### Kyle Fire Department / Hays County ESD #5
#### Standard Operating Guidelines

<table>
<thead>
<tr>
<th>Title</th>
<th>SOG/SOP</th>
<th>Section</th>
<th>Subsection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Membership and Associate Membership</td>
<td>SOG</td>
<td>A</td>
<td>1</td>
</tr>
<tr>
<td>Training Requirements</td>
<td>SOG</td>
<td>A</td>
<td>2</td>
</tr>
<tr>
<td>Suspension / Dismissal</td>
<td>SOG</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>Appeal of Suspension / Dismissal</td>
<td>SOG</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Fitness for Duty/ Career Staff</td>
<td>SOP</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Personal Appearance</td>
<td>SOG</td>
<td>A</td>
<td>6</td>
</tr>
<tr>
<td>Use of Department Credit Cards and Charges to Accounts</td>
<td>SOG</td>
<td>A</td>
<td>7</td>
</tr>
<tr>
<td>Health Insurance Portability and Accountability Act Compliance</td>
<td>SOG</td>
<td>A</td>
<td>8</td>
</tr>
<tr>
<td>Support Services</td>
<td>SOG</td>
<td>A</td>
<td>9</td>
</tr>
<tr>
<td>Protective Clothing</td>
<td>SOG</td>
<td>B</td>
<td>1</td>
</tr>
<tr>
<td>Radio Usage Protocol</td>
<td>SOP</td>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>Structural Firefighting Personal Protective Equipment</td>
<td>SOP</td>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>Use of SCBA and PASS Devices</td>
<td>SOP</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>SCBA and PASS Inspection and Repair</td>
<td>SOP</td>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>Incident Management System</td>
<td>SOG</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>Accountability System</td>
<td>SOG</td>
<td>D</td>
<td>2</td>
</tr>
<tr>
<td>Command Sequence</td>
<td>SOG</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>Operating at Emergency Incidents</td>
<td>SOG</td>
<td>D</td>
<td>4</td>
</tr>
<tr>
<td>Incident Command and Size Up</td>
<td>SOG</td>
<td>D</td>
<td>5</td>
</tr>
<tr>
<td>EMS and Incident Reports</td>
<td>SOG</td>
<td>D</td>
<td>6</td>
</tr>
<tr>
<td>Fire Marshal Response</td>
<td>SOG</td>
<td>D</td>
<td>7</td>
</tr>
<tr>
<td>Fire Pre Plans</td>
<td>SOG</td>
<td>D</td>
<td>8</td>
</tr>
<tr>
<td>Sprinklered Buildings and Private Fire Protection Systems</td>
<td>SOG</td>
<td>D</td>
<td>9</td>
</tr>
<tr>
<td>Interior Structural Firefighting, (Two In / Two Out)</td>
<td>SOG</td>
<td>E</td>
<td>1</td>
</tr>
<tr>
<td>“MAYDAY” Policy</td>
<td>SOG</td>
<td>E</td>
<td>2</td>
</tr>
<tr>
<td>Handling Class A Foam and Class B Foams</td>
<td>SOG</td>
<td>E</td>
<td>3</td>
</tr>
<tr>
<td>Ventilation</td>
<td>SOG</td>
<td>E</td>
<td>4</td>
</tr>
<tr>
<td>Response to Alarm Activations</td>
<td>SOG</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Salvage and Overhaul</td>
<td>SOG</td>
<td>E</td>
<td>6</td>
</tr>
<tr>
<td>Evacuation Policy</td>
<td>SOG</td>
<td>E</td>
<td>7</td>
</tr>
</tbody>
</table>
# Kyle Fire Department / Hays County ESD #5
## Standard Operating Guidelines

<table>
<thead>
<tr>
<th>Title</th>
<th>SOG/SOP</th>
<th>Section</th>
<th>Subsection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Fires</td>
<td>SOG</td>
<td>F</td>
<td>1</td>
</tr>
<tr>
<td>Traffic Control</td>
<td>SOG</td>
<td>F</td>
<td>2</td>
</tr>
<tr>
<td>Controlled Burn Response</td>
<td>SOG</td>
<td>F</td>
<td>3</td>
</tr>
<tr>
<td>Natural Gas and Propane Emergencies</td>
<td>SOG</td>
<td>F</td>
<td>4</td>
</tr>
<tr>
<td>Swift Water/ Water Rescue Response</td>
<td>SOP</td>
<td>F</td>
<td>5</td>
</tr>
<tr>
<td>Wildland Fire Response</td>
<td>SOG</td>
<td>F</td>
<td>6</td>
</tr>
<tr>
<td>Tanker Response</td>
<td>SOG</td>
<td>F</td>
<td>7</td>
</tr>
<tr>
<td>Carbon Monoxide Emergencies Response</td>
<td>SOG</td>
<td>F</td>
<td>8</td>
</tr>
<tr>
<td>Lockout Alarms</td>
<td>SOG</td>
<td>F</td>
<td>9</td>
</tr>
<tr>
<td>StarFlight Response</td>
<td>SOG</td>
<td>F</td>
<td>10</td>
</tr>
<tr>
<td>Bee Swarm Response</td>
<td>SOG</td>
<td>F</td>
<td>11</td>
</tr>
<tr>
<td>Dangerous Weather and Hazardous Plan</td>
<td>SOG</td>
<td>F</td>
<td>12</td>
</tr>
<tr>
<td>HAZMAT Response</td>
<td>SOG</td>
<td>F</td>
<td>13</td>
</tr>
<tr>
<td>Bomb Threats</td>
<td>SOG</td>
<td>F</td>
<td>14</td>
</tr>
<tr>
<td>Mass Casualty Incidents</td>
<td>SOG</td>
<td>F</td>
<td>15</td>
</tr>
<tr>
<td>Weapons of Mass Destruction</td>
<td>SOG</td>
<td>F</td>
<td>16</td>
</tr>
<tr>
<td>Apparatus Response Protocol</td>
<td>SOG</td>
<td>G</td>
<td>1</td>
</tr>
<tr>
<td>Driving Policy</td>
<td>SOG</td>
<td>G</td>
<td>2</td>
</tr>
<tr>
<td>Backing Fire Apparatus</td>
<td>SOG</td>
<td>G</td>
<td>3</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>SOG</td>
<td>G</td>
<td>4</td>
</tr>
<tr>
<td>Collisions in Kyle Fire Department / Hays County ESD #5 Apparatus</td>
<td>SOG</td>
<td>G</td>
<td>5</td>
</tr>
<tr>
<td>Civilian Riders on Department Vehicles</td>
<td>SOG</td>
<td>G</td>
<td>6</td>
</tr>
<tr>
<td>Drive-Up Incidents (P.O.V’s)</td>
<td>SOG</td>
<td>G</td>
<td>7</td>
</tr>
<tr>
<td>First Responder Calls</td>
<td>SOG</td>
<td>H</td>
<td>1</td>
</tr>
</tbody>
</table>
I. Purpose

To establish the criteria for membership and to define the amount of active participation members shall maintain in order to remain with the Department.

II. Policy

Voluntary membership with the Department shall be open to all individuals who desire to serve, have a reasonable potential to serve, are physically capable of performing the firefighting and EMS services we provide, and have a clear criminal history. Members who do not remain active in the judgment of the Chief shall be required to return all issued equipment until they return to active status.

III. Procedure

All Volunteers Must:

- Complete an application that is approved by the Fire Chief. As requested, a copy of current driver license and Social Security Card may need to be presented.
- Shall be provided a copy of the rules and policies of the Department, must sign a statement that he or she has read such rules and policies, and must agree to abide by the rules and policies stated in the manual.
- Shall complete a six-month probationary cadet period during which the individual’s performance and retention with the Department will be evaluated by his/her Officers.
- During the probationary period, the member will be provided, two Department T-shirts, and one uniform shirt and any PPE required by the Chief.
- After completion of the six-month probationary period, the member will be reviewed by his/her Officer and the Chief for active membership status.
- To maintain active status in the department, members must perform twelve (12) hours per month of station stand-by and/or call response, 50% of all training sessions, and must respond to a minimum of 5 calls each month.
Firefighter/EMT shall meet the following additional criteria:

- Must be 18 years or older.
- Must sign an agreement stating that he/she will return all issued gear and equipment and that, failing to do so, will be subject to criminal prosecution.
- During the probationary period, the FF/EMT will also be provided any necessary turnout gear. (All gear will be assigned as available after completion of required training)

Auxiliary/Support Members

- Must be 18 years or older.
- Must abide by all the rules and regulations set forth by the department and the Support Auxiliary.
- During active operations all support/auxiliary members work under the direction of the IC or Rehab officer.

Associate Members (AM) shall meet the following additional criteria:

- An AM is a member who is a non-resident of the Department’s response or contract area or who is not employed within same. To be considered for Associate Membership, a candidate must have a strong desire to participate, have the potential to serve the area in light of the individual’s status, and/or have prior fire, rescue, or EMS training that will be beneficial to the Department. The Chief retains full authority to allow membership of AM’s.
- AM’s may have Firefighter, Firefighter/EMS, or EMS status.

All volunteers must notify their company officers if they will be unavailable to respond to calls and meet their volunteer commitment for an extended period of time.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Training Requirements

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

I. Purpose:

To establish a policy regarding minimum training requirements for members to maintain active status with Kyle Fire Department / Hays County ESD #5.

II. Background:

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.

III. Policy:

A. To maintain active status as a firefighter with Kyle Fire Department / Hays County ESD #5, all members must attend at least two training session per month. Failure to do so may result in the member being placed on probation, at which time active status may only be regained after approval of the Chief or the Training Officer. If after three months of probationary status a member does not satisfactorily meet training requirements, the member’s status with the department should be terminated.

B. Member’s whose status has been terminated due to failure to meet training requirements may reapply to the department after a period of not less than six months from time of termination.

IV. Procedure:

A. 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 or Training Officer.

B. A member whose status is changed from active to probationary status will receive a written notification from the Chief or Training Officer. At this time a meeting will be scheduled with that member and the Chief or his/her designee, to discuss requirements and necessities to regain active status.

C. Exceptions and petitions for minimum training requirements may be made to the Chief. Under special circumstances the Chief may alter minimum training requirements.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Suspension / Dismissal

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

Section A-3

I. Purpose:
To establish a policy regarding suspension and dismissal of Kyle Fire Department / Hays County ESD #5 members.

II. Policy:
For the purpose of this policy the following definitions will be applied:

Suspension: a set period of time not to exceed 1 (one) year, as determined by the Chief, in which a member’s status is inactive. The member may not respond to Kyle Fire Department / Hays County ESD #5 incidents and will not represent him/herself as a member of the department.

Dismissal: a member’s status is changed to inactive and he/she is no longer a member of Kyle Fire Department / Hays County ESD #5. The member is responsible for returning all Kyle Fire Department / Hays County ESD #5 issued equipment and gear. The dismissed member will not represent him/herself as a member of the department. The suspended member may re-apply with the department after no less than 1 (one) year from the date of suspension.

A. Any member may be dismissed or suspended as determined by the Chief for actions and/or behaviors that are not within the best interests or reflect negatively on the fire department. These actions and/or behaviors may or may not be associated with actual fire suppression. These activities may result from actions that take place outside the confines of an emergency incident or scene.

B. The Chief will be the only person with the power to dismiss or suspend members, although any officer may make suggestions or recommendations.

C. Any member who ignores, disobeys, or refuses to abide the standing rules set forth by the Kyle Fire Department / Hays County ESD #5 Standard Operating Guidelines should be cause for suspension or dismissal.

D. Intentionally disobeying a direct order from a ranking officer without sound reason and/or showing disrespect to a ranking officer may be cause for suspension or dismissal.
E. Possession and/or use of illegal narcotics, or the misuse of legal narcotics while in the performance of duties with the fire department will be cause for suspension or dismissal.

F. Responding to an incident and/or representing the department while under the influence of alcohol or otherwise mentally altered is expressly prohibited.

G. Any member who is caught stealing or misusing Kyle Fire Department / Hays County ESD #5’s equipment will be suspended or dismissed.

H. Intentional falsification on a Kyle Fire Department / Hays County ESD #5 application form, Kyle Fire Department / Hays County ESD #5 incident report, or an EMS patient run form will cause for suspension or dismissal.

I. Use of profanity or unlawful messages over a two-way radio will be cause for suspension or dismissal.

J. No Kyle Fire Department / Hays County ESD #5 member shall accept monetary gratuity or other compensation while in the performance of activities associated with or resulting from their association with Kyle Fire Department / Hays County ESD #5. Any offer by an individual will be referred to the officer in charge. The gratuity will be accepted as a donation to Kyle Fire Department / Hays County ESD #5 and a receipt may be offered. The Chief must be made aware as soon as possible whenever a donation is accepted. Any member violating this will be subject to suspension or dismissal.

K. Any member convicted of a felony or a Class A misdemeanor during active status will be subject to suspension or dismissal depending upon the circumstances surrounding the conviction. The member may or may not be suspended from his/her normal duties following arrest but prior to a final verdict.

IV. Procedure
   A. If any of the above circumstances occur, the Chief will have a meeting with the member. At this time the Chief will discuss the related events and the suspension or dismissal. The terms of the suspension or dismissal will be given both verbally and in writing. Once the terms are given the suspension or dismissal will be effective immediately.
   B. Any member placed on suspension or dismissed may appeal this ruling in accordance with Kyle Fire Department / Hays County ESD #5 Standard Operating Guideline, Appeal of Suspension/Dismissal.
I. **Purpose:**
   To establish a policy for the procedure of appealing a suspension or dismissal by the Chief.

II. **Policy:**
   Any person wishing to appeal a suspension or dismissal set forth by the Chief has the right to do so to the Kyle Fire Department / Hays County ESD #5 Board of Commissioners.

III. **Procedure:**
   A. The person wishing to appeal shall make the request in writing to the Kyle Fire Department / Hays County ESD #5 Board of Commissioners. This person has the right to speak on their own behalf at the Board of Commissioners meeting prior to the Board of Commissioners decision.

   B. The Chief will make every attempt possible to attend the meeting to explain the circumstances and reason for suspension or dismissal. If the Chief is unable to attend, he/she must submit a written statement explaining the circumstances and reasons for the suspension or dismissal.

   C. The Board of Commissioners has three options to address the appeal.
      These options are:
      1. Affirm the Chief’s action with a majority vote,
      2. reverse the Chief’s action by a 2/3 ballot, or
      3. take no action, thereby affirming the Chief’s action

   D. The Board should deliberate this issue in Executive Session prior to voting in open session.

   E. If the Board cannot come to a decision, the Chief’s action is affirmed.

   F. The Board of Commissioners decision will be final. If the Chief’s action is approved or affirmed, the suspension or dismissal will be carried out immediately with time served. If the Chief’s action is reversed, the person will be allowed back onto the Fire Department at the same status and rank he/she was previously.
Kyle Fire Department / Hays County ESD #5

Standard Operating Procedure

Subject: Fitness for Duty/ Career Staff

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

Section A-5

I. Purpose
To assure the health and safety of all personnel, it is imperative that all personnel report to work rested and in good mental condition.

II. Policy
All employees, and particularly those who respond to fire and EMS emergencies, shall report to work prepared to respond with 100% of their mental and physical capabilities intact.

III. Procedure
In order to be prepared to respond with full capabilities to situations where the safety of the firefighter/EMT and others is dependent on clear thinking and full physical ability, each individual reporting for duty at 8:00 shall:

- Get at least six hours of sleep during the ten hours prior to reporting to work.
- Recommended to cease all alcohol consumption 12 hours prior to shift start.
- Arrive at work not under the influence of alcohol or drugs.
- Arrive at work, in uniform, showered, shaved, and prepared to respond to calls immediately upon arrival at the station.

An individual who reports to work and appears to his/her supervisor to be impaired due to lack of sleep or other reasons will be sent home without pay for the duration of the shift.

All personnel need to arrive at the station in uniform, presentable to the public, and ready to respond to emergencies immediately.
I. Purpose

To establish and promote a standard, uniformed appearance for all members of the Department.

II. Policy

The Personal Appearance Standard Operating Guideline shall apply to all members of Kyle Fire Department / Hays County ESD #5.

All Company Officers will be directly responsible for maintaining a standard, uniform appearance for all members.

III. Procedure

Dress Code

A. Officers shall routinely inspect the uniforms and other apparel of those within their command for appearance and condition, and shall take corrective action if necessary. Uniforms shall be clean and reasonably wrinkle-free.

B. One of the following is the minimum KFD standard uniform for members:

- Short sleeve uniform shirts
- Duty KFD Shirt
- KFD T-shirts

C. The following are uniform designations (SOC / ID card are required with all uniforms):

- Formal - Short sleeve uniform shirt with patches, trousers, black belt, black polished footwear, and approved insignia.
- Casual - KFD Duty Shirt, trousers, black belt and black polished footwear.
- Semi-Casual- KFD t-shirts, trousers, black belt, black polished footwear

D. KFD members are responsible for obtaining and maintaining the uniforms and other apparel required for their assignment. Members shall not remove, obliterate or alter any marking, coding or other identifying sign placed on clothing issued by the Kyle Fire Department / Hays County ESD #5.

E. Kyle Fire Department / Hays County ESD #5 shoulder patches (left shoulder) and EMT patches (right shoulder) will be placed on uniform standard dress shirts in a professional manner. The Department uniform supplier will install patches correctly at the member’s expense. This is normally done when shirts are ordered.

F. KFD members shall not wear uniforms or any other issued apparel when off duty except when authorized. Members will not allow non-KFD persons to wear KFD issued clothing. Under no circumstances will members wear KFD uniforms when consuming alcohol or at any function where alcohol is being consumed, except during emergency response or at Department approved meetings.

Uniform Regulations

A. KFD members shall wear the formal uniform:
   1. When representing the Kyle Fire Department / Hays County ESD #5 at a funeral, award ceremony, parade, civic function or similar occasion.
   2. When designated by the Chief Officers or their designee.

B. KFD members shall wear the standard Duty Uniform between the hours of 09:00 until 18:00 Monday through Friday and casual uniform at all times when on duty and not in Duty Uniform. All uniform shirts shall be neatly tucked in the pants. KFD members shall wear the standard or formal uniform for any scheduled public interaction, i.e., building inspecting, pre-fire planning, public education events, or any assignment or detail requiring meeting with or interacting with members of the public. KFD members shall wear the Duty Uniform while at the station and when responding to emergencies. In the event of a Department-related court appearance, awards or other ceremonies and statements to the press, KFD members will make every effort to wear the standard dress, as a minimum.

G. Badges and pins will be worn on the formal or standard uniform shirt as follows:
1. The breast badge will be centered over the left pocket and pinned to the stitching as provided.
2. The nametag will be centered on the top edge of the right pocket flap.
3. Officers shall wear appropriate collar insignia in symmetrical pairs, one on each side, and centered three quarters of an inch above the bottom edge of the collar and three quarters of an inch from the front edge of the collar. The bell end of the bugle insignia shall point toward the tip of the collar.
4. One Length of Service pin may be worn centered on the right pocket flap.
5. Awards bars (including Phoenix bars) may be worn centered on the top edge of the left pocket flap.

Note: Only KFD issued badges or pins shall be worn. Any exceptions must be approved in writing by the Chief or Assistant Chief.

H. The SOC / ID card will be worn on the casual or standard uniform at all times. It will be clipped in the right front quadrant of the shirt.
I. While in uniform, members must wear black shoes or boots with the following features:
   1. Round toes (cowboy style boots are prohibited).
   2. Leather uppers (must be capable of being polished).
   3. Standard lace on lace up shoes (zipper inserts are permitted).
   4. Buckles or tassels are not permitted.
   5. Must not have leather soles.
J. While in uniform, members must wear black, navy blue or white socks. White socks may only be worn with boots or high top shoes.
K. While in uniform, members will wear a black belt. Other belts or unusual buckles may only be worn with the written authorization of the Chief or Assistant Chief.
L. While on duty, members shall not wear earrings or other body piercing jewelry. Necklaces are discouraged due to safety concerns and, if worn, shall be placed and remain inside the uniform shirt. Other body adornment such as piercing and tattoos must be kept covered by the uniform at all times the member has contact with the public.
M. While wearing the standard duty uniform or casual uniform, members may wear the issued cap. No caps shall be worn with the formal uniform, except special hats for memorial services.

Personal Appearance (Grooming)

The overriding concern of the KFD is to ensure the proper seal of an SCBA face piece and to project a professional appearance to the public shall govern all rules regulating members' grooming standards.

A. Partial beards and unshaven faces will not be allowed. Moustaches and small goatees will be permitted as long as they are neat and do not interfere with the seal of an SCBA mask.
B. Mustaches shall be kept neatly trimmed at all times and shall not hang down more than 1” past the bottom lip.

C. Sideburns will not extend below the bottom of the earlobe and will not be more than 1 ½ inches wide at the base. Mutton chops or bushy sideburns are strictly prohibited.

D. Members with long hairstyles will ensure their hair is restrained above the bottom of the collar of the standard uniform shirt during training, medical response and contained inside their helmet and / or hood during fire suppression activities so as to not pose a danger to themselves.

E. Members shall keep their hair neat and combed.

F. Supervisors will advise those within their command of the grooming standard.

G. All personnel shall maintain good personal hygiene when at work and when representing the Department.
I. History

The law requires that all expenditures by a public entity have a receipt, invoice, or sales slip to confirm that the funds were spent for a legitimate purpose. When receipts are lost, it places an undue work burden on the Bookkeeper to contact the vendor, request a copy of the receipt, and follow-up to make sure a copy does get posted to the vendor’s payment. With our credit card accounts, and to some extent our charge accounts, there is very little time between the receipt of the monthly statement and the need to process a check for payment. If we fail to acquire those receipts we either incur late fees from the vendor or lose our ability to charge to accounts at those suppliers—one of which is acceptable if we want to continue to efficiently conduct business. All receipts including Fuel receipts must be turned in with the apparatus unit number and the employee name written on the receipt. No exceptions.

II. Purpose

It is the purpose of this SOG to standardize the methods used to make purchases with the Department credit card and to the Department’s charge accounts in order to improve our accountability.

III. Policies

A. The individual who fails to turn in receipts will be ultimately responsible for the justification of the expenditure. If the expenditure is deemed to be not justified or questionable, the individual will be held personally responsible for payment of the invoice until such time as either the receipt is found or the expenditure is justified.

B. If an individual continually has difficulty securing receipts, they will not be allowed to conduct business on behalf of the Department
IV. Procedure

A. Use of Department Credit Card/ Gas Card:
   a. When one of the Department credit cards is taken from Headquarters or from apparatus, it shall be placed in the plastic sheet protector envelop hanging inside the cab of the apparatus.
   b. At the point of purchase, the credit card will be removed from the binder and used for the purchase.
   c. Once back at the station the receipt will be placed in the bookkeeper's box so it can be collected by the Bookkeeper.

B. Use of Department Charge Accounts:
   a. Immediately following the purchase, the detailed receipt will be placed into the sheet protector envelop for safe-keeping.
   b. Upon return to the station or Headquarters, the detailed receipt will be placed in the bookkeeper's box with a description of what the purchase was for.

C. Lost Receipts Procedure:
   a. When the Bookkeeper becomes aware of a missing credit card receipt, he will first check the vendor account folders and the bottom of the file cabinet for the receipt.
   b. If the credit card receipt or any other receipt cannot be found, he will contact the individual (Captain or Chief Officer) responsible for the card to determine who the user of the card was.
   c. The Bookkeeper will then contact the purchaser/user of the card to request the receipt. It will be the user's responsibility to produce the receipt.
   d. If the receipt is not forthcoming by the due date for payment of the invoice, the Bookkeeper will present the missing charge to the Chief Officers for payment approval and will place the charge on the Missing Receipt Report provided to the Department Administrator. That report will identify, as a minimum, the vendor, the user of the credit card, and the amount of the charge.
   e. Failing to obtain the receipt from the user of the card or the purchaser, the Bookkeeper will contact the vendor and ask for a duplicate receipt. Notations of all contacts and requests will be documented on the Missing Receipt Report and the missing receipt will be tracked and reported to the Chief until the matter is resolved.
I. History
The privacy provisions of the federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), apply to health information created or maintained by health care providers who engage in certain electronic transactions, health plans, and health care clearinghouses. The Department of Health and Human Services (HHS) has issued the regulation, “Standards for Privacy of Individually Identifiable Health Information,” applicable to entities covered by HIPAA. Under the Privacy Rule, health plans, health care, clearinghouses, and certain health care providers must guard against misuse of individuals’ identifiable health information and limit the sharing of such information, and consumers are afforded significant new rights to understand and control how their health information is used and disclosed.

II. Purpose
To outline levels of access to Protected Health Information (PHI) of members and patients of KFD and to provide a policy and procedure on limiting access to and disclosure and use of PHI.

III. Policies

A. All personnel must take the Kyle Fire Department / ESD #5 HIPPA class.

B. Access to PHI will be limited to those who need access to carry out their duties.

C. PHI information will not be released, unless an official request is made by the patient, the employee, or their designee (by Power of Attorney).

D. PHI may be released without patient consent only for treatment or billing purposes.

E. PHI will be kept separate from employee personnel files. All PHI information will be kept in a locked storage container.
F. The department administrator is the designated HIPAA Liaison Officer and must approve any release of PHI for any other purpose.
   1) A Patient Disclosure Notice will be given to each patient by the Department or SMHCEMS after / during transport.

IV. Procedure
   A. Request for PHI

       1) Requests for PHI must be in writing by the patient, employee or their designee (by Power of Attorney).
       2) Verification will be made for any request of PHI.
       3) Information will be processed as soon as possible by the administrative office.

   B. Verbal Security

       1) All personnel will be sensitive of verbally disclosing information in public areas such as garages, waiting rooms, and away from work. Discussions of patient information will be spoken in normal speaking tones when relaying information between HIPPA Compliant entities.

   C. Physical Security

       1) Patient care forms, worksheets, and other records used to gather patient information shall be stored in secured areas such as filing cabinets, desk drawers or envelopes until the patient record is completed. When the patient record is completed, these worksheets or unused forms will be destroyed. At no time shall any worksheet or form be left unattended in a way the general public could read or see them. This includes leaving worksheets or forms exposed in the cabs of apparatus.

   D. Photographs, Videotapes, Digital or Other Images

       1) Images that identify the patient through licenses plates, markings on bodies such as tattoos, or facial photos / images shall not be used for training or publication without the written consent of the patient or their legal representative.

   E. Computers and Entry Devices

       1) Computer access terminals and other remote entry devices such as PDAs and laptops should be kept secure. Access to any computer device should be by password only. Personnel should be sensitive to who may be within viewing range of monitor screens and take simple steps to shield viewing by unauthorized personnel. All remote devices should remain in the physical possession of the individual it is assigned to at all times.
I. Purpose
To establish policies and procedures for the implementation and utilization of the Department’s Support Services group

II. Policy
A. It is the policy of this Department that the Support Services group is an integral part of our fire suppression, emergency operation, and victim services activities.
B. In all emergency operations, Support Services personnel will wear a level of protection (PPE) that is consistent with the PPE worn by those they are assisting on-scene in similar locations.
C. Support Services personnel report directly to the Officer on Shift; however, on-scene they will report to the Incident Commander on the safety and welfare of personnel and will seek guidance from the EMS personnel who are assigned to the Rehab area.

III. Procedure
A. Response: Support Services personnel will respond automatically if available to all regular alarms, all rescue alarms, and to all responses for additional personnel.
B. Protocols:
   - Rehab areas shall be set up in a safe location near the active emergency scene, but not so close that firefighters will be tempted to remain active or return to the hot zone while they are still recuperating.
   - Support Services personnel shall develop and maintain a Log-in/Log-out accounting system that will assure that personnel reporting to Rehab remain there until their vital signs return to near normal prior to returning to the scene.
   - Support Services personnel shall be trained to recognize the symptoms of heat stress and shall advise the Incident Commander when, in their opinion, a firefighter/EMT should be sent to the Rehab area. Upon notification by Support Services of their concern for an individual, the Incident Commander shall be personally responsible for the health of the identified firefighter/EMT.
• Hays County CERT can be called through dispatch if additional rehab services will be needed or if rehab services will be needed for an extended period.
I. Purpose

To establish a policy stipulating the appropriate use of protective clothing.

II. Policy

A. Full protective clothing shall be worn by all members on the fire ground at all times unless directed to do otherwise by the IC or medical personnel. The fire ground is the interior of any structure that is on fire or that is reported to have a fire in it, the immediate area around any such structure, and the immediate area around any other type of fire (auto, dumpster, trash, wildland, etc.). The area considered part of the fire ground will vary depending on the situation. It is intended that anyone in close proximity to a fire or fire building shall wear full protective clothing.

B. Full protective clothing is considered to be: helmet, turnout coat, turnout pants, boots, gloves, and Nomex hood.

III. Procedure

A. For Wildland fires, the following protective gear must be worn:
   1. Head/Neck - Nomex or PBI hood WITH standard firefighting helmet, OR hood with wildland helmet and goggles.
   2. Upper Body
      a) Long-sleeved Nomex uniform shirt buttoned at the sleeves and neck or,
      b) Turnout coat or,
      c) Wildland coat.
   3. Lower Body
      a) Nomex uniform pants or,
      b) Turnout pants or,
      c) Wildland pants.
   4. Feet
      a) Rubberized firefighting boots, or,
      b) Leather lace-up boots (to be provided by the firefighter; after approval by the Chief per NFPA 295 - Specifications for Wildland Firefighting).
5. Hands  
   a) Leather firefighting gloves or,  
   b) Leather Wildland gloves  

B. For Medical Alarms, protective clothing includes, at a minimum, latex gloves. Depending on the circumstances and the patient's signs and symptoms, full protective clothing may also include breathing, and eye and splash protection (see policy regarding infectious disease precautions).  

C. For Fire calls the following procedures are in effect:  

1. Protective clothing and equipment shall be worn in a manner that will fully utilize the protection afforded by all components. (Helmet with chin strap secure, face shield and/or ear flaps down; coat sealed with Velcro flap, all snaps secure, collar up with throat strap secure.)  

2. If at all feasible, personnel will don their protective clothing prior to responding on alarms. (Optional for drivers and command personnel.) Drivers who are operating pumps on the fire ground shall don full protective clothing as soon as their initial line is charged.  

3. All supplementary and support personnel will maintain the same level of protective clothing and equipment as the firefighters who are on the fire ground. Personnel not wearing appropriate protective clothing or equipment shall remain outside the fire ground.  

4. Personnel operating at the Command Post will not be required to wear protective clothing unless the Command Post is located on the fire ground. Personnel who leave the C.P. and enter the fire ground shall wear full protective clothing.  

5. In some instances, the fire will be extinguished and/or the situation will evolve to a point where it is safe to work in only part of the full protective clothing. Such a reduction in protection can only be authorized by the IC or the Safety Officer. Firefighters will be allowed to remove part of the full protective clothing only after the risks have been carefully assessed. The potential for injury from the fire ground hazards should be weighed against the potential for heat stress injuries, excessive fatigue, etc. At incidents where heat is a factor, firefighters should remove as much of the protective clothing as possible while on breaks or in rehab.  

6. When responding on medical-related incidents (collisions, rescue alarm, etc.), exam gloves must be worn. If there is a potential for coming in contact with body fluids of the victim, protective eyewear and particulate facemask must be worn at a minimum (these items should be carried and available on every apparatus at all times). Full turnouts in these situations
may provide extra protection. At Rescue Alarms when working with tools to free victims, leather gloves should be worn over the latex exam gloves.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Radio Usage Protocol

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

Section B-2

I. PURPOSE

To establish procedures to guide radio communications on all emergency incidents.

II. POLICY

A. All personnel shall use these procedures on emergency incidents.

B. Every effort shall be made to limit radio traffic on EH Fire (900 MHz), or East Hays Fire Primary (VHF) in consideration of other agencies using the same channel.

C. The IC will assign a primary fire ground channel for fire ground communication upon initial dispatching of units depending on the size of the incident.

D. All units shall report their response and arrival on the scene over the radio on the Kyle Fire channel.

E. The IC will give a size-up (the IC may announce that they may go into Quick Attack Mode if necessary and put IC responsibilities on next arriving Unit) on East Hays Fire Channel and include additional resources needed, cancel additional response or other pertinent information as determined by the call.

III. PROCEDURE

A. If IC does not assign a primary fire ground channel during arrival at scene, the IC will use Kyle Fire Channel or request assignment to a monitored or unmonitored fire ground channel, as needed.

B. Apparatus not assigned to an incident shall notify the Incident Commander of their response on Kyle Fire.
C. The first arriving unit or apparatus will notify dispatch they are assuming command. The IC will be referred to as the IC of the incident and location not as their unit number (example: I-35 North Bound Command).

D. The IC will normally be the only person communicating on Fire Dispatch after arrival on scene.

E. Fire ground radio communications shall utilize “plain English” communications.

F. Personnel working on scene will be referred to as Team 1, 2, 3, etc., not as unit numbers if established as such.

G. The term “Operations” will not be used on normal incidents because this is confusing on the fire ground. Operations Officers are only assigned during large-scale, long duration incidents.

H. Radios used on the fire ground shall normally be placed in the non-scan mode so the highest degree of probability exists for personnel to monitor fire ground communications and to minimize the possibility of emergency radio traffic being unheard.

I. The Safety Officer may be assigned to listen to an unmonitored fire ground channel for emergency radio traffic.
I. Background:
Senate Bill 382 became law on September 1, 2001. This law incorporates NFPA 1851 (Standards for Structural Personal Protective Equipment). When combined with NFPA 1971, this law will enhance firefighter safety by providing for a standardized method of tracking the purchase, inspection, cleaning, repair, storage, and retirement of structural PPE.

II. Purpose:
To establish procedures that ensures the highest level of safety for members by creating guidelines for use, storage, cleaning, repair, or retirement of structural firefighting personal protective equipment (PPE).

III. Policy:
SOPs for Protective Clothing will include the following items:

- Record keeping system
- Providing instructions when PPE is issued
- Risk assessment to determine proper selection of PPE
- Inspection guidelines
- Cleaning and decontamination procedures
- Repair policy
- Storage policy
- Retirement, disposition, and special incident procedure

IV. Procedure:
Record Keeping System

Kyle Fire Department / Hays County ESD #5 will compile and maintain records on structural firefighting protective ensembles or ensemble elements documenting:

- Person to whom element is issued
- Date and condition when issued
- Manufacturer and model name or design
- Manufacturer identification number, lot number, or serial number
- Month and year of manufacture
- Date(s) of and findings of advanced inspection(s)
- Date(s) of advanced cleaning or decontamination
- Reason for advanced cleaning or decontamination and who performed cleaning or decontamination
- Date(s) of repair(s), who performed repair(s), and brief description of any repair(s)
- Date of retirement
- Date and method of disposal

*Provide instructions when PPE is issued*

PPE will only be issued to individuals that have successfully completed the structural PPE section of the Kyle Fire Department / Hays County ESD #5 Training Program. All new PPE will be accompanied by the manufacturer’s FEMSA OFFICIAL USER INFORMATION GUIDE.

*Risk Assessment to determine proper selection of PPE*

Only approved structural personal protective equipment will be issued to Kyle Fire Department / Hays County ESD #5 members, both career and volunteer. This currently includes turnout coats and pants, helmets, leather boots, rubber boots, hoods & firefighting gloves. **ALL** structural gear shall be NFPA 1971 compliant at time of manufacture. All wildland gear shall be NFPA 1977 compliant at the time of manufacture.

*Inspection Guidelines*

Personal protective equipment should be inspected after each use and regularly each month. It is the responsibility of the individual firefighter to inspect and keep his/her gear in safe condition. Problems with PPE should be reported immediately to an officer so that new gear can be issued as needed. NFPA 1851 identifies routine and advanced as the two primary types of PPE inspection.

*Routine Inspection*

Each member shall conduct a routine inspection of their PPE each time the elements are exposed to damage or contamination. The routine inspection shall include as a minimum the following:

- Coat and Pants
  1. Soiling
  2. Contamination from hazardous materials or biological agents
  3. Physical damage
  4. Rips, tears, cuts
  5. Damaged/Missing hardware and closure systems
6. Thermal damage such as charring, burn holes, melting
7. Damaged or missing reflective trim

**Hood**
1. Soiling
2. Contamination from hazardous materials or biological agents
3. Physical damage
4. Rips, tears, cuts
5. Thermal damage such as charring, burn holes, melting
6. Loss of face opening elasticity

**Helmet**
1. Soiling
2. Contamination from hazardous materials or biological agents
3. Physical damage to shell (cracks, crazing, dents, abrasions)
4. Physical damage to ear flap (rips, tears, cuts)
5. Thermal damage such as charring, burn holes, melting
6. Damaged or missing components
7. Damaged or missing reflective trim

**Gloves**
1. Soiling
2. Contamination from hazardous materials or biological agents
3. Physical damage (rips, tears, cuts)
4. Shrinkage
5. Inverted liner
6. Thermal damage such as charring, burn holes, melting
7. Loss of elasticity/flexibility

**Footwear**
1. Soiling
2. Contamination from hazardous materials or biological agents
3. Physical damage (rips, tears, cuts)
4. Exposed/deformed steel toe, steel midsole and shank
5. Loss of water resistance
6. Thermal damage such as charring, burn holes, melting

**Advanced Inspection**
Advanced inspections of PPE ensembles and elements shall be conducted minimum of every 12 months or whenever routine inspections indicate a problem exists. Advanced inspections shall only be conducted by trained personnel or from a manufacturer approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Advanced inspections shall include, as a minimum, the inspection criteria outlined in NFPA 1851.
Cleaning and decontamination procedures

Soiled or contaminated PPE elements shall not be brought into the home, washed in home laundries or washed in public laundries. Heavy scrubbing or spraying with high velocity water jets, such as a power washer, shall not be used. NFPA 1851 identifies and defines routine, advanced and specialized as the three primary types of PPE cleaning.

Routine Cleaning
It is the assigned user’s responsibility for the routine cleaning of their PPE ensemble or elements using the following process:

- When possible, initiate cleaning at the incident scene
- Brush off any dry debris
- Gently rinse off debris with a water hose
- If necessary, scrub gently with a soft bristle brush and rinse off again.
- Spot clean utilizing a utility sink
- Inspect for soiling and contamination. Repeat process if necessary
- All elements should be air dried in an area with good ventilation. Do not dry in the direct sunlight or use a machine dryer.
- Should routine cleaning fail to render elements sufficiently clean for service, the elements shall receive advanced cleaning.

Advanced Cleaning
Advanced cleaning is performed by utilizing the washer/extractor at Station 1.

- The structural jacket and pants shall have the inner liners removed.
- The inner liners of the jacket and pants shall be washed separately from the outer shells.
- The Nomex hood and applicable helmet elements may be washed with the inner liners.
- Structural gloves may be washed with the outer shells of the jacket and pants.
- There is no advanced cleaning for boots.
- Wildland jackets and pants may be washed together.
- At a minimum, PPE shall be washed at least once every six months.

Specialized Cleaning

- PPE elements that are contaminated with hazardous materials or biological agents shall receive specialized cleaning as necessary to remove the specific contaminates.
- PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged and removed from service until they receive specialized cleaning to remove the specific contaminant.
- All tagging shall be done by name and shift.
- Universal precautions shall be observed when handling known or suspected contaminated PPE elements.
- All specialized cleanings will utilize a qualified vendor.

**Repair Policy**
Any repairs necessary on PPE will be performed by a qualified vendor.

**Storage Policy**
PPE will be stored in a climate-controlled environment, as feasible, avoiding contact with direct sunlight and temperature extremes.

**Retirement, disposition and special incident procedure**
PPE that is retired and not contaminated may be handled in one of two ways.
- The garment may be used for training purposes only. It shall be permanently marked to indicate “Training Only”.
- It shall be rendered useless prior to disposal by normal refuse collection. The jacket arms, pant legs or glove fingers shall be removed from the garment.
- Kyle Fire Department shall retire any gear per the “10 Year Rule” as adopted by NFPA and TCFP.

If the PPE is contaminated, a designated company will be contacted for proper disposition advice.
I. Purpose
A. To provide all members maximum protection against death or injury due to respiratory-threatening atmospheres.
B. To provide equipment that will enhance the safety of all firefighters entering visually obscured atmospheres by means of an audible alarm.

II. Policy
A. All structural fire apparatus will carry Self Contained Breathing Apparatus (SCBA).
B. A Personal Alert Safety System (PASS) will be provided with each SCBA.
C. All members subject to emergency scene response will be proficient in donning, utilization and inspection of SCBA and PASS devices.
D. All members working in situations where respiratory-threatening atmospheres exist or where such atmospheres are likely to develop will utilize SCBA and PASS devices.

III. Procedure
A. SCBAs will be secured in an area of the apparatus such that it will not injure anyone in the event of an accident or will be stored in its mounting bracket, secured from falling by use of the restraining strap.
B. An SCBA will be worn ready for use by each member operating in a situation where the atmosphere is not contaminated or oxygen deficient but the possibility exists that such a condition will develop.
C. An SCBA will be worn with the face piece in place, using tank air, by any member operating:
   a. Inside a structure where a contaminated atmosphere is known to exist.
   b. At an outdoor incident which is known to produce toxic smoke and/or gasses. This includes, but is not limited to, a vehicle fire, dumpster fire and hazardous materials incident.
   c. In an oxygen deficient atmosphere.
   d. In any area that may be subject to explosion or sudden contamination.
   e. On the roof or any floor on or above a working structure fire.
f. In any atmosphere where monitoring has shown the carbon monoxide levels to exceed 25 parts per million.
g. In any situation where a contaminated or oxygen deficient atmosphere is suspected or where a confined space permit is required.

D. It is the responsibility of each officer to see that SCBAs are utilized when needed and only removed as directed. The Incident Commander and/or Safety Officer will monitor each incident to assure appropriate use and removal of SCBAs. The Chief will conduct a thorough investigation of any smoke inhalation or respiratory injury.

E. Each SCBA will be equipped with a PASS device integrated into the unit to activate automatically when the air cylinder is opened. The user will confirm that the PASS device is activated any time a SCBA is used.

F. Each SCBA and PASS device will be inspected at the beginning of each shift on designated first out apparatus. Other SCBA’s will be inspected weekly during regular apparatus inspections. SCBA’s and their PASS devices will be inspected after maintenance for proper function. These procedures are outlined in the Kyle Fire Department / Hays County ESD #5 Standard Operating Guideline entitled “SCBA and PASS Inspection” Section C-3.
I. Background:
Texas Government Code 419.047 gives the Texas Commission on Fire Protection (TCFP) the authority to “enforce sections … 419.041 (SCBA) and 419.042 (PASS)”. The Commission may adopt minimum standards consistent with those sections. In exercising this authority, the Commission has adopted Chapter 435: Firefighter Safety into its rules.

In Chapter 435, Section 3, TCFP requires fire departments to “ensure that an SCBA that is assigned to an individual user or in-service apparatus be inspected at the beginning of each duty period and where an SCBA is not assigned to an individual user or first out apparatus for a duty period, the inspection shall be performed at least weekly, and shall include a check of the entire unit for deteriorated components, air tightness of cylinders and valves, gauge comparison, regulator and bypass valve operation, and check of the regulator connection, exhaust valve (in mask) and low-air alarm. The inspection shall comply with the minimum standards of the National Fire Protection Association. The SCBA shall be clean and ready for service.” Fire departments are further required to “maintain and supply upon request by the Commission, records and reports documenting compliance with Commission requirements concerning self-contained breathing apparatus”.

Section 9 governs PASS devises. Fire departments are required to “ensure that the PASS devise assigned to an individual user or first out apparatus be inspected at the beginning of each duty period”.

II. Purpose:
To initiate an inspection schedule of Self Contained Breathing Apparatus (SCBA) and Personal Alert Safety Systems (PASS) devices that ensures compliance with Texas State Law and provides for the safety of Kyle Fire Department / Hays County ESD #5 personnel.
III. **Policy:**
A. All SCBA and PASS devises shall be inspected within the appropriate time period:
   1. Each SCBA assigned to an individual or first out apparatus shall be inspected at the beginning of each shift.
   2. Each SCBA not assigned to an individual or first out apparatus shall be inspected at least weekly.
   3. Each SCBA shall be inspected after each use.
B. The person performing the inspection shall immediately complete the inspection record form.
C. Company officers shall be held accountable for ensuring that the inspections are done according to the following procedures and for timely completion of the inspection report.
D. The inspection records shall be collected and maintained by the Department Battalion Chief of Operations, with deviations reported to the Chief or as required by State Law.

IV. **Procedure:**
A. Each SCBA and PASS shall be inspected as follows:
   1. Visually inspect the complete facepiece for worn or aging rubber parts, worn or frayed harness webbing or damaged components.
   2. Visually inspect the cylinder for dents or gouges in the metal or in the fiberglass wrapping.
   3. Check the air cylinder for indication of 4100 to 4500 psi; if it’s less than 4100 psi replace or “top-off” the cylinder. If the cylinder is significantly low, pull it out of service to be evaluated for leaks.
   4. Check to ensure that the first stage regulator coupling is hand tightened to the bottle valve outlet.
   5. Make sure that the breathing regulator purge valve is closed.
   6. Slowly open the cylinder valve fully by rotating the knob counterclockwise. The low air alarm should briefly sound, then stop. There should be no airflow from the face piece. The lights on the PASS should flash indicating function in the monitor mode.
   7. Compare the air pressure indicated on the two gauges. They should be within 100 psi of each other. If grossly out of compliance, the SCBA should be taken out of service, visibly tagged as out of service, and the problem reported to the Chief.
   8. Dock the regulator in the face piece.
   9. Hold the facemask to the face insuring a good seal. **Note:** Beard or facial hair may not be in the area of the seal of the user.
   10. Inhale sharply to automatically start the flow of air. Breathe normally from the facemask and check for normal airflow and operation.
   11. Check Heads-Up Display in lower right corner to see if 4 green bars are illuminated. Check flashing yellow lights.
One flash is low battery on mask. Two flashes is low battery in the transmitter.

12. Depress button to turn on and check voice amplifier. Red light should come on (if equipped).

13. Depress the air control switches on the regulator and remove the regulator from the facemask. The flow of air should stop.

14. Depress the purge valve. Air should flow freely from the regulator. Depress the air control switches and the flow of air should stop.

15. Hold the unit motionless. The flashing green lights on the PASS device will change to red and a pre-alert tone will be sounded.

16. Move the SCBA to reset the PASS to the monitor mode.

17. Hold the SCBA motionless, allowing it to go into the pre-alert mode, then 8 – 10 seconds longer, allowing it to go into the full alarm mode. Full alarm mode should consist of flashing red lights and a loud audible alert.

18. Manually reset the PASS by pressing the reset buttons. Movement will not reset the device when it is in alarm mode.

19. Test the PASS device by pressing the alarm button.

20. Manually reset the PASS by pressing the reset buttons.

21. Close the cylinder valve.

22. Open the purge valve to release any air from the system. The low-pressure alarm should activate when the pressure drops below 1000 psi on the reserve gauge.

23. When the airflow stops, reset the purge valve.

24. Press the PASS reset buttons to turn the unit off.

25. Ensure that the SCBA is clean and ready for service.

B. Complete the inspection record.

C. Repairs:

1. If the PASS device or low pressure alarm has a low battery:
   i. Take the unit out of service pending battery replacement.
   ii. Document the battery replacement on the SCBA/PASS checklist.

2. When an SCBA, mask or PASS device requires service:
   i. The unit will immediately be taken out of service and marked in such a manner that no member will mistakenly attempt to place the unit in service.
   ii. The unit will be evaluated by the assets management coordinator and he/she will determine if the service can be completed in-house or if the unit or its components need to be sent to an authorized service center for repair. Documentation of the service will be made on the SCBA/PASS maintenance and inventory list.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject:  Incident Management System

Effective Date:  July 1, 2013

Authorized By:  Chief Clay Huckaby  Section D-1

I.  Purpose:
Kyle Fire Department / Hays County ESD #5 commits to the development, maintenance and use of an incident management system. This system functions to increase on-scene operational effectiveness/efficiency, increase safety and maximize productive interaction with other applicable agencies/organizations.

II.  Policy:
A.  An incident management system will be in place at all emergency scenes, the complexity and scope to be determined by the Incident Commander.
B.  Operations will be conducted in a manner that recognizes hazards and assists in the prevention of accidents and injuries.
C.  All fire protection personnel will be trained in the use of the Incident Command System.
D.  The Incident Management System will be used at all drills, exercises and all other situations that involve hazards similar to those encountered on an emergency scene.

III.  Procedure:
A.  Implementation – An Incident Management System will be utilized at all emergency scenes; and all drills/exercises that involve hazards similar to those encountered on emergency scenes.
B.  Communications – Although having the capability to communicate with multiple county agencies, while at an emergency scene in our jurisdiction, all fire/first responder personnel will maintain their radios set on Kyle Fire channel or other as designated by the Incident Commander. The Incident Commander will remain on monitor all to communicate with fire ground and dispatch. All personnel will use clear text in all communications. Updates in incident status will be reported to the Incident commander at least every 15 minutes or as needed by the Operations Officer. The Incident Commander will update dispatch as needed.

C.  Incidents requiring multi-agency response will be managed by the Unified Command system. Kyle Fire Department / Hays County ESD
#5 will strive to work in concert and support the overall goals and objectives as established by the Unified Command structure.

D. All incidents will be controlled through the usage of the Incident Command System (ICS). In this system, the Incident Commander (IC) is the person in charge of the entire operation, establishing a single command post and command post operations, establishing an overall incident management organization, identifying overall incident objectives, establishing and maintaining scene safety, conducting and leading planning meetings with Command and General staffs and developing a single Incident Action Plan.

E. Depending on the scope of the incident and the demands placed on command staff, the Incident Commander may choose to expand the number of personnel assisting with overall scene management. This may include, but is not necessarily limited to an Operations Officer, Staging Officer, Public Information Officer, Safety Officer, Planning Officer, Logistics Officer and Finance Officer. Each of these positions is described and operate according to generally accepted national standards for ICS positions. Operation in such a system serves many purposes, not the least of which is limitations on each individual manager’s span of control.

F. The ICS system that is implemented should be modular in structure to allow for ease of expansion or contraction, depending on the dynamic scene demands.

G. All emergency personnel should be trained in the composition and workings of Incident Command (Management) System. Supervisors should be trained in their individual areas of responsibility as per function or assignment.

H. At a large incident, the Logistics Officer will be responsible for management and tracking of resources on scene, both equipment and personnel. He/she may delegate these tasks to someone else, such as an Accountability or Staging Officer; however he/she maintains ultimate responsibility. If additional resources are necessary on a protracted scene, a Planning Officer my need to be appointed.

I. Personnel accountability should be performed, formally or informally, at all incident scenes. At large incidents, an Accountability Officer will be appointed and, utilizing Kyle Fire Department / Hays County ESD #5 accountability board located on designated vehicles, track personnel in their various duty assignments on scene.

J. A rehabilitation area may be set up at large, protracted incidents at the direction of the Incident Commander. Medically trained personnel, who will monitor the physical status of fire personnel while in rehab, will optimally staff it and advise if an individual shows signs of Hypertension. Outside assistance, such as a Medic unit from San Marcos Hays County EMS, may be utilized to augment medical monitoring at the direction of the Incident Commander. If personnel needs are greater than those resources typically on hand (water, Gatorade, shade, chairs), a Logistics Officer may be appointed to develop additional needed resources (food, bathrooms, shelter, etc.). The Accountability Officer will track personnel sent to rehab.
K. Rehab will monitor fire personnel who are identified as having vital signs out of the acceptable range. Rehab will determine, in conjunction with the Incident Commander, which personnel should be transported to a hospital for further evaluation/treatment.
I. Purpose

The Hays County Personnel Accountability System is to provide a system of accountability of firefighters operating at an emergency incident at any point during that incident.

This Accountability System provides additional safety and operational effectiveness to an Incident Command System (ICS). Firefighter safety is the number one objective of the Accountability System. This requires a personal commitment to safety by all members of this fire department.

The Hays County Personnel Accountability System will be utilized at emergency incidents, exercises, drills and at any time when accountability of personnel can increase safety.

II. Definitions

A. **Accountability Officer** -- Firefighter assigned as a Chief’s Aide. Their responsibilities may include maintaining the tactical work board, handling radio communications, or any other duty as the Incident Commander (IC) may assign.

B. **Company Integrity** -- a requirement that Company Officers maintain an awareness of the location and function of other Company members **at all times!**

C. **Company Responder Board** (CRB) -- a board used on each apparatus to collect personnel identification tags, which will reflect a riding list for that Company. The board is engraved at the top featuring the city and Company number. The CRB will be located inside the cab of the apparatus/ambulance attached to the dash by Velcro on the passenger side. There is no hardware for Teams; therefore, Teams should be formed from the same Company when possible.
D. **Helmet Tags** -- Velcro tags attached to both sides of a firefighters helmet to aid in Company identification. Tags not in use will be stored at the fire station.

E. **Passport (PASS)** -- a tag to be carried by the Company Officer that identifies the Company. The passport is engraved with the city and Company number on both sides of the tag. The passport will be color-coded: Engines & Tenders - blue, Trucks - red, Ambulances - yellow, Chiefs - white, Utility Vehicles - Black, Brush Trucks - Green. The passport is to be used at incidents that are sectored so that the Sector Officers know which Companies are under his/her supervision.

F. **Personnel Accountability Report (PAR)** -- a report that is used by an IC to verify firefighter safety. A roll call is done by every Company, Sector, or Area Commander. This roll call is a confirmation of firefighter safety by seeing or touching the Company or Team members. The acronym “PAR” is used to signal that everyone in a Company, Sector, or area has been confirmed safe, i.e. “Engine 21 to Command.... Engine 21 has a PAR.”

G. **Personnel Identification Tag (PIT’s)** -- tag with the firefighters name, department and ID number. There are to be four tags per firefighter. Tags are used on CRB’s and are color coded as follows: Chiefs - white, Officers - red, Firefighter and Engineers - black, Probationary Firefighters - yellow, Cadets - Orange, Safety Officers / Medics- Blue.

H. **Tactical Work Board** -- a work board used to allow the IC to visualize Sector Company assignments, and tactical assignments in progress. The work board should be transferred/transcribed to the tactical work sheet after incident mitigation for future reference.

### III. Personnel Accountability Performance Standards:

A. Incident Command, Sector Officers, Company Officers, or Team Leaders will always maintain an awareness of the location and function of their personnel. This is achieved through effective Incident Command, Company Integrity, and Company Identification through effective communication of assignments.

B. Command will be held responsible to implement the Incident Command System, including firefighter accountability, in strategy and tactical considerations of incident stabilization.
C. Freelancing will not be an acceptable practice during incident stabilization and should not be tolerated.

D. Companies arriving on the scene of an incident will be kept together in a Unit for assignment of tasks. It is acceptable to split Companies into Teams, with a minimum of two (2) firefighters per Team, providing that one (1) firefighter is equipped with a hand held radio. The loss of a hand held radio demands an immediate withdrawal of the Team. Teams will remain in the same Sector, or geographical area.

E. When Teams are formed the Incident Commander and Accountability Officer (if designated) must be notified so that changes can be noted.

F. Rapid confirmation of firefighter safety through Personnel Accountability Reports, Passports, Company Responder Boards and effective communications should be exercised at “Benchmarks” during the incident, i.e., when the Incident Commander requests a rapid confirmation due to any of the following:

1. Any report of trapped or missing firefighter (s).
2. A change from offensive to defensive operations.
3. Any sudden hazardous event, i.e. flashover, collapse, explosion, etc.
4. At the completion of a search and rescue effort.
5. At the report of the fire under control.

Sector / Company Officers must confirm a PAR through direct physical contact with crews. Teams will reform into complete Companies to confirm a PAR.

G. Following Department procedures a Rapid Intervention Company (RIC) should be on standby at every working structure fire, designated for rescue efforts. Should the need arise, that Company should be trained and proficient in RIC maneuvers and tactics.

H. During the initial stages at structure fires, prior to the establishment of a RIC, 2 In / 2 Out procedures will be followed. The 2 In / 2 Out Rescue Team Leader will perform accountability functions (identity and location) of personnel operating in the interior of the structure.

I. No one will enter into a hazardous zone without being accounted for on a CRB.
IV. Daily Station Procedures:

A. Each person will be issued four (4) Personnel Identification Tags (PIT’s). Each firefighter is responsible for keeping up with their tags and must make one (1) of their tags accessible to the Company Officer for the Company Responder Board (CRB).

B. Each apparatus and assigned Company Officer will be issued a Company Passport. The Officers’ passport should be fastened to the Officers’ bunker coat. The apparatus passport will be kept in reserve on the apparatus for Swing Officers or out-of-capacity personnel use.

C. Company Responder Boards (CRB’s) should be updated by the Company Officer at shift change using firefighters Personnel Identification Tags (PIT’s) to reflect who will be responding with that company.

D. Company Responder Boards (CRB’s) will be kept on the apparatus and should only be removed for usage in PAR’s by the Incident Commander, during exchange to reserve apparatus, or to work boards at multi-alarm incidents.

E. Velcro helmet tags should be assigned to corresponding Company personnel (four per person). Alternate helmet tags (four per apparatus) should be assigned to swing personnel and should be collected at the then end of the shift.

F. If a firefighter should swing or for any other reason not finish their shift at the present Company Assignment, he/she are responsible for:
   
   1. Retrieving their Personnel Identification Tag (PIT) from the Company Responder Board.
   2. Advising the officer of that Company as to the need to change the Company Responder Board to reflect a current riding list.
   3. Returning borrowed apparatus helmet tags.

G. Lost or damaged Personnel Identification Tags (PIT’s) or Company Passports should be reported through the chain of command for immediate replacement.
I. **Background:**
Command of any incident requires the assumption of a high level of responsibility. All at once, the IC is responsible for directing actions that save lives, stabilize uncontrolled situations, and reduce damage to property. Highly dynamic situations require sound, organized thinking. Most situations can be simplified and confusion reduced by applying standard sequential thought processes. This process is known as the Command Sequence.

II. **Purpose:**
To establish a standard, sequential thought process for an Incident Commander (IC) to use as a management tool at all emergency incidents.

III. **Policy:**
A. The command sequence should be used at every major incident.
B. It is the IC’s responsibility to establish goals, and determine and communicate objectives to satisfy them. The IC should communicate goals and objectives to subordinates. The IC should evaluate the action plans implemented by sub-commanders as to their effectiveness, and their efficient use of resources.
C. At incidents where multiple agencies respond, the incident goals and objectives should be written down in an Incident Action Plan. When, and to whom activities are assigned, as well as the results of the action plans should also be recorded.
D. The Planning Officer should record the goals and objectives for the incident.
E. The current goals, objectives and action plans for the incident should be reviewed each time command is passed from one officer to another.

IV. **Procedure:**
The IC should address the following steps of the Command Sequence when directing actions of personnel at an emergency incident:

A. **Incident Priorities** - These must be the initial consideration of the IC, and must be continually evaluated throughout the incident. Incident priorities fall into three categories:
1. **Life Safety**: Always the highest consideration, activities associated with life safety include search and rescue, evacuation, exposure protection, and/or use of full protective clothing. Life safety activities are those which reduce the threat of injury or death to fire fighters or civilians.

2. **Incident Stabilization**: This group of activities is designed to stop the incident’s progression. It includes such activities as aggressive interior attack, ventilation, pulling ceiling, or exposure protection.

3. **Property Conservation**: These efforts reduce the long-term economic and social impact of the incident. Salvage, overhaul, clean-up and scene security are its major activities.

There is a direct relationship between incident priorities and goals. Priorities determine the goals for the incident, and the accomplishment of goals, satisfies priorities, and determines which are currently in effect.

B. **Operational Goals**  These are the desired results of the operation, the strategy for bringing the incident to a successful conclusion. They are the incident problems. Goals should be established in at least the following areas:

   1. Rescue
   2. Exposure protection (interior and exterior
   3. Confinement
   4. Extinguishment
   5. Overhaul

   **Note**: Salvage and ventilation may also be areas in which goals should be made, but have no priority position, since they often must be accomplished simultaneously with other goals.

C. **Determine Needed Objectives** - Objectives are the specific and measurable actions taken to accomplish as goal. Objectives delineate how the goals will be accomplished.

D. **Designate Action Plans to Accomplish Objectives** - An action plan is an ordered sequence of events by specific persons over a specified time to accomplish particular objectives. It is who will do the work and when it will be done.
I. **Purpose:**
   To establish standard operating procedures for fire protection personnel operating at emergency incidents.

II. **Policy:**
   Personnel safety is the primary concern and responsibility of the Incident Commander at every emergency incident. Strategy and tactics should be developed with firefighter safety as the primary concern. Prior to the initiation of any emergency operations, the Incident Commander should conduct a scene size-up (to include safety considerations).

III. **Procedure:**
   A. An Incident Command System (to always include a designated Incident Commander) should be in place at all emergency scenes.
   B. Emergency operations will begin only when adequate personnel are on scene to conduct such operations and will be conducted under the direction of the Incident Commander.
   C. Emergency operations will only be conducted by those personnel who have received adequate and appropriate training on conducting such operations.
   D. Personnel performing emergency operations will wear full personnel protective equipment appropriate for the specific operations being conducted.
   E. Personnel performing emergency operations will be aware of and compliant with all standard operating procedures as they relate to the emergency incident.
   F. A Safety Officer will be appointed by the Incident Commander for those incidents where the size and/or complexity of the scene necessitate. A Safety Officer will be appointed at all Hazardous Materials incidents.
   G. All personnel on scene will strive to provide the highest level of service to all patients/victims associated with the emergency. All questions, complaints and concerns should be brought to the Incident Commander for resolution.
H. All requests for comments on the cause of the incident or any other details relating to on-scene operations should be brought to the Incident Commander. Only the Incident Commander or the designated Public Information Officer may provide comments on the Incident.
I. Purpose
   To provide for a consistent and orderly way of establishing Incident Command and communicating a Size-Up.

II. Policy
   The Incident Command System will be used on all fire and EMS responses.

III. Procedure
   To assure that the Incident Command System is applied to the fire ground, collisions, training sessions, and all EMS calls, the following procedures shall be followed:

1. The first arriving qualified member on scene will establish the Incident Command System.
2. The first arriving unit on scene shall give an Initial Size-Up over the radio. This size-up shall include information that is pertinent to incoming units, such as:
   - Visible smoke or fire
   - Brief description of building or incident scene
   - Location of nearest hydrant,
   - Route for apparatus, etc…
3. The member or officer giving the Initial Size-Up will reduce or cancel incoming units, as necessary.
4. If an apparatus driver assumes the initial IC, he or she will function as both the Interim IC and the Operations Officer until the arrival of an officer. Upon arrival, the officer will meet with the IC in person to receive a briefing on the incident, and then may assume IC. The arriving officer SHALL NOT assume IC without obtaining a situation report from the interim IC.
5. Transfer of IC to additional higher ranks will be done at the higher officer’s discretion.
6. After Incident Command has been established and the IC has had a chance to investigate the scene and gain additional information, a Detailed Size-Up will be given. The Detailed Size-up will include specifics, such as:
   - The location of the Command Post
   - The actual extent and location of the fire and/or smoke
   - A detailed description of the operations taking place
In addition, the IC will reduce or cancel units, as needed, and/or request additional equipment or personnel.

7. If Incident Command is transferred to another officer or individual, the out-going IC will brief the in-coming IC in person at the Command Post, if possible, on the status of the incident. The in-coming IC will assume command and complete an updated detailed Size-Up.

8. The IC will notify Communications when it has been determined the fire has been reduced to a state where no further damage is occurring to any property (Loss Stop). This information will be recorded on the Incident Report.
I. Purpose
To insure proper and timely completion of incident and medical reports. To have a standardized system to determine who is responsible for paperwork.

II. Policy
Paperwork will be completed each time an incident is dispatched. If the incident is canceled prior to, or during response, the officer in charge of the responding unit will ensure the paperwork is completed. The Duty Officer will ultimately be responsible for ensuring that all paperwork and Fire House reports are completed before the end of shift.

III. Procedure

*Incident Reports:*
- In general, the officer in charge (IC) of the call shall determine who will complete the Incident Report.
- If another member has adequate knowledge of the call, they may be assigned paperwork. However, that member must be sufficiently trained in Firehouse Software to enter the report and the Officer in Charge (IC) is responsible for making sure the report is completed.
- If the Department is dispatched to a call, which is an obvious error, and not in our District, the Chief or his designee, shall notify Communications of the mistake.

*Medical Reports:*
- Pertinent patient information will be gathered on all medical calls and used to complete Firehouse Software Incident and EMS Reports. All worksheets used to gather Patient Hospital Information (PHI) must be destroyed after its use. All rules and regulations pertaining to PHI must be dealt with according to the HIPAA SOG.
- It is necessary to use the Kyle Fire Department / Hays County ESD #5 First Responder Form to document patient care. The KFD uses Firehouse Software to record Incident and EMS Reports.

- KFD personnel who had patient care must complete the Medical Report.

- If the responding SMHCEMS Ambulance arrives first or at the same time as KFD, a medical report is still necessary. The member completing the Incident Report will note that KFD personnel assisted SMHCEMS with patient care.

- If there is only one patient, the member responsible for the Medical Report and/or refusal shall also be responsible for the corresponding Incident Report.

- The I.C. will assign the Incident Report to the appropriate unit, or complete it his/herself on incidents with multiple patients. The member having primary patient care will be in charge of the Medical Report and/or refusal.

- At this time the Kyle Fire Department / Hays County ESD #5 will complete Patient Refusal forms, and as such they must be completed using SMHCEMS SOC’s.

- If the individual / patient did not request EMS or a member of the Department drove up on an incident and did not give patient care, an Incident Report and Refusal will not be necessary.

- If KFD is dispatched a location and no patient is found, an incident report will be completed and it shall contain the notation "No Patient Found". An Incident Report will be necessary for this type of call.
I. Purpose
To establish a policy outlining when Fire Marshal Investigators should be called to the scene of an incident.

II. Policy
A. The scene shall not be released and an Investigator will be requested to respond when any of the following conditions exist:
   1. When the Incident Commander (IC) suspects or has determined that a fire involving a structure or vehicle was intentionally set.
   2. When the IC has made a genuine effort to determine the fire cause and has been unable to do so.
   3. Any evidence of prior fires at the same location.
   4. Any fire involving a celebrity / VIP.
   5. Any fire involving churches or places of assembly.
   6. When a fire death or burn injury significant enough to require transport occurs.

   NOTE: When fire deaths or burn injuries are encountered at transportation accident emergencies, Investigator notification must be made so that appropriate follow-up and reporting can be accomplished. Investigators may or may not actually respond to these incidents.

   7. All multiple alarm fires.
   8. HAZMAT Calls, spills totaling over 35 gallons.
   9. Fires involving Fire Department, City, County, or School District property.
   10. All fire incidents where children (ages 3 – 16) are involved in the ignition.

B. If the fire does not meet one of the above criteria, and the IC is comfortable in his or her determination that the fire was accidental, the Fire Marshal need not be called.
III. Procedure

For arson fires involving grass, dumpsters, trash, etc., there is no need to call an Investigator unless there is specific suspect information or physical evidence to be seized.

An Operations Officer is expected to put forth his or her best effort to determine the fire cause. If there is any doubt as to the cause of a fire, it is essential that the scene be secured and that an Investigator be summoned. In this case, the Operations Officer will preserve evidence and maintain control of the incident. To ensure the chain of custody for evidence preservation is maintained the Officer will not leave until the scene has been turned over to the Investigator.

Regardless of any Law Enforcement response or action, it is the responsibility of the Incident Command to request an Investigator.

An Investigator may respond on his or her own initiative. On such occasions, the Investigator may assume the responsibility for fire cause determination after conferring with the IC.

When requesting an Investigator, the IC shall request the dispatcher to contact the on-call Fire Marshal Investigator. The dispatcher shall provide the incident type, address, and a contact number for the IC.

Anytime an investigator has been notified to respond to the scene, it is essential that the scene be secured by the IC from all unauthorized access, including nonessential fire department personnel, until the arrival of the Investigator. If access is required for any reason prior to the arrival of the Investigator, documentation shall be made that identifies the person, reason for entry, and anything that is removed from the secured area. At no time shall any resident or unauthorized person be allowed to enter the secured area without an escort by a fire officer or a law enforcement officer.

The IC shall make every effort to limit the amount of scene operations to help preserve possible evidence. If evidence has been identified and could be damaged by essential fire operations, the IC shall make every attempt to secure it by locking it in a department vehicle that has limited access. The IC shall document the identifiers of the personnel removing the evidence, the method of collection, the time & date it was collected, and the location the evidence was found. The IC shall be as detailed as possible in his notes.
I. Purpose
   To establish a procedure outlining how pre-plans are to be conducted.

II. Procedure
   The Chief or his/her authorized designee shall be responsible for completing the assigned pre-plans in a timely manner.
   1. The Ranking Officer or his/her authorized designee will receive a current list of pre-plans from Prevention staff via email.
   2. Prevention staff will make every effort to spread the amount of pre-plans equally.
   3. The Ranking Officer or his/her authorized designee shall schedule the pre-plans as he/she determines is necessary to complete them in a timely manner.
   4. A reasonable effort shall be made to make contact with the occupants or owner prior to conducting the pre-plan. This will allow the occupants or owner to pick a time that works well with their schedule and the shift personnel’s.
   5. If there is difficulty in making contact with the occupant or owner, shift personnel shall pick a reasonable time to attempt the pre-plan.
   6. Personnel conducting pre-plans shall keep in mind that they are not conducting an inspection of the occupancy. At no time shall personnel leave the occupant a notice of violation or inspection report. If during the pre-plan, personnel discover a serious life safety issue, the on-call Fire Marshall shall be immediately notified via pager. If a Fire Marshall is not available, a reasonable attempt shall be made by Operation crews to remedy the situation prior to leaving. An example of this situation may be chained, blocked, or double key bolt secured exit doors in an occupied building.
7. Shift personnel may access completed pre-plans and forms in the designated online exchange folders. (Firehouse)

8. After the pre-plan form has been completed, if possible it should be entered electronically if possible. Once the designated personnel receive a competed pre-plan, they shall place it in the apparatus pre-plan binders.

9. When staff receives a completed pre-plan, they shall print the form and place it in the master pre-plan binder. Prevention staff shall also save it on a designated computer, and post it in the online exchange folder.

10. Any safety concerns of an occupancy discovered while conducting a pre-plan shall be directed to the Chief via pager or documented and emailed to Chief for follow-up.
I. Purpose

To establish a policy for fire ground operations involving buildings containing automatic sprinkler systems and fire pumps.

II. Policy

- All Department members shall be familiar with the function and operation of automatic sprinkler systems.
- Once an automatic sprinkler system has activated, the supply of water to the sprinkler system shall not be turned off until the source of the activation has been identified and the situation rendered safe.

III. Procedure

I. Fire pump and sprinkler system readiness should be visually checked any time the presence of significant fire is established in a high-rise building.

II. When there is a fire in a building containing an automatic sprinkler system, the Department may need to supplement the water system pressure in the building. When supplying water to a sprinklered building, a minimum of two supply lines should be connected to the fire department connection. The pressure supplied to the sprinkler shall be a minimum of 100 PSI. This pressure can be increased up to 150 PSI if tactical operations are not affected by the sprinkler system's operation, and/or there are more than 15 sprinklers open.

III. Sprinkler systems shall be shut down only on the authority of the IC, and only after the fire has been extinguished.

IV. At any fire in a building equipped with a fire pump (normally high-rise buildings) or a sprinkler system, the IC should dispatch a team of at least two firefighters to locate the main valve, and make sure it is in the "open" position. Often the main controls and valves for these fire protection features are located in a common area, either in a basement or a mechanical room. If the valve is closed, it should be fully opened unless the system has a sign stating it is out of service. In any event of valve closure, the IC shall be notified.
V. If sprinklers are operating in a building containing a fire pump, the team assigned to check the control valve shall check to ensure the fire pump is running. If the pump is not operating and sprinklers are flowing water, the pump should be started through either the emergency start switch on the fire pump controller or by placing the pump controller lever in the "MANUAL" position.

VI. If the pump does not start, notify the IC. The Engine Company supporting the sprinkler system should deliver the same pressure that the pump is designed to deliver. To determine this pressure, a firefighter should check the pump nameplate for its rated pressure.

VII. Sprinkler systems shall not be shut down so as to improve the interior visibility or to aid in ventilation. Many fires have redeveloped and overpowered the sprinkler system because the control valve was closed too early.

VIII. In high-rise buildings, each floor has a sectional control valve which controls the sprinkler system for that particular floor. The sectional control valve should be used to control the sprinkler system for each floor. The main control valve should not be used unless the sectional control valve is not functional.

IX. When an inspection reveals a system shut down due to pipe breakage or other conditions, the Chief should be notified of the conditions found and the expected time for the system to remain out-of-service. The Chief will monitor the efforts of the building owners to ensure the system is placed back into service within a reasonable time.
I. **Background:**

Senate Bill 382 became law on September 1, 2001. This law incorporates OSHA 1910, the “two-in / two-out” standard. This law will enhance firefighter safety by providing for a stand-by team of at least two firefighters outside of the structure during interior structural firefighting.

Texas Commission on Fire Protection (TCFP) definitions per Chapter 421.5:

- **Incipient stage fire:** a fire that is in the initial or beginning stage and that can be controlled or extinguished by portable fire extinguishers, Class II standpipes or small hose systems, without the need for protective clothing or breathing apparatus. (421.5[24])
- **Interior structural firefighting:** the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures that are involved in a fire situation beyond the incipient stage. These conditions involve an Immediately Dangerous to Life and Health (IDLH) atmosphere. (421.5[25])
- **Interior Team:** Minimum of two members in full PPE and SCBA, in constant visual or voice (no radio) contact with one another.
- **Outside Team:** Minimum of two members outside the IDLH atmosphere who are prepared to effect rescue of the Interior Team. They will wear full PPE and SCBA (with mask readily available). They must be in visual or voice (including radio) contact with the Interior Team. They are designated as the Rapid Intervention Team (RIT).

II. **Purpose:**

To establish procedures that ensure the highest level of fire ground safety when operating in an atmosphere that is immediately dangerous to life and health (IDLH), such as is found in interior structural firefighting.
I. Purpose:

This policy is designed to prepare all personnel for any sudden life-threatening occurrence that may injure, trap, disorient or distress any emergency response personnel during an incident. This policy will also standardize the language to be used during such incidents, and the circumstances that warrant issuing a MAYDAY message.

It is strongly encouraged that all fire leaders will attempt to create an acceptable culture concerning the use of MAYDAY, teaching and encouraging all fire service personnel that it is “ok” to use a MAYDAY and to do so when they first believe that they are in trouble.

II. Policy:

A. The following radio transmissions are to be used with discretion. The term, “Mayday”, must only be used as indicated herein. They are intended for use in situations where immediate communication is necessary to protect life or prevent injury.

B. To minimize misunderstanding, the terminology used below is mandatory. All members must be completely familiar with the terminology and use it exclusively for its intended purpose.

C. Whenever the term “Mayday” is transmitted, all radio communications are to cease except those between the member initiating the emergency transmission and Command until advised otherwise by Command.

D. The Incident Commander will gain control of the radio channel in order to alert all units to a “MAYDAY” transmission.

E. In the event that Command does not receive an emergency transmission, the following guidelines shall be adhered to:
1. The firefighter initiating a “MAYDAY” transmission must announce “MAYDAY, MAYDAY, MAYDAY” until it is acknowledged either by the Incident Commander or an Officer. After the MAYDAY is acknowledged, and all information relayed, the firefighter will activate their PASS device and monitor the radio.

2. Any Officer hearing a “MAYDAY” transmission and realizing that it is not being acknowledged by Command must acknowledge transmission, ascertain the nature of the emergency and promptly relay information to Command.

III. Procedure:

   A. The “MAYDAY” radio message shall be used to indicate that a life-threatening situation has developed such as:

      1. Becoming trapped or entangled.
      2. Cut off by fire.
      3. Cut off by collapse.
      4. Falling through a floor or roof.
      5. Becoming pinned.
      6. Any SCBA failure.
      7. Firefighter down.
      8. Becoming lost or disoriented, or losing a member of your crew.
      9. Anytime a PASS device is fully activated and a PAR report confirms a member in distress.
      10. Structural Collapse during interior firefighting.
      11. Air supply is less than required to exit IDLH atmosphere.
      12. Or any other life threatening condition not listed in the above-specified conditions.

   B. IF ANY OF THE ABOVE HAPPENS TO YOU AND YOU ARE NOT EQUIPPED WITH A PORTABLE RADIO ACTIVATE YOUR PASS DEVICE IMMEDIATELY!!

   C. Anytime a PASS device is FULLY ACTIVATED for greater than 15 seconds the Incident Commander will initiate or be advised by a member hearing the PASS to initiate a PAR. If a firefighter is in distress it will be treated as a MAYDAY.
D. Format:

1. The member initiating the emergency communication will begin by repeating “MAYDAY” three times followed by the remainder of the message. The message will include in **LUNAR** form:
   
   a. Last Known Location  
   b. Unit Number  
   c. Name  
   d. Assignment  
   e. Resources Needed, Remaining Air and Radio Equipped

E. Example:

1. **Member:** “MAYDAY-MAYDAY-MAYDAY. Command from Unit 299 MAYDAY.”
2. **Command:** “All units STAND-BY, Unit 299 from command, proceed with your MAYDAY.”
3. **Member:** “Command from Unit 299, MAYDAY. This is John Doe. I was operating on the second floor doing a search when it collapsed. I have 1500psi in my bottle, I am in a hole, and I have a radio.”
4. **Command:** Received Unit 299, 1500psi in your bottle, fell through the second floor trapped in a hole. Maintain Radio communication, activate your pass device, we are coming to get you!”

F. The Incident Commander will assign resources to assist lost or trapped Firefighter and remain in contact with the downed firefighter via portable radio. All operations will be moved to another Fire Channel and the IC will remain in contact with the lost or trapped Firefighter on the Channel that the lost/trapped individual is on. At no time shall the lost/trapped firefighter be requested to change channels.
I. Purpose
To establish a procedure for Kyle Fire Department / Hays County ESD #5 personnel when handling Class A and Class B foams. This procedure will be the guideline for storing, handling, and transporting Class A and Class B foams.

II. Policy
All Kyle Fire Department / Hays County ESD #5 members will follow the guidelines set forth in order to safely handle Class A and Class B foams.

III. Procedure
CLASS A – Foam concentrates are harsh detergents that can irritate the skin, causing dryness, cracked skin, and bleeding. However, diluted foam solution should have little or no effect on a person’s skin.

Storage and Transportation:
Class A foam concentrates should be stored and transported according to the manufacturer’s guidelines. Concentrates should generally be stored and transported in their original containers, either 55-gallon drums or 5-gallon cans, or in a manufacturer-approved tank. Apparatus concentration tanks should be constructed of polyethylene, polypropylene, fiberglass, or other plastic composite material. The foam concentrate will cause degradation of steel, aluminum, and some stainless steel tanks, which could lead to damage or cause the foam proportioning equipment to malfunction.

Handling:
Proper precautions should be taken when handling foam concentrates to prevent injury. Personnel that handle concentrates should wear goggles and rubber gloves to prevent eye and skin irritation. Long sleeved shirts, long pants, and rubber boots are recommended. Rubber boots are recommended when handling concentrates because the concentrates can soak through leather boots quickly.

Class A foams are much more environmentally friendly than most Class B film-forming foams; however, care should be taken to prevent spills of concentration into waterways and watershed areas.
because aquatic life is sensitive to foaming agents. The use of foam in wildland firefighting has proven that foam has little effect on forest soils and plant life due to its ability to rapidly degrade.

Federally approved Class A foams are tested for their ability to biodegrade into inert components within an established period of time. For approval by the United States Forest Service, 50 percent of the foam must biodegrade within 28 days. Most foams biodegrade within 14 to 30 days.

It is recommended that spills of concentrate be soaked up with absorbent rather than flushed with water (which will create a lot of foam).

**CLASS B** – Foam concentrates are made up of synthetic detergents, which will remove oil from the skin. This will cause moderate irritation or dermatitis.

**Storage and Transportation:**
Class B foam concentrates should be stored according to the manufacturer’s guidelines. Concentrations should generally be stored and transported in their original containers (5 gallon buckets) or in a manufacturer-approved container constructed of polyethylene, polypropylene, fiberglass, or other plastic composite material. The foam concentrate will cause degradation of steel, aluminum, and some stainless steel tanks, which could lead to damage or cause the foam proportioning equipment to malfunction. Class B foam will only be used through the use of an in line eductor. Class B foam will never be placed in any on-board tank on any apparatus due to the potential for corrosion and/or coagulation in the presence of Class A foam residuals.

**Handling:**
Proper precautions should be taken when handling foam concentrates to prevent injury. Personnel that handle concentrates should wear goggles, long-sleeved shirts rubber boots, and rubber gloves to prevent eye and skin irritation. All foam concentrates will quickly soak through leather boots.

Class B foams will not biodegrade well and often must be cleaned up as toxic waste after use. Use appropriate protective equipment during clean up. Collect spilled concentrate with absorbent material. Clean up residual with water. Care should be taken to prevent spills of concentrate into waterways and watershed areas because aquatic life is sensitive to foaming agents. Do not discharge foam concentrates into wastewater treatment systems without prior approval (foam kills the bacteria used for wastewater treatment).
I. Purpose
To establish general guidelines for the safe and efficient ventilation of structures during fire operations.

II. Policy
Vertical and/or horizontal ventilation shall be accomplished as quickly as possible during fire operations in order to make the structure more tenable, to facilitate rescue, to assist in locating the fire, to reduce damages, to reduce the chances of flashover, to improve visibility, to confine the fire, and to improve firefighter safety.

III. Procedure
A. Vertical Ventilation
The following procedures should be followed when ventilating a roof:
- The need to ventilate a roof, and alternate means of ventilation should be considered by the IC before making the assignment to cut a ventilation opening. Horizontal Ventilation should be considered first and the preferred method of ventilation.
- A hose line and two separate means of egress (ladders) will always be in place before beginning the operation.
- Observe wind direction in relation to the roof vent and place the opening on the leeward (away from the wind) side of the roof.
- A roof ladder will be used as a cutting platform when making ventilation openings.
- Ladders will be heeled when firefighters are climbing. The preferred climbing angle will be approximately 60-70 degrees from the horizontal.
- The standard hole cut in a roof will be no less than four feet in any dimension. Care must be taken not to cut support timbers, such as trusses or rafters. Locate those roof supports by sounding or by looking where they appear at the edge of the roof.
- Ventilators and skylights should be used for ventilation when appropriate.
- Face shields will be down when firefighters are pulling sheetrock from below in order to open up the ventilation pathway if SCBA’s are not used.
• All members conducting operations above the fire must wear SCBA and full PPE.
• Hose lines will not normally be directed through a ventilation hole in the roof except to protect a firefighter in trouble.

B. Horizontal Ventilation
Horizontal ventilation should be considered as the primary ventilation method if the fire has not involved the attic. The following procedures should be followed when accomplishing horizontal ventilation:
• Locate horizontal ventilation openings as high as possible in the room in order to take advantage of natural convection and to allow the highest temperature gases in the room to escape.
• Observe wind direction in relation to the windows opened. If possible, open the windows on the downwind side first and then open the upwind windows. Firefighters should attack the fire from the direction the wind is coming from.
• Raise windows rather than break them when time permits to minimize the damage caused by firefighting operations.
• Remove screens on all windows to improve airflow.
• When using a hose line directed through a window to affect ventilation, check to be sure that the firestream will not strike personnel or undamaged property outside the structure before opening the nozzle.
• At the earliest, set up positive pressure ventilation through a doorway, even while opening all windows. Once the fire is extinguished, the windows can be again selectively closed and positive pressure ventilation can be used to ventilate the structure.
I. Purpose
   To establish a policy and procedure for response to alarm activations.

II. Policy
   A. The KFD shall respond to Fire Alarm Signals and Supervisory Signals and remain on the scene until there is a determination of the cause of the activation at any residential or commercial occupancy.

   B. Responses to alarm activations will normally be Code 1, unless alarm is confirmed as a structure fire, then units may respond Code 3.

   C. The KFD will not respond to “Trouble” Alarm Signals or to Security Alarm Signals unless request by and in conjunction with local law enforcement.

III. Procedure
   There will be a Code 1, engine response to automatic alarm activations unless Dispatch or the Duty Officer receives other information or has reason to believe that a higher level of response is required. An example of this would be multiple calls for the same address from other sources.

   A. In addition to the type of alarm, zone, etc., Dispatch will attempt to determine the ETA of a key holder and will advise the responding Duty Officer of this information.

   B. Dispatch may cancel an alarm if they can confirm that the alarm is due to only a system malfunction, or if they can confirm from the monitoring company and the owner/resident or key holder that it is a false alarm. In all cases, Dispatch shall inform the responding engine company of any pertinent information received.

   C. Upon arrival at an alarm activation where there is no apparent fire/smoke showing and no one is on the premises to allow access, the engine company should attempt to make a visual inspection of the interior of the building through the windows or by entering the structure through an unsecured door or window or use Know Box Key if available.
E. If a visual inspection of the entire interior is not possible from the outside (as with multistory occupancies or a large warehouse), every effort should be made to gain entry short of causing damage.

F. If entry cannot be made without causing damage to the building and there are no apparent signs of fire or water flow (smoke, fire, audible alarm, etc.), the engine company shall stand-by for up to 30-minutes or until a key holder arrives to gain access.

G. In the event of an audible alarm is sounding but entry can’t be made without causing major damage and the Duty Officer suspects there could be hidden fire or there is evidence of interior water, the Duty Officer shall use his / her discretion as whether to force entry or not or to merely continue to stand-by. Consideration should be given to the ETA of the key holder and to balancing the damage of entry with the damage hidden water or fire could do.

H. The engine company may clear the scene at the Duty Officer’s discretion after having been in a stand-by mode for at least 30-minutes without apparent signs of fire or water flow other than the audible alarm, if Dispatch has not been able to confirm the ETA of the owner / occupant or key holder. If the key holder has been notified and is en-route to the scene, the engine company shall continue to stand-by for an additional 15-minutes (available on scene) until he / she arrives to allow access.
I. Purpose
Salvage operations must be aimed at aggressively controlling loss by the most expedient means. Salvage objectives are to stop or reduce the source of damage and protect or remove contents. Fire suppression operations often overlook small pockets of fire concealed in construction voids or hidden under debris. Overhaul activities must thoroughly search the fire scene to detect and extinguish these hidden fires or “hot spots” before they rekindle. The main objective of overhaul operations is to seek out and extinguish all remaining fire and control loss, stabilize the incident scene by providing for firefighter safety and to secure the structure. Additional objectives of overhaul include preserving evidence and provide security for the fire scene.

II. Salvage
Command will be responsible for ensuring that the fire area has been thoroughly overhauled and no hidden fire remains. During overhaul operations, command should have at least two firefighters remain in the fire area to detect any possible hidden fire and rekindle. **Full PPE and SCBAs shall be worn by all firefighters involved with the salvage process until the environment is deemed safe by Incident Command.** The Kyle Fire Department utilizes salvage covers, runners and brooms for this process.

III. Overhaul
**Basic Overhaul Procedures**
Any area showing evidence of extensive decomposition due to fire should be thoroughly examined during overhaul. **Full PPE and SCBAs shall be worn by all firefighters involved with the overhaul process until the environment is deemed safe by Incident Command.** Axes, pike poles, halogen tools, and saws are most commonly used for this purpose. Standard areas to check for fire extension include:
- Immediate areas around fire-damaged floors, walls, or ceilings
- Wooden door and window casings
- Air conditioning vents and registers
- Around light fixtures and electrical outlets
- Wall or ceiling insulation
- Plenum spaces, soffits and pipe chases

Preserving Evidence
Companies performing overhaul should continuously weigh the importance of preserving evidence with the desire 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. Where possible, evidence should remain untouched, undisturbed and in its original location. Where circumstances prohibit this, evidence should be removed under the direction of a fire officer. Use of a camera is permitted to document the scene.

Securing the Scene
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 departed from 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. Barricades, hazard tape, and the posting of guards are all suitable methods depending upon the severity of hazard.

Post-Incident Inspection
After the Kyle Fire Department has controlled the scene, the structure should be visited to conduct a post-incident inspection to include a walk-through of the building or areas that are safe to enter. Crews should search for any evidence of smoke or remaining hot spots. An examination of contents below salvage covers should be conducted.

Contact Information:
Board Up Services (800) 304-0555
ServPro (512) 396-8225
Pedernales Electric (512) 262-2161
City of Kyle (512) 268-5341
Center Point Energy (800) 876-5786
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Evacuation Policy

Effective Date: April 17, 2011

Authorized By: Chief Clay Huckaby

Section E-7

I. Purpose

To establish a procedure to quickly evacuate all firefighting personnel from a dangerous area and to account for those personnel.

II. Policy

In the event of an emergency that requires an evacuation of firefighting personnel from an area, the IC will declare an evacuation. The signal will be by an audible signal on scene and over the radio. All personnel in the hazard area will report to the command post and be accounted for.

III. Procedure

All personnel should be on the lookout for hazardous situations on scene and report them up the chain of command so IC may remain informed of scene hazards.

Hazards may include:

- Live electrical lines
- Roof collapse
- Wall collapse
- Hazardous materials discovered
- Floor Collapse
- Pressurized cylinders exposed
- Structural instability

A. Only the IC or safety officer may declare an evacuation.

B. When an evacuation is declared, all air horn equipped apparatus will sound their horns (three blast) for a period of time until the signal is understood by on scene personnel. The evacuation signal shall be transmitted to the SCBA packs when possible. Evacuation orders shall also be transmitted thru the appropriate radio channel used for on-scene fire operations.
C. When an evacuation is sounded all personnel operating in the structure and within its collapse zone should IMMEDIATELY withdraw and report as a crew to the command post.

D. Personnel operating apparatus are typically exempt and should stay with their unit unless the unit is in a hazardous area.

E. A PAR will be taken. All crews should account for their members. Please note the importance of working in crews and resisting the tendency to freelance. A freelancer can be easily lost on a scene when an emergency occurs.

F. Once accounting is completed, personnel will be redeployed as the situation warrants. Do not return to your previous assignment unless cleared by IC.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Vehicle Fires

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

Section F-1

I. Purpose:
To identify operational tactics for safe handling of motor vehicle fires.

II. Policy:
A. An incident management system will be in place at all emergency scenes, the complexity and scope to be determined by the Incident Commander.
B. Operations will be conducted in a manner that recognizes hazards and assists in the prevention of accidents and injuries.
C. The minimum level of personal protective equipment for firefighters is full structural PPE breathing air from the SCBA. Officers must wear full protective clothing in order to directly supervise crews.
D. The minimum size of hose line is the 1 & 3/4” ” hand line.

III. Procedure:
• Apparatus should be placed upwind and uphill of the incident if possible. This is to afford protection from hazardous liquids and vapors and reduces smoke in the work area.
• Consideration must be given to using the apparatus as a barrier, to shield the incident scene from traffic hazards. Warning lights should be left operating, in conjunction with the use of traffic cones. The use of flares by fire and police should be done with caution, and in consideration of the potential for flammable liquids and vapors.
• Additional consideration should be given to positioning the apparatus at an angle to better allow the removal of any hose from the pre-connect positions.
• If the water carried on the responding apparatus will not be sufficient, early considerations must be given to additional water supply sources. A supply line off of other engines/tankers may be required.
• A working fire involving the interior of the vehicle passenger compartment will damage the vehicle beyond repair. As such, the attack plan should consider the vehicle as a “write-off” and a safe and appropriate approach and fire attack must be implemented.
• Where patients are trapped in the vehicle, first foam should be applied to protect the patients and permit rescue.
When rescue is not a factor, first foam should be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are for Liquefied Petroleum Gas (LPG) or Liquid Natural Gas (LNG).

At least one member of the attack team must have forcible entry tools in his/her possession to provide prompt and safe entry into the vehicle.

HAZARDS AND SAFETY CONSIDERATIONS

- LPG and LNG are becoming more commonplace as fuel in vehicles. Pressure relief devices can create a lengthy "blow torch" effect, or should pressure relief devices fail, a BLEVE may occur. Vehicles may not be marked to identify this fuel hazard. If there is direct flame impingement on a visible fuel tank, regardless of its contents, priority action must be taken to cool the tank and control the fire.

- If vapors escaping from a fuel storage tank have ignited, allow the fuel vapor to burn while protecting exposures and cooling the tank. Shutting off the valve at the fuel storage tank may control LPG and LNG fuel vapor.

- Energy Absorbing Bumpers – These bumpers contain gas and fluid filled cylinders that, when heated during a fire, develop high internal pressures which may result in the sudden release of the bumper assembly. This may cause serious injury to anyone in its path, with bumpers traveling up to 25 feet under such circumstances. Fire suppression and rescue operations should be positioned to account for this risk, approaching the vehicle from the side or at 45-degree angles.

- Air Bags and Seat Pretensioners – The effect of fire and heat on these safety devices is unpredictable. Care should always be taken to avoid placing personnel near or in front of these devices at vehicle fires or motor vehicle accidents.

- Batteries – Batteries present an explosion hazard due to the presence of hydrogen vapors and strong acids. When the situation has stabilized, disconnect the battery cables (ground cable first).

- Combustible Metals – Some vehicles have various parts made of combustible metals, such as engine blocks, heads, wheels, etc. When these metals are burning, initial attempts to extinguish them with foam will usually add to the intensity of the fire. Large quantities of plain water, however, will cool the metal below its ignition temperature and after some intensification, should extinguish the fire.

- Trunk / Rear Hatch / Engine Hoods – Danger exists from compressed gas cylinders used to hold these parts open. When gas cylinders are exposed to heat, failure or rupture of these devices should be anticipated. Excessive pressure below the failure point in cylinders may cause excessive force, causing a trunk, hatch or hood to open with explosive force when the latch mechanism is released.
- Fires involving the trunk/cargo area should be approached with extreme caution. Contents may include toxic, flammable or other hazardous materials. Tactics should be used in anticipation of a "worst-case" scenario.

- Fuel Tanks – Fuel tanks may be constructed of sheet metal or plastic. A rupture or burn-through may occur causing a rapid flash fire. Do not remove the gas cap, as the tank may be pressurized. Do not direct a hose stream into the tank, as this may cause pressurization of the tank, with a potential for burning fuel spewing from the tank fill opening.

- Interior – Well-sealed interiors of modern vehicles present the potential for backdraft. Use caution when opening doors or breaking windows. Appropriate approach, ventilation and safety concerns must be considered. Always have a charged hand line ready before making entry.

- Vehicle Stability – Tires and split rims exposed to fire may explode, causing the vehicle to drop suddenly. Expect exploding rim parts or tire debris to be expelled outward from the sides. Approach from the front or rear at 45-degree angles for maximum protection from potential flying debris. Some larger vehicles, such as buses, may employ an air suspension system. When these systems are exposed to heat or flame, they may fail, causing the vehicle to suddenly drop several inches.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Traffic Control
Effective Date: July 1, 2013
Authorized By: Chief Clay Huckaby

I. Purpose:
To establish a safe and effective policy for management of vehicular traffic at a motor vehicle accident.

II. Background:
Every year hundreds of public safety employees are seriously injured or killed after being struck by vehicles at incident scenes. Once again safety cannot be stressed enough while performing this task. While traffic control at an incident is the primary responsibility of law enforcement, many times Kyle Fire Department / Hays County ESD #5 personnel assist with or assume the task.

III. Policy:
Kyle Fire Department / Hays County ESD #5 personnel will assist law enforcement with traffic control when manpower allows.

IV. Procedure:
A. Any unit performing traffic control will be required to wear reflective vest or high visibility materials, anytime day or night. This includes E.M.S. jumpsuits, turnout gear, wildland gear, or reflective vests. Personnel performing traffic control are also strongly encouraged to wear helmets.
B. When two or more units are needed to perform traffic control on opposite sides of an incident, the units should coordinate on a simplex channel or Mutual Aid channel.
C. It should be noted that Kyle Fire Department / Hays County ESD #5 has numerous tools and equipment to aid in traffic control such as traffic cones, flashlights with traffic wands, traffic signs, flares (not to be used on StarFlight calls), and the apparatus themselves.
D. Personnel performing traffic control should stay alert and aware of all surrounding areas at all times. Any approaching vehicles should be watched carefully and every attempt should be made to make eye contact with the driver. Never turn your back to oncoming traffic.
E. Traffic control personnel will be relieved and rehabbed as all other personnel on scene. This is extremely important in demanding weather conditions such as high heat.
I. **Purpose:**
To establish a uniform policy for response to incidents involving outdoor burning and controlled burns.

II. **Policy:**
A. Kyle Fire Department / Hays County ESD #5 does not regulate outdoor burning in our service area of Hays County. It is the policy of the department to discourage outdoor burning through the recommendation of other means of disposal of combustible wastes. The Texas Commission on Environmental Quality is the state agency responsible for outdoor burning regulations and persons should be referred to them for information regarding specific rules.

B. Kyle Fire Department / Hays County ESD #5 shall extinguish any fire that poses a significant threat or risk to life or property and will do so in conjunction with the authority and back up of the Hays County Sheriff’s Office and/or Hays County Fire Marshal’s Office, if necessary.

C. Kyle Fire Department / Hays County ESD #5 will respond to reports of controlled burns with a Code 1, non-emergent response. However, if multiple reports are received and/or at the discretion of the ranking personnel responding, the apparatus response can be upgraded to Code 3.

III. **Procedure:**
A. Outdoor burning that poses a significant threat to life and/or property, or are unattended fires will be extinguished. A representative from the Sheriff’s Department or Fire Marshal’s office should be requested if the property owner/occupant is resistive or hostile to fire department personnel entering their property to conduct extinguishment operations.

B. If the controlled burn does not pose a risk to life and/or property and is being conducted in a safe and responsible manner, in conjunction with the rules set forth by TCEQ, then no action should be taken by Kyle Fire Department / Hays County ESD #5 personnel other than documentation of the call and, if practical, identification of any individuals located at the scene. However, the responsible party
should be advised of emergency numbers and his/her responsibility associated with the burn.

C. Complaints regarding outdoor burning situations, that do not require extinguishment, should be referred to the Hays County Sheriff’s Department.

D. During a Hays County burn ban, any outdoor burning, with the exception of small cooking fires in barbeque appliances, will be regarded as a significant threat to life and/or property, and will be immediately extinguished.
I. Purpose
To establish procedures for the response to natural gas and propane emergencies.

II. Policy
It shall be the policy of the Kyle Fire Department / Hays County ESD #5 to limit our natural gas and propane response activities to isolation, evacuation, and the suppression of fires ignited by burning gas. A natural gas or propane gas leak shall be considered a "Still Alarm" unless the gas has ignited. In the case of an ignition, the alarm shall be upgraded to regular alarm. Members of the Department shall not attempt to extinguish a flame supported by a gas leak until the gas company is ready to enter the hot zone and cap / plug the line.

III. Background

Natural gas is the most common of all fuel gases. Methyl Mercaptan is used to "odorize" natural gas in most residential and commercial services. Mercaptan is heavier than air, and commonly starts to "fall out" of natural gas when it is released from its container or pipeline. As this chemical separates from natural gas, it is sometimes detectable in places where there is no natural gas present.

There are two times when natural gas is not odorized: when it is transported via interstate pipeline and when it is stored as a cryogenic fluid. Odorant is added locally before it enters the distribution system. Natural gas is stored and transported in three ways: 1) as a gas in pipelines, 2) as a gas in high-pressure containers, and 3) as a cryogenic liquid in insulated refrigerated containers. Each container represents a different type of hazard.

Vehicles fueled by compressed natural gas (CNG) can be identified by a blue and silver diamond-shaped decal displaying the initials "CNG." This decal will appear on the right rear of the vehicle. Vehicles fueled by
Liquefied Natural Gas (LNG) can be identified by a black and silver diamond-shaped decal displaying the initials "LNG." It will appear on the right rear of the vehicle. LNG-fueled vehicles are required to have an on-board gas detection system.

IV. Procedure

The following suggested actions will be followed when responding to natural gas releases of any type:

- Approach the emergency from upwind side when possible.
- Evacuate the immediate area
- If the release has not ignited, use banner tape to secure a Hot Zone of sufficient size and configuration to ensure that ignition will not occur from outside sources and eliminate all potential sources of ignition in the Hot Zone when needed.
- Monitor the perimeter of the Hot Zone with direct reading instruments to ensure that at no time does a gas/air mixture exceed 10% of the lower explosive limit.
- In those cases where ignition has occurred or is likely to occur, provide hose lines of sufficient capacity to protect any exposures that are within the Hot Zone.
- Require that any person entering the Hot Zone be equipped with the proper protective gear. (Full Bunker Gear and SCBA)
- Provide fire protection and rescue standby for those entering the Hot Zone.
- Control of the leak and control of ignition sources are the two most important considerations for natural gas emergencies.

Control of Natural Gas Leaks from Pipelines

- Evacuate persons from an area immediately surrounding the site of the leak.
- Secure a safe Hot Zone perimeter around the leak site. The following rule-of-thumb formula should be applied to determine the size of the hot zone:

**Diameter of gas pipe (in inches) x 8 + 40 = Hot Zone radius in feet**

- For pipes 8 inches or larger, evacuate a radius of 150 ft. because of the radiant heat that would be produced in case of ignition. When Direct Reading monitoring equipment arrives on the scene, check the perimeter of the Hot Zone and expand it, if necessary, so that at no time will an area outside the Hot Zone have a reading in excess of 10% of the LEL. When sufficient personnel become available, establish a secondary exclusion zone at a distance where readings do not exceed 1% of the LEL. Instrumentation carried by the Entex or El Paso Field
Services Safety personnel may be used to establish these perimeters (some EPFS equipment measures in PPM).

- All potential sources of ignition shall be eliminated from the Hot Zone.
- When there is an exposure in a Hot Zone, whether structural, mechanical, or workers entering to control the leak, protective hose lines shall be put in place to protect these exposures.
- Any person entering the Hot Zone will do so only after receiving permission from the IC or his/her representative. A back up or rescue crew will be assigned to standby a reasonable distance when personnel are working in a Hot Zone to control a leak.
- KFD personnel may take action to plug or crimp small natural gas lines provided they have the proper equipment and training and a charged line is ready when crimping the line.

Control of Fires at Natural Gas Pipelines

- Evacuate and secure an area of sufficient size to prevent injury to the public.
- Provide baselines with sufficient volume to protect exposures within the area affected by radiant heat from the fire. DO NOT ATTEMPT TO EXTINGUISH THE FIRE!
- Assist Gas Co. personnel in shutting off the source of the gas.

Control of Leaks from High Pressure Containers:

- Evacuate the immediate area and establish an initial Hot Zone with a radius of 50 ft. Static charges generated by high-pressure leaks can cause ignition at any time.
- If Direct Reading monitoring equipment is available, establish a Hot Zone at 10% LEL and a secondary exclusion zone at 1% LEL.
- Eliminate any source of ignition.
- Put protective hose lines into place.
- If a sufficient number of properly trained and equipped personnel are available, provide a backup crew and close the valves that will control the leak.

Control of High Pressure Natural Gas Containers:

- Evacuate and secure an area of sufficient size to prevent injury to the public in the unlikely event of a container rupture.
- Provide hose lines to protect exposures that are affected by radiant heat. Do not attempt to extinguish the fire—high-pressure tanks will exhaust themselves fairly quickly. Their fusible plug melts at 212F, and it is not possible to close a tank after this has happened.
- If a sufficient number of properly equipped and trained personnel are available and the situation will allow it, shut off any valves that may be feeding the fire from other containers via a manifold system.
Control of Leaks From Cryogenic Containers:

1. There are several factors that significantly affect response to an incident involving a cryogenic container containing natural gas:
   - Cryogens are stored at temperatures below -260 F. and any contact with this liquid will cause severe frostbite injury.
   - When cryogens are released from a container, they have tremendous expansion ratios, often in excess of 600 to 1. This means that one cubic foot of liquefied natural gas, when released, can produce 600 cu ft. of 100% gas vapor and a flammable vapor cloud in excess of 12,000 cu ft.
   - Liquefied natural gas does not have odorant; the only way to establish its presence is by direct reading flammable-gas detectors. A vapor cloud will sometimes be present near the container when it is released, however this vapor cloud DOES NOT indicate the boundary of the flammable gas cloud.

2. The following are steps that should be taken to control a leak from a LNG container:
   - Immediately evacuate a Hot Zone with a 75 ft. radius around the leaking container.
   - When direct reading monitoring equipment becomes available, establish a Hot Zone at 10% of LEL and a secondary exclusion zone at 1% of LEL. Because of the high expansion ratio and cold temperature of LNG, the downwind exclusion distance may be much larger than those experienced with compressed natural gas.
   - Eliminate all ignition sources in the Hot Zone.
   - Provide for exposure protection, DO NOT spray water on the container or any spilled liquid, this will heat the container or the spilled LNG and cause the volume of the gas vapor released to increase.
   - Any person entering the Hot Zone should, in addition to full protective clothing and SCBA, be provided with thermal protection against the extremely cold temperatures that may be encountered in the area of the leak. Provide fire protection and rescue standby for any workers entering the Hot Zone.
   - Only qualified personnel from the facility or KFD trained HazMat personnel should attempt to approach the leak or take actions to mitigate the situation.

Control of Fires Involving Cryogenic Containers

- Immediately evacuate a Hot Zone with a radius of 75 feet.
- Provide exposure protection for flame impingement on the tank and for surrounding exposures.
- Do not extinguish the fire except by shutting of the fuel.
• If the fire can be extinguished by shutting off valves etc. initiate this operation if it can be done safely.
• Require that HazMat Team members entering the Hot Zone to control the fire have proper protective clothing.
• Be sure that back up lines and rescue standby are in place before any entry is made into the Hot Zone.

Control of Gas Releases Inside Structures

• Because structures provide containment that will allow natural gas concentrations to build to the LEL, they must be handled with extra care:
• Immediately evacuate the structure, if it is necessary to enter the structure to rescue occupants, full protective clothing and SCBA must be worn.
• Do not allow occupants to operate electrical switches in the structure. This can produce an electrical arc that may cause ignition of the gas.
• Lay hose lines of sufficient size to extinguish the structure and protect exposures should ignition occur.
• Shut off the gas supply at the meter.
• Open the doors of the structure and initiate positive pressure ventilation from upwind.
• Continue ventilation until direct reading combustible gas meters indicate that there is no flammable gas in the structure.
• Notify the gas supplier that there may be defective equipment or piping involved and that a leak test should be performed before the gas service is restored.

Fires Involving Natural Gas Inside Structures

• Protect exposures and fight fire as per KFD S.O.G.
• While hose lines are being put into place, shut off the gas at the meter.
• Notify the gas supplier that the incident may have involved natural gas.
Kyle Fire Department / Hays County ESD #5

Standard Operating Procedure

Subject: Swift Water/ Water Rescue Response

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

Section F-5

I. Purpose

To establish a guideline for Kyle Fire Department / Hays County ESD #5 during Swift Water and Water operations. Swift water and water rescue are the responsibility of the Kyle Volunteer Fire Dept., however, the KFD will request the assistance of SMART or StarFlight as needed.

II. Policy

All Kyle Volunteer Fire Dept. personnel who are involved in water-related emergency calls will adhere to these policies and procedures in order to maintain a safe, consistent, and reliable operation.

A. An Incident Command System and Command Post shall be established and announced over the radio.
B. The IC shall evaluate the incident, determine the mode of operation (rescue or recovery) and if additional resources are needed.
C. A Safety Officer that is knowledgeable in water rescue operations will be appointed.
D. The KFD Accountability System will be used for all personnel and victims on the scene. A Personnel Accountability Report (PAR) will be called for prior to termination of the incident.
E. All personnel on the scene and inside the Danger Zone of a water-related incident shall wear Personal Flotation Devices (PFD’s), swiftwater helmet, and have with them a throw bag when within 15 feet of the water. (Exception – when the operation is at a swimming pool).
F. Bunker gear will not be worn in the Danger Zone on water-related incidents.
G. PFD’s shall be applied to victims at the earliest opportunity.
H. All personnel performing any water rescue should have a current Swift Water Tech Level Certification.

III. Procedure

FOR ALL WATER RELATED INCIDENTS:

- Establishing Danger Zones with scene tape 15 feet from the water’s edge and maintain scene safety for all personnel when possible.
- Size-up the scene using the following information:
  - Victim status and location
  - Water conditions
  - Best access for incoming units and the victim(s)
• Location of the Command Post.
• The size-up shall be reviewed by the IC and updated every 5 to 8 minutes or as dictated by the conditions.
• Personnel on the scene should attempt to locate any witnesses who can help determine the location of the victim(s) and the details of their circumstance.
• The IC shall stay alert of changing weather and water conditions and their impact on the incident. This information should be communicated to all personnel on the scene.
• The IC shall establish an Incident Action Plan as soon as possible. The Action Plan is based on current and predicted circumstances and identifies the four “W’s”.
  • What is going to be done,
  • When it’s going to be done
  • Who will be doing it
  • Watch out situations

• The Action Plan should be reviewed with all personnel on the scene so all are aware of the Plan.

• Medical treatment and transportation teams should be on scene during all water related incidents. Prompt evaluation of victims and rescuers as they come out of the water is a priority. Hypothermia and trauma injuries can be expected for anyone subjected to extended exposure to swift water or floodwater.

**RESCUE PROCEDURE** - If the incident is in the rescue mode, the following considerations should be reviewed before a rescue attempt is made:

• IC will develop an Action Plan and meet with all personnel involved.
• All necessary equipment will be laid out and checked. Backup systems will be used if possible.
• The Action Plan will include focusing strongly on retrieval of any personnel who are committed to “Reach, Throw, Row, Go techniques.

The following procedure will be used to determine which rescue technique to use to access victims:

• **TALK** the victim into self-rescue. If possible, the victim can be talked into swimming to shore or assisting the rescuers with his/her own rescue. If a victim is stranded in the middle of a flash flood, this will not be prudent.
- **REACH** - If possible, the rescuer should extend his/her hand or some other object, such as a pike pole, to remove the victim from the water.

- **THROW** - If the victim is too far out in the water to reach, rescuer(s) should attempt to throw the victim a throw bag or some piece of positive flotation (i.e., PFD, rescue ring). Personnel should be positioned downstream during the actual rescue operation. If the victim is able to grab the throw bag, the rescuer can pendulum belay or haul the victim to the nearest bank. Care should be taken to assure the victim will be belayed to a safe downstream position.

If the victim cannot be reached by either of these methods, the IC should consider stopping the operation until additional resources arrive. If the operation becomes a high risk one, the IC may want to request SMART or StarFlight to assist with the operations of the incident. The IC should review the Action Plan with SMART or StarFlight IC. At all times, the Kyle Fire Department / Hays County ESD #5 IC will be responsible for the incident and remain the Incident Commander.

- **ROW** - If it is determined that a boat based operation shall be run, Command should assign the operations to the mutual aid department supplying the boat and assign personnel to assist in establishing an anchor for a rope system or other rigging that is needed. All personnel will be made aware of the Action Plan. The TRT will be responsible for seeing that the rope system used for the boat based operation is built safe and proper. A minimum of 2 point tether should be built for swift-water operations. PPE for victim(s) should be considered when developing the Action Plan.

- **GO** - If it is not possible to ROW (boat base operation) to the victim, the IC should consider putting a rescuer in the water to reach the victim. This is a very high risk operation. Only rescuers with the proper training and equipment should be allowed to enter the water. Prior to the rescuer actually proceeding into the water, he/she shall discuss the Action Plan, including specific tasks and objectives, hazards and alternate plans. The rescuer shall never be attached to a life line without the benefit of a quick-release mechanism. The rescuer should take, as a minimum, a PDF to the victim. Members shall not perform breath-hold surface dives in an attempt to locate a victim beneath the surface of the water.

- **HELO** - At times the use of a helicopter is the most reasonable method of reaching the victim. Helicopter operations over water are considered high risk operations.
The IC should consult with StarFlight pilot to determine the risk/benefit of the use of a helicopter. If the pilot says he/she can do the operation, the IC should consider it. The IC should turn the Operations of the air rescue over to the StarFlight and make that part of the Action Plan. The IC will have the final say on the use of a helicopter for water rescue operations. StarFlight pilot will have the final say on how the helicopter will be used.

- **ASSESSING THE VICTIM**

  Once the rescuer(s) have reached the victim, they should do an immediate assessment of the victim; a quick assessment of the ABC’s and the exact method of entrapment. If the victim is conscious, the rescuer should determine if the victim can assist in his/her own rescue. If the victim is unconscious, the rescue must be quick. If the victim can assist in his/her own rescue, the rescuers should proceed with the rescue Action Plan. The victim should be brought to shore as soon as possible.

**RECOVERY**

If the IC has determined the incident is a recovery operation, the SMART Dive Team should be requested.

**IV. TREATMENT**

As soon as the victim is brought to safety, an assessment should be done by ALS personnel. Treatment shall be administered as per local protocol. If necessary, the victim shall be transported to the appropriate facility. All persons exposed to swift water, floodwater, or contaminated water shall be rinsed off (decontaminated) after exiting the water.

**V. STILLWATER**

A. The first arriving unit should make contact with all witnesses and do everything possible to determine the exact spot where the victim went down by having the witnesses stand in the exact spot they were in when they observed the victim go under. Use triangulation of sighting if there is more than one witness.

B. The IC should contact SMART Dive Rescue Team if they have not already been notified.
VI. SWIFT WATER

A. When positioning apparatus, always be alert to changing conditions. Look for the possibility of the water rising up to department vehicles.

B. Position personnel upstream (as lookouts) and downstream (with throw bags) should be done as soon as possible.

C. When planning a rescue attempt that involves wading evaluate four factors:
   - Water depth (depth affects the buoyancy of the rescuer)
   - Water speed (as water speed increases slightly, forces against rescuers increase greatly)
   - Creek bottom condition (slippery creek bottoms reduce the footing of rescuers)
   - Number of rescuers (more rescuers working together will be safer than one or two rescuers)
I. **Background:**
Wildland firefighting requires different strategies than that of structural firefighting. The Kyle Fire Department / Hays County ESD #5 district is faced with the problem of large amounts of wildland-urban interface that are often accessible only by all-terrain brush trucks, or, may be inaccessible by vehicles altogether. Difficulties in accessing a fire may allow the fire to grow beyond the capabilities of the department’s resources. The Incident Commander should anticipate, as soon as possible, future needs and possible requests for additional resources with consideration of the “set-up” time required to actually deploy further resources.

II. **Purpose:**
To establish policy for a wildland fire response.

III. **Policy:**
A. Kyle Fire Department / Hays County ESD #5’s fire apparatus have wildland firefighting capabilities to varying degrees. It is important that each members know the specifications for each truck.
B. Brush apparatus should be the initial response vehicle to a wildland alarm. Subsequent truck response should be decided by information such as incident location, access, water supplies and the possibility of threatened structures.
C. If the situation dictates, requests for mutual aid should be made as soon as possible.
D. A Command Post shall be established as soon as possible. A capable unit should assume incident command. The Incident Commander will then assign an Operations Officer(s) and a Safety Officer. Staging, Rehab, Water Supply, PIO and Liaison Officers shall be assigned as needed.

IV. **Procedure:**
A. Upon receipt of a wildland fire alarm, Brush apparatus will be the initial response vehicle. Further truck responses should be
decided based on call information. A tanker should respond for water supply and Fire Suppression if needed, Engine response for structural protection, Brush 21 for heavy terrain attack, and Squad 20 for Rehab.

B. Only firefighters properly trained in and approved for wildland firefighting will be allowed in front line operations. All trained personnel shall be issued lightweight, wildland firefighting coats and pants. These should be utilized with preference before standard turnouts to prevent heat exhaustion and fatigue. All personnel engaged in firefighting operations will wear personal protective equipment including wildland coat and pants, helmet and gloves. Some limited wildland firefighting may be conducted in fire-resistant and/or cotton clothing, although personnel in wildland PPE should relieve them as soon as possible.

C. Upon arrival, a capable unit will assume incident command. The Incident Commander will give a size-up and announce the location of the incident command post. All incoming units will report to the I.C. for assignment unless a staging area has been established, in which case units will report to that location. An Operations Officer(s) and a Safety Officer(s) will be delegated by the I.C. Every truck and hand crew should have a section head or team leader. This unit shall be responsible for his/her team and should be the only unit transmitting on the radio to Operations. The Operations, Safety and Staging Officers should be the only units transmitting information to the Incident Commander.

D. Brush 21, 22, 23, 24 and Tanker 22 should be the only trucks taken off of improved roads. If it is necessary to do so, the truck should have at least two personnel on board, one of which should act as a spotter. When driving off-road, the driver should be constantly aware of his/her surroundings and the location of the other truck and ground personnel. When inclining or declining a slope, the truck(s) will be driven straight down or straight up the hill, never at an angle.

E. In most wildland fire situations, it is ideal to fight the fire from the “black”, or the previously burned areas. However, in some instances, this may not be feasible. It will be the determination of the Incident Commander to attack the fire “directly” or from the unburned areas. This is a VERY dangerous evolution and extreme caution should be used.

F. It must be remembered that during a wildland fire certain areas and/or structures may be “sacrificed” to gain an advantage on containing the fire or for the safety of the firefighters. Certain houses and/or properties may be allowed to burn if there is significant risk to the safety of the firefighters, too much strain on available resources, and/or the fire has already damaged the structure. The Incident Commander or his/her designee(s) will make this determination.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guidelines

Subject: Tender Response

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

Section F-7

I. Purpose
To assure that adequate water supplies for firefighting are available in response areas of the District that do not have adequate municipal water supplies.

II. Policy
On fire calls in the areas of the District without hydrants, the engine or brush truck response will be supplemented by Tender response. These fire calls include, but are not limited to: Regular Alarms, Still Alarm Brush Fires, Vehicle fires, Smoke Investigations (if requested by the Incident Commander) and Hazardous Material Incidents. All tender response will be Code 1. Unless upgraded by an officer.

III. Procedure

A. The IC has the option to require tender response if he determines the call warrants additional water supply in a Tender Response Area.
B. The tender will stage as directed by the IC or Staging Officer.
C. If a tanker shuttle is required, and folding tanks will be used, they will be set up in an area that is suitable for tender operations and for supplying water to the apparatus on scene.
D. The IC or Water Supply Officer will be responsible for all on-scene operations of the tenders’ water supply.
I. **Purpose**
   To implement uniform response guidelines for dealing with suspected Carbon Monoxide emergencies and reported Carbon Monoxide Detector activation.

II. **Background**
   The public has become acutely aware of the dangers of CO. As more detectors are placed into household use, our mission expands to include proficiency in use of Carbon Monoxide Detectors and use of the departments test equipment.

   CO is a colorless, odorless, combustion by-product gas that has a vapor density of 0.967 making it slightly lighter than air. OSHA has established 25 Parts Per Million (PPM) is the maximum allowable concentration CO for continuous exposure for any 8 hour period.

   Common signs and symptoms of CO poisoning include: headaches, dizziness, nausea, fatigue, impaired vision and judgment, seizures, respiratory failure, and unconsciousness. People most susceptible to CO poisoning are: Individuals with heart and respiratory disease, the elderly, the unborn, newborns, infants, children, and persons with anemia.

III. **Policy**
   All personnel responding to a CO alarm shall:
   • Understand the operation of CO test equipment utilized in the District.
   • Know how to search and clear an occupancy of CO.
   • Wear SCBA in an environment that has dangerous levels of CO.
IV. Procedure

1. Code One response unless dispatch notifies that the occupants have symptoms of CO poisoning as outlined above.

2. Upon arrival at the location of the CO alarm, personnel will first attend to the medical needs of any patient found.

3. A determination will then be made as to whether a CO detector is/has alarmed or if the alarm was a smoke detector.

4. Prior to entering a structure that has had a reported CO alarm activation, at least two personnel shall don full PPE and SCBA.

5. A CO Detector reading shall be taken immediately upon entering the building. If the reading is less than 25 PPM, the SCBA may be removed following the opening of sufficient doors and windows.

6. Samples/readings will be taken in the following locations:
   - In the HVAC closet
   - In the water heater closet
   - In any room with a combustible appliance
   - In rooms with a fireplace
   - At least 2.0 feet into the attic space
   - In rooms with HVAC registers, take samples 12” away from register.

6. If the home has been ventilated, don SCBA, shut windows, and attempt to duplicate the conditions that existed when the alarm was first noted by occupants. Inquire as to which appliances were being used prior to our arrival. Appliances should be allowed to operate at least 15 min. before testing. If the CO source is determined to be a gas appliance, turn the gas off at the appliance. Do not turn off service to the entire house.

7. If a detector has a removable sensor, remove it and check for discoloration. This indicates an accumulation of CO. If the sensor is white, it probably malfunctioned.

8. Ventilate the structure to safe levels using electric smoke ejectors and fans owned by the occupants: The following guidelines are provided for interpretation of the CO readings:
   - 0-9 PPM **ACCEPTABLE:** Newly constructed or tight, well-insulated structures may have CO levels of 5-10 PPM
   - 10-25 PPM **CAUTION:** Levels are unusually high
   - 26-99 PPM **WARNING:** Advise occupants against re-entry
   - 100+ PPM **DANGER:** Must leave house immediately. Re-enter only after source is determined and corrective action is taken.
   - 200 PPM **THRESHOLD LIMIT VALUE CEILING (TLV-C):** This concentration should never be exceeded.

9. Use the attached forms to document your findings.
NOTICE OF DANGEROUS SITUATION

CARBON MONOXIDE ALARM EMERGENCY

The Kyle Fire Department / Hays County ESD #5 responded to the building at __________________________ on __________________, Date ___. A Carbon Monoxide level of _______ PPM was discovered.

YOU ARE ADVISED TO IMMEDIATELY

LEVEL LESS THAN 9 PPM:

Check your carbon monoxide detector per manufactures recommendation. Install a replacement detector / sensor module.

Our instrument did not detect an elevated level of CO at this time. If your detector activates again call 911 - Kyle Fire Department / Hays County ESD #5

You might contact your fuel supplier, or heating / appliance professional to check your system.

LEVEL MORE THAN 9 PPM:

We have detected a potentially dangerous level of CO. We recommend that you leave your home immediately. We have notified your fuel supplier _____________________ to respond and help identify and eliminate the source of CO. It is not SAFE until repairs are made or the source of CO is found and eliminated.

YES / NO Kyle Fire Department / Hays County ESD #5 has located and shut off source of CO.

If yes, what was the source _____________________________________

If NO, we recommend that you stay out of the house until your fuel supplier arrives and eliminates the source.

** LEVELS MORE THAN 100 PPM:

We have detected high levels of CO that may potentially be lethal. You are ORDERED to leave your home immediately. We have notified your fuel supplier to respond to help identify and eliminate the source of CO.

YES / NO Kyle Volunteer Fire Dept. has located and shut off the source of CO.

If yes, what was the source: _____________________________________

If NO, You are to stay out of the building until your fuel supplier arrives and eliminated the source.

Officer in Charge: ____________________________, Date: ____________________

Received By : ____________________________, Occupant, Time: _______________
LOCATION OF INCIDENT: _______________________________ Date: __________

CHECKLIST
Are any members of household feeling ill?     Yes ____  No ____
Do you feel better when away from the house? Yes ____  No ____

Headache     Yes ____  No ____
Fatigue       Yes ____  No ____
Nausea        Yes ____  No ____
Dizziness     Yes ____  No ____
Confusion     Yes ____  No ____

Were any appliances turned off before our arrival? Yes / No
If yes, which ones? __________________________________________

Was fresh air let in before arrival? Yes / No
If yes, How and How long? __________________________________________

INITIAL PPM READING INSIDE STRUCTURE : __________  TIME : __________

ADDITIONAL PPM READING INSIDE STRUCTURE : __________  TIME : __________

DEPARTURE PPM READING INSIDE STRUCTURE : __________  TIME : __________

CO SOURCE CHECKLIST

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>PPM READING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chimney</td>
<td>Clogged flue, blocked opening</td>
</tr>
<tr>
<td>Fireplace</td>
<td>Gas, wood</td>
</tr>
<tr>
<td>Portable Heater Emissions</td>
<td></td>
</tr>
<tr>
<td>Gas Dryer</td>
<td></td>
</tr>
<tr>
<td>Water Heater</td>
<td>Chimney pipe</td>
</tr>
<tr>
<td>Oven / Range</td>
<td></td>
</tr>
<tr>
<td>Furnace</td>
<td>Gas / leaking flue / chimney pipe</td>
</tr>
<tr>
<td>Barbecue Grill</td>
<td>In enclosed area</td>
</tr>
<tr>
<td>Car Garage</td>
<td>Car started or running recently</td>
</tr>
<tr>
<td>Operating fireplace w /HAVC on, possible backflow</td>
<td></td>
</tr>
</tbody>
</table>

Was any appliance turned off by Fire Dept. YES / NO
If yes: which one? __________________________________________

CARBON MONOXIDE DETECTOR: MAKE __________ MODEL __________ SN. __________

FIREFIGHTER COMPLETING CHECKLIST ________________________________
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Lockout Alarms

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

I. **Purpose:**
   To establish a policy for dispatching and responding to lockout alarms.

II. **Background:**
   Due to the fact that there are locksmiths who make their living opening locks and maintain 24 hour phone lines for this reason, and due to the potential for damage to private vehicles and/or residences by our attempts at opening them, we must restrict our response to potential emergencies only where a person(s) are trapped inside the vehicle or structure.

III. **Policy:**
   A. If the lockout is endangering life inside the locked vehicle or structure, expedient entry methods should be used. Good judgment in selection of this method is anticipated.
   B. Kyle Fire Department / Hays County ESD #5 assumes no responsibility for damage to vehicles or structures caused while gaining emergency entry.

IV. **Procedure:**
   A. If a call is received for a simple lockout not involving trapped persons, the caller will be referred to a local locksmith for resolution.
   B. If, upon arrival to a lockout involving persons, the IC determines that the circumstances do not meet that of an emergency response, they shall advise the owner that Kyle Fire Department / Hays County ESD #5 cannot gain entry for them without damage to the vehicle or structure, and that we will remain on scene and assist them as necessary and desired in finding other means, such as calling a mobile locksmith. It should be emphasized that the potential property damage from forcible entry mandates this policy.
   C. If the lockout involves direct threat to life and/or property, collateral damage from forced entry should be minimized.
   D. Even in cases where emergent entry is not initially justified, observations of external conditions (heat, cold, etc.) and their effect on trapped persons should constantly be updated, in order to quickly determine the ongoing need for emergent response.
I. Purpose:
To establish a cooperative policy and procedure between Kyle Fire Department / Hays County ESD #5 and area helicopter EMS providers on helicopter responses and to promote safety of personnel who must work in close proximity of the helicopter.

II. Policy:
It is the primary responsibility of fire personnel to respond to and select a suitable landing zone (L.Z.) on an Air Ambulance response. E.M.S. personnel who are not needed on the medical scene may assist fire personnel. Criteria for landing zone site selection should include level terrain, absence of overhead obstructions (wires, trees, etc.), and pilot preference. Landing zone personnel should be capable of rapid shifting of resources should the pilot pick an alternate site. The landing zone should be a safe distance from the emergency scene.

III. Procedure:
A. General Procedures
1. Upon arrival at the selected landing zone, a capable unit will assume “Landing Zone Operations”. The Landing Zone Operations Officer will be the only unit to relay L.Z. information to the helicopter.
2. During the day emergency lights are not clearly visible from the air. All attempts should be made to park apparatus and marked vehicles at an angle around the landing zone or in the thoroughfare if in a roadway. This will aid in blocking traffic and marking the landing zone from the air.
3. All attempts should be made to stand under, place apparatus under, or physically point to overhead hazards when the pilot is within a visual range.
4. Personnel assisting with helicopter landing will wear proper eye protection, which includes full PPE.
5. All attempts should be made to remove any hazards in the vicinity of the landing area that may become projectiles such as tree limbs, trashcans, for sale signs, toys, etc.
6. Traffic must be blocked in both directions by apparatus and personnel when landing on a roadway. If possible, one lane of movement should be left open for a ground ambulance or other emergency vehicles. This lane must be controlled by Kyle Fire Department / Hays County ESD #5 or Law Enforcement personnel at all times.

7. Kyle Fire Department / Hays County ESD #5 personnel should never operate doors or touch any equipment on the helicopter unless specifically asked to do so by the helicopter crew.

8. An optimal landing zone should be 100’ by 100’. Hand signals and radio contact should be used to direct the helicopter in daylight. After dark, radio contact, flashlights, headlights, spotlights, and emergency lights are effective. All emergency lighting should be shut down around the L.Z. on final approach to avoid a glare hazard and disorientation to the pilot. Flares should never be used to mark a landing zone or anywhere near the helicopter.

9. Personnel must continue to monitor and secure the landing zone throughout the entire time the helicopter is on scene and assist in prevention of any access by the public.

**Safety Procedures**

1. All personnel involved in landing zone operations must be in full bunker gear with the helmet face-shield down during landing, take-off, or a hot load.

2. Always approach the helicopter from the front and only after being recognized and waved on by the pilot.

3. Only the minimal amount of personnel required to transport the patient should approach the helicopter when loading. These personnel should approach and retreat from the helicopter as one group, and only upon signal or permission from the crew.

**Radio Procedures**

1. The landing zone operations officer is the only unit that will be in radio contact with the helicopter for instructions. The landing zone operations officer should give a complete visual identification of the landing zone including landmarks and hazards.

2. Upon touchdown of the aircraft the landing zone operations officer should notify the communications that the helicopter is “on scene”.

3. Routine communications with Air Ambulance’s will be conducted on Kyle Fire frequency (EH Fire on 900 MHz). During high channel traffic or poor transmission location, the Texas Law 1 (Inner-City) simplex frequency or the direct Air EMS channel on the 900 MHz may be used.
I. Purpose
To provide an emergency response guideline for dealing with incidents involving bee swarms.

II. Policy
A. When responding where bees are involved directly or indirectly, the mission of KFD is to rescue the individual(s) from immediate danger and provide emergency treatment.

B. KFD will respond only to life threatening situations which involve bee attacks. KFD will not respond on “pest control” calls (i.e. the killing of bees or other pests that are not posing an immediate threat to the public), unless approved by duty officer. Contact nearest bee keeper if at all possible.

III. Procedure
Our response will be two-tiered, with the first due apparatus providing class “A” foam for the initial response. The designated attack apparatus will be equipped with the appropriate protective gear. Our response procedures are as follows.

Initial Company (Attack Vehicle)
- All personnel will suit up in special “bee suits” or bunker gear with SCBA prior to responding. On arrival they will:
  - Use a 3% foam solution to kill any remaining bees that are swarming.
  - Assist the medical crew in the removal of any patients to a safe area.
  - Stand-by for arrival of any other responding agencies (i.e. County Extension, Bee keeper, or Police)

Medical Rescue Crew
- All personnel will suit up in the special “bee suits” or bunker gear with SCBA prior to responding. On arrival they will:
  - Commit to rescue operations and provide medical treatment in a safe area of refuge.
  - Contact EMS with patient assessment and advise where to stage.
Additional Information

- If not equipped with protective suits, personnel must wear full turnout gear with SCBA prior to leaving the station. The regulator opening in the face piece must be covered with either the hood, a dust-mask respirator from the medical kit, or by using the SCBA. Another alternative is to wear just a protective veil with turnouts.
- If responding an engine, all personnel must ride in the cab of the unit with windows rolled up.
- If it is determined that it is a life-threatening situation, contact the local Law Enforcement. While the officer remains inside the cab with the windows rolled up, he is to use the P.A. to advise all individuals to remain indoors.

At least two different scenarios can be expected:

- The victim(s) is found in an unprotected area and is still being attacked. In this situation, time is of the essence. Grab the victim(s) and move immediately to a protected area such as inside a structure or inside the cab of your unit. If the victim is placed in your unit, leave the area immediately and drive a safe distance from the incident (at least ½ mile).
- The victim(s) is found in a protected area, such as inside a structure, and the bees are still swarming enough to prevent access. Use a full fog pattern on a rack or booster line to knock the bees out of the air and protect advancing rescuers. This is a very effective method of dissipating a bee swarm. It is also very effective to use a 1-3% foam solution on the bees.
- First aid for victims should begin immediately by assessing the patient’s ABC’s and then gently scraping the stingers from the victim. To scrape the stingers away, use a credit card, driver’s license, knife blade, etc. Do not attempt to pull the stingers out with your fingers or tweezers as squeezing will drive the venom into the patient. Release patient to EMS in a secure location.

General information

- If we respond and there is no life threatening situation, the first-in company will notify homeowner to call that we do not exterminate bees unless they pose an immediate threat to safety. If it is a life threatening situation continue with above protocols.
Subject: Dangerous Weather and Hazardous Plan

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

Section F-12

I. Purpose
   To staff the District fire stations and respond to emergencies effectively during dangerous weather and restrictive or hazardous travel periods.

II. Policies
   To effectively staff the fire stations with Department members and respond to incidents when traveling is considered hazardous, the following policies will be followed:

   A. When hazardous weather or emergency conditions exist, the Chief or Ranking Officer on duty will contact his relief and determine if conditions warrant mobilizing the volunteers before conditions become too hazardous for travel.

   B. Each station will be staffed to ensure personnel will be available to respond an engine if the Chief determines it needed at an incident.

   C. Main station will be staffed with a minimum of two personnel.

   D. Engines will only be used for confirmed structure fires when increased pumping capacity is necessary. The response of an engine will be determined by the Chief or Ranking officer.

   E. Brush Trucks will become initial response apparatus when road conditions are too dangerous for engines to travel on routine Still Alarms. This includes, but is not limited to, ice storms, snow, high winds, mud slides, road damage, tornadoes, earthquakes and other conditions which make travel difficult or more dangerous than normal.

   F. All stations will be staffed and supplied to become self-sufficient until the hazardous conditions pass.

   G. Snow / Ice chains will be installed for ice or snow conditions. Four-wheel drive will be used for ice / snow or slippery conditions.
III. Procedure

- All vehicles will be topped off with fuel before the weather or dangerous condition event.

- Station generators will be checked for operation and fuel, including the Repeater Shelter.

- All response vehicles will be checked for medical and other equipment that might be needed for Still Alarms. This includes, but is not limited to, extra hose and nozzles for brush trucks, extra Oil Dry for traction, cold weather necessities such as blankets and hot packs, if needed.

- Cables / chains will be checked and laid out for easy deployment. Cables / chains will be installed on at least two wheels when it is determined by the Chief or Ranking Officer that ice or snow conditions are significant enough to warrant their use. Checking of chains / cables must be done after the first ¼ mile. The maximum speed when using chains / cables is 30 mph.

- The Ranking Officers will contact the Chief or Battalion Chief for approval to mobilize all personnel paid and volunteer.

- When the Chief Officers and Ranking Officers have determined the hazard is of magnitude to necessitate additional staffing, alpha pages will be sent to all personnel advising them of the hazard.

- Chief or Ranking Officers will assess the need for water, food and equipment as dictated by the conditions. The Chief will use whatever means necessary to ensure personnel are properly outfitted, fed and housed for the duration the event.

- Whenever personnel spend long periods of time at the stations responding, their mental condition may deteriorate to a point of not recognizing proper safety measures during operations. For this reason, when the event lessens to allow for personnel changes, the first personnel to be relieved will be those who have spent the longest amount of time at the stations. There will be no exceptions to this policy.
I. Purpose:

To establish a general policy for response to hazardous materials incidents.

II. Background:

Kyle Fire Department / Hays County ESD #5 is equipped and trained for effective and safe response to only the most common of hazardous material emergencies. While compelled to offer assistance in hazmat incidents, actions will only be taken that are prudent and of acceptable risk to responders. In all cases of hazardous materials release other than small amounts of typical consumer hydrocarbons (gasoline, diesel fuel, kerosene, Propane, etc.), the Hays County Fire Marshal shall be requested for response to determine further actions.

III. Policy:

It will continue to be the policy of the department to respond to all hazardous material incidents in the district. The primary objectives in high-risk hazmat incidents will be that of, limiting access, perimeter control, and evacuation, containment. Appropriate state and local officials shall be notified. Strategic goals will be life safety, environmental conservation, and property conservation in that respective order.

IV. Procedure:

A. Upon receipt of an alarm that implies or indicates a significant hazardous material threat, the responding personnel will exercise due caution in approach and initial size-up. To the best of their ability, units should approach uphill, upwind and/or upstream from the incident. A perimeter and evacuation area will be established per the Emergency Response Guidebook. An incident command system will be established and all units notified of a command post location and staging area. A Safety Officer will be appointed as soon as possible. The Safety Officer should have training at least to the Operations level.
All personnel responding and working the hazardous materials scene must have, at a minimum, an Awareness level of training. The following agencies will be contacted as deemed necessary by the Incident Commander (Department of Public Safety, Hays County Sheriff’s Office, Hays County Emergency Services, Texas Commission on Environmental Quality and/or the Hays County Fire Marshal.

B. If the situation is of acceptable risk to the Incident Commander, Kyle Fire Department / Hays County ESD #5 personnel will conduct whatever tasks have been delegated.

C. If the situation is not of acceptable risk as determined by the Incident Commander, Kyle Fire Department / Hays County ESD #5 personnel will evacuate the immediate area to outside the perimeter, or safe zone, and limit access.

D. Kyle Fire Department / Hays County ESD #5 personnel will not, under any circumstances without the proper level of PPE and HazMat training, engage in repairing and/or stopping a leak, spill, or rupture in which a hazardous material is involved unless the Incident Commander deems it a very low risk operation, and gives instructions for such repair or containment.
I. History

Acts of terrorism are not always designed to hurt or kill one person or one company. Terrorism is designed to disrupt government response or to show the public how vulnerable the government can be. Terrorists have learned that one of the best ways to cripple a society is to take out key figures of normal emergency response (i.e. Fire Departments or hospitals). In Texas, bomb threats and terrorist acts are the responsibility of law enforcement agencies. The role of fire departments is to assist law enforcement during these activities.

Terrorists have also learned that the most effective Weapon of Mass Destruction (WMD) device is one which incorporates a secondary device. In this scenario, a smaller device triggers panic or the response of emergency personnel. As the people nearby run away from the primary device or emergency personnel rush toward it, the larger, secondary device is activated. For this tactical reason, firefighters must resist their normal instincts and training to rush into harm’s way. Entry to a WMD scene must be controlled and staged to minimize risk.

II. Purpose

To give guidance and orderly response to situations involving the use of explosives or explosive ignition-type devices as weapons of terrorism or mass destruction.

III. Policy

It is the policy of this Department to provide the highest level of safety to its members while delivering the mission of fire suppression, rescue, and emergency medical care to those in need.
IV. Procedure

Notification:

- **Bomb Threat:** Upon receipt of a bomb threat, communications shall notify the Chief or Ranking Officer and advise him of the incident. Communications will then Alpha page the information to the Chief or Ranking Officer. Radio use will be limited to avoid media attention. All “threats” will be a Code 1 response.

Device Found:

- In the event the reporting party advises that an actual suspicious device has been discovered, the response will be upgraded to Code 3.
- For both responses, the Chief or ranking Officer will notify necessary personnel via radio or telephone.

Response:

- When responding to bomb threats, staging areas are extremely important in relation to the involved area. If at all possible, staging areas will be set up at least one city block (500 ft.) from the structure involved. When possible, staging areas will be near another structure, on the far side of that building, away from the structure involved. Careful attention should be given to the height of the structure that you are staged behind to avoid being in the “collapse zone”. In this area, a Command Post, an Aid Station, and Apparatus Staging Area will be established.

Communications:

- The IC will establish a Command Post and all units will report to the Command Post or Staging for assignments.
- In the past, common radio frequencies were used to detonate explosive devices and because of bleed-over from one channel to another, particularly when transmitting near an electronic device, it was critical to maintain radio silence within a large radius of a potential device. New technology and digital transmitter / receivers have made this practice unrealistic. There are so many cell phones, cordless phones and radios present today it would be hard to determine what type of frequency would be in the immediate area of a target. This fact could cause premature detonation even before the device is placed at the targeted location.
Regardless of this discussion of radio technology, it is still foolhardy to lean over a suspected device, press the transmit key, and say,” I think I have found it”.

- A Three Horn Mayday Distress signal blast of an air horn will signal all members to return to the Command Post at once.
- The Department Accountability System will be utilized at all times.
- Communications shall be advised of the progress of the Command Post, Aid, and Staging Area set up. Communications shall also be responsible for notifying law enforcement of the location of the staging and command areas.

**On scene duties:**

- All personnel will report to the Command Post area and remain there until dismissed by the Incident Commander. All personnel are to be in the highest state of readiness in the event of an actual detonation of the device in question, this means that they are to stay at staging and perform the tasking assigned.
- Fire Personnel may be used for evacuation, crowd/scene control, and traffic re-direction as directed by law enforcement.
- At all times, law enforcement is in control of a threat situation. If actual detonation occurs, the Fire Department will then assume suppression control. All actions should be performed with the thought in mind that the affected area is a crime scene.

**Specific Acts that will not be Performed by Kyle Fire Department / Hays County ESD #5**

- Entry into structures involved in bomb threat operations
- Search for devices
- Removal of suspect devices

**Points to consider During a Bomb Threat:**

- Always be aware of your surroundings. Do not become complacent. You are the first line of responsibility for your safety.
- Consistently observe by-standers for unusual behavior or nervousness. Look for unusual “transmitters” such as someone holding a garage door opener, a radio-controlled car control box, etc. These simple devices can be utilized to trigger a secondary device once enough people are gathered or enough emergency personnel are vulnerable.
- Use time, distance and shielding to your advantage. When you have a choice, stand in front of a concrete or brick wall. Do not stand in front of large glass windows that you can be pushed through or that can fragment.
• Do not stand next to a trashcan or mailbox. Do not stand over a storm sewer inlet on the curb. Do not stand next to a car or any other vehicle parked near the event.
• Be aware of any abandoned packages / backpacks or any other container out of place for the surroundings.
• Always stand upwind and uphill from the event. Know the wind direction before you get near the scene and stay upwind.
• Your chances of not getting trapped in a panicked crowd are better on the edges than in the middle.
• Avoid mists, clouds, smells, or any chemical odor with no apparent source.
• If you hear an explosion or unusual noise, DO NOT move toward it and DO NOT move away from it – move at a right angle to the disturbance. A secondary device may be set near the first device or in the direction away from it where most people will run.
• Avoid clusters of police or EMS personnel – You might think it’s the safest place to be, but they (we) have a tendency to gather together and when they do, they make a bigger target. Consider multiple staging areas.
I. **Purpose:**
To establish policies and procedures for incidents involving multiple victims or when initial response resources are taxed beyond their capacity.

II. **Background:**
Proper planning and coordination between agencies involved in multi-agency response increases both effectiveness and efficiency. It is also important to remember that an effective incident command system is vital during a mass casualty incident.

III. **Policy:**
A. Upon arrival at the scene of a mass casualty incident an Incident Command System will be established, with a Command Post located and designated in an appropriate area. Command officers of all involved agencies will establish a system of Unified Command, designating one Operations Officer.
B. A Safety Officer will be designated and assigned.
C. Fire and Rescue sectors will remain under the command of Kyle Fire Department / Hays County ESD #5. Medical sectors will be under the direction of San Marcos Hays County E.M.S., with Kyle Volunteer personnel assisting as able and needed.

IV. **Procedure:**
A. Upon arrival a rapid triage should be initiated on all patients. This will not only aid in organizing the scene but will also allow the Incident Commander to determine the number and type of resources which will be needed from San Marcos Hays County E.M.S. and mutual aid agencies. Triage is also important to expedite transport of the most critical patients.
B. If manpower allows, one person should be designated as a Triage Officer. This position should be surrendered to San Marcos Hays County E.M.S. personnel when they arrive.
C. If the incident requires more resources than are available inter-departmentally on any scene, additional Fire Departments should be contacted for mutual aid. If additional resources are needed beyond the capabilities of mutual aid departments, the County Resource Coordinator should be contacted to manage additional response.
I. Purpose:

The purpose of this procedure is to provide the fire suppression division guidelines for a terrorist act and/or Weapons of Mass Destruction (WMD) incident response with the emphasis on early recognition, identifying initial actions and establishing operational procedures.

II. Definitions:

A. Terrorism – the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives.

B. Weapon of Mass Destruction incident – will include the use of any of the following products or devices: Nuclear, Biological, Incendiary, Chemical, or Explosives.

C. Hazardous Materials Response Team - is a group of trained personnel who respond to releases of hazardous materials for the purpose of control or stabilization of the incident.

D. Technical Rescue Team - responds in extraordinary or highly dangerous rescue situations such as building collapses, confined-space entrapments and high-angle rescues.

E. Emergency Decon – performed by first arriving company for decon of victims using redlines or 1 ¾” hand lines. If feasible, instruct victims to begin removing outer clothing.

F. Gross Decon – Removal of patient from high-risk area into the area where water flow or showers are provided to perform the initial decon process with victim’s clothing on. This is the first part of the mass decon process.

G. Secondary Decon – Re-washing of the victims after gross decon and after the victims have removed clothing down to underwear. Secondary decon should concentrate on areas that were unprotected by clothing.
H. **Technical Decon** — for entry personnel and fire suppression companies operating in the Warm Zone. It is a separate decon corridor and located some distance away from the gross decon corridor. Technical Decon is to be performed by fire suppression companies under the supervision of Hazardous Materials Response Team (HMRT) or Technical Rescue Team (TRT) Sector Officers.

III. **Recognition**

A. The first phase of the response is to recognize that something unusual is or has occurred and that special considerations and response actions must be taken to ensure the safety of the first responders and the victims. Response information and initial observations often reveal indicators of a WMD incident. The following general WMD incident indicators are provided to assist first responders in the recognition process. There may be one or more indicators present on the scene.
   i. Dead or dying animals
   ii. Dead or dying humans
   iii. Unexplained casualties
   iv. Unusual liquid, spray, or vapor
   v. Suspicious packages
   vi. Mass unexplained, common illness
   vii. Mass coughing, gagging or eye watering
   viii. Unusual odors
   ix. Reports from dispatcher of any of the above listed indicators
   x. Evidence of blast or explosion effects in high profile, densely populated areas

   *(Note: Not all WMD incidents may involve “weaponized” agents but may involve the use of toxic industrial chemicals that are transported throughout the city on a daily basis.)*

B. It is understood that even if initial responders recognize that a WMD Incident has occurred, it may not be possible to determine the exact agent involved. In this scenario, initial arriving companies should approach the incident from upwind and not place themselves within 500’ of the outermost portion of the affected structure. If no structure is involved, do not approach any closer than 500’ from the suspected area of contamination.

- **INITIAL SIZE-UP AND ACTIONS**

A. **Initial Size-up**

1. Determine the wind direction and note weather conditions
2. Locate downwind exposures
3. Consider the topography
4. Consider natural and man-made barriers
5. Estimate the number of victims
6. Consider and note the types of presenting injuries and/or symptoms

B. Initial Actions for first arriving company

1. Spot apparatus upwind, uphill, and upstream at a safe distance (not less than 500 feet).
2. Don SCBA and full protective clothing.
3. Initiate emergency decon procedures for affected victims and/or fire personnel.
4. Gather information, request additional resources, and provide initial report to responding companies and Fire Alarm (report exact unit location of first arriving unit and nature of NBC agent if evidence is available)
6. Attempt to isolate the area and deny entry
7. Identify refuge area for ambulatory patients and direct them to that location
8. Identify staging area and safe route of approach for responding units
9. Request assistance to isolate 500 feet around structure or point of origin during the day and 2.1 miles downwind during the night.

C. Initial Emergency Decon Operation Guidelines

1. Begin initial emergency decon operations as soon as possible
2. Maintain distance from contaminated area. Direct ambulatory victims to the initial emergency decon area.
3. Always wear full protective clothing including SCBA
4. Stand upwind of water spray
5. Encourage victims to remove outer clothing (if possible)
7. Direct ambulatory victims to gross decon as soon as it is available
8. Discontinue initial emergency decon when gross decon is placed in operation
9. Firefighters performing the emergency decon duties shall proceed through gross decon, secondary decon and technical decon after initial emergency decon is discontinued.

• INCIDENT OPERATIONS

After arrival of additional fire units on the scene, Firefighting Division personnel may be directed to function in one of several general capacities including but not limited to the following: Gross Decon, Secondary Decon, Technical Decon, directing ambulatory victims, nonambulatory patient movement, triage, patient treatment, command support (i.e., safety, accountability, resource management,
A. Decontamination

1. Gross Decon - is intended to provide rapid, thorough water flushing to exposed victims as a means of quickly removing contaminants from large numbers of people.

There are numerous methods that can be used to accomplish gross decon. Regardless of the method chosen the general principles are as follows: Three point of contact (overhead, right side, and left side) (See attached diagrams, page 6)

a. If possible, select a location uphill, upwind, upstream and at a safe distance from the contaminated area. Position the operation in such a way that runoff moves away from the patient movement corridor and secondary decon operation. Having runoff flow back into the contaminated area is ideal.

b. Use a “victim movement corridor” concept to channel victims into and through the water streams. Victim movement corridors can be created with fire apparatus or may exist already as in the case of fixed width walkways between buildings or natural pathways of suitable width. The width of the corridor should be based on the number of persons that will be passing through the corridor. The more victims that need to pass through the corridor, the wider the corridor. Corridor widths less than 10’ or greater than 25’ are generally less effective.

c. Direct copious amounts of water into the corridor utilizing fog streams. Keep engine pressures low enough to create good fog patterns but not high enough to injure victims.

d. Using apparatus PA systems or amplified bullhorns communicate continuously with victims directing them to and through the gross decon corridor. Speak slowly, clearly and calmly. Tell them exactly what you want them to do. Encourage them to remove outer clothing to enhance the decontamination process. Direct deconned victims to secondary decon or a holding area.

e. If secondary decon has not been set up by the time the victims have been through gross decon or if the secondary decon operation cannot process large numbers of victims quickly enough, a holding area will need to be established. Consider the use of
adjacent structures for temporary staging of victims awaiting secondary decon (especially in cold or inclement weather).

2. Secondary Decon

a. Assist the HMRT and TRT with the establishment and assembly of the Secondary Decon area(s).

b. Don the appropriate PPE and respiratory protection as determined by the HMRT Leader and Secondary Decon Officer. Equipment and supplies are to be provided by the HMRT and/or the WMD Emergency Response Trailers.

c. Assist with secondary decon operations of victims under the guidance of the designated HMRT or TRT sector officer. Operations may include the following:

- Deconning victims
- Transferring supplies from the Cold to Warm zones
- Transferring contaminated, overpacked victim clothing from dressing area to designated clothing staging area.

3. Technical Decon

a. Assist the HMRT and TRT in the establishment and assembly of the Technical Decon Corridor.

b. Don the appropriate PPE and respiratory protection as determined by the HMRT Leader and Technical Decon Officer. Equipment and supplies are to be provided by the HMRT and/or the WMD Emergency Response Trailers.

c. Assist with decon procedure of HMRT, TRT and Fire Suppression personnel under the guidance of the designated HMRT or TRT sector officer.

B. Patient Movement

1. Directing ambulatory victims

a. Upon arrival at scene and after the first responders have donned PPE and SCBA, the focus is to gain control of the masses of victims. Ambulatory victims that are nonsymptomatic must be directed to the “Safe Refuge”, an area designated by the first responding company officer to stage these patients until sufficient resources arrive to assist with decon. Emergency Decon must be quickly established to assist the symptomatic victims.
b. To minimize the possibility of contamination of fire suppression personnel, avoid or minimize contact with exposed victims to the extent possible. Use of the Public Address systems on apparatus is strongly encouraged to avoid contact and allow more victims to hear instructions. (Rather than shouting over a SCBA mask)

2. Non-ambulatory Patient Movement

a. The HMRT and/or TRT personnel will perform non-ambulatory patient transfer to the Decon corridor from the Hot Zone.

b. Fire Suppression personnel directed to assist with non-ambulatory patient transfer will work in the Warm Zone only. Patient transfer will be through the gross and secondary decon corridors. HMRT or TRT members will direct firefighters assisting with patient movement activities within the secondary decon corridor.

C. Triage and Treatment

1. Fire Companies directed to assist with patient triage will perform these activities in the Cold Zone, (established by the HMRT) under the direction of the designated Medical Sector officer.

2. PPE and SCBA will be staged in an area close to the Cold Zone for quick access in case of a wind shift or assuming assignments in the Warm Zone.

D. Conflicts/Revisions
This policy is subject to review and revision as necessary in order to ensure safe and effective fire company operations at WMD incidents. Where prior correspondence conflicts with this policy, this policy shall supersede.
Figure 1

Figure 2
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Apparatus Response Protocol

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

Section G-1

I. Purpose
   To establish a standardized guideline for the initial response of apparatus.

II. Policy

   A. The appropriate number and type of apparatus shall respond to calls in order to minimize the risk to our personnel and equipment and to ensure that the remainder of the District remains covered.

   B. Whenever possible, all Class A engine and rescue apparatus shall have a minimum of two personnel on board. When personnel shortages necessitate the operation of a Class A engine or rescue vehicle by a single person, the driver shall exercise all necessary caution to ensure the he/she arrives safely at the call. Response time shall be sacrificed for safety when the situation arises.

   C. When personnel shortages occur, priority should be given to manning the apparatus with two personnel. When this occurs, personnel at the other station shall be prepared to cover the entire district, should another call be received.

III. Procedure

   A. Minimum Initial Response Protocols
      The following guideline for minimum initial response to alarms shall be followed under normal conditions for each Station’s Response Territory.

      The Chief Officers and Officer in Charge may change response protocols on an as-needed basis.

      ALL MEDICAL ALARMS:
      1 Rescue Company or Engine

      ALL TRAFFIC INJURIES:
      2 Engine Company

      AIR AMBULANCE:
      1 Engine Company
**STILL ALARM:**
1 Engine Company

**ALARM ACTIVATION (CODE 1 RESPONSE):**
1 Engine Company

**BOX ALARM/ Structure (Light, Full, Heavy):**
2 Engine Companies,  
2 Tenders if no available water supply  
Support for rehab

**RESCUE ALARM (Technical, Vehicle, Water)**
2 Engine Companies,

**GRASS / BRUSH FIRE:**
2 Brush Truck & 1 Tender  
1 Engine Company

**BRUSH FIRE, 2nd ALARM**
2 Brush Trucks, 2 Tenders  
Support for Rehab

**HAZARDOUS CONDITION:**
1 Engine Company  
1 Rescue Company

**HAZMAT ALARM:**
2 Engine Companies  
Rescue 21  
Support for Rehab

**WILDLAND TASK FORCE #2 (South Task Force) ALARM:**
1 Brush Truck  
1 Tender

**WILDLAND TASK FORCE #3 (County Wide All Call) ALARM:**
2 Brush Trucks  
1 Tender  
1 Engine Company on Standby

---

**B. Additional Response**

1. In the event that there are not enough personnel or apparatus on the scene, the IC will ask Dispatch for a second alarm. The second alarm may be for personnel, apparatus and or mutual aid.

2. The IC will make every effort to get an engine company back in service or direct (or other mutual aid resources) to Main Station for standby until resources can be cleared.
C. **Specifics**

1. The Chief or Ranking Officer will staff the Command vehicle, determine the need for response and take the proper action that best suits the needs of the Department. This action may include staffing another apparatus.

2. In the event there are insufficient personnel at the station to respond the appropriate apparatus, the Shift Commander will respond or make arrangements for the response of the necessary apparatus.

3. When any support vehicle is in service, it will respond to all alarms as requested by the Officer in Charge.
I. Purpose

To institute safe driving procedures for all KFD vehicles and all privately-owned vehicles (POV's) responding to emergency calls as defined under the Texas Transportation Code.

II. Policies

1. All Department vehicles responding to alarms shall be operated in a safe manner at all times, including and especially during emergency response.
2. It is the policy of the Department to respond appropriately to any emergency when called. It is also the policy of the Department that the need to immediately respond to any call must out-weigh any unreasonable danger to the member or the public.

III. Background

Of all the potentially dangerous situations that firefighters must deal with, the driving of and riding on an apparatus can be one of the most dangerous. The NFPA lists "responding to and returning from alarms as the second leading cause of firefighter injury and death each year (heart disease is the leading cause).

IV. Definitions

A. An “Authorized Emergency Vehicle” shall mean a Kyle Fire Department / Hays County ESD #5 Apparatus authorized to respond to emergency calls and as defined under the Texas Transportation Code.
B. “Code 1” shall mean responding to an Emergency Call without the use of both audible and visual signals as required herein.
C. “Code 3” shall mean responding to an Emergency call using both audible and visual signals as required herein.
D. “Emergency Call” and “Call” shall mean any alarm dispatched by the Department’s dispatchers, or as stated within the nature of the call as dispatched.
E. “Privately Owned Vehicle” or “POV” shall mean all non-Departmental vehicles owned by individual members of the Department for their personal use.
F. “Member” shall mean a volunteer or paid member of the Department.

V. Procedure

A. General Driving Conditions and Requirements

1. All traffic laws and rules shall be adhered to while traveling under normal conditions.
2. Seat belts shall be worn at all times without exception. All members shall be seated and belted-in prior to and during any response.
3. Vehicle headlights shall be turned on at all times while operating Department vehicles (recent studies have shown this practice drastically reduces accidents).
4. Defensive driving principles shall be adhered to at all times.
5. When parking Department apparatus, the emergency (parking) brake shall always be set and wheel chocks deployed (wheel chocks are not required when parked in the truck room).
6. Traffic cones shall be placed on the traffic-side corners of the vehicle when a Department apparatus is parked on a roadway whenever possible.

B. General Requirements for Driving Code 1

All members responding to any call driving Code 1 shall:

1. Obey all applicable Motor Vehicle laws of the State of Texas.
2. Drive in a reasonable and prudent manner under the circumstances then existing.
3. Report all tickets, incidents, or accidents related to the Member’s driving.

C. General Requirements for Driving Code 3

All Members when responding Code 3 to an Emergency call of the Department shall:

1. Activate all lights and sirens prior to responding and keep them on throughout the response, unless the response has been reduced to Code 1.
2. Use the left lane as much as possible during response (Texas Law mandates drivers to move to the right for emergency vehicles).
3. When approaching intersections controlled by a red light or stop sign that controls the Member’s lanes of travel, the Member shall STOP and determine that the Member has control of all lanes of traffic before proceeding through the intersection.
4. When approaching intersections controlled by a green light or yield sign controlling the Member’s lanes of travel, the Member shall slow
or stop as necessary and determine that the Member has control of all lanes of traffic before proceeding through the intersection.

5. When approaching a school bus that has activated its flashing signals, the Member shall stop the emergency vehicle and wait until the driver of the bus deactivates his flashing signals or otherwise clearly signals that the Member may proceed. When passing a stopped school bus, the Member shall keep appropriate regard for the safety of others and for those whom are either embarking or disembarking the school bus, regardless of whether the bus has activated its flashing signals. Members shall also use appropriate regard for the safety of all persons when traveling through a posted school zone.

6. When conditions dictate that Member must drive in the oncoming lanes of traffic, the Member shall not proceed until he has control of the oncoming lanes of traffic. The Member shall keep appropriate regard for the safety of others in relation to any vehicles in all lanes of travel.

7. Maintain a reasonable distance from traffic in front of the Authorized Emergency Vehicle to allow for sudden movement and directional changes of other vehicles.

8. When multiple vehicles are responding together, the operators should follow in the same lane of traffic and maintain a safe distance behind the leading vehicle, unless the leading vehicle grants the following vehicle permission to pass. (remember that motorists may not expect additional vehicles to follow after the first one has passed them).

9. Prudent speed as necessary to account for road, traffic, and weather conditions.

10. Maintain two-way communications with the Department’s Communications.

11. Report all tickets, incidents, or accidents related to the Member’s driving.

12. **DO NOT** pass any vehicle on the right, unless it is the most appropriate alternative available, and after exercising appropriate regard for the safety of others in the lanes of travel.

13. **Do Not** pass another unit or apparatus during response without requesting and receiving permission from that unit.

14. Not misuse or abuse the Code 3 Policy, its privileges, or responsibilities.

15. Sound any horns and alternate the siren’s tones upon entering and exiting any intersection.

16. Use all turn or other signals as necessary, at the Member’s discretion, to communicate to other persons the Member’s intentions.

17. Reduce to Code 1 when traveling on a highway at speeds less than the posted speed limit, slower than the flow of traffic or when responding to a long distance mutual aid call when Code 3 driving will not affect the response time.
D. **Member Requirements to Drive Code 3**

Any member who is authorized by the Department as required herein shall meet the following requirements before being authorized to respond to any call Code 3:

1. Be at least 21 year of age and have the approval of his/her Chief Officer.
2. Provide a certified driving record from the Texas Department of Public Safety for the previous five (5) years.
3. To qualify for training, a member must not be on probation, deferred adjudication, deferred prosecution, or parole for any penal code offenses involving a Motor Vehicle in any jurisdiction of the United States of America, including, but not limited to, driving under the influence of alcohol or drugs, intoxication assault, intoxication homicide, criminally negligent homicide, driving with a suspended license, or reckless driving. Any of the above offenses committed after clearance will require a review by the Chief Officers.
4. Must be a licensed driver with no medical restrictions from DPS.
5. Complete an emergency vehicle operations course as approved or provided by the Department.
6. Have a driving record that demonstrates a high regard for safe driving habits, which will be determined by the Department or its designees, taking into consideration moving violations and accidents as reflected by the Member’s driving record obtained from the Texas Department of Public Safety.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Backing Fire Apparatus

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby

Section G-3

I. Purpose
   To establish a policy and procedure for backing apparatus.

II. Policy
   A. Extreme care should be used when backing. If at all possible, avoid backing a vehicle even if this requires circling the block. A back-up guide must be used at all times. If you are alone and no assistance is available, stop the vehicle while backing, exit, and check your clearances and for obstructions frequently. A complete 360 of the apparatus must be done.

   B. In all non-emergency situations, a backup guide will be used each time a Department apparatus or specialized vehicle is backed up. In emergency situations, a guide shall be used if at all possible.

   C. Vehicles without compartment bodies and with a load rating of “one ton” or less may be backed up without a guide provided appropriate caution is followed.

   D. When backing apparatus away from the stations where the backing area is unfamiliar, personnel will use a guide.

III. Procedure
   A. Backing with a Guide.
      1. The person who is to serve as the backup guide shall not get off the apparatus until it has come to a complete stop. If on a public street, the backup guide will wear a traffic vest.

      2. If at all possible, the backup guide shall operate from the driver’s side of the apparatus and be visible in the side rear view mirror.

      3. If backing at night, the apparatus spotlights should be aimed to the rear. A hand light shall also be used but should not be shined at the mirrors.
4. The guide will continuously check the clearance above, below, and on each side of the apparatus. If the backing vehicle is negotiating a turn of any kind, the backer shall stop the vehicle periodically and check the blind side (right passenger side) for obstructions.

5. If more than one backup guide is being used, the driver should receive signals from only one guide at a time. Be careful to avoid confusing the driver.

7. The following standard hand signals will be used to direct the driver:
   a) **Straight Back**: One hand above the head with palm toward face, waving back.
   b) **Turn**: Both arms pointing the same direction with index fingers extended. (Point in the direction the rear of the apparatus needs to go.)
   c) **Stop**: both arms above head with palms open toward driver creating an “X”.

B. **Backing Without a Guide**
   1. Any apparatus or vehicle that normally requires a back-up guide may be backed without a guide in an emergency situation if a guide is not available. Before backing, the driver must get out of the unit, walk to the rear and check for obstacles behind the vehicle. You may use a civilian as a guide in an emergency, but make sure they are calm and collected. In this circumstance, remember that they are not trained, you may not recognize their hand signals, and they may get excited. The ultimate responsibility for the vehicle remains with you.

   2. It will always be preferable to have a spotter when backing, so plan ahead. If you are clearing a call where another member of the Department has responded, ask one of the individuals on scene to stop by the station to assist you.
I. Purpose
To keep an accurate record of Department maintenance and to ensure the prompt and efficient repair of out-of-service Items.

II. Policy
All maintenance problems found on apparatus, tools, and stations will be reported to the Battalion Chief on a daily basis.

III. Procedure
A. The Battalion Chief will be the overall responsible Officer–In-Charge of the maintenance for all vehicles and major mechanical equipment. He will accomplish or arrange for all maintenance and repair, and he must be informed of all maintenance and repair that is conducted on Department vehicles. All repairs done or needed must ultimately be reported in writing to the Assistant Chief.

B. All maintenance problems will be reported in writing by e-mail and reported to the Battalion Chief so the information can be recorded in the Daily Shift Journal.

C. If the problem is serious enough to remove an apparatus from service, the Battalion Chief should be notified as soon as possible.

D. If the maintenance problem can be or needs to be repaired that day, it shall be done at the discretion of the Battalion Chief.

E. If the effort to fix the problem exceeds the time available or if the problem requires the immediate attention, then the Battalion Chief should be notified immediately.

F. Certain repairs can be done in-house by our personnel. These simple repairs include changing light bulbs, replacing lenses and fuses, adding fluids, replacing body nuts and bolts, etc. Notifying the Battalion Chief is not necessary for these types of repairs unless it is an ongoing problem.
I. **Purpose:**
To establish a policy and procedure for reference in the event a Kyle Fire Department / Hays County ESD #5 apparatus is involved in a collision.

II. **Policy:**
In the event a Kyle fire apparatus is involved in a collision, any injuries will be given top priority. If there are no injuries, the following list of procedures should be followed.

III. **Procedure:**
A. **When a collision occurs, all persons involved will be checked for injuries.** If any involved parties are injured, normal E.M.S. protocols should be activated and treatment initiated. As with all E.M.S. calls precise and accurate documentation is of the utmost importance.

B. If the apparatus involved in the collision was responding to an incident, another truck must be able to complete the response. Any available officer (preferably a Chief) should be notified and respond to the scene of the accident.

C. State law requires that vehicles involved in an accident be moved out of the roadway if able and if blocking.

D. The local Law Enforcement Authority or Department of Public Safety will be notified and asked to be en-route to the accident scene via dispatch. All proper law enforcement collision protocols will be followed with the assistance of the Law Enforcement authorities. (i.e. insurance information swapping, etc.)

E. All Kyle Fire Department / Hays County ESD #5 personnel directly or indirectly involved in the collision will refrain from any discussion on fault, circumstances, events, and/or possible causes of the collision unless specifically asked by the investigating officer or Kyle Fire Department / Hays County ESD #5 officer in charge of the scene.

F. A follow-up decision will be made by the Chief on the driver's (involved in the collision) status as an apparatus operator and will institute proper disciplinary action as necessary.
G. Divers involved in a vehicle collision will be required to submit to a mandatory drug screen as required by Kyle Fire Department. The on-shift officer shall arrange for the Kyle Fire Department apparatus driver involved in the collision to be taken for local drug and alcohol screening.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guidelines

Subject: Civilian Riders on Department Vehicles

Effective Date: July 1, 2013

Authorized By: Chief Clay Huckaby  Section G-6

I. Purpose
To properly manage civilian personnel riding on and responding with department emergency vehicles.

II. Policy
The only non-department people authorized to ride out on Department vehicles are those who have been previously authorized by the Chief.

III. Procedure
A. Riders shall:
   1. Be briefed by the Chief or Ranking Officer as to their responsibilities and restrictions while on a Department vehicle.
   2. Read and sign a Department liability release form. If the rider is less than 18 years of age, his /her parent or guardian must sign the release form.
      These passengers shall remain in the vehicle or in areas designated for other bystanders for the duration of the call.
B. Under no circumstances shall the member carry on a Department vehicle any child, adult, or animal that requires "baby-sitting" by the member or someone else. Exceptions to this rule may be made for parades and other public service events, but only with the permission of the Ranking Officer or Chief.
Kyle Fire Department / Hays County ESD #5

Standard Operating Guideline

Subject: Drive-Up Incidents (P.O.V’s)

Effective Date: July 1, 2013

Authorized By: Clay Huckaby

Section G-7

I. Purpose

To establish a procedure to guide actions when department members drive up on a collision or other emergency scene within our District and in surrounding areas of Hays County.

II. Policy

Upon driving up on any emergency scene (i.e. Collision, medical, fire etc.) the member shall assess the scene; call 911 or our Dispatch via radio or telephone, and describe to the operator the type of incident and what type of response will be required.

A. Collisions

- Upon arrival at a collision, park your vehicle in a safe location that will not hinder emergency response vehicles from arriving and staging on scene. Do not attempt to block traffic with your POV. (You may be found at “fault” for a subsequent collision!)
- In District and Immediate Surrounding area…..
  - Report the collision to dispatch via radio or telephone and give a size-up.
  - Request Dispatch to initiate a dispatch for Kyle Fire Department / Hays County ESD #5 if there are any injuries or fluids leaking that would require response.
  - If there are injuries, request EMS.
  - Request the appropriate police department to respond if blocking traffic and/or if either party request police response.
- Out of District
  - Report the collision to the 911 Operator by cellular phone or, if you do not have a cellular phone, contact our Dispatch via radio and ask them to relay your information to 911.
  - If there are injuries, request EMS.
  - Even if you initiated patient care, no run report is needed. However, you may do a run report for your own file. The run report will be your responsibility, not Kyle Fire Department /
Hays County ESD #5s. When you decide to stop at an accident or emergency scene outside of our fire district, you are not “responding” as a member of this Department, you are working as a Good Samaritan and are covered by the appropriate laws of the State of Texas and not by our Department insurance or license to practice.

B. Fires

- Upon arrival at a fire, park your vehicle in a safe location that will not hinder emergency response vehicles from arriving, laying in and/or staging on scene.
- Report the fire to Dispatch via radio or telephone and give a size up.
- Determine the closest water supply, if possible and advise incoming units of its location.
- Determine, without entering the structure, if all occupants are out of the structure.

Determine what utilities are at the structure (Natural gas, propane, etc.) and locate the cut-off locations – but do not take action unless you are directed to do so, or you have experience to accomplish the task safely.
I. Purpose
To provide a consistent and orderly response to EMS alarms.

II. Policy
The response on all EMS calls shall be adequate to meet the needs of the patients as well as provide adequate assistance to San Marcos/Hays County EMS.

III. Procedure
On all EMS alarms, a minimum of two personnel should respond. For most calls, three or four personnel should be sufficient. For incidents such as Cardiac Arrest, the number of personnel needed may be four or five.

The recommended response shall be:

- Vehicle response will be per the Response SOG.
- In the event of multiple patients, the first arriving Officer or apparatus driver not handling patient care will assume IC and be responsible for radio communications, including patient updates, call numbers, and direction of incoming personnel. In the event that the emergency has been mitigated, all units shall be reduced to code 1. When, in the IC’s opinion, sufficient units are on scene, additional units not on scene will be canceled.
- The individual assuming patient care will complete patient reports and the incident report.