

Dammeron Valley Fire Department and Rescue
1261 N Dammeron Valley Dr E. Dammeron Valley, UT 84783
Standard Operating Guidelines

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SECTION 1 - AUTHORITY

Section 1.01: This manual of operations and procedures is a composite of permanent policies and procedures established by the Dammeron Valley Fire Department and as set forth under duties of the chief All members shall conform to the policies, procedures and directives in the application of their respective duties.

SECTION 2 - HUMAN RELATIONS

Section 2.01: Never should any of the members of the department discriminate against another based on sex, religion, race and age at any time. Any case shall be brought before the chief immediately.

Section 2.02: Always refer media (newspaper reporters, etc.) to the highest ranking officer for information about incident.

Section 2.03: Always report to the engineer upon arrival at scene. They will notify the Commander, then he will assign you to a team. Always remain with that team until ordered. Never leave a scene without notifying the chief or assistant chief.

Section 2.04: It should never be your policy to leave a scene or training after the fun is over, all members are expected to remain tell the scene is mopped up, or all items from training are put away.

Section 2.05: As a Dammeron Valley volunteer firefighter you are required to attend every Training session possible, if you are unable to attend training or meetings please notify the Chief. If after four consecutive missed training sessions you have not notified the Chief, you will be contacted and asked the reason for your absence, if after eight missed training sessions, you will be assumed as resigned from the department and your name will be removed from the roster.

Section 2.06: Your services with the Dammeron Valley Volunteer Fire Department is respected and appreciated.

Section 2.07: If you ever see or hear of another member of the D.V.F.D. breeching the guidelines, policies, procedures, or not following commands, you are required to report to the Chief.

SECTION 3 - DEPARTMENT ORGANIZATION

Section 3.01: The purpose of this is to provide the members of the Dammeron Valley Fire Department with a general outline of the department's structure. This material is not intended as, nor does it provide a detailed job classification description or define the rules and regulations that apply to each job. Rather it is a synopsis of daily function and relationships.

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SECTION 4 - STAFF AND ADMINISTRATIVE OFFICERS

Section 4.01: The staff and administrative officers are:

Fire Chief
Assistant Fire
Chief Captain

Section 4.02: The succession of departmental authority is:

Fire Chief
Assistant Fire Chief
Captain
Engineers
Firefighter

SECTION 5 - UNIFORMS

Section 5.01: Officers and members are required to wear full protective clothing (helmet, coats, pants, gloves and boots) when responding to a scene be it structure or brush fire, whenever working in a hazardous environment or possibility of fire that may be encountered during firefighting activities or under similar conditions during training.

Section 5.02: All members shall be instructed by department commanders to wear and use protective clothing when directed to work in a hazardous environment until such time as the officer in charge determines that such protection is no longer needed.

Section 5.03: All members shall wear the approved safety helmet in response to emergencies. All members shall wear the approved helmet when engaged in firefighting, supervision, observation or overhaul; while engaged in hazardous work details; or while in training sessions.

Section 5.04: OSHA standards require fire helmets have reflective material visible from all sides.

Section 5.05: All members shall wear class B department shirts to trainings and public events.

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SECTION 6 - HOSE AND HOSE TESTING

Section 6.01: Fire hose is our most valuable means of conveying an extinguishing agent to the scene of a fire. As with all extinguishing equipment, it must be reliable, made of the best material, kept in good condition, cared for properly and the proper records maintained. In order to assure that hose is always in top condition and available for immediate use, all of the conditions mentioned hereafter shall be complied with.

Section 6.02: Captains shall be responsible to see that hose complements assigned to their apparatus are maintained, tested, and evaluated as required.

SECTION 7 - FIRE APPARATUS

Section 7.01: In all accidents involving fire dept. equipment, either responding under emergency conditions or not, communication shall be notified immediately or as soon as conditions permit. All relative information such as injuries to fire dept. personnel, damage to vehicle and injuries to other parties shall be transmitted to communications. This information shall be transmitted immediately to the chief.

Section 7.02: Should fire department apparatus be involved in an accident while responding Under emergency conditions and the damage sustained or physical injuries to fire dept. personnel and/or citizens is such that the apparatus is considered out of service and unable to respond. Notify the officer in charge. He shall notify communication of such condition and request another unit to respond to the assigned emergency.

Section 7.03: Should no injuries be sustained to either fire department personnel or citizens and the damage to the apparatus is limited, then the officer in charge shall leave one member at the scene of the accident to collect pertinent information and response under emergency conditions to the assigned emergency. Upon completion of the assigned emergency, the unit involved shall immediately return to the scene of the accident.

Section 7.04: The County Sheriff's Department will be the agency charged with the responsibility of all photographs and evidence relating to the accident; it shall be the responsibility of the officer in charge of the apparatus to secure the names of witnesses, their addresses and phone numbers, and other data relative to the incident. A written report shall be forwarded to the Fire Chief as soon as possible.

Section 7.05: The Fire Chief or, in his absence, the Acting Fire Chief shall be notified

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immediately of all accidents involving injury or death to Fire Department personnel, citizens and/or damage to apparatus.

SECTION 8 - APPARATUS OPERATIONS

- Section 8.01: Members whose duties may require them to operate and maintain apparatus shall possess a working knowledge of driving, pumping and operation for all apparatus. In addition, members shall be completely familiar with the operation of the apparatus assigned to their company. This includes restrictions, procedures and maintenance.
- Section 8.02: All members whose duties may require them to operate pumping apparatus shall have a thorough knowledge of the methods used to produce effective fire streams.
- Section 8.03: Apparatus shall not be put out of service or leave quarters for purposes other than authorized activities, without first obtaining permission from the chief officer. The Communications Center shall be notified when any apparatus is placed in or out of service.
- Section 8.04: Department apparatus is to be used only for official business in the department. The transport of civilian passengers is allowed to assist them in an emergency. Transport of family, neighbors, and friends must be authorized by the Fire Chief or his assistant.
- Section 8.05: Apparatus traveling either emergency or non emergency shall be operated with due caution, with particular emphasis on defensive driving.
- Section 8.06: Safety belts, where installed, shall be used.

SECTION 9 – APPARATUS LOG BOOK

- Section 9.01: Operators of each apparatus will make entries of their apparatus after each use. All items pertaining to its operation will be checked and entered into the maintenance log. Entries will be made in ink and turned over to the chief or other officer.
- Section 9.02: Entries shall be made for but are not limited to the following purposes:
- Maintenance Needed
 - Maintenance Accomplished
 - Lost Equipment
 - Damaged Equipment
 - Routine Preventative Maintenance

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- Equipment Modification

Section 9:03: Log books are to be carried on the apparatus in the glove box or in the event no glove box exists, then some secure location.

SECTION 10 – EQUIPMENT ARRANGEMENT

Section 10.01: Members shall not change or alter the arrangement of equipment, nor otherwise rearrange the system in vogue without approval of the Fire Chief.

Section 10.02: Defects in equipment shall be reported immediately by all members concerned to their immediate superior.

Section 10.03: All equipment assigned to an individual shall be stenciled with the proper numbering designation whenever possible.

SECTION 11 – MAINTENANCE PRACTICES

Section 11.01: Apparatus Engineers shall cause to see that the apparatus assigned to them is kept clean, orderly, and capable of performing its function at all times. When apparatus returns to quarters at any time in a muddy, dirty or wet condition, the Company Commander shall cause to see that it is properly cleaned and dried.

Section 11.02: Apparatus operators shall use good judgment and initiative in conserving batteries during extended periods of operation.

Section 11.03: Tires should be cleaned following the quartering of apparatus. After apparatus has been on the road, the tires shall be closely examined for damage.

SECTION 12 – DISPENSING OF FUEL AND OIL

Section 12.01: During refueling of apparatus, extreme caution shall be exercised. Smoking shall not be allowed within 50 feet of the fuel pumps or vehicles being fueled.

Section 12.02: In no case is a piece of apparatus or motor operated piece of equipment to be fueled inside of a building, except for emergency generators. All dispensing of fuel by a container shall be accomplished with a safety can.

Section 12.03: Generally vehicles will be fueled at Spanish Trail in Veyo. Charge to our Department account. Place copy of receipt in wall hanger at Chiefs door.

Section 12.04: Apparatus will be refueled to maintain more than ½ tank.

SECTION 13 – AREA MAPS

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Section 13.01: The chief shall be responsible to see that district maps are revised and distributed.

Section 13.02: Changes, additions, corrections, etc., concerning district maps are to be forwarded through the chain of command to the chief

Section 13.03: Input should be as explicit as possible, referencing district, quadrant, address and/or any other information to make the change easier.

SECTION 14 - EMERGENCY OPERATIONS

Section 14.01: It shall be the fire chief's responsibility to see that his company is constantly prepared to receive and respond to emergencies with due regard for safety of all members.

Section 14.02: Full response to all alarm assignments.

Section 14.03: Still alarms - citizens are to contact dispatch (911) by phone and not call tile fire house or any member of the department to notify of a fire or emergency. Turnouts and safety equipment are to be donned prior to engaging in interior firefighting operations, and/or any condition that presents a hazard. Seat belts and safety belts shall be used by all personnel when occupying a position on or in apparatus where a seat belt is provided. All members shall remain seated and facing the same direction as the seat while in motion. No member of the department or any other shall be permitted to tailboard at any time.

Section 14.04: Turnouts and safety equipment are to be donned prior to engaging in interior firefighting operations, and/or any condition that presents a hazard.

Section 14.05: Seat belts and safety belts shall be used by all personnel when occupying a position on or in apparatus where a seat belt is provided. All members shall remain seated and facing the same direction as the seat while in motion. No member of the department or any other shall be permitted to tailboard at any time.

SECTION 15 - USE OF WARNING DEVICES

Section 15.01: The engineer of an apparatus shall be responsible for the responsible use and application of all proper warning devices during all emergency responses. All devices shall be used in accordance with the provisions of the Utah vehicle code. Ordinarily fire apparatus shall be operated as emergency vehicles only when all warning devices are operated continuously.

Section 15.02: Red lights on department apparatus shall be kept burning while responding to alarms, or when necessary, while working at emergencies.

Section 15.03: Apparatus engines will remain running at all times while on scene unless otherwise ordered.

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Section 15.04: Apparatus horns shall not be used as a primary emergency response warning device, when used they must be used in conjunction with and not to the exclusion of the siren.

Section 15.05: Members in command of an apparatus which is turned back by radio while responding to an alarm shall cause it to be changed from emergency to non-emergency operation in an inconspicuous manner in order to avoid public criticism.

SECTION 16 - REPORTING AT THE SCENE OF EMERGENCIES

Section 16.01: Company Commander shall promptly report his company's arrival at fires by giving a 10-23 and will be held responsible of said company at fires. First-in Company Commander shall give a (Sire up) as soon as practical on responses to structure fires, or fires of unusual proportion. The report shall include, but shall be limited to:

1. Description of smoke or fire
2. Volume of smoke or fire
3. Description of building type
4. Evidence of need or rescue problem existing

SECTION 17 - FULL RESPONSE

Section 17.01: Companies responding on a full {10-39} response assignment shall take the most direct route to the scene of the emergency making maximum use of main thoroughfares.

Section 17.02: When apparatus responds with other equipment, the apparatus shall proceed single file and shall not attempt to pass each other except as authorized by the officer in charge of the preceding unit.

Section 17.03: Upon arrival at the scene of the emergency, Company Commanders shall exercise discretion in the location of their equipment. Officers should avoid crowding all the equipment in front to the emergency.

SECTION 18 - COMMAND AT EMERGENCIES

Section 18.01: The first regular officer or member to arrive at an emergency shall:

1. Assume Command.
2. Give the Communication Center a sire-up and establish a command post, if needed.
3. Request additional companies equipment if needed. Retain command until relieved by a superior officer.
4. Should it be necessary for the first arriving officer to leave the

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- command post to engage in fire fighting operations, the Incident
5. Commander position should be turned over to the first arriving Captain.

Section 18.02: The Chief shall assume command of the emergency upon his arrival.

Section 18.03: Any officer issuing orders or countermanding the orders of another officer shall evaluate and assume full responsibility for the effects of such orders. He shall obtain authority from the officer in charge of the emergency before diverting companies from their original assignment.

Section 18.04: Engineers shall, after the emergency, take an inventory to determine that their Equipment is complete, if it is not, a search will be made before leaving the scene. Upon return to quarters, the Commanders of companies which have lost or found equipment will notify their Chief and be guided by his instructions. Failure to report excess equipment will be considered as serious as or more serious than failure to report equipment lost.

SECTION 19 - ADDITIONAL MANPOWER

Section 19.01: When additional manpower is required at an emergency, companies or fire units will be dispatched. As far as possible, officers at the fire will arrange their operations to maintain the identity to companies with members working under their regular officers.

Section 19.02: Any officer concerned shall be responsible for reporting in writing to the Fire Chief the circumstances and name of any member of the department under his command who distinguishes himself in the performance of his duties.

Section 19.03: Officers in command of emergencies should be alert for meritorious acts of citizens at emergencies.

SECTION 20 - FIRE CHIEF

Section 20.01: Duties involve responsibility for the administration and coordination of all Fire Department activities; the establishment of departmental policies, procedures, and regulations including those pertaining to fire fighting and fire prevention operating standards within the limitations of laws, regulations, and policies from higher authority. Duties also include the preparation of the annual budget; recommendations for capital improvements; administration of a comprehensive personnel program which includes selection, placement, discipline, and in-service training. Will supervise directly or through subordinate supervisors all members of the Department.

SECTION 21 - ASSISTANT CHIEF

Section 21.01: Officer Assignment as Assistant Chief shall be second in command of the Fire

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Department and shall carry out the duties of the Fire Chief in his absence.

SECTION 22 - CAPTAINS

Section 22.01: The Captains assigned as company commander shall be the officer responsible for the management and supervision of all company level activities mid shall be subordinate to the fire chief

SECTION 23 – GOAL STATEMENTS

The following departmental goal statements are representative of the major areas of activities performed at the company level.

1. FIRE PREVENTION
Effect a quality fire prevention inspection program that will cause the detection, elimination and/or reduction of fire and life safety hazards within the Dammeron valley area.
2. TRAINING
Effect a training program that will meet desirable standards in all job categories, by presenting material in all subject areas in a manner that will effectively provide a high level of proficiency, confidence and job competency.
3. STATION MAINTENANCE AND REPAIR
Effect a total facility maintenance and repair program winch will meet desirable standards in areas of cleanliness, appearance, safety and to satisfy programmed usability of the facilities.
4. APPARATUS AND EQUIPMENT MAINTENANCE AND REPAIR
Effect an apparatus and equipment maintenance and repair program which will insure efficiency, readiness, dependability, cleanliness and longevity with safety the uppermost consideration.
5. PHYSICAL FITNESS
Effect a physical fitness program which will elevate, maintain and extend the useful life expectancy of all personnel and reduce the potential of job injuries.
6. PUBLIC EDUCATION
Effect a public information and education program which will reduce die incidence of property damage, injury and/or death through an awareness and knowledge of fire prevention, emergency medical and fire suppression methods and services.
7. PRE-PLANNING
Effect a pre-plan program which will provide a system for documenting all necessary data on occupancies which present a significant life safety hazard, evacuation problem, large monetary loss potential, conflagration,

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group fire, explosion hazard or which may present severe hazards to firefighters.

8. FIRE SUPPRESSION

Effect a fire suppression program that identifies the Cities fire potential and plans for the facilities, apparatus, equipment and manpower to effectively deal with that potential.

9. CAREER DEVELOPMENT

Effect a career development program that identifies the needs, standards and goals necessary to provide individuals with guidelines toward advancement and continued growth.

SECTION 24 - ALL OFFICERS

Section 24.01: All officers shall be responsible for the enforcement of discipline and the promotion and maintenance of discipline and the promotion and maintenance of efficiency and shall consider it their duty to set especially good examples and requires performance that measures up to high standard of the departmental requirements.

Section 24.02: They shall be familiar with the general requirements of their commands sufficiently to enable them to assume their responsibilities and effectively discharge their duties.

Section 24.03: They shall decide promptly any questions of doubt on the part of their subordinates relative to the interpretation of regulations or orders, and in sudden emergencies prescribe the immediate action to be taken.

Section 24.04: They shall when in charge at the scene of any fire have full power and authority to direct the operation of extinguishing the same, take the necessary precautions to prevent the spread thereof and in the course of such operations, prohibit Approach to such fire by any person, vehicle, vessel or thing, and to remove or cause to be removed and kept away from such fire any vehicle, vessel or thing and all persons not actually and usefully employed in the extinguishing of such fire or the preservation of property in the vicinity thereof

Section 24.05: They shall cause all injurious fires to be extinguished with die least possible danger to life and property, prevent unnecessary water damage, take proper precautions against rekindle, and leave the premises in as safe a condition as practicable to do so.

Section 24.06: All officers shall keep the Communications Division informed of their location at all times while on the scene.

Section 24.07 They shall personally and directly administer the departmental business affairs to which they are assigned.

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- Section 24.08: They shall promptly act on and report any breach of conduct contrary and in violation of the RULES AND REGULATIONS when brought to their attention at any time.
- Section 24.09: They shall promptly investigate and make oral reports to their commanding officers of any unusual occurrences concerning the Department; when required, make written reports containing the facts of the case and forward promptly through channels to their commanding officer
- Section 24.10: They shall take precautionary measures to prevent the exposure of members to unnecessary danger while on duty.
- Section 24.11: They shall be just, dignified and firm in their relations with subordinates; see that good order and proper discipline is maintained and abstains from use of violent or abusive language.
- Section 24.12: They shall require subordinates to comply with all orders, regulations, practices and procedures of the Department, and applicable Federal or State laws or City ordinances should it come to their attention.
- Section 24.13: All officers on temporary assignment shall carry out established procedure of the position assigned.
- Section 24.14: They shall properly preserve evidence found at fire scenes whether the fire is incendiary or accidental. Such evidence shall be released or destroyed by order of the Fire Marshall or Fire Chief only.
- Section 24.15: They shall keep the Fire Chief informed of all pertinent activities and information for the efficient operation of the Fire Department.
- Section 24.16: They shall be responsible for all Departments properly in his/her charge and see that it is in proper condition for immediate use at all times.
- Section 24.17: They shall carefully note the appearance of the members, apparatus and equipment under their command; and further shall note the cleanliness of company quarters; repairs needed to station, apparatus or fire-fighting equipment, and shall make a report of same through proper channels.
- Section 24.18: They shall supervise the application of policy, Rules and Regulations, practices and procedures of the Department, and shall be responsible for the morale, Efficiency and distribution of personnel within their command.
- Section 24.19: They shall be responsible for the performance evaluation ratings of the members under their command. They shall evaluate such members objectively, fairly and with due consideration for the improvement of the member's performance.

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Section 24.20: They shall maintain such records and reports as required for the efficient operation of their command.

Section 24.21: They shall report without delay all accidents, collisions, etc., resulting in loss of life, injury to persons, damage to property or other extraordinary or unusual occurrences of any nature, whether occurring to the implements, etc., at any time or place, or to the persons or property of citizens in connection with the operation of the Fire Department activities.

Section 24.22: They shall preserve order and discipline in and about quarters and at fires, and shall report any breach of conduct to the contrary.

Section 24.23: They shall perform such other duties as the Fire Chief may direct.

SECTION 25 - ENGINEERS

Section 25.01: The Apparatus Operator shall be responsible for the safe operation and care and management of apparatus and associated equipment.

Section 25.02: He/She shall report to his/her Company Commander any accident or unusual occurrence of any kind to apparatus that he/she is responsible for, without delay.

Section 25.03: He/She shall perform such other duties as are required by his/her superior Officers and the RULES AND REGULATIONS of the Department.

Section 25.04: He/She shall not operate Departmental apparatus or equipment at any time while under the influence of alcohol, drugs or any other intoxicating substance.

SECTION 26 - FIREFIGHTERS

Section 26.01: The firefighter shall be responsible for the performance of skilled fire protection work in combating, extinguishing, and preventing fires; rescue and emergency medical care; and maintenance of stations, apparatus, and equipment. Work is performed under direct supervision; however, is performed under direct supervision; however, work -res initiative and a thorough individual understanding of Fire Department operations.

Section 26.02: He/She shall perform such other duties as his/her superior officers may require and the RULES AND REGULATIONS of the Department.

SECTION 27 - GENERAL RULES FOR ALL MEMBERS

Section 27.01: Members of the Department shall devote their entire time and attention to the service, attending fires and alarms of fire to which they are assigned, detailed or called; ride on the apparatus going to and returning from alarms of fire, unless otherwise directed. They shall do their duty under any and all circumstances.

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Fatigue from duty at a previous fire will not be accepted as an excuse for failure to respond to an alarm.

Section 27.02: They shall conform to and promptly and cheerfully obey all rules, regulations and orders from the government of the Department.

Section 27.03: Members of the Department refusing to obey the orders of a Superior Officer shall report immediately through proper channels to the Fire Chief. Failure on the part of any officer to act on, and report will constitute a breach of these rules.

Section 27.04: In all official situations all officers of the Fire Department shall be addressed by their proper rank.

Section 27.05: All members in matters of general conduct not within the scope of Department Rules shall be governed by the ordinary rules of good behavior observed by law-abiding and self-respecting citizens and shall not act in a manner tending to bring reproach, criticism or reflection upon the Department.

Section 27.06: No member, while on duty of special detail, shall be under the influence of intoxicating beverages, liquors, drugs or compounds.

Section 27.07: All members must possess an up-to-date operator's license issued by the Division of Motor Vehicles, State of Utah, before driving any Department automotive equipment.

Section 27.08: All members should promptly pay all personal liabilities contracted during the term of their service.

Section 27.09: All members shall read and become familiar with the RULES AND REGULATIONS, and orders relating to the Department.

Section 27.10: All official communications shall be made through proper channels, which are defined to be in the following order: Captain, Fire Chief. Communications from a superior to a subordinate shall pass in inverse order. No intervening officer shall suppress any communications.

Section 27.11: Members shall not change or alter the arrangement of fire fighting equipment on the apparatus or elsewhere or otherwise disarrange the system now in vogue, unless the approval of the Fire Chief shall have first been obtained.

Section 27.12: MI members shall endeavor to detect and obtain evidence to convict persons guilty of arson or causing false alarms of fire.

Section 27.13: Members shall not permit persons not connected with the Department to ride on the apparatus, unless they have signed an appropriate waiver.

Section 27.14: Members of the Department shall conduct themselves quietly at fires. Boisterous

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language will not be permitted.

Section 27.15: All drivers will be held responsible for the speed and safety of Department apparatus and vehicles. Speed of Fire Department apparatus and vehicles shall be governed by Fire Department regulations and State Laws, whichever is most stringent.

Section 27.16: Members who receive injuries while in the performance of their duty resulting from carelessness, willful neglect or other causes on the part of any person, firm or corporation, shall not sign any release from liability without first obtaining permission from the Fire Chief.

Section 27.17: All members shall provide themselves with the articles of clothing not furnished by the Department.

Section 27.18: Under no condition or circumstances shall information relative to fires, alarms or department business of any nature be given out to anyone outside the Fire Department. All persons making inquiries relative to fire and alarms shall be referred to the Fire Chief. All others should be referred to Fire Administration or the appropriate division head.

Section 27.19: Members shall not loan, sell, give away or many ways dispose of any property belonging to the Department.

Section 27.20: The loss of spanners, hose straps, badges, hat pieces, tools or other equipment must be reported through the chain of command to the Administrative Chief, stating by whom lost and approximate location of loss. If, after investigation, it is known that such loss was due to carelessness, the person responsible shall be charged with the cost.

Section 27.21: Departmental supplies, tools, implements or equipment shall not be used at any time other than for Department purposes.

Section 27.22: Members shall report to Fire Administration within twenty-four (24) hours any change of residence or telephone number. Failure to do so shall be deemed sufficient cause for suspension.

Section 27.23: Any member leaving the Department through any cause must return to the Administrative Chief his/her Department pager, radio, and any and other Department property in his/her possession.

Section 27.24: When a member is detailed to perform the duties of a higher officer other than that which he normally holds he shall be allowed all the privileges pertaining to that office and shall be obeyed and respected accordingly.

Section 27.25: No member shall receive any gratuity, reward, present or financial benefit for service rendered in the discharge of his/her duties; nor shall any member accept

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any gratuity¹, reward, present or financial benefit as a result of employment with the Department, without the express permission of the Fire Chief.

Section 27.26: Department office equipment and stationery will be used for official purposes only. No member shall be permitted to use Department stationery forms or equipment for personal purposes.

Section 27.27: All members are subject to recall to duty in cases of emergency or departmental need and shall maintain a telephone at their place of residence.

Section 27.28: Members making suggestions for changes, alterations or improvements in the Department shall submit in writing the suggestions. All such suggestions shall forward directly through the chain of command to the Fire Chief.

SECTION 28 - ATTENDANCE

Section 28.01: All members of Dept. are required to attend all training that is provided.

Section 28.02: Any member that cannot attend training is required to notify any officer of Dept.

Section 28.03: Any member who for any reason misses any three trainings in a three month period will be reprimanded by the chief

Section 28.04: If any member misses one more training after being reprimanded within the same three month period, they will be put on probation.

Section 28.05: If any member misses one un-excused training during the probation period, they will have their membership on the Dept. terminated.

SECTION 29 - PROBATION

Section 29.01: Any member who is put on probation will not be allowed to assist with structural, interior, ventilation, or exposure control.

Section 29.02: Probation period will last three months.

SECTION 30 - PAGER USE

Section 30.01: Members of the Fire Department must always have pagers with them. Always have pager turned on and full volume. After receiving a page, go to the Fire Station and get proper turnouts on. You are needed!

Section 30.02: Listen for the officers that are acknowledging page. Officers for acknowledge page are

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1. Chief
2. Assistant Chief
3. Captain
4. Engineers

*Only one acknowledgment is needed.

SECTION 31 - FIREFIGHTER SAFETY

Section 31.01:

1. SAFETY-"OVER ALL"
2. I.C.S.-INCIDENT, CONTROL, SYSTEM
3. I.C. - INCIDENT COMMANDER
4. C.A. - COMMAND ACCOUNTABILITY SAFETY

Section 31.02:

1. Safety
2. Yourself, crew anyone else
3. Sop. - standard operating procedures
4. Team - work as a unit, "teamwork"
5. Maintain logs - written documents of equipment and apparatuses.
6. No tail boarding - more firefighters injured this way.
7. Fitness-"a must!!!!" 15 minutes 3-4 times per week.

SECTION 32 - WATCH - OUT SITUATIONS

WATCH OUT WHEN

1. Fire has been burning free for longer than 10 minutes
2. Entering a structure without charged line.
3. Initiating an interior attack without water supply.
4. Not in full protective clothing turnouts and S.C.B.A.
5. Not in radio contact with command.
6. You are alone in a structure.
7. You become lost or disoriented.
8. You are unclear on your orders or assignment.
9. You are out of shape.
10. You are attacking with less than an 1 IA line.
11. The heat pushes you to the floor, "Flashpoint"
12. You have no escape route.
13. You are freelancing, on your own.
14. You notice a sudden and rapid build-up of heat in die room you are working, "Flashpoint"

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SECTION 33 - RESPONDING TO CALL

When responding to a call,

- Never drive more than 10 miles per hour over the posted speed.
- Never endanger yourself or other motorists.
- Hazard lights on are recommended.
- Obey all traffic signals.

Section 33.01: RESPOND TO CALL

1. Turnouts on
2. Three personnel per engine
3. Write information down on chalkboard
4. Acknowledge Page
5. Safety

Section 33.02: ONSITE

1. Size up
2. Walk Around
3. Set up Command Post
4. Take Hydrant
5. Safety

Section 33.03: ATTACK

1. S.C.B.A.
2. Charged line 1 3/4
3. Tools
4. Two for Crew
5. Search & Rescue
6. Vent.

Section 33.04: SALVAGE

1. Extinguish Extensions.
2. Rehab Firefighters.
3. Use Tarp.
4. Don't move, evidence of arson.
5. Never take belongings.

SECTION 34 – PUBLIC ASSISTANCE

Section 34.01: While on Fire Department business, or driving fire apparatus, you are required to

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assist the public with any problem they may be having, such as a flat tire, engine problems, etc.

Section 34.02: In order to assist the public, you are authorized to allow the public to ride in fire apparatus, given that all people are sea belted in.

SECTION 35- FIRST RESPONDERS

EMS Operations

Purpose: To establish general guidelines for the response and management of Dammeron Valley Volunteer Fire Department personnel to emergency and non-emergency situations involving provision of medical care.

Scope: Dammeron Valley Volunteer Fire Department provides EMS services under the direction of the Washington County EMS protocol and its Medical Director. Individual EMS personnel will be under the direction of the Dammeron Valley Fire Department EMS Officer. Basic Life Support (BLS) medical care and stabilization will be provided consistent with the scope of practice of the certified EMS provider. Advanced Life Support (ALS) protocols may only be practiced by Dammeron Valley EMS providers with the express authorization of the Medical Director or his designee.

Policy:

At EMS assist incidents, Dammeron Valley Volunteer Fire Department apparatus and personnel remain under the command and control of the Chief of Department and his/her Officers until the arrival of Dixie ambulance service. Upon arrival, Dammeron Valley EMS personnel will provide a comprehensive report to ambulance service staff and then further assist ambulance service personnel as they assume patient care.

Personnel – All personnel responding to an EMS call must be at least CPR/AED certified. Each EMS response must include a minimum of one person who is a licensed First Responder/EMT. Upon arrival at the fire station, certified First Responders, EMT's and Paramedics have priority over those only CPR/AEDtrained, to respond to the call. Wherever possible, but not at the cost of delaying response, at least one EMT should respond if available, otherwise licensed First Responders should respond. A minimum of two (2) personnel should respond to all calls. Typical EMS responses should include a maximum of four (4) responders. However, if the situation warrants additional personnel, responding officers can request and direct responders accordingly. The four responder policy indicated previously does not include the Chief, Assistant Chief or EMS Officer who have the latitude to respond as deemed appropriate.

Privately Owned Vehicles (POV) will not be allowed on EMS scenes unless specifically directed by the senior officer on the incident. The exception to this rule is that the Fire Chief, Assistant Chief or EMS Officer may respond to the scene as deemed appropriate.

Apparatus Response

Rescue 13 is the primary response unit for all EMS calls within the Dammeron Valley Fire Department Fire/EMS Management Zone. This policy can be revamped by senior officer responding to the incident or Incident

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Commander (IC) at the scene if it determined that additional support is needed.

Brush Truck 13-1 is the primary response unit for Mutual Aid EMS incidents.

Rescue 3 will respond to all vehicle accidents with or without entrapment, regardless of location. Additional personnel should always respond with B 13-1 or E 13 for additional manpower unless disregarded by IC on the scene.

Communications

Upon being dispatched to an EMS incident acknowledgment of the incident dispatch must be made. Any Officer responding shall acknowledge the dispatch ONLY after completely understanding the type of incident, location, and any other amplifying information. If any question exists about the location or details, dispatch will be contacted for clarification. Only then will Dammeron Valley Fire Department personnel acknowledge receipt of call. If no officers are in district, or it is unknown who is in district, the senior qualified EMS provider in district shall acknowledge the call. If no qualified EMS providers (First Responder, EMT or Paramedic) are available to acknowledge the call, then dispatch will be notified that no qualified First Responders are available and that Dammeron Valley Fire Department is unable to respond. This declination of the call will only be done after dispatch activates tones a second time.

The county fire channel (Flat Top 2) will be used to relay information to the Dixie ambulance unit responding. Proper medical terminology and plain language communications will be used whenever possible to relay patient information. At no time will personal or identifying information (name, initials, etc.) will be given via open-air radio signal. Failure to adhere to this provision may constitute a violation of federal Health Information Personal Privacy Act (HIPPA) laws.

Documentation

EMS REPORTS – At each EMS incident, an EMS report will be completed. The only exception to this policy is where Dammeron Valley emergency response personnel had no patient contact and provided no patient care of any kind. An example of this exception would be if Ambulance Service arrives before Dammeron Valley units and assumes patient care. Another example would be arriving on the scene of an accident after the ambulance and performing only fire related duties. Assisting the movement of patient to unit is not considered patient care and therefore requires no EMS report. Executing any medical care in support of the ambulance service patient care would indicate an EMS report would be required. However, the incident must be documented utilizing a departmental medical report. All EMS reports will be written on designated EMS Incident Report Forms. The back (second) copy should be provided to ambulance personnel on scene where practical for inclusion in patient medical records. When the back (second) copy cannot be provided to the Ambulance Service or in the case where ambulance is disregarded prior to arrival, the copies will be maintained at the fire station. Additionally, each EMS incident will be entered into the designated fire incident reporting system, whether our units arrive at the scene or are disregarded to arrival.

EMS Incident reports will be reviewed for completeness and accuracy by the senior EMS person or highest certified EMS person that made the call.

Medical care documents are legal instruments subject to subpoena in legal proceedings. As such, documentation must be as complete as circumstances allow. To ensure comprehensive and correct reporting of events on EMS incidents, the senior medically qualified individual on the EMS incident is responsible for completing EMS reports.

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Though vital signs, history and personal information may be acquired by a junior qualified provider, narrative description of incident is the responsibility of the senior qualified provider. Allowing a junior qualified provider to complete the narrative does not dismiss the senior provider from responsibility for its contents. The senior provider must review and indicate concurrence by signing the report.

Supplies – Most supplies, such as bandages, oxygen mask, cervical collars, etc. will be restocked on as used by Dixie ambulance service. If the unit is unable to restock on scene, most extra supplies will be available at the fire station. It is the EMS response crew's responsibility to restock after each and every call. The EMS Officer must be notified if any supplies cannot be restocked immediately after an incident. Action can then be taken to obtain restock from the Ambulance Service. EMS Officer should also be made aware of supplies being removed from the EMS supply cabinet. Do this by placing a note in the mailbox for the EMS Officer.

Disregarding an ambulance – In the event a patient refuses transport and treatment prior to the ambulance arriving or the medical exam does not dictate transport, the responding EMS crew may advise the ambulance so. The senior EMS provider or officer on the scene will advise the ambulance crew via open-air radio of the patient's condition, including vital signs and any complaints/mechanism of injury or nature of illness. It will then be left to the ambulance crew's discretion whether to continue their response or to disregard.

Attire – Turnout gear will be taken, but not necessarily worn, on every call. Everyday attire is preferred for medical calls at private residences. If clothes are dirty or excessively worn, wear turnout gear. Full turnouts will still be required for all vehicle accidents and extrication calls until deemed safe by Incident Commander.

Personal Protective Equipment / BSI – Latex gloves will be worn on all medical calls and in any situation where there is a possibility of contact with blood and / or body fluids. Where indicated, responders should consider wearing surgical masks. Care will be taken to minimize exposure to all bodily fluids. Should contact be made with bodily fluids, responder should use waterless cleaner from medical bags to perform gross decontamination on the scene. Completely sanitize exposed areas and equipment on return to station. (Section **TBA** Infection Control).

Traffic Accidents – On arrival of responding units to traffic accidents, Dammeron Valley EMS responders will first assess the scene to ensure scene safety. Thereafter, a rapid triage of possible injuries will be conducted to determine which patients require immediate attention. Pending arrival of Ambulance Service, the senior EMS provider on scene will direct patient care, ensuring a minimum of one licensed EMS provider remains with patient(s) at all times. This will ensure continued assessment of patient status and prevent patient abandonment.

Personal Information Protection – No patient information shall be shared with anyone other than those directly involved with the patient care. This is to ensure the patient's right to privacy and to conserve his/her personal dignity.

Responsibilities:

It is the responsibility of each EMS provider to communicate any problems or concerns experienced on any emergency call with the Fire Chief, Assistant Chief and/or EMS Officer.

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It is the joint responsibility of all EMS providers, Fire Chief, Assistant Chief and EMS Officer to ensure all personnel comply with the guidelines established herein and that all certifications are kept current and on file.

All personnel are expected to provide the same level of care that a person with similar training would provide under similar circumstances. All licensed EMS providers are expected to use knowledge and skills to the best of your ability under the circumstances of the emergency situation. This is known as the standard of care and it is incumbent upon each provider to maintain the highest standard.

The scope of care the EMS provider gives is defined by the level of training obtained, as well as EMS protocols established by the Washington County EMS Director and Dammeron Valley Fire Department EMS Supervisor.

When responding to emergency situations, all members will respond swiftly and safely, obeying all guidelines as set forth in this manual. Upon arriving on the scene, personnel will make certain that the scene is safe and when called to do so, assist in other activities at the scene, always adhering to the scope of their training. Personnel will gain access to the patient in a swift but safe and coordinated manner. When the situation dictates, special rescue or other access tools should be deployed in an orderly and safe manner but only by qualified operators.

Patient assessments and requisite care should always be done with safety in mind. The scene must be safe and all firefighters and officers must use all practical safety measures to ensure they are protected from injury and disease. Personnel must always exercise BSI (Body Substance Isolation) when rendering medical assistance or facilitating access to an injured or ill individual.

All trauma patients shall be treated for suspected spinal and neck injury, unless otherwise indicated. Following Airway, Breathing and Circulation, Spinal Immobilization must be made a priority. Disentangle, free, lift, and move the patient only if you can do so without causing additional injury to the patient and yourself. Carefully stabilize, package, and only then properly transfer the patient to the responding EMS Unit.

GENERAL PATIENT CARE TREATMENT PROTOCOL

A. RESPONSE

Review the dispatch information and select appropriate response.

B. SCENE ARRIVAL AND SIZE-UP

1. Consider Body Substance Isolation (BSI).
2. Consider Personal Protective Equipment (PPE).
3. Evaluate the scene safety.
4. Determine the number of patients.
5. Consider the need for additional resources.

C. PATIENT APPROACH

1. Determine the Mechanism of Injury (MOI) / Nature of Illness (NOI).
2. If appropriate, begin triage and initiate Mass Casualty Incident (MCI) procedures.

D. INITIAL ASSESSMENT

1. **Airway**
 - a. Open and establish airway.
 - 1) Head tilt – chin lift if no suspicion of cervical spine injury

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- 2) Jaw thrust if evidence of potential cervical spine injury
- b. Suction as necessary
- c. If necessary, insert airway adjunct
- 1) Oral airway if gag reflex is absent
- 2) Nasal airway if gag reflex is present
- d. Cervical Spine Immobilization

If patient presents with a traumatic mechanism refer to [Spinal Immobilization Protocol](#).

2. Breathing

- a. Determine if breathing is adequate.
 - 1) If patient's ventilations are not adequate, provide assistance with 100% oxygen using Bag-Valve-Mask (BVM).
 - 2) Administer oxygen as appropriate.
 - a) 12-15 lpm NRB to all patients (including COPD) experiencing cardiovascular, respiratory, or neurological compromise.
 - b) 2-6 lpm by nasal cannula or 6-15 lpm mask delivery device to **ALL** other patients with no history of prescribed home oxygen.
 - c) Patients with a history of prescribed home oxygen for chronic conditions should receive their prescribed home dosage of oxygen.
 - 3) Consider pulse oximetry, if available.

3. Circulation

- a. Assess brachial, radial, or carotid pulse.
 - 1) Infants and children less than 12 years of age:
 - a) If patient is symptomatic with poor perfusion (unresponsive or only responds to painful stimuli) and pulse is less than 60 bpm or absent begin CPR.
 - b) If pulse is greater than 60 bpm, continue assessment.
 - 2) Patients 1 year of age or greater: If pulse is absent, begin CPR and attach AED.
- b. Assess for and manage profuse bleeding.
- c. Assess skin color, temperature, and capillary refill.
- d. All patients greater than 35 years of age complaining of chest pain or shortness of breath should have 12-lead EKG performed, if equipment is available, to search for cardiac ischemia.

4. Disability

- a. Assess mental status using AVPU Scale
 - 1) **A**lert
 - 2) Responds to **V**erbal stimuli
 - 3) Responds to **P**ainful stimuli
 - 4) **U**nresponsive
- b. Perform Mini-Neurologic Assessment (Pulse / Motor / Sensory).

5. Exposure

To assess patient's injuries, remove clothing as necessary, considering condition and environment.

Never withhold oxygen from a patient in respiratory distress!

E. HISTORY AND PHYSICAL EXAMINATION

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1. For **UNSTABLE / UNRESPONSIVE** trauma patients:
 - a. Conduct Rapid Trauma Assessment, assessing for *DCAP-BTLS*:
 - 1) **Head**
 - a) Crepitation
 - 2) **Neck**
 - a) JVD
 - b) Tracheal Deviation
 - 3) **Chest**
 - a) Crepitation
 - b) Respiration
 - c) Paradoxical Motion
 - d) Breath Sounds
 - 4) **Abdomen**
 - a) Rigidity
 - b) Distention
 - 5) **Pelvis / GU**
 - a) Pain on Motion
 - b) Blood, Urine, Feces
 - 6) **Extremities**
 - a) Pulse / Motor / Sensory
 - 7) **Posterior**
 - b. Obtain Baseline Vital Signs
 - c. Obtain *SAMPLE* History
2. For **STABLE / RESPONSIVE** trauma patients:
 - a. Determine chief complaint
 - b. Perform focused examination of the injured site and areas compatible with given MOI
 - c. Obtain Baseline Vital Signs
 - d. Obtain *SAMPLE* History
3. For **UNSTABLE / UNRESPONSIVE** medical patients:
 - a. Perform Rapid Physical Examination
 - 1) **Head and Neck**
 - a) JVD
 - b) Medical Alert Device
 - 2) **Chest**
 - a) Breath Sounds
 - 3) **Abdomen**
 - a) Rigidity

 - b) Distention
 - 4) **Pelvis / GU**
 - a) Blood, Urine, Feces
 - 5) **Extremities**
 - a) Motor / Sensory / Pulse
 - 6) **Posterior**
 - b. Obtain Baseline Vital Signs
 - c. If possible, obtain history of episode from family or bystanders (*OPQRST*).
 - d. If possible, obtain *SAMPLE* History from family or bystanders.
4. For **STABLE / RESPONSIVE** medical patients:
 - a. Obtain history of episode (*OPQRST*).
 - b. Obtain Baseline Vital Signs
 - c. Obtain *SAMPLE* History

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- d. Perform a Focused Physical Exam, checking areas suggested by NOI.
- 5. Perform Detailed and Ongoing Assessments as dictated by patient condition.
 - a. Reassess unstable patients frequently (recommended every 5 minutes).
 - b. Reassess stable patients at a minimum of every 15 minutes

F. TREATMENT PROTOCOLS FOR PEDIATRIC PATIENTS:

- 1. For pediatric patients:
 - a. Equipment and medications must be appropriate for the size and weight of the patient. Use of the Broselow Tape or equivalent is encouraged.
 - b. The developmental age of the infant/child must be considered in the communication and evaluation for treatment.
 - c. Treatment priorities are similar to the adult patient.
 - d. When appropriate, family members should remain with pediatric patients.
 - e. Infants and children must be properly restrained prior to and during transport.

G. COMMUNICATIONS

- 1. Telemetry contact shall be established:
 - a. For any medical emergency in which the EMS provider's judgment suggests consultation with a telemetry physician is necessary.
 - b. For all trauma patients going to a Trauma Center.
 - c. When telemetry contact is required per protocol.

Telemetry contact should be established by radio. Telephone contact may only be used if radio contact cannot be made.

- 2. For patients who meet **Trauma Field Triage Criteria**, telemetry reports shall include:
 - a. Patient age
 - b. Gender
 - c. Mechanism of injury
 - d. Ambulatory at scene
 - e. Suspected injuries
 - f. Vital signs
 - g. Airway status
 - h. Neurologic status
 - i. ETA
 - j. An incident identifier if multiple patients are involved (e.g. fire department command code "Main Street Command")

- 3. For all other patients, telemetry reports shall include, at a minimum:
 - a. Attendant / vehicle identification.
 - b. Nature of call: INFORMATION ONLY or REQUEST FOR PHYSICIAN ORDERS.
 - c. Patient information: i.e. number, age, sex.
 - d. Patient condition: i.e. stable, full arrest.
 - e. History
 - 1) Basic problem or chief complaint.
 - 2) Pertinent associated symptoms.

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- 3) Time since onset.
 - 4) Past history, if pertinent.
 - f. Objective findings
 - 1) General status of patient.
 - 2) Level of responsiveness.
 - 3) Vital signs.
 - 4) Pertinent localized findings.
 - 5) Working impression of patients' problem.
 - g. Treatment
 - 1) In progress.
 - 2) Requests for drugs or procedures.
 - h. Estimated Time of Arrival, including any special circumstances that may cause a delay in transport.
4. Notification of transport shall be provided to the receiving hospital.

ALL other calls.

- a. Notification can be completed via:
 - 1) Radio
 - 2) Telephone
 - 3) EMS System
- b. Notification reports shall include:
 - 1) Patient age
 - 2) Chief complaint

**PROCEDURE PROTOCOL
SPINAL IMMOBILIZATION**

1. Assess patient for the presence of the following (**ANY** positives **REQUIRE** spinal immobilization):
- a. Evidence of blunt trauma and meets Trauma Field Triage criteria;
 - b. Numbness or weakness on neurological exam;
 - c. Any alteration in mental status;
 - d. Any evidence of drug and/or alcohol intoxication;
 - e. Any painful injury that might distract the patient from the pain of a C-spine injury;
 - f. Any point tenderness on palpation of the spine;
 - g. Any pain or numbness with cervical spine range of motion.
2. If a through g, above, are **ALL NEGATIVE**, spinal immobilization is not required.
3. The above steps in the evaluation to determine the necessity of spinal immobilization shall be done in the order listed.

If a trauma patient is unable to communicate or appropriately respond to the above questions, perform a complete spinal immobilization.

VERIFICATION OF DEATH

When Verifying Death Utilize The Following Criteria:

- 1. OBVIOUS DEATH injury/illness incompatible with life, and absent vital signs,

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including:

- a. Decapitation
- b. Explosive gunshot wound to the head.
- c. Decomposition
- d. Rigor Mortis
- e. Lividity
- f. BLUNT TRAUMATIC ARREST meeting all the following criteria:
 - i. Blunt mechanism only, with obvious trauma.
 - ii. No vital signs or other signs of life (movement, reactive pupils).
 - iii. Confirm with on-line medical control.

CAUTION: in cool environment, severely hypothermic patients may be cool, stiff, without vital signs, and in asystole or agonal rhythm.

When in doubt, attempt resuscitation and contact on-line Medical Control.

2. EXPECTED DEATH: patients without vital signs whose death from natural causes was expected and who have one of the following:

- a. An EMS/DNR bracelet or declaration or POLST in accordance with Utah statute.
- b. A DNR order (Medical Treatment Plan) signed by a physician and witnessed.

Must verify with Medical Control.

CPR may be initiated until one of the above is verified, then may be discontinued.

All other patients should be considered potentially viable, including apparent deaths from natural causes and penetrating injuries. Begin appropriate resuscitation and contact Medical Control.

Critical Incident Stress Debriefing

The following is a model developed by the American Red Cross to debrief emergency workers and survivors following natural disasters.

A debriefing process provides formats in which personnel and survivors can discuss their feelings and reactions, thus reducing the stress that results from exposure to critical incidents

It is an organized approach to supporting emergency service personnel and survivors who are involved in emergency operations under conditions of extreme stress. The purpose of the debriefing group is to assist in mitigating long-term emotional trauma.

This model is also known as *critical incident stress management*

Outline for facilitating Debriefing groups:

1. Introduction:

Go through basic steps that you do when you begin a group (i.e., establish agreements and confidentiality)

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2. Fact phase:

- a. Have each person talk about where they were (or roles they assumed in the case of emergency workers)
- b. Have them talk in detail about where they were when the incident occurred, what they heard, saw, smelled. This process makes the experience come alive, and participants get to know each other and there is a sense of bonding that develops.

3. Feeling phase

Encourage sharing of feelings.

How did it feel when it happened?

How are you feeling now? Have you felt this way before?

What unusual things are you experiencing now?

IT IS VERY IMPORTANT THAT FACILITATORS VALIDATE ALL THAT IS SHARED

4. Symptom phase

Encourage them to share physical symptoms

(Example, with earthquake victims:-many talked about recurring migraines which occur suddenly, some said they could identify other survivors because they would suddenly see someone put their hand towards their heads because of migraines, feeling that the ground was still shaking, unable to get into elevators for fear that an earthquake will hit and they would get stuck, inability to fall asleep until 5:14 am, the time the earthquake struck, -not being able to soak in the bath tub for feel that they would be naked when another earthquake struck).

SOME PEOPLE ARE SCARED BY THEIR OWN PHYSICAL AND EMOTIONAL REACTIONS. IT IS VERY IMPORTANT TO LET THEM KNOW THAT WHATEVER THEY ARE EXPERIENCING IS A NATURAL REACTION.

4. Teaching phase:

Provide education on stress response syndrome: provide education on how natural these reactions are. The important message is that: ABNORMAL REACTIONS that people might be experiencing ARE NORMAL REACTIONS TO ABNORMAL SITUATIONS

In case of emergency workers, use handouts, depends in the case of survivors (not immediately, but useful if meeting them after some time has lapsed)

SOME TRAUMA RESPONSES INCLUDE:

headaches, insomnia, flashbacks, anxiety, inability to concentrate, crying spells, lack of appetite, irritability, intense anger, depression

Give the following concrete advice:

- 1) do not use alcohol or drugs to cope
- 2) do not isolate yourself from friends, family or co-workers
- 3) prevent yourself from becoming obsessed with the incident
- 4) eat well, exercise
- 5) assess work situation, do they need time off?
- 6) watch for fixation of the incident, don't become obsessed with finding their reasons for the tragedy, allow time to pass
- 7) give yourself time to heal, don't have unrealistic expectations for recovery
- 8) expect the incident to bother you
- 9) learn about what you are going through
- 10) get help if necessary

5. Re-entry phase

Ask them where they want to do from the session, do they feel a need for another de-briefing?

6. Group facilitators should provide debriefings with each other after the group

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Phases of Disaster Recovery in Communities: Four phases

Knowing about the following helps anticipate and prepare for the emotional responses

1. *Heroic phase*-- time of impact -- one week post impact

Perform heroic acts to save lives and property

Sense of sharing with others

Sense of "family"-- immediate support of family members, agencies, government disaster personnel, strong media support of the plight of victims and needs of the community, pain and losses--may not be recognized

2. *Honeymoon phase*--immediately after impact to 2,3 months

Development of a strong sense of a shared danger or experience

May experience physical symptoms such as digestive problems, changes in appetite, difficulty sleeping, migraines

Anger, suspicion, apathy, social withdrawal, heightened anxiety about the future

Shelters become source of support

Involvement with cleaning out debris, sorting things out, anticipating the help they will receive to restore their lives

"Super-volunteers" who are not ready to deal with their own losses, work from dawn till dark helping friends and neighbors et back on their feet

Unrealistic expectations towards help from governmental agencies

3. *Disillusionment phase*--one month to one or two years

Waning of media attention, feel they are objects of the media, isolated and let down by the media that's gone on to other news

Questions re: whether the disaster could have been avoided

Survivor guilt: feeling guilty for being spared or not having as much damage as others

Period of Second disaster, or secondary trauma

relationships neglected, estrangement of family members begin

domestic violence begins or is aggravated, children are emotionally at risk as they react to signs of stress in parents,

survivors may have to move from their old neighborhood and lose their social support,

Overwhelming amount of paper work

Long lines for assistance

Anger and frustration increase rapidly

Victims may begin to file law suites

Depression, moodiness and crying increase

Physical health begins to suffer, Relief efforts by government agency decreases

increase in use of alcohol, no financial security, job losses

4. *Reconstruction phase*

Survivors come to realize that the rebuilding of their homes and businesses and community is primarily their responsibility

May take several years or rest of their lives depending on amount of damage,

If the rebuilding is delayed, the recovery will also be delayed