviewing and updating this plan, for reviewing administration of the infection control program and for making recommendations to the Fire Chief for improvements in procedures, equipment and training that will minimize the risk of occupational exposure.
  - 1. The committee will meet at least annually to review the status of the infection control program and more often as needed.
  - 2. The committee will conduct an annual evaluation and review the effectiveness of this exposure control plan and will coordinate corrective action and update the plan as needed.
  - 3. Written notes of all meetings will be maintained.
  - 4. Officers are responsible within the chain of command for following and enforcing infection control procedures in all phases of their areas of control.
  - 5. All other personnel are responsible for complying with the infection control plan and with the training received.



## Infectious Exposure Form

Date of Report: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Exposed Member's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Suspected/Confirmed Disease: \_\_\_\_\_

Hospital Destination: \_\_\_\_\_ Transported By: \_\_\_\_\_

Exposure Date: \_\_\_\_\_ Exposure Time: \_\_\_\_\_ Incident No.: \_\_\_\_\_

Incident Type (e.g. medical MVA, trauma): \_\_\_\_\_

Type of Exposure (e.g. needle stick) & Body Fluid Exposed To: \_\_\_\_\_

Which parts of your body exposed? Be specific: \_\_\_\_\_

\_\_\_\_\_

Any open wounds, sores, rashes exposed? Be specific: \_\_\_\_\_

\_\_\_\_\_

How did the exposure occur? Be specific: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


Was medical treatment sought? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, where and when (date): \_\_\_\_\_

Chief Officer & EMS Coordinator Notified? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

Chief Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Eye Protection	
	SOG Number: 111	
	Original Date: 1/1/2023	Revision Date:

## Eye Protection

### **Purpose:**


To provide a guideline for the use of eye protection.

### **Procedure:**

- All members shall be supplied with eye protection that meets or exceeds ANSI standards.
- Eye protection shall be consistent with three basic types:
  - SCBA face mask with the regulator attached and shall be considered full-face protection.
  - Helmet shields in the down position and shall be considered partial eye and face protection. Protective glasses must be worn in conjunction with helmet shields in the down position to provide a sufficient level of protection.
  - Protective glasses will provide protection against flying solids and dangerous liquids.
- It shall be the responsibility of officers to ensure that the level of protection utilized corresponds with the hazards encountered.

### **Incident Types**

- Motor Vehicle Accidents/Extrication.
  - All personnel on the scene where power tools are in operation shall wear, at a minimum, protective glasses. Personnel actively utilizing power tools shall use partial face protection.
- Medical Emergency Incidents.
  - Eye protection shall be worn by all personnel involved in patient care in conjunction with the Blood Borne Pathogen Policy.
  - Eye protection level may be modified after the initial contact with the patient has determined splashing of body fluids is not expected.
- Miscellaneous
  - Eye protection shall be worn by personnel whenever the following is encountered:
    - Utilizing hydraulic equipment.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: FIT Testing	
	SOG: 112	
	Original Date: 1/1/2023	Revision Date:


## FIT Testing

**PURPOSE:** To conduct fit testing routinely and properly for use of protective breathing equipment.

### **Procedure:**

#### **Fit Test**

1. Using the subject, put on and fit check the respirator per the instructions provided with the respirator.
2. After fit tester is connected to facepiece ask the test subject to perform the following test exercises:
  - a. Face Forward
  - b. Bend Over
  - c. Shake Head
  - d. Redon 1
  - e. Redon 1
3. A fit test factor of 500 is needed to pass the test.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Hearing Protection	
	SOG: 113	
	Original Date: 1/1/2023	Revision Date:

## Hearing Protection

### **Purpose:**

To provide hearing protection in all situations that exceeds 90 decibels (dBA).

### **Scope:**

All personnel who operate power tools or operate in environments where the noise level exceeds 90 dBA.

### **Responsibility:**

It is the responsibility of personnel who operate power tools or other operations MUST wear hearing protection when 90 dBA is exceeded

### **Procedure:**

Hearing protection shall be provided and kept on apparatus which operates or carries power tools and equipment that exceeds 90 dBA when used.

Hearing protection shall be worn by personnel during all operation of power tools and equipment which exceeds 90 dBA.


- Operation includes all maintenance or testing procedures during non-emergency functions.
- This excludes emergency functions.

Hearing protection equipment shall be cleaned following use or as needed.

- Units shall be cleaned by wiping with a clean cloth and warm soapy water or disinfectant

Hearing protection is indicated for use with the following power tools and equipment:

- Chain saws - 93 to 116 dBA
- Circular saws - 100 to 112 dBA
- Extrication Tool (2 cycle) - 100 dBA
- Generators - 100 to 105 dBA
- Any other environments where ambient noise exceeds 90 dBA

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Lifting Safely	
	SOG: 114	
	Original Date: 1/1/2023	Revision Date:

## Lifting Safely

### **Purpose:**

To provide guidance on proper lifting techniques and related back injury prevention tips.

### **Procedure:**

Lifting and moving patients, equipment and tools are part of an emergency service worker's job. It is therefore important to understand the risk factors involved in performing these tasks and how to minimize injury potential.

#### Back Injury Risk Factors

The risk factors associated with back injuries come from a combination of factors. To reduce the work-related risks of lifting and moving items and/or patients, consider the following factors when designing, planning and organizing work tasks:

- Limit the object's weight to a maximum of 50 pounds (whenever possible).
- Reduce the reaching distance.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position with feet apart and one leg slightly forward to maintain balance.
- Use a handle for a secure grip or hug the load as close to the body as possible, balance the weight on both arms.
- Start the lift as close to waist height as possible.
- End the lift as close to waist height as possible.
- Maintain posture with slight bending of the back, hips and knees; lift the load as the legs begin to straighten (**lift with the legs, not with the back**).
- Avoid twisting the torso. If turning is required, move the feet as the object/patient is carried.
- Reduce the number of times a lift must be repeated.

#### Back Injury Risk Reduction Tips

Workers and their employers have an opportunity to reduce the risk of back injury before, during and at the end of a lifting task. For in-station tasks, and where possible in the field, consider the following lifting tips.

#### Before the Lift

- Determine if the object can be lifted with a mechanical assist.
- Evaluate the weight and determine if assistance from a co-worker is needed.
- Move other items out of the way to get as close to the item as possible.
- Organize work areas so items are not stored on the floor.
- Arrange storage areas so items are not stored above shoulder level.
- Clear the pathways so adequate space is available to set the item down easily.
- Store items in containers with good handles or find a spot to grasp the item securely.

#### During the Lift

- Only carry one item at a time for better visibility.
- Secure a stance and put one foot beside the item if possible.
- Beginning the lift:
  - Keep the item close to the body.
  - Maintain balanced posture allowing for a slight bending of the back, hips and knees.
  - Lift the load as the legs begin to straighten.
- Move feet in the direction the item is being carried.

### Ending the Lift

- Keep the item close to the body as it is being placed.
- Move feet in the direction of where the object will be placed.
- Place the item on a surface at waist level (if possible).
- If lowering the item, position the feet with one foot beside where the item will be placed.
- If lifting the object above the waist:
  - Move body forward as the weight is lifted up and outward to reduce the reaching distance.
  - Use a ladder with handrails.

### Tips for Patient Handling

Handling and moving patients is one of the more difficult tasks undertaken by emergency service personnel. Moving and handling patients without the needed resources could put the patient and those attempting to move the patient at risk for injury. Consider the following best practices to help reduce these risks.

### Administrative Controls


- Identify and communicate the maximum weight that both the patient lifting equipment and ambulances can accommodate.
- Assess the patient's size and weight including the weight of the equipment.
- Assess the patient's ability to assist and support their own weight.
- Know the limitations of the patient transport equipment.
- Know who (and when) to contact for assistance.
- Provide for patient dignity and comfort where appropriate.
- Develop guidelines for assessing risks not directly related to patient health.

### Onsite Observations (based on established guidelines for scene assessment)

- Evaluate the weight and size limitations of stairs, steps, ramps, porches and decks.
- Identify hazards that may inhibit moving the patient safely (plush carpet, soft ground, inclined surfaces, narrow hallways, etc.).
- Evaluate walking surface conditions (grade, grounds, driveways and walks and interior floor finishes).
- Determine the adequacy of door opening(s).
- Evaluate the location of the patient.
- Evaluate the ability to get the patient handling/lifting equipment near the patient.
- Select and utilize the proper lifting device.

### Lifting and Moving the Patient

- Know each individual's physical abilities.
- Attempt to coordinate physical abilities with a partner and apply it to the situation accordingly.
- Think through the dynamics of the lift before attempting to move the patient.
- Lift as a team (communicate).
- Avoid awkward positions as much as possible and use leverage more than muscle strength.
- Use proper lifting techniques and keep the weight close to the lifter's body.
- Use nearby individuals to help facilitate patient transport such as holding doors open and moving items out of the way.
- Whenever possible, limit the lift to the patient and stretcher only. Utilize a follow-up lift for portable equipment such as a medical bag, oxygen and cardiac monitor.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Decontamination Wipes	
	SOG: 115	
	Original Date: 1/1/2023	Revision Date:

## Decontamination Wipes

### **Purpose:**

Decontamination wipes are specifically designed to remove soot and contamination from vulnerable skin areas which were exposed to fire by-products. The use of decontamination wipes are to be used on all affected areas of the skin immediately after exposure, including face, jaw angle, neck throat and groin. They can be used to remove potentially carcinogenic debris from protective equipment.


### **Procedure:**

Decontamination wipes are specifically designed to help remove carcinogens and contaminants from the skin. Utilizing decontamination wipes as soon as possible can help decrease dose and duration of exposure to contaminants and may reduce the risk of cancer. The following decontamination procedures can be used:

- All Personal Protective Equipment (PPE) including Self Contained Breathing Apparatus (SCBA) should remain on
- A gross contamination station should be utilized to remove contaminants from PPE while on scene
- Water should be sprayed in a top-down method to remove contaminants from PPE
- If available a 20" long handled scrub brush or other type of brush should be used to gently clean PPE
- If available, a PPE detergent should be used to clean PPE with gong brush
- Once gross decon of PPE is completed, remove helmet and SCBA
- Remove gloves
- Select the appropriate sized Decontamination Wipes for skin decontamination
- Clean hands with Decontamination Wipes
- Apply Nitrile of similar type of gloves to prevent cross-contamination or secondary exposure
- Use decontamination wipes to clean any exposed skin that is contaminated or may have been contaminated, such as face, ears, jaw, neck, throat, arms, underarms and wrists
- Remove bunker pants and boots, use care to prevent recontamination or secondary exposure
- Use decontamination wipes to clean any exposed skin that is contaminated of may have been contaminated, such as legs, ankles, and feet
- Dispose of used wipes and gloves properly
- Prevent recontamination or secondary exposure by preventing contact with contaminants or contaminated products
- Launder PPE and any contaminated uniforms or clothing
- Take a shower as soon as possible to further remove contaminants
- All equipment including SCBA, hand tools, ladders, etc., should be cleaned with an approved cleaner to prevent secondary exposure

Multiple decontamination wipes may be needed for decontamination depending on the size selected. Decontamination wipes are a single use product that should be discarded properly after use.

For best practices decontamination wipes should be used to remove as much soot as possible from the face, ears, neck, jaw, throat, arms, underarms, wrists, hands and all other contaminated areas while still on scene.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Alcohol and Controlled Substance Misuse	
	SOG: 116	
	Original Date: 1/1/2023	Revision Date:

## Alcohol and Controlled Substance Misuse

**PURPOSE:** To ensure no Kronenwetter Fire Department employee is under the influence of any effects of alcohol, controlled substances, or medications at any time while participating in any department activities.

**POLICY:** The Kronenwetter Fire Department believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department.

The Kronenwetter Fire Department maintains a zero-tolerance policy regarding the use of alcohol and/or drugs. It is the policy of the department that no member shall respond to or sign-in for incident responses or perform any functions for the Fire department when the member uses or is under the influence of any controlled substance or alcohol.

### Definition of Fire Department Functions

For the purposes of this policy, the definition of fire department functions includes all fireground operations and training. These functions include, but are not limited to:

- driving and/or operating Department apparatus, vehicles, or equipment
- responding to or performing fireground, training, or roof operations
- traffic control operations
- incident command or fireground sector command
- mandatory/non-mandatory drills and testing
- participation in fire department training activities
- participation in any other activity where the member is serving as a representative of the department, either officially or unofficially

### Prohibited Conduct


No member shall participate in or perform any functions for or on behalf of the Kronenwetter Fire Department after having consumed any alcoholic beverage within the previous eight-hour period or while under the influence of alcohol.

**Testing Requirements:** To ensure the safe and effective provision of emergency services in our community, and the safety of individual members of the Fire Department, the Fire Department intends to test firefighters for the presence of alcohol and/or controlled substances, as a condition of membership as a firefighter in the Department.

The Fire Department may require the collection and testing of samples for the following purposes:

- Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call
- Investigation of a fireground or training accident
- When there is a reasonable suspicion of alcohol and/or controlled substance use



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Equal Opportunity, Discrimination, and Harassment	
	SOG: 117	
	Original Date: 1/1/2023	Revision Date:

## Equal Opportunity, Discrimination, and Harassment

The Kronenwetter Fire Department is an equal opportunity employer. Kronenwetter Fire Department prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability, or any other basis prohibited by applicable federal, state or local laws. All aspects of employment and membership within the Kronenwetter Fire Department will be governed on the basis of merit, competence, and qualifications. All members and applicants are guaranteed equal opportunities.

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization. The Kronenwetter Fire Department does not now, nor will ever endorse or condone any form of discrimination or harassment by any members.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's **race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.** Harassment on any of these bases is also illegal under Section 111.31-111.39, Wisconsin Statutes.

**DEFINITION:** In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

### Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to

- The repeated making of unsolicited, inappropriate gestures or comments.
- The display of offensive sexually graphic materials not necessary for our work.

### Harassment on any basis (race, sex, age, disability, etc.) exists whenever

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

## RECOGNIZING HARASSMENT

Discrimination or harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be fellow co-workers, Officers, Chiefs, and others.

### Some examples:

#### Verbal:

Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

#### Non-Verbal:

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

## COMPLAINT PROCEDURES

Any member or employee who believes he or she is being discriminated against or harassed, or any member or employee, who becomes aware of discrimination or harassment, should promptly notify his or her Officer or the Fire Chief. If the individual believes that the Officer is the harasser, another Officer or the Fire Chief should be notified. If the individual is uncomfortable discussing discrimination or harassment with his or her Officer or the Fire Chief, the individual should contact the Kronenwetter Police Chief.

Information on your right to file a state or federal harassment complaint is also available from:

State of Wisconsin Equal Rights Agency  
201 East Washington Avenue  
Madison, WI 53703  
Phone: (608) 266-6860  
<https://dwd.wisconsin.gov/er/>

US Equal Employment Opportunity Commission  
Reuss Federal Plaza  
310 West Wisconsin Avenue, Suite 500  
Milwaukee, WI 53203-2292  
1-800-669-4000  
<http://www.eeoc.gov>

Upon notification of a discrimination or harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with members or employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

## RETALIATION


Retaliation of any kind against any member or employee bringing a complaint or assisting in the investigation of a complaint is prohibited. Such member or employee may not be adversely affected in any manner related to their employment. Such retaliation is also illegal under [Section 111.322 \(2m\)](#), [Wisconsin Statutes](#).

**DISCIPLINARY ACTION**

The Kronenwetter Fire Department views discrimination, harassment, and retaliation to be among the most serious breaches of workplace behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

**FALSE COMPLAINTS**

Any complaint made by a member or employee of the Kronenwetter Fire Department regarding discrimination or harassment in the workplace, which is conclusively proved to be false, shall result in discipline. This discipline may include dismissal from employment. This section is not intended to discourage members or employees from making complaints regarding discrimination or harassment. However, false complaints adversely impact the workplace of the accused, even when disproved, and will not be tolerated.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Disciplinary Process	
	SOG: 118	
	Original Date: 1/1/2023	Revision Date:

## Disciplinary Process

Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

Where violations are reoccurring, the standard steps shall be followed. In cases requiring severe measures, one or more steps may be omitted:

- Warning Notice (verbal)
- Written Warning
- Suspense and Final Notice
- Removal from the department.

There will be three (3) classes of discipline. They are as follows:

- Class I: Immediate discharge.
- Class II: Written warning, suspension, termination
- Class III: Oral warning, written warning, suspension, termination

### Examples of Class I causes:

- Use or under the influence of drugs or alcohol while on duty.
- Theft of department property or another employee's property.
- Intentional destruction of department property.
- Falsifying reports.
- Gross insubordination such as refusal to work, threatening, abusing, or striking a superior.
- Striking or assaulting a fire fighter or bystander
- Lying or willfully omitting critical information on an application.


### Examples of Class II causes:

- Reckless driving of department vehicles.
- Disobeying traffic laws when responding to the hall.
- Negligent or careless use of department equipment.
- Failure to comply with published departmental or municipal rules or regulations.
- Fighting.

### Examples of Class III causes:

- Foul and/or abusive language
- Inefficient, incompetent, or negligent performance of work.
- Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.

All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the fire fighter, with a copy being kept in their personnel file.


VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Code of Ethics	
	SOG: 119	
	Original Date: 1/1/2023	Revision Date:

## Firefighter Code of Ethics

**I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...**

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.

Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.


VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Social Media & Electronic Devices	
	SOG: 120	
	Original Date: 1/1/2023	Revision Date:

## **Social Media and Electronic Devices**

Recent current events have shown the ease at which sensitive or private information may be spread worldwide via electronic means and the internet in general. Something that may seem rather routine to us as the fire service may bring tremendous personal pain, anguish, and disgust to those not closely involved with our profession. To avoid serious damage to our reputations and to protect the privacy of those we serve:

- Personnel shall not use any personally owned devices to photograph, document, or record any emergency scene/incident while on-duty and in attendance as members of the Kronenwetter Fire Department at those scenes without prior authorization from Chief or Incident Command. For the purposes of this policy, personally owned devices include but are not limited to film cameras; digital cameras; video recording cameras and devices, cell phones and cell phone cameras.
- Personnel may photograph, document, or record emergency scenes utilizing department owned devices with proper authorization from the Fire Chief or Incident Commander of the scene. Any electronic media documenting the incident such as digital pictures, video or other records of the incident that are collected by any member of the department in this manner are and shall remain property of the department.
- Such electronic media and/or other documentation shall be for internal, investigative, or training uses and shall not be transmitted by any means outside the department unless expressly authorized by the Fire Chief or their designee. The Fire Investigator is authorized to transmit this type of information outside the department in association with an ongoing fire investigation as may be necessary as part of the fire investigation process.
- Fire department operations allow us access to situations, investigations, and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media, information, and pictures gathered at emergency/incident scenes must be strictly controlled to be in accordance with HIPPA and other regulations so as not to jeopardize patient confidentiality; fire, accident, or crime scene investigations; or shine an unprofessional light on the department.
- Only Fire Department officers will be allowed to use helmet cameras/video devices on an emergency scene.
- The fire department is not responsible for any damage received to personal cell phones while on duty for Kronenwetter Fire Department.


Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Personal Vehicle Response	
	SOG: 121	
	Original Date: 1/1/2023	Revision Date:

## Personal Vehicle Response

**PURPOSE:** To ensure safe response of personnel to the fire station or an incident, for an emergency call.

**POLICY:** The driver of a private vehicle bears full responsibility for following safe driving practices. The laws of the State of Wisconsin and the Village of Kronenwetter governing any motor vehicle operation shall be followed. The use of any warning lights and/or sirens is NOT permitted in private vehicles. Firefighters are to respond to the fire station when at all possible. Personal vehicles should not be used to respond to highway emergencies unless already on the highway and passing the incident. Personnel arriving at a scene shall park on one common side to allow ample room for emergency response vehicles.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Driver's License	
	SOG: 122	
	Original Date: 1/1/2023	Revision Date:

## Driver's License

**PURPOSE:** To ensure that members of Kronenwetter Fire Department maintain a current unrestricted Wisconsin Driver's License and are legally able to operate fire department vehicles.


**POLICY:** All personnel must maintain a valid Wisconsin driver's license. This allows for the operation of emergency apparatus and vehicles of the Kronenwetter Fire Department.

Personnel must immediately notify the Fire Chief any time there is a change in status of their driver's license.

- Any member who has his/her license suspended shall notify the chief immediately and shall not be allowed to drive or operate a vehicle until his/her license has been restored.
- Failure to possess a valid driver's license shall be grounds for suspension.
- No KFD personnel shall drive any department vehicle, or any other vehicle covered by Village insurance policies, either in emergency or non-emergency mode, without possessing a valid driver's license.

KFD may periodically review the driving records of its personnel to determine the eligibility of drivers to operate department vehicles and apparatus.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Driving Operations	
	SOG: 123	
	Original Date: 1/1/2023	Revision Date:

## Driving Operations

**PURPOSE:** To establish safe operational practices for Kronenwetter Fire Department (KFD) personnel while operating department vehicles in both emergent and non-emergent situations without unnecessary danger to public or private property, or injury or death to civilians or fire department personnel.

**POLICY:** State and local laws may provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve an emergency vehicle driver of the responsibility of due regard for the safety of others on the road. When responding to an emergency it may be necessary to slow down or stop as necessary for the safety of others using the roadway. Drivers shall always maintain a speed consistent with the safe operation of the vehicle under prevailing road conditions. Drivers remain fully accountable and responsible for their actions. Drivers shall focus their full attention on the safe operation of the vehicle.

- **No Cell Phone usage:** Personnel shall not use cell phones to call, text or communicate in any way while driving a fire department vehicle. Usage of cell phones while operating a vehicle will be grounds for discipline.
- **Fire apparatus may only be operated by individuals meeting all the following requirements:**
  - Members of Kronenwetter Fire Department.
  - Members who have a valid driver's license.
  - Members who have successfully completed training for operation of the apparatus based on NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications (Trainee drivers may operate apparatus when under the supervision of a qualified driver.)
  - Members over the age of 18.
  - Members who have been approved by the Chief.
- **Before exiting from a fire station:**
  - The driver will ensure all apparatus compartment doors are securely closed.
  - Ensuring apparatus is unplugged.
  - All personnel are seat belted in proper locations.
  - Ensure apparatus bay door is raised fully and enough clearance is available to clear apparatus height.
  - Test brakes before entering street.

### Safe Driving:


- All audible and visible warning devices shall be in operation when responding to an emergency incident unless requested as non-emergent.
- The driver shall maintain a speed that is safe under the prevailing conditions.
- When approaching a controlled intersection (i.e. stop sign, traffic light):
  1. The driver of an authorized emergency vehicle may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear only if operating in emergency mode. During non-emergent travel all traffic control signals, signs and all laws must be obeyed.

2. The driver or an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.
- School zone related driving:
    1. Observe the posted speed limit for school zones when children are present or when speed warning lights are flashing even when responding to an emergency with lights and sirens in use.
    2. Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by the buses flashing lights and/or stop sign.
  - Upon first unit's arrival on an emergency scene:
    1. The scene should be evaluated.
    2. If the situation is not urgent, other responding units should be advised to continue to the scene "non-emergency mode" or disregard and return to their respective stations.
  - Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicle at all times.
  - Any member of the Kronenwetter Fire Department who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and Fire Chief.
- **Before entering a fire station:**
    - A Spotter should always be used when backing, if available.
    - Consideration must be taken for the possibility of pedestrians within the fire station.
  - **Backing:**

When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided.

The spotter shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing the apparatus. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately. Vehicle mounted cameras or other devices are not a substitute for a spotter.

In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Mandatory Seatbelts	
	SOG: 124	
	Original Date: 1/1/2023	Revision Date:

## Mandatory Seatbelts


**PURPOSE:** To ensure safety to all members of Kronenwetter Fire Department (KFD) while riding in KFD vehicles/apparatus.

**POLICY:** The driver of any Kronenwetter Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.

Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions.

All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited.

Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s). All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is in motion.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Roadway Vests	
	SOG:125	
	Original Date: 1/1/2023	Revision Date:

## Roadway Vests

### **Purpose:**

To provide guidance for proper protection of personnel while on the scene of an incident through visibility utilizing reflective striping; and to reduce the risk of injury or death to personnel while working in or near traffic; to prevent death, injury, and property damage.

### **Procedure:**

All personnel will don personal protective equipment (PPE) (coats, vests, pants) that meet or exceed the minimum requirements of reflective striping as established by the American National Standards Institute (ANSI)/International Safety Equipment Association (ISEA) 107 and the U.S. Department of Transportation's (DOT) Manual on Uniform Traffic Control Devices (MUTCD) Section 6E.02.

The ANSI/ISEA 207-2006 public safety vest standard was developed in response to public safety user group demand for a high visibility safety vest garment differentiated from ANSI/ISEA 107- 2004 compliant apparel. The primary distinction of the ANSI 207 standard is that the required fluorescent background material falls between ANSI 107 Class 1 and ANSI 107 Class 2. On November 24, 2008, a provision in the MUTCD went into effect requiring public safety officers, including volunteer firefighters and EMS personnel responding to an incident in the right-of-way of a federal aid highway, to wear a safety vest that meets the Performance Class II or III requirements of the ANSI/ ISEA 107-2004 publication. There is an exception for firefighters directly engaged in fire suppression, as the vests may catch fire or melt if exposed to flame.

Minimum requirements for ANSI/ISEA compliant garments include use of fluorescent yellow- green, orange-red, or red background material with 360-degree retro-reflective visibility. Garments should be labeled as compliant with ANSI/ISEA 107-2004 or ANSI/ISEA 207-2006.

### **Definitions:**

**Class I** – safety vests when traffic speeds are less than 25 mph, workers are separated from approaching traffic and workers can give full attention to the traffic.


**Class II** – safety vests when traffic speeds exceed 25 mph, work takes place in or near moving traffic or during inclement weather, and workers' attention is occasionally diverted from traffic.

**Class III** – work environment is high task load, wide range of weather conditions, traffic can exceed speeds of 50 mph, the nature of the work forces the worker to utilize full range of motion, and workers' attention must be focused on the task.

### **Personal Protection:**

MUTCD states that all workers shall wear bright, highly visible clothing when working in or near moving traffic. ANSI/ISEA 107 and 207 recommends specific types of reflective equipment be worn while working in or near moving traffic such as the following:

1. Emergency responders shall wear Class III Level III PPE garments while involved in vehicle extrication, fire suppression, accident clean up, or incident investigation that subjects ESO personnel to moving traffic.
2. Emergency responders who are involved in medial triage and stabilization and all other support functions are required to wear Class III Level II PPE.


VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Emergency Vehicle Accidents	
	SOG: 126	
	Original Date: 1/1/2023	Revision Date:

## Emergency Vehicle Accidents

**PURPOSE:** To ensure that members of Kronenwetter Fire Department understand the process to follow in the event of an accident with a vehicle owned by Kronenwetter Fire Department.

**POLICY:** If a member of Kronenwetter Fire Department is involved in an accident while operating an emergency vehicle the following must be followed:

- All accidents must be reported to the Fire Chief as soon as possible following the accident.
- Driver of the vehicle will be subject to alcohol and drug testing immediately following the accident unless injuries prevent immediate testing.
- Procedures to follow following an accident:
  - If enroute to an emergency scene, stop and discontinue the response and immediately notify dispatch and request an alternate piece of apparatus to be sent to the original alarm
  - Immediately stop the vehicle at the scene of the accident or as close as possible, render aid if necessary, and do not, under any circumstances, leave the scene of the accident.
  - Request emergency equipment to their location if needed, as well as the proper law enforcement agency to investigate the accident.
  - If injuries are present, necessary medical attention should be obtained immediately.
  - If the vehicle is damaged to the extent that towing is required, the Fire Chief will be contacted immediately.
  - If the vehicle can be driven, the Chief shall be notified as soon as possible to arrange for repairs.
  - Immediately following the accident upon return to the fire station the operator of the involved vehicle, along with all passengers, will create a written report of the accident.
  - If injuries were present a "First Report of Injury" form will be completed.
  - The Fire Chief shall be the only individual authorized to discuss accidents, injuries or near misses to agencies outside of Kronenwetter Fire Department.
- Failure to report any accident immediately will subject the fire dept member to disciplinary procedures, up to and including, termination from the department.
- A determination of a "preventable" accident will subject the employee to the disciplinary process, up to, and including, suspension from driving or termination of employment

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Injury Reporting	
	SOG: 127	
	Original Date: 1/1/2023	Revision Date:

## Injury Reporting

**PURPOSE:** Provide the guidelines to report injuries obtained while performing functions as a member of the Kronenwetter Fire Department.

**POLICY:** If any member suffers an injury or illness, as a result of his or her duties while serving as a member of the Kronenwetter Fire Department, his/her medical expenses may be covered by the provisions of the Worker's Compensation Act. An injured or ill member must immediately notify his/her Commanding officer or Fire Chief of the injury/illness and incident and complete the injury/incident reporting form.

## Injury/Incident Reporting Form

Use this form to report any injury, illness, or incident that occurred while performing Fire Department related duties. Return the completed form to an Officer or the Fire Chief.

**This is documenting an:**

☐

Injury/Illness

☐

Incident

☐

Observation

**Details of person injured or involved** (to be filled in by person injured / involved if possible)

Person Completing Report: \_\_\_\_\_ Date: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Equipment or Truck ID: \_\_\_\_\_

### Event Details

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Witnesses: \_\_\_\_\_

**Description of Events** (Describe tasks being performed and sequence of events):

---

---

---

---

---

\*If more space is required please use the back of this sheet

**Was injury/incident caused by an unsafe act or an unsafe condition?** Please explain:


---

---

TO BE COMPLETED ONLY IF INJURY	
Type of injury sustained:	
Cause of injury:	
Was medical treatment or first aid necessary?	Yes _____ No _____ If yes, name of hospital or physician:  If First Aid, type of aid received:

Signature of Member/ Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Officer/Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Apparatus and Equipment	
	SOG: 128	
	Original Date: 1/1/2023	Revision Date:


## Apparatus and Equipment

**PURPOSE:** This standard establishes schedule for the inspection and maintenance of all apparatus and equipment owned or operated by the department. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for all apparatus and establishes procedures for the daily inspection of apparatus, equipment, and support vehicles.

**POLICY:**

- A. Apparatus and equipment shall be:
  1. Maintained in a constant state of readiness.
  2. Refueled whenever the fuel level drops to or is below 3/4 of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
  3. Kept clean at all times.
- B. All driving will be recorded in the vehicle's logbook to include date, mileage, driver, purpose of trip
- C. After each use
  1. Every vehicle used shall be inspected.
  2. The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so. The items that are corrected shall be documented and Officer in Charge notified.
  3. Defects that cannot immediately be corrected shall be reported to the Chief or Officer in Charge.
  4. If a defect requires that a vehicle be placed out of service, the person doing the inspection shall notify the Chief or Officer in Charge immediately.
- D. Monthly Inspections.
  1. All apparatus and equipment used shall be inspected monthly. The member(s) performing the inspection shall record his/her findings on the appropriate vehicle check sheet. Date of inspection to be documented in the vehicle logbook.
  2. Refueled whenever the fuel level drops below ¾ of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
  3. All engine-powered equipment shall be started and ran for a minimum of three (3) minutes. Their fuel tanks shall always be full. The oil will be checked, and oil shall be added if necessary.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Incident Command System	
	SOG: 129	
	Original Date: 1/1/2023	Revision Date:

## Incident Command System (ICS)

**PURPOSE:** Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and firefighters.

**GUIDELINE:** All members involved in emergency operations will be trained to the appropriate level in the National Incident Management System (NIMS.) Those who function in command staff positions shall train further to the advanced ICS levels.

The individual responsible for the overall management of the response is called the Incident Commander (IC). The IC is responsible for all aspects for the response, including developing incident objectives and managing all incident operations both written and verbal. The IC sets priorities and defines the ICS organization for the particular response. Even if other positions are not assigned, the IC will always be designated.

The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the command staff, these responsibilities remain with the IC.

### Responsibilities of Command

- Stabilize the incident and provide for life safety
- Conservation of property
- Conservation of environment
- Remove endangered occupants and treat injured
- Assure the safety and welfare of department personnel

### Function of Command

- Assume Command
- Size up the incident
- Evaluate Conditions
- Develop a plan
- Assign units
- Provide continuing command
- Request additional units
- Disregard and return units to service
- Terminate Command

### Assumption of Command

This section will determine whose responsibility it is to assume command and the method in which it is performed, and it will indicate the information that must be transmitted by the first arriving units as well as the duties of the first arriving units.

- Command shall be instituted at all incidents regardless of urgency.
- The highest-ranking officer on the first arriving unit shall assume command.
  - Until a unit arrives on the scene, all authority shall be assumed by the highest-ranking responding officer or member.
- The initial arriving officer shall relay to the dispatch center a preliminary report, consisting of the following information:
  - An arrival at "state the location".
  - Supply a brief description of the incident and report conditions found

- Indicate the strategic command mode — 1) Offensive 2) Defensive 3) Investigation (these modes are for structure responses).
- At all non-structure responses, the first arriving company will identify itself as the incident commander (IC).
- Medical emergencies
  - When the ambulance is on scene with another unit, the ambulance shall not assume command.
  - No decisions shall be made by the incident commander at medical emergencies that may affect patient care without consulting with the medical provider on scene that maintains the highest level of certification.
- Motor Vehicle Accidents
  - The first arriving unit on scene other than the ambulance will assume command and announce this on the radio by stating they are “incident location IC”

### **Staging**

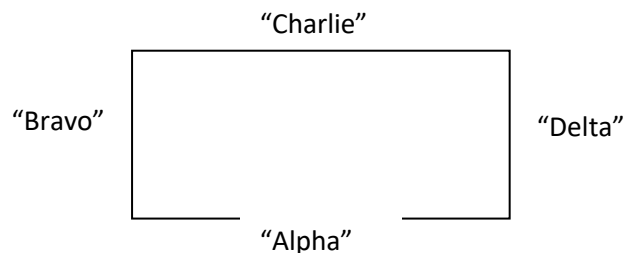
To standardize the actions of companies as they arrive on the incident scene by assigning first arriving companies’ duties and have all remaining companies stop and remain intact for orders prior to deployment. The use of staging will prevent unanticipated deployment, increase fire fighter safety, and guarantees the IC that ample resources are on scene to manage the incident if necessary.

### **Transfer of Command:**

- Transfer of command will be face to face and include the following information:
  - Status of current situation
  - Resources committed to the incident and responding, as well as present incident command organizational structure
  - Assessment of present effect of tactical operations
- When a transfer occurs at any incident, it shall be announced over the radio

### **Standard Geographic Designation System**

Purpose: To divide and indicate separate positions of an incident or structure for location. An incident or structure will be divided into the following alpha designations:




Floors will be designated from the basement to the highest floor, is.

- Third Floor
- Second Floor
- First Floor
- Basement

**Termination of an Incident**

Purpose: To develop a standard operating guideline for terminating command.

- Incident Command is terminated when the last unit leaves the scene.
- Units should report to the communications center that the incident is terminated and the scene has been turned over to i.e., the Property Owner or Police.
- False alarms, good intent, or system malfunctions.
- As soon as the IC has determined and verified the situation is a non-emergency incident, all responding units should be returned.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Communications	
	SOG: 130	
	Original Date: 1/1/2023	Revision Date:

## Communications

**PURPOSE:** To standardize and provide a guideline for the use of communications within the Kronenwetter Fire Department.

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations. A department's communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes.

### Procedure:

#### Radio Frequencies

- County Fire — Primary dispatch channel.
- County Page – Channel that Marathon County utilizes to page or alert agencies of calls
- Fire Ground — Channel utilized at individual incidents for communications between personnel and apparatus. The use of this channel allows minimal radio traffic on County Fire.
  - FG Blue
  - FG White
  - FG Red
  - FG Gold
  - FG Black
  - FG Gray
- Mutual Aid Radio Channels (MARC) — Channels utilized across the state by public safety departments.
  - MARC 1 – All Public Safety Agencies
  - MARC 2 – All Public Safety Agencies \*
  - MARC 3 – Fire/Rescue/EMS
  - MARC 4 – Fire/Rescue/EMS

\* MARC 2 will be utilized for helicopter landing zone coordination
- Mutual Aid Box Alarm System (MABAS) Radio Channels – Channels utilized for MABAS Incidents throughout the State.
  - IFERN
  - IFERN 2

#### Unit Designations

- Officers will be designated by their rank. Officers that are operating in the position of incident commander shall be designated as such, e.g. "73 Captain will be Kronenwetter Drive Command".
- Pump Operators will be designated by their apparatus number followed by MPO (Motor Pump Operator), e.g., "73 E1 MPO".
- Staff positions within the Incident Command System will be identified by the function they are responsible for:
  - Safety - "Safety"
  - Public Information Officer — "Information"
  - Operations Officer — "Operations"
  - Planning Officer — "Plans"
  - Logistics Officer — "Logistics"

- Liaison Officer — “Liaison”
- Staging Officer — “Staging”
- Sector Officers — “Division” (Alpha, Bravo, Charlie and Delta is used for clarity).

### **Types of Radios**


- Mobile Radios
  - The mobile radios are located in apparatus.
  - Mobile radios can have several channel configurations.
- Portable Radios
  - Portable radios are located in apparatus and distributed to department personnel.
  - Portable radios can have several channel configurations.

### **Incident Communications**

- Dispatching
  - All dispatching will occur on the County Page Channel.
  - Units will transmit all responding, arrival, available communications on the County Fire channel.
  - Incident updates will be transmitted to the Marathon County Dispatch center on the County Fire channel by the incident commander.
- En Route
  - All units will transmit on the County Fire channel while responding to an incident (Example: County Dispatch, 73 Engine 1 is enroute).
- Arrival:
  - The first arriving units shall transmit their size up and assume command on the County Fire channel using a mobile radio
  - The first arriving officer shall identify which fire ground channel units will be switching to and operating on once on scene.
  - Transfer of command shall be transmitted to the communications center on the County Fire channel and repeated on the fire ground channel
  - The incident commander shall monitor both the dispatch and the fire ground channels
  - Portable radios with a scan option or two radios, each set to dispatch and fire ground channels, must be available for this to effectively occur

### **General Communications**

- Only the Incident Commander will transmit directly to the Marathon County Dispatch center from the scene unless it is an emergency transmission from the incident.
- Be sure the receiver is ready to receive the transmission, make sure the message is acknowledged once the message has been sent. A brief repeat of the message is far better than just a “COPY”. Repeating briefly what has been said lets the sender know the message has been received correctly.
- Know what you are going to say before transmitting. Choose terms that communicate the desired message clearly without wasting airtime. Per NIMS all radio traffic is to be done in a “common English” fashion and try to control your emotions to prevent garbled transmissions.
- Orders given over the radio should tell you what to do, not necessarily how to do it.
- **DO NOT** interfere with other transmissions unless you have Emergency Traffic.
- When given an order from IC or Operations, make sure to repeat the order with your working unit. For an example (IC: 73 Engine 2 you need to establish a water supply to Engine 1, Answer: 73 Engine 2 copies, we will establish a water supply to Engine 1)
- Only 1 transmission is needed to clear all units from a scene.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Accountability	
	SOG: 131	
	Original Date: 1/1/2023	Revision Date:

## **Accountability**

**PURPOSE:** To provide for the tracking and inventory of all members operating at an emergency incident using the PASSPORT SYSTEM.

**GUIDELINE:** It is the responsibility of all fire chiefs and officers to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

### **Incident Commander**

The incident commander shall be responsible for overall personnel accountability for the incident.

The incident commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident.

The incident commander shall initiate an accountability system using the PASSPORT SYSTEM at the very beginning of operations and shall maintain that system throughout operations (unless an accountability officer has been appointed.)

The incident commander shall provide for the appropriate control of access for all personnel and bystanders at the incident scene.


Where an accountability officer has been appointed, it shall be the responsibility of the accountability officer to ensure the accountability of all personnel and to initiate the accountability system. The accountability officer shall be responsible for collecting the firefighter accountability tags and logging the appropriate names of personnel on the accountability board.

An accountability system shall be initiated at all incidents. Each firefighter shall be provided with a firefighter accountability tag. Each position on all apparatus shall be equipped with a firefighter accountability tag board. It shall be the responsibility of all personnel to remove their firefighter accountability tag from their protective equipment and place it on the appropriate passport board.

Each apparatus shall be equipped with a firefighter accountability tag collection point. At emergency incidents, which have advanced beyond the incipient stage, it shall be the responsibility, as time allows, of the unit officer to collect the firefighter accountability tags from the boards and place them at the accountability tag collection point.

### **Personnel Accountability Report (PAR)**

It is recommended that the officer in charge of accountability obtain a PAR every twenty to thirty minutes during fire ground operations. A PAR may be confirmed in person or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to ensure all personnel are accounted for. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the incident commander. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Protective Clothing	
	SOG: 132	
	Original Date: 1/1/2023	Revision Date:

## Protective Clothing

**PURPOSE:** To have in place a policy for all personnel to follow in the wearing of personal protective equipment.

**POLICY:** It is the policy of the Kronenwetter Fire Department to provide personnel with the appropriate protective clothing and equipment. This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the department shall meet or exceed the requirements of NFPA 1971-Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and department specifications in effect at the time of purchase. Everyone is responsible to utilize and maintain their protective clothing and equipment consistent with the department policy or guidelines.

Protective clothing shall not be modified in any manner without written approval from the Chief. Only personal protective clothing or equipment issued by the fire department is authorized for use unless prior approval by the Chief. Personal items such as wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.

Personnel shall not remove their protective clothing until such time that their company officer or the Incident Commander (IC) determines that such protection is no longer necessary. If operating conditions warrant, company officers may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the officer.

### Training:

All personnel shall have a working knowledge of their assigned Personal Protective Equipment (PPE.) Personnel shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of the PPE.

### Storage of PPE:

Protective clothing and equipment shall be stored in a designated location at the fire station unless approved otherwise by the Chief or Deputy Chief.

### Cleaning, Maintenance, and Inspection:

It is the responsibility of the member to ensure that they maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products, chemicals or bloodborne pathogens contamination. The equipment manufacturer's instructions must be followed when cleaning gear.

Washing of turnouts is to be done using the turnout gear washer at Kronenwetter Fire Department.

For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the individual shall notify the officer in charge of gear replacement. Any unserviceable turnout clothing is to be cleaned, removed from service, and repaired or replaced.

### Protective Clothing:

Levels of full protective clothing will be determined by the following:

- Full protective clothing — consists of helmet, protective coat, protective bunker pants, protective footwear, gloves, and protective hood.

- Full protective clothing with self-contained breathing apparatus (SCBA) — full protective clothing with the addition of SCBA.


Incident types and clothing level will be determined by the following:

- Structural Fire Responses — Full protective clothing with SCBA will be worn by all personnel expected to perform interior operations. Those personnel expected to perform exterior operations, support functions or command roles shall wear full protective clothing.
- Vehicle/Dumpster Fire — Full protective clothing with SCBA shall be worn by all personnel involved in fire suppression and overhaul.
- Brush Fire/Outside Misc. Fire — Full protective clothing shall be worn during the initial stages of operation. The incident commander may increase or decrease levels of protective clothing based on the incident needs.
- Rescue
  - Hazardous Atmosphere: Full protective clothing with SCBA will be utilized within the designated hazardous area.
  - Non-Hazardous Atmosphere: Use of protective clothing will follow the nature of the incident as further determined by specific SOGs.
- Motor Vehicle Accidents — All personnel involved in hazard control, extrication and vehicle stabilization shall wear full protective clothing. Personnel involved in patient care shall wear full protective clothing when the incident commander deems the scene hazardous enough to order a hose line to be in place. EMS personnel shall wear full protective clothing when operating in heavy road traffic areas.
- Service/Misc. Calls — Full protective clothing shall be worn in the initial stages of the operation or until deemed otherwise by the incident commander.
- Hazardous Materials — Refer to Haz-Mat SOG for appropriate protective clothing level.
- Medical — Personnel operating at medical incidents will wear protective clothing per the Bloodborne Pathogen Policy.

All personnel will be issued a traffic safety vest. Traffic safety vests shall be worn whenever personnel are operating in areas of vehicular traffic. The vest shall be donned immediately upon exiting the vehicle or apparatus and includes instances when turnout gear is worn. Turnout coats alone are not acceptable as high-visibility highway safety apparel. The exceptions to this requirement are:

- A. When SCBA is worn
- B. When wearing hazardous materials personal protective equipment
- C. When wearing technical rescue personal protective equipment



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Personal Protective Equipment Inspection Checklist
	SOG Number: 133
	Original Date: 1/1/2023 Revision Date:


## Personal Protective Equipment Inspection Checklist

### **Purpose:**

The National Fire Protection Association (NFPA) requires individual members to conduct a monthly routine inspection of their personal protective equipment (PPE) upon issuance and after each use to help reduce the health and safety risks associated with improper maintenance, contamination, or damage. Individual members should use this checklist for performing and documenting routine inspections of PPE. Annual gear verifications will be completed in January of each year.

### **Procedure:**

**Instructions:** Clean soiled or contaminated gear before inspection. Use the checkboxes to ensure inspection of all critical areas of your PPE. Indicate whether each item meets established criteria by marking "pass" or "fail". Use the comments section to explain all fail reasons and describe what actions you will take to rectify the issues.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Respiratory Protection	
	SOG: 134	
	Original Date: 1/1/2023	Revision Date:

## Respiratory Protection

### **Purpose:**

To provide guidelines for safe the use of SCBA during emergency operations. Appropriate use of SCBA shall include that the SCBA be in the positive pressure mode with the user having the face piece on and breathing SCBA air. The user will wear and utilize a PASS device.

### **Policy:**

Self-contained breathing apparatus (SCBA) shall be provided for and shall be used by all personnel working in areas where:

- 1) The atmosphere is hazardous
- 2) The atmosphere is suspected of being hazardous
- 3) The atmosphere may become hazardous

In addition to the above, all personnel working below ground level or inside any confined space shall be provided and shall use an SCBA unless the safety of the atmosphere can be established by testing and continuous monitoring.

Damage to the SCBA shall be reported to the incident commander immediately. The incident commander shall inspect the damage and determine if the unit is to be repaired or replaced. Full personal protective gear, as detailed in the Protective Clothing SOG is to be worn together with the SCBA.

The incident commander may use his/her discretion to determine the need for use of SCBA where no specific guideline has been established. The SCBA is to be worn whenever there is any doubt that a hazardous condition either exists or could exist in the foreseeable future.


Each SCBA used at a scene shall be thoroughly cleaned and inspected following the guidelines established by the manufacturer. SCBA's shall be inspected at least once each month following the manufacturer's guidelines. Only those members trained to do so may repair any of the working components of the SCBA. Logs of repairs made on each unit shall be maintained and held on file for the life of the unit.

The intent of this procedure is that the SCBA shall be worn by any member who may potentially encounter hazardous atmosphere conditions during any type of incident, fire, rescue, or hazardous materials.

### **Procedure:**

- All personnel utilizing SCBA shall operate in teams of two or more when in hazardous atmospheres.
- Personnel utilizing SCBA shall not jeopardize the protective integrity of the SCBA for any reason in known or unknown hazardous atmospheres.
- A growth of beard or facial hair at any point where the SCBA face piece is designed to seal with the face, regardless of the specific fit test measurement that can be obtained or hair that could interfere with the face piece valve function shall be PROHIBITED for personnel to wear SCBA.
- Eyeglasses with any strap or temple bar that passes through the face piece or the use of hard contact lenses shall be PROHIBITED. The use of soft contact lenses may be permitted.
- Only personnel certified by the Kronenwetter Fire Department in the use of SCBA will wear SCBA in a hazardous atmosphere.
- No fire fighter will lower their level of respiratory protection in any hazardous atmosphere until the incident commander declares the atmosphere safe through the use of air monitoring.

- Whenever personnel enter a hazardous atmosphere at least one person must remain outside the hazardous atmosphere with access to full protective clothing and SCBA in the event that entry personnel should require rescue. The apparatus operator or incident commander shall be designated this position in the initial stages of an incident. A rapid intervention team will be assigned beyond this point.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Structure Fires	
	SOG: 135	
	Original Date: 1/1/2023	Revision Date:

## Structure Fires

### Arrival On Scene

- The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
- The Officer will complete a 360-degree viewing of the structure to determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources
- The Officer will ensure that a proper communication system has been coordinated for fireground activities

### Scene Safety

- There shall be at least 2 personnel on any interior attack hose-line.
- There shall be at least 2 personnel on any interior search and rescue.
- There should be a "R.I.T." in place on any interior operation or any situation where personnel are exposed or could be exposed to any IDLH situation.
- Personnel must be authorized and properly trained before participating in any interior structural fire attack or search and rescue operations.

### Incident Actions

#### Rescue

- Human life is the most important consideration at a fire or other emergency.
- Rescue of humans override all other strategic considerations at a fire.
- The primary functions of an adequately staffed truck (if available) shall be rescue.
- A primary and secondary search shall be conducted at all structure fires. During search all rooms should be marked by some means to indicate that the particular room has been searched.

#### Exposure Protection

- Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
- The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

#### Confinement

- The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There may be situations when both approaches could be used, but a defensive attack should not be used when crews are operating on the interior.
- All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.
- Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open up and fire attacks operate fire streams into such areas.

#### Extinguishment

- In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.

- B. The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

#### Overhaul

- A. The purpose of overhaul is to make sure the fire is completely out.
- B. Overhaul operations must be properly coordinated with fire investigation efforts.
- C. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- D. During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- E. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.
- F. When available, a fresh crew should perform overhaul.
- G. Particular attention should be given to hidden areas during overhaul.
- H. During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.

#### Ventilation


- A. Based upon the situation, ventilation may need to occur anytime during the operation.
- B. Ventilation shall be employed to:
  - 1. Channel heat, smoke and flames from potential victims.
  - 2. To prevent backdraft and flashover.
  - 3. To remove heat and smoke from the building so to reduce property damage.
  - 4. To allow the interior of the structure to be more tenable and safer for firefighting operations.

#### Salvage

- A. Salvage may need to begin at various points during a fire operation.
- B. Salvage is those operations required to safeguard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
- C. Salvage should include:
  - 1. The use of salvage covers.
  - 2. Removing water from the structure.
  - 3. Removing furniture and personal belongings to a safe location.
  - 4. Debris removal.
  - 5. Removal of valuables from debris.
  - 6. Covering openings to keep weather out and to secure the building.
- D. All members are expected to perform in a manner that continually reduces loss during fire operations.

#### Utility Control

- A. Utilities should be shut down and brought under control to ensure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
- B. At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
- C. If the electric company is not available in time, fire personnel may shutdown the power via circuit breakers.
- D. If necessary, shut down gas lines at the meter and have the Gas Department notified. Meters that have been shut off by fire department personnel should be properly locked.
- E. If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Vehicle Fires	
	SOG: 136	
	Original Date: 1/1/2023	Revision Date:

## Vehicle Fires

**PURPOSE:** To provide Kronenwetter Fire Department personnel with a guideline to ensure tactical priorities are met when handling suppression activities for a vehicle fire. This guideline does not apply to vehicles involved in hazardous materials incidents or to vehicles inside of structures.

**SCOPE:** This policy applies to all members of the Kronenwetter Fire Department.

**GUIDELINE:** All personnel shall be in full protective equipment (PPE) including self-contained breathing apparatus (SCBA). Caution shall always be exercised because of the possibility of hazardous materials.

### Arrival on Scene


- A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during fire suppression activities
- B. The driver operator will engage the pump and stand by the pump panel for further instructions
- C. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan

### Scene Safety

- A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
- B. See HAZMAT procedures for vehicle fires involving Hazardous Materials
- C. Traffic Hazards

### Incident Actions

- A. The attack team will pull the hose line instructed by the Officer
- B. Additional firefighters will do as instructed by the officer
- C. The driver/operator will charge the hose line when directed and continue to monitor the pump operations
- D. The attack team will approach the vehicle slowly from the side extinguishing the fire as they approach. Caution should be taken as the team approached for exploding bumpers, fuel tanks, tires, etc.
- E. When the fire is under control the engine compartment and trunk of the vehicle on fire will be opened and cooled. The vehicles battery cables should be disconnected or cut when possible.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Vehicle Accidents	
	SOG: 137	
	Original Date: 1/1/2023	Revision Date:

## Vehicle Accidents

### Arrival on Scene

- A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during rescue and operation activities
- B. The Officer will provide a scene size-up, assume command, determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
- C. The Officer will request additional resources as needed (EMS, Helicopter)


### Scene Safety

- A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
- B. Provide High Visibility PPE and other safety measures for Traffic Hazards

### Incident Actions

Command will assign teams as needed for:

- Fire and Hazard Control
- Extrication
- Patient Care
- Landing Zone
- Traffic Control

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Wildland Fires	
	SOG: 138	
	Original Date: 1/1/2023	Revision Date:

## Wildland Fires

**PURPOSE:** To provide a standard approach to all-natural cover, wildland fires

### GUIDELINE:

#### Arrival on Scene

- A. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
- B. The Officer will determine the location and size of the fire, direction and characteristics of fire travel, the fuel burning, and exposures
- C. The Officer will request additional resources as needed
- D. The Driver/Operator will park the apparatus in a safe, accessible location pointing away from the fire with the windows closed and the keys in the ignition
- E. Consider evacuations of citizens


#### Scene Safety

- A. All personnel should know the location and direction of the fire travel
- B. Escape Plans shall be known to all fire personnel
- C. Be cautious for Spot fires
- D. Be cautious for Flare-ups
- E. Be aware of wind direction and velocity
- F. Be aware of topography
- G. Monitor crews for exhaustion
- H. Be aware of down wires, electric fences, etc.
- I. Be aware of equipment and personnel working above or around teams

#### Incident Actions

- A. Base all actions and strategy on current and expected fire behavior
- B. Establish staging area for additional arriving apparatus and personnel
- C. Life safety and structural protection take priority over extinguishment of forest, brush, or ground cover
- D. If offensive attack is indicated, the head of the fire is to be attacked first. If that is not possible, the flanks should be attacked while working toward the head of the fire.
- E. If the fire is large and fast moving, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by creating a fire line a distance ahead of the fire to halt the progress of the fire.
- F. Different methods of attack may be used simultaneously according to the situation
- G. Teams assigned to structural protection must keep hose lines flexible enough to be able to quickly break away in the event of being over run
- H. Collaborate with the DNR and specialists/technicians as needed
- I. Communications and accountability of all incident personnel shall be maintained at all times.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Hazardous Materials	
	SOG: 139	
	Original Date: 1/1/2023	Revision Date:

## Hazardous Materials

**The Kronenwetter Fire Department functions at the AWARENESS level.** At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials. Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the awareness level.

An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident. Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

Examples of activities and functions appropriate at the **AWARENESS** level include:

- Recognition of a Hazmat incident
- Recognition of hazards
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

### Arrival on Scene

- A. The Emergency Response Guidebook (ERG) shall be used to identify containers, chemicals involved, staging, and isolation zones.
- B. All units shall stage a safe distance away from the incident in accordance to ERG recommendations and current conditions. When selecting a staging area take into consideration the following: Wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire.
- C. The first arriving officer should establish command and complete an initial size-up
- D. Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area. Note: In some situations, sheltering-in-place may be the most viable option.
- E. All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if necessary.
- F. Obtain Safety Data Sheets and any chemical information available. This may include a, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
- G. Contact any company representatives and notify the appropriate agencies including a Wisconsin Level I HAZMAT Technician team if necessary.
- H. Assign an incident safety officer immediately.

### Scene Safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the hazardous area

**Incident Actions**


- A. All incident actions shall not exceed the scope of the hazardous materials operations level which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
- B. An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.
- C. Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
- D. Remove all ignition sources if materials are combustible or flammable in nature.
- E. Collaborate with the DNR, EPA, Marathon County Officials, company representatives, specialists/technicians, and the HAZMAT team as needed.
- F. Communications and accountability of all incident personnel shall be maintained at all times.

**Reports and Documentation**

- A. The release of information regarding the incident shall be controlled by the OIC. Only the OIC, Marathon County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
- B. The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with all other documents created.
- C. A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- D. A record of all other agencies and their corresponding personnel who responded shall also be kept.
- E. A record of all items used that will need to be replaced and any other expenses shall be kept during the incident and filed with the other incident reports.

**Clean-Up**

Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident. All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Natural Gas Incidents	
	SOG: 140	
	Original Date: 1/1/2023	Revision Date:

## Natural Gas Incidents

Natural gas (Methane) is extremely flammable, colorless, odorless, and lighter than air. Mercaptan, with an odor of rotten eggs, is added to natural gas to help indicate its presence. The flammable range of natural gas is 4% Lower Explosive Limit (LEL) to 15% Upper Explosive Limit (UEL) by volume. Natural gas can displace oxygen and cause asphyxiation in certain settings, particularly confined spaces. The presence of natural gas in its flammable range should be evaluated with the use of a Combustible Gas Indicator (CGI) (on the Engine, Utility Company, or HAZMAT response unit.)

Fires involving natural gas should be controlled by stopping the flow of gas. In most cases, burning natural gas should not be extinguished as this would change the situation from a visible to an invisible hazard with an explosive potential. Natural gas is much lighter than air and will usually dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket, particularly in attics and dead space. Because natural gas is lighter than air, if confined it has the potential for a catastrophic explosion. Natural gas leaks above ground are much easier to manage than below ground leaks.

### Arrival on Scene

- A. Perform a scene size up and establish Command.
- B. The Emergency Response Guidebook shall be used to identify staging and isolation zones.
- C. Consciously avoid committing apparatus or personnel to a dangerous situation or a situation that could become dangerous due to gas migration.
- D. Attempt to locate the homeowner or responsible party and begin to gather information as to the hazard, potential victims, etc.
- E. Notify appropriate Utility/Gas Company and HAZMAT (if needed) for assistance and response
- F. Evacuate the area, working towards an "All Clear" of the immediate area and surrounding structures if necessary.
- G. Isolate the area/scene – Establishment of a "Hot Zone" is critical.
- H. Deny entry.
- I. If incident is determined to be a natural gas leak, ensure that personnel safety practices are in place when working in the Hot Zone including the wearing of the appropriate PPE with SCBA, face piece donned and breathing air. Establish a water supply and ensure that a charged hose line is in place. This line must be attended when Utility/Gas Company or HAZMAT personnel are securing the leak.
- J. Approach to the incident should be from upwind. Use wind speed/direction from dispatch and observe any on-scene indicators (trees, flags and any other items that may show direction).

### Scene Safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the hazardous area

### Incidents with an Explosion- Incident Actions

Units arriving on scene of an explosion must consider natural gas as a possible cause.

Underground leaks may allow gas to travel considerable distances before entering a structure through the foundation, around pipes or through void spaces. Until it can be determined that the area is safe from danger of further explosions:


- A. Evacuate all civilians
- B. Keep the number personnel in the area to the minimum number necessary to stabilize the situation
- C. Don't rely on gas odor- Use a CGI to check all suspected areas

- D. Check areas systematically using a CGI- Start outside of the area of the explosion and move into the area until readings indicate a detectable concentration.
- E. Map the readings for the affected area and relay it to Command
- F. If the gas concentration is encountered inside, adjacent to, or underneath any building, secure all possible sources of ignition in the affected area.
- G. Cut electricity from outside the affected area to avoid arcing.
- H. Ventilate buildings where gas is found with explosion-proof blowers only.
- I. Never enter inside when CGI is alarming for LEL.
- J. Ventilate first and wait for Utility/Gas Company or HAZMAT.
- K. Command shall provide for effective interaction between gas company personnel and the fire department.
- L. Command must ensure the safety and stability of the structure.

#### **Incidents with No Explosion- Incident Actions**

Calls for "gas leak", gas odor", "broken gas line" and similar situations may range from minor to a potentially major incident. All these should be approached as potentially dangerous situations. The following actions must occur:

- A. The first arriving unit with a CGI shall obtain a sufficient number of gas concentration readings for Command to evaluate the hazard and take appropriate action. (With these readings, a proper isolation perimeter can be established.)
- B. In all cases, personnel shall take whatever actions are necessary to provide for life safety and property conservation.
- C. Provide standby protection with a charged 1-3/4 inch hand line (fog nozzle) and a dry chemical extinguisher.
- D. Crews shall be in full protective equipment and SCBA.
- E. Crews should position themselves upwind.
- F. Evacuate any civilians in the area of escaping gas.
- G. Attempt to locate the source of the gas and any shutoff devices available to isolate and control the leak, i.e., water heater, stove, dryer, etc.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Carbon Monoxide Incidents	
	SOG: 141	
	Original Date: 1/1/2023	Revision Date:

## Carbon Monoxide Incidents

**PURPOSE:** To ensure consistency in response, investigation, action, and reporting of carbon monoxide alarms. Caution must be exercised to assure proper and effective investigation of all potential sources of carbon monoxide.

**GUIDELINE:** All personnel shall be in full protective equipment (PPE) including self-contained breathing apparatus (SCBA).

Carbon monoxide (CO) is an odorless, tasteless, colorless gas that can be deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc. can produce carbon monoxide. When a faulty or unusual condition exists, carbon monoxide may be vented into areas where people are present. Carbon monoxide poisoning may be difficult to diagnose, its symptoms are similar to the flu, which may include headache, nausea, fatigue and dizzy spells. Carbon Monoxide is a toxic substance and is a highly combustible gas that burns rapidly.

### Procedure:

Upon arrival, the first officer/unit shall attempt to determine if the alarm activation is valid through the following methods:

- Discussion with occupants
- Entry into the structure only after donning full protective clothing including SCBA and monitoring interior atmosphere with appropriate atmosphere monitoring devices (CO Detector)

EMS should be notified and dispatched immediately if occupants show any signs/symptoms of Carbon Monoxide exposure:

- Disorientation
- Dizziness
- Nausea
- Vomiting
- Facial discoloration (redness)
- Difficulty breathing
- Any exposure to carbon monoxide

If it suspected that the activation is valid the following sources of Carbon Monoxide should be investigated:

- Furnace and chimney flue
- Stoves
- Appliances that use flammable fossil fuels
  - Natural gas
  - Propane
  - Oil
  - Kerosene
- Faulty space heaters
- Fireplaces
- Indoor operation of grills/cooking appliances

- Seepage from other sources
  - Garage
  - Storage closets/sheds
  - Adjacent structures
- Reverse drafting due to changes in air temperature or pressure

If the problem involves a utility, the proper agency should be contacted and requested to respond immediately.

The fire department will not attempt any repairs or alterations to any appliance or other device. The fire company will advise the occupant only.

Fire Department actions shall be limited to:

- Evacuation and securing the structure involved
- Ventilation of structure
- Monitoring conditions within structure and the environment
- Assisting public utilities where requested
- CO checklist shall accompany all investigations

Using the CO Detector/4 Gas Meter:

- After activating the detector, zero the device in fresh air (reading between 0 ppm and 1 ppm) follow the manufacturer's recommendations.
- Beginning at the lowest level, preferably near the heating system to begin a survey of the structure, moving from the lowest floor to the highest. Concentrate on air ducts and returns.

FOR READINGS OF 9 PPM OR LESS:

- Inform occupants that our detection equipment did not detect an elevated level of CO at this time (do not indicate that there is or was not elevated levels of CO).
- Recommend occupants check their CO detector per manufacturer and reset detector (under no circumstances will we reset a household detector)
- Inform occupants that once detector is reset to call the fire department again if it reactivates

FOR READINGS BETWEEN 9 PPM AND 100 PPM:

- ANY READING ABOVE 9 PPM SHALL BE CONSIDERED ABOVE NORMAL.
- Inform occupants that our detection equipment has registered a dangerous level of CO
- Recommend that all occupants leave the premises.
- If an appliance is determined to be malfunctioning, turn it off if this can be done in a safe manner and advise the homeowner to contact the appropriate utility/service company
- Contact the utility company and inform them of the air monitoring findings

FOR READINGS ABOVE 100 PPM:

- ANY READING ABOVE 100 PPM SHALL BE CONSIDERED POTENTIALLY LETHAL.
- ORDER THE OCCUPANTS TO EVACUATE IMMEDIATELY
- Contact the utility company and inform them of the air monitoring findings
- Begin ventilation
- If the utility company responds, then upon arrival inform them of our findings and turn the incident over to the utility company representative
- Make preparations for a potential flash fire of the CO gas.

## TERMINATION

- Prior to termination, the following should be performed:
  - Review actions taken with the occupant
  - Inform occupant of monitoring levels at arrival and during and after performing operations
  - Inform of possible likely source(s)
  - Inform of actions taken to return premise to acceptable conditions
  - Advise the occupant to have all appliances services as a precaution if not completed recently

## CHECKLIST FOR CARBON MONOXIDE

Location of Incident \_\_\_\_\_ Date \_\_\_\_\_

Headache ☐ Yes ☐ No

Fatigue ☐ Yes ☐ No

Nausea ☐ Yes ☐ No

Dizziness ☐ Yes ☐ No

Confusion ☐ Yes ☐ No

Are any of the members of the household feeling ill? ☐ Yes ☐ No

Do you feel better when away from the house? ☐ Yes ☐ No

Since the detectors went off, have you?

Shut off carbon monoxide sources? ☐ Yes ☐ No

Which ones? \_\_\_\_\_

Let in fresh air? ☐ Yes ☐ No

If yes, how and for how long? \_\_\_\_\_

PPM acceptable ☐ Yes ☐ No


Reading \_\_\_\_\_ ppm

### Checklist

ppm

Chimney	Clogged flue/blocked opening	_____
Fireplace	Gas/wood	_____
Portable Heater	Emissions	_____
Gas Refrigerator		_____
Kitchen Stove		_____
Cook Top Vent		_____
Gas Dryer		_____
Water Heater	Chimney pipe	_____
Furnace	Gas/oil: flue/chimney	_____
Barbecue Grill	In enclosed area	_____
Car Garage or Batteries	Car started or running recently	_____
Charging		_____
Operating Fireplace	Possible downdraft	_____
Basement Drains		_____



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Confined Space Rescue	
	SOG: 142	
	Original Date: 1/1/2023	Revision Date:

## Confined Space Rescue

### Definitions

Confined space: A confined space is any area or vessel, which meets all 3 of the following:

1. Is large enough and so configured that an employee can enter and perform work
2. Has limited means of entry or exit
3. Is not designed for continuous occupancy

Permit required confined space: A permit required confined space is defined as a confined space which has one or more of the following:

1. Contains or has a potential to contain a hazardous atmosphere
2. Contains a material with potential for engulfment
3. Is so structured that an entrant could become trapped or asphyxiated
4. Contains any other recognized serious safety or health hazard – i.e. moving parts, noise

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Confined space rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. Examples of possible confined spaces includes tunnels, sewers, tanks, process vessels, manholes, storm drains, furnaces, silos, and industrial spaces.

**The Kronenwetter Fire Department functions at the AWARENESS level. Therefore, it is the policy of the Kronenwetter Fire Department that personnel SHALL NOT enter into a confined space. Entry is considered to have occurred as soon as any part of an entrant's body breaks the plane of an opening into the space.**

Examples of activities and functions appropriate at the **AWARENESS** level include:

- Recognition of a confined space incident
- Recognition of confined space hazards
- Performing a **non-entry** retrieval
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

**Arrival On Scene**


- A. A. The first-in unit should position the apparatus appropriately
- B. The first arriving officer should establish command and complete an initial size-up including:
  - 1. Secure any witnesses
  - 2. Obtain the confined space entry permit and any other available information
  - 3. Location, number, condition of victims, and length of time in confined space
  - 4. Utility and other scene hazards – i.e. hazardous materials, low oxygen levels
  - 5. Type of work being performed in the confined space
  - 6. Type of PPE being used by victim(s)
  - 7. Determination of rescue or recovery mode
  - 8. Determination of additional resources needed

**Scene Safety**

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the confined space
- C. Confirm or implement lock out/tag out

**Incident Actions**

- A. If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area
- B. Attempt to establish contact with victim(s)
- C. Establish atmospheric monitoring
- D. Establish ventilation of confined space after atmospheric monitoring
- E. If safe to do so and if it can be accomplished from outside the confined space, shutdown non-essential equipment that is located within the confined space
- F. Establish staging area for additional arriving apparatus and personnel

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Trench Rescue	
	SOG: 143	
	Original Date: 1/1/2023	Revision Date:

## Trench Rescue

### Definitions

**Recovery mode:** Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

**Rescue mode:** Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

**Trench:** An excavation in which the depth is greater than the width and is less than 15 feet wide.

Trench rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. **The Kronenwetter Fire Department functions at the AWARENESS level. Therefore, it is the policy of the Kronenwetter Fire Department that personnel SHALL NOT enter into an unsafe trench or excavation.**

Examples of activities and functions appropriate at this level include:

- Recognition of a trench collapse incident
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control

### Arrival on Scene

- A. The first-in unit should position the apparatus a minimum of 50' from the location of the trench collapse. Additional arriving units should initially stage a minimum of 150' from the location.
- B. The first arriving officer should establish command and complete an initial size-up including:
  1. Secure any witnesses
  2. Location, number, condition of victims and how long buried
  3. Depth of trench
  4. Utility and other scene hazards
  5. Determination of rescue or recovery mode
  6. Determination of additional resources needed


### Scene safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
 

Hot – 0-100' from trench      Warm – 100-500' from trench      Cold – 500' and further from trench
- B. Secure and/or shut down machinery and traffic within 300' of trench
- C. Place ground pads within 4 feet of trench

### Incident Actions

- A. If victim is partially buried, lower lifeline and instruct victim to tie around themselves
- B. If indicated, lower ladder into trench - for victim self-rescue only
- C. If victim is buried, mark last known location using dry chemical extinguisher
- D. Establish atmospheric monitoring
- E. Establish ventilation of trench (if necessary)
- F. Relocate any soil piles to be a minimum of 2 feet from trench
- G. Establish staging area for additional arriving apparatus and personnel

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Water Rescue	
	SOG: 144	
	Original Date: 1/1/2023	Revision Date:

## Water Rescue

### Arrival on Scene

- A. The Officer will provide a scene size-up, assume command, develop a plan, and call for additional technical rescue mutual aid units as needed.
- B. The Officer will secure a responsible party or witness.
- C. The Officer will determine if the operation will be a "Rescue" or "Recovery."
- D. The Officer will ensure that a communication system has been coordinated for all activities.
- E. The Rescue Team (Consisting of members trained in water rescue operations) will:
  - a. Assume rescue/recovery operations control.
  - b. Identify hazards and critical factors.
  - c. Develop a plan and back-up plan.
  - d. Communicate with resources.
  - e. Inform command of conditions, actions and needs during all phases of the operation.

### Scene Safety

- A. Make the General Area Safe.
  - a. Establish a Hazard Zone Perimeter.
  - b. Keep all non-essential personnel out of the hazard zone.
  - c. Remove all non-essential civilians from the hazard zone.
- B. A Designated Safety Officer must be assigned for the scene.
  - a. Identify hazards present and if possible, have them secured.
  - b. Notify personnel of hazards (volume, velocity, water temperature, floating debris, unusual drop offs, hydraulic effects, depth of water, inclement weather, etc.)
- C. Assign Personnel Up Stream that can notify Command and the Rescue team of any upstream hazards that may affect the operation.
- D. Assign Personnel Down Stream that can throw ropes or watch for rescue personnel or victims that maybe washed downstream. \*Personnel working near the water's edge must wear appropriate PPE/PFD
- E. Assemble all necessary personnel, equipment, and patient packaging equipment that will be required for the rescue operation according to the action plan.

### Incident Actions

- A. The Rescue Plan. Rescue plans should be conducted from low risk to high-risk order.
  - a. **TALK-** If the water is calm or slow moving, try to talk the victim into self-rescue if possible
  - b. **REACH-** Extend an arm, pike pole, rescue hook, or any other such object to reach the victim and pull them from the water.
  - c. **THROW-** Attempt to throw the victim a throw-bag rescue line or some other type of approved safety flotation device and "pendulum-belay" or "haul" the victim to the bank.
  - d. **ROW-** If it is determined that a boat-based operation shall be utilized, Mutual Aid must be called. Command and the Mutual Aid responding Technical Rescue Team will establish an action plan involving the use of boat-based operations, anchors, and rope systems.

e. **GO-** If it is not possible to ROW to the victim, although very high risk, putting a rescuer(s) in the water can be considered. **Only rescuers with proper water rescue training, PPE/PFD, and equipment may enter the water.** Prior to entering the water, the rescuer(s) must discuss the action plan, including specific tasks and objectives, hazards, emergency procedures, and alternate plans. The rescuer(s) shall never be attached to a lifeline without the benefit of a quick release mechanism. The rescuer(s) should take at the least a PFD to the victim. The rescuer(s) shall not do a breath-hold surface dive in an attempt to locate a victim beneath the surface of the water.

f. **HELO-** Helicopter operations are considered high-risk and shall be decided upon proper consultation with local law enforcement, dispatch, and appropriate authorities. Command must also determine that a rescue-qualified pilot is available for the rescue operation. If so, the Pilot will have the final say on, if and how, the helicopter will be used in the rescue operation.

B. Assess the Victim


- a. When the rescuer(s) reach the victim, a primary survey shall be completed. Assess Airway, Breathing, Circulation, and exact method of entrapment.
- b. If the victim is conscious, rescuer(s) should determine if the victim can assist in the rescue.
- c. If the victim is unconscious, the rescue must be completed as quickly as possible.
- d. If it has been determined that the operation has become an underwater "recovery," the operation shall proceed as a dive operation. A Mutual Aid Technical Rescue Dive Team shall be called to perform the dive operation.

C. Treatment

- a. Assist the victim to safety on shore and turn over to EMS/ALS for immediate assessment.
- b. Assist with initiating C-Spine precautions as soon as possible.
- c. Assist with treating any life threatening conditions.

**Termination**

- A. Ensure personnel accountability.
- B. Consider decontamination of victim(s) and rescuer(s.)
- C. Recover all tools and equipment used in the rescue/recovery. In the cases of a fatality, consider leaving everything in place until the investigative process has concluded.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: MAYDAY	
	SOG: 145	
	Original Date: 1/1/2023	Revision Date:

## MAYDAY

The nature of firefighting places the firefighter at risk for becoming lost, trapped or imperiled with equipment malfunctions. The toxic environment where work is performed provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the affected firefighter(s), the Incident Commander, and the Rapid Intervention Team. The purpose of this procedure is to provide action steps to be taken by the trapped/lost firefighter(s) and the Incident Commander. Specific procedures provided in this document include how to activate the Rapid Intervention Team (RIT) and remove those in danger to a safe location in a quick and efficient manner.

### Definition:

The term Mayday will be designated solely for when a firefighter is in immediate distress. Specific examples include when a firefighter or firefighters become trapped, lost, disoriented or experience equipment malfunctions.

### Procedures:

The number one basic self-survival responsibility is to avoid getting into situations where a firefighter or fire company gets trapped, lost or low/out of air.

The rescue of trapped or lost firefighters within a burning building is extremely time sensitive due to our SCBAs providing a limited supply of air.

- A. All companies entering the hazard zone shall have at least one portable radio and rescue tools. If it is possible, all members on the team should have individual portable radios.
- B. Minimum entry crew size is two members. These members must remain intact and together.
- C. Crews must also be working on a specific assignment and be working under the direct supervision of a Division Officer or Command.
- D. Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.

### Emergency Procedures:

When a firefighter(s) become lost, trapped or experiences an equipment malfunction, the following procedures must be followed.


- A. Call For Help Immediately – Report on a portable radio “Mayday – Mayday – Mayday”. Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. The Mayday announcement should occur as soon as the firefighter thinks that he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability will become.
- B. Lost/trapped firefighter(s) should give Command information: LUNAR
  - L = Location (as accurate as possible)
  - U = Unit ID i.e. Eng. 3930)
  - N = Name (names of lost or trapped crew members)
  - A = Assignment (assignment crew was working on or assigned to prior to trouble)
  - R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s)).
- C. **THE TERM “MAYDAY” WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS. THE TERM “EMERGENCY TRAFFIC” WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.**

- D. If a Mayday is heard, all other radio traffic on that channel will cease, until the Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to. The IC will also notify dispatch of the change in fire ground channels, and have dispatch announce this change.**
- E. Radio Channels –
1. Crews or personnel declaring a Mayday should remain on the assigned operations channel. Once contact is made with the IC, affected crew shall remain on that channel.
  2. After a Mayday is broadcast, the stricken firefighter(s), the Rapid Intervention Team, and the Safety Officer will stay on the designated channel, until resolution of the incident is achieved.
  3. All communications will be directed to the RIT officer. All non-affected companies shall switch to another channel as assigned by the IC and the communications center.
  4. All companies shall continue to operate in their originally assigned Division/Group.
- F. Activate PASS Device – As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications it may be turned off temporarily. Once messages are completed, the device must again be manually activated.
- G. Crews Stay Together – Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for all to be rescued and allows for easier, more efficient extraction
- H. Follow Hose or Lifeline Out - Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to the outside. The RIT team may follow the hose line into the structure to locate distressed firefighters. Where life line ropes are in use, follow the life line to the outside.
- I. Searching For an Exit – A lost firefighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other means of egress are not available, firefighters should next attempt to reach an exterior wall. Once at an exterior wall the firefighter can try to locate windows, doors, or hallways that generally lead to the outside. Rescuers will first search hallways, around windows and doors before sweeping large areas if victim location is unknown. Getting to hallways, doors, or windows will greatly increase the chances of being rescued early. Breaching walls for escape or fresh air can aid survivability. These actions will also provide predictable activities that will aid rescuers.
- A. Retreat to a Safe Refuge – Where firefighter cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the RIT team must then be notified of this location as soon as possible.
- B. Stay Calm and Conserve Air – A conscious effort must be made by the firefighter(s) to control breathing. Unnecessary talking or physical activity must cease, unless absolutely necessary. Firefighters must control and pace their activities and breathing to extend their SCBA supply.
- C. Horizontal Position – If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.
- D. Flashlight / Tapping Noise – In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see

the light and locate the downed firefighter. If able the firefighter should attempt tapping noises to assist in location by rescuers, (hitting a tool on a metal door, tapping on the floor).

- E. Company or Division / Group Officers – Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command and use Mayday to notify all personnel operating on the scene. When possible, the officer's report should include who is missing, their last known location, and the actions being taken. Firefighting positions must not be abandoned during the rescue effort, the officers must control free-lancing. Command will initiate a rescue effort. On-going fire suppression and ventilation must continue to afford the victims increased opportunity for survival.
- F. Personal Accountability Report – Immediately following declaration of a Mayday, a PAR shall be taken. This is important to confirm if additional personnel are safe and accounted for. With the exception of the RIT and Safety Officer, the PAR shall be conducted on the alternate radio channel assigned by the IC and communication's center, as to not interfere with direct communication between RIT and effected crew(s).



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Rehab	
	SOG: 146	
	Original Date: 1/1/2023	Revision Date:

## Rehab

### **Purpose:**

To provide guidance for facilitating the appropriate rehabilitation, rest, rehydration, nutritional support and medical monitoring of emergency service responders and fire department members during emergency incidents.

### **Guideline:**

The goal of this guideline is to provide a structure and guidance for incident commander, officers and emergency responders that will support providing rest, hydration, nutritional support and medical monitoring of emergency responders and fire department members during emergency incidents.

The goal to be achieved by designated emergency responders is support of:

- Adequate rest and recovery from physical and psychological exertion
- Adequate rehydration and nutritional support
- Medical assessment and monitoring:
  - Detection signs of heat and stress related illness
  - Triage of personnel following rehab to:
    - Return to duty on scene
    - Relief of on-scene duties
    - Transport to the Emergency Department for further treatment

### Establishing Rehab:

The incident commander (IC) will establish a Rehab Sector at all emergency incident where the conditions require rest and rehydration of all personnel. These situations include, but are not limited to:

- Building fires
- Anytime RIT response is requested
- Prolonged operations (emergency or training)
- Extremes of temperatures

### Company/Crew level rehab (NFPA Standard 1584):

In addition to formal rehab sectors, rehydration solutions will be made available in proximity to SCBA bottles on individual apparatus to allow firefighters to rehydrate during the initial bottle change. All firefighters are encouraged to drink 4 to 8 ounces of rehydration fluid during the initial bottle exchange. Company officers will be trained to observe their crews for signs of exhaustion, dehydration, and heat and stress related illnesses.

### Assignment to the Rehab Sector:

- All firefighters must report to Rehab following the use of one (1) 4500 PSI SCBA cylinder
- A company officer may assign a member to rehab at any time
- Upon completion of 45 minutes of "active work"
- Any time a member feels any injury or stress (physical/mental) Personnel assigned to Rehab will follow department accountability procedures when they move to the Rehab sector.

### Staffing of the Rehab Sector

At the minimum, the rehab sector will be staffed by a dedicated EMR with an AED. Ideally, a fully equipped ALS provider will be assigned to the Rehab sector.

### Location of the Rehab:

The Ideal Rehab Sector location will be:

- Uphill and up wind of the incident
- Provide warmth in cold conditions
- Provide shade and a cool area in hot conditions
- Close to ambulance staging
- Close to SCBA replenishment
- Free of vehicle exhaust
- Limited media access
- Away from disturbing scenes

### Rehab Sector Equipment:

- Oxygen & Supplies
- Drinking Water & Cups
- Ice/Cooling Supplies/Water Vapor (As event/scene appropriate)
- Warming Supplies/Heater (As event/scene appropriate)
- Chairs (As event/scene appropriate)
- Shelter (As event/scene appropriate)
- EKG monitor (ALS)
- Medications (ALS)
- IV Fluids (ALS)

### Entry in Rehab Sector:

Upon entry to rehab, personnel will:

- Surrender accountability tags
- Doff SCBA, helmets, hoods, turnout coats and other PPE as indicated.

Medical Personnel will obtain and log entry vital signs on Rehab Tag as follows:

- Pulse
- Blood Pressure
- Oral Temperature
- Pupils
- Skin Color/Temperature
- General physical Status/observations

Based on parameters in Table 1 firefighters will be assigned either to:

- Medical Monitoring zone or
- The rest zone in the rehab sector

### Rehydration in Rehab Sector:

All personnel will drink a minimum of 16 ounces of rehydration fluid while in the Rehab Sector.

### Duration of Stay in the Rehab Sector:

Personnel will spend a minimum of 10 minutes in the Rehab Sector prior to returning to on-scene duties.

### Disposition from the Rehab Sector:

Disposition from the Rehab Sector will be determined at the discretion of the ranking medical officer on the scene. There are three possible dispositions from the Rehab sector:

- Return to duty after on-scene Rehab
  - Personnel who have rested for a minimum of 10 minutes, been rehydrated, and who have acceptable vital signs per Table 2 will return to on-scene duty. Personnel with initial triage to the medical monitoring zone of the Rehab sector will require a second set of vital signs and assessment prior to returning to on-scene service.
- Relief of on-scene duties
  - Retention in Rehab and evaluation for further medical intervention will be mandated as per Table 2. In addition, a firefighter with an oral temperature between 99.5 and 100.9 will not be allowed to re-don SCBA, turnout coat or other PPE. Personnel with abnormal vital signs as defined by Table 1 or Table 2 will be instructed not to return to on-scene duties and receive additional monitoring, rest and rehydration in the rehab sector, or be transported to the emergency department for medical evaluation.
- Transport to the emergency department for further treatment
  - Personnel with any of the indicators defined in Table 3, at any time on the emergency scene or in the Rehab sector will be transported to the emergency department for further medical evaluation.

**Table 1 – Parameters for Rehab/Rest, Rehydration and Return to Duty**


Blood Pressure	100-160 Systolic <100 Diastolic
Pulse	<120
Temperature	<99.5 F
Respiratory	No distress SP02 (if available) >98%

**Table 2 – Medical Evaluation and Monitoring Criteria**

Blood Pressure	>160 Systolic <100 Systolic >110 Diastolic
Pulse	>120
Temperature	>99.5 F
Respiratory	>32 Dyspnea, audible wheezing, shortness of breath SP02(if available)<95%

**Table 3 – Indicator for Need of Medical Care/Transport to Emergency Department**

Blood Pressure	>200 Systolic <90 Systolic >120 Diastolic anytime
Pulse	>150 anytime >140 after 10 minute cool down Chest Pain Palpitations or irregularity of pulse or EKG (Arrhythmias)
Temperature	>101 F
Respiratory	>32 Dyspnea, audible wheezing, air hunger SP02(if available)<
Altered Mental Status	
Persistent Vomiting	
Signs of Heat Stroke	
Trauma or other “normal” indicators for hospital care	

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Rapid Intervention Team (RIT)	
	SOG: 147	
	Original Date: 1/1/2023	Revision Date:

## Rapid Intervention Team

### Definitions

**Rapid Intervention Team (RIT):** A specifically designated team assigned to provide personnel for the rescue of members operating at emergency incidents if the need arises.

**Qualified Firefighter:** Any individual possessing a minimum of a Wisconsin State Firefighter One Certification or equivalent and has completed the training requirements as established by the Department.

### Establishing RIT

- A. A Rapid Intervention Team (a minimum of 2 qualified firefighters) will be established when operations are being performed in an IDLH atmosphere as soon as is practicable.
- B. The establishment of a RIT is the responsibility of the Incident Commander and preferably will consist of more than the minimum of two members. The decision will be based on the following:
  1. Incident type.
  2. Building construction.
  3. Size of building.
  4. Number of personnel operating within the IDLH atmosphere.

*\*Note: These are not meant to be limiting factors when establishing the RIT.*
- C. If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of Rapid Intervention Teams so that the rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.
- D. Due to the highly stressful and sometimes technical nature of incidents involving the rescue of emergency personnel, it is preferable that the RIT members be some of the more experienced and highly trained members.
- E. The incident commander will appoint a team leader after establishing the RIT. The Rapid Intervention Team leader reports directly to the Incident Commander throughout the incident, until deployed.

### RIT Responsibilities

- A. Immediately after being established the RIT leader will perform their incident evaluation/size-up. The purpose of this is to assess the following:
  1. Construction type of the building.
  2. Building size (large structures may require more than one RIT).
  3. Structural integrity.
  4. Access/egress points.


Upon completion of their evaluation, the RIT leader may make recommendations to the incident commander concerning deployment of the RIT (i.e. laddering the building, the need of more than one team, etc.)
- B. Organize/procure the appropriate equipment necessary to affect a rescue of a lost, trapped, or disoriented member. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following:
  1. A complete SCBA (regulator, face piece, air cylinder and frame).
  2. Lifeline
  3. Forcible entry, cutting and breaking tools.
  4. Appropriate lighting.

5. Portable radio.

6. Small hand tools (pliers, wire cutters...)

\*Note: these are only suggestions for the minimum equipment that will be needed and should not be a limiting factor in selecting the equipment for use.

- C. When deployed, the members of the RIT are to operate as a unit and report directly to the Incident Commander. The assignment of the RIT is to locate, rescue and remove lost, trapped, or disoriented firefighters, using any means necessary.
- D. At no time during the incident should members of the RIT be assigned other fire ground tasks, unless the members can either be replaced or the alternate task does not interfere with deployment of the team. This is particularly important, as the task of the RIT is critical.
- E. Throughout the rescue effort the RIT will provide updates to the Incident Commander.
- F. As appropriate, the Incident Commander shall assign personnel to assist the RIT with the rescue effort. The Incident Commander shall also provide personnel to establish a second RIT when the original RIT has been deployed as, unfortunately, these members may also find themselves in need of being rescued.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Medical Helicopter/Landing Zone	
	SOG Number: 148	
	Original Date: 1/1/2023	Revision Date:

## Medical Helicopter/Landing Zone

### Activation:

If it is determined that a medical helicopter will be needed by EMS personnel one will be requested through Marathon County Dispatch.

Activation request should include the incident geographic location with GPS coordinates (when available), landing zone information and radio frequency for communication on approach.

Remember that helicopters may not be able to fly in certain conditions which may include fog, rain, snow, thunderstorms, etc. The pilot will make the final decision if it is safe to fly or not.

### Landing Zone Preparation

Landing zone should be 100'x100', clear of overhead wires, from debris, level, and on a firm surface. Cones or LZ lights may be used to mark the LZ, but must be secured to ground or have a weighted base as to not be kicked up by the rotor wash.

Incident Command shall report hazards (wires, trees, etc.) to the flight crew. Report the height and location of wires within 300 feet of the LZ. If possible, lightly wet down dirt or sand to help prevent flying debris or brownout. Keep all people and animals out of the LZ during landing and take-off. Be prepared to report wind speed and direction, obstructions, and how the LZ will be marked to the pilot.

The LZ contact person should be positioned in front and upwind of the of the helicopter if possible.


The LZ contact person, at a minimum, should wear a reflective vest, helmet, w/chin strap fastened, and eye protection.

### During and after landing

Do NOT radio the helicopter crew during the final 30 seconds before landing, EXCEPT to report an immediate hazard. If an immediate hazard is detected, state "abort landing" or "go around". During night operations the pilot may request that emergency lights be shut off due to night vision goggles.

### Helicopter Safety:

- 1) Never approach the helicopter unless signaled by the crew or pilot.
- 2) Never approach the helicopter from the back.
- 3) Never approach the blind area. (area from the rear of the cabin back)
- 4) Always follow direction of the flight crew when loading and unloading.
- 5) No vehicles within 100 feet of the helicopter.
- 6) Keep landing site 100'x100' clear of obstacles.
- 7) Keep well clear of landing areas when the helicopter is landing or taking off.
- 8) Turn your back to or shield your eyes when helicopter is landing or taking off.
- 9) Never approach or leave the helicopter from uphill.
- 10) Always approach from the downhill.
- 11) Never throw an object in the vicinity of the helicopter.
- 12) Don't light flares near the LZ.
- 13) Never open or close the aircraft doors.
- 14) Never carry equipment above shoulder level.
- 15) Secure helmets or hat when working around the main rotor

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Severe Weather Procedures	
	SOG: 149	
	Original Date: 1/1/2023	Revision Date:

## Severe Weather Procedures

### **Purpose:**

To have a basic plan to preserve or lessen the effect of the storm on life and property. Storm periods can be divided into three basic phases: storm preparations, storm period, and post storm period. It is essential that Department members understand terminology used by the National Weather Service. Watches indicate that weather conditions are conducive for the formation of storms and the public should expect bad weather. Warnings indicate that a storm is in progress and that persons should take immediate cover.

### **Procedure:**

**STORM PREPARATION:** While under the storm watch, members should expect threatening weather. Members' families should be prepared for threatening weather. If severe weather conditions are announced, Kronenwetter Fire Department personnel are to first be certain they provide for the safety and wellbeing of their family before responding to any request(s) for assistance. Personnel should be prepared to respond for emergencies associated with storms.

**STORM PERIOD:** During any storm, members must care for and provide shelters for their family. This should be done prior to the storm period, as there normally are requests for assistance from the Fire Department. If the winds exceed 50 mph or conditions place the firefighters and equipment at risk, vehicles should not leave the station unless absolutely necessary. Keep radio traffic to a minimum.

**POST STORM PERIOD:** Equipment shall be placed back in service as soon as possible. Damaged or broken equipment must be reported to the appropriate company officer. A report of damage shall be made to the Fire Chief indicating the damage and any loss that occurred. The Incident Commander will give out assignments based on the continued size-up of community needs.

**TORNADO:** A request for the Fire Department after a tornado presents a unique challenge. Buildings may be partially damaged or destroyed creating a collapse hazard. The first priority shall be to conduct a search for possible victims in buildings, structures, or vehicles that have been struck. A minimum number of firefighters shall be used to conduct searches. Any persons found should be removed from the building if possible and their injuries assessed and treatment rendered to the ability of the crews on the scene. Persons may have to be treated where they are found. Department crews must also be aware that ambulances may not be available due to their demand elsewhere in the community, or they may have been hit by the tornado and disabled. An Incident Command Post shall be established to control resources.

**UTILITY CONTROL:** All utilities must be controlled as soon as possible to prevent any unwanted escalation of the situation. It will be imperative that we work closely with all affected utility companies to assist us with controlling the situation. Gas must be shut off as broken gas lines in the building can cause an accumulation of gas in pockets or areas. Electricity must be controlled to prevent electrical equipment from arcing and introducing ignition sources into the building causing fires. Once utilities have been controlled, this must be communicated to command.


**RESCUE:** The rescue of endangered occupants will be of the utmost concern. Rescues in heavily damaged or partially collapsed structures will require careful consideration. Shoring equipment, lifting equipment, or even heavy equipment may be required to facilitate rescue. The rescue should be carried out, if possible, with medical personnel present to care for trapped victims. Rescue methods used will vary with the situation; however they will be carried out with safety of the firefighters in mind and so as not

to compromise the safety of any endangered occupants. If needed, request the appropriate MABAS Card for rescue equipment and personnel.

**SECUREMENT:** All buildings shall be secured after they have been searched. Buildings shall be marked or identified that they have been searched so as not to waste time and resources researching buildings.

**FIRES:** Fires as a result of storms shall be combated as outlined by our Standard Operating Guideline for that occupancy.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Emergency Incident Operations	
	SOG Number: 150	
	Original Date: 1/1/2023	Revision Date:

## Emergency Incident Operations

### **Purpose:**

To determine safe operating procedures at emergency incidents so that personnel can safely perform tactical operations.

### **Procedure:**

When inexperienced members of the Kronenwetter Fire Department are working at an incident, direct supervision shall be provided by officers or more experienced members.

Fire fighters operating in hazardous atmospheres shall operate in teams of two or more. When unable to operate in teams, fire fighters shall limit their work to exterior operations and stay in close contact with their officer. Teams should stay in contact with each other through the use of visual, audible or physical means. Team members shall be in close proximity to each other to render emergency assistance if required.


The officer on the first arriving truck should:

- Perform Risk vs. Benefits assessment of scene
- Focus on rescue of civilians
- Take a defensive position until adequate personnel arrive

Once additional resources arrive on scene and are assigned to operating in the hazardous area, at least one Rapid Intervention Team shall be assigned.

Rapid Intervention Teams exist for the rescue of fire fighters that are operating at emergency incidents. The formation and arrangement of a Rapid Intervention Team shall be flexible based on the type of incident and the size and difficulty of the operations. The incident command shall evaluate the situation and the risk to operating teams and shall provide one or more Rapid Intervention Teams as the number of personnel are available.

Rapid Intervention Teams shall be in full protective clothing with SCBA. Rapid Intervention Teams may perform other operations but shall remain ready to deploy to perform rescue of fire fighters if necessary. As the incident develops in size or complexity, Rapid Intervention Teams shall be on scene fire fighters designated and dedicated as the Rapid Intervention Team

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Water Supply	
	SOG: 151	
	Original Date: 1/1/2023	Revision Date:

## Water Supply

### **Purpose:**

To provide fire officers with a selection of water supply options that may be used for a specific incident.

### **Procedure:**


#### **Water Supply Options**

- Several water supply options may be available depending on the location of the incident
- The most common option will either be the water from the engines arriving after the initial engine or from tankers
- Other options are portable dump tanks and dry or wet fire hydrants
- The option used depends on the availability, proximity and integrity of the water supply
- The initial arriving unit or incident commander should determine which option to use
- If there is no fixed water supply available, the incident commander must request for additional water resources as required

#### **Procedures**

- Directly to fire with no supply line laid:
  - The first in engine proceeds directly to fire without laying a supply line
  - The second in engine is responsible for water supply to the first arriving engine
  - The second in engine has choice of two hose lays
    - Forward lay — from water source to fire
    - Reverse lay — from fire to water source
  - This is to be the standard and the primary method for establishment of water supply to be used by the initial responding units
- Laying a dry supply line (split lay):
  - The first in engine wraps a dry supply line around a fixed and stable object and then proceeds directly to fire with the crew intact
  - The first in engine must announce that they are laying a dry line to other responding apparatus to inform them of the change in normal operations
  - The second arriving engine will connect the supply line to the water supply and charge the line.
  - If the second in engine connects the dry line to itself and supplies its tank water, the second in engine must establish its own water supply as soon as possible
  - This procedure would be selected by the first in engine in cases of dead end streets, alleyways, condominium complexes, long driveways or other limited access situations
- Water supply in front of the fire building:
  - If a water supply is available within 100 feet and is not in the collapse zone of the fire building, it may be used for water supply
  - The first arriving engine shall proceed directly to the fire and begin to attack the fire with its tank water
  - The second in engine will position out of the way and the driver shall stretch and connect a supply line from the first in engine to the water supply
- Tanker shuttle with portable tank
  - First arriving engine attacks fire off its tank water

- First arriving tanker drops off the portable tank at the first engine, drops its water supply into the portable tank and proceeds to tanker fill area
- The first engine shall begin drafting procedure and fill its tank while pumping water
- Tankers shall fill the portable tank, proceed to tanker fill area and return as soon as possible as required
- This procedure is repeated for a continuous water supply to the attack pumper
- This procedure requires a minimum of two tankers
- Miscellaneous water supply options:
  - Pumping water supply lines:
  - All water supply lines shall be opened slowly and the pressure increased until the attack pumper has sufficient pressure
  - The pressure for pumping supply lines shall not exceed 180 psi
- Laying forward supply lines:
  - Driver stops engine just past water supply
  - Rear fire fighter dismounts engine and takes supply line from hose bed with hydrant gates and hydrant tools (hydrant and spanner wrenches)
  - The fire fighter shall secure line to water supply and signal the driver to proceed to attack engine at no more than 10 mph
  - Once at the attack engine, the driver shall park and dismount the engine The driver shall disconnect the supply line from the hose bed and assist the driver of the attack engine with connection to the intake
  - The firefighter at the water supply will charge the supply line after he visually or verbally determines the supply line is connected to the attack pumper
  - The officer should initially supervise the water supply operation and then perform size up of the fire for placement of the second attack hose line
- Laying reverse supply lines:
  - Second arriving engine stops at attack engine and officer and firefighter dismount
  - Firefighter removes supply line from hose bed of second engine and wraps the tire of the attack engine, leaving enough of the line to reach the intake
  - Upon direction from officer, the second engine driver proceeds at no more than 10 mph to lay hose to the water supply
  - Driver of attack engine connects supply line to the intake
  - Driver of second engine makes connection to water supply and charges supply line upon confirmation of connection to attack engine intake
  - The officer should initially supervise the water supply operation and then perform size up of the fire for placement of the second attack hose line
- Laying of dual supply lines:
  - The process of laying and charging dual supply lines is the same as the forward and reverse lay with the addition of the second line
  - Officers should only lay dual supply lines when they are sure it will not exceed the total length of the supply line on the apparatus unless additional lengths are provided for through other arriving apparatus
  - If dual lines are required and the officer is unsure of the distance, one supply line should be laid to assure at least one initially uninterrupted water supply The second line should be laid as soon as possible
  - When charging dual supply lines, water supply should be established by opening and flowing water through one line prior to opening the second line
  - The first line to be opened shall be the one attached to the hydrant connection facing the fire This shall also be the first line to receive a hose clamp at the engine

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Hose Loading Policy	
	SOG Number: 152	
	Original Date: 1/1/2023	Revision Date:

## Hose Loading Policy


### **Policy:**

Hose loading operations can be very hazardous and have contributed to a number of deaths and serious injuries. This policy addresses hose loading operations which should also be reinforced in training.

### **Hose loading**

Emergency vehicle drivers should never move the apparatus until he/she is absolutely certain of the whereabouts of all personnel. Personnel involved in hose loading operations can be permitted to ride on the moving apparatus so long as the following conditions are met:

- The hose loading procedures shall be in written form and all personnel involved should be trained in the procedures.
- There shall be an individual, other than those loading hose, assigned as a safety observer. The safety observer should have an unobstructed view of the hose loading operation and be in visual and voice contact with the apparatus operator.
- Non-fire department vehicular traffic should be excluded from the area or should be under the control of authorized traffic control persons.
- The fire apparatus should never exceed 5 mph while hose loading.
- No personnel should be allowed to stand on the tail step, sidesteps, running boards, or any other location on the apparatus while it is in motion.
- Personnel may be in the hose bed but should not be standing while the apparatus is in motion.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Sprinkled Building Operations	
	SOG: 153	
	Original Date: 1/1/2023	Revision Date:


## Sprinkled Building Operations

### **Purpose:**

To provide guidelines for operations at buildings that have sprinkler systems.

### **Procedure:**

- It shall be the responsibility of the Incident Commander to ensure that the sprinkler system is supplemented by pumping a fire department connection in the initial stages of an incident.
- The initial arriving engine shall position near the front of the structure for fire attack.
- The second arriving engine shall position near the fire department connection and perform the following operations:
  - Fire department connection on the building:
    - Connect two – 2 ½” hose lines to the FDC.
- If the building has a standpipe system, the standpipe SOG will take precedence.
- The sprinkler system shall be pumped at 150 psi at the discharge of the engine. If the engine cannot maintain 150 psi, this means too many sprinkler heads have fused and an additional engine will be required to help supply the system.
- Pump operators should be aware of the possibility of pumping against a closed or defective check valve. This can be accomplished by closing the discharge of the hose supplying the sprinkler. If the check valve was open, an increase in pump pressure should occur. If the valve was closed, there will be no increase in the pump pressure because water was not entering the system. The pump operator shall immediately notify the IC if water is not entering the system.
- The use of private fire hydrants should be avoided because of the possibility of decreasing the flow of water to the sprinkler system.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Two-In, Two-Out	
	SOG:154	
	Original Date: 1/1/2023	Revision Date:

## Two-In/Two-Out

### **Policy:**

To operate as safely and effectively on emergency scenes as possible, the Kronenwetter Fire Department has established the following procedures which shall be adhered to by all operational personnel.

### **Definitions:**

**Immediately Dangerous to Life or Health (IDLH) Atmosphere** – An atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.

**Rapid Intervention Team (RIT)** – A specifically designated team (minimum two members) designed to provide personnel for the rescue of emergency service members operating at emergency incidents ("Rescue the Rescuer") if the need arises.

**Incipient Fire** – A fire in the initial or beginning stage.

**PAR** – Personnel Accountability Report.

### **Procedure:**


The first arriving engine shall determine if the incident involves an "IDLH atmosphere". At no time shall individuals enter an IDLH atmosphere independently. Teams of at least two (2) members wearing self-contained breathing apparatus (SCBA) and personal protective equipment (PPE) equipped personnel shall be required for entry into a hazardous atmosphere at all times.

In fire situations, it will be necessary for the incident commander to determine if the fire is in the incipient stage. A team of two (2) qualified firefighters may take action to extinguish an incipient fire without the establishment of a rapid intervention team (RIT).

- If the presence of an "IDLH atmosphere" has been determined, two (2) qualified firefighters (properly equipped and trained) are outside the IDLH atmosphere to serve as the RIT to rescue the rescuers if necessary. The Incident Commander (IC) and the pump operator can serve as the initial 2 out crew. Once additional personnel arrive, the IC and the pump operator shall be relieved for the 2-Out duty.
- Members operating in IDLH atmospheres must use SCBA and PPE working in teams of two or more. They must maintain voice or visual contact with each other, command and their division or group supervisors at all times. Portable radios and/or safety rope are not acceptable as replacements for voice or visual contact. Radios can (and should) be used for fireground communications, including communications between interior and exterior teams. Team members must be in close proximity to each other to provide assistance in case of an emergency.

### **Exceptions**

1. Upon arrival at the scene, if members find an **imminent life threatening situation or probable life threatening situation** where immediate action may prevent the loss of life or serious injury, such action shall be permitted without a RIT in place. (Examples: report of persons inside, signs of persons inside, etc.)
2. The incident commander shall evaluate the situation, considering the occupancy, time of day, day of week, reports from persons on the scene, signs that persons may be inside the structure, etc. Entry may be considered if signs indicate a probable victim rescue. In the absence of clear signs or a report from a responsible person on the scene that people are in the structure, it is to be assumed that no life hazard exists and interior attack shall not be initiated until the RIT is in place.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Ventilation	
	SOG:155	
	Original Date: 1/1/2023	Revision Date:

## Ventilation

### **Purpose:**

To aid the incident commander with performing ventilation size up and provide the options available for ventilation.

### **Procedure:**

#### **Ventilation Size up**

- Ventilation size up requires evaluation of the following conditions:
  - What type of building is involved?
  - Where is the location and the extent of the fire?
  - What are the life hazards involved?
  - Is ventilation required and what type of ventilation would be beneficial?
- The methods of ventilation that are available are:
  - Horizontal
  - Vertical
  - Forced (positive pressure)
  - Hydraulic ventilation (water supply)

#### **Ventilation Strategy**

- One Story Dwelling:
  - Open windows ahead of the attack line crew as the fire is extinguished.
- Two Story Dwelling:
  - Open window near the attack crew on the 1st and 2nd floors and then open the remainder of the 2nd floor windows.
- Attic Fires:
  - Attic fires should be attacked from the interior and ventilation should initially be completed by pulling and removing the windows and louvers at each end of the attic area.
  - If further ventilation is required, vertical ventilation should be performed.
- Basement Fires:
  - In a residential basement, ventilate all available openings to the outside as well as the first-floor doors and windows.
- Industrial/Commercial Fires:
  - Ventilation should start on the roof by utilizing natural openings (e.g., scuttle doors or skylights) and then perform other vertical ventilation as required.
  - The potential of roof collapse should be considered for certain types of construction.

#### **Vertical Ventilation**

- Firefighters should work in teams of at least two to perform vertical ventilation and all personnel shall wear self-contained breathing apparatus (SCBA).
- All personnel operating in the area of the ventilation opening or if conditions are poor on the roof, firefighters shall utilize SCBA.
- Personnel shall determine the stability of the roof by sounding out the roof prior to stepping off the ladder. If the structural stability is in question, report the condition to the Incident Commander and do not allow any personnel to step onto the roof.

- No personnel shall be assigned to perform vertical ventilation on a roof under the following conditions:
  - An incident in the DEFENSIVE mode.
  - A building with truss roof construction where it is suspected that the truss area is being attacked by the fire.


#### **Horizontal Ventilation**

- Whenever a firefighter removes a window or door during ventilation from the exterior, the firefighter shall search the immediate area around the window or door with a tool from the exterior for potential victims.

#### **Positive Pressure Ventilation**

- Positive pressure ventilation (PPV) can be utilized in the overhaul stage of the fire to lower carbon monoxide levels and to improve visibility.
- PPV must be properly considered against the desired result. Premature pressurizing of the fire building can cause fire spread toward victims or increase property damage.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Size-Up	
	SOG:156	
	Original Date: 1/1/2023	Revision Date:

## Size-Up

### **Purpose:**

To describe the procedure for making an evaluation of the problems and conditions that effect size up and the outcome of the fire. The size, up will determine the operational mode that will be used to fight the fire from the onset of operations.

### **Procedure:**

There are thirteen (13) basic points of size up to consider throughout the operation from the time the alarm is received until the incident is under control:

1. Location of the Fire — determines the life hazard and the probability of extension of the fire
2. Extension — the four methods of fire spread must be considered (radiation, convection, conduction and flying brands)
3. Life Hazard — three life hazard categories:
  - a. Civilians: those in the greatest danger are on the fire floor, the floor above the fire floor, the uppermost floor and the floors in between
  - b. Firefighters: life hazards to fire fighters occur in three methods:
    - i. Smoke because of toxicity and poor vision
    - ii. Both interior and exterior building collapse
    - iii. Fire through flashover and extension
  - c. Others: spectators and support personnel may be exposed to danger without their knowledge by being too close to an incident.
4. Time — the time of an incident will have an impact on the occupant load within the building as well as visibility problems for fire fighters
5. Weather — the weather can have several effects on the operation including:
  - a. Wind affecting the movement of smoke
  - b. Temperature affecting fire fighters and equipment
  - c. Delay in response time due to road conditions
6. Construction — the type of construction can influence fire behavior and tactics. The following is a list of construction types:
  - a. Class I Fire Resistive
  - b. Class 2 Noncombustible
  - c. Class 3 Ordinary
  - d. Class 4 Heavy Timber/Mill
  - e. Class 5 Wood Frame
7. Height — influences the use of fire department ladders and the possibility of implementing high rise operations
8. Area — large and unprotected areas will require rapid application of large volumes of water
9. Occupancy — determination of the primary use of the building on a daily basis will determine the tactics used
10. Access — determine of the best exterior access as well as interior access is important for tactics
11. Water Supply — determination of the gallons per minute required to extinguish the fire as well as the realistic flow for the resources available
12. Internal Protection — consideration of standpipes and automatic sprinklers influence the tactics used
13. Apparatus and Personnel — awareness of the apparatus and personnel responding greatly influence tactics


Initial arriving units must summarize all 13 points into a clear and accurate assessment of the incident at hand. The important obvious factors that will influence the size up and selection of the operational mode are:

- Life Hazard
- Location of Fire
- Extension Probability
- Type of Fire
- Size of Fire

Initial arriving units must communicate a size up that includes:

- General construction type
- Observable conditions e.g., smoke or fire visible including amount and location
- Transmission of the size up must be in plain language and include the action to be taken e.g., "Engine 1 on scene, we have a two story wood frame with fire visible from two windows on second floor. Engine 1 is attacking fire with a 1 3/4".

Size up must continuously be performed throughout the incident for re-evaluation of fire conditions and tactics.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Operational Modes	
	SOG:157	
	Original Date: 1/1/2023	Revision Date:

## Operational Modes

### **Purpose:**

To provide the Fire Officer with methods for the selection of the operational mode.

### **Procedure:**

#### **Offensive Strategy**

Offensive Strategy — interior attack and related support directed towards the goal of rapid control of the fire.

- Offensive Operations
  - In most instances, offensive operations are evident, but in certain situations an interior offensive attack may be performed while exterior defensive operations are instituted
  - The IC must consider fire spread as it relates to rescue operations, confinement efforts and exposure protection
  - Offensive fires must be fought from the INTERIOR UNBURNED side of the structure (interior stability is the principal offensive strategy factor)
  - Initial attack efforts must be organized to support rescue operations The first attack hose line should be positioned between the fire and the victims
  - The issues of rescue, fire confinement, extension, exposure protection are resolved in most situations with the rapid deployment of a well-positioned attack line
  - If a fire has self-vented and is not threatening exposures, attack the fire from the unburned side of the structure as the fire has probably vented in the proper direction
  - Contemplate set up time, write off lost property and get ahead of the fire
- Basic Offensive Plan
  - First hose line positioned for rapid and aggressive interior attack
  - Provide support activities e.g., ventilation
  - Perform primary search
  - Second hose line positioned to back up the first hose line and prevent extension
  - Rapidly evaluate success of tactics and respond as required


#### **Defensive Strategy**

Defensive Strategy — exterior attack directed to initially reducing fire extension and then bringing the fire under control.

- Defensive Operations
  - Interior operations are abandoned for reasons of personnel safety and the amount of Fire
  - The initial objective in defensive operations is to protect exposures
  - The second objective is to reduce the fire
  - Master streams are generally the most effective for defensive operations to deliver large volumes of water to meet the objectives
  - If the threat to an exposure is severe and the water supply is limited, the initial efforts should be directed to protecting the exposure
- Basic Defensive Plan
  - Evaluate fire spread and write off lost property
  - Identify key tactical positioning of fire streams
  - Prioritize fire streams
  - Provide for large well-placed streams
  - Set up to pump large GPM operations
  - Determine the need for additional resources
  - "Surround and drown" the fire

**Miscellaneous**

- Offensive and defensive operations will always occur independently although there may be situations where a change from one strategy to another will be required because of a change in fire conditions. An initial large caliber fire stream may darken a fire enough to allow for interior operations.
- If an investigation reveals a fire is in progress, companies should prepare and perform aggressive offensive operations.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Strategy & Tactics	
	SOG:158	
	Original Date: 1/1/2023	Revision Date:

## Strategy & Tactics

### **Purpose:**

To provide guidelines to all officers and personnel as to what the primary mission will be on the fireground. The Kronenwetter Fire Department will respond to incidents with the intention of safely accomplishing the following priorities:

- Life Safety/Scene Safety.
- Incident Stabilization.
- Property Conservation.

There are seven critical phases that must occur to achieve the incident priorities:

- Life Safety/Scene Safety.
- Exposure Protection.
- Confinement.
- Extinguishment.
- Overhaul.
- Ventilation.
- Property Conservation.

### **Procedure:**

#### **Life Safety/Scene Safety**

Life safety involves both civilians and firefighters. A RISK vs BENEFITS decision must be made in the early stages of an incident, which will determine if it is worth the risk to fire fighters to save civilians.

Fire officers must be reasonably confident that the benefits outweigh the risk when committing personnel to hazardous areas. There are four options available to the fire officer on the fireground:

- Perform a rescue or removal of victims from a hazardous area
- Cut off or extinguish the fire before it reaches the victims and protect in place
- Use a combination of both extinguishing the fire and removal or rescue of victims
- Not attempting a rescue because there is no possibility of a rescue without the loss of the victim's and/or the rescuer's life

Fire officers should use the following four concepts as a guide for their actions when evaluating life safety:

- Remove the victims in the greatest danger first
- When sufficient resources are not present, perform the tasks that protect the greatest number of human lives first
- When there are occupants, the lives of fire fighters should not be unduly endangered

#### **Exposure Protection**

Exposures can be classified by location (internal or external) or by type (life, property or fire protection system). An exposure is any object including humans that is endangered by the fire or emergency situation.

Fire officers must keep in mind that while exposure protection has priority over fire confinement, control of the fire may eliminate the exposure problem. Exposure for nearby buildings should include constant observation of the interior and exterior of the exposure.

#### **Confinement**

Confinement consists of those operations that prevent the spread of fire or the emergency. Officers must avoid "chasing" the fire and much of the operation depends upon proper hose size and placement.

The incident commander should assign the necessary amount of personnel to perform truck company operations (e.g. ventilation) to assist the engine companies in confining the fire.

### **Extinguishment**

Extinguishment is the operation that occurs once the fire has been confined. The officer's main concern during extinguishment is to properly use the hose lines and ensure that water is applied to the seat of the fire.

### **Overhaul**

Overhaul involves checking the fire area for hidden fire. Officers must ensure walls and ceilings are opened up if there is any doubt as to whether there may have been extension into concealed spaces.

### **Ventilation**

Ventilation should occur in coordination with hose line placement so that the engine company can more efficiently advance to the interior of the structure. The three common forms of ventilation are:

- Horizontal
- Vertical
- Positive Pressure (upon orders of the incident commander and after consulting with the interior fire attack crew)

### **Property Conservation**


Property conservation is also commonly referred to as salvage. This step starts with the proper selection of fire attack. An aggressive interior attack will greatly reduce overall property damage.

Property conservation encompasses salvage where fire department personnel will cover property and remove water. Salvage operations significantly reduce indirect fire damage.

**Note:** There are situations where all seven steps overlap or do not apply. Even if all the steps are not used, they should be considered at every incident.

### **Strategy and Tactics**

- Strategy is the overall plan of action for the fireground operation.
- Tactics are the actions used to accomplish the strategy.
- Incident commanders should restrict their activities to setting strategic plans and allow company officers to perform the tactics.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Automatic Aid & MABAS Deployment	
	SOG: 159	
	Original Date: 1/1/2023	Revision Date:

## Automatic Aid & MABAS Deployment

**Purpose:** This standard pertains both to the Kronenwetter Fire Department (KFD) response to a Mutual Aid request, or when requesting Mutual Aid from other departments.

KFD maintains Mutual Aid agreements with a number of neighboring fire departments to help ensure adequate resources can be brought to bear for varied circumstances to assist in the mitigation of the incident and to provide for firefighter health and safety, as well as those citizens impacted by the incident.


The mission of MABAS (Mutual Aid Box Alarm System) is to provide swift emergency response and provide sustained operations when a department or region is stricken by a locally overwhelming event that is caused by man-made, technological, or environmental event. A MABAS response request will deploy a wide range of assets specific to the needs of the incident, such as fire, emergency medical (EMS), hazardous materials or technical rescue teams, including but not limited to water rescue, urban search and rescue. MABAS teams may respond within or outside the immediate response region at the direction and authorization of local and/or state agencies. While responding to MABAS requests for outside of Division 130 you must comply with that divisions training requirements, with at minimum state Fire 1 Certification. This SOG reinforces KFD's commitment to both the mutual aid agreements and the MABAS System and Division 130.

### Guideline:

- Mutual Aid: -
  - KFD requests for outside mutual aid shall be made by the Incident Command (IC) through Marathon County Dispatch.
  - The IC shall incorporate mutual aid units into the on-scene accountability system.
  - The IC shall release mutual aid units at the earliest opportunity after the incident is stabilized.
  - Outside requests directed to the KFD for mutual aid will generally come through Marathon County Dispatch.
  - The Officer in Charge (OIC) is responsible to ensure appropriate units to the request respond.
  - KFD personnel will continue to follow KFD Policies and Guidelines when performing their duties under mutual aid; responding units shall utilize ICS as incorporated by the requesting department.
  - Personnel in charge of KFD mutual aid apparatus shall work with the IC to be released in a timely manner upon stabilization of the incident.

### MABAS:

- MABAS requests to the KFD are based on Division 130 response cards.
- Depending on resource availability, the OIC may need to notify the requesting agency of KFD's need to modify the parameters of the MABAS request.
- For MABAS events per MABAS rules 3 personnel are required on engines.
- When KFD units respond to a MABAS Box Alarm request, personnel will follow MABAS Division 130 SOG's as adopted by Marathon County.
  - If in doubt of what action to take, and IC cannot clarify, the KFD officer on-scene or senior firefighter shall contact the OIC for clarification and/or direction.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Forcible Entry	
	SOG: 160	
	Original Date: 1/1/2023	Revision Date:

## Forcible Entry

**Purpose:** To establish procedures for forced entry into secured properties during emergency responses

**Guideline:**

- The primary objective of any forced entry is to gain rapid entry into a secured structure, through an access route that produces the least amount of property damage.
- At times it may be necessary to sacrifice the objective of minimizing damage to enter a structure with the greatest speed. It should be remembered, however, that most incidents do not justify indiscriminate damage in order to gain entry into a secured structure.
- When forcing entry into secured structures, consideration should also be given to securing the structure after access has been gained.
- Remember to “try before you pry,” in all situations involving forcible entry. - Use the Knox Box if applicable and investigate alternate means of egress.
- Full turnout gear, gloves, and eye protection shall be worn by all members involved in forcible entry operation.

**FORCED ENTRY AT MEDICAL EMERGENCIES:**

- If upon arriving at the scene of a reported medical emergency, KFD personnel can see or communicate with a patient who is incapacitated inside a secured structure, the following actions should be taken:
  - Notify Marathon County Dispatch that forced entry will be initiated to gain access to the patient.
  - Request the response of the Kronenwetter Police Department.
  - Request the assistance for more support as needed.
  - Force entry and provide patient care.
- If upon arriving at the scene of a reported medical emergency, KFD personnel cannot see or communicate with anyone inside a secured structure, the following actions should be taken:
  - Contact Marathon County Dispatch and confirm the location of the call and inquire about the location where the 911 call originated.
  - Request the response of KPD.
  - Request a callback to patient by Marathon County Dispatch for further information. Listen for any phones ringing from inside the structure when this action is taken.
  - Await the arrival of KPD who can authorize forced entry, if the circumstances present reasonable cause for such entry. If it is determined that a reasonable cause for forced entry exists, KFD personnel shall be accompanied by KPD when entering the structure and searching for the patient.


**FORCED ENTRY AT OTHER EMERGENCIES:**

- Personnel are authorized to force entry into secured structures to which they have been dispatched, when any of the following conditions are observed:
  - Obvious signs of smoke or fire.
  - Obvious signs of water leaking from under doors, which may indicate sprinkler activation or a broken water pipe.
  - Presence of a hazardous condition that could result in injury or property damage.
- Personnel shall not force entry into a secured structure to which they have been dispatched to investigate a fire alarm activation, unless there are obvious signs of smoke, fire, sprinkler



activation, or hazardous condition, such as the smell of gas. Marathon County Dispatch shall be requested to make every effort to contact a key holder to respond to the scene and open the structure. Officers should check the exterior of the structure for the presence of a Knox Box or any posted lists of emergency contact persons.

**SECURING PROPERTY FOLLOWING FORCED ENTRY:** Before leaving an incident scene where forced entry was used to gain access to a secured structure, the structure shall be re-secured, or turned over to a responsible individual

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Salvage	
	SOG: 161	
	Original Date: 1/1/2023	Revision Date:

## Salvage

### Purpose:

To establish procedures for conducting salvage operations during and after structure fires.

**Guideline:** Salvage includes activities required to stop direct and indirect fire damage in addition to those required to minimize the effects of firefighting operations. This includes losses from heat, smoke, fire, and the weather.


- Salvage operations must be aimed at aggressively controlling loss by the most expedient means. Salvage objectives are:
  - Covering openings to keep weather out and to secure the building.
  - Removing furniture and personal belongings to a safe location.
  - Debris removal.
  - Removal of valuables from debris.
  - Other actions as necessary to prevent property loss.
- Command will provide for salvage at all fires or other incidents posing potential damage to property.
- Salvage operations most often involve early smoke removal and covering building contents with salvage covers or plastic. In some cases, the contents of all threatened areas, where appropriate, can be removed to a safe location. When removal is not practical, contents should be grouped in the center of rooms, raised off of the floor and covered to provide maximum practical protection.
- The following items should be considered when addressing salvage:
  - Type, value and location of contents.
  - The extent and location of the fire.
  - Recognition of existing and potential damage sources.
  - Estimate of required resources.

### PROCEDURE:

- Salvage efforts should begin in areas most severely threatened by damage. In most cases that will be areas directly adjacent to or below the fire area. Additional salvage activities should expand outward until all areas of potential loss are secured.
- All firefighting activities have the potential to damage property and contents. The key to successful salvage is to distinguish between excessive damage, and damage that is required to reduce potential fire damage. Aggressive loss control activities reduces the damage incurred during firefighting operations.
- Replacement price and value should be primary considerations when performing salvage operations. It is often difficult to separate value from price, however, salvage crews should weigh the worth (value) of items in addition to their dollar cost. Business records, for example, have extremely high value to business owners while their price represents only the paper they are printed on. Pictures, wall paintings, family mementos, etc., may have very high personal value to the property owner.
- An early request for manpower and salvage equipment can significantly reduce loss. The first company assigned to salvage should consider the size-up factors and request sufficient resources to stabilize the situation.
- Common salvage equipment includes salvage covers and boxes, rolled plastic, hall runners, brooms and squeegees. Where salvage covers must be left on scene, arrangements should be

made for pickup later. Incident Command (IC) should schedule a return walk through to insure post-incident damage is not occurring.

- The IC should meet with the property owner or responsible party, to determine/identify the salvage priorities. The earlier this can be done, the greater the opportunity to identify high value/priority items or areas. In some cases, when safe to do so, allowing the property owner/occupant to be escorted through the building can be of great assistance to the salvage operation.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Overhaul	
	SOG: 162	
	Original Date: 1/1/2023	Revision Date:

## Overhaul

### Purpose:

To establish procedures for conducting overhaul operations during and after structure fires.

**Guideline:** The goal of overhaul is to reduce the occurrence of secondary fires, control loss, and stabilize the incident scene while providing for firefighter safety in doing so. Additional objectives include preserving evidence and securing the fire scene.

During overhaul care should be given to protect personnel from exposure from the by-products of combustion by wearing full PPE and SCBA. Unsafe conditions should be identified early in the overhaul process and efforts made to avoid possible problems.

Effective overhaul activities reduce the potential for secondary fires. IC should ensure overhaul is conducted safely and ensure all fire is extinguished.


Use early and continuing ventilation to maintain an acceptable working environment and reduce loss.

Meet with the property owner/occupant to explain the reasons for overhaul operations. Where it is safe to do so the IC or other Officer may escort the property owner/occupant through the fire area providing them to remove personal possessions/valuables or assisting them in boxing and removing these items.

### Procedure:

- Fire suppression operations might not detect and extinguish small pockets of fire concealed in construction voids or hidden under debris. Overhaul activities include thoroughly searching the fire scene to detect and extinguish hidden fires or "hot spots". Within our standard Risk Management profile – "Risk a little and in a calculated manner to protect savable property" -- suppression crews should open as many of these construction voids as is reasonably possible.
  - Floor, wall or ceiling areas showing evidence of extensive decomposition due to fire should be thoroughly examined during overhaul.
  - Additional areas to check include wooden door jambs, air conditioning vents and registers, baseboards, door and window casings, metal to wood connections, ties, straps, conduits, and areas around light fixtures and electrical outlets.
- Crews should search for any evidence of smoke or remaining hot spots. Crews should examine all materials below salvage covers. In some cases, crews may need to create additional openings in the structure.
- Companies performing overhaul should continuously weigh the importance of preserving evidence with the need to immediately remove debris and completely extinguish all traces of fire. In some cases, it may be necessary to monitor spot fires until investigators arrive on the scene. In these instances, evidence should remain untouched, undisturbed and in its original location. Where circumstances prohibit this, evidence should be removed under the direction of a fire investigator.
- Overhaul activities as described above will not be conducted on structures that have been declared Defensive Fires. Firefighter safety prohibits standard overhaul activities in structurally compromised buildings. Crews will continue to apply water to hidden fire/hot spots from exterior positions until all fire is completely extinguished.
- A post incident inspection will be performed prior to the last fire department unit leaving the scene. The IC is responsible for ensuring that the fire area has been thoroughly overhauled.

- Securing the fire scene is also a function of overhaul. Securing refers to actions required to protect the structure and contents from any further loss after fire suppression companies have left the scene. Roof ventilation holes and broken windows should be covered to reduce weather damage and deter vandalism. Rolled plastic is ideal for this purpose. For safety reasons, Page 3 of 3 remaining glass shards should always be removed from the frames of broken windows prior to installing covers or leaving the scene. Securing the scene also includes the actions required to ensure the safety of all persons likely to visit the incident scene. Once a hazard zone is established during firefighting operations, it must not be abandoned prior to removing or stabilizing the hazard. Overhaul companies must provide a means of identifying and guarding hazards that cannot be removed or stabilized. Barricades, hazard tape, and the posting of guards are all suitable methods depending upon its severity

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Fire Prevention Activity Report
	SOG: 163
	Original Date: 1/1/2023 Revision Date:

## Fire Prevention Activity Report

**Purpose:**

To report fire prevention activities.

**Scope:**

**Procedure:**

This tool will support reporting needs for fire prevention/public education activities by recording:

- Date
- Target audience
- Program conducted
- Number of contacts
- Members involved/hours involved
- Program specifics
- Handout/giveaways provided
- Comments

**Kronenwetter Fire Department  
Fire Prevention Activity Report**

**Date of Activity:** \_\_\_\_\_

**Target Audience:**

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-K Children       | <input type="checkbox"/> Adults               |
| <input type="checkbox"/> Grades K-4 Children  | <input type="checkbox"/> Business             |
| <input type="checkbox"/> Grades 5-8 Children  | <input type="checkbox"/> Senior Citizens      |
| <input type="checkbox"/> Grades 9-12 Children | <input type="checkbox"/> High Risk Population |
| <input type="checkbox"/> Other                |   |

**Program:**

**Number of people contacted:**


**Firefighters involved:**

**Program specifics:**

**Handouts/Giveaways provided:**

**Time for event:**

**Comments:**

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Lock Out/Tag Out	
	SOG: 164	
	Original Date: 1/1/2023	Revision Date:

## Lock Out/Tag Out

### Purpose:

This policy is intended to provide specific practices and procedures to safeguard personnel from equipment becoming unexpectedly energized, the start-up of machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.

Personnel can be seriously or fatally injured if machinery or equipment they are working within becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.

### Situations requiring device lock-out:

- When a device or piece of equipment is not operating in its designed capacity and could injury any employee who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.
- When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.
- When the department responds to an emergency scene where employees are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.

### Guideline:

This requires that designated fire department personnel (company officers, chiefs, etc.) work with facility personnel to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department personnel install lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated.

Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader shall retrieve the lock-out/tag-out equipment. The Officer in Charge must work closely with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

- All energy sources to the machinery or equipment have been de-energized.
- The Officer in Charge places fire department lock-out/tag-out equipment to secure energy sources.
- Verify that all energy sources have been secured.
- The Officer in Charge holds the keys and controls the fire department's lock-out/tag-out equipment.
- Once fire department operations have been completed, remove the fire department's lock-out/tag-out equipment and turn the machinery or equipment back over to facility personnel.

### Non-Emergency/Service/Maintenance Procedure:

- Notify all affected personnel that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.



- The authorized person shall refer to the manufacturer's procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- Lock out the energy isolating device(s) with assigned individual lock(s).
- Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
- Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
- The machine or equipment is now locked out.

#### **Restoring Equipment to Service:**

- Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- Verify that the controls are in neutral.
- Remove the lockout devices and reenergize the machine or equipment. The removal of some forms of blocking may require repowering of the machine before safe removal.
- Notify affected personnel that the operation is completed and the machine or equipment is ready for use.

#### **Keeping Equipment Out of Service:**

If equipment is deemed unsafe the equipment shall remain in the off position. The equipment shall be secured with tie wraps and a tag stating that the equipment should remain out of service until serviced by authorized personnel.

#### **Authority**

The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the event that this individual has left the immediate area, the Officer in Charge may authorize the removal of the locking device or tag, however only before:


- Making a valid attempt to contact the individual who originally locked out the device.
- If that person cannot be reached, the Officer in Charge must ensure that all tools have been removed, all guards have been replaced and all personnel are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.

In the event that a lockout, tag-out situation occurs during normal operations (not at the scene of an emergency), the Chief of the Department or Safety Officer will fill the Officer in Charge's role described above.

**Training:**

Employees not authorized to perform LOTO procedures are referred to as “affected” employees. All affected employees shall be instructed in the purpose and use of the LOTO procedure. Instruction for affected employees will also include the prohibition of:

- Attempts to restart or re-energize machines or equipment that have been locked/tagged out by an authorized employee
- The use or removal of LOTO equipment by non-authorized employees

VILLAGE OF KRONENWETTER FIRE DEPARTMENT		
	SOG Title: Incident Response Matrix	
	SOG: 165	
	Original Date: 1/1/2023	Revision Date:

## Incident Response Matrix

### Purpose:

This policy is intended to provide guidance on vehicle response order for incident responses.

Kronenwetter Fire Department Incident Response Matrix									
<b>Structure Fire - Hydrant</b>					<b>Automatic Aid - Structure Fire - Hydrant</b>				
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>			<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>		
Engine 1	6	2			Engine 2	5	3		
Engine 2	5	2			Rescue 6	7	2		
Rescue 6	7	1*							
Brush 1	4	1*			<b>Automatic Aid - Structure Fire - Non-Hydrant</b>				
Car 2	5	1*			<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>		
					Tender 2	2	2		
					Engine 2	5	2		
					Rescue 6	7	2		
<b>Structure Fire - Non-Hydrant</b>									
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>			<b>Automatic Aid - Brush/Grass Fire</b>				
Engine 1	6	2			<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>		
Tender 2	2	1*			Brush 1/L	5	2		
Brush 1	4	1*			Engine 2	5	3		
To Fill Site									
Engine 2	5	1*							
Rescue 6	7	1*			<b>Mutual Aid Box Alarm System (MABAS Calls)</b>				
Car 2	5	1*			<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>		
					Engine	6	3		
					Rescue 6	7	3		
<b>Motor Vehicle Accident (10-50)</b>					Tender 2	2	2		
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>			Brush 1	4	2		
Engine 1	6	1*							
Rescue 6	7	1*			<b>MABAS Call response will be based upon piece of equipment requested on run card. If minimum staffing is not met, then a pass will be taken.</b>				
Tender 2	2	1*							
If on Highway									
Engine 2	5	1*							
<b>Carbon Monoxide Alarms (CO Alarms)</b>									
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>			<b>If due to staffing shortages we cannot respond to our own calls, request the following agencies:</b>				
Engine 1	6	2			<b>Riverside Fire District - Calls North of Maple Ridge Road</b>				
Rescue 6	7	1*			<b>Mosinee Fire District - Calls South of Maple Ridge Road</b>				
<b>Brush/Grass Fire</b>									
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>			<b>* Denotes Non-Emergency Response when responding with only 1 person.</b>				
Engine 1	6	2							

# Acknowledgement

By signing this form, I acknowledge that I have received and reviewed the Kronenwetter Fire Department Standard Operating Policies and Guidelines.

I understand that I am responsible for reading these documents and familiarizing myself with their contents. I also understand that the policies contained in these documents apply to me and that it is my responsibility to comply with the policies and any revisions made to them.

I understand that the Kronenwetter Fire Department SOG's adopted 1/1/2023 supersedes all prior handbooks or personnel policies on the subjects contained in it and that the Fire Chief has the right to change, modify, add to, substitute, or eliminate, and to interpret and apply, the policies and rules described therein.

Print Name\_\_\_\_\_

Sign Name\_\_\_\_\_

Date\_\_\_\_\_