

**MADISON COUNTY FISCAL COURT
MADISON COUNTY, KY
RESOLUTION 2025-055**

**A RESOLUTION OF THE FISCAL COURT ADOPTING THE AMENDED
MADISON COUNTY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES
(SOPs) AND STANDARD OPERATING GUIDELINES (SOGs) FOR FY 2025-2026.
THIS RESOLUTION SUPERSEDES RESOLUTION 2025-023.**

WHEREAS, the Madison County Fire Department (MCFD) SOPs and SOGs for FY 2025-2026 were adopted by Resolution 2025-023 on March 25, 2025; and

WHEREAS, MCFD Fire Chief Tim Gray wishes to amend the FY 2025-2026 SOPs and SOGs for the daily operation and function of the MCFD to become effective July 1, 2025; and

WHEREAS, all MCFD employees are required to acknowledge receipt of and follow the MCFD SOPs and SOGs;

NOW, THEREFORE, BE IT RESOLVED THAT THE MADISON COUNTY FISCAL COURT DOES HEREBY APPROVE THIS RESOLUTION TO SUPERSEDE RESOLUTION 2025-023 AND AUTHORIZES THE JUDGE/EXECUTIVE AND/OR HIS DESIGNEE TO EXECUTE THE SAME ON BEHALF OF THE COUNTY.

Motion made by Combs, seconded by Lochmueller.

Vote:	YES	NO	ABSTAIN
Magistrate James Brian Combs	☒	☐	☐
Magistrate Stephen Lochmueller	☒	☐	☐
Magistrate Billy Ray Hughes	☒	☐	☐
Magistrate Tom Botkin	☒	☐	☐
Judge/Executive Reagan Taylor	☒	☐	☐

Signed:

Reagan Taylor
Madison County Judge/Executive

6-24-2025
Date

Attested:

Kenny Barger
Madison County Clerk

6-24-2025
Date



Madison County Fire Department
560 South Keeneland Dr.
Richmond, KY 40475
859-624-4774
www.madisoncountky.gov

Madison County Fire Department Standard Operating Procedures and Standard Operating Guidelines

Updated and reviewed by the Madison County Fire Chief 6/16/2025.
These documents either meet or exceed the Administrative Code.

Table of Contents

Standard Operating Procedures 100 Fire Station and Function	6
Standard Operating Guidelines 101 Minimum Staffing	7
Standard Operating Guidelines 102 Daily Operations	8
Standard Operating Procedures 103 Apparatus Inspection and Maintenance	11
Standard Operating Procedures 104 Fire Hydrant Testing	12
Standard Operating Procedures 105 Local Gym Facilities	13
Standard Operating Procedures 106 Shift Captain	14
Standard Operating Procedures 107 Non-Smoking & Tobacco Free	15
Standard Operating Guidelines 108 Security of Fire Stations and Building	16
Standard Operating Procedures 109 Borrowing MCFD Property	17
Standard Operating Procedures 110 Personal Vehicle Parking	18
Standard Operating Guidelines 111 Notification of Fire Chief	19
Standard Operating Procedures 112 Customer Service Management	20
Standard Operating Procedures 113 Time Approval	24
Standard Operating Guidelines 201 Accountability System and Safety	25

**Madison County Fire Department**

560 South Keeneland Dr.

Richmond, KY 40475

859-624-4774

www.madisoncountky.gov

Standard Operating Procedures 202 Annual Turnout Gear Inspection	27
Standard Operating Procedures 203 Seat Belt Usage	29
Standard Operating Procedures 204 Personal Protective Clothing	30
Standard Operating Procedures 205 Traffic Safety Vests	34
Standard Operating Guidelines 300 Training Program	35
Standard Operating Procedures 301 Live Fire Exercises	38
Standard Operating Procedures 302 Training Materials	41
Standard Operating Guidelines 400 Incident Command System	42
Standard Operating Guidelines 401 Fire Ground Operations	44
Standard Operating Guidelines 402 Automobile Fires	47
Standard Operating Procedures 403 Automobile Fires with Entrapment	48
Standard Operating Procedures 404 Automotive Fluid Spill Mitigation	49
Standard Operating Procedures 405 Utility Control	50
Standard Operating Procedures 406 Lost/Trapped Firefighter: Command Actions	52
Standard Operating Guidelines 407 Lost/Trapped Firefighters: Self-Survival Actions	55
Standard Operating Procedures 408 Apparatus Backing	57
Standard Operating Procedures 409 Emergency Medical Care	58
Standard Operating Guidelines 410 Arrival of a MCFD Vehicle on Scene	59
Standard Operating Guidelines 411 Emergency Evacuations	61
Standard Operating Guidelines 412 Fire Investigations	62
Standard Operating Guidelines 413 Motor Vehicle Collisions	64
Standard Operating Procedures 414 Critical Incident Stress Debriefing	67
Standard Operating Procedures 415 Media Relation	69



Madison County Fire Department

560 South Keeneland Dr.

Richmond, KY 40475

859-624-4774

www.madisoncountky.gov

Standard Operating Procedures 416 Lock Box (Knox Box)	72
Standard Operating Procedures 417 Driving Fire Apparatus	73
Standard Operating Guidelines 418 Communications	75
Standard Operating Procedures 419 Radio Channels	76
Standard Operating Procedures 420 Radio Operations Rules	77
Standard Operating Guidelines 421 Situations, Status Reports, and Scene Size-ups	78
Standard Operating Procedures 422 Quadrant System	80
Standard Operating Guidelines 423 Requests for Mutual Aid	81
Standard Operating Procedures 424 Emergency Call-Out Procedures	83
Standard Operating Procedures 425 Bomb Threats, Tactical Violence, & WMD's	84
Standard Operating Procedures 426 Safety & Risk Management	86
Standard Operating Guidelines 427 Thermal Imaging Cameras	88
Standard Operating Guidelines 428 Incident Staffing Responses	90
Standard Operating Procedures 429 Alarm Sounding	92
Standard Operating Guidelines 430 Structure Fires – First-in Engine	93
Standard Operating Procedure 431 Structure Fires – Second-in Engine or Tanker	95
Standard Operating Guidelines 432 Roof Operations	96
Standard Operating Guidelines 433 Railroad Emergencies	98
Standard Operating Guidelines 434 Aircraft Emergencies	102
Standard Operating Guidelines 435 Vehicle Lock-out & Lock-in	104
Standard Operating Guidelines 436 High Rise Fires	105
Standard Operating Guidelines 437 Carbon Monoxide Emergencies	110
Standard Operating Guidelines 38 Natural Gases Emergencies	111



Madison County Fire Department

560 South Keeneland Dr.

Richmond, KY 40475

859-624-4774

www.madisoncountky.gov

Standard Operating Guidelines 439 Propane Emergencies	113
Standard Operating Guidelines 440 Downed Power Lines & Transfer	114
Standard Operating Procedures 441 Ventilation	116
Standard Operating Guidelines 442 Salvage Operations	118
Standard Operating Guidelines 443 Overhaul Operations	119
Standard Operating Procedures 444 Hazardous Materials Response	121
Standard Operating Guidelines 445 Helicopter Landing Zone	122
Standard Operating Guidelines 446 Water Rescue	123
Standard Operating Guidelines 447 Swift Water Rescue	128
Standard Operating Guidelines 48 Confined Spaces	133
Standard Operating Guidelines 449 Civil Disturbances	144
Standard Operating Guidelines 450 Personal Protective Equipment	146
Standard Operating Guidelines 451 SILO & Granary Rescue Operations	150
Standard Operating Guidelines 452 SILO Fires	153
Standard Operating Guidelines 453 Boat and Watercraft Operations	157
Standard Operating Guidelines 454 Alert and Notification Apps	162
Standard Operating Procedures 455 Non-Emergency Aid Requests	163



Madison County Fire Department

560 South Keeneland Dr.

Richmond, KY 40475

859-624-4774

www.madisoncountky.gov

Reviewed by Madison County Fire Chief

Tim Gray

Signature

Date

Madison County Fire Department

Standard Operating Procedures:

100 - Fire Station Use and Function

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish Madison County Fire Department's approach to establishing working conditions and standards for Fire Stations and staff interaction with the public at these facilities.

Policy: Fire Stations are designed and intended for the sole purpose of housing Fire Department personnel and their applicable equipment to allow the fastest response as possible. Although Fire Stations are funded with Public Tax Money, they are not intended for public use unless specified by the Fire Chief.

When civilians are inside of a fire station, there shall be a minimum of two Fire Department employees accompanying them. The Fire Department personnel are tasked with maintaining the safety of those individuals and shall also ensure that civilians do not tamper with any Fire Department Equipment. If any equipment is utilized it shall be the responsibility of the Fire Department Personnel to restore the equipment to its proper location in its operating condition.

Any and all facilities at Madison County fire stations shall be primarily used by Madison County Fire Department personnel, and no person take precedence over on-duty personnel for the use of any facility or amenity provided by the Madison County Fire Department.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

101 – Minimum Staffing

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish the minimum staffing levels for each day at Madison County Fire Department (MCFD).

Policy: MCFD currently operates on a three-shift schedule. Each shift operates on the schedule of 24 hours on-duty followed by 48 hours off-duty, unless personnel have been approved for additional unscheduled overtime.

Each shift shall operate with a minimum of five firefighting personnel in order to maintain enough personnel to comply with the OSHA two in-two out (29 CFR 1910.134(g)(4)) regulation, which is a legal mandate to have 4 personnel on scene to initiate an interior fire attack.

The minimum of five personnel shall be distributed across both fire stations, with an example being three personnel at station 1 and two personnel at station 2, or vice versa. It is the responsibility of the Senior Fire Officer on shift to determine whether minimum staffing levels have been met.

If minimum staffing has not been met, then vacancies shall be filled with unscheduled overtime from the other fire department personnel whom are eligible for working overtime as necessary. Volunteers shall be taken first before holding someone from the previous shift to fill the vacancy.

If an employee of MCFD wishes to volunteer for a certain day to work overtime, then it is the responsibility of that employee to contact that day's shift commander to place their name in emergency reporting on the calendar for that day.

Any personnel who are held over for unscheduled overtime shall be allowed to go to the store to obtain any provisions that they need while working overtime.

All personnel who are working overtime are expected to follow the same personal hygiene and cleanliness that they would on a normal shift day.

All personnel will follow the State Retirement System spiking rule wherever necessary.

All Officer's will send email of name, date and hours worked by overtime, trade time, part time or any other out of shift work to the Chief at end of work shift.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

102 – Daily Operations

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish the daily operations for the Madison County Fire Department (MCFD)

Policy: A roll call will be held daily. All personnel coming on duty that day will be present for roll call unless previously approved to be absent for that roll call. Off going personnel are not required to stay for roll call.

The designated time for daily roll call will be 0700 hours. Current MCFD information regarding personnel, equipment, or announcements shall be made at this time. This includes out-of-service equipment and any other pertinent information. All personnel shall attend roll call in department uniform and shall appear fit for duty.

Each shift commander shall announce wake-up call at 0630 hours each morning.

All personnel shall be given ample time to prepare meals at lunch and dinnertime.

On-duty Personnel shall not leave the fire station without approval from the officer or senior member in charge that day unless an emergency call for service has been received.

Madison County Administrative code shall be followed at all times.

The general work schedule is outlined as follows:

0700 – 0830 Check Apparatus, equipment, Clean, Inspect, repair if needed.

0830 – 0900 Daily Briefing

0900 – 1100 Daily work detail, washing bays, mowing yards, cleaning apparatus, etc.

1100 – 1145 Completion of any other morning details

1145 – 1300 Lunch. Prepare/clean-up time included.

1300 – 1500 Training.

1530 – 1630 Physical Fitness

1630 – 1800 Cleaning of daily details for shift.

1800 – 0700 Standby time.

The above schedule will be followed, even in the absence of a shift commander, unless approval from the fire chief has been given, specialized training is taking place, or if emergency responses are necessary.

All firefighters are assigned a place to store their personal belongings. No Paint, chemicals, or other potentially hazardous substances are to be stored in these locations. Perishable food or open containers that can spoil without refrigeration are not allowed to be stored in these locations.

Gambling, in any form, is always prohibited.

Alcoholic beverages, drugs, or other illegal substances are always prohibited.

Personnel suspected of reporting for duty while under the influence of alcohol, drugs, or illegal substances during duty will be immediately removed from duty and he or she shall be replaced if necessary.

Medically prescribed drugs are allowed to be utilized only in the approved quantities set forth by the prescription. A prescription drug notification form shall be filled out and on file with HR for each employee. If an employee's ability to perform their duties is impaired by a prescription medication, they will be temporarily relieved from their firefighter duties and either moved to an administration role, or forced to utilize their sick leave, until they are deemed to be fit for active service again.

The fire stations are to be maintained in a neat and orderly condition at all times.

All meals prepared inside of the station are to be cleaned up at the completion of the meal. The kitchen shall be returned to clean operation order and all dishes are to be cleaned.

Personal drinking cups are not to be left lying around the station. If you wish to reuse it, then leave it in your assigned area.

It is the fire officer on duty's responsibility to ensure that there is a general cleanup of fire stations performed each day after dinner. Trash will be removed, kitchens will be cleaned, bathroom cleaned, and hallways swept and mopped, and a vacuum shall be run if necessary.

Vehicles on the daily schedule to be cleaned shall be cleaned on the outside and the inside. Compartments of the vehicles are also to be cleaned.

At no time will fuel levels fall below $\frac{3}{4}$ tank unless on an emergency run. Vehicles are to be refueled after emergency runs where fuel falls below this mark.

MCFD vehicles are for official use only. No personal errands should be completed while using a fire department apparatus.

Bunk rooms may be decorated tastefully by fire department personnel. No offensive decorations will be allowed. No individual firefighter will hold dominance over another in terms of space. Each firefighter shall have equal rights to the space in the bunkroom and common areas. Beds are to be made daily, and then unmade when leaving shift.

Headphones are permitted to be used but they must not impede the ability of a firefighter to respond to emergency tones or public phone calls.

Visitors are to be accompanied at all times and are the responsibility of the sponsor. The Fire Officer on duty may ask visitors to leave if he or she believes that they are disrupting the good order or creating a bad working environment. Visitors have no control over station equipment or amenities. On-duty firefighters will always have priority use over these items.

MCFD phones shall be used for official use and good moral calls only. They will not be used to conduct a firefighter's side businesses. Collect calls will not be accepted on any MCFD phones.

All mobile and portable radios will be checked for operational capabilities daily.

The fire station shall be secured by shutting and locking all doors and garage doors no later than 2100 hours.

All bunker gear is to be placed on your assigned apparatus at the start of your shift. A 100% accountability and inspection of personal bunker gear will be conducted daily.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

103 – Apparatus Inspection and Maintenance

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for preventative maintenance of vehicles and equipment that is stored on each vehicle.

Policy: Routine and preventative maintenance shall be performed at the beginning of each shift by the apparatus operator assigned to each vehicle. Other personnel on shift can help where necessary. If a deficiency is located on any of the apparatus, it is to be documented on the daily inspection form and reported to the officer of the shift for corrective action assignment.

Each vehicle will have a file kept for it, and all receipts and documents shall be kept until the vehicle is taken out of service. The file should include routine maintenance logs, apparatus service reports, inventory reports, and maintenance details.

Routine maintenance records shall include a checklist or worksheet listing preventative actions that were taken and to monitor preventative maintenance inspections.

Apparatus Service Reports will include a record of all the service performed on them by a certified mechanic at the recommended intervals.

Inventory reports will include a checklist or worksheet listing all of the equipment that is used to document their condition and functionality. It shall be utilized at the beginning of each shift with all power equipment, air packs, saws, etc.

Maintenance Detail Sheets will include a listing of the specific types of fluids, required pressures, maintenance cycles, etc. shall be developed for quick reference from the manufacturer's recommendations for the apparatus itself, as well as all equipment on the vehicle and shall be made available to those performing the inspections.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

104 – Fire Hydrant Testing

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish procedures for testing fire hydrants in Madison County Fire Department's coverage area.

Policy: The water company is to be notified of the testing area. Testing fire hydrants can cause a dirty water appearance, and the water company should be informed in case they receive complaints from the citizens that they provide water to.

Upon arriving at the testing location, members are to carefully note any potential hazards that could affect the environment or patrons in the area such as loose gravels or vehicles.

The hydrant type will be recorded as either 25 or 55. Style 25 has two 4" discharges and a Style 55 has one 4" and two 2 & 1/2" discharges.

Open the hydrant to flow water and flush any debris out of the water line. Once this is finished, then turn the hydrant off, attach the static pressure gauge, and then turn on the hydrant again. This pressure should be documented. Turn the hydrant off again. Take the other cap off (The one not connected to the gauge) and turn the hydrant on. Record this pressure as the "Flowing pressure." Turn off the hydrant, disconnect the gauge, and reconnect all the hydrant caps. Record any issues with the hydrant or its surroundings on the documentation sheet.

If any citizen asks why we test fire hydrants, we shall inform them that this is for safety purposes and ISO reasons. If they ask about the rusty water appearance, they shall be informed that this is also temporary and instructed to run their water until it turns clear again.

The hydrant's discharge threads shall be coated with grease/graphite mixture, and the grease fitting on top of the operating nut shall be lubricated with grease as well.

The hydrant shall be tested on a rotational period that is no longer than five (5) years between test.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

105 – Local Gym Facilities

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish the use of local gym facilities to promote physical wellness and health.

Policy: Madison County Fire Department (MCFD) personnel shall follow rules and regulations of the local gym facilities. All release forms shall be filled out and signed with the facility that MCFD personnel use. These facilities are only to be utilized while on duty with MCFD. If the employee wishes to use the local gym facility while not on shift, it is the responsibility of the employee to purchase their own gym membership at that facility.

While using the gym facilities, personnel will conduct themselves in a professional manner that will positively represent MCFD. The dress code for using gym facilities will be workout shorts, athletic shoes, and an MCFD t-shirt.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

106 – Shift Battalion Chief

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish a fire station hierarchy to ensure that the day to day operations, daily training, department responsibilities, cleanliness, and safety standards are met.

Policy: The rank of Battalion Chief will be used as a designation that makes them the highest ranking individual, aside from the fire chief, that works on duty at the fire station.

Assignment: The Battalion Chief on shift will be stationed at Station 1.

The Battalion Chief shall serve as the Fire Chief's liaison to the duty personnel. The Battalion Chief shall oversee all issues relating to both fire stations when not superseded by the Fire Chief.

The Battalion Chief is not exempt from the daily, weekly, monthly, yearly, or additionally assigned duties.

Responsibility: Any fire department member having the rank of Battalion Chief shall be responsible for overseeing the operations from day to day, department responsibilities, cleanliness, safety, and other duties assigned by the Fire Chief.

Madison County Fire Department

Standard Operating Procedures:

107 – Non-Smoking and Tobacco Free Areas

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: The Madison County Fire Department (MCFD) is dedicated to maintaining tobacco free facilities as subscribed to by the laws of the Commonwealth of Kentucky.

Policy: MCFD members shall not smoke inside of MCFD facilities, or within 50 feet of an entrance to any MCFD buildings.

MCFD members shall not smoke within a MCFD vehicle or while operating as MCFD members inside of a civilian's home or business.

Tobacco use is discouraged at any on-duty event, i.e., demonstrations; block party, fire ground, and expo. Tobacco shall not be in the view of the public.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department
Standard Operating Guideline:
108 – Security of Fire Stations and Buildings

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish procedures for general security of Fire Department Stations and buildings/assets.

Policy: At the time of dusk all outdoor lights shall be turned on and confirmed working.

By 2100 hours all outside doors shall be locked.

By 2100 hours all apparatus bay doors shall be shut.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

109 – Borrowing Madison County Fire Dept Property

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To ensure that all Madison County Fire Department (MCFD) property is available for use when needed for the day to day operations of the MCFD.

Policy: MCFD property shall not be taken from the Fire Station for personal use.

As a rule, MCFD property is not to be borrowed for personal use. Equipment that is on front-line units shall **never** be borrowed for personal use.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the office of the Madison County Fire Chief wherever possible.

Anyone caught with MCFD property in his or her personal possession off duty and off fire department property, without permission from the Fire Chief, will be disciplined as having stolen property.

Madison County Fire Department

Standard Operating Procedures:

110 – Personal Vehicle Parking

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish parking procedures for personal vehicles at Madison County Fire Department Fire Stations.

Policy: At no point in time will personal vehicles be allowed to park in front of the apparatus bays at any MCFD station.

At no point or time shall the Chief or Training Chief, park a personal or fire department vehicle in front of or on pad for longer than thirty (30) minutes in the working day.

At station 1 personal vehicles are to park north of the fire station in the parking lot at the Madison County Emergency Operations Center.

At station 2, personal vehicles are to park in the parking spaces around the front of the station.

Motorcycles or bicycles used as transportation to and from the fire station may be parked inside the bay, out of the way, for the duration of the shift at the operator's risk.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

111 – Notification of Fire Chief

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

SUBJECT: NOTIFICATION OF FIRE CHIEF

PURPOSE: To have a guideline for when the Fire Chief shall be notified.

SCOPE: This policy shall apply to all members of the MCFD.

NOTIFICATION PROCEDURE:

The Fire Chief or the Chief's designee shall be notified anytime the following situations occur:

- a) Working fires involving the commitment of two or more engines.
- b) Firefighter death.
- c) Firefighter injury.
- d) Civilian death or serious injury, including vehicle accidents where occupants are killed, and the fire department has provided assistance.
- e) Any significant hazardous materials incident.
- f) Damage to any fire department vehicle.
- g) Fire department vehicle involved in an accident.
- h) Lost, missing, or overdue persons.
- i) Any time there is a request for services outside of the county.

The Incident Commander should ensure that the Fire Chief or the Fire Chief's Designees is notified. Should the Fire Chief be out of town, the Deputy Judge shall have a number where the Fire Chief can be reached.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

112 – Customer Service Management

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

We respond to hundreds of calls for service each year, some calls may seem routine to us, but for the person who called, it is not routine. As professionals we will provide excellent customer service on each and every call, to each and every customer.

MCFD defines the customer as any person who receives our services and anyone with whom our members have dealings. Examples of this definition include:

- The actual service recipient.
- Anyone who knows or is closely related to the service recipient (e.g., family, friends, neighbors, etc.).
- The people we encounter, directly and indirectly during our workday (e.g., members of organizations we routinely do business with, people who visit our workplace, people who see us during our workday, and people who see us on the road).
- The members of our organization including support staff (our customer services begin with how we treat each other).

These customers are an integral part of our workday. We will treat them in a positive way and include them in our plan to execute excellent customer service. Every interaction with our customers is an opportunity to solve their problem and leave a positive, lasting impression.

PROCEDURE

Our mission and number one priority is to deliver the best customer service possible. Our members are responsible for the following as it relates to customer service:

1. Treat all customers with respect, kindness, patience, and consideration. We will respond quickly, skillfully, and positively to every customer.
2. Dealing with the customer's situation as an urgent event, from the time we know about it until it is over.
3. Identify and act on opportunities for added value. Added value occurs when we go beyond our standard quick, effective, professional, customer service to create a feeling that the customer was the most important person we served all day. Added value only requires a little extra effort and leaves our customer with the opinion that we care.

4. Provide exceptional customer service, whenever possible. MCFD delegates official authority and trusts its members with the power to provide customer service to the level of their abilities and imagination. A member's evaluation as to whether or not they are empowered to provide exceptional customer service is determined by:
 - a. Is it the right thing for the customer?
 - b. Is it the right thing for the department?
 - c. Is it legal, ethical, and nice?
 - d. Is it safe?
 - e. Is it on your organizational level?
 - f. Is it something you are willing to be accountable for?
 - g. Is it consistent with our department's values and policies?

If the answer to these questions is yes, then don't ask permission. You are empowered to provide exceptional customer service.

5. Create and sustain a positive public image
 - a. Follow Madison County Admin Code.
 - b. Be professional at all times.
 - c. Give the customer your undivided attention.
 - d. Take a moment (when appropriate) to educate the customer(s) about what we do and why we are doing it.

In addition to the above, Company Officers and Command Officers are responsible for the following:

1. Provide a work environment in which exceptional customer service and added value are the result of a refined system where members are empowered to operate between the lines to provide caring service with both quality and value.
2. Basic organizational behavior must be customer oriented.
3. Invest in human resources by keeping customer service a part of an ongoing development process.
4. Take responsibility for themselves and their subordinates and expand authority in others.
5. Sustain and enhance regional commitment and consistency in the execution of professional services and customer satisfaction.

OPERATIONAL INFORMATION

The organizational benefits of providing exceptional customer service, with added value, are numerous. Benefits include:

- It saves lives and property.
- Builds positive relationships and trust within our membership.
- Builds positive relationships and trust in our community.
- Secures and maintains adequate resources and benefits.

- Positive job satisfaction.
- Places us in the best position to compete.
- It's fun to be nice and do nice things.
- It eliminates bad press, liability, and extra paperwork
 - e. Is it safe?
 - f. Is it on your organizational level?
 - g. Is it something you are willing to be accountable for?
 - h. Is it consistent with our department's values and policies?

If the answer to these questions is yes, then don't ask permission. You are empowered to provide exceptional customer service.

6. Create and sustain a positive public image
 - a. Follow Madison County Admin Code.
 - b. Be professional at all times.
 - c. Give the customer your undivided attention.
 - d. Take a moment (when appropriate) to educate the customer(s) about what we do and why we are doing it.

In addition to the above, Company Officers and Command Officers are responsible for the following:

6. Provide a work environment in which exceptional customer service and added value are the result of a refined system where members are empowered to operate between the lines to provide caring service with both quality and value.
7. Basic organizational behavior must be customer oriented.
8. Invest in human resources by keeping customer service a part of an ongoing development process.
9. Take responsibility for themselves and their subordinates and expand authority in others.
10. Sustain and enhance regional commitment and consistency in the execution of professional services and customer satisfaction.

OPERATIONAL INFORMATION

The organizational benefits of providing exceptional customer service, with added value, are numerous. Benefits include:

- It saves lives and property.
- Builds positive relationships and trust within our membership.
- Builds positive relationships and trust in our community.
- Secures and maintains adequate resources and benefits.
- Positive job satisfaction.
- Places us in the best position to compete.
- It's fun to be nice and do nice things.

- It eliminates bad press, liability, and extra paperwork.
- It's the right thing to do.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

113 – Time Approval

Date Revised: 6/12/2025

Approved By: Madison County Fire Chief

Purpose: To establish Madison County Fire Department's process for timecards and approval.

Policy: All timecards must be approved by the employee no later than 19:00 hours on the Wednesday following the end of the pay period. Unless a holiday comes into play, then approved time may be shorter. Work Force Easy sends out a notification that the time card is ready for employee approval and the Fire Chief will also send notification across the Alert and Notification app.

It will be the employee's responsibility to check his/her timecard to ensure that the correct amount of hours are logged, and that regular and overtime hours are correct before approval.

If time cannot be approved for being incorrect, the Fire Chief and/or Battalion Chief must be notified immediately. A paper time sheet will be printed off by the Battalion Chief (Chief if BC is absent), correct time will be noted, signed and dated by the employee and Battalion Chief. Then the time sheet will be submitted to the Chief to sign and send to the payroll team for processing.

If time off is taken for FMLA then straight time would be paid out and no overtime rate of pay.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

201 – Accountability System and Safety Officer

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To provide for the accountability and safety of members while on the fire ground, during training, or per NFPA 1561 for Madison County Fire Department (MCFD).

Policy: It is the responsibility of the department Training Chief to keep the accountability system up to date with name tags for each MCFD firefighter.

It is the responsibility of the Battalion Chief, Captain, and Lieutenant to ensure that the accountability board is being used and updated during each incident, and that a safety officer is assigned when necessary.

Whereas a crew/company/unit is assigned, it is the responsibility of all members to remain under supervision of their assigned supervisor.

It is the responsibility of all personnel to maintain and keep their accountability tag in good working order. If something happens to their accountability card it is the responsibility of the firefighter to notify his/her direct officer which will then notify the Training Chief in writing to get a replacement accountability card, or instruct the member on how to do so, as soon as possible.

The engineer should utilize the accountability board in the event of a manpower shortage.

When a MCFD member or MCFD apparatus arrives on scene, they are to report to the incident commander or accountability officer and shall have his or her tag added to the accountability board. Before leaving the scene for any reason, their accountability tag must be retrieved and removed from the board signifying that they are no longer on the scene.

Blank tags are to be kept on the board and used to assign resources that may not have tags or firefighters that don't have their tag with them.

A RIT team must be identified per SOGs.

A Personnel Accountability Report (PAR) should be performed when any member cannot be contacted, or any pass device is activated. At a minimum, a PAR should be performed approximately every 15 minutes.

The Incident Commander shall have the ultimate responsibility for incident safety as specified in NFPA 1561. An incident Safety Officer (ISO) will be assigned when the span of control has been breached (5-7 personnel), or when activities, incident size, or another need is determined by the Incident Commander.

An Incident Safety Officer should be familiar with the basic operations involved in fireground operations and will perform the following functions per NFPA 1561 when needed.

Recommendation to alter any operation shall be brought to the attention of the Incident Commander, and shall directly identify the dangerous action, and how it may be remanded.

Recommendation to suspend shall identify breeches in standard operating procedures, performance requirements exceeding training level, or generally threatens the safety of the firefighter past the foreseeable gains.

A recommendation to terminate shall be made immediately to the incident commander if immediate threats to safety are present, easily identifiable, and able to do bodily harm or damage to property greater than already attained.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

202 – Gear Inspection and Cleaning

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish the procedure for an annual inspection and cleaning of turnout gear in accordance with NFPA 1851.

Policy: There are three components of the inspection and test. A visual inspection, a light test, and a wet test.

The Visual Inspection will consist of looking for any damage, rips, tears, or unstitched material on the garments. All snaps, buckles, Velcro, and zippers need to function as intended. Reflective material should not be ripped or faded. The Drag Rescue Device (DRD) should be in working order. The garment should not be dirty or soiled. The manufacture date must not be more than 10 years old. If the garment passes the visual inspection, then the light test will be conducted to inspect the vapor barrier.

The light test will consist of separating the liner from the outer shell, and then members will use the provided LED light to shine it through the moisture barrier first, and then the thermal barrier. While the light is shining though, check for even distribution of the insulation. The insulation should not be shifting, migrating, wearing thin, or have any bare spots. The most likely areas that this can occur are in the high abrasion areas like the shoulders, elbows, underarms, waist, knees, crotch, and seat areas.

If the turnout gear that is being inspected is less than three years old, then the test is complete. If it is older than three years old, then proceed to the third part, which is a wet test.

Using a Low-Pressure hydrostatic Tester (LPHT), conduct six (6) wet tests on each garment of the gear. Two tests shall be completed at a seam or a stitched area in the vapor barrier. The remaining 4 tests shall be done at abrasion points.

Follow all instructions from the owner's manual for the LPHT to ensure proper usage.

When conducting a test, it should be at least one PSI for 15 seconds or longer.

Inspect the sample that is tested for leaks. If the garment has leaked, then that garment has failed and shall be reported to the Shift Captain and the Fire Chief.

If at any time the Madison County Fire Department or its personnel cannot complete the wet test, then MCFD will have the gear sent off to a qualified company or the manufacturer for wet testing.

To inspect a helmet, members shall inspect the outer shell and reflective stickers, the eye protection on the helmet, the inner liner and ear flaps, ensure that the helmet is clean, and to make sure

that the manufacture date is not longer than 10 years ago. If the helmet is at least 9 years old, it should be reported to the Shift Captain and the Fire Chief so a replacement may be located or ordered.

Protective firefighting hoods should be inspected for rips and tears as well as making sure that they are clean.

Any personnel who utilize a harness should inspect the harnesses by checking for rips and tears, making sure all the hardware is functional, that the harness is NFPA compliant, and that the manufacture date is less than 10 years old. If it is at least 9 years old, it should be reported to the shift Captain and the Fire Chief.

During the monthly gear inspection, make sure that the personal protective equipment (PPE) is clean. Records of its cleanliness should be kept from every inspection completed on it until that set of gear is permanently decommissioned. Additionally, PPE is required to be cleaned after every exposure to materials like smoke, petroleum products, antifreeze, corrosives, and other hazardous materials. Gear should be decontaminated after every fire call where the gear is exposed to the hot zone.

Gear logs should be filled out monthly signed by the firefighter and the firefighters direct officer, Captain or Lieutenant, then the Battalion Chief on up to the Training Chief who then will sign off and log the information and report anything that needs repaired or replaced to the Fire Chief.

Madison County Fire Department has certified gear washers located at Station 1, which is at 560 South Keeneland Drive Richmond, Kentucky 40475. Any time that the gear washers are used there should be a Turnout Gear Cleaning Report filled out and given to the Officer on duty, or to the Fire Chief.

Even if the gear has not been exposed to any of the listed contaminants above, then it shall still be cleaned and washed at least once a year, and a record of this will be maintained. This procedure also applies to all back-up and extra gear that is still being used at MCFD.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

203 – Seat Belt Use

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish the procedure for seat belt use in all Madison County Fire Department (MCFD) vehicles or while on MCFD business.

Policy: The driver of any MCFD apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is acting under the direct supervision of an officer inside of the apparatus, that officer shall also assume responsibility for the safe operation of that vehicle and the actions of the driver.

Drivers shall not move any MCFD apparatus until all personnel inside of the apparatus are seated and secured by a seat belt in the approved and designed riding positions.

Any personnel riding or driving fire apparatus without seat belt while on any public roadway, in emergency or non-emergency mode will be suspended for three (3) shift's, no pay, no questions asked.

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

There is only one exemption to this policy. That exemption is that when a member is called upon to assist EMS while transporting patients. A member actively performing emergency medical care while the vehicle is in motion, and where the requirement to be seated and restrained would compromise patient care, shall then be exempt from this policy for the duration that patient care assistance is required by EMS. If this were to occur, the driver must drive with extraordinary caution and care, as an additional risk exists during the time that personnel are unrestrained. All other persons not necessary for patient care shall be seated and restrained in an approved manner while the vehicle is in motion.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

204 – Personal Protective Clothing

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish the procedures and responsibilities for the maintenance and the care of all personal protective clothing and equipment.

Policy: Madison County Fire Department (MCFD) will issue the following Personal Protective Equipment (PPE) to its firefighters. A structural firefighting coat, A structural firefighting Helmet, A “Nomex” hood, structural firefighting pants, structural firefighting boots, structural firefighting gloves, an SCBA mask, and rescue gloves.

Emergency operations that MCFD will respond to includes, but is not limited to, Structural fire emergencies, automatic fire alarms, gas leaks, refuse fires, natural vegetation fires, hazardous materials incidents, rescue situations, aircraft emergencies, and EMS assistance calls. Each of these calls has PPE that is recommended to be worn, and some required articles of clothing as well.

Structural emergencies, fire alarms, automobile fires, refuse fires, and natural cover fires will require the responding firefighters to arrive on scene wearing the appropriate PPE as determined by the incident. Before entering a structure to combat a fire, firefighters will wear Structural firefighting coat, pants, boots, Nomex hood, helmet, SCBA, structural firefighting gloves, and shall have an operable PASS device on.

When wearing an SCBA it shall be mandatory for personnel to have their PASS device turned on, and when entering an ILDH atmosphere it shall also be required to breathe air from the SCBA. These SCBA procedures are to be followed until the environment is confirmed clear and permission is given by the incident commander.

For Hazardous Materials Responses it shall be mandatory for all firefighting personnel to be wearing full structural fire PPE as previously mentioned with an SCBA on as well. The Incident Commander will determine a need for hazardous materials suits and will mandate what PPE should be worn after initial arrival.

For Gas Leaks and Other Fire-Related Emergencies it shall be mandatory for all firefighters on the scene to wear the same PPE that is needed for a structural fire response until the Incident Commander deems it safe to remove any garments.

For Rope Rescue Situations members shall wear hard hats and work gloves. The Incident Commander will make further determinations on what PPE is needed.

For Automobile Extrication it shall be mandatory for all personnel to wear structural firefighting turnout gear(rescue/ extrication gloves), hearing protection, and eye protection. If exposure

to bodily fluids is possible then it shall also be required for personnel to wear medical gloves under their structural firefighting gloves.

For Building Collapse Situations, it shall be mandatory for personnel to wear the appropriate PPE and SCBA as required by the incident commander. Eye protection and hearing protection is required when operating power equipment. When firefighters are not working in the immediate hazardous area, they shall wear PPE appropriate for the task as designated by the Incident commander.

For Trench Rescue situations, it shall be mandatory for personnel to wear the appropriate PPE and SCBA as required by the incident commander.

For Confined space rescue situations, it shall be mandatory for personnel to wear the appropriate PPE and SCBA as required by the incident commander.

For any water rescue event or training, while working on land all responders within ten (10) feet of the water SHALL have a personal flotation device (pfd) and rescue helmet on.

For any water rescue event or training, using a watercraft of any type, personnel SHALL have a PFD at all times on the watercraft and anywhere within ten (10) feet of the water's edge.

For Medical Responses, it shall be mandatory that all MCFD personnel wear a minimum of protective medical gloves on all medical responses. If necessary, pocket masks or more advanced airway devices will be used when performing CPR. When there is a possibility of blood or bodily fluids splashing exists, firefighters will wear protective glasses and cone style masks. When there is a possibility of airborne contaminants, cone style masks will be worn. Protective gowns should be utilized when there is a possibility of contaminating firefighter's clothing.

Extreme care must be exercised in disposing and cleaning/disinfecting of first aid materials and protective equipment. Follow procedures as outlined in the Infection Control Program SOP.

Operational Procedures for SCBA and PASS devices will be as follows. SCBA will be operationally checked at the beginning of each shift and after each use. Report deficiencies to the Shift Captain immediately. SCBA will be functionally tested every morning. Report discrepancies to the company officer immediately.

SCBA cylinders shall be serviced if they are less than full. Cylinders below 4,000 psi will be filled back up and cylinders that are not at 4,500 psi will be filled after functional checks. When SCBA's are worn, all straps shall be secured to ensure that the SCBA will not come off easily.

Firefighters should work in teams while using SCBA. In the event one of the team members or partners is encountering SCBA problems or failures, sharing the same facepiece WILL NOT be performed. This is an unacceptable procedure in any circumstances.

Eyeglasses or temple bars that pass through the facepiece-to-face seal on the SCBA mask are prohibited.

Nothing Shall be allowed to enter or pass through the area where the respirator protection facepiece is designed to seal with the face, regardless of the specific fit test measurement that can be obtained.

Any head covering that passes between the sealing surface of the respiratory protection facepiece and the member's face shall be prohibited.

The respiratory protection facepiece and head harness with straps shall be worn under the protective Nomex hood as designed.

PPE, Contact Lenses, and Clothing Procedures shall be as follows.

Although Nomex hoods are required for protection of the head and neck, the structural helmet earflaps should also be used to provide extra protection.

Firefighters will not wear hard contact lenses during the performance of their duties or while on duty. Soft contact lenses may be worn if they have worn them for a long period of time without having any issues. (A minimum of six months with no problems.)

Firefighters are to avoid wearing clothing which is considered "unsafe" while on duty, but not in their duty uniform. (i.e. during physical training) Unsafe clothing is a garment made of less than 100% natural fibers or blends.

Firefighters that normally wear "unsafe" clothing during execution of duties, such as class A uniforms, will change into station uniforms or 100% natural fibers or blends prior to putting on structural fire gear of any kind.

PPE that is no longer in compliance with applicable NFPA or manufacturer guidelines will be turned into the Training Chief and Battalion Chief.

Routine Procedures for PPE shall be as follows.

Firefighters shall wear gloves for any task that could expose them to sharp edges, hot or cold items, or a possibility of getting their fingers jammed or smashed. (i.e., loading hoses onto vehicles, utilizing power tools, etc.)

Firefighters will wear hearing protection while performing tasks in areas of high-noise levels.

Firefighters will wear ANSI Z87.1 approved safety glasses/goggles while performing tasks that could cause flying debris/particles, or other potentially damaging materials to the eyes. The use of SCBA masks will suffice during emergency situations.

Firefighters will always take the extra step to use PPE at least equal to the protection required for the routine task being performed.

PPE Cleaning Procedures will be as follows.

Structural gear will be cleaned at least semi-annually, or after a training fire or a live fire.

Cleaning processes for protective clothing shall follow procedures outlined in NFPA 1581.

The only approved gear washing machine is the Washer/Gear extractor designed for this function. At no time will structural gear be washed in the standard "Home" washing machine.

PPE Fitting Guidelines shall be as follows.

There shall be at least a two-inch overlap of all layers of the protective coat and the protective trousers so that there is no gapping of the total thermal and radiant heat protection when the protective garments are worn. The minimum overlap should be determined by measuring the garments wearer, without SCBA, in both of the following positions. Position A is standing with hands together reaching overhead as high as possible. Position B is standing with hands together reaching overhead with body bent forward, to the side, and to the back as much as possible.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

The Training Chief and Battalion Chief shall be responsible for enforcing these regulations and assisting members in completing required inspections where necessary. The Training Chief and Battalion Chief shall also be familiar with NFPA requirements and manufacturer recommendations for PPE that MCFD provides.

Madison County Fire Department

Standard Operating Procedures:

205 – Traffic Safety Vests

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish procedures for traffic vest usage for Madison County Fire Department (MCFD) personnel while operating in areas of vehicular traffic. This policy is designed to meet the intent of the 2007 edition of NFPA 1500 and the U.S. Department of Transportation, 23 CFR Part 634 and the Manual of Uniform Traffic Control Devices.

Policy: Personnel should always move defensively while operating in an area with vehicular traffic. In addition to this, all personnel shall wear a high visibility traffic vest.

Traffic vests shall be stored on each vehicle/apparatus so that they are readily accessible by personnel. The vest shall be worn whenever personnel are operating in areas of vehicular traffic. Personnel shall always operate from a defensive posture and consider moving vehicles as a threat to safety. One method for providing for the safety of our personnel is using traffic safety vests.

Exemptions from this rule are as follows: The first is if a firefighter is wearing an SCBA. The second is when a firefighter is wearing hazardous materials PPE. The third is when a firefighter is wearing technical rescue PPE.

Definition: A high-visibility vest that meets the requirements of ANSI 107 as a class 2 or Public Safety vest.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

300 – Training Program

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish procedures for training at Madison County Fire Department (MCFD) and to ensure that the required training items are conducted.

Policy: The Training Chief is ultimately responsible for carrying out the training and certifying that it is being conducted in accordance with the established procedures.

A Training Chief shall be assigned as training officer by the Fire Chief, and that Training Chief shall be tasked with organizing and managing the training program and that training plan for a calendar year will be due to the Fire Chief no later than January 15 of the start of a new calendar year.

At a minimum, 125 hours of training will be scheduled for each shift throughout the calendar year. The training officer will prepare a long-range training schedule for approval by the Fire Chief. The monthly schedule must be posted at least three (3) calendar days prior to the start of the next training month. The schedule will be designated to allow for flexibility in when the classes will be conducted. The Training Chief shall ensure that the classes are conducted during the scheduled month.

The Battalion Chief is responsible for ensuring all personnel participate in the training program and that all scheduled training for the month is conducted before the end of that month.

All scheduled training will be posted monthly using a computer program, Emergency reporting, and the Kentucky State Training Program. A hard copy of the class training report will be maintained in the appropriate calendar year folder for that subject.

Proficiency-training: At the end of the calendar year, a report on the proficiency training standing for MCFD will be printed and filed in front of the proficiency-training file.

Make-up training may be necessary for members to reach the required 125 hours of training for a year. If members need make-up training, it shall be completed as soon as possible.

The Training Chief will maintain an updated list of qualified instructors. Instructors must be at least Kentucky Instructor 1 certified. Drivers training classes will be taught by licensed personnel of the MCFD or department the Training Chief or Chief sees fit to teach.

Battalion Chiefs shall ensure that instructors are provided time to prepare for scheduled classes and ensure maximum participation.

Instructors will use lesson plans while they are conducting training. They will prepare themselves in advance to ensure complete coverage of the material. Instructors will use lesson plans already developed for MCFD. If instructors would like to present a new lesson plan to the training

chief, then they may do so. The training chief will determine whether that lesson plan is acceptable for MCFD purposes.

Instructors shall also ensure the generation of the computer report and will oversee that it is correctly completed with information and signatures of all the participating personnel, including the instructor. Those who do not sign the document shall not receive training credit. Instructors will turn the report over to the training chief for processing and review. Training reports will give a complete description of the training conducted. A training report must be longer than one or two sentences and shall outline the training that was conducted or recommend additional training that may be needed over that subject.

All personnel are required at least one (1) night-time structure fire exercise annually.

There will be a minimum of one (1) NFPA 1500 Safety Briefing per month for each shift.

Unannounced drills will be coordinated with the fire chief prior to initiation, during business hours only.

The frequency of training can be increased beyond the minimum if observations by the fire chief or the shift commander deem it necessary based on performance of the firefighters.

All scheduled exercises will require a pre-exercise briefing and a debriefing at the conclusion of the exercise.

Fire Prevention training must be incorporated into the scheduled monthly training.

Driver's Training: Safety while operating vehicles will always be stressed. In addition to using common sense safety procedures, all other SOPs regarding vehicle operations shall be followed during driver's training.

Only those personnel who are permitted by the Battalion Chief, Training Chief or the Fire Chief will be permitted to provide instruction on driving apparatus.

Maximum use of non-emergency vehicle movements to conduct behind-the-wheel driver's training. Examples of this would be driving the apparatus while returning from calls, during check-off activities, or during a normal non-emergency response MCFD commute. At no time will an unauthorized driver be allowed to drive to emergencies for experience purposes.

If an individual demonstrates lack of proficiency on a vehicle after being previously licensed to drive that vehicle, they must be reevaluated upon the recommendation of a lieutenant or Captain. If an individual cannot pass the evaluation, they will be decertified in writing by their supervisor. The Fire Chief shall also be informed. The individual who was decertified may take the test again when it is agreed upon by their commanding officer, Battalion Chief, Training Chief and the fire chief.

Any MCFD member who does not possess a valid and active State issued driver's license shall not be allowed to drive or operate MCFD vehicles in any capacity unless they are operating equipment on an emergency scene. These personnel shall not be allowed to relocate an apparatus for any reason.

Once a year every member of MCFD shall complete EVOC training Class and do a road test (not a closed course test) and signed off by Battalion Chief and Training Chief.

Medical Training: All members shall be required to become certified in basic medical training that includes First Aid, CPR, and AED usage. Members shall become certified and will maintain their certifications throughout their employment with MCFD.

All members shall also be trained in Infectious Diseases and will be retrained/certified as deemed necessary by Battalion Chief and/or Training Chief, or as required by the training agency.

All required medical trainings shall also be documented in the same manner as fire trainings are.

CPR instructors shall be certified through the American Heart Association. The instructors will ensure that all personnel are trained to the “CPR for the professional responder” level and shall be recertified as necessary.

AED training shall only be instructed by a competent, certified individual. All personnel shall participate in a minimum of 2 hours of training over AEDs and shall participate in refresher training quarterly.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

301 – Live Fire Training

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish procedures that will be followed during live structural live fire training exercises and implements NFPA standard 1403, Live Fire Training Evolutions in Structures. Its purpose is to prevent injuries to live fire training participants by providing a safe training environment. These procedures apply to all live fire training exercises and are an integral part of our firefighter proficiency and certification training program. Safety during live fire training exercise is paramount. Safety must not be jeopardized in order to meet training requirements.

Policy: Any training burn buildings shall be visually expected for damage prior to training. Any discovered damage will be documented. All training facilities, including acquired structures, shall be inspected and documented with Appendix items A & B.

All doors, windows, roof scuttles, and mechanical equipment necessary for the live fire training evolution. All Safety devices such as thermometers shall be checked prior to live fire training.

Upon completion, the training building must be left in a safe condition. Debris will be removed from training structures at the end of the session and deposited in the dumpster or location according to the AHJ of the facility.

The target temperature for training exercises is 900 degrees Fahrenheit. At no time will firefighters be allowed to enter when temperatures exceed 1,200 degrees Fahrenheit. If the temperature reaches that number, the windows will be opened to ventilate excess heat, and a water stream will be applied until temperatures return to the target temperature of 900 degrees Fahrenheit.

All fires will be located as close to one of the temperature sensors, as possible to ensure accurate readings.

Acquired Structures: If MCFD acquires a structure for training purposes, it shall be inspected thoroughly to ensure that the structure's walls, floors, stairs, and other components are able to withstand contents, participants, and water.

All hazardous materials shall be removed prior to training.

All buildings will comply with State of Kentucky, EPA and NFPA guidelines, and have proper paperwork submitted and approved before conducting any live fire training in them.

Basic requirements shall be as follows:

- Floors, railings, and stairs are made safe or inaccessible.
- All walls and ceilings are patched.

- Debris that creates or contributes to unsafe conditions shall be removed.
- Low Density, combustible fiberboard and unconventional interior finishes are removed.
- Extraordinary weight above the training area is removed and the area below is rendered inaccessible.
- Adequate ventilation openings are made in the roof where necessary.
- Utilities are disconnected.
- Asbestos is removed.

Adjacent building or property that might become involved shall be protected or removed.

Utility services adjacent to the building shall be removed or protected.

Trees, brush, or any other natural vegetation that can create a hazard shall be removed.

Property adjacent to the burn building which might be affected by the smoke such as railroads, etc., will be identified and they will be notified of the date and time of the burn.

Streets in the area of the burn will be surveyed to determine if smoke will present a hazard to motorists. Roadblocks will be established as needed to prevent endangering motorists.

Pedestrians shall be kept clear of the burn area.

Water Supply: The available water supply will be addressed. The minimum water supply identified in NFPA 1231, Standard on Water Supplies for Suburban and Rural Firefighting must be available.

A minimum reserve of additional water in the amount of 50 percent of the fire flow demand shall be made available.

Separate water sources must be made available for attack lines and backup lines to prevent the loss of both water sources.

A staging area will be established to park vehicles not involved in the training.

Prior to conducting the live fire training, a pre-burn session must be conducted (See Appendix B). All Facets of the operation will be discussed, and assignments will be made for all crews participating.

A pre-burn plan shall be prepared for structures and be used during the briefing session. All interior rooms, hallways, and exterior openings shall be identified on the plan.

All participants shall be knowledgeable of and familiar with the layout of the building in order to facilitate necessary evacuation of the building. A walk-through of the structure will be conducted by the instructor in-charge.

The only types of fuel that will be utilized in the structural live fire training will be class A combustibles. No accelerants of any kind will be used to start the fire.

A charged hose line shall accompany the ignition officer when igniting structural fires. In confined areas or interior fires, the officer shall wear Self-Contained Breathing Apparatus and full Personal Protective Clothing.

Only rescue dummies will be used as victims during live fire exercises. No living things shall be used to simulate a rescue.

The burn-house operator will have full authority facility during any live fire operation. The operator will not be assigned to a hose; his duty is to operate the facility in accordance with manufacturer's instructions, and the monitoring of the temperature gauges. No person shall override the burn house operator or attempt to perform any fire not in accordance with operating instructions.

Weather: Contact the Emergency Operations Center to obtain the latest weather conditions. If winds are sustained in excess of 15 miles per hour, the live fire training exercise will be placed on hold until the winds diminish.

Records/Reports: A training report will be filed for any live fire exercise.

Documentation of unusual conditions will be filed with the Fire Chief.

Any Injuries incurred and the treatment rendered Shall be filed through both, the Battalion Chief and Training Chief to the Fire Chief and HR, and a First Report of Injury Report shall be filed. Also documentation (statements) should be filled out by any and all witnesses.

A post-training critique session, complete with documentation, shall be conducted to evaluate student performance and to reinforce the learning experience of all participants.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

302 – Training Materials

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To ensure that all training materials are readily available for use when needed for the members of the Madison County Fire Department (MCFD).

Policy: All training materials that are the property of MCFD are to remain in their respective stations. They shall not be removed from the Fire Station without the permission of the Fire Chief.

When checking out a book from the station, notification will be given to the Fire Chief. The firefighter taking the materials will then fill out an index card detailing when they checked it out, when it should be returned, and what they will be taking.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

400 – Incident Command System

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To outline the Incident Command System for Madison County Fire Department (MCFD).

General Information: All responders in Madison County shall receive training as required by Presidential Homeland Security Directives 5 and 7, State, and local, Emergency Management Requirements.

Policy: All personnel shall complete the NIMS courses 100, 200, 700, and 800. All officers and or senior members who can reasonably expect to manage command beyond the initial establishment shall receive an approved NIMS 300 level training. All Chief Officers shall receive NIMS 400 Level Training.

The first unit to arrive on an emergency scene shall establish command of the scene, perform a safety size up, walk around the scene, and begin an accountability system.

All responding units will be on a specific operations channel as assigned by the dispatcher, so it shall be mandatory that an announcement is made over the OPS channel (OPS 1, OPS 2, OPS 3, etc.) that provides all units with the information gathered from the size up and walkaround. There should also be a transmission made about who has command of the scene, (i.e., 107 has command, or something to that effect).

The first responding unit from any automatic or mutual aid departments should check in with the Incident Commander to assist in establishing a unified command, which will be used to coordinate several departments with their personnel and equipment, and also should perform a second walkaround to provide updates to the incident commander.

As needed, the other agencies commanders may oversee Safety, Rapid Intervention Teams (RIT), and or any other task deemed necessary by the incident commander.

All emergency scene communications should be face-to-face unless they are time critical or impractical. This could include communications between fire attack teams to the command post, amongst other things.

Communications to the 911 dispatcher should be made by the incident commander unless it is deemed to be an emergency by the personnel attempting to contact them. Any additional resources that are needed should be requested by the Incident Commander as early in the event as possible.

If an emergency evacuation must be made from the structure, the safety officer(s) or incident commander shall communicate this via the radio, and the apparatus operator should sound the air horn for at least three (3) long blasts.

Fire attack crews should communicate via radio with the incident commander regarding when they are entering or exiting the hot zone, unless visual contact has been made and the incident commander is told face to face.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

401 – Fire Ground Operations

Date Revised: March 22,2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for safe and efficient fire ground operations.

Policy: The wearing of Self-Contained Breathing Apparatus (SCBA) shall be required for all fires, including but not limited to trash pits, dumpsters, open fire pits, motor vehicle fires, and structure fires. It is not required to wear an SCBA when suppressing wildland fires unless the Incident Commander deems it necessary.

When SCBAs are required to be worn, no one shall remove his or her SCBA until given approval by the Incident Commander. If personnel have a medical emergency, they shall be ensured to be in a safe place (Out of the IDLH atmosphere and hot zone) before removing their SCBA.

If needed, monitoring equipment can be set up in enclosed areas to verify that there are no excessive hazardous gases, such as CO₂ and other dangerous gases.

Firefighters that are riding on an engine company when dispatched to a fire should don full turnout gear and SCBA while on the way to the fire if possible.

Before the low-pressure alarm sounds, the firefighters should exit the IDLH atmosphere and get a new cylinder for their SCBA. If they are rescuing a victim, and the firefighters believe that they have enough air to rescue the victim, they may finish the rescue before exchanging cylinders for a new one.

Firefighters shall not take unnecessary or unreasonable risks to affect a rescue if it jeopardizes the safety of the firefighter or their crew. If it becomes necessary to leave a hazardous area, no one shall leave alone, teams must stay with their teams and exit the IDLH atmosphere together.

Hose Lines: All offensive fire attacks, interior, exterior, or direct attacks, should be made with at least a 1 and ¾" hose line with either a combination nozzle or straight bore nozzle.

When a direct fire attack on a structure fire is being made, a supply line shall be laid unless the incident commander directs otherwise or if life safety (Rescue of persons) is a priority. When the water level in an apparatus reaches ½ the pump operator is to announce this information to the rest of the personnel on scene. When an apparatus is hooked to a water supply of some kind, the operator is to keep the tank full whenever possible.

Number of Firefighters in a Structure: While it is recognized that firefighters want to help in controlling an emergency, too many firefighters inside of an IDLH area can be counter productive to the objective. No one shall be in the IDLH area unless they are performing a task given to them by the

Incident Commander. Once that task is completed you are to return to the Incident Commander for a new task.

Guidelines while operating within a structure involved in fire:

As a guideline, the number of firefighters performing the following tasks should be as follows:

- 1 and ¾" hose line – 2 firefighters
- 2 and ½" hose line – 3 firefighters
- Search and Rescue Team – 2 firefighters.
- Ventilation Team – 2 firefighters
- Salvage and Overhaul Team – 2, or more, firefighters
- Other tasks – Recommend teams of 2 firefighters. More can be assigned as needed.

No Firefighters shall fail to exit the structure when instructed to do so.

Each member of a search team or fire attack team shall have a portable light and portable radio before beginning their activities.

Positive Pressure Ventilation: Positive pressure ventilation shall begin as soon as possible when an interior attack is underway unless ventilation would intensify the fire.

Other Considerations: No rescue effort should begin without a simultaneous fire attack, unless it is essential to the patient's survival.

The incident commander shall not hesitate to call for additional assistance if he/she has any questions of need for more resources.

If there are trapped firefighters on a scene, the closest available fire department shall be requested for additional resources.

If someone is given an order which conflicts with another order, the first officer's order will hold priority unless it is unsafe or contradictory to current tactics. If the second officer needs to countermand the first officer, the second officer shall also advise the first officer. This is to preclude the first officer from assuming that the task was completed.

All firefighters shall remain on or near that apparatus upon arrival at the scene unless a task has been assigned to them.

No one shall remove or disturb property from a fire scene, unless they are directed to by the incident commander or a fire investigator.

Any suspicious persons, vehicles, or situations should be promptly reported to the incident commander/

No one shall make statements concerning the incident to civilians or to the media without prior approval from the incident commander. The incident commander shall get approval from the Deputy Judge Executive for any Media statements. This is to avoid inaccurate information from being disseminated or compromising a criminal investigation.

There shall be no conversations concerning the incident that could be overheard by civilians.

If there is a fatality at the fire scene, the victim shall not be moved except to verify absence of life, to prevent greater damage to the body, or with the approval of the coroner.

No unnecessary damage shall be made to the structure.

Civilians nor the media may enter beyond the fire line unless authorized by the incident commander and or designated officer and is accompanied by at least 2 firefighters. They may not remove anything from the scene unless permitted to do so by the incident commander and or the fire investigator.

At the scene of rescues, the paramedic in charge of patient care shall be consulted for recommendations of victim extrication.

Unless necessary for public safety, no debris or vehicular fluids shall be removed from an automobile incident scene unless approved by the incident commander **and** police officer(s) conducting the investigation.

Smoking is permitted only at the rehabilitation area, or by fire apparatus.

Whenever a fire safety or life safety code violation is observed at the fire scene, the incident commander should be notified.

Crews shall remain together wherever practical. The officer of the apparatus is responsible for knowing who is on his or her crew, where they are, and what they are doing.

After every fire call that a fire hydrant is used, the commanding officer from MCFD shall stop by the hydrant as they leave to ensure that it has been shut off correctly. Try to estimate how many gallons of water were used in the scene notes.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

402 – Automobile Fires

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To outline guidelines to follow when fighting automobile fires.

Policy: Full Personal Protective Equipment and Self-Contained Breathing Apparatus shall be worn while conducting firefighting operations on burning vehicles.

The Automobile Shall be Chocked as soon as possible so there is no possibility of roll off or drive off.

Halligan bars and other forcible entry tools can be used to gain access to the area where the fire is. Before employing forcible entry tactics, members shall try to open the compartments using the normal means if possible.

A 1 and $\frac{3}{4}$ inch hose line equipped with a combination nozzle will be used for all vehicle fires when a hose line is needed. This line should be charged with at least 100 psi.

Additional hose lines in varying configurations can be pulled as necessary.

During suppression efforts, firefighters shall attempt to sweep the fire away from unburned portions of the vehicle. Firefighters should never push flammable liquids towards apparatus, bystanders, responders, or uninvolved parts of the vehicle.

Firefighters should always attack the vehicle that is on fire from a 45-degree angle, from the corner of the vehicle, where possible. Firefighters shall never stand directly in front of bumpers on vehicle fire scenes.

At vehicle fire scenes, fire apparatus should be placed uphill from the fire, and in a way to block traffic flow if possible. This is for the protection of the equipment and the firefighters.

Property should be salvaged from the vehicle where possible. Battery cables will be cut, and a three-inch section should be removed from both the positive and negative wires. Cut the negative cable first.

While on the scene of vehicle fires, traffic control should be established to ensure safety for bystanders and Madison County Fire Department personnel. If necessary, roads can be shut completely down.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

403 – Vehicle Fires with Entrapment

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish Guidelines for responding to Automobile fires with persons trapped inside. These guidelines can be used to help increase the chances of survival for the subjects involved and to create safer operations for firefighters.

Policy: Full Personal Protective Equipment and Self-Contained Breathing Apparatus shall be worn at all fires until the incident commander deems it safe to remove gear.

Follow SOG 402, Automobile Fires, where practical.

Upon arrival to the scene, the apparatus shall position themselves in a manner which protects the scene, civilians, and firefighting personnel, while also leaving space for access to the scene by EMS and other Rescue Vehicles.

A 1 and ¾” line, equipped with a combinations nozzle, shall be deployed to protect the patient with a wide fog pattern that will engulf the patient and protect them from the heat and byproducts of combustion.

Additional lines of varying configurations can be pulled as deemed necessary by the incident commander.

Fire, fluids, and combustion byproducts should be “Pushed” away from victims to prevent further harm to the occupants by using hose lines.

Firefighters shall gain access to fire in compartments or remote locations of the car by first trying normal means of access, then using forcible entry tools if necessary.

Firefighters shall place themselves, and fire streams, between medical personnel, the patient, and the fire source.

All operations on the scene should be performed in a manner that does not impede extrication of, or EMS access to, the patient.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

404 – Automotive Fluid Spill Mitigation

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for actions to take at automobile accident scenes for the purpose of mitigating adverse environmental effects from spills of automotive fluids.

Policy: Responding units should follow all other automobile collision SOGs and SOPs where applicable.

Response to automobile collisions will be presumed as an emergency response unless the highest-ranking responder determines that Madison County Fire Department units should respond non-emergent.

Upon arrival to the scene, care should be taken to protect all persons at the scene.

Occasionally, vehicle collisions may be treated by the police as a crime scene. Unless necessary for public safety, no debris shall be moved, nor absorbent materials be used, unless approved by the police officer in charge of conducting the investigation.

If fluid spills exceed reportable quantities, then Madison County Emergency Management Agency must be contacted, and State incident number issued.

When given approval by the police, members may apply absorbent materials and move debris. MCFD will clean up absorbent materials at the incident commander's discretion.

Contaminants that are collected are to be delivered to a solid waste coordinator, or as directed by the Madison County Emergency Management Agency.

Personal Protective Equipment shall be worn, and a hose line may need to be charged while working with spilled flammable liquids and or other fluids.

Traffic should be controlled as necessary.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

405 – Utility Control

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for mitigating hazards for personnel on scenes where the source of energy or fuel have become uncontrolled, through proper disconnection of electrical, propane and natural gas service, at fire and other emergency scenes.

Policy: The officer of the first arriving apparatus shall be responsible for determining the need to disconnect electrical and/or fuel gas service on those incidents where he/she deems it necessary to safeguard lives and property.

At any incident where a fire involves a structure, the incident commander should immediately request the electric company, gas company, and water company to shut off their respective utilities as needed.

If fuel gases must be turned off as an immediate danger to life and health, firefighters may do so. This same principal shall apply to water supply utilities as well. If electrical services need to be turned off, firefighters will attempt to turn off the main breakers of breaker boxes before seeking alternative measures of electrical disconnection.

Removal of electrical meters shall only be done by the appropriate electric company.

Fire Department personnel shall not disconnect electrical services by cutting the service wires under any circumstance.

All fallen wires are to be treated as an energized electrical wire unless they are told otherwise by an electrical or telephone company. If a fallen wire is found, then a firefighter shall be posted to warn others that a possible live wire is down. If no manpower is available to do this, then cones should be set up to alert other people to the presence of the line before the discovering member can move on to the next task.

Whenever it becomes necessary to disconnect propane or natural gas service, the first preference is at the valve for the appliance. If this is not feasible, then use the valve at the gas meter. The gas company should be notified when a shut-off of services is needed.

A natural gas fed fire shall not be extinguished until the gas supply is shut off. Exposures should be protected as necessary.

Fire Department shall not restore any utility service for any reason. Restoration shall be left up to the utility company that provides that service.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

406 – Lost/Trapped Firefighter: Command Actions

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To outline command procedures for incidents involving lost or trapped firefighters.

Policy: All firefighters should immediately radio command if they become lost, trapped, or in need of assistance. Company officers shall not delay the reporting of lost firefighters or inability to account for crew members. Command and or division group supervisors shall always assume that a missing firefighter is lost in the building until the firefighter can be located. Command shall initiate an action plan to incorporate a high priority rescue effort.

The radio message “MAYDAY” shall be reserved for use by lost or trapped firefighters to report their status as being in distress and or needing rescue. Any member shall use “MAYDAY” to report a lost firefighter. Any report of “MAYDAY” shall receive priority radio traffic, meaning that all non-essential radio traffic shall cease. The term “MAYDAY” shall be reserved ONLY to report lost, distressed, or trapped firefighters. The term “Emergency Traffic” shall be used to report all other emergencies or high-risk hazards.

Once a MAYDAY is declared, the firefighter in distress should follow SOG 407, Lost/Trapped firefighter: Self-Survival Actions wherever possible.

Once a “MAYDAY” has been declared, all fireground companies except affected companies, and the RIT team, shall be moved to another Operations Channel, and it should be coordinated with 911 by the Incident Commander.

Rapid and concise decisions and actions shall be taken to increase survivability. The following items are a list of actions that the incident commander shall take for a reported or missing firefighter. These are guidelines that do not need to be accomplished in the order that they are listed. They do, however, have to be accomplished rapidly.

- Change the plan to a high priority rescue effort: A rescue plan shall be developed quickly, and the command structure should be expanded. The plan and objectives shall be communicated to other command staff and Division/Group supervisors for implementation.
- Immediately request additional Resources or “Alarms”: At least one additional fire station, and one additional EMS unit shall be requested at the time a MAYDAY is declared. Early consideration should be given to possible heavy equipment needs and TRT assistance for Structural Collapses.
- Fireground Accountability: A Personnel Accountability Report (PAR) shall be immediately requested from all companies operating on the fire ground. In some cases, it may be necessary for all crews to be pulled away from their tasks to ensure that an accurate PAR is

executed. No matter what is happening on scene, a PAR must be completed if a MAYDAY is called.

- Commit the Rapid Intervention Team (RIT): The RIT shall be deployed to begin the rescue effort as soon as possible. Rescue efforts should begin at the last reported location and shall expand the search area as needed.
- Assign a RIT Chief: A RIT chief shall be appointed by the incident commander to oversee all RIT operations. The RIT chief shall coordinate with the incident commander during RIT operations.
- Assign a safety officer: Although a safety officer should be in place, the incident commander shall ensure that a safety officer is appointed, and to appoint new, or additional ones, as necessary. Safety officer shall conduct hazard assessments, coordinate with the RIT chief, and the incident commander, to coordinate all operations on the fire ground, and to ensure that safe practices are being followed.
- Confirm with dispatch that all channels are being monitored. Command shall ensure that dispatch is monitoring all radio channels. If a firefighter declares "MAYDAY" on a channel other than the current fire ground operations channel, the incident commander must be immediately directed to the channel that the firefighter called MAYDAY on. Upon receiving emergency traffic or a MAYDAY on the radio, the dispatcher on duty shall alert the incident commander and announce the identification of the firefighter who is assigned that radio. Contact shall be immediately attempted to determine if an emergency does exist.
- Reinforce firefighter positions: Firefighting operations shall not cease during the rescue operation. Command and fire crews shall take aggressive measures to protect lost or trapped firefighters from the effects of the fire. Efforts concentrated on reinforcing existing positions, keeping the fire away from the rescue area, and providing appropriate ventilation and lighting. In some situations, it may be appropriate to cease operations in some areas to relocate personnel to better protect the rescue effort.
- Open/Unlock all doors and windows: All doors and windows in the immediate area of the search should be opened and unlocked. Where practical, doors can be left open to provide an emergency escape route unless doing so will have a negative effect on the structure or the fire. Doors shall remain unlocked until the conclusion of all firefighting operations.
- Establish Treatment and Transport Groups: The incident commander is to assign EMS personnel to stage and be prepared to treat any found/rescued firefighters. A transportation group should also be in place to coordinate activities with the medical care group.
- Media Control: Command will need to control the media throughout the incident. Information on identities and conditions of lost/trapped firefighters shall be restricted to media until after the family has been notified. Media film crews shall be restricted to aerial views that are at a safe distance only. A Public Information Officer (PIO) shall be assigned to assist the incident commander.
- Family Needs: A family support group shall be established early. This will aid in notification of families and allow the incident commander to stay ahead of the media's release of information. A Chief officer should be assigned to this role.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

407 – Lost/Trapped Firefighters: Self-Survival Actions

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: This Guideline outlines self-survival procedures for Madison County firefighters who are lost or trapped at an emergency scene.

Policy: The nature of firefighting places the firefighter at risk of becoming lost or trapped. If this does occur, survival can depend on a mix of predictable self-survival actions by the lost firefighter.

All crews inside of any IDLH zone must have portable radio and personal rescue tools. The minimum crew size shall be two personnel, and they must always stay together.

The following are guidelines are for firefighters to follow if they become lost, disoriented, or distressed.

- Call for help immediately: Firefighters who find themselves lost or trapped must immediately call a “MAYDAY” over the radio to notify all personnel that they need assistance inside of the IDLH atmosphere. Notification must occur as soon as a firefighter thinks that they are in any kind of trouble. The acronym LUNAR is used to provide information that will assist in rescuing the firefighter.
 - o L- What is your location?
 - o U- What is your unit?
 - o N- What is your name?
 - o A- What is your Air Supply?
 - o R- What rescue or help do you need?
- Other Radio Channels: Before attempting to change radio channels, a MAYDAY shall be declared a minimum of twice, with a short time between them. If there is no answer, the firefighter in distress should switch to another channel that is working. The preferred channel to switch to is MCFD main, but it is important to find a channel that works.
- Activating the emergency button on the portable radio: This should be the LAST RESORT for any personnel on the scene. If that person in distress has been unable to contact the incident commander on any of the attempted channels, then the firefighter is instructed to activate his or her emergency button. This will connect the fallen firefighter directly to the dispatcher. Because this adds a third party and “Middleman” to the equation, this should only be the last stitch effort to contact command.
- Activate Pass Device: As soon as a firefighter realizes that they are lost or trapped they should immediately activate the PASS device. IF the device interferes with the lost firefighter’s communication with command via the radio, it is acceptable to temporarily turn off the pass device, but it should be reactivated when messages have been sent and received.

- Crews Stay Together: Members that separate from each other make it difficult for rescuers to find all firefighters. Crews shall always stay together and in contact to enhance the chance for all firefighters to be rescued and allows for ore effective and efficient extrication.
- Follow the Hose Line out: Crew members shall maintain contact with their hose line and shall follow it out of the structure whenever possible. The hose line is connected to the outside, and it is important to make sure that you don't lose contact with it. If you do, attempt to contact the hose again, and make you way out.
- Search for an exit: A lost firefighter shall always attempt to free himself if possible and shall search for a door or window to escape through. When rescuers enter the building, they will first search near the reported location while staying close to walls and searching near openings when they can. Making your way to a wall or a opening will increase your chances of being found.
- Retreat to safe refuge: Where the firefighter cannot find their way out, but there is safe refuge away from the fire, the firefighter shall take advantage of that location a a safe refuge until rescued. If a firefighter is doing this, he or she must radio their location to the rescue team.
- Stay Calm and Reserve Air: A conscious effort must be made to control their breathing. Unnecessary talking or physical activity should be avoided unless it is necessary. Firefighters should stay calm, and attempt not to move, unless their health or safety depends on it. This way, the firefighter in trouble can conserve air for longer.
- Horizontal Position: If a firefighter cannot get out, they should assume a horizontal position on the floor to maximize the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.
- Flashlight and Tapping Noise: If assuming a position to await rescuers, the firefighter should attempt to position their flashlight toward the ceiling. This will enhance the rescuers ability to locate the source of light. If able, the firefighter should attempt to make tapping noises to assist rescuers with finding their location as well.
- Company officers or division/group supervisors who are unable to locate a crew of firefighters assigned to them, shall immediately activate MAYDAY if the firefighter has not done so already. If the company officer calls a MAYDAY, they shall perform the LUNAR report for the missing person. At a minimum it should include their last known location and task.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

408 – Apparatus Backing

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish procedures for backing up in a Madison County Fire Department (MCFD) vehicle.

Policy: The driver of each MCFD vehicle shall be directly responsible for the safe operation of the vehicle. When the driver is under direct supervision of an officer or acting officer, that officer shall also assume responsibility for the actions of the driver.

When backing an apparatus, a minimum of one spotter shall be located at the rear of the vehicle. The spotter(s) is/are responsible for guiding the driver and ensuring that any potential hazards are avoided. They shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard of any vehicle at any time. If the driver loses visual contact with the spotter(s) they should immediately stop the vehicle. The spotter(s) shall have on a hi-vis vest at all times while spotting the apparatus. Vehicle cameras or other devices are not a substitute for a spotter.

In situations where assistance is not available and the apparatus must be immediately moved, the driver must walk around the whole vehicle to ensure that no obstructions will interfere with vehicle operation.

If a vehicle is backing into, out of, or near a roadway, the emergency warning lights should be activated to alert oncoming or passing traffic.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

409 – Emergency Medical Care

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for the rendering of emergency medical care and first aid by Madison County Fire Department (MCFD) personnel.

Policy: Each member of MCFD will only operate at the level to which they are trained. Members that are trained must meet the approved standards of care according to the level of training set forth by certifying agencies like AHA, KBEMS, and the Statutes of the Commonwealth of Kentucky.

Members are encouraged to render assistance to members of the public who need it.

Before committing to care, personnel should secure the scene, perform a size-up, and report the situation to an officer, and alerting 911 by phone call or radio communication.

EMS should be requested as quickly as possible.

All MCFD firefighters are required to maintain first aid training and CPR training at a minimum.

Members who provide care shall fill out a NIFRS medical form to ensure that it is documented.

Firefighters shall never transport injured members of the public to the hospital in any mode but ambulance, except in mass casualty incidents, or during disasters when authorized by the Madison County EMS director, or MCEMS shift supervisor.

Members shall only respond to medical calls that are dispatched over the MCFD Main radio channel and will only respond to medical calls as requested by 911, or if the member is within walking distance of the emergency.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

410 – Arrival of a Vehicle on a Scene

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for placement of emergency vehicles and personally owned vehicles and other emergency scenes.

Policy: The following list are general considerations for placement and positioning of apparatus.

- Watch out for power lines.
- Always allow for means of egress.
- Watch out for unstable ground.
- When positioning apparatus, back in where possible.
- Support and staff vehicles should park out of the perimeter of the working apparatus zone.
- Always consider the collapse zone when positioning an apparatus. The first arriving company will be placed in a position that allows for best deployment of initial attack lines, while maintaining a safe distance from the structure.

Upon arrival, the officer of the first arriving vehicle shall give a scene size up. While this is occurring, the first due engine shall position itself in a manner that allows for access to the fire ground by other apparatus and personnel and protects the fire ground from vehicle and pedestrian traffic.

The first due engine company shall immediately assess the need of any person in need of rescue and communicate that over the radio. Apparatus should then position in such a manner that does not impede the rescue of said persons in distress.

Once the first due apparatus is positioned properly, it shall lay hose and operate in a manner to initiate fire attack in a method that does not push fire toward unburned sections of the structure or towards exposures.

All members should have donned full PPE in accordance with the PPE SOG, and if they haven't done so yet, then they will do so when the apparatus comes to a stop.

If there is fire or smoke visible, or a potential hazardous materials release, then the firefighters shall advance a hose line toward the fire ground.

The engineer will set the pump in gear, deploy all wheel chocks, and then wait for the signal to charge the hose line that has been deployed. The engineer shall stay with the pump and will advise other responding units of water supply needs, safety concerns, and other pertinent information as needed.

Tankers shall be placed in a manner that allows access to the engine that needs water, as well as allowing for exit of the scene for refilling purposes.

The tanker operators shall coordinate water supply needs with the engine operator, and with other tankers that are responding. If additional resources are needed, they will be dispatched as necessary by the incident commander.

When possible, tankers should be assigned a staging area to avoid blocking means of access and egress to and from the scene.

Tanker operators will not leave their tankers while they are pumping, and will maintain eye contact with the pump, unless those responsibilities are designated to the engine operator.

Generally, headlights should be turned off at night when there is a possibility of oncoming or passing traffic.

Emergency lighting equipment shall be activated upon arrival to a scene, and they shall remain on until all members are safely inside the apparatus and the apparatus has safely re-entered the flow of traffic.

Flares, cones, and law enforcement shall be used as traffic control to increase safety during operations on or near roadways. When operating near or on a roadway, completely block the lane(s) in which the emergency has occurred. This is to protect the scene and responders from injury or damage.

Personally owned vehicles (POV's) shall be placed a distance away from the scene, preferably off the roadway, and should never be placed in a location that impedes access to the scene. Emergency warning devices and four-way flashers should be activated to warn other oncoming traffic.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

411 – Emergency Evacuations

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: This Guideline establishes measures to be taken if emergency scene evacuation becomes necessary.

Policy: The incident commander or the safety officer(s) may direct an emergency evacuation of the scene. The following are steps that should be followed when this decision is made.

The officer designating the evacuation shall call over the radio and order all fire personnel to evacuate the structure. Upon hearing an emergency evacuation message, all apparatus operators, regardless of what they are doing, shall make three long blasts of the air horns on their apparatus. Any such blast will be at least 5 seconds in duration. Air horn blasts can be repeated as necessary, but the minimum amount is three. This will continue until all personnel are accounted for, or until one minute has passed.

Upon hearing the evacuation message, personnel inside a structure shall immediately leave the structure, taking only what equipment is necessary for a rapid and safe evacuation.

All personnel shall remain with their teams as they exit the structure. The RIT team shall hold in position until all other personnel are accounted for unless their safety is jeopardized as well.

A personnel accountability report will be completed by the incident commander when the evacuation is finished.

Immediate and prompt evacuation is important, as a firefighter's safety is jeopardized in these situations. Abandonment of any equipment not essential for life safety is acceptable in emergency evacuations.

If firefighters are trapped, refer to SOGs 406 and 407, and dispatch more firefighters from the closest agency as quickly as possible. The RIT team shall be deployed as directed by the incident commander or operations officer.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

412 – Fire Investigations

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for the Madison County Fire Department (MCFD) to meet the Kentucky Revised Statutes requirements for the Fire Chief of each district to determine the origin and cause.

Policy: It is the responsibility of the Fire Chief and or his designee to make every effort to determine the origin and cause of the fire.

MCFD personnel will preserve and protect the fire scene, gather information pertinent to the incident, contact the department's fire investigator, and if the investigator does not respond, will document the scene as well as possible and place fire line tape around the scene.

A fire investigator shall be notified as soon as possible when:

- The presence of a flammable liquid is detected in an unusual area.
- There is a fire related death.
- There is an injury that resulted because of the incident (Does not include scalding by water or steam, electrical burns, or other general household burns.)
- There is evidence of, or a sign of, arson.
- There is an incident or any type of situation involving a possible explosive device.
- There is an incident involving a juvenile.

Once a fire investigator arrives on scene and the fire is deemed out by the incident commander, the investigator shall be given control of the scene. The investigator will be responsible for overseeing the investigation to its completion.

MCFD personnel may be requested to assist in the investigation. If members do so, they will follow all instructions given to them by the investigator and will not do anything that is not instructed for them to do.

MCFD personnel will not offer any opinions about a fire's cause and origin to non-department members under any circumstances.

MCFD personnel will not disclose any information about fire scenes, victims, investigations, or anything else unless instructed to do so by the incident commander and or the fire investigators.

MCFD personnel will not interfere with an investigation and will only do what is asked of them by the incident commander or fire investigator.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

413 – Motor Vehicle Collisions

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for Madison County Fire Department (MCFD) when responding to Motor Vehicle Collisions

Policy: As a MCFD firefighter, you shall not act outside of your scope of training. Personnel may assist EMS if needed and can extricate victims if necessary.

The first arriving unit on the scene will establish incident command. When arriving on the scene, the officer of that unit will give a scene size up over the radio to inform other responding units of the situation. All firefighters will don the necessary PPE. The incident commander will direct his firefighters to place apparatus to block the scene from potential hazards, while still allowing access by other fire/rescue, and EMS personnel.

Considerations for establishing a motor vehicle collision scene are as follows:

- Create a safe working zone with apparatus placement.
- Park all apparatus uphill, upwind, and in a manner that shields the work area.
- Establish different positions such as safety, medical, extrication, etc.
- Complete scene survey with a size-up, description of the event, number of vehicles, victims, etc.
- Ensure that vehicles are stabilized so that no additional injuries or incidents occur while on the scene.
- Determine any additional hazards such as spilled chemicals, unusual weather, road conditions, etc.
- Determine if vehicles involved are all electric or hybrid vehicles, as these pose new and unique hazards.

MCFD personnel should make contact with the patients and victims as soon as possible to determine their medical needs.

If MCFD is on scene, but EMS is not, then patient care shall be an additional responsibility of MCFD personnel. When performing patient care, MCFD personnel must always act within the scope of their training and certifications. There are no exceptions to this rule.

MCFD shall not tell EMS to disregard any emergency where a person has a potential injury. EMS takes precedence on any patient care decisions, including whether the patient needs to be transported or not, and should make determinations based on their own findings.

After the scene is declared safe by the incident commander and MCFD actions are completed, personnel may assist other agencies to complete their tasks, but they must be asked by that agency, and the incident commander must approve.

Depending on the incident, there may be a need for extrication. If extrication is needed, then a 1 and ¾" hose line will be deployed, charged, and manned while extrication operations are underway.

If determined to be necessary, MCFD members may disconnect the battery cables by cutting them. Cut three inches out of each cable, starting with the negative cable. Update all units, by using the radio, that the battery has been disconnected.

MCFD personnel who have been trained in doing so will stabilize the C-spines of patients who are determined to need it by the Incident Commander or EMS personnel.

MCFD will Contain and cover any fuel or anti-freeze leaks.

MCFD will Secure the area from traffic and secure the area around vehicles from spectators.

While patient care is underway, stay back unless EMS requests assistance or the incident commander gives another task.

When EMS requests assistance, MCFD members will always wear nitrile surgical gloves.

MCFD will not remove anything from the vehicle unless instructed to do so by the incident commander.

MCFD will not clean or sweep the area unless instructed to do so by the incident commander.

MCFD will not remove any PPE unless the incident commander instructs you to.

MCFD will have all extrication responsibilities.

When extricating, the electrical system must be disconnected and shut off before beginning any cutting or extrication operations begin. When that is finished, all required tools shall be placed on a tarp near the command post. Once an extrication plan is in place, and a hose line has been deployed, then extrication operations may begin as planned. The incident commander, or his designee, will oversee all operations as planned, and may change the plan as needed to ensure safe and rapid removal of victims from the vehicle.

A few things that must be considered before and during extrication are as follows:

- Status of glass.
- Dash displacement.
- Is the patient pinned/stuck under something?
- Is the vehicle stable?
- Is the vehicle under something or on top of something?
- Can you raise the steering wheel to make more room for the driver/occupant?
- Remove trim to expose metal before cutting.
- Does the door open?
- Can you remove the patient from the other side before you decide to cut?

- Will this be a normal extrication or a rapid one? (It depends on the severity of the patient's condition).
- Consult EMS when necessary to determine safe practices for patient removal.
- Support C-spine of patients as needed.
- Protect the patient with a sheet when you can and stay with them to reassure that everything will be okay. Explain to the patient that there could be loud noises, sparks, and attempt to have a conversation with the patient during extrication to keep them calm.

Incident specific techniques and other various considerations will be left up to the incident commander to decide as needed.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

414 – Critical Incident Stress Debriefing (CISD)

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: A critical incident is an event outside of the range of usual human experience, which has the potential to easily overcome a person's normal ability to cope with stress (Critical Incident Stress (CIS)). It may produce a negative psychological response in a person who was involved in or witnessed such an incident. CIS affects about 87% of all law enforcement, firefighters, and EMS workers during their careers.

The Madison County Fire Department (MCFD) is committed to the welfare of the members of its department and their families. Therefore, any work-related incident, which elicits the signs and symptoms of CIS, shall be eligible for this program, either as an individual or through group session with other firefighters who have experienced the same incident.

The signs and symptoms of CIS can include any or all of the following: Physical, mental, emotional, and/or behavioral. Individual firefighters can access CIS alone, or request a group. Ranking officers of MCFD may request CIS for their subordinates as well. The Chief of MCFD can direct individuals or groups of firefighters to attend a CIS debriefing (CISD) if he or she feels it is in the best interest of the individuals.

Policy: The MCFD Chief and/or HR shall oversee program implementation for the CIS management program. There shall be no cost to the firefighters for participating in CIS programs.

The CIS management program shall be administered by the fire chief, his appointed officers, and a mental health professional. The fire chief can request assistance from other outside agencies when he or she determines that it is necessary for the program.

CIS management programs will be held in a non-threatening and structured manner. A CISD shall be offered to all firefighters who are involved in a CIS incident. Employees whose job becomes affected by stress factors relating to a critical incident may be required to attend a CISD session.

CISD sessions will be offered within 24 to 72 hours of the end of a Critical Incident. CISD shall be performed in a comfortable location as determined by one of the programs listed above. A follow-up debriefing shall be performed from 24 to 48 hours after the original CISD.

All participants of a CISD shall keep information that is shared as confidential. Under no circumstances will information be discussed with those outside the group unless directed by the counselor conducting the session.

The Fire Chief and/or HR shall maintain a permanent record of the CISD's.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

415 – Media Relations

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: The Madison County Fire Department (MCFD) recognizes the need for open, direct communications between the department and the public. A positive relationship between the department and the news media allows dissemination of objective information without infringing upon the guaranteed rights and privileges of individuals. Good relations with the media should be fostered by all members of MCFD. This is best accomplished by creating an atmosphere of cooperation and professionalism with all media outlets.

Policy: It is the policy at MCFD to cooperate with representatives of the news media in a professional manner. All MCFD employees shall make a reasonable effort to avoid delaying, hampering, or interfering with any member of the news media lawfully gathering information or reporting an event, subject to the conditions of this directive.

Only those members of the department identified by this directive may release information to the media. These individuals are responsible for complying with the guidelines and procedures established by this directive. When those members who are given authority to release information are asked for information beyond their knowledge, they should apprise the media representative of this fact and refer to the correct source to get an answer before responding to such inquiries.

Unless otherwise designated by the Fire Chief or Deputy Judge: Fire Chief, Madison County Fire Public Information Officer, and Deputy Judge/Executive, will be the only department personnel to address the media's inquiries.

The media may have access to the following information:

- At a major incident, upon request, or as soon as practical, the Public Information Officer (PIO) or incident commander (IC) will provide news media representatives with information. Information provided to the media will only relate to the facts of the incident. The identity of victims will only be released after the family has been notified and after the name(s) have been verified by the incident commander.
- All media requests regarding sensitive matters, such as pending legal proceedings, internal investigations, grievance hearings or other personal matters will be addressed by the Fire Chief or his/her designated representative.

The media will not have access to the following information:

- Information that may affect the process or result of any investigation or legal proceeding.
- Personal opinions about victims or injured persons.

- Names of juveniles involved in crimes. This includes arson.
- A detailed description of any suspects or evidence which could hinder or prejudice the investigation.
- Specific cause of death until announced by the State Medical Examiner, County Coroner or his/her designee.
- Home address or phone number of any MCFD employee.

News media representatives who show up to an emergency scene must have their proper identification (Credentials) before being allowed access. News persons may photograph or report anything that they observe when legally present at an emergency scene. Where publication of such coverage would interfere with an official investigation or place, victims, suspect, or others in jeopardy, the withholding of publication is dependent upon a cooperative press, not upon censorship by the department. Upon such circumstances, the PIO should advise the media representatives of the possible consequences of publication; however, MCFD may not interfere with news persons' activities if that performance remains within the confines of that law.

For the purposes of this directive, media representatives will include reporters, photographers, camera operators, and other media personnel.

When mobile television or radio transmitting units arrive at the scene, operators shall be directed to go on foot to the PIO to receive assistance in determining the most strategic location to place media vehicles.

Situation briefings will be provided at the media command post on a timely basis. Such briefings will be conducted by the PIO or Incident Commander.

For general Fire Department Information, news media representatives should contact MCFD Stations 1 or 2 during normal business hours at (859) 624-4774 or (859) 624-4733.

All requests for information from media representatives at the scene of emergencies, investigations, or other operations shall be directed to the Incident Commander or the designated PIO, who will only provide the essential information within the guidelines established by this directive.

The incident commander may delay providing information to media representatives when an emergency exists or until such time that pertinent information is made available to him. Media representatives should be advised why a delay is necessary and provided the appropriate information as soon as possible.

The following information about adults (18 years of age or older) may be released:

- Factual information which will not impair an ongoing or impending investigation.
- The following should be referred to law enforcement or coroner: Name, address, and age of a victim after positive identification and notification of next of kin.
- Additional information which may assist in an investigation, such as alerts for individuals.

The name, address, or telephone number of any juvenile under 18 years of age may not be released.

In matters involving mutual efforts of MCFD and other agencies, the release of information shall be coordinated through all those agencies or departments involved and released by a spokesperson designated by the department or agency in charge of the scene.

NOTE: At no time will any MCFD personnel take pictures or videos of an incident while they are on duty and post them to the internet for display through social media platform. No Exceptions!

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

416 – Lock Box (Knox Box) Procedures

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: The purpose of a lock box is to provide the Madison County Fire Department (MCFD) with rapid and non-destructive access to certain occupancies. The MCFD requests that Knox boxes be installed on structures that are not staffed 24/7 and are equipped with an automatic alarm, sprinkler system, standpipe system, or multiple family residential facilities that have interior exits. They will also be required where determined by the Authority Having Jurisdiction (AHJ).

Policy: When MCFD arrives on scene of a structure with an alarm sounding, the officer in charge will notify dispatch to contact the building owner. The occupant's key from the lock box shall be used to open the building and complete a search of the building if determined necessary. The alarm that is sounding may be silenced, but it may not be reset at this time. Any possible causes for alarm activation shall be documented by the incident commander.

Upon arrival of the building owner/occupant: The officer in charge shall obtain and record the name of the person, and the occupant/owner shall reset their alarm, and the cause of activation shall be discussed. The building and the keys will then be turned back over to the occupant. The keys shall be returned to the lock box while the occupant watches.

In the event of subsequent alarm(s) after the building has been searched, the officer in charge may reset the alarm, lock the building, and return the occupant's key to the lock box, and have an MCFD member to witness the lock box being re-locked. If there is no emergency and the unit is needed to respond to another incident, the officer in charge shall notify dispatch that the building is secure, and the unit is leaving the scene. Ask dispatch to contact the building owner and request that the building owner call the fire department in regard to the fire alarm activation.

For an EMS call: The officer in charge will remove the occupant's key from the lock box, make entry into the structure, provide the necessary EMS assistance, and return the occupant's keys to the lock box before returning to service.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

417 – Driving Fire Apparatus

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish policies for the operation of all departmental vehicles in both emergency and non-emergency driving situations and is designed to ensure that all department vehicles are operated with concern for the safety of department members and the general public.

Vehicle operators have in their care, custody, and control major assets of the department (the vehicle, equipment on it, and department members). Apparatus operators have a high standard of care to provide the general motoring public and must make every attempt to ensure the safety of others.

Safe arrival at the emergency scene shall be, and must always remain, the priority of all apparatus driver/operators. All department apparatus operators shall become familiar with the following policies.

Policy: When responding to an emergency, safety is the paramount concern of the operator. Safety of the MCFD members, citizens, and equipment are your primary concern.

When approaching an intersection with red lights and siren, take your foot off of the accelerator and place it on the brake. Operator shall be able to stop apparatus at each intersection.

Travel through an intersection should be done with extreme caution at no more than 5 to 20 miles per hour, depending on the conditions of the road, traffic, and weather. At no time should responding speed exceed 40 miles per hour on residential streets, 50 miles per hour on two lane roads, or 65 miles per hour on highways.

Drivers of apparatus shall reduce speed if any of the following conditions exist:

- Limited Visibility.
- Slippery Roads.
- Heavy Traffic.
- Poor Road Pavement.

Drivers shall pay attention to school zones. Speed should be reduced during limited hours. Drivers shall not pass a school bus with its red lights flashing unless the school bus driver indicates that the apparatus may pass. The driver shall ensure that all other vehicles have come to a complete stop before proceeding through.

All Personnel shall always wear a seatbelt while the apparatus is in motion.

Reckless driving of any kind will not be tolerated on the Madison County Fire Department.

When parking an apparatus, unless inside the station, the wheel chocks shall be deployed.

Responsibilities of the driver/engineer are as follows:

- Ensure that all members are loaded, and seat belted in.
- Ensure that the bay doors are fully open before moving an apparatus.
- Ensure that all compartment doors are closed before moving the apparatus.
- Ensure that he/she knows the quickest and safest route of travel to the incident scene.
- Ensure that he/she drives defensively and with caution.
- Ensure that they are driving with due regard for the safety of all persons using the roadways.

Responsibilities of the apparatus officer are as follows:

- Monitor the apparatus' speed, advising if the driver is going too fast.
- Ensure that the driver is fulfilling his/her responsibilities as listed above.
- Assist the driver with watching for traffic at intersections.
- Assist the driver with travel directions.

Note: It is the apparatus officer's responsibility to sound the air horn as to let the apparatus operator concentrate on the safe travel of the apparatus.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

418 – Radio Communications

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for radio communications at the Madison County Fire Department (MCFD).

Policy: MCFD operates two fire stations that will be known as “Station 1” and “Station 2.” When an emergency call is dispatched, the corresponding station to the location of the call will respond to that emergency. When dispatched, the tone and description will happen on the MCFD main channel, and an operations channel will be assigned. The corresponding station(s) will acknowledge the dispatch by saying “Station 1 copies” or “Station 2 copies” on the main channel as needed.

Once the tone has been dispatched and acknowledged on the Main channel, all units are to switch over to the correct operations channel for the incident. The operations channels are called OPS 1 through OPS 8. A responding apparatus or personnel shall call en-route on the correct operations channel. For example, if the call is dispatched and you are instructed to use OPS 1, you will say Station 1 copies on the main channel, then switch the apparatus over to OPS 1 and say “Engine 1 to 911, Engine 1 is en-route.

Any and all operations for that incident, until the incident has been cleared, will stay on that channel unless otherwise determined by the incident commander in coordination with 911. The radio is only to be used when face to face contact is not possible or if there is announcement that all responding units need to hear.

When a MCFD unit arrives on scene they are to establish incident command and perform a scene size up. They shall do this by saying something like “Engine 1 is on scene; we have a single-story residential structure with smoke showing from the front door. 100 has command.”

From that point, the incident commander is to give further scene updates and information as it becomes available so that all responding units have up to date information.

The radios are to only be used for official business. At all times, personnel will use the radio in a professional manner. Hold the microphone approximately two or three inches from your mouth and speak in a clear and concise manner.

When using the radio for non-emergency traffic, the statement “All Madison County Fire Units” should precede the message.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

419 – Radio Channels

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To outline the channels available for MCFD use.

Policy: F/R Main: This shall serve as the dispatch channel for all emergencies, and as the communications channel between fire stations.

OPS 1: Operations channel 1

OPS 2: Operations channel 2

OPS 3: Operations Channel 3

OPS 4: Operations Channel 4

OPS 5: Operations Channel 5

OPS 6: Operations Channel 6

OPS 7: Operations Channel 7

OPS 8: Operations Channel 8

RFD 1: Richmond Fire Department's Main Channel

BFD Main: Berea Fire Department's Main Channel

MCEMS 1: Madison County Emergency Medical Service's Main Channel

CO Wide: A countywide frequency that can be used for several different things.

ICS/OPS 1: The Incident Command System OPS Channel Number 1.

F/R Main: This shall serve as the dispatch channel for all emergencies and as the communications channel between fire stations.

There are various other radio channels available for use on different banks, but they are used on rare occasions, and are specified by 911 and or the incident commander(s) when to use them.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

420 – Radio Operation Rules

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: The manner in which radio operations are handled is often a measure of the efficiency of an organization and the attitude of its individuals. Application of the general do's and do not's outlined here will help lead to professional radio performance.

Policy: All radio transmissions made on radio channels shall be made in plain English. Minimal use of codes and signals are permitted when deemed absolutely necessary.

Listen before transmitting to ensure that the channel is clear and organize your thoughts before transmitting. If it takes you multiple attempts to say what you are trying to say, then precious time has been wasted.

Keep radio transmissions brief and to the point. Avoid long-winded descriptions and unnecessary repetition. Accuracy, brevity, and speed are all important, however; they should be considered in that order.

Speak distinctly and pronounce words clearly. Speak at low speed using your conversational tone of voice with natural emphasis and rhythm. A message should be spoken in phrases. Not one word at a time.

When necessary, for reference, use official titles and authorized apparatus designations in all radio transmissions. Do not use nicknames at any time.

During radio communications, remain cordial and calm. Words or violent inflections, which reflect an individual's irritation, disgust or sarcasm, are not to be used.

Remember, your conduct on the radio reflects on your entire company.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

421 – Situation, Status Reports, and Scene Size-Ups

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To provide all personnel of the Madison County Fire Department (MCFD) with guidelines to perform uniform situational updates.

Policy: The first arriving line officer or unit will have tactical command of the scene. If a higher-ranking officer or the chief responds to the scene, the higher ranked officer or chief may be asked to take over command. If this occurs, it shall be communicated via the radio system to the 911 dispatch center.

The first arriving unit should advise the 911 communications center with a report of the situation which could include, but is not limited to, the following:

- “Single-story residential structure. Nothing Showing. Out for further investigation.”
- “Two-story residential structure. Light smoke showing from the second floor on the Alpha side. 107 has command, engine 1 will be initiating fire attack with an inch and 3/4 line.”
- “Engine 1 is on scene, we have a fully involved single story trailer, no one appears to be home, 107 has command, Engine 1 will be initiating fire attack with a deck gun at this time.”
- “Engine 2 is on scene at 105 Lancaster Road, we have a vehicle on fire in the engine compartment, no one is inside of the vehicle. All units be advised: We have a power line down near the driver’s side of the vehicle. 100 to 911, go ahead and start Kentucky Utilities to our location.”

The most important part of any situational or scene size up is to confirm the location/address, what the situation is, and what your first action is. That way, other responding units will know what the situation is and what additional resources may be needed.

A brief initial report allows other arriving units to be better prepared to act upon arrival. It also allows other departments/stations/units to consider the tactics that may be required for this situation.

Once an initial scene size-up has been completed, a 360 degree walk around of the scene/structure should be completed whenever possible. Some things to note during your walk around are:

- Basements.
- Every window or door and obstructions near them.
- Building occupancy.
- Building construction types.
- Fire behavior observations.
- Smoke conditions.

- What phase is the fire in?
- Risk/hazard assessment.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

422 – Quadrant System

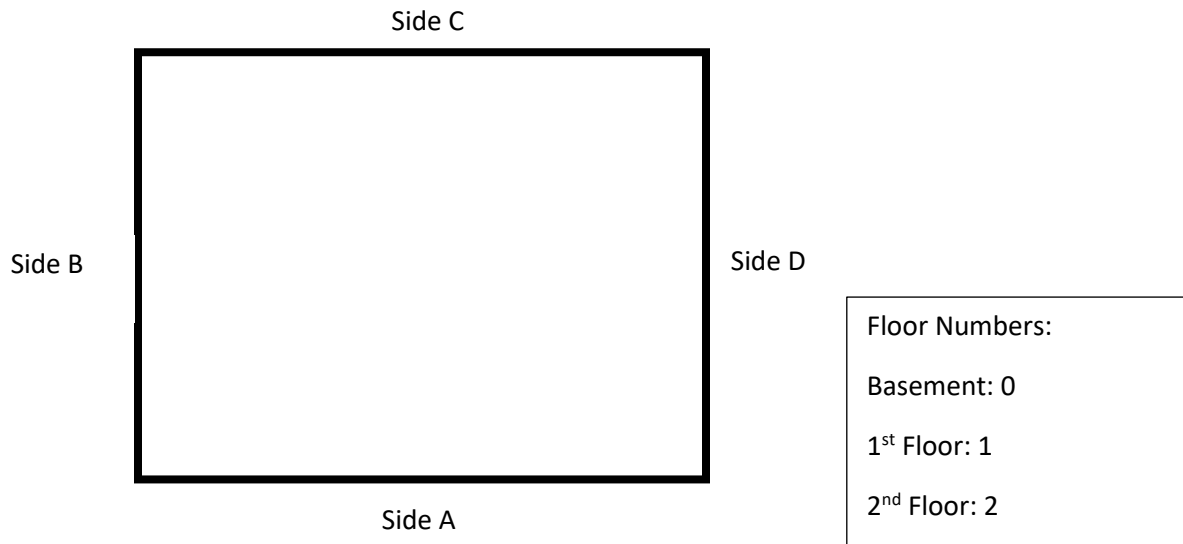
Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: The quadrant system assigns a specific letter to each side of the structure and exposure. This system shall be used on all emergencies involving a structure, and all Madison County Fire Department members shall be thoroughly knowledgeable with this system and its use. It should be used keeping in mind that this Standard's purpose is to simplify coordination of efforts on the fire-ground, which is one sound basis for a successful emergency scene operation.

Policy: The officer in charge shall take up a portion on the street address side of the building, designated as "Side A" of the structure. This position is to ensure ease of access to the Officer in Charge and allow subordinate officers and/or personnel to easily direct others to him. The left side will be "Side B", the rear of the building will be "Side C" and the right side will be "Side D".

Numbers shall be used to denote the level of the structure in question. Example: The fire is venting out of a window on Side B on the 2nd Floor.



Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

423 – Requests for Mutual Aid

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: The Madison County Fire Department (MCFD) has Automatic and/or Mutual Aid Agreements with White Hall Volunteer Fire Department, Kirksville Volunteer Fire Department, Waco Volunteer Fire Department, Union City Ruritan Fire Department, Red Lick Volunteer Fire Department, City of Richmond, City of Berea, Brindle Ridge Volunteer Fire Department, Cartersville/Paint Lick Volunteer Fire Department, Blue Grass Army Depot Fire Department, and Lexington Fire Department.

The following Guideline may assist the Shift Commander in the decision-making process.

Policy: Should our apparatus respond to a mutual aid or Automatic Aid requests; our units shall respond with their standard designations. In cases where there are multiple units on scene sharing the same designation, MCFD units shall designate themselves “Madison County Engine 1” or “Madison County Tanker 2” or whatever unit has responded to for assistance.

MCFD shall follow the guidelines set forth in mutual aid and automatic aid contracts as closely as possible, but in cases where resources are requested, it shall be the **Shift Commander’s responsibility** to determine what response, if any, should be made.

The MCFD will always make a reasonable effort to assist neighboring fire departments when requested to do so. In general, when a request for Mutual Aid is received, the Shift commander shall make the determination as to what units and personnel, if any, should respond. If sending assistance will seriously jeopardize the citizens of Madison County, then no response should be made. Madison County citizens will take priority and will not be without an available unit if possible.

At anytime that MCFD units leave Madison County, the Fire Chief and the County Judge shall be notified immediately, and units shall be returned to the County as quickly as possible. 911 will be asked to notify mutual aid departments inside the county to be on stand-by to cover the next call by the Shift Commander.

The following is a general guideline to assist the Shift Commander in the decision-making process.

Alarm Type	Suggested Response
Structure Fire	One Engine and one Tanker
Vehicle Extrication	One Engine
Rope or Water Rescue Operations	One Engine IC unit watercraft if needed

Trench Rescue or Confined Space Operations	One engine and an IC unit
Hazardous Materials Operations	One engine, tanker, IC unit, and Haz-Mat Trailer

Wherever necessary, the MCFD units may be needed to return to the MCFD coverage area if another emergency response requires it. The Shift Commander will make this decision.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

424 – Emergency Call-Out Procedures

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Policy: Whenever it become unnecessary to call for additional firefighters, the following procedures shall be followed:

Callouts are normally optional, but highly encouraged. It is also possible that you may be required to answer a callout. If that occurs, the chief will be contacted to direct mandatory callouts. Over time pay will be given for callouts.

If there is a need for additional personnel, the shift commander will send out an alert via Active 911 requesting at least three members who are not on shift to respond to station #1. This alert may be to provide staffing at the station, or to request additional personnel at the scene. The shift commander will specify what he wants those personnel to do when he or she sends out the active. If no direction is given, respond to Station 1 and alert the incident commander that you are standing by.

Anyone that works for MCFD may be called. This includes personnel on Vacation.

Off duty personnel who respond to a scene without being called in will not receive overtime pay.

During callouts, uniform and PPE policies are to be followed.

Exceptions to the callout procedures:

- Personnel who are ill are not expected to respond.
- Personnel who are on injury leave will not be contacted.
- Personnel who are intoxicated shall advise the person requesting assistance that they are under the influence of alcohol and are unable to respond.
- Personnel who have children that would be alone will not be required to responded.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

425 – Bomb Threats, Tactical Violence and WMDs.

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: This guideline is intended to provide a basic framework of action in the event that a bomb is reported, tactical violence is reported, or a weapon of mass destruction (biological, nuclear, chemical, etiological, etc.) is reported. It must be noted that criminal acts are the primary responsibility of the police department, and the Madison County Fire Department (MCFD) is present in an advisory and fire suppression or hazardous material containment role.

Policy: All companies responding to bomb scares, tactical violence, or WMDs, shall respond without lights or siren to minimize attention being given to the incident, unless directed to do so differently by law enforcement personnel or if known injuries are present. All companies arriving at the location must maintain a minimum of 500 feet clearance from the reported building or area.

Communications Policy: Because of the possibility of detonation caused by mobile radio, it shall not be permitted to use a radio within 500 feet of the structure or area for any reason. Any communications should be made using telephone or radio outside of the 500-foot zone.

Operations consideration: Life Safety is normally the priority. In the case of tactical violence or WMD, that priority may be best accomplished by isolating and investigating the situation first.

- Utilize ICS framework for reducing hazards and managing the resources. Establish a unified command between responding agencies as soon as possible.
- Identification and Utilization of all resources available to assist MCFD in these cases shall be accomplished. Some agencies, but not all, are listed below:
 - o Kentucky State Police
 - o Richmond City Police
 - o Madison County Sherriff's Office
 - o Eastern Kentucky University Police Department
 - o Madison County Emergency Medical Service
 - o Madison County Emergency Management Agency
 - o Bluegrass Army Depot
 - o Military- National Guard
 - o Federal Bureau of Investigations (FBI)
 - o Alcohol, Tobacco, and Firearms (ATF)
 - o Health Department
- Maintain the scene as a crime scene to protect life and evidence until told otherwise by police units.

- Maintain awareness for malicious causes at Mass Casualty Incidents, as multiple patients with common symptoms may be the first sign of a possible threat.
- Be aware of Secondary Devices meant to harm first responders.
- Minimize exposure to responders by the maximum use of PPE and controlled/limited entry/exit for tasks and staging of resources at a safe distance.
- Establish, at least, a basic decontamination zone for any suspected hazardous materials incident.
- Perform a continual size-up and protect personnel accordingly.

Bomb Threats:

The first arriving MCFD companies shall prepare to connect to hydrants or secondary water source should the need arise. It may be determined to connect even if an incident has not yet occurred. The incident commander shall meet with all parties involved in the incident. The decision to evacuate shall be made by the facility's owners/operators, authorized representatives, or by the Police units on scene. The Madison County Fire Department shall never initiate an evacuation. If an explosion and resulting fire occurs, efforts should be made to contain the fire and to rescue trapped persons.

Safety:

All members are to be outfitted in full turnout gear and SCBAs until otherwise informed by the on-scene commander. At no time shall MCFD personnel be involved in searching for bombs, incendiary devices, or similar devices. MCFD personnel may be used to accompany qualified individuals who are searching for items that are "out of place" or unusual. If a potential or suspicious device is spotted or discovered, there should be no attempt to touch, alter, move, or affect the device in any way by MCFD personnel. Should a bomb detonate, additional caution should be used. A second bomb may detonate, designed to cause injury to emergency response personnel.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

426 – Safety and Risk Management

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: The Madison County Fire Department (MCFD) is committed to providing the safest possible work environment for our members. It is critically important that all members operating at incidents and/or training exercises do so in a safe manner. Each must practice as a “Safe Person” for their own safety, as well as to minimize risks to others.

Policy: Operating at emergency incidents and/or training scenarios poses an inherent risk of injury- or worse, death. With that in mind, all members are expected to operate under the following risk management profiles:

- We will risk a lot, in a calculated manner, to save SAVABLE lives.
- We will risk a little, in a calculated manner, to save SAVABLE property.
- We WILL NOT RISK OUR LIVES AT ALL for lives or property that are already lost.

The risk management profile will be applied to all incidents and/or training scenarios and will be continually reassessed throughout the operation. When considering the survival profile of victims, members must consider fire conditions and other conditions affecting survival.

Example: A fire in a rear bedroom of a house, with smoke under pressure to the floor level throughout the house, there is a low probability of survival. A very cautious, calculated rescue and fire control operation would be warranted.

Example: A significant fire in a residence with dense smoke under pressure to the floor level throughout the house, there is a low probability of survival. A very cautious, calculated rescue and fire control operation would be warranted.

Example: A fully involved building, this would project almost a zero-survivability profile, members should avoid an offensive firefighting strategy.

Example: Victims buried by a trench collapse or under water for 10 minutes or more, would be unlikely to survive. Therefore, an extremely cautious and well planned, safe, recovery operation is required.

Rescuers should consider the notification time, dispatch processing time, response time, and time on the scene as part of the survivability calculation.

Actions being performed in a calculated manner will require:

- An established Incident Command.
- Proper PPE being used.

- An established accountability system.
- Safety Procedures in place.
- Continuous risk assessment by all personnel on the scene.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

427 – Thermal Imaging Camera (TIC)

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for assisting on-scene personnel with the ability to identify the strategic and tactical approach for the deployment of the Thermal Imaging Camera (TIC) and the effective use of the tool as an aid in fire, search and rescue, and many other uses.

Policy: The benefits of Thermal Imaging Technology Impact just about every aspect of firefighting. Thermal imaging is not, however, a technology designed to replace current firefighting tactics. Rather, the TIC is a tool that allows firefighters to be more effective and make better decisions. It allows the user to “see” through dense smoke and darkness by detecting and displaying the relative temperatures of objects. A TIC does not display or amplify light. Some of the many uses for the TIC include:

- Search and Rescue.
- Scene Assessment.
- Locating the main body of fire.
- Checking for extension and locating hot spots.
- Identifying potential flashover situations.
- Determining Ventilation and entry points.
- Hazmat scene assessment.
- Duct fires to determine the location of the fire.
- Overheated motors or fluorescent light bulbs.
- Determining the amount of liquid in a drum by detecting the frost line.
- Works as a person detector for searches in woods, and for persons floating in or above water. It does not work on things under the water.
- Detecting hot spots on large roof areas.

Primary Applications of a TIC:

TICs can be used at structure fires by the officers by looking over the shoulders of their crew to scan the surroundings for victims, extreme heat, and or the seat of the fire. Hot spots detected by the TIC may be surface heat considerably higher in temperature than the surroundings area, which may appear to be a fire behind a wall or a panel. Use a side to side and up and down motion during operation.

The cameras are stored in the apparatus chargers on their respective apparatus. The cameras, including carrying straps and accessories, must be completely dry before returning them to their appropriate charger or case.

In order to deploy the camera, remove it from the charger and firmly grasp the handle or around the camera. The shoulder strap or attaching device should be utilized in order to lessen the chance of the unit being dropped.

Turn the unit on. Once the camera is active, an image will be visible on the screen. Cool areas appear dark and warm areas appear white.

Sudden white out of a scene may signal rapid increase in temperature with flashover imminent or occurred. The imaging sensor will reflect off glass, mirrors, and polished or painted surfaces. The source of heat could be in the reflection of these objects, so make sure to double check those sources.

It shall be the responsibility of the officer or acting officer to use the TIC and to ensure that it is properly returned to the charger following its use.

Maintenance Responsibilities:

- Batteries should be rotated weekly and charged as necessary.
- Screws on the camera should be checked periodically for tightness.
- After the camera's use it should be thoroughly cleaned and dried off before returning it to the charger that is mounted on the truck.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

428 – Incident Staffing – Responses

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for initial responses to specific types of alarms.

Policy: The following will be the initial response to each of these specific types of alarms.

Structure Fire- Two Engine Companies, one Tanker Company, and one IC unit.

Smell of Smoke- Two Engine Companies, one Tanker Company, and one IC unit.

Alarm Sounding- Two Engine Companies, one Tanker Company, and one IC unit.

Vehicle Fire- One Engine Company and one IC unit.

Grass/brush/forest fire- One Engine company, one tanker company, two brush trucks, and one IC unit.

Smell of Natural Gas- One Engine Company and one IC unit.

Automobile Collisions – One Engine Company and one IC unit.

Trash or Dumpster Fire – One Engine Company and one IC unit.

Vehicle leaking fluids- One Engine Company and one IC unit.

Power Line or Transformer Fire- One Engine Company, One brush truck, and one IC unit.

E. M. S. Call- One Engine Company and one IC unit.

Trench Collapse: Two Engine Companies and one IC unit.

Confined Space Rescue: Two Engine Companies and one IC unit.

High Angle Rescue: Two Engine Companies and one IC unit.

Water Emergency: One Engine Company and one IC unit.

Water rescue: Two Engine Companies, IC , Boat and Mutal Aid with nearest water rescue team.

Bomb Threat (No lights or siren response): Two Engine Companies, one Tanker Company, and one IC unit.

CO Alarm: Two Engine Companies, One Tanker Company, and one IC unit.

Stalled Elevators: One Engine Company and one IC unit.

Lifting Assistance: One Engine Company.

Any responses not mentioned in this document will be left up to the discretion of the shift commander. The responses listed here are for within MCFD boundaries. Any mutual aid responses will be up to the shift commander's discretion and the Mutual Aid SOG.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

429 – Alarm Sounding

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish basic guidelines for an alarm sounding call.

Policy: The first unit to arrive on scene shall report according to Radio SOPs and SOGs. If there are visible signs of smoke or fire, this shall be treated as a Structure fire, and additional resources should be requested as needed. If there are no signs of fire, the crew will investigate the alarm. The officer of the apparatus and a firefighter in full PPE and SCBA should go directly to the alarm panel to determine the location of the problem and then investigate.

Other units, if they are not cancelled by the incident commander, should continue and then alert the commander when they arrive on scene. Unless other instruction is given by the officer in charge of the scene, these crews should remain in their PPE and SCBA to await further instructions.

Refer to SOP 416 on operation of alarm systems if building is vacant.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

430 – Structure Fires – First in Engine

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish Guidelines for the first arriving unit at structure fire emergencies

Policy: The “first in” unit on the scene of a structure fire should attempt to position itself so that the front of the structure remains open for use by a ladder truck or other engines if they are needed. The officer in charge of this unit will radio a report to all other units according to the SOPs and SOGs for radio procedures. The officer will then size up the structure and determine the appropriate course of action.

If there are no visible signs of smoke or fire, wearing full PPE and SCBA the officer and firefighter(s) will investigate the situation with a minimum of a pressurized water extinguisher. If signs of fire are present, the officer will decide on either an offensive course of action or defensive course of action that is appropriate for the situation.

If the decision is made to make an interior attack, the officer and the firefighter(s), wearing full PPE, will be responsible for initial forcible entry and fire extinguishment using a hose line of at least 1 and ¾ inches in diameter. When making an interior fire attack, the firefighter on the nozzle should control the nozzle under the direction of the officer unless the officer deems it necessary to be the nozzle operator. While working inside of a structure, the crew will stay together. No firefighter should be inside of a burning structure alone at any time.

If the decision is made for an exterior attack, the primary concern will be to protect exposures and to prevent the fire from spreading.

The operational strategies in order of importance are: S.L.I.C.E.R.S.

- **Size up.**
- **Locate the fire.**
- **Identify and control the flow path.**
- **Cool the space from the safest location.**
- **Extinguish the fire.**

Actions of Opportunities (Actions to complete whenever possible)

- **Rescue.**
- **Salvage.**

The engineer of the fire attack apparatus should make sure that all hose is out of the bed when the line is pulled. He or she should stay at the pump panel until the officer gives the order to “Charge”

the line. The engineer shall not leave the pump panel until the first attack line has been charged. After charging that line, the engineer should prepare to hook up an intake line from the supply unit. Until a supply line is established and provides additional water, no other lines should be charged from the attack apparatus unless ordered by the Incident Commander. The engineer should remain at the pump panel and monitor gauges, the scene, and the radio. When tank level reaches $\frac{1}{2}$, and then $\frac{1}{4}$, the hose team and Incident Commander must be advised.

If possibility of entrapment or search and rescue for life inside burning structure with limited manpower than the operation of VEIS shall be used in the room(s) that may have a chance of survivable life in them.

V - vent the structure via exterior window of the room which to enter through.

E - enter the room via ground level or off of ladder for 2nd or 3rd floor ops.

I - isolate the room from the rest of structure by going across room and closing door.

S - search, the room shall be searched for life and exit back out window as quickly as possible.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

431 – Structure Fires: Second in Engine or Tanker

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for the second arriving apparatus at a structure fire.

Policy: The second unit arriving on the scene shall be the “supply unit.” It is this unit’s responsibility to see that the attack unit is supplied with water as soon as possible.

The decision of what kind of water source to establish, whether it is a dump tank system, a fire hydrant, or a truck-to-truck system should be left up to the Incident Commander and the attack unit’s engineer.

When an offensive fire attack has been chosen, initial on-scene duties of the supply apparatus crew include, but are not limited to:

- Connecting the supply line to the attack unit.
- Charging the fire hydrant (In coordination with the incident commander and the attack unit operator.)
- Additional forcible entry.
- Ventilation.
- Ladder Placement.

When defensive fire attack is chosen, initial on scene duties of the supply apparatus crew include, but are not limited to:

- Connecting the supply line to the attack unit.
- Charging hydrant (In coordination with the incident commander and the attack unit operator.).
- Join in fire attack as directed by the Incident Commander.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

432 – Roof Operations:

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines that will enable company officers, or anyone involved in roof ventilation operations to determine if it is appropriate to ascend the roof and if so, to operate safely. Early ventilation of a building, whether vertical, horizontal, or a combination of each, is important to the success of fire control operations and the safety of firefighters and victims. Safe roof operations are paramount. The extent of the fire and any signs of weakness must be considered before committing personnel above the fire. Constant re-evaluation of roof safety must be maintained throughout roof operations. Time and fire conditions will be constantly working to weaken the roof.

Policy: The first arriving company and the Incident Commander should evaluate roof conditions prior to committing vertical ventilation. Aerial apparatus should be strategically placed to allow for safe access to and from the roof. Crews must enter the roof from an established safe area and must have secondary means of escape. The first personnel reaching the roof must quickly evaluate conditions to assure the roof is structurally sound before attempting to work on it. Once on the roof, personnel must evaluate their route and progress as they proceed.

No firefighters shall ever operate on the roof of a structure with a bow-string roof.

No firefighters shall operate on residential tile roofs. Due to the lightweight construction and the weight of the tiles, it is unsafe to operate on these types of roofs.

No firefighters shall ever operate on commercial tile roofs.

Generally, if an aerial is used to set a firefighter on the roof, it should be done on the peak for better footing. Always sound the roof before stepping out of the bucket.

The officer or firefighter in charge of the roof operations must:

- Ensure that a second means of egress toward the nearest unburned area of the structure.
- Recommended equipment for vertical ventilation includes, but is not limited to, the following:
 - Chainsaw
 - 10-foot pike pole
 - Flathead Axe
 - Roof ladder
- Determine a safe working surface. The first firefighter off the ladder must aggressively sound the roof prior to stepping on it. Any signs of weakness (Sponginess, softness, melting of tar) should eliminate anyone from accessing the roof.

- Keep the number of firefighters on the roof to the minimum necessary to complete the ventilation task. Extra personnel and the additional weight may compromise the situation should the operation turn bad.
- Coordinate ventilation efforts with interior crews.
- Adequate size of ventilation holes in the roof are needed to achieve effective ventilation. A ventilation hole of at least 4 feet by 4 feet must be used for a residential fire, and a hole of at least 4 feet by 8 feet must be used for a commercial fire.
- Continually monitor roof structure and fire conditions.
- Continually monitor the radio traffic. Deteriorating conditions inside may indicate a need to vacate the roof.
- Provide progress reports to command. The roof officer should advise command when ventilation holes are completed.
- Ensure that once roof operations are finished, everyone exits the roof promptly.
- In some cases, where more than one hole is required, start closer to the dangerous areas and work your way back toward the exit. This helps to lower the danger of falling into a previously cut hole.
- All personnel operating on a roof shall wear full PPE and SCBA. These devices shall be completely donned, and facepieces connected, always until they return to a safe zone on the fireground.

If solar panels are located on the roof, then all roof ventilation is ceased. There will be no reason for fire crews to be on the roof. Due to the panels on the roof, there will be an energy storage system (ESS). This system and all other power will need to be shut off ASAP. Solar panels can produce electricity day or night.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

433 – Railroad Emergencies

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines to give the arriving officers a pre-planned syllabus to reference during a railroad emergency.

Policy: Upon arrival, the first arriving apparatus officer shall give an initial report on conditions. Some issues to report on include:

- Are there any survivors? (Passengers or freight)
- Is the train on or off the tracks? (Upright or not)
- Is the train on fire? (Request additional water sources A.S.A.P.)
- Are there any hazardous leaks?
- Are there any exposures?

A full size-up should be performed and any additional requests for assistance should be made. Operational perimeters should be established as well as a command post.

The Incident Command System should be established, and the Emergency Operations Center (EOC) should be activated. The first arriving officer shall establish command until the EOC has been activated.

The following are some things that the Incident Commander should do upon arrival:

- Have the dispatcher notify the railroad companies of the exact location and nature of the incident.
- Coordinate with the train conductor, engineer and/or any available railroad personnel at the scene.
- Request that all trains be stopped and/or diverted away.
- Request that railroad representatives respond.
- Request as many police officers as possible to control traffic, pedestrians, and access to the scene.
- Consider placing emergency flares on the tracks at least one mile away in each direction to alert oncoming trains to stop.
- Command shall designate a person with a radio to stand by as a flagman with the flares until you have been notified that all other trains have been stopped or diverted by the railroad representatives.
- Request additional assistance and heavy machinery that you may need.
- Obtain a copy of the shipping papers, manifest, and Materials Safety Data Sheets. Gather as much information as you can and relay it to the incident commander, the EOC, and or dispatch.

NOTE: All intersections with the crossing arms have a large control box in the vicinity of the junction. Obtain Critical Call Center (CCC) number and the four-digit DOT written on the box. Notify the call center A.S.A.P.

The following are safety concerns that need to be addressed:

- ALL responding personnel should wear full PPE and SCBA when operating in any hazardous areas.
- Situations involving cargo fires (When the cargo is a hazardous material) may dictate evacuation of the immediate and/or surrounding areas.

Engine Fire Considerations:

- Coordinate with the conductor and/or railroad representatives for shut off or other expertise.
- Use CO2 on electrical fires.
- Diesel engines utilize significant stocks of fuel onboard. Handle these fires as you would a combustible liquids fire.
- Special consideration should be given to your water supply. If there are any doubts, request at least two (2) additional tankers (Tenders) until you can determine any further needs.

The following are considerations for tank car fires and leaks:

- Identify the product if possible.
- Be guided by the nature of the product. If technical assistance is needed, consult the DOT hazardous materials Emergency Response Guide (ERG).
- Contact Richmond Fire Department for an initial hazardous materials response. Contact Lexington Fire Department and Berea Fire Department for additional hazardous materials resources.
- Evacuation may be necessary
- Consider the use of master streams
- Consider availability of water supply. Request a minimum of two additional tankers if water supply is in doubt.

The following are considerations to follow if the incident involves a passenger train:

- When responding to an incident that involves a passenger train, it is important that the incident command system is utilized from beginning to end.
- **Activate the Emergency Operations Center**
- It is important to determine the exact location of the incident, as the crash may have blocked off access roads and or crossings.
- The incident commander may be able to get information as to whether or not the train is occupied and an estimate of the potential number of victims from the assessment and analysis of dispatch information as the call is received.
- Unfortunately, in many instances, only the conductor will know how many people are on board. Locate Railroad employees as soon as possible for additional train and cargo information.

In any case, once it has been determined that there are passengers on board and that they are injured, the incident commander should decide if the following notifications are warranted:

- Activation of the Mass Casualty Unit
- EOC should already be activated but update them as new information becomes available.
- Activation of mutual aid resources from neighboring cities. Rescue trucks, hazardous materials units, ladder trucks/towers for patient access, additional EMS, etc. If there are locomotives or cars on fire, the incident commander's main priority is fire suppression and rescue efforts of the people still on the train.
- Traffic and access control can be requested from the State Police, Richmond City Police, Madison County Sherriff's Office, Eastern Kentucky University, and Lexington Police Department as needed.

The direction and control of the fire ground operations is the responsibility of the Incident Commander.

In an event like this, a unified command shall be established at the Madison County EOC as soon as possible. This command should include representatives from all Fire Departments on scene, Madison County EMS, the Madison County Coroner's Office, all police departments on the scene, and any additional resources that have been called in.

The incident Commander should consider establishing a division on each side of the train if appropriate and if access can be gained on each side of the train. This will allow responders to work independently without having to make their way through the train cars. If a fire is involved, the incident commander may designate a fire group to handle extinguishment and work in cooperation with the rescue divisions.

The Incident Commander should also consider assigning personnel to the following positions to assist in the management of the resources at the response:

- A Public Information Officer. (Madison County EMA generally provides this service on a large-scale event)
- A liaison officer to work with the railroad representatives
- A safety officer for obvious reasons
- A logistics section chief to manage resource requests (May be obtained through Madison County EMA)
- A Planning section chief to work on incident action plans for the upcoming operational periods. (May be someone from Madison County EMA)

The Incident Commander should consider the need for an incident command post other than the EOC and may request a command trailer through Madison County EMA. The trailer could be used for both command and rehabilitation if needed.

Train wrecks can be very complicated responses that may take several hours, if not days, to clear. The Incident Commander should always consider this and work closely with all agencies to develop an operational period where replacements can be called in to take over the scene after 6, 8, 10, etc. number of hours and maintain constant scene operations.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

434 – Aircraft Emergencies

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for the response of Madison County Fire Department (MCFD) personnel and equipment to aircraft emergency situations and to establish guidelines for the handling of aircraft emergencies. The fire department shall follow these guidelines to ensure the safety of personnel wherever applicable.

Policy: Upon arrival of the first MCFD unit, a report on conditions shall be given. Some issues to report include:

- Are there any survivors?
- Is the aircraft on fire?
- Are there any hazardous leaks?
- Are there any exposures?

A full size-up should be performed and any additional requests for assistance should be made. For any aircraft incident, the Emergency Operations Center (EOC) can be utilized. Normally, on larger scenes, it is recommended to activate the EOC until you can determine the entire situation or the needs you have. It is better to start the EOC than to need something and not have it.

The incident command system should be used for all aircraft emergencies. The first arriving officer or unit shall establish command of the scene upon arrival.

The tail of the aircraft should be covered ASAP with tarps to cover the numbers of the plane and remain there till FAA grants permission to remove.

If there is no fire at the scene, follow the guidelines below:

- Use foam on spilled fuel and aircraft to minimize ignition potential. If foam is not available, flush spilled fuel away from the cockpit and cabin areas. If rescues are needed, protect the victims by using fog patterns to flush fuel and dangerous materials away from the persons.
- Take precautions against possible fuel ignition. Set up a safety perimeter around the incident site and try to determine if there are any hazardous materials on board the aircraft.

If fire is present at the scene, then follow the guidelines below:

- If foam is not available, use large volumes of water. Protect the aircraft's fuselage from direct flame impingement since fire can burn through the fuselage in under two minutes.
- Approach from the windward side, if possible.
- Protect any exposures.

- Set up a safety perimeter around the incident site and try and determine if there are any hazardous materials on board the aircraft.
- Provide interior ventilation as quickly as possible. Most victims who die inside survivable aircraft emergencies are killed by smoke inhalation. Use Positive Pressure Ventilation Fans or fog streams on hose lines to ventilate the aircraft. Ventilation should be started while attack lines are put into operation, if possible.
- Request that the police department secures the scene and assists in the control of the ambulatory passengers. Have the police provide a holding area for them until sectors can be assigned.
- Initiate fire and medical sectors as soon as possible. Madison County Emergency Medical Service and Madison County Emergency Management Agency can assist with this.
- A unified command should be established. If the EOC is activated, then EMA will help with that.
- Large amounts of flammable liquids on fire require large amounts of foam extinguishing agents. (Contact Richmond Fire Department and/or Berea Fire Department for additional foam resources.)
- Keep all flammable liquids covered with a foam blanket to prevent ignition.
- Jagged metal parts of the aircraft can cut through PPE and hose lines.
- If saws are used for extrication or ventilation, arcing and sparking will need to be supplied with water/foam hand lines. Be aware that aircraft have numerous high-pressure hydraulic lines that can cause serious injury if cut or broken.
- Always have a safety back-up crew with a charged and staffed hose line in place to protect all personnel who will be working inside the spilled flammable liquid areas.
- Have police secure a route in and out of the incident site to permit easy movement of emergency equipment, particularly for ambulances going to and from the scene.
- Do not allow any overhaul operations to take place until all investigative agencies are through, unless needed to suppress fire.
- Be aware that larger aircraft have oxygen cylinders on board that can explode, become missiles, and/or accelerate the spread of fire.
- Never assume that there are no survivors of the aircraft crash. Get primary and secondary all clears.
- Notify the Federal Aviation Administration (FAA).

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

435 – Vehicle Lock-out/Lock-in

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish a guideline for responding to a lock-out or lock-in situations.

Policy: We will Respond to un-lock a vehicle when the following conditions exist:

- An infant, ill, or unconscious person is locked inside and unable to exit by their own means.
- A distressed pet is locked inside in extreme heat or cold.
- The rightful owner has left the engine running and could create a fire or health hazard such as being parked in a garage, basement, etc.
- Prescription medication(s) are locked inside a vehicle.

Verification of lawful ownership should be obtained before any action is taken by Madison County Fire Department (MCFD) Personnel. This can be obtained from 911 with the vehicle's license plate or vin number(s).

Any request for lock-in or lock-out assistance that does not meet the above requirements will be denied or referred to the Madison County Fire Chief.

Generally, the MCFD will attempt to assist wherever practical.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

436 – High-Rise Fires

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: The Madison County Fire Department (MCFD) will respond to Assist the cities of Richmond and Berea to assist them with any high-rise fires when requested. There are currently no high-rise structures in the MCFD coverage area, but these guidelines shall serve as safety considerations for personnel operating at this type of fire.

Policy:

Safety Note: Safety of fire attack personnel is the primary concern because of poor egress/escape, unforgiving fire conditions, panic, and firefighter fatigue. Providing ventilation for attacking crews, without extending the fire to upper floors, is also very difficult and labor intensive.

Considerations must be given immediately to mutual aid and/or callouts for a working structure fire involving a high-rise structure, especially when evacuation is needed.

Evacuation: The evacuation routes for occupants of a high-rise building are normally limited to two stairways. The stairways are also the prime access route for firefighting forces to make an attack.

Occupants in the immediate fire area should first be evacuated as quickly as possible to three floors below the fire floor or other safe environment. Further evacuation should be based on risk to the occupants, since premature evacuation often hinders fire control efforts and adds to the general confusion of the scene. The determination of risk and the decision to evacuate should be made by personnel on the floor and coordinated by the incident commander.

Tactical objectives:

- Secure and maintain a viable exit stairwell.
- Rescue any immediately threatened occupants.
- Stop the production of any life-threatening heat and smoke by extinguishing the fire.
- Manage the spread of existing heat and smoke throughout the building by pressurizing stairwells, and by controlling building HVAC.
- Start property conservation early and address loss control in all objectives.

Immediate Priorities:

- Requesting additional resources if there is evidence of a working fire.
- Establishing command or a unified command with mutual aid agencies.

- Assess the lobby conditions, locate the fire panel/control rooms, verifying actual fire and locations of fire.
- Providing, or verifying, a consistent water supply source.
- Supporting the building's fire suppression system.
- Identifying the fire floor.
- Providing for the life safety of persons in immediate danger.
- Obtaining keys from lockboxes, distributing keys, and stairwell phones where applicable.
- Recalling and assuming control of the elevators.
- Providing search and extinguishment on the fire floors.
- Providing for firefighter safety, survival, accountability, and welfare.

Elevators:

To expedite the time of travel to the fire floor and to avoid occupants descending the stairs, crews may use elevators whenever safe and possible. Erratic elevator operation, however, has been the cause of numerous firefighter deaths, therefore, the following guidelines should be followed regarding use:

- Only elevators having A.N.S.I.II "fire feature" may be used for fire department use. (Phase II provides for key activation and use of recalled elevators.)
- The shaft must be clear of smoke, fire, and water.
- Only one crew (with one operator) and equipment at a time will use the car to avoid overloading, and to prevent emergency maneuvers in the car.
- Crew and operator must be dressed in full PPE and SCBA with face pieces in position for quick donning before ascent.
- A radio, forcible entry tools, step ladder, water extinguisher, and spare bottle should remain in the car with the operator.
- Know where stairwells are before entering the elevator.

Crews that are beginning their ascent should attempt to stop the car at a lower floor to verify that the "fire feature" is working. While stopped at that floor, note the relationship of the elevator to the closest exit stairs in the event the car becomes erratic or the door opens into flame on the fire floor.

NOTE: Check the shaft for fire, smoke, or water every time you open the door.

Stairwells:

The priority for on-scene command is the identification of the attack and evacuation stairwells and a size-up condition in each. If the stairs exit into the lobby, the size-up can be made by the incident commander. If the stairwells exit to the exterior of the building or on opposite sides, runners may be necessary to assess each stair condition.

A primary objective of the first arriving unit is to maintain a smoke-free exit way for occupants leaving the building and for firefighters staging and preparing to extend hose. A large volume fan should be placed at the opening to all stairs to pressurize the stairwell and provide an upward current of air. This will help to hold the smoke out of the stairs and will allow the occupants to

descend into a cleaner environment with every step. In buildings where the stairs continue to the basement level(s), gas powered fans should be placed there to keep the noise out of the lobby. Gas fans placed in stairs without a roof opening should be replaced as soon as possible with electric fans to prevent accumulation of carbon monoxide in the shaft.

A company with radio, keys, and spare cylinders should be sent to the roof as soon as possible for a roofing sector. Their task will be to open the stair door or hatch at the roof and provide an outlet for smoke.

Staging Floor:

Early establishment of a staging area two floors below the fire floor is essential to reduce the time needed to place crews in fire attack positions. Fire personnel and equipment should be deployed after the fire floor has been identified and an action plan has been outlined by the incident commander.

Initial Fire Attack: The attack line and the back-up line should be connected to a gated wye on the floor below the fire floor. The initial attack line will be charged before entering the floor. A back-up hose line should be in place before opening the door to advance the attack line, both to protect the attack crew and the firefighters in the stairwell. A rapid intervention team should be staged in the stairwell with quick access to the fire floor, but not in the way of charged hose lines. Fire personnel should assume a position below the level of the fire floor door as it is forced or opened. Fire personnel should clear the stairwell above the fire floor of occupants and or direct them to a safe zone before initiating fire attack.

Crews preparing to enter the fire floor should be aware of the floor layout, including the locations of elevators, stairs, and floor subdivisions or zones. Be aware that fire can spread overhead in the voided spaces above drop ceiling. An additional line may be requested to cool and protect this area.

Crews extinguishing a high-rise fire should employ a straight stream or narrow angle fog when possible. This is both to reduce the amount of local steam production and to provide the maximum reach and volume for those streams.

Providing ventilation on the fire floor is extremely difficult. Every effort must be made not to break the glass with hose streams until knockdown is achieved or wind conditions are known, as the sudden addition of wind driven oxygen may accelerate the fire beyond the limits of an attack line. Building exhaust systems, if present, may be employed to some advantage and the windows may be broken from above or below in a coordinated manner after wind direction and intensity are verified or after fire control.

The severity of the heat in a serious fire may limit the time a firefighter can be on the fire floor to ten minutes or less. Command should provide for rotation of crews from the staging area to the attack line. Command must provide for the immediate and continuous relief of these initial crews until fire control is achieved.

The Floor above the fire:

The objectives of the crews operating on the floor above are:

- Evacuate the floor.
- Assess and control vertical extension of the fire.
- Provide ventilation for the floor below when possible.

The officers on the fire floor and the floor above the fire must completely assess the progress of the fire. If multiple lines are in place, and the control of the floor is marginal, a defensive position must be put in place on the next floor up in anticipation of fire extending to that level.

Ventilation on the floor above the fire can be performed if no significant wind is present and the officer on the attack line and command call for ventilation. Be prepared for tempered and even double-plane, insulated glass to be difficult to break with lightweight tools such as a pike pole. Recessed windows and decorative screens will make this task even more difficult.

If strong winds are encountered at the upper level, crews must first locate the leeward side of the building. If the leeward side proves to be at the unburned end of the floor, it is inadvisable to vent until fire control is achieved, as smoke and heat will flow to the reduced pressure at the opening; quite possibly right over or through the attack team(s). If ventilation is not possible and there is excessive heat on the fire floor, withdraw the firefighters.

Firefighter Safety:

Safety is a primary concern because of poor egress and escape routes for occupants and firefighters. The suppression efforts will be delayed because of the travel time to the fire floor, staging of equipment and manpower, etc. This suppression delay may produce excessive heat and smoke, panic of occupants, and fatigue of firefighters. Fire personnel should follow these basic safety procedures:

- Any crew or individual operating in the building shall have full protective gear, radio, forcible entry tools, keys, and possible SCBA cylinders wherever possible.
- Maintain Personnel accountability reports (PAR), pass alerts, and radio protocols.
- Do not operate alone. A minimum of two persons should be assigned to any task and shall always maintain a radio.
- Do not operate on a fire involved floor without a charged hose line.
- Do not allow doors to lock behind you.
- Be aware of the possibility of backdrafts and flashovers. High-rises are typically tightly sealed buildings, so backdrafts can pose a greater threat in these structures.
- Be cautious of open shafts or windows.
- Monitor your air supply closely. If your SCBA is reading at one half, you stop what you are doing and should exit the structure **WITH YOUR PARTNER**. Make sure that the commander is aware your progress, the reason for you leaving, and that more personnel should be sent in to complete your assigned task, or other relevant information.

Command Strategies: The first arriving engine or ladder units are likely to be the most familiar with the specific characteristics of the involved building, and when they are first to arrive, they should retain command until the highest-ranking officer arrives, and command is transferred appropriately. If

possible, company level command can be mobile. The logical place for the initial arriving company officer to establish high-rise command is the lobby. Most information needed by the commander is available in the lobby/fire control room. By locating the initial company-level command in the lobby, much unnecessary radio traffic and confusion are eliminated. Command can communicate directly to crews on the fire floor by stair phone if portables prove unsatisfactory.

At the first indication of fire or smoke, command should escalate the response and strongly consider mutual aid. Command must inform the assigned staging officer what crews and equipment he/she wants in lobby and how many alarms to maintain in staging.

The first arriving Captain or Chief officer will establish a command location in the street or parking lot. This location should provide the best visual advantage but be clear of any falling glass and debris. The first arriving chief officer should relieve the initial incident commander of the command post that was established in the lobby or fire control room. The initial officer will then be assigned to lobby and or fire room control.

Basic Considerations for the Command Officers:

- Establish strong command positions and transfer command as necessary.
- Call for additional resources as necessary.
- Verify smoke/fire conditions and their location.
- Develop a strategic plan to address rescue, fire control, and property conservation issues.
- Provide for safety and accountability for firefighters.
- Develop a strong command organization with unified command if multiple agencies are involved.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

437 – Carbon Monoxide Emergencies

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To provide a standard set of guidelines to follow in the event of a carbon monoxide alarm being activated.

Policy: When a call comes in for a carbon monoxide alarm activated when no illness or symptoms are reported in occupants, one engine shall respond with the gas detector in a non-emergency fashion. If a call comes in for a carbon monoxide emergency with illness or symptoms in occupants, then a minimum of one engine and an IC unit will respond in an emergency fashion. The responding units, when they arrive on scene, will don PPE and SCBA then enter the structure with the gas meter activated.

Personnel shall inspect the structure with the gas meter and check any and all gas-powered appliances. If elevated levels of CO are detected, shut off the utilities and notify the electric company. Notify the occupants of the structure to stay out until the problem is fixed.

Request EMS for persons who are exhibiting symptoms of Carbon Monoxide Poisoning and treat them according to your highest level of certification and in accordance with all SOGs.

Safety Note: All personnel should be familiar with the properties of Carbon Monoxide and review them on a regular basis. Remember, besides being toxic, CO is an explosive gas with an explosive range between 12.5% and 74%.

35 Parts Per Million (PPM) is the TLV (Threshold Limit Value) that a worker can be exposed to, day after day for a working lifetime with no adverse health effects.)

1200 PPM is the Immediately Dangerous to Life and Health (IDLH) threshold.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

438 – Natural Gas Emergencies

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish a guideline for responding to a natural gas emergency. Natural gas is colorless and odorless. The gas company adds an odorant so that a leak can be detected. Natural gas is lighter than air and will rise if escaping. The flammable limits of natural gas are 4% to 14%.

Policy: All firefighters are to wear full PPE and SCBA when investigating a gas leak. All responding apparatus will approach the area with caution.

The first arriving unit shall radio a report according to radio SOG's. If possible, the apparatus should be positioned a minimum of 50 feet from the involved structure. Electricity should never be turned on or off in a structure with a gas leak; have power turned off at a remote area by the electric company if necessary.

In the event of a flood and a gas line rupture below the water line, contact the gas company immediately. Dispatch any needed rescue resources and establish a safe perimeter around the leak site.

Escaping gas outside of a structure:

- Eliminate ignition sources.
- Restrict access to the area.
- Determine if the leak can be isolated and, if possible, isolate them.
- Call the gas company.

Escaping gas inside of a structure:

- Eliminate ignition sources.
- Restrict access to the area.
- Shut off the gas flow at the main gas valve outside the structure or to the affected area of the structure (i.e., stove, boiler, water heater, etc.)
- Natural ventilation is to be set up.
- An inch and ¾ safety line shall be in place and ready to use.
- Check structure for gas levels by using a meter after the main valve has been shut down.
- Call the gas company.

Burning gas outside of a structure:

- Protect exposures and recognize that high radiant heat hazards.
- If possible, attempt to secure the gas leak by utilizing the main shut off.
- Call the gas company.

Burning gas inside of a structure:

- Shut off the flow of gas at the main shut off valve outside of the structure.
- Protect the exposures.
- Extinguish the remaining fires.
- Call the gas company.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

439 – Propane Emergencies

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish a guideline for response to a propane gas emergency. This is for tanks, bob tails and storage farms. Propane is colorless and odorless. The companies add an odorant to the propane to make leaks detectable by smell in the event of a leak. Propane gas is heavier than air and will migrate to the lowest points.

Policy: All responding units and apparatus will approach the area with caution. All firefighters should wear full PPE and SCBAs. The on-scene commander will determine the nature of the leak, set up perimeters, and request the required services if they are not already responding.

During propane tank fires, the potential for a boiling liquid expanding vapor explosion (A BLEVE) exists. To reduce risks, firefighters should do the following:

- Fight fire from the maximum distance possible or use unmanned hose holders and monitor/master stream devices.
- Cool containers by flooding them with copious amounts of water until well after the fire is out.
- Do not direct water streams at the source of the leak or at safety devices; icing may occur.
- Leave the area immediately if you hear a rising sound from venting safety devices such as pop-off valves or if you see discoloration of the tank.
- For massive fires, use unmanned hose holders or master stream devices. If this is not possible, evacuate the surrounding area and let the fire burn.
- Be aware that if a BLEVE occurs, sections of the tank can fly in any direction. Just avoiding the ends of the tank should not be considered safe operating procedures.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

440 – Downed Power Line or Transformer Emergency

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: These guidelines will establish a standard approach and response to the report of downed power lines. Power lines can meet the ground as a result of storm related activity, fire, or vehicles striking power poles. In call cases, the potential for electric shock/electrocution and secondary fire must be considered.

Policy: The first arriving unit shall radio a report according to SOGs and it should be placed so as to be out of danger or electrical contact. The minimum safe distance shall be two utility poles away from the line break. If the officer in charge finds that electrical equipment is involved, he shall notify dispatch and have the electric company dispatched immediately. The primary responsibility is to ensure the safety of citizens and firefighters. Make sure that no one is allowed to get close enough to encounter electrical lines or equipment.

Electricity always seeks its lowest level or ground. It will travel any path it can as it seeks a grounding source. When power lines are down, they can energize the ground around them for example: the point of contact could be 700 volts. This voltage will lessen as it radiates out from this point. If your feet touch the areas where there is a voltage difference, then you could complete the circuit and become the grounding source. This is called “step potential.” The danger could be indicated by a tingling sensation in the feet and serve as a warning to back away from the area.

Automatic Lock-Out of power lines generally occurs after three (3) attempts to reenergize the line by a transformer. Even if you hear this phenomenon, do not assume that the line is dead! Downed lines must always be considered energized with a potentially lethal current.

Lines can become “Hot” or energized again by manual operation of a switch, by automatic reclosing methods, by induction from another energized line, or through back-feed conditions.

Transmission lines tend to have “reel memory” and may curl back or roll itself when down. Use caution when spraying water on or around energized electrical equipment. Hose streams conduct current! Never spray directly into the power lines. Use fog spray at the base of the pole if you have to. Your primary responsibility is to protect the surrounding areas.

Response to Lines Down:

- Request the appropriate utility company to respond.
- Consider all downed wires as “energized” until told otherwise by the utility company.
- Place apparatus away from downed power lines and power poles. Have at least one standing pole between apparatus and down pole.

- Locate both ends of the downed wires.
- Secure the area and deny entry to anyone who is not authorized.
- In the event of several lines being down over a large area, call for additional resources.
- During periods of high activity, the commander may opt to leave a crew member on scene with a radio while they respond to another call. Ensure that other resources are requested if this is the case.
- In the event of a large storm where multiple lines/poles are down, fire companies may use cones or caution tape to mark them, and then may move on down to the next emergency. The purpose of doing this is to alert people to the presence of a potentially dangerous situation.

Down power lines on vehicles:

- Request the utility company to respond.
- Do not touch the vehicle.
- Have occupants remain in the vehicle unless it is on fire or located in an IDLH atmosphere.
- If occupants must leave the vehicle, instructions must be given to them to open the door, not to step out, and then to jump free of the vehicle with both feet hitting the ground at the same time.

Sub-station, transformer, electrical vault, and manhole fires

- Request utility company to respond.
- Clear the area.
- Be aware of explosion potential.
- Place apparatus in a safe location away from overhead power lines.
- Protect exposures.
- Do not make entry until above electrical equipment has been de-energized.
- PCB hazards: Smoke is potentially fatal, avoid and contain pools of oil around transformers.
- The responding units shall not leave the scene unless directed otherwise by the officer in charge.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

441 – Ventilation

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To remove super-heated gases and products on combustion while increasing the safety of personnel inside of a structure.

Policy: Ventilation will be closely coordinated with suppression activities.

All ventilation efforts should be initiated as soon as possible and appropriate.

If horizontal ventilation involving windows is called for, every effort shall be made to open the window, rather than breaking it, as long as this operation does not jeopardize or harm the operation in any way. Top sections of the window should be opened to obtain maximum effect. Screens, blinds, and curtains should also be removed to provide for a smooth flow of air.

If ventilation is performed by breaking a window, then the window shall be cleaned out with a tool.

Positive Pressure Ventilation smoke or gas post fire or without fire:

- Positive Pressure Ventilation will not be started until the fire attack is underway and is the primary means of ventilation along with window removal.
 - Ensure that the entire opening is clear of obstructions.
 - Ensure air cone fills as much of the opening as possible.
- Begin by closing all exterior doors and windows.
- If possible, set-up fan at an entrance door or a window.
- Fan should exhaust with the wind direction, it is not advised to ventilate up wind.
- Set fan at a distance to allow proper coverage of the opening. For most doorways this is approximately 3 to 5 feet for 95% of the airflow to enter the opening. If airflow can be felt exiting at the same area that it is entering, then move the fan back until no air can be felt exiting.
- The airflow should be flowing inward at all points.

Vertical Ventilation:

- Cuts should provide a minimum of a 4-foot by 4-foot hole.
- During roof operations a minimum of two firefighters if full PPE including SCBA shall be used.
- Ground and roof ladders should be in place.

- Saws should be started on the ground and then shut down before carrying them up to the roof. Saws should never be carried around while they are running.

If the Structure has a trussed roof and there is fire in the attic space, no roof operations should be conducted until the fire is brought under control. Only horizontal and positive pressure ventilation should be used on mobile homes. Never go on the roof of a mobile home unless integrity can be proven strong enough to support the weight.

The ventilation teams and incident commander should constantly evaluate the structural integrity of the roof as it relates to changing fire conditions and time passing.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

442 – Salvage Operations

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish a minimum guideline to be utilized in lessening the effects of a fire on the consumer no matter the scale of the incident.

Policy: Salvage includes activities required to stop direct and indirect fire damage in addition to those required to minimize the effects of firefighting operations. This includes losses from water, smoke, and firefighting efforts. Salvage efforts must be aimed at aggressively controlling loss by the most expedient means available.

- Salvage operations must often involve early smoke removal and covering building contents with salvage covers or plastic. In some cases, the contents of all threatened areas, where appropriate, can be removed to a safe location.
- Salvage efforts should begin in areas most severely threatened by impending damage. In most cases that will be areas directly adjacent to or below the fire area. Additional salvage activities should expand outwards from that location until all areas of potential loss have been secured.
- If possible, remove valuables when requested and give directly to the owner or occupant of the structure.

The following items should be considered when addressing salvage:

- Type, value, and location of contents.
- The extent and location of fire.
- Recognition of existing and potential damage sources.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

443 – Overhaul Operations

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish a minimum guideline to be utilized in lessening the effects of a fire on the consumer no matter the size of the incident.

Policy: The main objective of overhaul operations is to seek out and extinguish all remaining fires and control loss, stabilize the incident scene by providing for firefighter safety and to secure the structure.

- Fire suppression operations often overlook small pockets of fire concealed inside of walls, ceilings, piles of debris, and floors. Overhaul activities must thoroughly search the fire scene to detect and extinguish these hidden fires or “hot spots” before they rekindle. Thermal imaging cameras shall be used in assisting with this operation.
- Floor, wall, or ceiling areas showing evidence of extensive decomposition due to fire should be thoroughly examined during overhaul. Additional areas to check include wooden door jambs, air conditioning vents and registers, baseboards, door and window casings, and around light fixtures and electrical outlets. Axes, pike poles, and Halligan tools are most used for this purpose.
- Attic fires pose a special hazard for rekindle where insulation has been exposed to fire. Large areas can receive fire damage and can be difficult to reach. Special care should be taken to search all these areas with a Thermal Imaging Camera and that hot spots are extinguished.
- Plenum spaces, soffits, and pipe chases should receive special care as well. These provide open areas for fire to spread rapidly if they are not taken care of.

Evidence Preservation:

- Companies performing overhaul should be on the lookout for possible evidence as to the cause of the fire. If any evidence is found, or anything that could be of value to an investigation, then it should be protected and preserved to the best of your ability for the fire investigator.
- Occasionally, it may be necessary to monitor spot fires until the investigators arrive on scene, and maybe even afterwards.
- When possible, evidence should remain untouched and documented. When this is not possible, all changes to the scene should be documented and reported to the investigator(s).

Safety:

During overhaul or salvage operations, continuous atmospheric monitoring should be utilized to establish that a safe atmosphere exists prior to removing SCBA. Any of the following conditions in the working area require continued use of SCBA:

- CO levels of 50ppm or greater.
- Oxygen (O2) levels of 19.5% or less.
- Continues presence of smoke from combustion.
- At a minimum, helmets and gloves shall be worn when operating inside of a structure.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

444 – Hazardous Materials Response

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for response to hazardous materials agencies.

Policy: If a fire officer recognizes a hazardous materials incident, he should follow the following guidelines:

- Notify all responding units immediately.
- From a safe distance, using binoculars, identify the material(s) involved.
- Take whatever action is necessary to ensure the safety of himself and his crew.
- Attempt to rescue any victims if possible. If it is not, the main priority will be containing the incident and preventing access for anyone not qualified.
- Isolate the hazard from civilians.
- Attempt to contain the incident if possible.
- Determine if hazardous materials units should be contacted.

Calls for hazardous materials response and resources will come through dispatch. The Emergency Operations Center should be mobilized, and Richmond Fire Department, Berea Fire Department, and Lexington Fire Departments should be contacted as necessary for hazardous materials control.

The Madison County Fire Department will rely on other fire departments and/or a private professional agency to clean up the hazardous material. Check with hazardous materials haulers to see if they have a remediation contractor under contract. If they do not, a contractor must be contacted to clean up the material.

Stored Materials:

- If a firefighter finds themselves in an area where hazardous materials are stored, he/she should stop and get appropriate assistance from personnel attached to the property.
- Always look for the NFPA 704 symbol.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

445 – Helicopter Landing Zone

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for Madison County Fire Department's (MCFD) role at scenes where a helicopter landing zone is needed.

Policy: An area should be selected large enough to land a helicopter. The landing surface should be flat and firm, free of debris that could damage or blow into the rotors. The landing area should be free of people, vehicles, and obstructions such as trees, poles, and wires. Keep in mind that wires cannot be seen from the air. The landing area must be free of stumps, brush, posts, and large rocks.

The minimum area needed to establish a landing area is 100 feet by 100 feet during the day, and 150 feet by 150 feet at night.

All communications with the incoming aircraft will take place on the designated channel. Coordinate with 911 to establish that channel. Once that channel has been established, the incident commander will be responsible for communicating with that helicopter until the incident is over. This is mostly done thru Madison County EMS for med-vac helicopters and will be done thru KSP or EMA for search and rescue missions.

The landing zone will be marked in one of the following manners:

- Markers in each of the four corners using LED lights, cones, light sticks, or other visible objects (note: flares will not be used for this.).
- Shining spotlights onto the LZ, forming an "X" at the point of landing (note: lights are not to be aimed directly at the aircraft at any time.).
- Using vehicles to define the perimeter of the LZ.

Communication with the inbound aircraft should include identification of any overhead obstructions, wires, or other hazards. An approach path may be suggested; however, the final decision lies with the pilot.

Once the aircraft has landed, no personnel shall approach the aircraft unless directed to do so by the aircraft crew. Any approach to the aircraft will be done from the front, with great care being taken to avoid the rotors and blades.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

446 – Water Rescue

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: To establish Guidelines for a uniform approach for safe and successful operations at an incident requiring the use of water rescue equipment and procedures in compliance with NFPA 1006: *Standard for Rescue Technician Professional Qualifications*, and NFPA 1670: *Standard on operations and Training for Technical Search and Rescue Incidents*.

Scope: The purpose of this standard operation guideline is to provide guidance when responding to emergency calls involving a water rescue incident while ensuring the safety and well-being of both rescuers and victims.

Definitions:

Rescue: Refers to the acts involved in removing a live person from a place of danger to a place of safety.

Water Rescuing: Refers to the rescue of live victims from water in which the current, depth, floating or submerged hazards, contamination, or other risks exist for rescuers or victims.

Recovery: Refers to the retrieval of a deceased person. Recovery in the water should be coordinated with the local police or sheriff's department, having jurisdiction at the site of the incident.

Cold Water: Any significant body of water, whether in mid-summer or winter.

Cold Zone: > 10 feet away from water's edge or bank.

Warm Zone: 10 feet from the water's edge or bank.

Hot Zone: The water environment (i.e., in, or on, the water).

Personal Floatation Device: "PFD" Must be a US Coast Guard approved Type III or Type V life vest.

River Designation: based on the Rescuer looking downstream.

- River Left will be on the rescuer's left side.
- River Right will be on the rescuer's right side.

Safety:

- A. All members of the Water Rescue Team must be certified at the Water Rescue Operations, Technician, and/or Instructor level, and continue to meet all training guidelines.

- B. Fire Department personnel are responsible for ensuring that they have their current certifications sent to the fire department to be placed in their personnel file.
- C. Anyone operating within a Warm Zone must be trained at the Operations Level or higher and have the proper personal protective equipment according to his/her level of training.
- D. No structural turnout gear, or wildland firefighting gear, shall be worn in or near the water at any time.
- E. Any person operating in the hot zone shall have and use a personal floatation device.
- F. Command shall have an Advanced Life Support (ALS) ambulance dispatched to the scene of any incident involving rescuers entering the water for rescue.

Guidelines:

This SOG is not a substitute for swift water rescue training but is intended to provide general guidelines for swift water rescue response and to emphasize safety issues related to these calls.

Priorities for safety include:

- Determine if the incident is a rescue operation or recovery operation. If in doubt, err on side of rescue.
- Make sure law enforcement is notified.
- Use risk versus benefit analysis to help determine all tactics and strategies.

Operational rescue priorities are:

1. Self – Rescue.
2. Security of fellow team members and responders.
3. Victims.

The team shall use the Incident Command System while functioning during all water rescue operations. It is understood that the command structure shall fit under the operational branch of the existing Incident Command System at any water rescue incident. Unified command should be established for multi-jurisdictional and multi-agency response.

The team should have a certified incident safety officer at all water rescue incidents as personnel will allow.

The Water Rescue Team Commander shall account for all members while working at emergency incidents. The team shall conduct regular Personnel Accountability Reports (PAR) at intervals not to exceed 15 minutes.

Phase I: Pre-arrival

- A. Notify the water rescue team.
- B. Make sure local law enforcement is notified.
- C. For incidents on rivers, streams, and public lakes notify the Kentucky Department of Fishing and Wildlife.
- D. Call for downstream resources to staff locations where victims may be spotted and make sure victims are not past those downstream points.

- E. Water rescue operations can require more resources than may be on-duty or immediately available. Consider calling for additional resources early in the incident, especially if long travel times are involved.

Phase II: Arrive on scene:

- A. Establish command and ensure the ICS system is used. Complete initial size up.
- B. Secure responsible party or witness. Command should secure a witness as soon as possible after arriving on scene to obtain as much information as possible (i.e., clothing description, number of persons involved, point last seen, etc.).
- C. Assess the need for additional resources. Command should immediately begin assessing the need for additional resources. If additional resources are necessary, Command should make the request early and cancel it if it is determined they are not necessary.
- D. A repeated tactical channel may be requested if the search/rescue/recovery exceeds the capability of a line-of-sight tactical channel.
- E. Assess the hazards.

Phase III : Pre-Rescue Operations:

- A. Determine strategy and tactics
- B. Assign personnel to the following positions as needed:
 - Incident Command
 - Safety
 - Operations
 - Upstream spotters
 - Downstream rescuers/backup
 - Rescuers
 - Riggers

Phase IV: Rescue Operations

- A. Rescue Operations should be conducted from low risk to high-risk order. Rescuers should be conducted with the least amount of risk to rescuer necessary to rescue the victim. The order of water rescue from low risk to high risk is:
 - 1. TALK: Talk the victim into self-rescue. If possible, the victim is in the water and can be talked into swimming to shore or assisting the rescuers with his/her own rescue.
 - 2. 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.
 - 3. THROW: If the victim is too far out in the water to reach, rescuer(s) should attempt to throw the victim a throw bag, life ring, or some piece of positive floatation equipment.
 - 4. ROW: Use of watercraft. There should be consideration for personal protective equipment (PPE) and personal floatation device (PFD) for victim(s).

5. GO: Putting rescue personnel in the water to reach the victim. This is a very high-risk operation. The rescuers should take PPE of at least a personal floatation device (PFD) to the victim.
6. HELO: Use of helicopters is for search, hazard identification, accessing victims on islands and inaccessible areas, movement of victims and emergency personnel. The pilot will have the final say on how the helicopter will be used.

B. COMMUNICATIONS

Because it may be difficult to hear a voice over a distance, all personnel in or on the water shall have a whistle with them and will use the following signals.

Whistle blast will indicate the following:		Hand signals will indicate the following:	
1 Blast =	Attention (look at me)	Hand to top of your head =	I'm OK
2 Blast =	Upstream	Point Upstream =	Look Upstream
3 Blast =	Downstream	Point Downstream =	Look downstream
4 Blast (Multiple/erratic) =	Help	Wave hand(s) overhead =	Help

C. Where the victim(s) have not been immediately located, the IC should:

1. Perform a size-up: Determine number, age, description, condition and last seen location of victim(s) and their vehicle(s).
2. Isolate the water body and deny entry to untrained and/or unequipped personnel and civilians. Do not allow additional victims to be created.
3. Request additional resources early. This may include additional teams or departments for search teams, search dogs, helicopters, dive team, chaplain (to assist victim's family), etc.
4. Request units to down downstream river access or bridges where floating victims might be found and/or rescued. Consider lead time, response time, and the speed of the current to determine how many points and how far downstream to cover.
5. Perform a Hasty Team downstream search but keep rescuer safety as a priority and don't over commit your response.
6. Prepare ICS 200 and brief incoming resources. Keep track of actions taken and times if possible.
7. Monitor and record the times crews in or on the water. The Incident Commander should monitor the weather and other conditions and regulate the time personnel spend in or on the water to ensure the safety of all personnel. Rotate crews as needed to allow time for rehab.

D. ASSESSING THE VICTIM

Once the rescuer(s) have reached the victim(s), they should do an immediate assessment of the victim(s), a quick assessment of the ABCs, and the exact method of entrapment. 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 shall be transported to the appropriate facility.

E. TREATMENT

As soon as the victim(s) is/are brought to safety, an assessment should be done by advanced life support EMS personnel. Treatment shall be administered as per local protocol. If necessary, the victim shall be transported to the appropriate facility.

Phase V: Termination

Command should begin termination as soon as possible after the victim has been removed from the water. This shall include securing all equipment used for the rescue and personnel accountability. This may also include witnesses, photos, victim's personal affects or equipment used in the rescue. Command should also consider activating the CISID team for extraordinary or extended operations.

Prepare for Termination:

- A. Personnel accountability.
- B. Equipment accountability. If there has been a fatality, consider leaving equipment in place for investigative purposes if requested to do so by law enforcement.
- C. Re-stock vehicles.
- D. Consider debriefing.
- E. Consider the need for CISD for response personnel.
- F. Secure the scene.
- G. Demobilize and return all units to service.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

447 – Swift Water Rescue

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose:

The purpose of this standard operating procedure is to provide a guideline for conducting water rescue/recovery operations involving swift water. Swift water rescue is a subset of technical rescue that involves the use of specially trained personnel, ropes, mechanical advantage systems and river rafting equipment.

Scope:

All members of MCFD shall adhere to this procedure.

General:

A water rescue incident is best organized into four phases. The first phase involves fire personnel arriving on scene, initiating command, and performing a size up. The second phase includes pre-rescue operations to prepare fire personnel for victim removal. The third phase includes rescue operations and victim removal. The fourth phase involves termination of the incident.

Size Up:

The first phase involves fire personnel arriving on scene, initiating command, and performing a size up. The following procedures should be followed when performing phase one of a water rescue.

1. **Command:** First arriving company officer should take Command and begin an immediate size-up of the situation.
2. **Secure responsible party or witness:** Command should secure a witness as soon as possible after arriving on scene. This will help in identifying the problem and locating the victim.
3. **Risk Benefit:** If victim is submerged, command should consider the risk-benefit of rescue attempts. If a victim is visible on the surface, command shall assign a member to make contact with the victim without entering the water. This member shall let the victim know that help is on the way and encourage them to stay where they are if this is the safest course of action.
4. **Assess the hazards:** Command should do an immediate assessment of the present hazards. Command may want to assign an individual the **Safety Officer** position. The Safety Officer will be responsible for identifying the hazards present and having them secured if possible. If it is not possible to secure hazards, the Safety Officer will notify all personnel of the hazards and notify Command so that an action plan can be established. Some hazards

associated with water rescue operations would be volume, velocity, and temperature of water, floating debris, unusual drop-offs, hydraulic effects, and depth of water.

5. **Decide on rescue or recovery:** Based on the conditions present and the hazards to rescuers, Command will have to make the decision to operate in the rescue or recovery mode. If Command determines that the operation will be run in the rescue mode, rescue should begin quickly.
6. **Decide on an action plan:** Command shall establish an action plan as soon as possible. The step-by-step plan shall be communicated to all personnel involved in the rescue.

Pre-Rescue:

The second phase involves fire personnel preparing to conduct the rescue. Phase two includes making the general area safe, making the rescue area safe, and establishing a **Rescue Group**. The following procedures should be followed when performing phase two of a water rescue.

1. Make the general area safe. Command or his/her designee should begin to make the general area safe. On water rescue operations, this would include securing the area and not allowing civilian personnel into the water. In swift-water rescue incidents, Command should assign an **Upstream Lookout** to spot floating debris and notify Command or the **Rescue Group**. Command may also want to assign a helicopter the task of aerial recon for spotting hazards.

Control Zone Establishments:

- Hot zone shall be the body of water;
 - Warm zone shall be 25ft from the edge of the water;
 - Cold zone shall be the area beyond the 25ft mark;
 - A minimum perimeter of 50ft shall be established.
2. Make the rescue area safe. Command should secure the immediate rescue area and assign Accountability for all personnel working within the rescue area. Personnel working in the rescue area (water's edge) shall don personal protective equipment (PPE), consisting of a personal flotation device (PFD) and water rescue helmet. ***At no time shall turn-out gear or fire helmets be worn around the water's edge.*** If at all possible, the hazards in the rescue area should be secured. If it is not possible, Command or his/her designee shall notify all rescuers in the area of the possible hazards.
 3. Decide if it is a pre-rescue or recovery situation. Depending on the action plan established, Command may want to establish a **Rescue Group**. The Rescue Group will be responsible for gathering all equipment and personnel necessary to operate according to the action plan. The Rescue Group will assign rescue personnel to conduct the rescue, and support personnel to support the rescuers, during the actual rescue phase. The Rescue Group should have an alternative action plan should the first-choice plan fail. This alternate plan should be communicated to all personnel operating in the rescue area.
 4. Consider ambient conditions. Extreme heat or cold will require more rescuers.
 5. Consider the effects of rain or snow on the hazard profile. Plan for sufficient lighting for operations extending into the night.
 6. Consider the effect on family and friends. Keep the family informed of operations.
 7. Assign a Public Information Officer to handle the news media.

Rescue Operations.

1. After pre-rescue operations are complete, the Rescue Group shall implement the action plan for the removal of the victim(s). Rescue operations should be conducted from low risk to high-risk order and with the least amount of risk to the rescuer necessary to rescue the victim. The Rescue Group Supervisor shall discuss the risk/benefit of the operation with Command.
2. Rescue should assign downstream (near shore) personnel, with throw bags, and a far shore (opposite bank) for incidents involving swift-water rescue.
3. The order of water rescue from low risk to high risk will be:

TALK - Communicate 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 another 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, rescuers should attempt to throw the victim a throw bag or some piece of positive flotation (i.e., PFD, rescue ring). Downstream personnel should be in position 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 ensure the victim will be belayed to a safe downstream position.

First Responders that have had operational level water rescue training should be able to conduct the above rescues. If the victim cannot be reached by any of these methods, command should consider stopping the operation until a water rescue team arrives.

4. The next order of water rescue from low risk to high risk would be:

ROW - If it is determined that a boat-based operation shall be run, Command should assign a company on the opposite bank to assist the Rescue Group in establishing an anchor for a rope system. The company on the opposite bank will be made aware of the action plan. The Rescue Group will be responsible for ensuring that the rope system used for the boat-based operation is built safely and properly. A minimum of two-point tether should be built for swift-water operations. The Rescue Group should consider personal protective equipment (PPE) for the victim(s).

GO - If it is not possible to ROW (boat base operation) to the victim, Rescue 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. Before the rescuer actually enters the water, they shall discuss the action plan, including specific tasks and objectives, hazards, and alternate plans. The rescuer shall never be attached to a lifeline without the benefit of a quick-release mechanism. The rescuer should take PPE of at least a PFD to the victim. Members shall not do a breath-hold surface dive in an attempt to locate a victim beneath the surface of the water.

HELO (Helicopter Operations) - 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. Command should consult with the Rescue Group and the pilot to determine the risk/benefit of the use of a helicopter. If the pilot says he/she can do the operation, Command should consider it. The Rescue Group should assign rescuers to the helicopter and discuss with the pilot and the rescuers the specific action plan and should address the weight and balance considerations. Command will have the approval of the use of a helicopter for water rescue operations. The pilot will make the final determination of how the helicopter will be used.

Assessing the Victim:

Once the rescuers have reached the victim, they should do an immediate assessment of the victim - a quick assessment of the ABC's (airway, breathing, and circulation) 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 incident has been determined to be an underwater or recovery operation, Rescue should proceed with a dive operation. Depending on the length of submersion, the Rescue Group will decide on a dive rescue or recovery operation. 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.

Treatment:

When the victim is brought to safety, an assessment should be done by ALS personnel. Treatment shall be administered according to local protocol. If necessary, the victim shall be transported to the appropriate facility.

Termination:

Command should begin termination as soon as possible after the victim has been removed from the water. This shall include securing all the equipment used for the rescue and personnel accountability. This may also include witnesses, photos, victim's personal effects or equipment used in the rescue. Personnel shall not participate in a towing or vehicle removal operation from the water. Command should consider activating the C.I.S.D. (Critical Incident Stress Debriefing) for extraordinary or extended operations.

Prepare for termination:

1. Personnel accountability.
2. Equipment accountability. If there has been a fatality, the Rescue Group may consider leaving equipment in place for investigative purposes.
3. Re-stock vehicles.
4. Consider debriefing.
5. Secure the scene; return to service.

Additional Considerations:

1. **HEAT**- Consider rotation of crews.
2. **COLD**- Consider the effects of hypothermia on victim and rescuers.

3. **RAIN/SNOW**- Consider the effects of rain or snow on the hazard profile.
4. **TIME OF DAY**- Is there sufficient lighting for operations extending into the night?
5. Consider the effect on family and friends; keep the family informed.
6. Consider news media; assign a P.I.O. (Public Information Officer).

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

448 – Confined Space

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose:

To provide a standard guideline to be used during confined space rescues and entries within the jurisdictions of MCFD, or any area that MCFD provides mutual aid.

Scope:

This policy applies to all MCFD members providing fire, rescue, or emergency medical care.

I. Procedure:

1. MCFD shall perform confined space entry, utilizing members of the department when necessary.
2. MCFD shall perform confined space entry to the standards set forth under OSHA 29 1910.146, at a minimum. It is the intent of MCFD to exceed the standards set forth by OSHA 29 1910.146.
3. The MCFD shall meet the standards set forth under OSHA 29 1910.120, 1910.134, and 1910.147 when applicable during confined space operations.
4. MCFD shall function during the confined space operation utilizing the Incident Command System.
5. MCFD shall institute a Safety Officer for all confined space incidents. This position is concerned directly with the confined space.
6. MCFD shall provide all members of the department with the necessary training and personal protective equipment (PPE) needed for protection during confined space entries.

II. Training:

1. All entrants of MCFD shall have current certification in CPR and have their EMT-Basic certification. Additionally, there shall be Madison County Emergency Medical Service personnel on site with the certification of Paramedic.
2. All attendants of MCFD shall have a current certification in CPR and have current certification in basic first aid.

3. All members of MCFD shall practice confined space rescue at a minimum once every 12 months as established by OSHA, and optimally at least every 4 months, as scheduling allows.
4. Any industry in Madison County, which desires to name MCFD as its rescue agency, shall allow a representative from the MCFD to visit the potential confined space rescue location to develop any specialized rescue plans for that location.
5. MCFD shall certify said member in Confined Space Rescue, after showing competency in the area of confined space rescue to the satisfaction of the Training Chief of the department.
6. A copy of MCFD members confined space rescue training verification will be kept in the members training file.

III. Definitions:

- 1. Confined Space:**
 - a. Large enough for a human to enter.
 - b. Limited Entry / Egress.
 - c. Not designated for continuous occupancy.
- 2. Entry:**
 - a. Any break in the plane of the confined space entrance by any part of the body.
- 3. Hazardous Atmosphere:**
 - a. Exposes worker to risk of death, incapacitation, impairment, and ability to self-rescue.
 - b. Flammable Gas or vapor with >10% LEL (lower explosive limit)
 - c. Dust atmosphere with > LEL concentration.
 - d. Oxygen level < 19.5% or > 23.5%.
 - e. Presence of a PEL chemical
 - f. Any immediately dangerous to life or health (IDLH) atmosphere.
 - g. Carbon monoxide levels in excess of 35 parts per million.
- 4. Oxygen deficient atmosphere:** <19.5%
- 5. Oxygen enriched atmosphere:** >23.5%
- 6. Retrieval System:**
 - a. Equipment used for non-entry rescue.
- 7. Tag line:**
 - a. Rope attached to entrant in confined space, normally not removed.
- 8. Umbilical Air Line:**
 - a. Air supply to SCBA (self-contained breathing apparatus) supplied from a source located outside of the confined space.
- 9. Haul Line:**
 - a. The main rope or cable line into the confined space, used to lower or raise entrants and patients in a vertical rescue.
- 10. Belay Line:**
 - a. The back-up rope or cable line into the confined space, used to provide a safety line for entrants and patients in a vertical rescue situation.

IV. Roles & Responsibilities:

Supervisor:

1. MCFD shall function under the direction of the Incident Command System (ICS). Depending on the incident size, there may be a need to designate the position of Operations Officer (IC). These supervisory positions shall be filled by personnel who are capable of the following:
 - a. Able to recognize the hazards that may be faced during entry, including the mode, signs, symptoms, and consequences of exposure.
 - b. Completing the MCFD Confined Space Rescue checklist.
 - c. Remove unauthorized individuals from the area with the assistance of Law Enforcement.
 - d. Terminate the rescue/recovery operation.

Entrant:

1. The entry of the confined space shall be performed by a member of the MCFD and said member shall be referred to as the Entrant and identified as “Entry”. The Entrant shall be capable of the following:
 - a. Able to recognize the hazards that may be faced during entry, including the mode, signs, symptoms, and consequences of exposure.
 - b. Properly use the equipment provided, and rescue patients from the space.
 - c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and enable the attendant to alert entrants of the need to evacuate the space.
 - d. Alert the attendant whenever the entrant recognizes any warning signs or symptoms of exposure to a dangerous situation.
 - e. Exit the space as quickly as possible whenever an order to evacuate the space is given or the entrant recognizes signs or symptoms of exposure to a dangerous situation.

Attendant:

1. For each entry, an attendant shall be assigned to monitor the progress of the entrant. The attendant shall be referred to as “Support”. The attendant shall be capable of the following:
 - a. Have knowledge of the hazards that may be present in the confined space, including information on the mode, signs, symptoms, and consequences of exposure to hazards in the confined space.
 - b. Be aware of possible behavior effects of hazards exposure to the entrant.
 - c. Maintain an accurate count of authorized entrants in the space and their names and radio identification number (one attendant may oversee multiple entrants in the same space).
 - d. Remain outside the space during entry operations until relieved by another attendant.
 - e. Communicate with the entrants as necessary to monitor entrant status and alert the entrants of the need to evacuate the space. Communications shall be accomplished via radio, or tag line signals if conditions prohibit radio use. The tagline signals are as follows:

<u># of tugs</u>	<u>Attendant</u>	<u>Entrant</u>
1	Are you OK?	I am OK
2	Take more line	Give me more line

3	Taking up slack	Give me slack
4	Exit the space now	Help, unable to exit

- f. Monitors activities inside and outside the space to determine the safety of the entrants and order the evacuation of the space if a hazardous condition develops, the entrants show signs or symptoms of exposure, a condition outside the space that endangers the entrants develops, or if the attendant cannot fulfill their duties.
- g. Monitors the entrant's air supply and feeds the entrant's air/tag line as necessary, taking care to protect the line from damage or entanglement.
- h. Keep unauthorized personnel away from the space.
- i. Assist in non-entry rescues of entrants.
- j. Performs no duties that interfere with the ability to monitor and protect the entrants.

V. Equipment Requirements in the Confined Space:

1. Supplied Air Breathing Apparatus (SABA) shall be used by entrants in a confined space under normal conditions. Operations with a SABA shall be as follows:
 - a. Entrants shall wear self-contained breathing apparatus with a dual-purpose airline attachment when possible. The purpose of the SCBA cylinder is to function as an escape device. The SCBA cylinder shall be of a capacity to allow a rated use time of thirty minutes at a minimum.
 - b. Entrants shall be connected to an air control device outside the confined space via an umbilical airline. The length of the airline is dictated by the situation, but under no circumstances may it extend further than 300 feet from the air control point: per NIOSH standards.
 - c. The status of the air control device shall be monitored by the attendant during the entry. Reserve air cylinder shall be kept on standby near the air control device.
 - d. The umbilical airline is not to be depended upon as a rescue retrieval or tag line.
2. Self-Contained Breathing Apparatus (SCBA) may be utilized for confined space entry without an outside air source under the following situations:
 - a. The entrant must travel further than 300 feet into the confined space. The entrant may continue on SCBA but must remain on a rope tag line.
 - b. The entrant feels that the use of an umbilical airline will endanger the operation.
 - c. Any other situation where the use of SABA is impractical or will comprise the entry.
 - d. The entrant's time on air independent of an outside air source shall not exceed one half of the rated capacity of the air cylinder while in the confined space.
 - e. The attendant shall have available at or near the entry point, either an umbilical airline, or Quick Fill (R) line for the entrant to connect to in an emergency situation.
 - f. SCBA should not be removed from the back under normal circumstances in the confined space, however if the entrant feels that the removal of the SCBA is necessary and can be performed safely, after notification to the attendant the entrant may remove the SCBA and attach a safety strap from the SCBA to the entrant. Under no circumstances shall the SCBA be released from the handhold of the entrant.

VI. Communication:

1. **Radio communication**- Radios shall be used in the confined space if at all possible, due to the tremendous coordination potential between the entrants and the exterior or the space. Normal radio communications are as follows:
 - a. Radios shall be provided to at least one of the entrants.
 - b. Voice amplification devices shall be used when possible in conjunction with the radio when available.
 - c. The attendant shall communicate with the entrant, unless advised otherwise by MCFD officer.
2. **Tag Line**- In the event of radio failure, the tag line shall be utilized for communications within the confined space, utilizing the signals previously mentioned.
3. **Evacuation signals**- The universal signal for evacuation of the confined space by the entrants is a 20 second blast of all apparatus air horns followed by a 5 second pause then another 20 second blast.

VII. Other Personal Protective Equipment:

1. Hard Hats/Helmets:

- a. All entrants into the confined space shall wear head protection.

2. Boots:

- a. All entrants shall wear boots appropriate for the space being entered.

3. Gloves:

- a. All entrants in the confined space shall wear gloves appropriate for the space being entered.

4. Chemical Protective Clothing:

- a. All entrants shall wear CPC appropriate for the space being entered, if necessary, due to the presence of hazardous materials.

5. Full Body Harness:

- b. All entrants shall wear a full body harness, with a lifting point located on the back between the shoulders unless the use of a harness would jeopardize the entrant, in which case wristlets may be used. Either the full body harness or wristlets may be used.

VIII. Hoisting Equipment:

Any entry into a confined space which requires a lift of more than five feet shall require the use of a mechanical device, as detailed below:

1. Under no circumstances will electric, hydraulic, air or otherwise powered hoisting devices be utilized to lower or raise personnel into or out of confined spaces. Such devices may be utilized to provide a stationary anchor point for hand operated systems, but once positioned are not to be moved.
2. **Rope advantage systems**- The normal entry by the MCFD into a confined space shall utilize a rope advantage system for the main line, or Haul line, such systems shall normally have a self-braking mechanism as part of the system, as to allow for the safe retrieval of patients and entrants from the space.

3. **Hand-operated Winch**- The use of a mechanical winch in the confined space operation may take place in the following forms:
 - a. **Belay Device**- The winch may be utilized as a belay device if equipped with an inertia detection mechanism which will halt the free fall of persons attached to it.
 - b. **Hoist Device**- The winch may be utilized as the main haul line, utilizing the hand crank.
 - c. **Rope Belay System**- The belay line for entrance and patients in the confined space may be rigged with rope and associated hardware. All persons being lowered or raised from a vertical confined space shall have a belay.
 - d. **Tripod**- A tripod may be utilized in a vertical rescue situation, provided that there is a stable surface for the tripod. Whenever possible the haul and belay lines should follow in line with the legs of the tripod for stability.

IX. Securing Hazards within the Confined Space:

Air monitoring shall be performed prior to entry into the confined space. The following conditions shall be tested continuously throughout the operation:

1. **Oxygen**- conditions that register as oxygen deficient, or oxygen enriched shall be corrected as possible throughout the entry with ventilation (see ventilation) Oxygen levels should be tested in all traveled areas of the same. Hypoxic atmospheres shall be treated with respect, but the continued use of a positive pressure supplied air breathing apparatus shall allow the continuance of rescue efforts. The presences of an oxygen enriched atmosphere shall warrant the exit of entrants from the space.
2. **Flammable Vapors**- The presence of LEL concentrations above 10% of the LEL shall be considered as hazardous and if they cannot be corrected with ventilation shall warrant exit of the space by the entrant.
3. **Toxic Gasses**- The presence of a PEL level of a chemical with a PEL rating shall warrant the exit of the space by entrants, examples include:

Hydrogen Sulfide 10 ppm

Carbon Monoxide 35 ppm

Hydrogen Sulfide and Carbon Monoxide are the two toxic gases most likely to be found in the confined space, and assuming that there are no clues pointing to the presence of other toxic gases in the confined space, these two gases will be the only two routinely monitored in the confined space. The presence of these toxic gases shall be noted and attempts to remove them shall be instituted. However, the continued use of positive pressure supplied air-breathing apparatus shall allow the continuance of rescue efforts. It should be noted that the continued presence of these hazardous materials may invoke the standards presented under OSHA 1910.120 for emergency responders. In such a case the boundary of space shall become the Hot-Zone; and the buddy system, back-ups and other provisions of 1910.120 and MCFD Hazardous Materials Procedures may be instituted.

X. Airborne Combustibles Dusts:

The presence of airborne combustible dust above the LEL shall warrant the exit of the space by the entrants. A general rule of thumb is that any concentration of dust that you cannot see approximately five feet through is above LEL.

XI. Engulfment:

The presence of a material in the space with the ability to engulf shall warrant the exit of the entrants from the space until procedures are in place to control the hazard. Some specific materials are addressed in this section.

1. **Water**- The presence of water in the confined space shall require the use of Self-Contained Underwater Breathing Apparatus (SCUBA) or Self-Contained Breathing Apparatus (SCBA). The water in the confined space should be of a relatively static nature, as a current flow of such velocity as to carry the entrant against the tag line with such force as to prevent the safe return to the entry point by the entrant shall be a “no dive” situation and the space shall not be entered.
2. **Grain**- The presence of grain, such as found in a storage bin, shall require that the entrant utilize rope and other equipment such as ladders and tarps to ensure that the entrants do not go below the level of the product in the bin. If these safety measures cannot be instituted, the entrants shall not enter the space, and all efforts must be performed from the exterior of the bin.

XII. Mechanical/Electrical:

The presence of a mechanical device or open electrical contacts in the confined space shall require that these items be locked and tagged as being inoperable. The procedures for lockout/tagout shall be in accordance with OSHA 1910.147 and are as follows:

1. **Electrical Switchgear**- All breaker panels that control equipment in the confined space shall be switched to the “off” position, and a multi-hole locking hasp applied through the breaker box actuator arm. A minimum of two locks shall be inserted into the hasp. An exception to this procedure would involve electrical lighting, which is housed in explosion proof fixtures, which may be utilized during rescue operations if their usage does not present a hazard.
2. **Pipe Valves**- All pipe with entry into the confined space shall have control valves which would allow flow into the space shall be closed.
 - a. Quarter turn inline valves may be locked out with a chain or a device for that purpose. A minimum of two locks shall be placed on the device.
 - b. Hand wheel type valves may be locked out with a chain placed through the device or a device for that purpose.
3. Locks shall be placed on devices with the entrants placing at least one lock on the devices if possible.
4. Tags shall be filled out and attached to the devices with the names of the entrants on the tags.
5. **Materials Presenting Dermal Exposure Risks**- If the material inside the confined space presents the additional risk of exposure to the entrant via dermal transmission; the entrants shall protect themselves to the level necessary to prevent said exposure. It should be noted the entry into the sewer system should warrant at a minimum “Tyvek” style jumpsuit to prevent the entrant from exposure to bacterial organisms.

XIII. Ventilation:

Ventilation shall be utilized whenever possible to eliminate the presence of possible hazardous atmospheres. Ventilation shall bring air from a clean source and shall take one of the following forms.

1. **Positive Pressure Ventilation (PPV)** - PPV is the process of introducing air under pressure into the confined space by utilizing a mechanical fan, directed into an entrance in the space and blowing exhaust air out an exit in the space. Under ideal conditions, the exit should not be larger than the entrance as to allow the air pressure in the space to increase and maintain the flow of air out of the space. The lack of an obvious exit in the space should not preclude the use of PPV, as the pressurized air will find a way out of the space even if it is back through the fan location. The use of PPV in a sewer system is not an optimal ventilation option, as the introduction of positive pressure in the sewer system may force potentially explosive sewer gasses through dry drain traps into buildings connected to the sewer system.
2. **Negative Pressure Ventilation (NPV)** - NPV is the process of removing air from the confined space by using a mechanical fan blowing away from an opening in the space. NPV is to only be utilized if there is a separate, equally large opening in the space in another location from which fresh air will be pulled into the space; such as in a sewer system by opening several manholes on either side of the entry operation. NPV must be performed with an explosion proof fan.
3. **Venturi Ventilation (VV)** - VV is the process of removing air from a confined space by using a mechanical fan placed as to blow air under pressure across an opening in a confined space, as to create a lower air pressure just outside of the confined space opening, bringing air out of the confined space. As in NPV, VV must be performed only if a separate, equally large opening in the space is available to allow the ingress of fresh air into the space. The use of an explosion proof fan is desired but not required.
4. Care must be exercised during ventilation operations to avoid blowing excessive toxic or explosive gases out of the confined space into the support area outside the space.

XIV. Lighting:

All lighting in the confined space must be explosion proof, and must allow the entrants to see, work safely, and to exit the space quickly in an emergency.

1. Cyalume light sticks
2. Explosion proof flashlights

XV. Patient Rescue / Recovery Equipment:

The rescue of patients or recovery of victims from confined space incidents may involve specialized equipment.

1. **Special Situations-** Individual situations may dictate adaptation of patient handling devices to affect a rescue or recovery. The MCFD personnel handling such an operation has the latitude to discuss options and improvise the equipment involved to safely perform the operation

XVI. Termination of the Incident:

- a. Upon termination of the incident, the permit will be signed by the Supervisor and filed at MCFD Station One for a period of not less than one year.

- b. A post incident critique will be scheduled after termination of the incident with an after-action review to follow.

A critical incident stress debriefing may be scheduled if necessary, depending on the nature of the incident.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Confined Space Entry Permit

Location of Entry/Rescue_____

Date and Time Started_____ Ended_____

Supervisor_____ Attendant_____

Entrants_____ Time In_____ Out_____

Entrants_____ Time In_____ Out_____

Entrants_____ Time In_____ Out_____

Backups_____ Time In_____ Out_____

Backups_____ Time In_____ Out_____

Backups_____ Time In_____ Out_____

1. All pipes, lines, or other connections that may carry harmful agents into the CONFINE SPACE have been disconnected or blocked by some means to ensure complete closure. Yes () No ()
2. Fixed mechanical devices that are capable of causing injury or be part of a system that could cause electrical shock, have been ELECTRICALLY LOCK OUT. Yes () No ()
3. A properly trained backup team is ready for entry. Yes () No ()
4. Method of communication is established. Radio () Other ()
If "other" is used, describe_____

Checklist:

Area Secured	Yes () No ()
Ventilation	Yes () No ()
PPE/SCBA	Yes () No ()
Body Harnesses	Yes () No ()
Lifeline/Taglines	Yes () No ()
Retrieval Equipment	Yes () No ()
With Belay/Fall Protection	Yes () No ()
Fire Suppression Equipment	Yes () No ()
Lighting (Explosion Proof)	Yes () No ()
Air Monitor (Direct Read)	Yes () No ()

ATMOSPHERIC MONITORING

PERMISSIBLE EXPOSURE LIMITS:

OXYGEN	19.5%-23.5%
LOWER EXP. LIMIT	<10%
CARBON MONOXIDE	35PPM
HYDROGEN SULFIDE	10 PPM

MONITOR READINGS:

O2_____%	LEL_____%	CO_____PPM	H2S_____PPM	TIME_____
O2_____%	LEL_____%	CO_____PPM	H2S_____PPM	TIME_____
O2_____%	LEL_____%	CO_____PPM	H2S_____PPM	TIME_____
O2_____%	LEL_____%	CO_____PPM	H2S_____PPM	TIME_____
O2_____%	LEL_____%	CO_____PPM	H2S_____PPM	TIME_____
O2_____%	LEL_____%	CO_____PPM	H2S_____PPM	TIME_____

PERMIT PREPARED BY _____
SIGNATURE

PERMIT APPROVED BY _____
SIGNATURE

Madison County Fire Department

Standard Operating Guidelines:

449 – Civil Disturbances

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose:

Civil disturbances can occur without warning. Firefighters are subject to even greater hazards during these events. MCFD could respond to civil disturbances either in Madison County or elsewhere because of mutual aid agreements.

Scope:

This standard operating procedure applies to all members of MCFD.

Procedure:

1. The Incident Commander shall have full authority to disengage from fire suppression or other efforts if he/she believes the safety of firefighters is unreasonably compromised during civil disturbances.
2. The Incident Commander shall have the full authority to wait for adequate protection from law enforcement agencies before responding to the area of any civil disturbances.
3. Prior to responding to the area where a civil disturbance has occurred, or is likely to occur, all hand tools, such as pike poles, axes and fire extinguisher that are mounted outside shall be relocated in compartments. These items can be easily used as weapons against firefighters.
4. In the event a civil disturbance occurs within Madison County, and a law enforcement command post has been established, a liaison officer shall be assigned from the fire department to the law enforcement command post. This is to ensure that areas are reasonably secure before fire department response.
5. Whenever a request to respond on a non-emergency basis is made by law enforcement agencies, the desired response level should be made, unless otherwise determined by the Incident Commander.
6. No information shall be given to the media without prior consultation with law enforcement, public information officers, and approved by the Fire Chief.
7. Every effort shall be made to ensure that the fire apparatus has at least two escape routes upon arrival at the scene of a civil disturbance and position the apparatus in such a way that protects personnel.

8. The laying of supply lines should be restricted to only when absolutely needed, for life safety purposes.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

450 – Personal Protective Equipment (uniforms)

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose:

To provide members with a guideline for required uniforms and related clothing/accessories.

Scope:

This standard operating procedure applies to all members of the department who are required to wear uniforms that are provided by MCFD.

Policy:

Paid Staff- Uniform Trousers

It will be the policy of MCFD to require Navy Blue uniform trousers. 1 pair must be a 4 pocket, straight leg pant to be worn with the Class B uniform shirt. The other pair of trousers can be the wearer's choice of straight or cargo pocket for on duty use.

Paid Staff- Uniform Shirts

It will be the policy of MCFD to require a minimum of 1 long sleeve and 1 short sleeve Class B uniform shirt. The Class B uniform shirt shall consist of a Badge, Name plate, and Collar Pins that are to be shared between both shirts. A Tie may be issued to wear with the long sleeve Class B shirt at the discretion of the shift supervisor.

Paid Staff- T Shirts

It will be the policy of MCFD to issue navy blue or gray department t shirts to be worn for daily station duties.

Paid Staff- Boots

It will be the policy of MCFD to issue \$200.00 every other year for 1 pair of Black leather or combination of leather and nylon with leather being the dominant material. The boot must have a polish-able toe and the boot must be completely black, even the stitching shall be black. It is recommended to be water proof but not mandatory.

Paid Staff- Belts

It will be the policy of MCFD to issue a black leather belt with nickel plate buckle to be worn with the Class B uniform. A member may wear another belt, approved by the department for daily wear, but the black leather belt will be utilized with the department dress uniform.

Paid Staff- Job Shirts

It will be the policy of MCFD to issue one Job/Work Shirt.

Paid Staff- Polo Shirts

It will be the policy of MCFD to issue a minimum of 2 polo shirts navy or gray, for use when conducting department business such as inspections, public functions, when going into the public, or as deemed appropriate by the shift supervisor.

Paid Staff- Winter coats/Jackets

It shall be the policy of MCFD to provide 1 winter/cold weather coat/jacket to personnel.

Paid Staff- Shorts

It shall be the policy of MCFD to allow personnel to wear shorts in the summer months. The shorts will not be worn with a long-sleeved shirt of any kind at any time. Personnel wearing shorts will abide by the policy of putting bunker pants on when making responses.

Paid Staff- Miscellaneous Apparel

It will be the policy of MCFD for non-department issued clothing and apparel to be approved by the Chief of the department to be worn on duty. Non-department issued clothing and apparel are items not listed in this policy. He shall be given time to evaluate the apparel prior to it being worn on duty and approve its use.

Part-time Staff- Uniform Trousers

It will be the policy of MCFD to issue a total of 2 pairs of Navy-Blue uniform trousers. 1 pair must be a 4 pocket, straight leg pant to be worn with the Class B uniform shirt. The other pair of trousers can be the wearer's choice of straight or cargo pocket for on duty use.

Part-time Staff- Uniform Shirts

It will be the policy of MCFD to issue a minimum of 1 short sleeve Class B uniform shirt as it becomes a necessity. The Class B uniform shirt shall consist of a Badge (Name plate as approved by the Chief). A Tie may be provided for use with the long sleeve Class B shirt at the discretion of the shift supervisor.

Part-time Staff- T Shirts

It will be the policy of MCFD to issue a minimum of 2 navy blue and/or gray department T shirts to be worn for duty crew and department functions.

Part-time Staff- Boots

It will be the policy of MCFD to issue \$200.00 every other year for 1 pair of Black leather or combination of leather and nylon with leather being the dominant material. The boot must have a polish-able toe and the boot must be completely black, even the stitching shall be black. It is recommended to be waterproof but not mandatory.

Part-time Staff- Belts

It will be the policy of MCFD to issue a black leather belt with nickel plate buckle to be worn with the Class B uniform. A member may wear another belt, approved by the department for daily wear, but the black leather belt shall be utilized with the department dress uniform.

Part-time Staff- Job Shirts

It will be the policy of MCFD to issue one Job/Work Shirt.

Part-time Staff- Polo Shirts

It will be the policy of MCFD to issue a minimum of 1 polo shirt for use when conducting department business such as inspections, public functions, when going into the public, or as deemed appropriate by the shift supervisor.

Part-time Staff- Winter coats/Jackets

It shall be the policy of MCFD to provide 1 winter/cold weather coat/jacket to personnel.

Part-time Staff- Shorts

It shall be the policy of MCFD to allow personnel to wear shorts in the summer months. The shorts will not be worn with a long-sleeved shirt of any kind at any time. Personnel wearing shorts will abide by the policy of putting bunker pants on when making responses.

Part-time Staff- Miscellaneous Apparel

It will be the policy of MCFD for non-department issued clothing and apparel to be approved by the Chief of the department to be worn on duty. Non-department issued clothing and apparel are items not listed in this policy. He shall be given time to evaluate the apparel prior to it being worn on duty and approve its use.

General:

All staff shall abide by the guidelines for uniforms and related apparel.

At no time are department uniforms, boots, belts, etc. to be worn or used outside of departmental use or functions. At no time are they to be worn or utilized for other employment or activities. (Exception to this is fire department t-shirts). All members should be mindful of their responsibility to positively represent the department while wearing apparel.

Replacements and/or requests for uniform materials shall be made by sending a request on the Galls portal. Replacements will come on an as needed basis and will be evaluated by the Chief or Battalion Chiefs. Boots will be replaced every two years or as deemed necessary by Chief or Battalion Chief,

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

451 – Silo and Granary Rescue Operations

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

SUBJECT: SILO and GRANARY RESCUE OPERATIONS

PURPOSE: The purpose of this Standard Operating Guideline is to provide a guide for conducting silo/granary rescue operations.

SCOPE: This policy shall apply to all members of MCFD.

INCIDENT RESPONSE:

1. The standard response to any silo/granary emergency shall be a minimum of Engine company and Ladder Company.
2. An ambulance shall be dispatched to all silo/granary emergencies.

PROCEDURE:

A. Upon arrival:

1. Give the exact location of the incident if different from the one given by dispatch and a complete size-up report.
2. Determine any rescue problems involved and request additional equipment/manpower that may be necessary.
3. The Incident Commander shall conduct a risk assessment of:
 - a. The developing and potential risk.
 - b. Hazard identification.
 - c. Deciding upon a safe system of work as far as is reasonably practicable before personnel are committed.

B. Safe System of Work

1. Unloaders, conveyors and/or feeders shall be stopped, isolated and locked-out. Particular attention should be given to the power supplies of automatic self-actuating control devices.
2. Structure shall be checked with the four-gas detector before entry into the structure. There shall be a detector with the entry team at all times while in the structure. Personnel shall don SCBAs.
3. Increased ventilation will have an effect on the presence of any flammable, harmful or suffocating gases or dusts inside the silo and may or may not improve the conditions within the silo. The prospect of improved conditions needs to be

weighed against the possibility of creating greater risk from the movement of dust or greater volatility of flammable gases. Constant watch should be kept on any contents, which are lodged up against the silo walls. These may be dislodged by vibration, caused by internal or external movements or by heating or wetting, which may alter their behavioral characteristics or cause them to release or give off vapor or dust which may be toxic or explosive.

4. It is essential that ropes and harness be used to protect each person entering the silo. Ropes should be attached to fixed anchorage points and care must be taken to avoid sharp objects or stress to the rope. The harness of the rescuer should be checked for proper fit and security of fastening before entry into the silo. When possible, ropes should be routed to avoid clutter near the entry point, vertically above the working areas so as to minimize the distance that a rescuer might slip or fall.
5. When a harness is worn, the rescuer shall have received training in its use and be satisfied with its condition and fit before entry into the silo.
6. The area at the top of the silo should be illuminated before any person is allowed to enter the silo. Lighting should be augmented where necessary with hand lamps or electrically protected portable lights, while being mindful of their potential to act as an ignition source.
7. A rescue rope or harness must be securely attached to each person entering the silo. The use of ropes applies for all incidents involving silos or containers of a similar nature irrespective of whether it is anticipated that the rescuer is likely to be in the silo for a short period. The rope must have its other end secured to a suitable anchor point outside the silo.
8. It is essential that the Incident Commander ensures that all ropes employed under such circumstances are under the effective control and supervision of a competent person for the full duration of the incident. In the event of a hand-over of control, effective briefing is a fundamental requirement.
9. The use of a harness or stokes basket may be particularly beneficial if it is necessary to lift a casualty from the silo.
10. It is important that personnel are adequately trained in confined space entry techniques which includes guidance on the procedures for removal and re-donning of breathing apparatus and the use of ropes.
11. Entry into a Silo/Granary while attending an incident involving persons collapsed or trapped within a silo. Some of the ideal safety procedures may have to be adjusted following a dynamic risk assessment. However, it is essential that Incident Commanders of such situations adopt the following safe practices:
 - a. No firefighter or rescuer is to enter the silo/granary unless wearing and operating a breathing apparatus set which has been donned in fresh air.

- b. No firefighter or rescuer is to enter the silo/granary unless protected by ropes.
- c. Breathing apparatus shall be used when entering a silo/granary. The entry control officer should be mindful of the type of rescue being attempted and the effect this will have on duration times and the amount of air needed.
- d. It is likely that access to the interior of the silo/granary will be difficult and possibly only through a small opening at a high level. The officer-in-charge should consider this when setting up the rope system to allow a raising system to be employed. The attendance of an aerial ladder may be useful depending on circumstances. At no time should the equipment or operator be redeployed whilst personnel are in the silo.
- e. When a rope rescue team is requested, it will utilize its specialized equipment to carry out the rescue. Care should be taken by them to observe the general advice given in this guidance.
- f. Resuscitation equipment should be available immediately.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

452 – SILO Fires

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

SUBJECT: SILO FIRES

PURPOSE: The purpose of this Standard Operating Guideline is to provide a guide for conducting silo fire operations.

SCOPE: This policy shall apply to all members of MCFD.

PROCEDURE:

A. UPON ARRIVAL:

1. Give the exact location of the incident if different from the one given by dispatch and a complete size-up report.
2. Determine the type of silo.

- a. **Conventional**--Conventional silos are by far the most common type of silo.

There are two main characteristics of conventional silos: an unloading chute that runs the vertical length of the exterior of the silo, and an open top or loosely constructed dome. The chute is about 3' in diameter and is used to unload and drop silage into a conveyor belt or feed room. The unloading chute can be steel, sheet metal, concrete, or fiberglass.

Unloading doors are located every few feet in a column configuration similar to a floor opening. The unloading doors, located inside the unloading chute, are most commonly wood with steel hinges, handles, and ladder rungs bolted through the door.

The dome or roof cap can be constructed of fiberglass, aluminized steel, or other similar materials. Those silos with a roof cap or dome generally have a fill tube and loading door on the side of the top of the dome. Many concrete stave silos have a metal fill platform at the top of the outside ladder. Many of the silos also have a steel safety cage surrounding the exterior ladder.

- b. **Oxygen-Limiting**--One type of vertical silo is an "oxygen-limiting" or "controlled atmosphere" silo. The primary identifying feature of oxygen-limiting silos is the absence of an unloading chute on the exterior of the silo. Common characteristics of oxygen-limiting silos can also include a fill door located in the center of the top of the silo roof, a roof hatch rather than a

loading door, a center fill pipe attached to a blower or fill pipe, or a single unloading door at the bottom of the silo. Oxygen-limiting silos primarily use bottom unloading-filling from the top and removing silage from the bottom.

Most oxygen-limiting silos also have a steel ladder and safety cage leading up to and across the roof to the center fill door.

3. Contact owner or employee and attempt to determine what is burning.
4. Have the owner or employee move any livestock or machinery from the area and adjacent structures, if possible.
5. Perform a Risk Management Analysis.

B. SAFETY

1. All members involved in the operation shall be in full protective clothing, including SCBA.
2. The Incident Commander should designate a Safety Officer as early in the incident as possible. In silo fires, the Safety Officer should pay particular attention to the climbing and entry procedures, use of full protective clothing including SCBA, and the timing and accountability of firefighters working in the silo. The Safety Officer should also be sensitive to the requirements of rotating the firefighters in strenuous assignments.
3. Whether fire is suspected or evident, use a lifeline and never step directly on the silage surface. Place boards, pieces of plywood or ladders on the surface to distribute weight over a larger area. This will minimize the risk of falling into a burned-out cavity.
4. A rapid intervention team of fully equipped firefighters should be in close and constant visual or verbal contact with the entry crew. A good arrangement places an observer at the top of the silo who can observe and communicate with the entry team as well as alerting the back-up team to initiate support if needed.

C. FIRE CONTROL

1. **Conventional Silos**
 - a. Extinguish the burning surface by applying water or foam with a straight bore nozzle.
 - b. Determine the hot spots in the silage.
 - c. Using a piercing nozzle apply water or foam to these hot spots to extinguish and cool.
 - d. Ventilate silo using positive pressure ventilation. To assist with ventilation of the silo, open as many doors as possible above the top of the silage.
 - e. **CAUTION:** Do not attempt to extinguish a silo fire by pumping large quantities of water onto the surface of the silage, hoping it will soak in and cool the fire - it won't work. Water will not penetrate the silage well enough to control the fire in this manner. In addition, the silo cannot withstand the higher lateral pressure created by the water and structural damage may result.

2. **Oxygen-Limiting Silos**

- a. **DO NOT USE WATER OR FOAM** to fight a fire in an oxygen- limiting silo. Opening the top hatch to apply water or foam will allow oxygen to enter. The stream of water or foam will carry large amounts of air into the silo. In addition, the steam formed when the water reaches the fire may also contribute to an explosion.
- b. If the silo is cool and quiet, and if minimal smoke is escaping, carefully climb the silo and close the top hatch or any other openings. Do not lock or latch the top hatch. Closing the hatch will prevent oxygen from entering the silo, yet pressure increases can be relieved safely.
- c. Leave the silo closed for up to three weeks to allow the fire to use all oxygen and self-extinguish. During this time, make temperature readings of weekly samples from the unloader to be sure the fire is extinguished.
- d. If the silo is producing considerable smoke or steam, or if the silo is rumbling, leave the hatch alone. Closing the hatch on an active fire could bring carbon monoxide and air mixtures into the explosive range.
- e. If sealing the silo does not extinguish the fire, inject nitrogen, or carbon dioxide to displace oxygen and cool the fire. Be careful not to introduce additional oxygen. Most oxygen-limiting silos have pipe nipples for injecting these gases.

CO₂ or N₂ Quantity Required to Extinguish Fires
in Oxygen-Limiting Silos

Silo Size (dia x ht (ft))	CO ₂ (no. 50 lb. cylinders)	N ₂ (no. 50 lb. cylinders)
20 x 60	20	40
20 x 70	22	44
20 x 80	30	60
24 x 60	30	60
24 x 70	35	70
24 x 80	40	80
30 x 60	45	90
30 x 70	50	100
30 x 80	60	120

D. AFTER ANY SILO FIRE

1. If safe to do so, unload spoiled or damaged feed and dispose of it in an appropriate manner.

2. Watch for any missed hot spots that may ignite and burning areas not cooled sufficiently may reignite.
3. Inspect the silo for damage which may have caused the fire, or which may be a result of the fire.
4. If structural damage is suspected, have the manufacturer or dealer inspect the silo and follow their recommendations. Damaged bottom unloading silos could collapse during emptying unless strengthened first.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

453 – Boat and Watercraft Operations

Date Revised: March 22, 2024

Approved By: Madison County Fire Chief

Purpose: This standard operating procedure/guideline addresses procedures detailing operation of agency boats and watercraft: qualifications of personnel, care and maintenance of watercraft, requests for watercraft support, operating watercraft, use of special equipment.

This policy defines the operational guidelines for use of the Fire Boat when conducting water rescue, fire suppression, training, and standby activities on the lake, river, stream or any other water source.

Policy:

Procedures detailing Operation of Agency Boats and Watercraft:

Personal Safety:

Personnel are expected to ensure proper safety equipment is available prior to departure from land. They are also expected to bring with them any equipment necessary to provide the services required for that particular situation.

Personal Flotation Device (PFD) Use: The greatest risk to rescue personnel is that of drowning. The only adequate protection is by wearing a properly fitting, USCG approved type III (or better) PFD.

Fire Department personnel shall wear an approved PFD at all times while:

- **Riding in or on any watercraft while moving under power.**
- **Engaged in any emergency response on or near the water.**
- **Engaged in any operation in the water.**
- **In any situation where the member is at risk of falling into the water.**

Personnel are expected to know their own swimming ability limitations, and take appropriate measures to ensure their own safety, as well as the safety of any potential victims.

Thermal Protection: Water temperatures usually range into the low 50 degrees and below during the winter months. Operating in this environment can cause rapid incapacitation of rescuers and/or victims due to hypothermia.

Fire personnel will not enter the water to perform rescue functions unless they have an adequate level of thermal protection for the existing water temperature. This may include a wet or dry suit, exposure suit,

or other approved method. The dive team should be requested and utilized for cold water entries. If the dive team is unavailable or if suitable thermal protection is unavailable, alternative (non-entry) methods should be employed.

Additionally, personnel should expect ambient air temperatures to be much lower while operating on the water. Wind blowing across the water surface can significantly lower the air temperature. Fire personnel should anticipate and prepare for this factor prior to boarding any watercraft, taking a pessimistic approach to planning their environmental exposure. Adequate layering of suitable clothing is the most effective method for combating hypothermia. Hypothermia protection and treatment should also be considered early for all rescue victims.

Additional Personal Protective Equipment (PPE): Fire Department personnel are expected to evaluate each situation and utilize an appropriate level of personal protection to ensure the safety of each individual member. In addition to thermal protection and an approved PFD, this may include protection (water rescue helmet), gloves, foot protection, safety lines, waterproof flashlights and/or strobes, etc. If an appropriate protection level cannot be achieved with the available resources, additional resources should be requested, and alternative measures should be employed until an acceptable protection level can be attained.

General Watercraft Safety:

Fire personnel may operate from the fire department or another agency's watercraft (as available and appropriate). They should avoid operating from civilian watercraft, if possible, and should never operate from any watercraft in which the operator is impaired or when safety is in question.

Personnel must always maintain adequate situational awareness. Wind shifts, wakes & waves, and evasive steering movements may cause the watercraft to shift suddenly throwing riders about (causing injury). Personnel may also be thrown overboard, without warning. Good shoes, sure footing, good balance, and an adequate handhold should be maintained whenever possible.

All deck areas and surfaces should be kept clear and clean. Lines not in use should be properly stowed. Excess water should be cleared when possible. Emergency equipment should be properly managed, secured, and stowed when not in use. Adequate deck lighting should be used at night, when it does not interfere with operations.

When entering the water (either purposefully or accidentally), personnel are in danger of propeller strikes, getting hit by the hull, hypothermia, becoming entangled in lines, and other dangers. If incapacitated in the water (even while wearing an approved PFD), personnel can be in danger of drowning.

It is the responsibility of every member of the crew to manage safety practices for the entire operation.

Emergency Operations:

Anytime personnel are operating on the water from a watercraft, the operator is ultimately in charge of and responsible for the watercraft. The ranking Fire Department officer is ultimately in charge of the

emergency operation. The operator or fire department member in charge should limit the number of personnel on the craft to the minimum necessary to safely manage the incident. The operator or fire department member in charge must ensure that all rescue or firefighting operations are conducted in a safe manner. If safety is compromised, the operation must be aborted or modified so that it can be carried out safely.

If it becomes necessary to enter the water to perform a rescue, an operator will always remain on-board the watercraft. Watercraft will not be abandoned during emergency operations unless anchor or dock lines properly secure it.

The remaining personnel will perform watercraft positioning, scene safety & protection, radio, and rescue support functions. Radio contact with command and/or land units will be maintained whenever possible.

EMS/Rescue Operations: When responding to EMS or rescue incidents, fire personnel will ensure that appropriate EMS equipment is loaded onto the craft prior to departing the dock. This equipment will ensure that proper treatment can be initiated if indicated on a patient or victim while in the boat prior to transferring the patient to shore units.

Fire department personnel operating from watercraft should enter the water (such as to perform a rescue) **only as a last resort**. Crews should consider less dangerous intervention methods first, such as reach, throw, and then go. Entry into the water should only be considered if it can be accomplished safely and effectively. The dive team and a BC should be requested any time our crew members enter the water to affect a rescue. Early deployment of the dive team will be critical to the survivability profile of a victim in the event the surface rescue is unsuccessful.

If water entry is deemed the best possible option, personnel are expected to utilize an appropriate level of personal protection that will ensure their safety. If an adequate personal protection level is unavailable, alternative (non-entry) methods should be employed.

Fire department personnel will not enter the water unless trained and equipped to perform the expected tasks. Adequate backup personnel should be readily available whenever possible. Only the minimum number of personnel needed to perform the expected tasks should be used, and exposure time in the water should be minimized as much as possible.

If unable to complete the required tasks, personnel should move to a safe location (out of the water) to regroup. Additional resources should be requested to address the specific type of emergency at hand. Personnel operating in the water should be closely monitored for signs of hypothermia and distress. It may be necessary to rotate personnel to ensure safety.

Water rescue operations may require multiple companies to complete the rescue safely. Boat based operations require personnel on the boat to pick up the victims and personnel on shore, to receive victims and personnel on shore to receive victims. An early request for additional resources (ALS, BC, Ambulance, etc.) will help to ensure that adequate personnel are deployed to safely manage the incident.

Operations during cold weather indicate that personnel that enter the water will need to be evaluated as potential hypothermic patients. This factor will increase the total number of patients rapidly. The incident commander will need to be aware of this fact over and above the initial incident.

A Pointer shall be assigned from the first arriving company on scene whose SOLE RESPONSIBILITY is to watch and monitor the status of victim(s) in the water. The Pointer shall maintain constant eye contact with the victim until 1) The victim is rescued, 2) The individual is relieved or 3) The victim goes subsurface. The pointer shall note the victim's last position and relay information concerning the victim. Initial size up should include the following: *Determine if incident is rescue or recovery. *Who is the Pointer? Does she/he need assistance? *Consider the following factors:

- Access to water
- Proximity to shore
- Number of victims
- Weather conditions/air and water temperature
- Technical Rescue Team/Dive Team
- Additional resources
- Other hazards- fire, HazMat, submerged objects
- Water "Rapid Intervention Team"

Rescue options from watercraft should be considered and executed from low risk to high risk:

Reach: The first method of water rescue is to reach the victim with an object such as a pole, backboard, ladder, etc. Either the victim can pull themselves or be pulled to safety.

Throw: If reach is not possible then throw an item that will float such as a PFD, throw ring, or a rope bag to the victim. The device thrown should be attached to a rope so the victim can be rescued.

Go: The last resort is to enter the water and swim to the victim.

If the decision is to "GO" to affect the rescue, the Incident Commander will consider the following factors:

- Need for additional pointers
- Exposure time of rescuers
- Debris in water on surface and submerged
- Distance to victim
- Condition of victim

If the hazards associated with placing a rescuer in the water are too high, Command should consider the use of a helicopter. Command should consult with EMA and KYEM prior to the commitment of a helicopter for water rescue.

Subsurface Operations: Fire Department personnel will operate below the water surface only when properly trained and equipped to do so. ***"Breath hold" dives by untrained individuals are dangerous, ineffective, and should not be attempted.***

Qualified and equipped safety divers should be called to handle submersion incidents, such as a drowning situation.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Guidelines:

454 – Alert and Notification Apps

Date Revised: January 29, 2025

Approved By: Madison County Fire Chief

Purpose: To establish guidelines for using Alert and Notification System Apps on personal cell phones at the Madison County Fire Department (MCFD).

Policy: Upon an Emergency Call to the Madison County Emergency Communications Center, the dispatch team will send out an Alert over Personal Cell Phones to all members that are set up to receive alerts via specified app. The alert will provide the basic nature of the call and the ops channel for response of the call. This is not used for an In Route or a response mode to respond to calls.

Apps: Can include but not limited to: Active 911, Emergency 911, E-Dispatch.

Response Operations after receiving Alert and Notification on personal cell phone:

1. The Firefighter would read the response and see what Ops channel is to be responded on.
 - a. If there is not an ops channel provided in the Alert and Notification Message, then the firefighter shall turn on their 800 MHZ radio, and go to Madison County Main and ask dispatch if they have traffic and what ops channel is assigned to that traffic.
2. Before any response in any POV or Fire Apparatus, the firefighter needs to be on an 800 MHZ Radio and have confirm communication through the Emergency Communications Center that there is an active call for service, and they would get in route through notification to the Emergency Communications Center by their 800 MHZ radio, through their assigned channel.
 - a. Shall not respond strictly based on the Alert and Notification App. Radio Communications REQUIRED.
3. Active may not always work because it is internet based and cannot always be reliable. So, at minimum one person from each crew should have a radio on at all times.
4. If you receive a call on the 800 MHZ system and you do not receive an active, once the call is cleared the Madison County Emergency Communications Center needs to be notified.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.

Madison County Fire Department

Standard Operating Procedures:

455 -Non-Emergency Aid Requests

Date Revised: 6/13/2025

Approved By: Madison County Fire Chief

Purpose: To establish Madison County Fire Department's procedures for being dispatched to non-emergency aid requests to assist other agencies.

Policy: When MCFD is toned for a non-emergency response, including Fire, EMS, Public Works, Sheriff's Office, and EMA, is it the highest-ranking officer on duty of the shift, (MCFD BC, Captain or LT), discretion, if available to respond or assist. The response is dependent upon the shift's availability. If they are already involved in training, work details, or other departmental functions, they will notify 911 to inform them they are unavailable and advise 911 to notify the agency requesting aid.

If MCFD responds, they will go non-emergency mode, (no lights and sirens) and apparatus to respond will be a command unit or a brush unit, with two fire personnel responding. Engines and Tanker should not be responding to non-emergency assist, unless the assist specifically calls for equipment or a certain apparatus.

Responsibility: It is the responsibility of all personnel assigned to the Madison County Fire Department to follow all written rules, regulations, procedures, and guidelines that are set forth by the Office of the Madison County Fire Chief wherever possible.